



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON ITALY
UNIT 31401, BOX 42
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AMIM-ITG-ZA

22 June 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison (USAG) Italy, Replacement of Lost, Stolen or Altered Government Identification Card or Common Access Card Policy

1. References:

- a. Title 18, U.S.C., Section 499 and 701.
 - b. Army Regulation (AR) 600-8-14, Identification Cards for Members of the Uniformed Services, their Eligible Family Members, and Other Eligible Personnel.
 - c. Army in Europe Regulation (AER) 27-9, Misconduct by Civilians
 - d. AER 525-13, Antiterrorism
 - e. AER 190-16, Installation-Access Control.
 - f. Department of Defense Manual, Number 1000.13, Volume 1, DoD Identification (ID) Cards: ID Card Life-Cycle.
 - h. HQ, United States Southern European Task Force, Africa, ARAF-CG memorandum (Authorization to Issue Common Access Cards (CACs) to Contract Security Guards and Carabinieri), 18 October 2021
 - g. Department of Defense Manual, Number 1000.13, Volume 2, ID Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals.
2. Purpose. To define necessary reporting and counseling requirements prior to replacement of lost, stolen, altered or mutilated ID or CACs.
3. Applicability. This policy applies to service members, Family members, Department of Defense (DoD) Civilians, Contractors, and Host Nation Employees within USAG Italy community.

4. Policy.

a. Background. DoD ID Cards or CACs issued to authorized personnel are sensitive items that directly impact force protection and installation security. Everyone must safeguard their ID or CAC card.

(1) Loss or theft of DoD ID cards significantly impacts the government's ability to maintain proper force protection and security on military installations.

(2) Those negligent in safeguarding their ID cards, especially if the negligence results in misuse, personally jeopardize the safety of all U.S. personnel and their Families.

(3) DoD ID card holders can gain access to military installations worldwide.

(4) DoD ID cards are government property.

b. All service members, DoD Civilian Sponsors, Contractors, and Host Nation employees are required to immediately report the loss or theft of their government ID or CAC card to the Military Police (MP).

c. Family Members and Dependent Children do not require a MP report for renewal.

d. Contractors who require access to Government computer systems, networks, or access to secure buildings must also report the lost or stolen card to their Contracting Officer Representative (COR) and the MP.

e. It is a federal offense for any person to possess an ID card unlawfully or to alter willfully, damage, lend, counterfeit, or use an ID card in any unauthorized manner. Such persons can be subject to adverse administrative, disciplinary, or Uniform Code of Military Justice (UCMJ) action.

f. Individuals who have a DoD ID card (cardholders) will not, under any circumstance, surrender that card with the intent to abandon it.

g. Cardholders will not surrender or lose positive control of the DoD ID card to gain entry to any establishment. Cardholders will not use the DoD ID card as collateral for borrowing or renting items or credit (i.e., running a bar tab or paying for a taxi ride). The DoD ID card may be temporarily surrendered for review as an identification document. Upon request of the competent authority (law enforcement or security officials), the DoD ID card will be temporarily surrendered for inspection.

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h. All personnel in receipt of a replacement card or ending their service to the U.S government are required to immediately turn in any recovered ID cards or CACs to the MP or the USAG Italy ID Card Section located at the Central Processing Facility in building 393, Caserma Ederle.

5. Procedure. Loss of a DoD ID card reported by a service member or other military member before the re-issuance of a replacement card. An MP report will be provided to the ID Card Issuance office in each instance of a loss.

a. First Loss: The company commander or 1SG must counsel the service member who reports a lost, stolen or altered ID card.

b. Second Loss: Service Members who lose their ID card a second time must have a counseling memorandum signed by the first LTC, CSM, or equivalent in their chain of command.

c. Third Loss: Service members who lose their ID cards a third time must have a memorandum signed by the first COL, CSM, or equivalent in their chain of command.

6. Procedure. Loss or theft of a DoD ID card reported by a Civilian, Contractor, Host Nation Employee, or Family member.

a. The loss or theft of a DoD ID card must be reported immediately to the MP station, the sponsor's chain of command, or the appropriate supervisor.

b. The Civilian Misconduct Officer will review each incident of theft or loss on an independent and individual basis to determine if civilian misconduct has occurred. If it is determined that civilian misconduct has occurred, the Civilian Misconduct Action Authority (CMAA) will recommend to the Garrison Commander appropriate administrative action.

c. The following administrative actions apply to all Civilian or Contractor employees and Family members who lose their ID cards before re-issuing a replacement card. An MP report will be provided to the ID Card Issuance office in each instance of a loss.

(1) First loss: Personnel who lose their ID cards will receive a written warning by the sponsor's unit commander, COR, or appropriate supervisor.

(2) Second loss: Personnel who lose their ID cards will receive a written warning by the Garrison Commander or representative through the CMAA.

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(3) Subsequent losses: possible additional adverse administrative actions including loss of command sponsorship, if appropriate under the circumstances (early return of family members to CONUS)

7. Enforcement.

a. Failure to comply with this policy letter will subject violators to all administrative and judicial sanctions available. Nothing in this policy is intended to conflict with existing laws and regulations governing the handling and disposal of DoD identification cards.

b. Commanders will ensure that all service members, Family members, DoD Civilians, Contractors, and Host Nation Employees are briefed on this policy.

8. Point of contact for this memorandum is the Directorate of Emergency Services, at DSN: 314-646-5300, CIV: 0444-71-5300, Email: usarmy.usag-italy.id- europe.mbx.vicenza-mp-desk-sgt@army.mil.



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