
Policy For Lost/Stolen NOAA CAC

PROCEDURES FOR LOST/STOLEN COMMON ACCESS CARD (CAC)

- Employees/Contractors who lose their CACs should submit a memorandum to their supervisor or sponsor stating the circumstances. If the CAC is stolen, then employee should also submit a copy of a police report.
- Supervisor/Sponsor will submit the memorandum to their Regional Security Office for processing.
- Regional Security Office will sign memorandum and return to the Supervisor/Sponsor. Regional Security Office will maintain a copy of memorandum.
- Supervisor/Sponsor will give employee/contractor memorandum to present to RAPIDS station.
- Employee/Contractor will provide memorandum and two forms of ID to RAPIDS station. If employee/contractor does not have two forms of ID, they must verify a fingerprint previously stored in DEERS.
- Questions concerning this policy should be directed to Neavaly Touray, 301-713-0850 x158 or email neavaly.touray@noaa.gov.

NOAA Memorandum For Lost/Stolen CAC

Insert Date

MEMORANDUM FOR: Site Security Manager, Insert Name of Real-time Automated Personnel Identification System (RAPIDS) ID Card Issuance Facility.

FROM: Insert Name of Security Officer, Insert Name of Regional Security Office

FROM: Insert Name of Supervisor/Sponsor/COR, Title

SUBJECT: Report of Lost or Stolen (select one) Common Access Card (CAC)

1. Insert name, reported his/her Common Access Card (CAC) was lost or stolen (select one) in the vicinity of insert location, on or about insert date.
2. He/she (select one) has been directed to return the CAC, if found, to his/her (select one) Regional Security Office or the nearest RAPIDS facility.
3. He/she (select one) has been advised of their responsibility to maintain control of Government Property in their possession and the seriousness of possible compromise of physical and/or logical access security.
4. If any additional information is needed, please contact me by email at Insert email address or Insert contact number.

As of 4/16/2009