

Subject: New Badge Requirements for Employees and Contractors

From: Richard Duncan <Announcement@noaa.gov>

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MEMORANDUM FOR: NOAA Personnel in the Washington Metropolitan Area

FROM: Richard L. Duncan
Manager, Office of Security at NOAA

SUBJECT: New Badge Requirements for Employees and Contractors

Employees and Eligible Contractors Required to Obtain New Badges under HSPD-12

All employees (excluding NWS bargaining unit employees) and eligible contractors located in the Silver Spring, MD area must receive new badges, known as Common Access Cards (CACs) by *May 29, 2009. *NOAA began phased issuance of the Common Access Card (CAC) in April, 08 to meet the requirements for Homeland Security Presidential Directive (HSPD) -12, with nationwide completion by December 31, 2009. CACs are issued at Real-time Automated Personnel Identification System (RAPIDS). NOAA owns and operates two RAPIDS workstations in Silver Spring, MD, located in SSMC 1 on the Lobby and Ground Level floors. To receive a CAC, employees must schedule an appointment online. Employees should anticipate that it will take approximately 15 minutes to complete CAC issuance at the RAPIDS station. New employees that have been at NOAA for a minimum of 30 days can sign up for a CAC appointment.

Eligible contractors are those that require routine access to government facilities and/or computer systems on a regular basis for a period greater than six months. CAC eligible contractors should not sign up for appointments until ***after*** they have been individually notified by their Line/Staff Offices (LOs/SOs) to sign up for a CAC appointment.

How to sign up for a CAC appointment at NOAA Silver Spring RAPIDS station

To make an appointment to receive a CAC at the Silver Spring RAPIDS station, click on the following link and follow the steps listed below:

www.wrc.noaa.gov/wrso/index.htm

- * From the homepage - select Common Access Card Appointment Scheduler
- * If you receive a message about the security certificate - select continue anyway
- * The next page will say "Common Access Card Issuance." Although the site name says "*Pacific Marine Center Seattle*," click anyway on "Make Appointment " and you will be taken to a screen that will allow you to select one of two Silver Spring RAPIDS workstations where you can get your CAC
- * Choose one of the SSMC 1 RAPIDS workstation locations indicated for Silver Spring (G101 or L100)
- * Enter date range and time period
- * Click Search
- * Select available date and time desired
- * - Fill in the blanks
- * ** Org Code / Company is your NOAA line office **
- * ** Branch of Service is Other DOD **
- * ** SSN could be last 4 of your phone number **
- * Click Sign-Up

You will immediately receive an email confirming your appointment, including the the Room number you should report to in SSMC 1 to retrieve your CAC.

What you need to bring with you to the RAPIDS station

- * Two forms of identification from I-9 "Employment Eligibility Verification Form" (One must be a federal/state identification photo, e.g. NOAA ID badge and or/state issued driver's license)
- * Copy of birth certificate or passport
- * Recent pay stub

What the CAC will be used for and when

The CAC will be used for visual inspection for facility access immediately. Employees and contractors will continue to be issued the current NOAA badge to use where existing electronic card readers are required to gain physical access to facilities. Until NOAA replaces the current electronic card readers at facilities nationwide, employees will retain their current NOAA badge (in addition to the CAC) for facility access (where needed).

NOAA will implement logical access mechanisms at a future date, when the infrastructure supporting these features is made available, in accordance with DOC requirements and specifications (currently under development).

Additional Questions

Contact your Headquarters Line/Staff Office points of contact (pocs) via email or phone for additional information or questions. Headquarters Line/Staff pocs are listed below.

NESDIS: GeorgeAnn Stansbury/Sloane Strother
NMFS: Annette Stern/Carol Ciufolo
NMAO: Mary Ortiz
NWS: David Murray
OAR: Yolanda Cooper
CIO: Janice Duncan
CAO: Judy Mickens-Murray
CFO: Debra Rodgers
WFMO: Renita Richardson
AGO: John Abbott/Bob Stockman
PPI: Scott Kuester
USEC & Other Staff Offices not listed above: Capt. Todd Stiles

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