



**DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON COMMAND, FORT KNOX
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FORT KNOX, KENTUCKY 40121-4215**

AMIM-KNH-MI (100)

14 July 2023

MEMORANDUM FOR

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

SUBJECT: Fort Knox Policy 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 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), 21 October 2020.

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 Reports.** 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 be reported to the verifying official for reissuance of a card, if authorized.

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

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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 9TA).

(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 possess a POA. Cardholders may find a list of acceptable documents at <https://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 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.

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

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responsible supervisor will immediately report the incident to the ID Cards/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 authorized manner are subject to adverse action.

5. Point of contact is the Director, Human Resources, Mr. Kevin Corbin, at kevin.l.corbin.civ@army.mil or (502) 624-4162.



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