



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 96TH TEST WING (AFMC)  
EGLIN AIR FORCE BASE FLORIDA

Date: \_\_\_\_\_

MEMORANDUM FOR 96 FSS/FSFS

FROM: 96 SFS/S5R

SUBJECT: Replacement of Lost/Stolen Identification (ID) Card Request

1. On \_\_\_\_\_ (date), \_\_\_\_\_ (Rank, Full Name) reported their CAC/ID card lost/stolen/confiscated/destroyed (circle one) and accomplished an AF Form 1168, *Statement of Suspect/Witness Complaint*, with 96 SFS Customer Service at building 272.

\_\_\_\_\_  
Signature block: Security Forces Member receiving report

1st Ind, \_\_\_\_\_  
(Unit CC/CCF/Agency or Company)

2. \_\_\_\_\_ (Rank, Name) notified me of the circumstances above and was counseled on CAC/ID Loss Prevention along with the following:

- a. it is the member's responsibility to safeguard their CAC/ID card at all times and must report its loss/theft to the proper authorities immediately;
- b. the loss of the CAC/ID card jeopardized the security of our military installation as well as the security of military installations around the world
- c. future loss of CAC/ID cards may result in administrative or punitive actions under Article 108, UCMJ, Loss of Military Property, or Article 92, UCMJ, Dereliction of Duty or appropriate and respective punitive action by hiring agency for civilians/contractors.

3. If the ID card is found, the individual will surrender it to the MPS ID Card Office (Bldg 210) and understands that he/she is not authorized to have two duplicate CAC/ID cards issued and in his/her possession at the same time.

\_\_\_\_\_  
(Unit CC/CCF/Agency or Company Signature block/Date)

2nd Ind, \_\_\_\_\_  
(Member's name)

TO: \_\_\_\_\_  
(Unit CC/CCF/Agency or Company)

4. I acknowledge my responsibilities regarding my lost/stolen/destroyed/confiscated CAC/ID card.

\_\_\_\_\_  
(Member's signature and date)