



DEPARTMENT OF THE ARMY
 UNITED STATES ARMY GARRISON RHEINLAND-PFALZ
 KAISERSLAUTERN MILITARY COMMUNITY PROVOST MARSHAL OFFICE
 APO AE 09054

IMRP-DES

28 April 2020

MEMORANDUM FOR RECORD

SUBJECT: Lost Military ID Card/Installation Pass for (Name): John Doe.

1. The below named individual has reported to the Military Police Station that his/her (ID Card/Installation Pass) was (Lost/Stolen) and this form is signed by an **E-7** or higher, **GS-9** or higher, or their contract **supervisor**. NOTE: This WILL be reported in the blotter.

PERSON'S INFORMATION		
LAST NAME: <u>Doe</u>	FIRST NAME: <u>John</u>	MIDDLE INIT: <u>D</u>
RANK/GRADE: <u>GS/NAF/DEP-CH</u>	DoD ID #: <u>Self Explanatory</u>	FULL UNIT (DoD Employee) OR PHYSICAL ADDRESS (Dependents): <u>No CMR Addresses</u>
DATE LOST/STOLEN: <u>Self Explanatory</u>	LAST KNOWN LOCATION PRIOR TO LOST/STOLEN: <u>Physical Address of last known location</u>	
SUPERVISOR/SPONSOR'S INFORMATION		
LAST NAME: <u>Snuffy</u>	FIRST NAME: <u>Jane</u>	MIDDLE INIT: <u>A</u>
RANK/GRADE <u>GS/NAF/SFC/1LT</u>	DoD ID #: <u>Self Explanatory</u>	FULL UNIT AND INSTALLATION/CITY: <u>EX: HHC, 21st TSC, Panzer Kaserne</u>

2. This form is valid for **2 WORKING DAYS ONLY!** Personnel are reminded that this does not take the place of an Identification Card or Installation Pass in any way. Steps should be taken to replace the lost property as soon as possible.

3. This form is not valid unless it is signed, stamped and given a control number.

4. For any questions contact the MP Desk at DSN 489-7070 or CIV 0631536-7070.

FOR INSTALLATION ACCESS: THIS FORM MUST BE PRESENTED WITH A VALID PICTURE ID/PASSPORT!

CONTROL # Leave Blank
 EXPIRES ON: _____

John D. Doe
 (Reporting Persons Signature)

Jane Snuffy 28 Apr 20
 (Supervisor/Sponsor Signature & Date)

Snuffy, Jane
 (Supervisor/Sponsor Printed Name)

Leave Blank
 (Desk Sergeant's Printed Name)

 (Desk Sergeant's Signature & Date)

INVALID WITH OUT
 PMO STAMP