



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623
APO AE 09096-0050

IMEU-WSB-ZA

6 Aug '10

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Garrison Wiesbaden Command Policy Letter 39, 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. Air Force Instruction 36-3026(I) Army Regulation 600-8-14*BUPERS Instruction 1750.10A, change 2:Marine Corps Order P5512.11B, Change 2 Commandant Instruction M5512.1Commissioned Corps Personnel Manual 29.2, Instructions 1 and 2,*NOAA Corps Regulations, Chapter 1, Part 429 July 1999 Personnel Identification Cards for Members of the Uniformed Services, their Family Members, and other eligible personnel Commandant Instruction M5512.1Commissioned Corps Personnel Manual 29.2, Instructions 1 and 2.NOAA Corps Regulations.

c. Army in Europe Regulation 27-9, Misconduct by Civilians, 29 January 2009.

d. Army in Europe Regulation 525-13, Antiterrorism, 30 March 2009.

e. Army in Europe Regulation 190-16, Installation-Access Control, 22 March 2005.

f. Directive-Type Memorandum (DTM08-003), Next Generation Common Access Card (CAC), 1 December 2008.

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

3. General. This policy applies to service members, Family members, and DoD civilian and contract employees assigned, attached or employed within the USAG Wiesbaden area of responsibility (AOR).

4. Background. DoD ID cards or CAC 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.

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- a. DoD ID cards are government property.
- b. DoD ID card holders can gain access to military installations worldwide.
- c. 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.
- d. 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.

5. Policy.

a. 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 their respective supervisors. Additionally, any lost or stolen ID card or CAC must be reported 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). All personnel will be required to sign a statement of issue or reissue of government identification card acknowledging that they understand the seriousness of properly safeguarding the ID card or CAC. A copy of this statement is provided at enclosure 1.

b. 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.

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

d. 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.

e. 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

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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.

f. 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, WAAF.

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

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

b. 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.

c. 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.

(1) First loss: written warning by the sponsor's chain of command. A copy of this warning will be provided to the ID card section. An example is provided at enclosure 2.

(2) Second loss: must have a counseling memorandum signed by the first 0-5 in the sponsors chain of command, or 0-5 equivalent in the civilian chain of command.

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

d. Loss of a DoD ID card reported by a service member prior to the reissuance of a replacement card.

(1) First Loss: The company commander or first sergeant must counsel any Soldier who reports a lost, stolen or altered ID card. A copy of this counseling will be provided to the ID card section, and an example is provided at enclosure 2.

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(2) Second Loss: service members who lose their ID card a second time must have a counseling memorandum signed by the first O-5 or CSM in his or her chain of command. A copy of this memorandum will be provided to the ID card section. An example is provided at enclosure 2.

(3) 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. A copy of this memorandum will be provided to the ID card section. An example is provided at enclosure 2.


7. Loss and recovery of an ID card will be counted as your first lost provided the ID card is turned in to the military police or USAG Wiesbaden ID card office.

8. 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.

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

10. My point of contact for this policy is the Chief, Military Personnel Division at DSN 337-5515.

- 3 Encls
1. Statement of Understanding
2. Counseling Template
3. MP Form


JEFFREY W. DILL
COL, IN
Commanding

6 Aug 10

DISTRIBUTION:

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IMEU-WSB-HRMP

MEMORANDUM FOR Commander, USAG Wiesbaden (IMEU-WSB-HRMP/ID Card Section), APO AE 09096

SUBJECT: Counseling for Lost, Stolen, or Confiscated Identification Card or CAC

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, 29 June 2009.
- c. Directive-Type Memorandum (DTM08-003) , Next Generation Common Access Card (CAC), 1 December 2008.

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

3. The individual was counseled on (date) _____ regarding properly safeguarding the ID card or CAC. In addition, the individual was counseled that any person who willingly alters, damages, lends, counterfeits or uses an ID card in any authorized 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 all understand that future actions of this nature could result in more severe administrative or judicial action being taken.

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

(Commander/ Supervisor Signature Block)

I hereby acknowledge that I read and I understand my responsibilities in maintaining my ID/CAC.

(Signature)

(Printed Name)

CF: Individual Unit Personnel File

Encl 2 to Memorandum, HQ, USAG Wiesbaden, IMEU-WSB-ZA, subject: US Army Garrison Wiesbaden Command Policy Letter 39, Replacement of Lost, Stolen or Altered Government Identification Card or Common Access Card

IMEU-WSB-IRMP

MEMORANDUM FOR _____

SUBJECT: Statement of Understanding for Issue or Reissue of Government Identification 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, 29 June 2009.

c. Directive-Type Memorandum (DTM08-003) , Next Generation Common Access Card (CAC), 1 December 2008.

2. You are advised of your responsibilities as a government identification card holder. Your responsibilities are as follows:

a. You must safeguard your identification card and CAC at all times.

b. Immediately report the loss or theft to authorities (military police) and supervisors.

c. If you find your reported lost ID card or CAC, or other lost ID card or CAC, you must immediately turn them into the ID card section or the military police.

3. In addition, you are advised if you report a lost or stolen ID card or CAC, you may be subject to increased security when accessing control points.

4. I understand that it is a violation of Army and DoD policy to have more than one personnel category ID card in my possession. If I willfully alter, damage, lend, counterfeit, or use an ID card or CAC in any unauthorized manner, I may be subject to possible adverse administrative or UCMJ action.

5. I hereby acknowledge that I have read and understand the statement above and my responsibilities in safeguarding my ID card or CAC and that I will brief my dependents regarding their responsibilities.

(Signature)

(Printed Name)

Encl I to Memorandum, HQ, USAG Wiesbaden, IMEU-WSB-ZA, subject: US Army Garrison Wiesbaden Command Policy Letter 39, Replacement of Lost, Stolen or Altered Government Identification Card or Common Access Card

DEPARTMENT OF THE ARMY
 UNITED STATES ARMY GARRISON WIESBADEN
 PROVOST MARHAL'S OFFICE
 APO AE 09096

1. The below named individual has reported to the Wiesbaden Military Police Station that his or her ID card or installation pass was lost or stolen:

PERSON'S INFORMATION		
LAST NAME	FIRST NAME	MIDDLE INT
RANK/GRADE	SOCIAL SECURITY #	FULL UNIT ADDRESS INCLUDING APO
DATE LOST STOLEN	LOCATION WHERE LOST/STOLEN	
SPONSOR'S INFORMATION		
LAST NAME	FIRST MAME	MIDDLE INT
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. Steps should be taken to immediately replace the lost property as soon as possible. The Pass and ID office can be reached at DSN: 337-6893 OR CIV 0611-70-5-6893.

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!**

PMO STAMP HERE

 (REPORTING PERSON'S SIGNATURE)

 (MP DESK SERGEANT SIGNATURE)

 (DESK SERGEANT PRINTED NAME AND DATE)

Encl 3 to Memorandum, HQ, USAG Wiesbaden, IMEU-WSB-ZA, subject: US Army Garrison
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 Identification Card or Common Access Card