

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

RETURN OF COMMON ACCESS CARD (CAC) AND GOVERNMENT CONTRACTOR BADGES

<u>Number</u>	07.04.10
<u>Division</u>	Vice President for Research and Economic Development - Office of Research Security (ORS)
<u>Date</u>	July 7, 2014, Reviewed/Revised November 13, 2023
<u>Purpose</u>	This policy was developed to ensure there is no unauthorized access to Redstone Arsenal and other Government facilities.
<u>Policy</u>	This Policy applies to all faculty, staff, and students who require a Common Access Card (CAC) and/or Government Contractor Badges.
<u>Procedures</u>	<p>All individuals 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 ORS.</p> <p>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 sponsored contracts.</p> <p>CACs and/or Contracting Badges shall be documented and treated as Personally Identifiable Information (PII) and returned to the appropriate Government site for disposition by an ORS Representative.</p> <p>Whoever manufactures, sells, or possesses any badge, identification card, or other insignia, of the design prescribed by the head of any department or agency of the United States for use by any officer or employee thereof, or any colorable imitation thereof, or photographs, prints, or in any other manner makes or executes any engraving, photograph, print, or impression in the likeness of any such badge, identification card, or other insignia, or any colorable imitation thereof, except as authorized under regulations made pursuant to law, shall be fined under this title or imprisoned not more than six months, or both.</p> <p>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.)</p>
<u>Review</u>	The Director of Office of Research Security will be responsible for the review of this policy every five years (or whenever circumstances require).