

February 2012

***** **CAC Issuance Procedure Change** *****

This memo is to remind TAs about an update to the procedures concerning the issuance of CACs when contractors change contracts. In the past the procedure was to issue a new CAC whenever a contractor's contract number changed. With the release of TASS (CVS) v3.08.012 in November 2011, that procedure was changed. The Nov-2011 TASS release modified TASS so TAs can change the contract number of TASS applications in Issued or Approved status. Instead of creating a new application every time a contractor changes contracts, TAs has an option to go into TASS and update the contract number to the new contract number.

The updating of a contract number, vice revoking the application and creating a new one, is contingent on whether the new Contract End Date is "equal to or greater than" the expiration date of the currently issued CAC (listed in TASS as the "Eligibility Expiration Date"). If the CAC's expiration date is less than the new Contract End Date, the TA should update the TASS application with the new contract number and allow the contractor to keep their already issued CAC until it naturally expires. If the CAC's expiration date is longer than the expiration date of the new Contract End Date, the TA should not update the TASS application with the new contract number, and instead, should revoke the application and create a new one under the new contract number. This is because DoD policy states a CAC should not be issued 'beyond' the end date of a contract (reference DTM 08-003, paragraph 6. Expiration Date).

A new CAC still has to be issued whenever a contractor changes services/agencies. This is because the service/department designator printed on the card, and the associated emblem, has to be changed to reflect the correct agency/department the contractor is working under.

The feature of being able to update the contract number in TASS and the change in CAC issuance procedures enhances the CAC issuance process by (1) reducing the time TAs spend in managing TASS

applications, (2) reducing the number of CACs issued, (3) reducing the number of personnel visiting CAC issuance facilities and (4) reducing the time wasted by contractors having to get issued new CACs every time their contract number change.

Example #1: Contractor Dawn Helen Smythe changed contracts, and the contractor number changed too. The Contract End Date of her new contract is December 2014 and the expiration date of her CAC (as listed in TASS and printed on her CAC) is September 2014. In this case the TA would not revoke her TASS CAC application to create a new application because the expiration of her existing CAC (Sept 2014) is less than the expiration date of her new contract (Dec 2014). Dawn would keep her old CAC until it expires in Sept 2014, at which time she would get issued a new CAC with an expiration date of December 2014, to cover the remainder of the contract.

Example #2: Contractor John Sebastian Alistaire changed contracts, and the contractor number changed too. The Contract End Date of his new contract is July 2014 and the expiration date of his existing CAC (as listed in TASS and printed on his CAC) is November 2014. In this case the TA would revoke his CAC and create a new application under the new contract because the expiration date on his existing CAC (Nov 2014) is 'beyond' the expiration date of his new contract (Jul 2014).

Example #3: Contractor Jonas Hollingsworth is working as an Army contractor, and was issued an Army CAC, but he is scheduled to start working for the Navy under a new contract. In this case the Army TA would revoke the CAC so a new one can be issued by a Navy TA. This is because the contractor is changing the service he will be working under and would require a CAC with the proper agency/department designator printed on it (Navy in this case) as well as the correct emblem printed on the card (the Navy emblem).

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