



**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT SILL**  
**462 HAMILTON ROAD, SUITE 120**  
**FORT SILL, OKLAHOMA 73503**

IMSI-ZA

16 October 2020

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Proper Reporting and Disposal of Expired, Lost, Found, or Stolen, Government Identification (ID) Cards, GC Policy Memorandum 20-17**

**1. References:**

- a. Department of Defense Manual 1000. 13-M-V, subject: DOD ID Cards: ID Card Life- Cycle, 23 January 2014.
- b. Army Regulation 190-13, The Army Physical Security Program, 25 February 2011.
- c. Directive-Type Memorandum (DTM) 09-012, Under Secretary of Defense, "Interim Policy Guidance for DoD Physical Access Control," 8 December 2009, incorporating change 6, 20 November 2015.

**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) and the Fort Sill Form 512, Installation Clearance Record (Civilians) are the only official

IMSI-ZA

SUBJECT: Proper Reporting and Disposal of Expired, Lost, Found, or Stolen, Government Identification (ID) Cards, GC Policy Memorandum 20-17

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

6. This GC policy memorandum supersedes GC Policy Memorandum 18-09, subject: Proper Reporting and Disposal of Expired, Lost, Found, or Stolen Government ID Card, GC Policy Memo, 20 August 2018.



RHETT A. TAYLOR  
COL, FA  
Commanding

DISTRIBUTION:  
Fort Sill Intranet  
30th ADA BDE  
31st ADA BDE  
75th FA BDE  
428th FA BDE  
434th FA BDE  
MEDDAC  
DENTAC  
U. S. Army Garrison  
Headquarters Detachment, FCoE