Common Access Card (CAC) Request Form

Fillable .pdf format*

EMPLOYEE

(read and follow the guidance provided with this form, then forward it to your on-campus supervisor)

1	Name (full)						
2	CSU email address						
	Secondary email address						
3	Phone number (with area code)						
4	New or Renewal?						
5	If new, have you ever had a CAC?		YES		NO		
6	If so, was it active in the last 24 months?		YES		NO		
7	If yes, include an approximate expiration date						
8	Do you recommend an installation processing your CAC application?		YES	NO		?	
9	If yes to the above, the name of the installation						
10	Ever held a U.S. Security Clearance (if yes, answer next line too)		YES		NO		
	Expiration mo/yr, appx		Type: Secret, Top Secret, Other				
11	Citizenship - check the box that applies:						
	I'm a U.S. citizen/national, born IN the U.S. or U.S. territory/ possession						
	I'm a U.S. citizen born OUTSIDE the U.S.						
	I'm not a U.S. citizen						
12	Previously employed by the U.S. federal government (military or other)		YES		NO		
13	Your CSU CEMML on-campus supervisor's name						
14	Your work location						

ON-CAMPUS SUPERVISOR

(complete and forward the completed request to the CEMML_CAC email group and copy the applicant)

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15	Employee section has been reviewed and corrections made	YES		NO	
16	CAC is needed for - check the box that applies:				
	Base/installation access only				
	Both base/installation access and DoD computer/network access				
17	Recommended location where this CAC will be processed (check one):				
	Not Sure		*If Not Sure, proceed to 19*		
	Contracting District		*If District, proceed to 19*		
	Installation		*If Installation, proceed to the next question*		
18	Security office's phone (with area code)				
19	Awarding District's Name				
20	Contract/Agreement Number and, as applicable, Task Order				
21	POP start date (MM/DD/YR) and end date (MM/DD/YR)				
22	How many option years (0, 1, 2, 3…)				
23	Type of CAC certification needed (e.g., Air Force, Army, Navy, other military)				
24	Any additional information applicable to this CAC application, please add in the email.				

See the following pages for guidance on completing this CAC Request.

* For technical questions (cannot save or fill out this PDF form), contact CEMML_IT_Support@mail.colostate.edu.

CSU CEMML's CAC Request Form Completion Guidance

Overview of the CSU CEMML CAC Process: This form is your first step to getting your CAC. The purpose of the information requested here is to determine which government forms the designated security officer requires to most effectively process your application. Having the right information at the start is crucial for efficient processing. To ensure that we provide the correct information to the sponsor, this form is divided into two sections: one for the employee and the other for the employee's on-campus supervisor, who is typically also the project's PI. (For new employees, this form is to be completed only after a conditional offer of employment has been made.)

Follow the instructions fully to start the CAC review without delay. Do not rush or make assumptions about how long this process "should" take. Military clearing officers and delegates make that decision and assuming and rushing has caused mistakes that seriously delay the process.
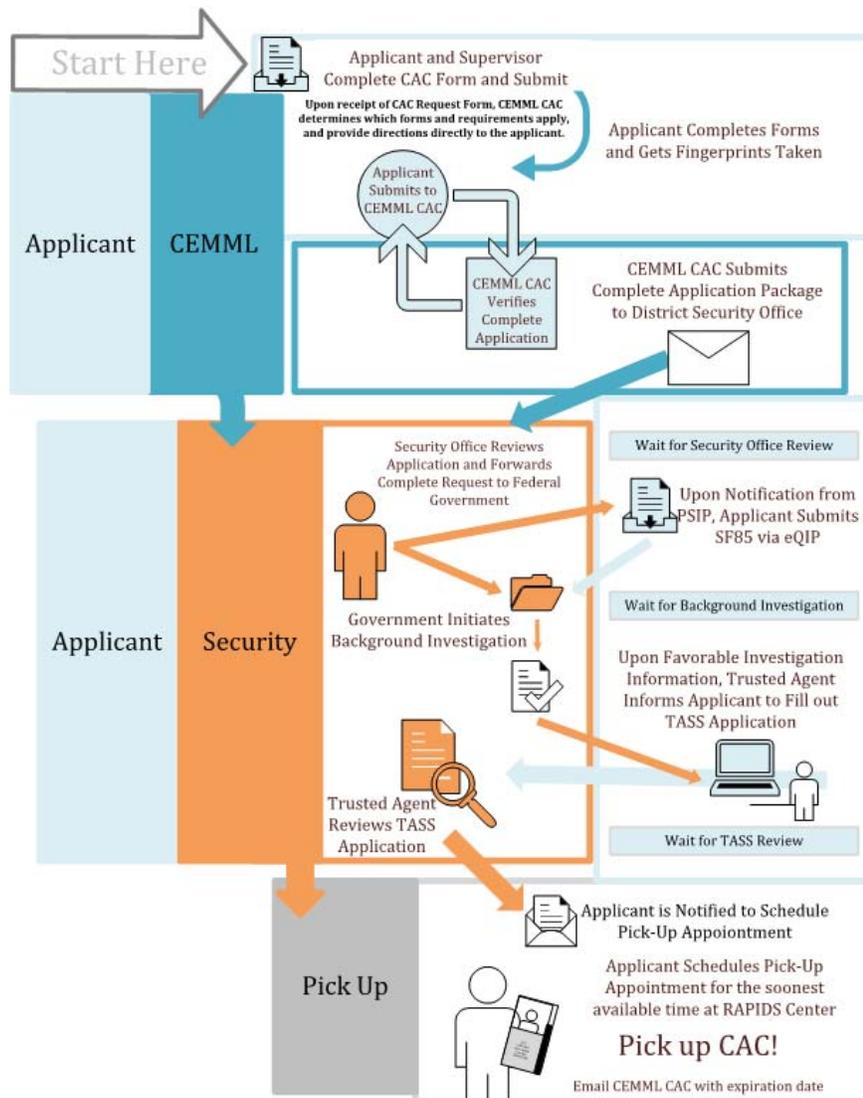
The CSU CEMML CAC Team's role is to:

- Facilitate your application between the center and the federal/military agency processing your application.
- Be your primary contact for questions related to CACs, AKO access, building pass letters, and security clearances.
- Safeguard the personal and sensitive information you provide (a secure website is provided for uploading personal and sensitive information).
- Track your progress from receipt of completed request to completion.
- Reply to your requests and questions promptly, within 72 business hours.

EMPLOYEE SECTION

Blocks 1- 3 determine the best ways to identify and communicate with you

1) Identifies you as the applicant, so be consistent. Use the full name you will use on every form sent to you during this lengthy process. Using different names may elicit additional documentation requirements and delay approval.
   - For instance, if an applicant uses *Amari Erin Brown* on all the forms initially completed, and then, when getting their fingerprints uses *Amari Erin Miller-Brown,* security can halt the application and require additional documentation.
2) Email addresses – All communication to you from both the center and the military regarding your CAC application is time sensitive. If you provide a secondary address, emails from us will be sent to both your CSU and secondary. For your alternate email, choose one that you check frequently.
3) Phone Number - Use a phone number that you will frequently check. If we need to alert you to an urgent request, besides emailing you, we will also try to reach you by phone.

Blocks 4-14 determine which application package you will receive from CSU CEMML and which track military agents will use to process your application.

4) Indicate:
   - "Renewal" *only if* you are current CSU CEMML employee with a current or recent CSU CEMML-sponsored CAC.
   - "New" if you have never had a CAC *or* if you are a new CEMML employee. Even if you have an active CAC from a previous employer, upon your separation from that employer, your CAC ended. Military security considers your application "new."
5) Select "yes" or "no."
6) Select "yes" or "no."
7) Provide date (can be approximate if you do not know for sure).
8) Select "yes," "no" or "?" (that is, not sure) for your suggestion. Do NOT initiate your CAC application with any installation until cleared by your on-campus supervisor. Doing otherwise could:
   - Seriously slow your application process, and/or
   - Cause sponsor security offices to duplicate their efforts.
9) If "yes" to the above, provide the name of the installation you suggest process your application.
10) Having a current or recent clearance may preclude investigation.
11) Choose the statement that currently applies to you.

12) You are asked if you have held any previous government jobs, either as military or as a civilian.
13) Indicate who your CSU CEMML on-campus supervisor is.
14) Your work location is the duty station to which you are assigned.

When your portion is complete, email it to your on-campus supervisor.

SUPERVISOR SECTION

Blocks 15-18 ask the project's on-campus supervisor to verify and provide information.

15) Select "yes" or "no."
16) Choose the option that reflects the reason for the CAC. Base only access can sometimes be processed by the Security Officer much faster.
17) If known, select the trusted agent location you recommend as best suited for the processing of this application. If unsure, the default will be through the appropriate district's security office.
18) If the installation will be processing it, provide the security office's contact phone.
   - If the installation's track record for CAC processing is unknown and base access only is required, it is less risky to give them a try.
     i. NOTE: District Security offices are a known quantity.
   - Either way, the CAC coordinator will reach out to the security office and the employee. This way, CSU can track and collect information to add to a central location that everyone can access, as well as keep the employee focused on completing his or her requirements.

Blocks 19-24 is required for the security officer to support the applicant's request.

19) Identify the awarding district.
20) Provide the entire agreement number and, if applicable, task order number.
21) Enter the start and ending date of the agreement/task.
22) Indicating the number of option years in the award (as applicable) will reduce the need for frequent CAC renewals and save operational costs for both CSU and the sponsor. Security officers can issue a CAC for up to three years as long as option years were part of the signed agreement.
23) Indicate the type of DoD task order the CAC will be supporting.
24) Additional information that may help expedite this request can be added to the email when submitting the completed request form.

When your portion is complete, email it to cemml_cac@mail.colostate.edu and copy the applicant.

Wait for the CEMML_CAC team to review your request. You will soon receive instructions and forms that you need to complete and return immediately. These instructions will also include post-CAC receipt steps that you will take if applicable to the type of CAC you are requesting.