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| Commanding Officer  United States Coast Guard Base New Orleans | 1790 Saturn Blvd New Orleans, LA 70129 Phone:  Fax:  Email:    5500  DATE |

**MEMORANDUM**

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| From: | “AO NAME” CG “UNIT” |  |  |

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| To: | Real-time Automated Personnel Identification System (RAPIDS) ID Card Issuance Facility, Site Security Manager (SSM) |
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| Subj: | REPORT OF LOST, STOLEN, DESTROYED IDENTITY CREDENTIAL – COMMON ACCESS |

Ref: (a) Under Secretary of Defense Memo of 1 Dec 2009.

1. “RANK” “NAME”, reported the loss of a Common Access Card (CAC), in the vicinity of “LOCATION”, on or about “TIME” “DATE”.
2. “RANK” “NAME” has been directed to return the CAC, if found, to the nearest uniformed Services / Agency RAPIDS facility.
3. “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.

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