



REPLY TO
ATTENTION OF

**DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON
PICATINNY ARSENAL, NEW JERSEY 07806-5000**



IMNE-PIC-ZA

7 March 2011

MEMORANDUM FOR RECORD

SUBJECT: Lost CAC Procedures for Picatinny Arsenal Employees

1. Purpose: Provide steps to be taken for a lost CAC
2. Scope: This applies to all tenant organizations and employees at Picatinny Arsenal.
3. Reference:
 - a. Army Regulation 25-2, Information Assurance, 23 March 2010 sections:
 - (1) 4-5c(6): Validate that systems authenticate users through the use of the CAC as a two-factor authentication mechanism. The CAC has certificates on the integrated circuit chip (ICC), and will be used as the primary user identifier and access authenticator to systems.
 - (2) 4-5c(7): Validate system configurations to authenticate user access to all systems with a minimum of a USERID and an authenticator when the systems are incapable of CAC enablement until these are replaced.
 - (3) 4-12a: Implement two-factor authentication techniques as the access control mechanism in lieu of passwords. Use CAC as the primary access credential, or biometric or single-sign on access control devices when the IS does not support CAC.
 - b. Installation Memorandum "Mandate to Enforce Requirement for Login only via CAC vs. CAC / Username and Password".
4. Details: Any employee who loses their CAC must take the following steps:
 - a. File a report at the Picatinny Police Station to receive a memorandum requesting a new CAC due to the loss of the previous CAC.
 - b. Memorandum must be signed by the employee and the employee's supervisor.
 - c. Employee will then take signed memorandum to CAC Office in B34 for CAC reissue.

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5. Timeframe for new CAC acquisition may vary due to the following procedural caveats:
 - a. The availability of the employee's supervisor.
 - b. The CAC Office workload at the time of the loss.
 - c. The issuing of military CACs has priority. Therefore if the CAC office is currently experiencing a high demand for military CACs all others will have to wait until this influx has been processed.
6. Every effort will be made to reduce the timeframe to acquire a new CAC card to less than 3 days in order to minimize lost work IAW the above noted procedural caveats.
7. The point of contact is the tenant organization Information Assurance Manager.

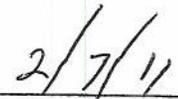

HERB KOEHLER
LTC, LG
Garrison Commander

Concurred By:

Signature

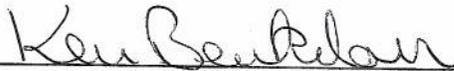


Arnold Klein
President Local 1437 IFPTE

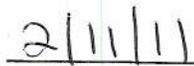


(Date)

Signature



Ken Beukelaer
President Local 225 AFGE



(Date)