



## NATIONAL GUARD BUREAU

111 SOUTH GEORGE MASON DRIVE  
ARLINGTON VA 22204-1382

NGB-EDU

24 April 2009

MEMORANDUM FOR Education and Incentives Personnel of all States, Puerto Rico, The Virgin Islands, Guam, and the District of Columbia

SUBJECT: National Guard Education Benefits Site Common Access Card (CAC) Only Login

1. Effective 8 May 2009, in response to the Army directive, the Army National Guard Education Benefits site, <https://minuteman.ngb.army.mil/benefits> will be CAC enabled only. Users will NOT be able to log in with their Army Knowledge Online (AKO) User ID and Password.
2. The Education, Incentives and Employment Division (NGB-EDU) recognizes that the majority of the users of the Guard Benefits site do not possess CAC card readers. In most cases, CAC readers and the tools to use them are not issued to Soldiers upon their accession into the Army National Guard (ARNG).
3. We recommend that Education Service Officers (ESOs) get in contact with their Directorate of Information Management (DOIM) and research ways to mitigate this hardship within their respective states. ESOs will also be responsible for notifying Soldiers and Units within their states. We have posted warning messages on the RCMS site as well as the Guard Benefits site to notify users of the upcoming change. Also, the RCMS Help Desk will be knowledgeable on the situation and will be able to give information on CAC reader registration and software setup. In some cases the RCMS Help Desk may not be able to troubleshoot specific problems regarding CAC readers.
4. Soldiers using their CAC card to log in to the site must first obtain a CAC card reader, and then have their CAC card registered with AKO. To register your CAC go to <https://www.us.army.mil> and log in with AKO username and password. Use the menu to navigate to Quick Links | CAC | My CAC Information, and follow the instructions to register your CAC with your AKO account.
5. Soldiers should be encouraged to check with their unit supply to see if they can issue them a Smart Card reader. If they must purchase them, Smart Card Readers can be purchased for under \$30.00. Users have reported buying readers for as low as \$5.00 from reputable vendors. The links below are for a card reader that the Army is widely using. They meet the requirements and are reasonably priced. NGB-EDU does not endorse any make or model, but these readers are in use by the Army and appear to work well. Review the information below. These are only courtesy references.

NGB-EDU

SUBJECT: National Guard Education Benefits Site Common Access Card (CAC) Only Login

6. To make a *government purchase* of a CAC reader, visit any of the following sites and type "USB Smart Card Reader" into the search box:

- a. Army Small Computer Program (ASCP) Web site
- b. GSA Advantage
- c. DoD Email
- d. Amazon.com Web Site

7. To make a *home/personal purchase* of a CAC reader, visit any of the following sites:

a. You can go directly to ASCP's CAC reader and software information page. It's an excellent source for government employee purchases. ASCP keeps it updated.

b. This reader has been easily and successfully used by some AKO users.  
<http://www.cdw.com/shop/products/default.aspx?EDC=419432>

c. AAFES.com - Once you log in navigate to the Mall and the Patriot PC site.

8. The Point of Contact for this memorandum is 1LT Mitchell Lango at 703-607-9759, or [Mitchell.lango@ng.army.mil](mailto:Mitchell.lango@ng.army.mil).

Foi: *William M. Lynch, LTC*  
DIANA A. CRAUN  
LTC, FI  
Chief Education, Inventives  
and Employment Division