



DEPARTMENT OF THE ARMY

REPLY TO
ATTENTION OF:

OFFICE SYMBOL

Date:

MEMORANDUM FOR Chief, Military Personnel Division, ATTN: ID/DEERS Facility, Waller Hall, Joint Base Lewis-McChord, WA 98433-9500

SUBJECT: Loss/Stolen/Confiscated Geneva Conventions Common Access Identification Card (CAC)

1. NAME, RANK _____ request reissuance of a CAC card.

2. The circumstances pertaining to the (circle one) lost/stolen/confiscated CAC are indicated below:

3. I acknowledge and understand that the issuance of this CAC is to replace the lost/stolen/confiscated CAC. I further understand that if the CAC is found I am required to turn-in the lost/stolen/confiscated CAC to the nearest ID/DEERS card issuing facility.

CARD HOLDER'S SIGNATURE

4. The above member is authorized the issuance of a replacement CAC.

5. Point of contact is undersigned at () _____.
UNIT PHONE NUMBER

SIGNATURE
NAME
TITLE

NOTE: Per DoDM 1000.13, Volume 1, Memo from the member's security office, counseling document individual's supervisor, or contractor's TASS Trusted Agent. The Ltr or Memo should be prepared on the organization/directorate letterhead.