



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, U.S. ARMY GARRISON YONGSAN-CASEY  
UNIT #15333  
APO AP 96205-5333

AMIM-YNG-ZA

29 May 2024

**UNITED STATES ARMY GARRISON YONGSAN - CASEY POLICY LETTER #17**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Replacement of Government Issue Identification Cards (DD2A, DD2RET, DD 2764, DD 2765, 001173, USFK 37EK) and Ration Control Cards (USFK Forms 73-1 through 73-5 and 46-3)

**1. REFERENCES:**

- a. Army Regulation (AR) 600-8-14/AFI 36-3026 Identification Cards for Members of the Uniformed Services, their eligible Family Members, and other Eligible Personnel, 17 June 2009.
- b. United States Forces Korea (USFK) Regulation 60-1, Ration Control Policy - Access To Duty Free Goods, 02 August 2013.
- c. USFK Reg. 190-7, Installation Access Control System, 11 May 2012.

**2. PURPOSE:** To establish procedures for replacement of Government Issued Identification and Ration Control Cards.

**3. APPLICABILITY:** This policy applies to all assigned and visiting personnel to United States Army Garrison (USAG) Yongsan - Casey.

**4. GENERAL:** This policy ensures that Identification (ID) Cards and Ration Control Cards (RCC) are properly reported as lost or stolen and to eliminate potential misuse of lost or stolen documents

**5. ID Cards**

- a. ID cards that are lost or stolen must be reported to the Military Police (MP). The MP will process a Department of the Army (DA) form 2823, Sworn Statement and Eighth Army (EA) form 6, Personal Information Data Sheet. The DA form 2823 and EA form 6 will be used to generate a DA form 3975 Military Police Report for the lost or stolen ID.
- b. The Service Member, DA Civilian, or sponsor of a Family Member must provide a memorandum of counseling signed by the unit commander or civilian equivalent

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to the MP station. Contractors will provide a memorandum of counseling signed by their contracting officer representative (COR). This memorandum will state that the Service Member, DA Civilian, Contractor, or sponsor has reported the lost or stolen ID to their chain of command and act as verification that the individual is a member of that command. The MP will stamp the verification memorandum. This stamp will act as proof that the ID card has been reported lost or stolen to the MP station.

c. For those individuals without a commander or supervisor, i.e., retirees, un-remarried widows, personnel on leave in Korea from the Continental United States (CONUS), or those personnel on temporary duty (TOY) not directly assigned to a unit; the memorandum of counseling will be signed and stamped by the Directorate of Emergency Services (DES), USAG Yongsan -Casey.

d. The stamped memorandum of counseling is then taken to the appropriate ID card office for replacement.

e. If the replacement card belongs to a Family Member, the sponsor must accompany them to the ID card office. If the sponsor is unable to escort the Family Member due to TOY, a Power of Attorney and a copy of the TOY orders are required.

f. The stamped verification memorandum is not recognized as an access media. Therefore, to get access on post, individuals are required to be escorted by another ID card holder. The only forms of identification authorized for unescorted access to USAG Yongsan -Casey installations are provided in USFK Regulation 190-7, paragraph 2-3; these forms of ID include, but are not limited to, the Department of Defense (DoD) Common Access Card, Uniformed Personnel Identification Card (Active/Reserve/Retired), Personnel Identification Card (Family Member), and USFK Pass/ID (USFK Form 37EK).

## **6. Ration Control Cards (RCC)**

a. The lost or stolen RCC must be reported to the MPs. The MPs will process a Department of the Army (DA) Form 2823, Sworn Statement and Eighth Army (EA) Form 6, Personal Information Data Sheet. The DA Form 2823 Sworn Statement and EA Form 6 Personal Information Data Sheet will be used to generate a DA Form 3975, Military Police Report, for the lost or stolen ID.

b. The Service Member, DA Civilian, or sponsor of a Family Member must provide a memorandum of counseling signed by the unit commander or civilian equivalent to the MP station. Contractors will provide a verification memorandum signed by their

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contracting officer representative (COR). This memorandum will state that the Service Member, DA Civilian, Contractor, or sponsor has reported the lost or stolen ID to their chain of command and act as verification that the individual is a member of that command. The MP will stamp the verification memorandum. This stamp will act as proof that the RCC has been reported lost or stolen to the MP.

c. For those individuals without a commander or supervisor, 1.e. retirees, un-remarried widows, personnel on leave in Korea from the Continental United States (CONUS), or TOY personnel not directly assigned to a unit; the memorandum of counseling will be signed and stamped by DES, USAG Yongsan - Casey.

d. The stamped memorandum of counseling is submitted to the USAG Yongsan - Casey Ration Control Office for a replacement. Once approved (see paragraph 6e.), a replacement RCC will be ordered and then issued. This is normally completed on the same day.

e. DES, USAG Yongsan - Casey is the approving authority to issue a replacement RCC for first time lost or stolen cards. The Deputy to the Garrison Commander is the approving authority for USAG Yongsan - Casey personnel that have been identified by the MPs as having multiple reports of lost or stolen cards.

## **7. Responsibility:**

### **a. DES, USAG Yongsan – Casey**

(1) In accordance with (IAW) USFK Regulation 60-1, is designated as the Garrison Commander's representative for final approval for replacement of first time lost or stolen RCC.

(2) IAW paragraphs 5c and 6c above, sign and stamp the memorandum of counseling.

### **b. Provost Marshal Office, USAG Yongsan – Casey**

(1) Stamp the memorandum of counseling once a lost or stolen report has been filled.

(2) Conduct research of previously reported lost or stolen IO/RCC. Record date and type of card previously reported lost or stolen on memorandum of counseling.

c. Identification Card Section, USAG Yongsan - Casey. Ensure appropriate documents are provided prior to issuing a replacement Government ID card.

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d. Ration Control Office, USAG Yongsan – Casey

(1) Ensure appropriate documents are submitted/approved.

(2) Verify the Defense Biometrics Identification System (DBIDS) status prior to issuing a replacement RCC.

8. The POC for this policy is the USAG Yongsan – Casey Directorate of Emergency Services at DSN 738-4361 /722-4705.



EDWARD H. CHO  
COL, LG  
Commanding

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