



DEPARTMENT OF THE AIR FORCE
502D AIR BASE WING
JOINT BASE SAN ANTONIO

MEMORANDUM FOR ALL IDENTIFICATION CARD CUSTOMERS

FROM: 502 ABW/CC
2080 Wilson Way
Joint Base San Antonio
Fort Sam Houston, TX 78234-7680

SUBJECT: JBSA#105, Replacement of Lost or Stolen Common Access Cards (CAC) and
Dependent/Retiree Identification (ID) Cards and Confiscation of CAC/ID Cards

1. The purpose of this memo is to update and standardize the Joint Base San Antonio policy regarding identification cards. Base security is of paramount importance to all personnel. The primary means of access to the base is through the use of the CAC or ID card. Each individual should take precautionary measures to maintain control of his or her CAC/ID card.
2. Effective immediately, any request to replace a lost CAC or ID card will require a letter or memorandum from the individual (i.e. military member, civilian employee, contractor, retiree, or sponsor of dependents). This letter or memorandum must state that the individual has made every effort to find the lost card, but has not been successful. For military members and civilian employees, the memo must be endorsed by the member's unit commander (Squadron CC/CD, Company CO/XO, etc.) or first sergeant. For contractors, the memorandum must be endorsed by the contractor's Trusted Agent (TA).
3. Military members and civilian employees must present the following to obtain a replacement card: 1) the commander/first sergeant endorsed memorandum and 2) the standard two (unexpired) forms of ID required by Military Personnel Section (MPS) such as driver's license, social security card, etc.; one must be a state/government issued photo ID. Contractors must present the following to obtain a replacement card: 1) completed memorandum endorsed by their TA and 2) the standard two forms of ID required by MPS. Retiree's and dependent's sponsors must provide 1) a signed memorandum and 2) the standard two forms of identification required by the MPS.
4. Security forces or other confiscation authorities will provide the cardholder with a copy of a SFMIS Incident Report and/or an AF Form 52, Evidence Tag for any ID cards stolen or confiscated due to the involvement of a crime. In these cases, members may take a copy of the SFMIS Incident Report and the standard two forms of ID to the MPS to obtain a new card if appropriate.
5. Everyone is a key part of this process and should take action to assist with this vital security link. If you have any questions concerning this policy, please address them to the MPS: 502d Force Support Squadron, Building 367, JBSA-Fort Sam Houston, TX, (210) 221-0415; 802d Force Support Squadron, Building 5616, JBSA-Lackland AFB, TX, (210) 671-4178; 902d Force Support Squadron, Building 399, JBSA-Randolph AFB, TX, (210) 652-1845.

//Signed// Apr 09 2012
THERESA C. CARTER
Brigadier General, USAF
Commander

