**UNITED STATES MARINE CORPS**

MARINE CORPS LOGISTICS BASE

Marine Corps Police Department Vehicle Registration Section

814 RADFORD BOULEVARD BLDG 3010 RM33

ALBANY, GA 31704-0352

 IN REPLY REFER TO:

 5512

 PSD

 \_\_\_\_\_\_\_\_

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (SPONSOR’S RANK, LAST NAME, FIRST NAME, MI.) SSN/MOS

To: First- Line Civilian Supervisor or Above/Military E-6 and Above

Subj: LOST, MISSING, OR STOLEN IDENTIFICATION CARD STATEMENT

Ref: (a) DODI 1000.13

 (b) AFI 36\_3026.IP

1. I certify that the CAC/Badge card previously issued to me was

(**circle one**): Lost/Stolen. I understand I must present two valid unexpired Federal/Government/State Identification one with a photo for issuance i.e.; your current Drivers License and Social Security card. The ID card previously issued to me has not been located after a

diligent and extensive search. I certify if my previously issued ID

card is recovered; it will be surrendered to the ID Card Center immediately.

2. Type of Card (**circle one**): CAC Military/Dependent/Civilian or Contractor Badge

Sponsor’s Branch of Service or Civilian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sponsor’s Unit or Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsor’s Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dependent’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **(Cardholder’s Signature) (Date)**

**3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **First-Line Civilian Supervisor (Date)**

 **Or Above/ E-6 & Above/Contact Number**

**(Note: Service Members must carry their ID on them at all times).**

4. Point of contact is Sandra James at (229) 639-7321.

5. Effective 01 January 2011; all other versions obsolete.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Policy For Lost/Stolen MCLB Albany CAC or BADGE**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PROCEDURES FOR**

**LOST/STOLEN COMMON ACCESS CARD (CAC) AND BADGE**

* Employees/Contractors who lose their CACs should submit a memorandum to their supervisor or

 sponsor stating the circumstances. If the CAC is stolen, then employee should also submit a copy

 of a police report.

* Supervisor/Sponsor will submit the memorandum to their Regional Security Office for processing.
* Regional Security Office will sign memorandum and return to the Supervisor/Sponsor. Regional

 Security Office will maintain a copy of memorandum.

* Supervisor/Sponsor will give employee/contractor memorandum to present to RAPIDS station.
* Employee/Contractor will provide memorandum and two forms of ID to RAPIDS station. If

 employee/contractor does not have two forms of ID, they must verify a fingerprint previously

 stored in DEERS.

* Questions concerning this policy should be directed to Pass and ID Office, (229)639-5100/5200 or

 email sandra.james@usmc.mil

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MCLB Albany Memorandum For Lost/Stolen CAC**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Insert Date**

MEMORANDUM FOR: Site Security Manager, MCLB Albany Pass and ID Office Bldg. 3010 Room 33

FROM: **Insert Name** of Base Security Officer

FROM: **Insert Name** of Supervisor/Sponsor/Military E-6 and Above, Title

SUBJECT: Report of Lost or Stolen (select one) Common Access Card (CAC) or Badge

1. **Insert name**, reported his/her Common Access Card (CAC) was lost or stolen (select one) in the vicinity of

insert location, on or about insert date.

2. He/she (select one) has been directed to return the CAC, if found, to his/her (select one) the MCLB Albany Pass and ID Office Bldg. 3010 Room 33.

3. He/she (select one) has been advised of their responsibility to maintain control of Government Property in

their possession and the seriousness of possible compromise of physical and/or logical access security.

4. If any additional information is needed, please contact me by email at Insert email address or Insert contact

number.