



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

REPLY TO  
ATTENTION OF:

NOV 20 2015

IMKN-HRM

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 or Stolen  
Government Issued Identification (ID) Card/Common Access Card (CAC)

1. References.

- a. DoDM 1000.13-M-V1, DoD Identification (ID) Cards: ID Card Life-Cycle, 23 January 2014.
- b. AR 600-8-14, Identification Cards for Members of the Uniformed Services, their Eligible Family Members, and other Eligible Personnel, 17 June 2009.

2. Purpose. To outline actions required for reporting a lost or stolen ID card and procedures for requesting a replacement ID card/CAC.

3. Applicability. This policy applies to Soldiers, Department of the Army Civilians (DACs), Retirees, Family members, contractors, and other sponsored population categories serviced by the Fort Knox Installation ID Card Facility located at Building 1384, White Hall.

4. Policy/Procedures.

a. Individual card holders are required to immediately report the loss or theft of a government issued ID card/CAC.

(1) Soldiers must report the incident to their unit commander, to include any incident for their Family members.

(2) DACs must report the incident to their immediate supervisor.

(3) Contractors and other sponsored employees must report the incident to their immediate supervisor, Trusted Agent (TA), and Contracting Officer's Representative (if applicable).

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(4) If an ID card/CAC is lost or stolen on the installation it must be reported to the Military Police Desk Supervisor, Directorate of Emergency Services (DES), located at Building 298, Thomas Hall.

b. The FK Form 5090, Lost/Stolen Incident Report for Common Access Cards (CAC)/ID Cards (enclosure 1) will be used to document the incident and reissue a new ID card. Upon completion, the form is a permanent record and will be uploaded in the Defense Enrollment Eligibility Reporting System (DEERS). The sponsor must sign FK Form 5090 in Block 13 when requesting replacement of an ID card for a Family member. Family members may use a general power of attorney (POA) from the sponsor if the sponsor is not available for signature.

c. Individuals will be counseled prior to reissue of an ID card. Counseling is not intended to be adverse in nature, but to reinforce personal and force protection responsibilities necessary to safeguard ID cards. Individuals listed in subparagraphs (1)-(3) below will sign the FK Form 5090 in Block 14 indicating counseling was conducted IAW this policy.

(1) Company Commander or First Sergeant for Soldiers and their Family members. Soldiers are defined as Active Component (AC), Active Guard Reserve (AGR), and Reserve Component (RC) on an active duty order. Counseling will be waived for RC or NG Soldiers who are not currently on an active duty order.

(2) First line supervisor for DACs.

(3) First line supervisor for contractors and other sponsored employees. In addition, the TA or COR must sign the FK Form 5090 in Block 15.

(4) Counselings for Retirees and their Family members will be waived.

d. Reissue of a lost or stolen ID card/CAC. The following documents are required when requesting replacement of a lost or stolen ID card/CAC:

(1) FK Form 5090.

(2) Two valid forms of ID (one must be a photo ID).

(3) Law enforcement report, if available, for an ID card/CAC reported to off post officials as lost or stolen.

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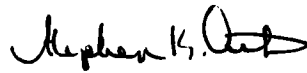
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(4) POA for Family members authorized to act if the sponsor is not available for signature. Family members will be issued a temporary 30-day ID card in the absence of the sponsor if the Family member does not have a POA.

e. Individuals must immediately turn in a recovered lost or stolen ID card/CAC to DES or the Installation ID Card Facility. Individuals possessing more than one authorized ID card/CAC or who willfully alter, damage, lend, counterfeit, or use an ID card in any unauthorized manner are subject to adverse administrative, disciplinary, or Uniform Code of Military Justice (UCMJ) action.

5. Point of contact for this policy is the Chief, Military Personnel Division, ATTN: IMKN-HRM, at (502) 624-1131.

Encl  
as



STEPHEN K. AITON  
COL, AG  
Commanding