



COMMAND, CONTROL,
COMMUNICATIONS, AND
INTELLIGENCE

**ASSISTANT SECRETARY OF DEFENSE
6000 DEFENSE PENTAGON
WASHINGTON, DC 20301-6000**

AUG 26 2002

**MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES**

**SUBJECT: Data Call for Information on the Department's Physical Access Control
Systems for Personnel**

The Business Initiative Council (BIC), comprised of the Deputy Secretary of Defense, the Service Secretaries, the DoD Comptroller and the Under Secretary of Defense (Acquisition, Technology & Logistics), recently approved an initiative to "simplify physical access control of personnel at DoD installations and facilities by the using the Common Access Card (CAC) as the principal access badge." This initiative is referred to as BIC IT-05. The objective is to eliminate unnecessary access badges and badge systems where possible and also save our workforce the time and effort expended to obtain those unnecessary access cards. The BIC has assigned the Department of Defense Chief Information Officer to lead the implementation of this initiative.

In order to successfully implement IT-05, specific data is needed describing non-CAC/non-military ID card physical access badges in use today. Addressees are requested to complete and submit a single spreadsheet in the format of enclosure (1) no later than thirty days from the date of this memo. Enclosure (2) provides instructions to populate the spreadsheet and a blank spreadsheet file is available at <http://www.c3i.osd.mil/>. Moreover, addressees are not to report the installations or facilities where badge checks are contracted for or executed by the Pentagon Force Protection Agency (PFPA). The PFPA shall respond for the control points at those activities within the National Capital Region.

The spreadsheet should report the access badges used at all DoD installations (i.e., bases, posts, stations) and facilities (i.e., buildings/areas within the perimeter of the installation) except for those used at Sensitive Compartmentalized Information Facility

(SCIF) or other similarly classified spaces. For assistance, hypothetical entries have been provided on enclosure (1). Installations that host tenant commands/activities shall not report the badges used by tenants. Tenant commands and activities shall report their information through their administrative chains.

Addressees should email their consolidated spreadsheet file to green.jeffrey@hq.navy.mil. My lead for this initiative is Mr. Paul D. Grant, DSN 327-0383, commercial (703) 607-0383, email at Paul.Grant@osd.mil.

A handwritten signature in black ink, appearing to read 'John P. Stenbit', with a stylized flourish at the end.

John P. Stenbit

Attachments:

1. Data Call Spreadsheet
2. Spreadsheet Instructions

Enclosure (2)