



DEPARTMENT OF THE ARMY

HEADQUARTERS, U.S. ARMY ALASKA
600 RICHARDSON DRIVE # 5000
FORT RICHARDSON, ALASKA 99505-5000

REPLY TO
ATTENTION OF:

APVR-CG

15 MAR 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Replacement of Lost/Stolen/Altered Identification Cards (CG/CofS Policy Statement #0-41)

1. References: AR 600-8-14, Identification Cards for Members of the Uniformed Services, their Eligible Family Members, and other Eligible Personnel, 20 Dec 02
2. Purpose. The purpose of this policy letter is to assist U.S. Army Alaska (USARAK) in reducing the negative impact of lost/stolen/altered identification cards on force protection within the command.
3. General. This policy applies to Soldiers, their family members, civilian employees, and contractors assigned or attached to or employed by USARAK, U.S. Army Garrison Alaska, and tenant organizations or activities.
4. Policy/Procedures.
 - a. All Soldiers, civilian employees, and contractors must immediately report the loss or theft of their identification card to their respective supervisors. Additionally, the individual whose identification card has been lost or stolen must immediately report the matter to the Desk Sergeant, Provost Marshal Office (PMO). Soldiers are also required to report the loss or theft of their family member(s) government identification card to the PMO.
 - b. Individuals present in Alaska who require the issuance of a new ID card are not authorized to obtain a new ID card from another military Services' identification card issuing activity (e.g., Elmendorf AFB or Eielson AFB).
 - c. Any person possessing more than one ID card or who willfully alters, damages, lends, counterfeits, or uses an ID card in any unauthorized manner is subject to possible adverse administrative, disciplinary, or UCMJ action.
 - d. Counseling will be completed and documented prior to replacement of any lost, altered, or stolen identification cards. The counseling should reinforce personal and force protection responsibilities necessary to safeguard identification cards. Counseling will be prepared in duplicate using the enclosed memorandum of counseling and the original will be filed in the individual's counseling file. All counseling is subject to inspection during organizational inspections. Counseling will be completed as follows:

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(1) The Company Commander, First Sergeant or Executive Officer must counsel all other active duty Soldiers, Staff Sergeant and below, who report, or have a family member who reports, a lost, stolen, or altered identification card.

(2) The first-line supervisor must counsel a civilian employee, GS-7 and below, whose identification card is lost, stolen, or altered.

e. Noncommissioned Officers, Sergeant First Class and above; Warrant Officers; Commissioned Officers and civilian employees GS-8 and above are not required to be counseled prior to issue of replacement identification.

f. A duplicate copy of the enclosed memorandum of counseling, the completed Lost/Stolen ID card Memorandum from the PMO and valid picture identification will be presented to the ID Card Section, 203D PSB, by the individual concerned or by the sponsor on behalf of their family member(s) when requesting replacement of an identification card. In the absence of valid picture identification, a supervisor must escort the individual to the servicing facility and personally verify the individual's identity. In the event that a sponsor is deployed or on an extended absence, the responsible family member must have a power of attorney, deployment order or other supporting documents. The counseling requirement for the sponsor is waived.

g. All individuals will sign a statement of understanding at the ID Card Section, 203D PSB, outlining the responsibilities as the cardholder, regardless of circumstances of the issue or reissue of government identification. Individuals who have reported a lost or stolen government identification card will acknowledge on the statement of understanding that they are subject to increased scrutiny at access control points and other points of service within USARAK.

h. After issuance of a replacement card, individuals are required to immediately turn in any recovered identification card to the PMO.

i. Contractors will follow the procedures set forth in their respective contract clauses regarding installation security and access. Contracting officers will ensure a local clause dealing with access control and force protection requirements within USARAK is included in all future contracts.

5. The point of contact for this policy is the Commander, 203D PSB, (907) 353-2033.



JOHN M. BROWN III
Major General, USA
Commanding

2 Encls

1. Counseling Memo
2. Statement of Understanding

DISTRIBUTION:

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MEMORANDUM FOR CDR, 203d PERSONNEL SERVICES BATTALION

SUBJECT: Counseling for Lost, Stolen or Confiscated ID Card

1. Reference AR 600-8-14, Identification Cards for Members of the Uniformed Services, their Eligible Family Members, and other Eligible Personnel
2. Request _____, a member of this office/command be reissued an ID/CA card.
3. The individual was counseled on (date) _____ that it is a violation of Army regulation to have more than one ID card in their possession. In addition, the individual was counseled that any person who willfully alters, damages, lends, counterfeits, or uses an ID card in any unauthorized manner is subject to adverse administrative or UCMJ action.
4. The individual understands his/her responsibilities in properly utilizing and maintaining the ID/CA card.
5. If found, the individual understands their responsibility to immediately turn-in the ID/CA card to the PMO.
6. The point of contact is the undersigned at (phone number) _____.

(Cdr/1SG/Supervisor Signature Block)

I hereby acknowledge that I have read and understand the above and my responsibilities in maintaining my ID card.

(Individual's Signature Block)

CF:
Original – Individual's counseling file
Copy – 203D PSB

MEMORANDUM FOR _____

SUBJECT: Statement of Understanding for Issue or Reissue of Government Identification Card

1. Reference AR 600-8-14, Identification Cards for Members of the Uniformed Services, their Eligible Family Members, and other Eligible Personnel

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

a. _____ You must safeguard your identification.

b. _____ Report all lost or stolen ID cards to authorities (PMO).

c. _____ If you find your reported lost identification card or other lost identification cards, you must immediately turn in the ID/CA card to the PMO.

3. In addition, you are advised that if you report a lost or stolen ID card, you may be subject to increased scrutiny at access control points and other points of service within USARAK.

4. _____ In addition, you understand that it is a violation of Army regulation to have more than one ID card in your possession. If you willfully alter, damage, lend, counterfeit, or use an ID card in any unauthorized manner you may be subject to possible adverse administrative or UCMJ action.

FOR THE COMMANDER:

(203D Personnel Officer Signature Block)

I hereby acknowledge that I have read and understand the statement above and my responsibilities in maintaining my ID card.

(Individual's Signature)