

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

### **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 Manpower Data Center \(DMDC\) Website](#)

[Defense Manpower Data Center \(DMDC\) Website – DEERS Overview](#)

[Department of Defense \(DoD\) Common Access Card \(CAC\) Website](#)

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

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

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

[DTM 08-006, DoD Implementation of Homeland Security Presidential Directive – 12 \(HSPD-12\)](#)

[Real-Time Automated Personnel Identification System \(RAPIDS\) Site Locator Website](#)

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

### **Documents and Forms**

[DD Form 1172-2, Application for Identification Card/DEERS Enrollment](#)

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

### **Related Processes**

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

### **Systems**

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

Defense Manpower Data Center (DMDC) – Login

[Guard Knowledge Online \(GKO\) Website – Login](#)

[State Employee Database \(SED\) Website – Login](#)

### **Points of Contact**

**Division:** Personnel Division (ARNG-HRP)

Email: [deers.rapids@ng.army.mil](mailto:deers.rapids@ng.army.mil)

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