Test Token Request Instructions

The DoD Test Token Request (TTR) form is used to obtain test Common Access Cards (CAC) and NIPRnet Enterprise Alternate Token System (NEATS) credentials to assist in the development of applications. The following instructions are provided to assist the author submitting the worksheet in providing all necessary information for obtaining test CAC or NEATS tokens. The author should be as complete and accurate as possible in providing the required information. All TTRs must be coordinated with and approved by an authorized DoD Approval Authority.

Section I – Tracking Information (1)

1. Tracking Number: Select the appropriate box that indicates whether the submission is a new Test Token Request (TTR) or a revision to a previously submitted TTR. If the TTR is a revision to one previously submitted, enter the original TTR tracking number in the space provided. New requests will be assigned a TTR tracking number by the DMDC. This number serves as a unique identifier for future reference.

Section II – Developer/Ship To Information (2 - 12)

2 - 8. Company/Organization Name and Mailing Address: Enter the name and address (Street Number & Name, City, State, Zip Code, and Country) of the company/organization that is preparing the TTR for submittal. The address cannot be a post office box, and must be suitable for delivery via Federal Express. APO/FPOs should be used for overseas deliveries. This will be the address to which the test cards will be shipped.

9 - 10. Developer POC Information: Enter the name of the individual who will serve as the developer point of contact for answering technical questions.

11. Telephone Number: Enter the commercial telephone number for the developer POC specified in boxes 9-10.

12. E-Mail Address: Enter the work e-mail address for the developer POC specified in boxes 9-10.

Section III – Test Token Request Information (13 - 19)

13. Test CAC Usage: Select the appropriate box that indicates the type of development being tested with the requested test CACs.

14. Application Name: Enter the name of the application being developed.

15. Application Summary Description: Give a general overview of the application named in box 15.

16. Test DoD ID Cards Requested: Select the appropriate box that indicates which DoD ID card to

include CAC platforms are desired for development and testing, and enter the quantity for each CAC platform requested. Requests for more than two (2) of each card specified requires additional authorization.

16A. Default Test CAC Personalization: Check this box to receive default/sample personalization. Example of this information is as follows:

First Name	Last Name	Organization Affiliation	E-mail address
John	Doe	Army	john.doe@us.army.mil
Joe	Smith	Navy	joe.smith@navy.mil
Jane	Doe	Air Force	jane.doe@af.mil

16B. Specific Test CAC Personalization: Enter a first name, last name, organizational affiliation (DoD or Contractor), and e-mail address for each test CAC requested. This information will be used to personalize the card. An e-mail address is required if e-mail signing and encryption certificates are to be loaded on the card. Also, only alpha characters are acceptable for the name fields (i.e., no numeric characters in these fields).   If this section is left blank, test cards will be produced with default/sample personalization data.

17. Requested Test DoD Alternate tokens: Select the appropriate box that indicates which NEATS token is desired for development and testing, and enter the quantity for type.   Requests for more than one (1) of each card specified requires additional authorization.

18. Special Instructions: Describe any special instructions pertaining to the request.

19. General Container Applet: Select the appropriate box to specify which (if any) of the General Container (GC) applets should be instantiated on the requested test CACs.

Section IV – Sponsoring Organization Information (20 - 32)

20. Sponsoring Organization Affiliation: Check the box that corresponds with the Component sponsoring the Test Token Request. If the sponsor is a DoD agency or other Federal agency, enter the name of the agency in the space provided.

21 - 26. Sponsoring Organization Name and Address: Enter the name and address (Street Number & Name, City, State and Zip Code) of the sponsoring DoD Component. The identity of the DoD Component will also facilitate communication with DMDC in their attempts to contact individuals responsible for sponsoring the TTR.

27 - 28. Sponsoring Officer POC Information: Enter the name of the individual who represents the sponsoring DoD Component. This individual will serve as the main point of contact (POC) for DMDC, and is responsible for answering general questions regarding the TTR.

29. Date Sponsored: Enter the date on which the TTR was sponsored.

30. Telephone Number: Enter the commercial telephone number of the individual specified in boxes 28-29.

31. E-Mail Address: Enter the work e-mail address of the individual specified in boxes 28-29.

Section V – Component Approval (32 - 37)

This section is to be filled out by the appropriate DOD Component Approval Authority officer.

32. DoD Component Approval Authority: Enter the DoD Component Approval Authority for the Test Token Request. If your sponsoring organization does not have an Approval Authority designated on the attached list, please notify DMDC at CACSupport@mail.mil.

33-34. Approving Officer POC Information: Enter the name of the individual who represents the Approval Authority for this DoD Component.

35. Date Approved: Enter the date on which the TTR was submitted by the Approval Authority for processing.

36. Telephone Number: Enter the commercial telephone number of the individual specified in boxes 34-35.

37. E-Mail Address: Enter the work e-mail address of the individual specified in boxes 34-35.

Section VI – DMDC ISD Review Status (38)

38. This block is for DMDC use only.

Section VII – CTL Review Status (39)

39. This block is for Token Test Lab use only.

DoD Component Test CAC Approval Authorities

Organization	Name	E-mail
Air Force	AF PKI Help Desk	AFPKI.Helpdesk@us.af.mil
Army	Jude Roeger	jude.a.roeger2.civ@mail.mil
Marine Corps	Christine Hesemann	christine.hesemann@usmc.mil
Navy	USN CAC PM	cacpmo.fcm@navy.mil
DISA	Tina Kent	catina.d.kent.civ@mail.mil
MDA	Girard Evans	girard.evans@mda.osd.mil
PKI PMO/NSA	Shawn O'brien	spobrie@radium.ncsc.mil
DHA	N/A	dha.jbsa.cyber.mbx.dha-pki-office@mail.mil
DFAS	N/A	cacsupport@mail.mil
DLA		
DMDC		
NOAA		
USCG		
WHS/JSP		