



**UNITED STATES  
DEPARTMENT OF COMMERCE**

**Office of Security at  
National Oceanic and  
Atmospheric Administration**

1335 East West Highway  
Silver Spring, MD 20910-3278

Date:

**MEMORANDUM FOR:**

Neavely Touray  
NOAA CAC Coordinator

**FROM:**

Richard L. Duncan  
Field Office Manager

**THROUGH:**

**SUBJECT:**

1)  reported his/her Common Access Card (CAC) was

in the vicinity of , on or about

2)  has been directed to return the CAC, if found, to  Regional Security Office or the nearest RAPIDS facility.

3)  has been advised to 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

or at my telephone number