

DEPARTMENT OF MILITARY AFFAIRS
STATE HUMAN RESOURCES
PRACTICE AND PROCEDURE MANUAL

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SUBJECT: Common Access Cards

SECTION: Background Investigations

I. OVERVIEW

A Common Access Card (CAC) is necessary for state employees in authorized positions to access federal computer systems and programs. Obtaining a CAC requires an extensive Department of Defense background investigation and a vetting process of the employee. This bulletin incorporates by reference the Practice and Procedural Manual, No.: 4.115, and the laws, rules, and guidance found therein.

II. POLICY

- A. CAC will only be issued for employees who need them to perform their job duties. CAC is not authorized if the sole purpose is for entering time and attendance in the payroll system.
- B. The position description (PD) is the official document validating CAC as a special requirement. The PD is valid only when the cover page is attached, completed, and signed by the employee, supervisor, and State Human Resources (SHR).
- C. Supervisors must contact SHR when considering a new CAC requirement on a filled position, which would alter the conditions of employment for a current employee. Doing so requires that the supervisor submit a written justification and updated PD to SHR for review before initiating a request for CAC.
- D. SHR will review and validate PD's with CAC requirements when submitted for action on vacant positions.

III. PROCEDURES

- A. Supervisors and employees will have one point of contact (POC) for CAC processing and related questions. POC's will require a valid, official PD from the supervisor/sponsor as one of the basic documents in the process.
 - a. **Air National Guard** - If assigned to an Air National Guard installation, the POC is the respective Information Protection Officer (IPO). Contact with the IPO is the first step for supervisors to begin the process.

- b. **Non-Air National Guard** (Army and select others) - J2 Directorate, Joint Force Headquarters, is the POC. Contact with the J2 is the first step to begin the process.
 - i. A National Guard staff member, typically a manager in the employee's chain of command, must sponsor the employee and facilitate the process.
 - ii. The sponsor can use the following link to access the J2 portal to locate information on the process for state employees:
<https://ngwi-guard.ng.ds.army.mil/WIJS/J2/Pages/PERSEC.aspx>
[If the link does not work, please copy and paste into the URL and hit enter.]
 - iii. Questions can be directed to J2 at ng.wi.wiarng.mbx.dcssi-psm@mail.mil or by phone at (608) 242-3057.

- B. **Expiring CAC** - There is no centralized mechanism for tracking the expiration of CAC for current employees. Supervisors and employees are responsible for monitoring expiration dates and initiating contact with their POC at least 90 days in advance of expiration.

- C. SHR must be contacted as soon as possible by IPO's and J2 if a state employee receives a less than favorable determination, such that a CAC cannot be issued or maintained.

- D. Following successful investigation processes and vetting with the IPO and J2, Trusted Agents (TA) load employees in the information system which will produce the CAC.
 - a. Once an employee is loaded by a TA, communication flows to the employee and supervisor/sponsor by way of email. This communication includes instructions on the next step of the process that must be executed by the employee within 7 days.

 - b. A final communication from a TA will include instruction for the employee, who has successfully accomplished the first set of instruction, to make an appointment to obtain their CAC within 30 days.

 - c. **To avoid delays, it is critical that email addresses are accurate and accounts monitored daily to ensure communication is received and instructions acted upon within the aforementioned time periods.**

- E. Supervisors must notify their POC if an employee no longer needs a CAC. The supervisor must retrieve the CAC from the individual and return it to a local DEERS station.

- F. Supervisors can contact their assigned HR Specialist with questions regarding CAC requirements on state positions. Questions on the investigation process, CAC procedures, and status can be directed to their POC.