



**UNITED STATES MARINE CORPS**

Name of Unit  
BOX 788XXX  
TWENTYNINE PALMS, CALIFORNIA 92278-XXXX

5000  
(Office code)  
(Date)

From: (Refer to Additional Instructions Below)  
To: The Defense Enrollment Eligibility Reporting (DEERS)  
Office

Subj: LOST/STOLEN/DAMAGE COMMON ACCESS CARD IN THE CASE OF (RANK/NAME)

1. (RANK/NAME) reported his/her Common Access Card (CAC) as (lost/stolen/damaged) in the vicinity of (location) on or about (date). The circumstances are as follows: (Describe the incident).
2. **(For Active Duty Military, indicate if two forms of valid ID are not available.)**
3. He/She has been directed to return the CAC, if found, to the nearest DEERS Facility.
4. (Rank/name) has been advised of their responsibility to maintain control of Government Property in their possession, and the seriousness of possible compromise of physical and logical access security.

(Signature)  
I.M. MARINE

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ADDITIONAL INSTRUCTIONS (Do not include this information on command letter)

- All personnel, regardless of rank/grade, with lost/stolen/damaged CACs will present this letter.
- Military will have this letter signed by their **1stSgt, XO or CO**.
- Civilians will have this letter signed by their supervisor.
- Contractors will have this letter signed by their Trusted Agent.
- Provide two forms of ID to replace the CAC (Unexpired state/federal photo ID and social security card or Passport).

To Make an Online appointment: <https://idco.dmdc.osd.mil/idco>

29 Palms DEERS Office: 760-830-5365