**Certificate in Charge (CIC) Responsibilities**

**Primary CIC**

1. Manage all certificate issues arising during the assigned month
2. Handle notifications received 30 days prior to certificate expiration
3. Responsibilities include:
   * Chasing
   * Tracking
   * Escalating
   * Renewing or issuing certificates
4. Address any remaining certificate issues from the previous month

**Secondary CIC**

1. Share responsibility for tracking expiring certificates
2. Provide support to the Primary CIC when needed
3. Collaborate with Primary CIC to ensure smooth handoffs
4. Assume the role of Primary CIC in the following month

**Additional Security Measures**

1. Three sets of eyes manage the certificate list: Primary CIC, Secondary CIC, and Wintel leadership
2. Wintel leadership serves as the Third CIC, stepping in if both Primary and Secondary CICs are unavailable

**Handoff Process**

1. Secondary CIC becomes the Primary CIC in the following month
2. This approach minimizes handover complications and reduces potential entry points for errors

Note: All CICs are responsible for maintaining clear communication and ensuring a smooth transition of responsibilities between months.