MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Proper Reporting and Disposal of Expired, Lost, Found, or Stolen, Government Identification (ID) Cards, GC Policy Memo 18-09

1. References:

2. Applicability: This policy applies to all personnel assigned to Fort Sill who have been issued a government Common Access or Teslin ID Card.

3. Purpose: To ensure the wellbeing of the Fort Sill military community, it is critically important to account for every form of identification that allows access to our installation. This policy sets forth guidelines for the proper turn-in or reporting of expired, lost, or stolen government issued ID Cards.

4. Policy:
   a. Personnel who are no longer entitled a Government ID Card due to expiration of time in service, divorce (dependent spouse), age restrictions (dependent children), and retirement from Federal service, or termination of employment, must turn their government ID Card into the Fort Sill ID Card Facility, 1st Floor, Building 4700. If an ID Card is lost or stolen, the employee must report to the Directorate of Emergency Services Building 1649 and report their card as stolen before a new ID Card can be issued. If a Government ID Card is found, it must be turned in to the Military Police or Fort Sill ID card facility immediately.

   b. Supervisors at all levels will have procedures in place to ensure all personnel departing their organization turn in their government ID Card upon their final departure from the installation. DA Form 137-2, Installation Clearance Papers (Soldiers only)
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and the Fort Sill Form 512, Installation Clearance Record (Civilians) dated January 2017, are the only official clearance records used for clearing the installation. These forms require supervisors to sign verifying employees have properly cleared the installation and their ID Card has been turned in.

c. If employees depart the installation without surrendering their ID Card, the employees’ supervisor will immediately notify both the Visitor Control Center at (580) 442-9617 and the ID Card Facility at (580) 442-5979 in writing to request the card’s termination. The supervisor will provide the person’s name, SSN, DOD ID Card number and the reason for not turning in the ID Card utilizing Fort Sill Memo 1, Missing Common Access (CAC) / ID Card, which can be located at the following link: http://sill-www.army.mil/USAG/forms.html.

5. The Proponent for this policy is the Provost Marshal (580) 558-6527


DON A. KING, JR.
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Commanding

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