

TASM & CTA

Acknowledgement of Responsibilities Form

(Printed name)

is authorized to receive access to the DEERS system to support your operations as a Trusted Agent Security Manager (TASM) or CAC PIN Reset Trusted Agent (CTA). The information located on your Common Access Card will enable you to gain access to systems for the purpose of CAC PIN Reset. These systems are government property and may only be used for official purposes.

Acknowledgement of Responsibilities: I acknowledge that I have received U.S. Navy approved training to act as a user of the CAC PIN Reset (CPR) system. I understand that as a CPR User, I will be responsible for the following:

- I will conduct TASM or CTA operations in accordance with the stipulations of an approved Navy CPR Business Process Policy Statement and Standard Operating Procedures.
- For TASMs Only: I will ensure that other TASMs and CTAs are trained and capable of continuing CPR capability for the site in my absence.
- I will use my Common Access Card, and the privileges it conveys, only for official purposes.
- I will follow all specified physical security requirements with regards to the protection of the CPR workstation.
- I will not disclose my PIN to anyone or leave it where it might be observed.
- I will never leave the CPR workstation unattended with my CAC inserted into the reader.
- I will report the compromise of my workstation password, or PIN to the appropriate authorities.
- I will report any suspected misuse (attempted or actual) of the CPR workstation to the appropriate authorities.
- I will follow all approved procedures to verify the identity of CAC holders requesting PIN reset.
- For those CAC holders whose identity cannot be verified or authenticated, I will direct them to the nearest DEERS/Rapids CAC Issuance Facility. Additionally, if attempted compromise is suspected, I will contact the CAC Issuance Facility separately to alert them to the situation.
- I will keep a copy of this Acknowledgement of Responsibilities form in compliance with current practices.

Liability: A CPR User will have no claim against the DOD arising from use of the TASM or CTA privileges. In no event will the DOD be liable for any losses, including direct or indirect, incidental, consequential, special, or punitive damages, arising out of or relating to any erroneous PIN reset procedure.

Governing Law: the laws of the United States of America shall govern the CPR process and equipment.

Acceptance: I understand that once I obtain and use my CPR user privileges that I have accepted the authority of the laws and regulations governing those privileges.

Name: _____
TASM/CTA Signature

Date: _____

Command: _____

Local Commander or Security Official: I have personally witnessed the TASM/CTA apply the signature above, and personally verified the identity of the person receiving the CAC PIN Reset User credentials.

Name: _____
Signature

Date: _____

Title _____ **Command:** _____