



OFFICE OF THE SECRETARY OF DEFENSE

1000 DEFENSE PENTAGON
WASHINGTON, DC 20301-1000



APR 18 2002

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR OF ADMINISTRATION AND MANAGEMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Common Access Card – Changes

Reference: Under Secretary of Defense (Personnel and Readiness) and Department of Defense
Chief Information Officer memorandum, Common Access Card,
dated January 16, 2001

The purpose of this memorandum is to authorize changes to the policy governing the Common Access Card (CAC), as referenced above, to provide flexibility in CAC issuance time frames; to authorize a new designation of "GUARD" to be printed on the card for members of the National Guard; to authorize a chipless card for up to 280 days; to clarify CAC availability for employees of the intelligence community; and to authorize CACs for non-DoD civilian employees of other Federal Agencies. A summary of the changes is listed in Attachment 1; the revised guidelines attached to the referenced memorandum are at Attachment 2.

This policy is effective immediately and will be in subsequent instructions pertaining to the Common Access Card. The point of contact for this policy memorandum is Ms. Sheila Ford, (703) 696-0404.

David S. C. Chu
Under Secretary of Defense
(Personnel and Readiness)

John P. Stenbit
Department of Defense
Chief Information Officer

Attachments:
As stated

