

## **Test Common Access Card (CAC) Request Instructions**

The DoD Test Common Access Card Request (TCR) form is used to obtain test CACs to assist in the development of applications. The following instructions are provided to assist the author submitting the worksheet in providing all necessary information for obtaining test CACs. The author should be as complete and accurate as possible in providing the required information. All TCRs must be coordinated with and approved by an authorized DoD Approval Authority.

### **Section I – Tracking Information (1)**

**1. Tracking Number:** Select the appropriate box that indicates whether the submission is a new Test CAC Request (TCR) or a revision to a previously submitted TCR. If the TCR is a revision to one previously submitted, enter the original TCR tracking number in the space provided. New requests will be assigned a TCR tracking number by the DMDC Personal Identity Protection Solutions (PIPS) division. This number serves as a unique identifier for future reference.

### **Section II – Developer/Ship To Information (2 - 12)**

**2 - 8. Company/Organization Name and Mailing Address:** Enter the name and address (Street Number & Name, City, State, Zip Code, and Country) of the company/organization that is preparing the TCR for submittal. The address cannot be a post office box, and must be suitable for delivery via Federal Express. APO/FPOs should be used for overseas deliveries. This will be the address to which the test cards will be shipped.

**9 - 10. Developer POC Information:** Enter the name of the individual who will serve as the developer point of contact for answering technical questions.

**11. Telephone Number:** Enter the commercial telephone number for the developer POC specified in boxes 9-10.

**12. E-Mail Address:** Enter the work e-mail address for the developer POC specified in boxes 9-10.

### **Section III – Test CAC Request Information (13 - 20)**

**13. CAC Developer Documentation:** Check this box if a copy of the latest version of the CAC Developer Kit (CDK) on compact disk is needed. It is also available for download from the Developer Support link on the DMDC PIPS division web site at: [www.dmdc.osd.mil/smartcard](http://www.dmdc.osd.mil/smartcard). This link is only accessible to individuals from a .mil domain.

**14. Test CAC Usage:** Select the appropriate box that indicates the type of development being tested with the requested test CACs.

**15. Application Name:** Enter the name of the application being developed.

**16. Application Summary Description:** Give a general overview of the application named in box 15.

**17. CAC Platforms Requested:** Select the appropriate box that indicates which CAC platforms are desired for development and testing, and enter the quantity for each CAC platform requested. All 64k test cards are instantiated with the V2 DoD CAC applet framework. Requests for more than two (2) of each CAC platform specified requires additional authorization.

**18A. Default Test CAC Personalization:** Check this box to receive default/sample personalization. Example of this information is as follows:

First Name	Last Name	Organization Affiliation	E-mail address
John	Doe	Army	john.doe@us.army.mil
Joe	Smith	Navy	joe.smith@navy.mil
Jane	Doe	Air Force	jane.doe@af.mil

**18B. Specific Test CAC Personalization:** Enter a first name, last name, organizational affiliation (DoD or Contractor), and e-mail address for each test CAC requested. This information will be used to personalize the card. An e-mail address is required if e-mail signing and encryption certificates are to be loaded on the card. Also, only alpha characters are acceptable for the name fields (i.e., no numeric characters in these fields). If this section is left blank, test cards will be produced with default/sample personalization data.

**19. Special Instructions:** Describe any special instructions pertaining to the request.

**20. General Container Applet:** Select the appropriate box to specify which (if any) of the General Container (GC) applets should be instantiated on the requested test CACs.

## **Section IV – Sponsoring Organization Information (21 - 32)**

**21. Sponsoring Organization Affiliation:** Check the box that corresponds with the Component sponsoring the Test CAC Request. If the sponsor is a DoD agency or other Federal agency, enter the name of the agency in the space provided.

**22 - 27. Sponsoring Organization Name and Address:** Enter the name and address (Street Number & Name, City, State and Zip Code) of the sponsoring DoD Component. The identity of the DoD Component will also facilitate communication with DMDC PIPS in their attempts to contact individuals responsible for sponsoring the TCR.

**28 - 29. Sponsoring Officer POC Information:** Enter the name of the individual who represents the sponsoring DoD Component. This individual will serve as the main point of contact (POC) for DMDC PIPS, and is responsible for answering general questions regarding the TCR.

**30. Date Sponsored:** Enter the date on which the TCR was sponsored.

**31. Telephone Number:** Enter the commercial telephone number of the individual specified in boxes

28-29.

**32. E-Mail Address:** Enter the work e-mail address of the individual specified in boxes 28-29.

### **Section V – Component Approval (33 - 38)**

**This section is to be filled out by the appropriate DOD Component Approval Authority officer.**

**33. DoD Component Approval Authority:** Enter the DoD Component Approval Authority for the Test CAC Request. If your sponsoring organization does not have an Approval Authority designated on the attached list, please notify DMDC PIPS at [CACSupport@osd.pentagon.mil](mailto:CACSupport@osd.pentagon.mil).

**34-35. Approving Officer POC Information:** Enter the name of the individual who represents the Approval Authority for this DoD Component.

**36. Date Approved:** Enter the date on which the TCR was submitted by the Approval Authority for processing.

**37. Telephone Number:** Enter the commercial telephone number of the individual specified in boxes 35-36.

**38. E-Mail Address:** Enter the work e-mail address of the individual specified in boxes 35-36.

### **Section VI – DMDC PIPS Review Status (39)**

**39.** This block is for DMDC PIPS use only.

### **Section VII – CTL Review Status (40)**

**40.** This block is for CAC Test Lab use only.

## DoD Component Test CAC Approval Authorities

Organization	Name	E-mail
DMDC PIPS	Felicia Sexton Bob Gilson	<a href="mailto:felicia.sexton@osd.pentagon.mil">felicia.sexton@osd.pentagon.mil</a> <a href="mailto:irving.gilson@osd.pentagon.mil">irving.gilson@osd.pentagon.mil</a>
Air Force	Paul Collier Diane Crane	<a href="mailto:paul.collier.ctr@lackland.af.mil">paul.collier.ctr@lackland.af.mil</a> <a href="mailto:diane.crane.ctr@lackland.af.mil">diane.crane.ctr@lackland.af.mil</a>
Army	Jude Roeger	<a href="mailto:jude.roeger1@us.army.mil">jude.roeger1@us.army.mil</a>
DFAS	Brian Bradley Richard Westmark	<a href="mailto:brian.bradley@dfas.mil">brian.bradley@dfas.mil</a> <a href="mailto:richard.westmark@dfas.mil">richard.westmark@dfas.mil</a>
DISA	Nam Nguyen	<a href="mailto:nam.nguyen@disa.mil">nam.nguyen@disa.mil</a>
DLA	Pat Edwards	<a href="mailto:pat.edwards@dla.mil">pat.edwards@dla.mil</a>
DMDC CTIS	Lynne Prince	<a href="mailto:lynne.prince@osd.pentagon.mil">lynne.prince@osd.pentagon.mil</a>
MDA	Girard Evans	<a href="mailto:girard.evans@mda.osd.mil">girard.evans@mda.osd.mil</a>
Marine Corps	Christine Hesemann	<a href="mailto:christine.hesemann.ctr@usmc.mil">christine.hesemann.ctr@usmc.mil</a>
Navy	USN CAC PM	<a href="mailto:cacpmo.fcm@navy.mil">cacpmo.fcm@navy.mil</a>
PKI PMO	Shawn O'Brien Joe Mettle	<a href="mailto:spobrie@missi.ncsc.mil">spobrie@missi.ncsc.mil</a> <a href="mailto:jhmett1@missi.ncsc.mil">jhmett1@missi.ncsc.mil</a>
WHS	John Todd	<a href="mailto:john.todd@whs.mil">john.todd@whs.mil</a>