



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
DIRECTORATE OF EMERGENCY SERVICES
 242 CHRISTY AVENUE
 FORT HUACHUCA, ARIZONA 85613-7012

IMHU-ES

DATA REQUIRED BY THE PRIVACY ACT OF 1974 (5 USC 552a)

AUTHORITY: Title 10 USC, Section 3012. **PRINCIPAL PURPOSE:** To assist the commander in carrying out effective law enforcement, troop safety, and crime prevention programs. **ROUTINE USE:** Information may be furnished to criminal justice element outside DOD for investigation and prosecution. **DISCLOSURE:** Disclosure of the information is voluntary; however, failure to provide the information will result in registration denial and in denial of permission to possess firearm/weapons on the installation. If an Installation Access Badge is lost or damaged they will report to the VCC, complete a lost Installation access badge form, re-vetting and reissuance of an installation badge. If the same individual loses a badge for a second time the individual must report to the VCC and complete a Denial Waiver packet. The Denial Waiver Committee will convene to determine if another badge will be issued.

MEMORANDUM FOR RECORD

SUBJECT: Expired/Lost/Stolen Installation Access Badge Report

1. This memorandum serves as notification of an expired/lost/stolen identification card reported to the Office of the Provost Marshal.

Last Name	First Name	Expired/Lost/Stolen	Date	Officer Name

Description of circumstances: _____

DES USE ONLY DO NOT WRITE BELOW THIS LINE DES USE ONLY

Law Enforcement/Police Desk Sergeant/Security Guard

Signature: _____

Printed: _____