
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.