



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, US ARMY GARRISON COMMAND, FORT KNOX  
111 E CHAFFEE AVE  
FORT KNOX, KENTUCKY 40121-5256

IMKN-HRM-ID

JUL 26 2019

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters  
Commanders, Fort Knox Partners in Excellence  
Directors and Chiefs, Staff Offices/Departments This Headquarters

SUBJECT: Fort Knox Policy Memo No. 10 - Replacement of Lost, Stolen, Confiscated, or Destroyed Department of Defense (DoD) Identification (ID) Cards

1. References.

a. DoD Manual 1000.13, Volume 1, DoD Identification (ID) Cards: ID Card Life-Cycle, 23 Jan 2014.

b. Army Regulation (AR) 600-8-14, Identification Cards for Members of the Uniformed Services, their Family Members, and other Eligible Personnel, 4 August 2017.

2. Purpose. To outline actions and procedures required for the reporting and reissue of a lost, stolen, confiscated, or destroyed DoD ID card.

3. Applicability. This policy applies to all personnel serviced by Directorate of Human Resources ID Card/Defense Enrollment Eligibility Reports System (DEERS) offices.

4. Policy.

a. Incident Reporting. Cardholders will report incidents no later than the following duty day as indicated below:

(1) Cardholders will report incidents involving criminal activities on the installation to the Directorate of Emergency Services (DES). DES will provide a copy of the police report or document to confirm the cardholder reported the incident.

(2) DES will provide a document to confirm the card was confiscated, and cardholders will report to the verifying official for reissuance of a card, if authorized.

(3) Soldiers will report incidents to their unit commander or first sergeant.

IMKN-HRM-ID

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(4) Department of the Army Civilians will report incidents to their supervisor.

(5) Contractors and other sponsored employees will report incidents to their government sponsor, contracting officer's representative (COR), or trusted agent (TA).

(6) Retirees and Family members will report incidents to the verifying official.

b. Documentation of Incident. Cardholders will complete the Fort Knox Form 5090, Incident Report for Lost, Stolen, Confiscated, and Destroyed DoD Identification Cards, enclosure 1, and present the form to the verifying official prior to receiving a new ID card. The verifying official will accept a general or special power of attorney (POA) in lieu of the sponsor's signature when sponsors are not available to sign.

c. Verification of Identity. Cardholders will present two acceptable ID documents in original form or certified copy as proof of identity; one must be a valid (unexpired) state or federal government-issued picture ID. Cardholders will take all measures to present acceptable ID documents. Sponsors must be present with Family members to provide documentation unless the Family members possess a POA. Cardholders may find a list of acceptable documents at <http://www.cac.mil/>.

(1) Documents must be originals, certified, or notarized. Foreign documents must be originals with an apostille and translated in English. Court documents must be state or county certified and include a statement to confirm they are filed and recorded in the courthouse.

(2) The verifying official may confirm the cardholder's identity by the biometric information stored in DEERS if the cardholder is unable to present the required ID documents.

(3) The cardholder will take all measures to present acceptable ID documents to replace the temporary card. The verifying official may issue a temporary card in accordance with (IAW) published DoD guidance if identity documents and biometric information cannot be verified.

(4) The verifying official may issue a temporary ID card to Family members in the absence of the sponsor and POA IAW DoD published guidance.

d. Recovery of DoD ID Cards. Cardholders will immediately turn in recovered lost or stolen DoD ID cards to the ID Card/DEERS office.

IMKN-HRM-ID

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e. Return/Retrieval of DoD ID Cards. Cardholders will surrender ID cards when no longer eligible to possess a card. Supervisors, sponsors, TAs, and CORs will adhere to retrieval guidance IAW the Fort Knox policy for common access card credentialing. The responsible supervisor will immediately report the incident to the ID Card/DEERS office, and the cardholder's sponsor if applicable, if a cardholder departs without surrendering their ID card.

f. Individuals who willfully alter, damage, lend, counterfeit, or use a DoD ID card in any unauthorized manner are subject to adverse action.

5. Point of contact for this policy is the Director, Human Resources, Mr. Shawn Pollack, at [shawn.i.pollack.civ@mail.mil](mailto:shawn.i.pollack.civ@mail.mil) or (502) 624-4162.

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COL, LG  
Commanding

**INCIDENT REPORT FOR LOST, STOLEN, CONFISCATED, AND DESTROYED DoD IDENTIFICATION CARDS**

DOD Identification (ID) cards are the property of the United States Government, and card holders are required to safeguard cards at all times. Card holders must report and document lost, stolen, confiscated, destroyed ID cards IAW Fort Knox policy. The current policy is found on the Fort Knox web site.

(PLEASE PRINT)

1. CARD HOLDER'S NAME (Last, First MI)

2. SPONSOR'S NAME (Last, First MI):

3. CIRCUMSTANCES: (Include date and location of event)

4. IF STOLEN ON THE INSTALLATION, THE CARD HOLDER MUST REPORT THE INCIDENT TO THE MILITARY POLICE DESK, DIRECTORATE OF EMERGENCY SERVICES (DES), BLDG 29B, THOMAS HALL AND PROVIDE A COPY OF THE REPORT TO THE VERIFYING OFFICIAL.

5. IF CONFISCATED ON POST, THE CARD HOLDER MUST RECEIVE THE SIGNATURE OF THE DES REPRESENTATIVE. DES REPRESENTATIVE WILL SIGN BELOW.

5a. DES REPRESENTATIVE NAME:

5b. SIGNATURE:

5c. DATE:

6. REPORT INCIDENTS. Card holders will report lost, stolen, confiscated, or destroyed DOD ID cards upon identification of incident or no later than the following duty day. Card holders will report as indicated below.

- a. Soldiers will report incidents to their unit commander or first sergeant, to include incidents involving sponsored Family members
- b. DACs will report incidents to their immediate supervisor
- c. Contractors and other sponsored employees will report incidents to their government sponsor, trusted agent, or contracting officer's representative
- d. Retirees will provide a detailed explanation in block 3 above.

6e. INDIVIDUAL REPORTED TO. (Name/Title)

6f. SIGNATURE:

6g. DATE:

7a. ID CARD VERIFICATION OFFICIAL NAME:

7b. SIGNATURE:

7c. DATE:

9. REMARKS: