

****UPDATED INFORMATION FOR DEERS AND ID CARD ACTIONS****

Due to our role with in the Department of Homeland Security and the Office of the Secretary of Defense, you will notice a few changes at the AZ Army National Guard ID Card/ DEERS Facility, starting April 14 2008.

1. Everyone must produce two forms of valid ID to include at least one picture ID (expired IDs are not considered valid).
2. Anyone requesting a replacement CAC for a lost or stolen CAC must provide a police report or a letter from his or her command or supervisor. A sample memorandum is attached for the commander/ supervisors use.
 - a. A counseling statement is not required; it is at the discretion of the Soldier's command.
3. Before accepting a CAC the costumer will fill out and keep a copy of the DD Form 2842 "DOD Public Key Infrastructure (PKI) Certificate of Acceptance and Acknowledgement of Responsibilities" for his or her own record.

<< Sample template >>

**DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP + 4 CODE**

OFFICE SYMBOL

DATE

MEMORANDUM FOR Arizona Army National Guard, (DEERS/RAPIDS), Camp Navajo Bldg. 68, Bellemont AZ 86015

SUBJECT: Lost/Stolen Common Access Card

1. Rank Last name, First name on Date notified his/her command that his/her common access card was lost/stolen.
2. State circumstances of lost/ stolen card.

CDR NAME
Rank, Branch of Service
Title