

# CONTRACTOR CAC REVERIFICATION / RETRIEVAL FORM

As required by ARMY TASS Standard Operating Procedure, those individuals no longer associated a contract are required to turn in their CAC to their TA or an employee representative. Applicants entered through TASS must be re-verified every 180 days to remain compliant.

## SECTION I. EMPLOYEE'S INFORMATION

EMPLOYEE'S NAME- LAST, FIRST, MIDDLE INITIAL

EMPLOYEE'S WORK PHONE NUMBER (AREA CODE & NUMBER)

EMPLOYEE'S EMAIL ADDRESS

DATE OF BIRTH

EDI Number

## SECTION II. REVERIFICATION (EVERY 180 DAYS) IF DOING REVERIFICATION, DO NOT COMPLETE SECTION III

IS THIS EMPLOYEE STILL EMPLOYED WITH THE COMPANY?

YES

NO

DOES EMPLOYEE STILL HAVE A REQUIREMENT FOR A CAC/VOLAC?

YES

NO

IF YES, VALIDATE WHY THE EMPLOYEE NEEDS A CAC/VOLAC (E.G. REQUIRED TO LOG INTO DoD NETWORK AND ACCESS A DoD BASE/INSTALLATION, REQUIRED TO ACCESS A CAC ENABLED GOVERNMENT WEBSITE, ETC). LIST YOUR ANSWERS HERE:

DOES EMPLOYEE STILL POSSES A VALID BACKGROUND INVESTIGATION TO BE ISSUED A CAC/VOLAC?

YES

NO

IF YES, LIST THE BACKGROUND INVESTIGATION EMPLOYEE CURRENTLY HAS THAT QUALIFIES THEM FOR A CAC/VOLAC\*, AND DATE INVESTIGATION WAS COMPLETED.

\*NOTE: CAC/VOLAC ISSUANCE IS BASED ON POSSESSING A SPECIFIC BACKGROUND INVESTIGATION AND NOT A SECURITY CLEARANCE. CURRENT VETTING REQUIREMENTS ARE OUTLINED IN DoDI 5200.46 AND DoDM 1000.13 VOL 1

DATE:

EMPLOYEE'S SECURITY MANAGER NAME - LAST, FIRST, MIDDLE INITIAL

EMPLOYEE'S SECURITY MANAGER DIGITAL SIGNATURE

## SECTION III. CAC RETRIEVAL / TRANSFER INFORMATION. IF CAC WAS TRANSFERRED/RETRIEVED, DO NOT COMPLETE SECTION II

CONTRACTOR TRANSFERRED:

YES

NO

DATE TRANSFERRED:

SITE TRANSFERRED TO:

REASON CAC WAS NOT RETRIEVED:

DATE CAC RETRIEVED:

TA/TASM NAME:

TA/TASM SIGNATURE

DATE CAC WAS REVOKED IN TASS:

TA/TASM NAME:

TA/TASM SIGNATURE

DATE CAC WAS GIVEN TO THE RAPIDS/DEERS SITE:

TA/TASM NAME:

TA/TASM SIGNATURE