



REPLY TO
ATTENTION OF

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

IMWB-ZA

09 July 2012

MEMORANDUM FOR All Members of the USAG Wiesbaden Community

SUBJECT: US Army Garrison 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 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 27-9, Misconduct by Civilians, 22 November 2011.
- d. Army in Europe Regulation 525-13, Antiterrorism, 30 March 2009.
- e. Army in Europe Regulation 190-16, Installation-Access Control, 11 January 2010.
- f. Directive-Type Memorandum (DTM08-003), Next Generation Common Access Card (CAC) Implementation Guidance, 1 December 2008 (Incorporating Change 3; September 27, 2011, Expires September 30, 2012).

2. Purpose. To define necessary reporting and counseling requirements prior to replacement of lost, stolen, altered or mutilated ID cards or CACs issued to service members, Family members, and Department of Defense (DoD) civilian and contract employees.

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

4. 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 identification card.

(1) DoD ID cards are Government property.

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

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(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, and DoD civilian and contract employees are required to immediately report the loss or theft of their Government ID card or CAC to the military police. 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 military police.

c. It is a federal offense for any person to unlawfully possess more than one 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.

g. All personnel in receipt of a replacement card are required to immediately turn in any recovered ID cards or CACs to the military police or the USAG Wiesbaden ID Card Section in building 1023N, Wiesbaden Army Airfield (WAAF).

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.

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(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 military police 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 military police report. A copy of the military police 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: Soldiers who lose their ID card a second time must have a counseling memorandum signed by the first O-5, CSM or CSM 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 O-6 or CSM in their chain of command.

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 military police 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, and civilian and contract employees are briefed on this policy.

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5. Point of contact for this memo is Ms. Earnestine Hatley, Chief, Military Personnel Division, who may be reached at DSN: 337-5515 / CIV: 0611-705-5515 or via email: ernestine.a.hatley.civ@mail.mil.



DAVID H. CARSTENS
COL, MI
Commanding

Encl

1. MP Form
2. Counseling

**DEPARTMENT OF THE ARMY
 UNITED STATES ARMY GARRISON - WIESBADEN
 PROVOST MARSHAL'S OFFICE
 APO, AE 09005**

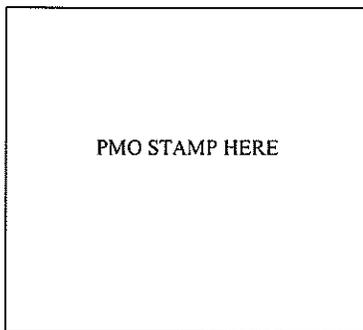
1. The below named individual reported to the Wiesbaden Military Police Station that his/her (ID Card – Installation Pass) was (Lost – Stolen).

| PERSON'S INFORMATION: | | |
|------------------------|-----------------------------|--|
| LAST NAME: | FIRST NAME: | MIDDLE INIT: |
| RANK/GRADE: | SOCIAL SECURITY#: | FULL UNIT OR HOME ADDRESS INCLUDING APO: |
| DATE LOST/STOLEN: | LOCATION WHERE LOST/STOLEN: | |
| SPONSOR'S INFORMATION: | | |
| LAST NAME: | FIRST NAME: | MIDDLE INIT: |
| RANK/GRADE: | SOCIAL SECURITY#: | FULL UNIT ADDRESS INCLUDING APO: |

2. This form is valid for **48 HOURS ONLY!** Personnel are reminded that this does not take the place of an Identification Card or Installation Pass in any way. Steps should be taken to replace the lost property as soon as possible. The Installation Pass can be reached at DSN 337-6062 or CIV 0611-705-6062 and ID Office can be reached at DSN: 337-6348 or CIV: 0611-705-6348, or DSN 337-5515 or CIV 0611-705-5515

3. **This form is not valid unless it is signed, stamped, and given a control number.**

FOR INSTALLATION ACCESS: THIS FORM MUST BE PRESENTED WITH A VALID PICTURE ID/PASSPORT!



 (REPORTING PERSON'S SIGNATURE)

 (MP DESK SERGEANT'S SIGNATURE)

 (DESK SERGEANT'S PRINTED NAME AND DATE)

CONTROL # _____

OFFICE SYMBOL

MEMORANDUM FOR Commander USAG, Wiesbaden (IMWB-HRM) ID Card Section, APO AE 09005.

SUBJECT: Counseling for Lost, Stolen, or Confiscated Identification Cards or CAC.

1. References

a. Title 18, U.S.C.M, Sections 499 and 701.

b. Army Regulation 600-8-14, Air Force Instruction 36-3026-IP, Volume 1, BUPERS Instruction 17501.10C, Marine Corps Order 5512.11D, Commandant Instruction M5512.1A, NOAA Corps Directives, Chapter 1, Part 5, Commissioned Corps Manual 29.2, Instructions 1 and 2, Identification Cards for Members of the Uniformed Services, their Eligible Family Members, and other Eligible Personnel, 17 June 2009.

c. Directive-Type Memorandum (DTM08-003), Next Generation Common Access Card (CAC), 1 December 2008 (Incorporating Change 3; September 27, 2011, Expires September 30, 2012).

2. Request _____, a member of this command, is reissued an ID or CAC card. The card was reported _____ on _____.

3. The individual was counseled on (date) regarding properly safeguarding the ID or CAC. In addition, the individual was counseled that any person who willingly alters, damages, lends, counterfeits, or uses an ID card in any unauthorized manner is subject to adverse administrative or UCMJ action, and that it is a violation of Army and DOD regulations and policies to unlawfully have more than one ID card in a person's possession.

4. The individual understands his or her responsibilities in properly utilizing and safeguarding the ID card or CAC. They understand future actions of this nature could result in more severe administrative or judicial action being taken.

5. If found, the individual understands it is their responsibility to immediately turn in the ID or CAC card to the ID card section or the military police.

Commander/Supervisor Signature Block

I hereby acknowledge that I read and understand my responsibilities in maintain my ID or CAC.

(Signature)

(Printed Name)

CF: Individual Unit Personnel File

Encl 2 to Memorandum, HQ, USAG Wiesbaden, IMWB-ZA, SUBJECT: US Army Garrison Wiesbaden Command Policy Letter 15, Replacement of Lost Stolen or Altered Government Identification Card or Common Access Card.