Subject: Follow-up to Requirements for new NOAA ID Card
From: "Richard L. Duncan" <Announcement@noaa.gov>
Date: Mon, 23 Mar 2009 12:17:23 -0400

MEMORANDUM FOR: NOAA Personnel in the Washington Metropolitan Area

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

SUBJECT: Follow-up to Requirements for new NOAA ID Card

I sent out an email last week concerning the requirement for all NOAA employees and contractors to get a Common Access Card, also referred to as the "CAC" card. I have received numerous questions concerning the email and wanted to provide some additional information to help clarify any questions you may have.

- If you are an employee and have already been issued a CAC card, then you do not need to get another one. If you are a contractor please contact your COTR/COR who will assist you with contacting the office Trusted Agent. The Trusted Agent will accomplish the online portion to enter you into the DEERS Database to expedite the CAC Card process.

- If you are a NWS employee, and are part of the bargaining unit, a separate time frame will be provided for you to get your CAC cards.

- NOAA has set a date of May 29, 2009 to have all NOAA employees and contractors in the National Capitol Region (NCR) receive a CAC card. They did purchase two Real-time Automated Personnel Identification System (RAPIDS) to process all NOAA in the NCR, and the issuing stations have issued CAC cards to about to 1/2 of the employees in the NCR. That leaves quite a few individuals who still need to get the CAC card and there is very little time left to accomplish this task.

- The issuing stations are located in SSMC 1 on the Lobby and Ground Level floors, but employees must schedule an appointment online. 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. Employees should anticipate that it will take approximately 15 to 20 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.

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: George Ann 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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