

State Employee Database (SED) Common Access Card (CAC) Process: To issue a CAC to State Employees

Point of Contact

Division: Personnel Division (ARNG-HRP)

Description

Many State Employees supporting The Office of the Adjutant General for the Army National Guard require a Common Access Card (CAC) to successfully fulfill those duties. The State Employee Database is a web based application hosted by Guard Knowledge Online (GKO) for entry and updates of these employees into the Defense Enrollment Eligibility Reporting System (DEERS). This map will illustrate the steps involving the State, NGB, DMDC, and the DEERS/RAPIDS Verifying Official to approve the employee to receive a CAC. This program allows Trusted Agents (TA) at the State level to add or update state employee data in order to receive a CAC.

Regulations and Supporting Resources

[AFI 36-3026 IP, Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel](#)

[AR 25-2, Information Assurance](#)

[AR 380-67, Personnel Security Program](#)

[Defense Enrollment Eligibility Reporting System Website](#)

[Department of Defense \(DoD\) Implementation of Homeland Security Presidential Directive – \(HSPD-12\)](#)

[DoD Common Access Card Website](#)

[DoDD 5200.1-R, Information Security Program](#)

[DoDD 5200.2-R, Personnel Security Program](#)

[DoDI 1000.13, Identification \(ID\) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals](#)

[RAPIDS Site Locator](#)

[U.S. Army Human Resources Command – Common Access Card \(CAC\) Support Office](#)

Documents and Forms

[DD Form 1172-2, Application for Department of Defense Common Access Card – DEERS Enrollment](#)

[SF 85P, Questionnaire for Public Trust Positions](#)

Related Processes

[The Defense Enrollment Eligibility Reporting System \(DEERS\) Case Resolution Process](#)

To receive and resolve DEERS information issues

Systems

[Defense Enrollment Eligibility Reporting System \(DEERS\)](#)

DEERS maintains personnel and benefits information for: active, retired, and reserve uniformed service personnel, eligible family members of active, retired, and reserve uniformed service personnel, DoD civil service personnel, and DoD contractors requiring logical access. DEERS is also responsible for producing DoD ID cards (RAPIDS and CAC). DEERS supports benefit delivery including medical, dental, educational, and life insurance (TRICARE).

[Defense Manpower Data Center \(DMDC\)](#)

DMDC is the system that serves under the Office of the Secretary of Defense to collate personnel, manpower, financial, training, and other data for the DoD.

[Guard Knowledge Online \(GKO\)](#)

Guard Knowledge Online (GKO) is a Web portal that provides support functionality to the National Guard community. The primary role of GKO is a knowledge management tool for information sharing through the entire Army National Guard community, including document, file, and image libraries. The site provides check-in / check-out version control, change notification, and announcement posting. The GKO calendar can integrate with Microsoft Outlook to manage and track tasks and meetings. In addition, GKO allows for audience specific threaded discussion pages and easy survey creation.

State Employee Database (SED)

The State Employee Database (SED) is a national database of employees of any of the 54 States and territories that are employed in direct support of the Army National Guard and Air National Guard and require network access. The SED provides a secure data feed to the Defense Manpower Data Center (DMDC) for inclusion of the State employees in the Defense Enrollment Eligibility Reporting System (DEERS) database for the purpose of obtaining a Department of Defense (DoD) Identification Card. Eligible State employees are placed in the database after meeting security screening requirements and then become eligible to obtain a DoD Identification Card through the Real Time Automated Personnel Identification System (RAPIDS) system. The SED is managed and maintained by the ARNG DEERS/RAPIDS Project Office for both the ARNG and the ANG.

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