

UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION NEW RIVER
PSC BOX 21001
JACKSONVILLE, NC 28545-1001

1752 S-1

NOV 1 6 2018

COMMANDING OFFICER'S POLICY LETTER 06-18

From: Commanding Officer, Marine Corps Air Station New River

To: Distribution List

Subj: MILITARY IDENTIFICATION CARD CONTROL POLICY

Ref: (a) MCO 5512.11E, Identification Cards for Members of the

Uniformed Service

(b) Title 18, U.S. Code Part I, Chapter 33, Section 701

Encl: (1) Report of Lost or Stolen Identification Card

(2) Sample Page 11

1. <u>Purpose</u>. To establish regulations governing the control and recovery of military identification (ID) cards.

- 2. <u>Background</u>. All forms of military ID, including the Common Access Card (CAC), are the property of the United States Government and must be safeguarded against fraudulent use, loss, or mutilation.
- 3. Policy. The loss of a military ID card must be immediately reported to the Marine Corps Air Station (MCAS) New River ID Card Center utilizing enclosure (1) and the procedure outlined in this Policy Letter. Tenant commands are responsible for ensuring their Marines surrender their ID cards upon termination of their contract. These ID cards must be turned into MCAS New River Pass and ID by the military member for proper destruction in accordance with (IAW) applicable laws and reference (a). Marines are on terminal leave in a different city or state, the Marines must turn their ID cards into the nearest military facility once their terminal leave ends. Marines receiving any type of discharge prior to their end of active service must be accompanied by a Staff Noncommissioned Officer (SNCO) or officer within their chain of command to ensure proper disposal of the member's CAC and dependent ID cards, if applicable. Marines will be advised that retaining a military ID card beyond the end of their service is a federal offense punishable by a fine, imprisonment, or both IAW reference (b). A SNCO or officer in the terminated member's chain of command may deliver the ID card in a sealed envelope with the name and unit of the SNCO or officer to the MCAS New River ID Card Center.

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- 4. <u>Action</u>. Effective immediately, military members who lose their CAC must adhere to the following procedures:
- a. <u>First Occurrence</u>: Enlisted members must complete enclosure (1) and obtain the signature of the Sergeant Major in their chain of command. Next higher level signature is required if their Sergeant Major is unavailable. Officers must complete enclosure (1) and obtain the signature of their Executive Officer (XO) or Commanding Officer (CO). Next higher level signature is required if their XO or CO is unavailable.
- b. <u>Second Occurrence</u>: Enlisted members must complete enclosure (1) and obtain a signature from their Marine Aircraft Group (MAG) or 0-6 level command Sergeant Major. Officers must complete enclosure (1) and obtain the signature of their MAG CO or 0-6 level commander.
- 5. <u>Punitive Nature</u>. This policy is punitive in nature; service members' failure to comply may result in administrative and/or punitive action, pursuant to Article 92 of the Uniform Code of Military Justice. A sample Page 11 is included as enclosure (2).
- 6. <u>Point of Contact</u>. Address questions about this policy to the Station Executive Officer at DSN 752-6307 or Commercial (910) 449-6307.
- 7. <u>Applicability</u>. This Policy Letter is applicable to MCAS New River.

R. C. BURTON

DISTRIBUTION: 1

REPO	RT OF LOST O	R STOLEN IDENTIFI	CATION CAR	D	Date
February 22, 1993, 58 FR 1401 and 551, et. seq.; 38 U Members and former meml Marine Corps Reserve; me or appointed agents of the personal welfare of Marines	10630. AUTHORITY: S.C. 765-770, 2021-20 pers of the Marine Corp mbers of the Fleet Mari foregoing. PURPOSE: s and their dependents. or information contained	PRIVACY ACT STATI nder the Systems of Records Not 10 U.S.C. 1071-1087, 1441-1455 126; 50 U.S.C. 1436, and E.O. 11 s and Marine Corps Reserve; pe ne Corps Reserve; Federal civil s This information is to provide a a ROUTINE USE: In addition to t therein may specifically be disc matching	ice MMN00010 (Per, 1475-1488, 2771 6 016; 5 U.S.C. 301, C rmanently and tempo service employees of record for the use in those disclosures ger	148a, b, and d; 31, Departmental Regul Departmental Regul Orarily retired memb I the Marines Corps The administration of Departmental on the control of the	U.S.C. 240-243; 37 U.S.C. ations. PRINCIPLE; eers of the Marine Corps and; and dependents, survivors of programs concerning the der 5 U.S.C. 552a(b) of the
NOTE: This form will be	presented to the Ident	ification Card Center, MCAS N	w River-Bidg AS 1	87 for re-issuance	
1. SPONSOR INFORMAT	ION:			***	
a. Name (Last, First, Mi)	b. Grade/Rank	-	c. Unit	
2. CARD TYPE:	Sponsor	Family Member	Civilian		Contractor
3. FAMILY MEMBER NAM	IE (If Applicable) (Last,	First, MI):			
4. BACKGROUND INFOR	MATION:				
return the recovered card to possession is a violation of 18 USC 287, 1001).	orough search for my identification Card regulations that may result that may result the loss or the l	dentification card with no results. Center or Provost Marshal's Offi sult in a fine of no more than 10, neft of my identification card are a	ice. I understand tha 000 or imprisonment	t to maintain two id for no more than 5	entification cards in my
6. PROVOST MARSHAL'S	S OFFICE MCAS Now	Piver-Rida AS 122			
Marshal representative	(Name and Rank)	-		n/common access o	card to the following Provost
Report Number		175 0		ë	
		(Name, Rank and Title	2)		
7. CHAIN OF COMMAND	NOTIFIED (ENLISTED	: SGTMAJ; OFFICER: CO/XO):		-	
	Name and Rank	-	Signa	ture	
	Billet	-	Phor	e#	

DATE	ADMINISTRATIVE REMARKS DATE	1	
DATE	DATE		
Article UCMJ explained to me this date as required by Article 137, UCMJ.	Article UCMJ explained to me this d required by Article 137, UCMJ.	late as	
(Signature)	(Signature)		
: Counseled this date at	nce and conduct are egligence, specifically feguard your ID card. d should be protected as y risk, this behavior rmines the Marine ne structure.		
Pursuant to MCO 5512.11E, you are hereby notin or wrongfully retaining a military issued iden your end of service constitutes a violation of MC result in your being placed on legal hold and/or placed (False or unauthorized pass offenses) of the Military Justice.	tification card beyond CO 5512.11E and may prosecuted under Article		
Pursuant to Title 18, U.S. Code Part I, Chapter 3, also hereby notified that retaining a military iden your end of service is a Federal Offense punishal imprisonment or both. Violations of this statute rapplicable United States Attorney's Office for adaccordance with Federal law.	tification card beyond ble by a fine and/or nay be reported to the		
Specific recommendations for corrective action a violations of the UCMJ may result in judicial or action, including but not limited to administrative	adverse administrative		
I was advised that within 5 working days after at that I may submit a written rebuttal which will be for placement into your official military personne	e forwarded to HQMC		
not to make such a statement.			
SNM CO			
,e			
¥			

NAME (last, first, middle)

NAVMC 118(11) (REV. 3-82) (EF) SN: 0000-00-000-2705 U/I: SH
PREVIOUS EDITIONS WILL BE USED

11. _____

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