



DEPARTMENT OF THE ARMY
UTAH ARMY NATIONAL GUARD
12953 SOUTH MINUTEMAN DRIVE
DRAPER, UTAH 84020-9286

NGUT-PER-MRD

4 November 2024

MEMORANDUM FOR Site Security Manager, Draper Real-time Automated Personnel Identification System (RAPIDS) ID Card Issuance Facility

SUBJECT: Report of Lost or Stolen Common Access Card (CAC)

1. CAPT Geeze Louise, DODID 123456789, is unable to locate her CAC card....please clearly state the 5 W's (who was involved, what happened, location of where it happened (address), when it happened (date and time, and why it happened (if known), and case number (if available).

2. CAPT Geeze Louise has been directed to return the CAC, if found, to the nearest RAPIDS facility. RAPIDS locations can be found on the guard.utah.gov website under DEERS/ID.

3. CAPT Geeze Louise has been advised of their responsibility to maintain control of Government Property in their possession and the seriousness of possible compromise of physical access to National Guard facilities and/or logical access to sensitive state and federal information.

4. Point of contact for this memorandum is the undersigned at (801) 432-4569 or marya.r.samudio2.civ@army.mil

//Signature//

IMA D. Boss, MAJ, UTARNG
Supervisor, CAPT Geeze Louise