



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION NEW RIVER
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1752

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NOV 16 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. Purpose. To establish regulations governing the control and recovery of military identification (ID) cards.

2. Background. 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). If 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. Action. Effective immediately, military members who lose their CAC must adhere to the following procedures:

a. First Occurrence: 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. Second Occurrence: Enlisted members must complete enclosure (1) and obtain a signature from their Marine Aircraft Group (MAG) or O-6 level command Sergeant Major. Officers must complete enclosure (1) and obtain the signature of their MAG CO or O-6 level commander.

5. Punitive Nature. 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. Point of Contact. Address questions about this policy to the Station Executive Officer at DSN 752-6307 or Commercial (910) 449-6307.

7. Applicability. This Policy Letter is applicable to MCAS New River.

A handwritten signature in black ink, appearing to read 'R. C. BURTON', with a long horizontal line extending to the right.

R. C. BURTON

DISTRIBUTION: B

