



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND PACIFIC
HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU
OPC 305 BOX 23
APO AP 96218-9001

AMIM-DAG-ZA (100)

MEMORANDUM FOR All Personnel Assigned to United States Army Garrison (USAG) Daegu and Area IV

SUBJECT: United States Army Garrison (USAG) Daegu Policy Letter #26-09, on Lost Access Media Documents

1. REFERENCES:

a. United States Forces Korea Instruction (USFKI) 5200.08A, Installation access Control, dated 27 March 2025

2. PURPOSE. To outline procedures for reporting lost access media document(s) and the process of obtaining new documents within Area IV.

3. PROCEDURES. This policy applies to all U.S. Armed Forces personnel, Retirees, DA Civilians, Contractors and Family Members of all the proceeding, who are assigned, attached to, visiting, or residing in Area IV. This policy also applies to all Korean National employees, vendors or guests. Supplementation of subordinate commanders is prohibited unless specifically approved by the commander, Area IV.

4. GENERAL. Personnel who lose their access media document(s) will immediately report the loss to the Military Police Desk who will document this report using ALERTS and issue a receipt of lost access media document(s) report. A daily loss report will be sent out with the blotter.

5. The lost access media document(s) receipt will be presented to their Commander/GS Director NLT 24hrs after reporting loss. He/she will receive a counseling memo signed by their Commander/GS for losing their access media document(s) and present all documents to the appropriate agency for replacement of the lost access media document(s).

6. The proponent for this policy letter is USAG Daegu Directorate of Emergency Services. The point of contact is the Provost Marshal Office at DSN 763-4711.

JEFFREY D. NOLL
COL, IN
Commanding