



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623
APO AE 09005-9623

JUN 16 2016

IMWB-ZA

MEMORANDUM FOR All Members of the United States Army Garrison (USAG)
Wiesbaden Community

SUBJECT: USAG Wiesbaden Command Policy Letter #19, Replacement of Lost,
Stolen or Altered Government Identification Card or Common Access Card

1. References:

- a. Title 18, U.S.C., Sections 499 and 701.
- b. Army Regulation (AR) 600-8-14, Identification Cards for Members of the Uniformed Services, their Eligible Family Members, and Other Eligible Personnel, 17 June 2009.
- c. Army in Europe Regulation (AER) 27-9, Misconduct by Civilians, 22 November 2011.
- d. AER 525-13, Antiterrorism, 16 October 2013.
- e. AER 190-16, Installation-Access Control, 11 January 2010.
- f. Department of Defense Manual, Number 1000.13, Volume 1, DoD Identification (ID) Cards: ID Card Life-Cycle, 23 January 2014.
- g. Department of Defense Manual, Number 1000.13, Volume 2, Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals, 23 January 2014.

Purpose. To define necessary reporting and counseling requirements prior to replacement of lost, stolen, altered or mutilated Identification Card (ID) or Common Access Cards (CAC) issued to service members, Family members, and Department of Defense (DoD) Civilian, and contract employees.

Applicability. This policy applies to service members, Family members, and DoD civilian and contract employees within the USAG Wiesbaden Community.

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2. Policy.

a. Background. DoD ID cards or CACs issued to service members, civilian and contract employees, and Family members are sensitive items that directly impact force protection and installation security. Everyone has an obligation to safeguard his or her military ID card.

(1) DoD ID cards are government property.

(2) DoD ID card holders can gain access to military installations worldwide.

(3) Loss or theft of DoD ID cards has a significant impact on the government's ability to maintain proper force protection and security on military installations.

(4) Those negligent in safeguarding their ID cards, especially if the negligence results in misuse, personally jeopardize the safety of all US personnel and their families.

b. All service members, Family members, DoD Civilians, and contract employees are required to immediately report the loss or theft of their government ID card or CAC to the Military Police (MP). Contract employees who require access to Government computer systems and networks or require access to secure buildings must also report the lost or stolen card to their Contracting Officer Representative (COR) and the MP.

c. It is a federal offense for any person to unlawfully possess an ID card or to willfully alter, damage, lend, counterfeit, or use an ID card in any unauthorized manner. Such persons can be subject to possible adverse administrative, disciplinary or UCMJ action.

d. Individuals who have been issued a DoD ID card (cardholders) will not, under any circumstance, surrender that card with the intent to abandon it.

e. Cardholders will not surrender or lose positive control of the DoD ID card to gain entry to any establishment. Cardholders will not use the DoD ID card as collateral for borrowing or renting items, or for credit (i.e. running a bar tab or paying for a taxi ride). The DoD ID card may be temporarily surrendered for review as an identification document. Upon request of competent authority (law enforcement or security officials), the DoD ID card will be temporarily surrendered for review.

f. Multiple CAC or ID cards. There are individuals employed by the DoD who have multiple personnel category codes and are eligible to have more than one ID card or CAC (e.g. an individual that is both a reserve Soldier and a contractor). They will be issued a separate ID card or CAC in each personnel category for which they are eligible. Multiple current CACs will not be issued or exist for an individual under a single personnel eligibility category code.

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g. All personnel in receipt of a replacement card are required to immediately turn in any recovered ID cards or CACs to the MP or the USAG Wiesbaden ID Card Section located in building 1023E, Lucius D, Clay Kaserne, Wiesbaden.

h. Procedure. Loss or theft of a DoD ID card reported by a Civilian, contract employee, or Family member.

(1) The loss or theft of a DoD ID card must be reported immediately to the military police and the chain of command.

(2) Each incident of theft or loss will be reviewed by the Civilian Misconduct Specialist on an independent and individual basis to determine if civilian misconduct has occurred. If it is determined that civilian misconduct has occurred, the Civilian Misconduct Specialist will recommend to the garrison commander appropriate administrative action.

(3) The following administrative actions apply to all Civilian or contractor employees and Family members who lose their ID cards, prior to the reissuance of a replacement card. A MP report will be provided to the ID Card Issuance office in each instance of a loss.

(a) First loss: written warning by the sponsor's chain of command and a MP report. A copy of the MP report will be provided to the ID card section. An example is provided at enclosure 1.

(b) Second loss: written warning by the unit commander prior to re-issuing card.

(c) Subsequent losses: possible additional adverse administrative actions including loss of command sponsorship, if appropriate under the circumstances (early return of family members to CONUS).

(4) Loss of a DoD ID card reported by a service member or other military member prior to the reissuance of a replacement card.

(a) First Loss: The company commander or First Sergeant must counsel any service member who reports a lost, stolen or altered ID card, example at enclosure 2.

(b) Second Loss: Service Members who lose their ID card a second time must have a counseling memorandum signed by the first LTC, CSM or equivalent in his or her chain of command.

(c) Third Loss: Service members who lose their ID cards a third time must have a memorandum signed by the first COL, CSM or equivalent in his or her chain of command.

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i. Loss and recovery of an ID card will not be counted as your first loss, provided the ID card is turned in to the MP or USAG Wiesbaden ID Card Office.

j. Enforcement. Failure to comply with this policy letter will subject violators to all administrative and judicial sanctions available. Nothing in this policy is intended to conflict with existing laws and regulations governing the handling and disposal of DoD identification cards.

k. Commanders will ensure that all military personnel, Family members, Civilians and contract employees are briefed on this policy.

3. Point of contact is Director of Human Resources, at DSN 548-1001, CIV 0611-143-548-1001.



- 2 Encls
- 1. MP Form
- 2. Counseling

TODD J. FISH
COL, LG
Commanding