



UNITED STATES DEPARTMENT OF COMMERCE
Office of Security
Eastern Region Security Office
1315 East-West Highway,
Rm 5352
Silver Springs, MD 20919

Date: _____

MEMORANDUM FOR: Site Security Manager, NOAA Eastern Regional Center Real-time Automated Personnel Identification System (RAPIDS) ID Card Issuance Facility.

FROM: Danika M. Hughes, Regional Security Officer, Eastern Region Security Office

FROM: _____

SUBJECT: Report of Lost or Stolen Common Access Card (CAC)

1. _____, reported their Common Access Card (CAC) lost or stolen.
2. They have been directed to return the CAC, if found, to their Regional Security Office or the nearest RAPIDS facility.
3. They have been advised of their responsibility to maintain control of Government Property in their possession and the seriousness of possible compromise of physical and/or logical access security.
4. In any additional information is needed, please contact me by email at _____ or via telephone at _____