



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS, 55TH WING (ACC)
OFFUTT AIR FORCE BASE, NEBRASKA

(Date)

MEMORANDUM FOR COMMANDER/FIRST SERGEANT

FROM: 55 FSS/FSPS

SUBJECT: Lost Military Identification Card

1. _____, a member of your squadron, informed a Customer Service Representative at the Military Personnel Flight (MPF) that they lost their Military ID card.
2. The member was instructed to have this memorandum endorsed by the Squadron Commander, Squadron Section Commander, or First Sergeant before a new card can be issued. Additionally, the member was informed that every attempt should be made to locate the lost card for protection of personal information. If the card is found, the member is advised to turn the card in to the MPF, Customer Service Section in Building 49, Room 100 immediately for proper disposition.
3. If you have any questions or concerns, please contact 402-294-2374.

///Signed///

CARA J. LEAF, Capt, USAF
Commander, Military Personnel Flight

1st Ind, Squadron Commander/First Sergeant

MEMORANDUM FOR 55 FSS/FSPS

Approve issuance of new identification card.

Commander/First Sergeant Signature