



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON- FORT HUACHUCA
2837 BOYD AVENUE
FORT HUACHUCA, ARIZONA 85613-7000

AMIM-HUG-ZA (600-8-14g)

1 November 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy 24-87, Confiscating Identification Cards

1. REFERENCES.

- a. Army Regulation 600-8-14, Identification Cards (ID) for Members of the Uniformed Services, Their Eligible Family Members, and other Eligible Personnel 21 OCT 2020
- b. Air Force Instruction 36-3026_IP Volume 1, Chapter 1:13, Table 1.5-Individuals Who May Confiscate Common Access Cards 04 AUG 2017
- c. Air Force Instruction 36-3026_IP Volume 1, Chapter 1.14, Table 1.20-Individuals Who May Confiscate ID Cards 04 AUG 2017

2. POLICY: ID cards are government property. When a government issued ID card has expired, is being fraudulently used, is mutilated, illegible, is presented by a person not entitled to its use, or the cardholder's employment or affiliation is terminated, the card may be confiscated by designated individuals. The following guidelines will be adhered to in doing so.

3. PROCEDURES.

- a. Who is authorized to confiscate an ID card:
 - b. If an ID card is expired (to include affiliation to employment, contract, or service separation, discharge, or termination), being fraudulently used, presented by a person not entitled to use it, is mutilated, illegible or obviously altered, the following persons/positions are eligible to confiscate it:
 - (1) Verifying Officials (Military, Civilian and Contractor Personnel)
 - (2) Commissioned or Noncommissioned officers
Military police
 - (3) Security Personnel or Base Entry Controllers
 - (4) Trusted Associate Sponsorship System (TASS) Trusted Agents

(5) Civilian Employees (AF and NAF) of benefits and privileges activities

c. When shoplifting by an ID card holder is involved, the Senior Installation Official determines when to confiscate ID cards.

4. The cardholder who is told that they are in possession of an ID card that is questionable because of the reasons listed in 3.a.1, are advised that they may request a supervisor review the confiscation decision.

5. The individual confiscating the card notifies the installation security authorities immediately after confiscating the ID card or if involved in a situation requiring confiscation so that the security authorities can investigate the confiscation case or refer to appropriate CID office when warranted. When confiscated card belongs to a member of another Service, the security authorities will provide the parent Service the required information pertaining to the situation.

6. The individual confiscating the ID card gives the cardholder a letter or receipt when confiscating an ID card.

7. In cases where the confiscation involves mutilation or illegibility, a Memorandum for Record (MFR) from individual's Commanding Officer or Senior Non-Commissioned Officer for Military, Contracting Officer Representative (COR) for Contractors, or Division Chief for Civilians will be required requesting replacement along with the letter or receipt of confiscation to obtain a new ID card from the local I Defense Enrollment Eligibility Reporting System (DEERS) ID card office building 51101.

8. In cases where the confiscation involves fraud, misuse or abuse of an ID card, a DD Form 1569, Incident/Complaint Report will be completed by security authorities and signed by Commander prior to contacting the local DEERS/ID card office, building 51101 for replacement ID card. The appropriate benefits will be updated on the new ID card based on suspension of privileges if any.

9. The local DEERS/ID Card facility (building 51101) will destroy all confiscated and surrendered ID cards, unless they immediately return the card to the cardholder, or the card is required pursuant to an investigation.

10. Point of contact for this action is the Fort Huachuca Military Personnel Division at (520) 533-2637.


JOHN M. IVES
Colonel, MI
Commanding