

FOR OFFICIAL USE ONLY



DEPARTMENT OF THE AIR FORCE
325TH FIGHTER WING (ACC)
TYNDALL AIR FORCE BASE FLORIDA

DATE

MEMORANDUM FOR 325 FSS/FSPS

FROM:

SUBJECT: Request for Common Access Card (CAC) Issuance

1. The individual listed below has lost his/her CAC. He/she did a complete search for the missing card with negative results. If the card is found, he/she has been briefed to immediately turn it in to the MPF Customer Support office. Member has also been briefed that maintenance of more than one CAC is not permissible.

| <u>Last Name</u> | <u>First Name</u> | <u>Grade</u> | <u>SSN</u> | <u>Unit</u> |
|------------------|-------------------|--------------|------------|-------------|
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2. Please issue the above named individual a new CAC. Member has been briefed that in order to obtain a replacement CAC, two forms of identification must be presented, one of which *must* be a government-issued photo ID.

First Sergeant/Supervisor

1st Ind, 325 FSS/FSPS

A new CAC was issued to the member on _____. A copy of this letter has been uploaded into the Defense Enrollment Eligibility Reporting System (DEERS) in compliance with updated DEERS processing instructions. If card was stolen I have scanned police report into DEERS.

Customer Support Technician (325 FSS)