ATTACHMENT 2

Civilian Employee Common Access Card (CAC) Instructions

All Army Civilian employees, including RAO members, must have a civilian employee Common Access Card (CAC) to comply with current security requirements. The civilian employee CAC is multipurpose – it serves as the Standard DoD Identification Card to access DoD installations and it also serves as electronic identification to access Corps computer systems. RAO employees must have a civilian employee CAC in order to deploy.

Several Steps are required to obtain a civilian employee CAC:

1) The RA's appointment personnel action (SF 50, Notification of Personnel Action) must be completely processed and the employment information electronically transferred to the Defense Enrollment Eligibility Reporting System (DEERS) database. This may take 1 – 2 weeks after the effective date of appointment and after all required paperwork has been submitted to the HECSA CPAC.

2) The RA must have an Army Knowledge Online (AKO) account which can be created on line. If retirement was as an Army Civilian, a "Civilian Retiree" AKO account can be created at any time by entering information from previous, pre-retirement personnel records (SF-50s). If retirement was from a different agency, a "New Employee Sponsored Account" must be established. More detailed information on how to set up an AKO account is provided on page 2-3 of this attachment. The RAO Program Office may also be contacted for assistance in creating a sponsored AKO account.

3) A current security/background check documented in JPAS is also required. As part of the in-processing procedures, the HECSA CPAC will notify the RA if an SF-85 (Questionnaire for Non- sensitive Positions) along with fingerprints will be needed to obtain a current clearance in JPAS. For more information, see Attachment 9.

4) A DoD CAC issuing facility, which uses the DEERS/RAPIDS system will need to be located and an appointment made to schedule a time to obtain a civilian employee CAC. A copy of the Appointment SF-50 showing the RA's appointment to the RAO program, and two government issued identifications, one of which must be a photo identification. However, it is best to ask the CAC issuing facility what types of identification they require. To find a CAC issuing facility with a RAPIDS workstation, contact the RAO office for information, or go on-line to http://www.dmdc.osd.mil/rsl. A completed form DD 1172-2, Application for Department of Defense Common Access Card is required (Attached).

5) After obtaining the civilian employee CAC, the RA must safeguard it and ensure it is used only for official purposes. A civilian employee CAC must be maintained by the RA for the duration of their appointment with the RAO, in accordance with DoD regulations and the attached memorandum from the USACE HR Director dated 30 December 2008 (reference Appendix A).

6) RAs are responsible for keeping track of their individual civilian employee CAC expiration date, and must make arrangements to obtain a new civilian employee CAC when necessary.

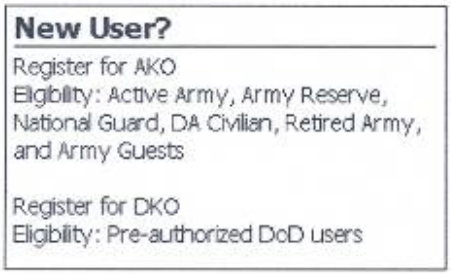
7) When an RA leaves the RAO program, the RAO PM will provide instructions on turning in the civilian employee CAC.

8) If a civilian employee CAC is lost, the RA must immediately notify the RAO PM or designee to get instructions on appropriate reporting procedures.

Instructions for Establishing an AKO E-mail Account

To set up an AKO account, visit https://us.army.mil. The site may be accessed from any internet connection – you do not need to be on the Corps network or within the .mil domain. The new user may gain network access to complete this step in one of the following ways.

1. In the AKO portal select "**Register for AKO**" at the bottom left corner of the page.



2. Select, "**Create Sponsored Account**" from the pop-up dialog box.

3. The supervisor should provide their AKO user name as the Army Sponsor, and the Account Type should be set to, "**Incoming DA Civilian**" from the pulldown menu. All required user information should be provided in the lower part of the form. The AKO request requires that an external email account be identified for communication regarding the account.

4. When completed, the user will submit the form.

5. Once submitted the supervisor should enter AKO using their account, go to "**My Account**", and select "**Sponsor Management**" from the top menu bar to approve the requested user account. Approval will generate an email notification to the new user and their supervisor that their new AKO account is ready for use.

Application for CAC (DD 1172-2)

Please read Agency Disclosure Notice, Privacy Act Statement, and Instructions prior to completing this form.

MARK HERE FOR CIVILIAN OR CONTRACTOR PRE-ELIGIBILITY →

APPLICATION FOR DEPARTMENT OF DEFENSE COMMON ACCESS CARD DEERS ENROLLMENT

OMB No. 0704-0415
OMB approval expires December 31, 2010

SECTION I EMPLOYEE INFORMATION

1. NAME (Last, First, Middle)
2. SEX
3. SSN
4. STATUS
5. ORGANIZATION
6. PAY GRADE
7. GEN. CAT
8. CITIZENSHIP
9. DATE OF BIRTH (YYYYMMMDD)
10. PLACE OF BIRTH
11. LAST UPDATE (YYYYMMMDD)
12. VII
13. CURRENT RESIDENCE ADDRESS
14. SUPPLEMENTAL ADDRESS INFORMATION
15. CITY
16. STATE
17. ZIP CODE
18. COUNTRY
19. OFFICE E-MAIL ADDRESS
20. CITY OF DUTY LOCATION
21. STATE OF DUTY LOCATION
22. COUNTRY OF DUTY LOCATION
23. ALTERNATIVE E-MAIL ADDRESS
24. SPONSORING OFFICE NAME
25. CONTRACT NUMBER
26. SPONSORING OFFICE ADDRESS (Street, City, State, ZIP Code)
27. SPONSORING OFFICE TELEPHONE NUMBER
28. SUPPLEMENTAL ADDRESS INFORMATION
29. OVERSEAS ASSIGNMENT (Country)
30. OVERSEAS ASSIGNMENT BEGIN DATE (YYYYMMMDD)
31. OVERSEAS ASSIGNMENT END DATE (YYYYMMMDD)
32. TYPE OF CARD ISSUED
33. ELIG. START DATE (YYYYMMMDD)
34. CARD EXPIRATION DATE (YYYYMMMDD)
35. SUPPLEMENTAL ASSIGNMENT INFORMATION

SECTION II EMPLOYEE DECLARATION AND REMARKS

36. REMARKS (Cite legal documentation, as applicable.)

NOTARY SIGNATURE AND SEAL

I certify the information provided in connection with the eligibility requirements of this form is true and accurate to the best of my knowledge. *(If not signed in the presence of the authorizing/verifying official, the signature must be notarized.)*

37. SIGNATURE
38. DATE SIGNED (YYYYMMMDD)

SECTION III AUTHORIZED/VERIFIED BY

I certify the individual identified above, based on personal knowledge and available documentation, is in a status eligible for and requires a CAC in the performance of their duties with the Uniformed Services.

39. TYPED NAME (Last, First, Middle)
40. UNIT/ORGANIZATION NAME
41. TITLE
42. PAY GRADE
43. DUTY PHONE NO.
44. UNIT/ORGANIZATION ADDRESS (Street, City, State, ZIP Code)
45. SIGNATURE
46. DATE VERIFIED (YYYYMMMDD)

SECTION IV ISSUED BY

47. TYPED NAME (Last, First, Middle)
48. PAY GRADE
49. UNIT/COMMAND NAME
50. TITLE
51. UIC
52. DUTY PHONE NO.
53. UNIT/COMMAND ADDRESS (Street, City, State, ZIP Code)
54. SIGNATURE
55. DATE ISSUED (YYYYMMMDD)

SECTION V RECEIPT

RECEIPT OF NEW CARD IS ACKNOWLEDGED

56. SIGNATURE
57. DATE ISSUED (YYYYMMMDD)

DD FORM 1172-2, DEC 2007

This form valid for issue of Common Access Card for 90 days from date of verification.

PREVIOUS EDITION IS OBSOLETE.

Reset

Adobe Professional 7.0

AGENCY DISCLOSURE NOTICE

The public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate, Information Management Division, 1155 Defense Pentagon, Washington, DC 20301-1155 (0704-0415). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION.
RETURN COMPLETED FORM TO A REAL-TIME AUTOMATED PERSONNEL IDENTIFICATION SYSTEM WORK STATION.

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. Section 301; 10 U.S.C. Sections 1074(c)(1) and 1095(k)(2); 10 U.S.C. chapter 147; 50 U.S.C. chapter 23; E.O. 9397; E.O. 10450, as amended.

PRINCIPAL PURPOSE(S): To apply for the Common Access Card and/or DEERS Enrollment; control access to and movement in or on DoD installations, buildings, or facilities; regulate access to DoD computer systems and networks; and verify eligibility, if authorized, for DoD benefits or privileges. To authenticate the identity of the authorizing/verifying official for security or auditing purposes.

ROUTINE USE(S): To Federal and State agencies and private entities, as necessary, on matters relating to utilization review, professional quality assurance, program integrity, civil and criminal litigation, and access to Federal government and contractor facilities, computer systems, networks, and controlled areas.

DISCLOSURE: Voluntary; however, failure to provide information may result in denial of a Common Access Card; non-enrollment in the Defense Enrollment Eligibility Reporting System (DEERS); refusal to grant access to DoD installations, buildings, facilities, computer systems and networks; and denial of DoD benefits and privileges if otherwise authorized.
[For contractor personnel who are not required to have a National Agency Check only: Failure to provide a social security number will not result in denial of the Card, enrollment in DEERS, access to facilities or networks, or if eligible for, receipt of DoD benefits and privileges (other than non-emergency health care services), provided alternative means of identification (original birth certificate, passport, etc.) are voluntarily furnished upon request. However, submission of alternative identification may cause substantial delays; and if not provided, may result in denial of the Card, non-enrollment, refusal of access, and denial of benefits and privileges.]

INSTRUCTIONS

Instructions for the DD Form 1172-2 can be found at:
http://www.dmdc.osd.mil/smartcard/docs/1172-2_Instructions.pdf

DD FORM 1172-2 (BACK), DEC 2007