



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, RED CLOUD
UNIT # 15707
APO AP 96258-5707

Policy Letter #3-3

IMRD-ZA

30 September 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy on Copies of Military Identification Cards and Badges

1. REFERENCES:

- a. 18 U.S.C. § 701, Official Badges, Identification Cards, Other Insignia.
- b. USFK Regulation 190-1, Motor Vehicle Traffic Supervision, dated 10 May 2012.
- c. USFK Regulation 190-7, Installation Access Control, dated 28 Mar 2013 .

2. PURPOSE: To establish policies and procedures for making photocopies or other reproductions of military identification cards.

3. APPLICABILITY: This policy is applicable to all Soldiers, dependents, contractors, and civilian employees who live or work on Area I installations.

4. POLICY:

a. **Do not allow a commercial establishment or any other entity that is not an official government agency of the United States or the Republic of Korea to make a photocopy of your military ID (i.e., CAC card or bunker badge) or to duplicate it in any way.** You may show a business your military ID, but if asked for a copy you should only allow them to copy your driver's license or another non-federal government ID. If a business insists on making a copy of your military ID, take your business elsewhere.

b. Government agencies of the United States and the Republic of Korea may make copies of government ID cards, including military ID cards, for authorized purposes. These agencies are authorized to do so by law and pursuant to their duty to protect information in accordance with government regulation.

c. Examples of authorized purposes for which government agencies may photocopy military identification cards include but are not limited to:

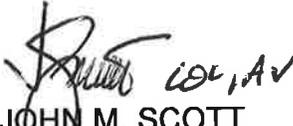
IMRD-ZA

SUBJECT: Policy on Copies of Military Identification Cards and Badges

- (1) verification of Tricare eligibility;
- (2) official use by military police and host nation police and security forces;
- (3) verification of eligibility for SOFA vehicle registration; and
- (4) verification of eligibility for visas and SOFA stamps

d. The security and safe-guarding of Soldiers', Family members', and Civilian employees' identifications is of paramount consideration. **Military ID cards should only be copied by government agencies for official purposes when required by law or regulation.**

5. POC for this memorandum is the Directorate of Emergency Services, USAG Red Cloud, at DSN 732-7306.


JOHN M. SCOTT
COL, AV
Commanding

DISTRIBUTION:

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DEPARTMENT OF THE ARMY
HEADQUARTERS, 2D INFANTRY DIVISION
UNIT 15041
APO AP 96258-5041

EAID-JA-AL

30 September 2013

MEMORANDUM FOR Garrison Commander, Area I, APO AP 96258

SUBJECT: Legal Review –Policy Letter, Photocopying Military ID Cards

1. BLUF. The above-referenced policy letter is legally sufficient, and it is recommended for signature.
2. Background. The purpose of the policy letter is to address and eliminate the unauthorized copying of military identification cards. The policy letter was submitted to the Office of the Staff Judge Advocate for a legal review prior to signature by the Garrison Commander, Area I.
3. Analysis. The policy letter is legally sufficient. Its content is consistent with federal law and all other regulations and authorities cited in paragraph 1 of the subject policy letter. The format of the policy letter adheres to the requirements of Army Regulation 25-50, Preparing and Managing Correspondence, dated 17 May 2013.
4. Point of contact for this memorandum is the undersigned at DSN 732-9529.

A handwritten signature in black ink, appearing to read "Renee J. Darville".

RENEE J. DARVILLE
CPT, JA
Administrative Law Attorney