

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
RETURN OF COMMON ACCESS CARD (CAC) AND GOVERNMENT
CONTRACTOR BADGES

Number 07.04.10

Division Office of Research Security (ORS)

Date July 7, 2014

Purpose This policy was developed for the following purpose to ensure there is no unauthorized access to Redstone Arsenal and other Government facilities.

Policy This Policy applies to all faculty, staff and students who require a Common Access Card (CAC) and/or Government Contractor Badges.

Procedures All individual's no longer requiring access to Redstone Arsenal, other Government facilities and/or Government computers are required to return the CAC and/or contractor badge to the ORS.

The ORS has the responsibility of retrieving CACs and/or Contractor Badges from personnel leaving UAH and for any sponsored contract support personnel who are no longer supporting UAH and/or activity.

The CACs and/or Contracting badges shall be documented and treated as Personally Identifiable Information (PII) and returned to appropriate Government site for disposition.

Retrieval and Destruction of the CAC and/or Contractor Badge – Unauthorized possession of an official identification card, like a CAC, can be prosecuted criminally under Section 701 of title 18, United States Code (U.S.C.)

Review The Director of Office of Research Security will be responsible for the review of this policy every four years (or whenever circumstances require).


Approval



Chief University Counsel



Security Administrator Office of Research Security



Vice President for Research and Economic Development

APPROVED:



President