



DEPARTMENT OF THE AIR FORCE  
86TH AIRLIFT WING (USAF)

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

MEMORANDUM FOR RAPIDS/DEERS FACILITY (ID CARDS)

FROM: \_\_\_\_\_  
CPO / HRO / DOCPER / other HR office

SUBJECT: Report of Lost, Stolen or Destroyed Identify Credential (CAC / USID Card) for Civilian, Contractor or their dependent

1. \_\_\_\_\_  
*Card holder's Full Name (list Sponsor's name in parenthesis if for dependent)*

Reported their or their dependent's identification (ID) card as **LOST / STOLEN / DESTROYED (circle one)**, in the vicinity of \_\_\_\_\_, on or about \_\_\_\_\_.

2. I have instructed above listed card holder to report to their local Military Law Enforcement Desk for completion of AF Form 1168, Statement of Suspect/Witness/Complainant (Ramstein's LE desk is located in Bldg. 2371). The member has also been directed to return the CAC / USID card, if found, to the nearest RAPIDS/DEERS Facility (ID Card Office).

3. The individual has been advised of their responsibility to maintain control of Government Property in their possession and the seriousness of possible compromise of physical and logical access security.

\_\_\_\_\_  
(SIGNATURE / HR REPRESENTATIVE)

1st Ind, Military Law Enforcement Desk

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Above listed member has completed AF Form 1168, Statement of Suspect/Witness/Complainant. The individual will bring this memo (or AF Form 1168) and two unexpired forms of ID with them to the nearest RAPIDS/DEERS Facility (ID Card Office) for issuance of a new CAC / USID card.

\_\_\_\_\_  
(LAW ENFORCEMENT DESK POC)