

SOFA ID REPLACEMENT IN JAPAN

Dear Employees:

This is to inform you what you should do if you lose your SOFA ID or family members lose their dependent IDs. First, you need to report your lost or stolen SOFA ID to your nearest Provost Marshall's Office. You have to be present to provide a statement declaring how and when it was lost by filling out the appropriate form at the Provost Marshall's Office (keep the original). The loss of a SOFA ID is a serious infraction because it compromises the security of the base if put in the "wrong hands." Second, you must obtain a memorandum signed by a GS-14 or equivalent explaining the corrective action taken to prevent another loss. A copy of the memorandum will be kept in your file and keep the original.

Third, the original signed memorandum and Provost Marshall's statement must be provided before a new request for a SOFA ID or dependent IDs are made by the Logistical Support Specialist. A copy of the most recent DD form 1172 will be required before a new SOFA ID or dependent IDs can be processed at the Pass and Identification Office. In the case of a family member, the sponsor must accompany them to the Pass and Identification Office. Upon receiving your new SOFA ID or dependent IDs, you must re-register with BIDs again. A copy of the SOFA ID (both front and back) must be sent to the Logistical Support Specialist.

Send your memorandum, Provost Marshall statement and a copy of the new SOFA ID to Floyd E. Sandoval, Logistical Support Specialist, info.pfec@ctcd.edu, DSN 722-3814, Fax 722-3009. Feel free to call if you have any questions regarding the above requirements.

If the SOFA ID or dependent IDs are found or returned later, you need to give your lost SOFA ID to either the Provost Marshall's Office or the SOFA Pass and Identification Office as soon as possible.

Finally, be sure to inform members of your family that access privileges afforded to employees and their dependents are privileges, not rights! Be extremely careful to safeguard your SOFA ID and your dependent's ID.

Best wishes,

Floyd E. Sandoval
Logistical Support Specialist