UNDER SECRETARY OF DEFENSE
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WASHINGTON, D.C. 20301-4000

SEP 25 2003

PERSONNEL AND
READINESS

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING
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DIRECTOR OF ADMINISTRATION AND MANAGEMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Common Access Card Issuance Mandate

Reference: Under Secretary of Defense (Personnel and Readiness) and Department of Defense Chief Information Officer memorandum, Common Access Card, dated April 18, 2002

The purpose of this memorandum is to authorize a change to the Common Access Card (CAC) issuance mandate. The CAC issuance mandate is being moved from October 2003, as stated in reference, to April 2004.

Service sites which have a requirement to issue large numbers of CACs in short time periods, such as Basic Training activities and the Service Academies, continue to present a challenge. Equally challenging is both initial and sustainment CAC issuance to remote populations which include military personnel assigned to U.S. Embassies, and other locations where there are no geographically convenient U.S. military facilities, allowing for timely and efficient CAC issuance. Alternative solutions are currently being reviewed. At such time that a solution becomes available, an additional 6 months will be provided to attain 100 percent issuance.

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

David S. C. Chu