

PSC REMOTE ACCESS PROCEDURES

Introduction This business process guide provides procedures for requesting, canceling, and processing Common Access Card Remote Access Service (CAC RAS) accounts.

Discussion The Coast Guard has transitioned from using RAS tokens to using a CAC reader with a CAC RAS account.

OSC will assist members to configure their home computers/laptops once a CAC RAS account is established. Telephone support is provided by OSC via their 1-800-821-7081 toll free line. Additional information can be found on the CG Portal document: [How to CAC-RAS from your Home Computer](#)

PSC currently has 96 CAC RAS accounts, which cost \$363 each per year. Divisions will be required to fund any new accounts beyond these 96. The CAC RAS accounts currently assigned are listed below. Division CAC RAS Coordinators can provide a detailed list of names upon request.

- BOPS – 10
- EPM – 28
- OPM – 22
- RPM – 20
- Command Staff – 3
- HR&A - 2
- PSD – 11

Division Points of Contact

Person with ACO Authority	SKC Chris Morere or CWO Omar Alvarez
CAC-RAS Coordinators/ Funds Managers	See PSC Division POCs

PSC REMOTE ACCESS PROCEDURES

Member Requirements and Procedures

Requirement	Action																		
Request CAC RAS Account	<table border="1"> <thead> <tr> <th data-bbox="451 344 548 378">Step</th> <th data-bbox="548 344 1409 378">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="451 378 548 453">1</td> <td data-bbox="548 378 1409 453">Send email to your CAC RAS Coordinator to request a CAC RAS Account.</td> </tr> <tr> <td data-bbox="451 453 548 716" rowspan="3">2</td> <td data-bbox="548 453 1409 716"> <table border="1"> <thead> <tr> <th data-bbox="565 495 889 529">If Account...</th> <th data-bbox="889 495 1393 529">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="565 529 889 642">is available</td> <td data-bbox="889 529 1393 642">Download the AIS Security Brief and turn it in to your CAC RAS Coordinator.</td> </tr> <tr> <td data-bbox="565 642 889 716">is not available</td> <td data-bbox="889 642 1393 716">STOP ... see Fund New CAC RAS Account procedures below.</td> </tr> </tbody> </table> </td> </tr> <tr> <td colspan="2" data-bbox="548 716 1409 863"> <p>Note: Your CAC-RAS Coordinator will determine availability of CAC-RAS account by comparing the number of accounts issued to the number authorized for your division</p> </td> </tr> <tr> <td data-bbox="451 863 548 976">3</td> <td data-bbox="548 863 1409 976">Obtain a CAC reader from your CAC RAS Coordinator and request a RAS software CD from the Help Desk using CG FIXIT (if required).</td> </tr> <tr> <td data-bbox="451 976 548 1089">4</td> <td data-bbox="548 976 1409 1089">Follow the instructions contained in the email to configure your PC for remote access upon receipt of an email from OSC with access verification.</td> </tr> </tbody> </table>	Step	Action	1	Send email to your CAC RAS Coordinator to request a CAC RAS Account.	2	<table border="1"> <thead> <tr> <th data-bbox="565 495 889 529">If Account...</th> <th data-bbox="889 495 1393 529">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="565 529 889 642">is available</td> <td data-bbox="889 529 1393 642">Download the AIS Security Brief and turn it in to your CAC RAS Coordinator.</td> </tr> <tr> <td data-bbox="565 642 889 716">is not available</td> <td data-bbox="889 642 1393 716">STOP ... see Fund New CAC RAS Account procedures below.</td> </tr> </tbody> </table>	If Account...	Then...	is available	Download the AIS Security Brief and turn it in to your CAC RAS Coordinator.	is not available	STOP ... see Fund New CAC RAS Account procedures below.	<p>Note: Your CAC-RAS Coordinator will determine availability of CAC-RAS account by comparing the number of accounts issued to the number authorized for your division</p>		3	Obtain a CAC reader from your CAC RAS Coordinator and request a RAS software CD from the Help Desk using CG FIXIT (if required).	4	Follow the instructions contained in the email to configure your PC for remote access upon receipt of an email from OSC with access verification.
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Member Requirements and Procedures (continued)

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Cancel CAC RAS Account	Step	Action
	1	Send an email to your CAC RAS Coordinator requesting your CAC RAS account be canceled.
	2	Turn in your CAC reader to your CAC RAS Coordinator.

STOP – Following instructions are for CAC-RAS Coordinators only!

CAC RAS Coordinator Procedures

Requirement	Action							
Add CAC RAS Account	Step	Action						
	1	Determine if an account is available to issue upon receipt of request from member,						
	2	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">If Account...</th> <th style="text-align: center;">Then...</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">is available</td> <td>proceed to Step 4.</td> </tr> <tr> <td style="text-align: center;">is not available</td> <td>inform member that no account is available and recommend they contact their Division Funds Manager to get funding approval.</td> </tr> </tbody> </table>	If Account...	Then...	is available	proceed to Step 4.	is not available	inform member that no account is available and recommend they contact their Division Funds Manager to get funding approval.
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	is available	proceed to Step 4.						
	is not available	inform member that no account is available and recommend they contact their Division Funds Manager to get funding approval.						
	3	Proceed with requesting a new CAC RAS account upon notification from the BOPS-R Branch that funding has been transferred from your Division.						
	4	Submit an online CAC RAS Subscription Request memo . See Sample Add New Account CAC RAS Subscription Request Memo on page 4.						
5	Collect and file the member's signed AIS Security Brief.							
6	Issue a CAC reader to the member (if required).							
7	Update your records to reflect current division CAC RAS users.							
Remove CAC RAS Account	Step	Action						
	1	Submit an online CAC RAS Subscription Request memo upon notification from the member (or Division) requesting a CAC RAS account be canceled. See Sample Remove Account CAC RAS Subscription Request Memo on page 5.						
	2	Collect CAC reader from the member if one was issued.						
	3	Update your records to reflect current division CAC RAS users.						

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PSC REMOTE ACCESS PROCEDURES

Sample Add New Account CAC RAS Subscription Request Memo

U.S. Department of
Homeland Security

United States
Coast Guard



Commander
United States Coast Guard

Tuesday, June 08, 2010

MEMORANDUM

Person w/ACO Authority:

From: First Name: Last Name: Work Phone: CC:
 Email:
 Unit:

To: CG OSC
 Subject: CAC RAS SUBSCRIPTION REQUEST
 Ref: (a) COMDT COGARD Washington DC 121556Z AUG 09/ALCOAST 461/09
 (b) COMDT COGARD Washington DC 311622Z Oct 02/ALCOAST 510

1. Per references (A) and (B) request CAC RAS Access:

A. The personnel are USCG Regular, Reserve, Auxiliary, Civilian, or On-Site Contractor assigned to:

(Click here copy the information from section 1.A. into section 1.B.)
 (Click here copy the information from section 1.A. into section 1.C.)

B. The Remote Access User Acknowledgement Brief has been executed and retained on file by:

C. Recurring OE funds are available from the following unit's budget to cover the annual \$500.00 cost per CAC Access Account:

D. Users:

Action	Name (Last, First Rank/Rate)	Email Address	Employee Status	
<input type="text" value="Add"/>	Coastie, Joe YN3	joseph.p.coastie@uscg.mil	Active Duty	\$500.00
<input type="button" value="Add Row"/>				

E. Additional Comments:

2. My POC for further information is (if blank, ACO information will be used):

Name: Work Phone:

Checking this box indicates digitally signing this document.

//s//

If you have any questions or concerns regarding this form,
 please send an email to [OSC-Account Management](#) or call 1-800-821-7081.

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Revised 11/1/2012

PSC REMOTE ACCESS PROCEDURES

Sample Remove Account CAC RAS Subscription Request Memo

U.S. Department of
Homeland Security



Commander
United States Coast Guard

Tuesday, June 08, 2010

**United States
Coast Guard**

MEMORANDUM

Person w/ACO Authority:

From: First Name: Last Name: Work Phone: CC:
 Email:
 Unit:

To: CG OSC
 Subject: CAC RAS SUBSCRIPTION REQUEST
 Ref: (a) COMDT COGARD Washington DC 121556Z AUG 09/ALCOAST 461/09
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1. Per references (A) and (B) request CAC RAS Access:

A. The personnel are USCG Regular, Reserve, Auxiliary, Civilian, or On-Site Contractor assigned to:

(Click here copy the information from section I.A. into section I.B.)
 (Click here copy the information from section I.A. into section I.C.)

B. The Remote Access User Acknowledgement Brief has been executed and retained on file by:

C. Recurring OE funds are available from the following unit's budget to cover the annual \$500.00 cost per CAC Access Account:

D. Users:

Action	Name (Last, First Rank/Rate)	Email Address	Employee Status
<input type="text" value="Remove"/>	Coastie, Joe YN3	joseph.p.coastie@uscg.mil	<input type="text" value="Active Duty"/>
<input type="button" value="Add Row"/>			

E. Additional Comments:

2. My POC for further information is (if blank, ACO information will be used):

Name: Work Phone:

Checking this box indicates digitally signing this document.

//s//

If you have any questions or concerns regarding this form...