



**Common Access Card Event Sign- Up  
Initial Data Gathering Form for Local Activities  
10/11/2010**

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| 1. Site Name<br>(Official Installation Name)   |  |
| 2. Site ID<br>(Assigned 6 space abbreviation)  |  |
| 3. Bldg Name & Number<br>(Official Name)   |  |
| 4. Location Address<br>(Including Room #'s)  |  |
| 4. Installation POC, Phone # & Email<br>(Government Representative)  |  |
| 5. Admin POC, Phone # & Email (Personnel who<br>will be authorized Admin privileges within<br>Scheduler, i.e. "scheduler set up" etc |  |
| 6. Set-Up Date (MM/DD/YY) (Date Admin POC/s<br>need to begin building online schedule)   |  |
| 7. Production Date (MM/DD/YY) (Date personnel<br>can begin scheduling appointments)  |  |
| 8. PSD and Pass/Tag Workstations<br>(Number of workstations at each location)  |  |
| 9. Operational Days of Week<br>(Days of week installation plans to issue CAC/s)  |  |
| 10. Operational Hours<br>(Installation Issuance Hours)   |  |
| 11. Length of Each Appointment<br>(Minutes)  |  |

**Local activities that desire to use the CAC Event Sign-up system need to provide the information above so that the DMDC Help Desk can setup access to the system.**

**After completion of the CAC Event Scheduler Data Gathering Form  
Contact the DMDC Help Desk at 1-800-372-7437**