



UNITED STATES MARINE CORPS
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19 SEP 2017

INFOGRAM 52-17

FROM: COMMANDING GENERAL
TO: DISTRIBUTION LIST

SUBJ: REQUIREMENT FOR REPORTING LOST OR STOLEN IDENTIFICATION
(ID) CARDS/NON-ACCEPTANCE OF "FEDERAL LIMITS APPLY"
DRIVER'S LICENSES AT PASS AND ID OFFICES

ENCL: (1) AR 600-8-14, IDENTIFICATION CARDS FOR MEMBERS OF THE
UNIFORMED SERVICES, THEIR ELIGIBLE FAMILY MEMBERS,
AND OTHER ELIGIBLE PERSONNEL (ATTACHMENT 18)

1. PER ENCLOSURE (1), THE NEW PROVISIONS AND REQUIREMENTS
RELATED TO ID CARD ISSUANCE ARE PROVIDED BELOW:

A. EXPIRED STATE-ISSUED ID AND DRIVER'S LICENSES CANNOT BE
ACCEPTED AS A FORM OF ID. IT DOES NOT MATTER IF THE DRIVER'S
LICENSES ARE VALID BEYOND THE EXPIRATION DATE FOR THE PURPOSE OF
DRIVING PRIVILEGES. PASS AND ID OFFICES MAY NOT ACCEPT EXPIRED
CREDENTIALS.

B. STATE-ISSUED ID OR DRIVER'S LICENSES THAT ARE MARKED AS
"FEDERAL LIMITS APPLY" OR "NOT ACCEPTABLE FOR OFFICIAL FEDERAL
PURPOSES" OR A SIMILAR NOTATION CANNOT BE USED AS A FORM OF ID.

C. ACCEPTABLE IDENTITY AND ELIGIBILITY DOCUMENTS

(1) REFER TO THE UPDATED LIST OF ACCEPTABLE IDENTITY AND
ELIGIBILITY DOCUMENTS FOR DEPARTMENT OF DEFENSE ID CARD ISSUANCE
AT WWW.CAC.MIL.

(2) TWO FORMS OF VALID (UNEXPIRED) ID ARE REQUIRED.

(3) ALL DOCUMENTS PRESENTED MUST BE THE ORIGINAL OR
CERTIFIED TRUE COPY BY THE ORIGINATOR OF THE DOCUMENT.

D. WHEN AN ID CARD IS LOST OR STOLEN, THERE IS NO PROVISION
FOR INSTALLATIONS TO USE A MISSING ID CARD STATEMENT. DEPENDING
ON THE STATUS OF THE MEMBER, THE FOLLOWING DOCUMENTATION IS
REQUIRED:

SUBJ: REQUIREMENT FOR REPORTING LOST OR STOLEN IDENTIFICATION
(ID) CARDS/NON-ACCEPTANCE OF "FEDERAL LIMITS APPLY"
DRIVER'S LICENSES AT PASS AND ID OFFICES

(1) MILITARY PERSONNEL, CIVILIAN EMPLOYEES, AND CONTRACTORS. A COPY OF THE REPORT FILED WITH THE INSTALLATION SECURITY OR LOCAL POLICE; OR A MEMORANDUM FROM THE COMMAND PREPARED IN ACCORDANCE WITH THE ENCLOSURE AND CONTAINING THE FOLLOWING INFORMATION:

(A) INSERT CARD HOLDER FIRST NAME, MIDDLE INITIAL, LAST NAME, REPORTED HIS/HER IDENTIFICATION ID CARD AS LOST/STOLEN/DESTROYED (CIRCLE ONE), IN THE VICINITY OF INSERT LOCATION, ON OR ABOUT INSERT DATE.

(B) HE/SHE (CIRCLE ONE) HAS BEEN DIRECTED TO RETURN THE ID CARD, IF FOUND, TO THE NEAREST UNIFORMED SERVICES/AGENCY RAPIDS FACILITY.

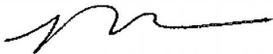
(C) INSERT CARD HOLDER'S LAST NAME AND THAT THEY HAVE BEEN ADVISED OF THEIR RESPONSIBILITY TO MAINTAIN CONTROL OF GOVERNMENT PROPERTY IN THEIR POSSESSION, AND THE SERIOUSNESS OF POSSIBLE COMPROMISE OF PHYSICAL AND LOGICAL ACCESS SECURITY.

(2) FAMILY MEMBERS. THE SPONSOR WILL RECORD THE CIRCUMSTANCES OF THE LOSS ON THE DD FORM 1172-2.

(3) RETIREEES AND OTHER SELF-SPONSORS. A COPY OF THE REPORT FILED WITH THE INSTALLATION SECURITY OR LOCAL POLICE.

2. POINT OF CONTACT IS MR. JOE A. GRABMAN AT JOE.A.GRABMAN@USMC.MIL OR (760) 763-2199. PASS AND ID MAINSIDE, BUILDING 130132 AT (760) 725-2442/2106, WIRE MOUNTAIN, BUILDING 201017 AT (760) 725-2768/2865 AND SAN ONOFRE, BUILDING 51093 AT (760) 763-6476/6471.

DISTRIBUTION: A-3
 B
 C



D. M. RODRIGUEZ
BY DIRECTION



AR 600-8-14

IDENTIFICATION CARDS FOR MEMBERS OF THE UNIFORMED SERVICES, THEIR ELIGIBLE FAMILY MEMBERS, AND OTHER ELIGIBLE PERSONNEL

AFI 36-3026_IPV1/AR 600-8-14/BUPERS INST 1750.10D/MCO 5512.11E/COMDTINST M5512.1B/NOAA CORPS
DIRECTIVES, CHAPTER 1, PART 5/COMMISSIONED CORPS MANUAL 29.2/INSTRUCTIONS 1 AND 2

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Proponent:

DCS, G-1

Army Publishing Directorate

ENCLOSURE (1)

Attachment 18

SAMPLE MEMORANDUM LOST, STOLEN, DESTROYED, IDENTIFY CREDENTIAL

Date

MEMORANDUM: Report of Lost, Stolen, Destroyed Identity Credential – Applies to Identification (ID) cards listed on Table 1.1. See AFI 36-3026(IP) Volume 1 for USID cards.

TO: Real-time Automated Personnel Identification System (RAPIDS) ID Card Issuance Facility, Site Security Manager (SSM)

FROM: See **Notes** 1-9 below for each respective service/agency action.

1. Insert card holder First Name, Middle Initial, Last Name, reported his/her Identification (ID) card as lost/stolen/destroyed (circle one), in the vicinity of insert location, on or about insert date.
2. He/She (circle one) has been directed to return the ID card, if found, to the nearest uniformed Services/Agency RAPIDS facility.
3. Insert card holder last name has been advised of their responsibility to maintain control of Government Property in their possession, and the seriousness of possible compromise of physical and logical access security.

Respectfully,

Name

Title

Telephone number, email address (if available)

Notes:

- (1) Coast Guard - When a signed incident report cannot be obtained by base security or the local police department, Coast Guard ID card recipients must present a memorandum (in accordance with the above sample) on Coast Guard letterhead and signed by the Commanding Officer or Officer-in-Charge.
 - (2) Air Force – ID card recipient must present a copy of the report filed with the installation security or local police; or a memorandum prepared (in accordance with the above sample) on Air Force letterhead from the recipient's Commanding Officer, Officer-in-Charge, or Noncommissioned Officer for military, Contracting Officer Representative or Trusted Agent for contractors, and Supervisor / Division for civilians.
- Army – ID card recipient must present a signed copy of the incident report filed with the installation Security or Provost Marshall's office or local police. If an incident report cannot be obtained, a memorandum (in accordance with the above sample) from the individual's Commanding Officer, Officer-in-Charge, or Noncommissioned Officer for

ENCLOSURE (1)

- (1) military, Contracting Officer Representative, Supervisor/Division Chief for civilians / contractors.
- (2) Navy – ID card recipient must present a copy of the report filed with the installation security or local police; or a memorandum prepared (in accordance with the above sample) on Navy letterhead from the recipient's Commanding Officer, Officer-in-Charge, or Noncommissioned Officer for military, Contracting Officer Representative, and Supervisor/Division for civilians.
- (3) Marine Corps – ID card recipient must present a copy of the report filed with the installation security or local police; or a memorandum prepared (in accordance with the above sample) on Marine Corps letterhead from the recipient's Commanding Officer, Officer-in-Charge, or Noncommissioned Officer for military, Contracting Officer Representative, and Supervisor/Division for civilians.
- (4) Public Health Service (PHS) – ID card recipient must present a signed copy of the incident report filed with the installation Security or Provost Marshall's office or local police. If an incident report cannot be obtained, a memo (in accordance with the above sample) from the individual's OIC, Division Chief, or Supervisor.
- (5) National Oceanic and Atmospheric Administration (NOAA) – ID card recipient must present a copy of the report filed with the installation security or local police; or a memorandum prepared (in accordance with the above sample) on NOAA letterhead from the recipient's Commanding Officer, Officer-in-Charge for uniformed service personnel, Contracting Officer Representative, and Supervisor/Division for civilians.
- (6) Other DoD/Federal and Non-Federal Agency Offices – refer to local lost/stolen/destroyed identity credential processing procedures.
- (7) Local procedures apply when individual is not permanently assigned but is performing temporary duty, on leave, or official business.

ENCLOSURE (1)