



DEPARTMENT OF THE NAVY

NAVAL STATION NEWPORT
690 PEARY STREET
NEWPORT, RI 02841-1522

IN REPLY REFER TO

NAVSTANPTINST 1750.10A
SECURITY **DEC 14 2012**

NAVAL STATION (NAVSTA) NEWPORT INSTRUCTION 1750.10A

From: Commanding Officer, Naval Station Newport

Subj: CONFISCATION OF EXPIRED, FRAUDULENT OR DAMAGED
IDENTIFICATION (ID) CARDS

Ref: (a) BUPERSINST 1750.10C
(b) DoDI 1000.13
(c) COMNAVREGMIDLANTINST 5530.14
(d) NAVSTANPTINST 5530.6 (series)

Encl: (1) Naval Station Newport Confiscated ID Card Receipt

1. Purpose. Per reference (a) this instruction establishes local policy, responsibilities, and procedures governing confiscation and disposition of ID cards issued to members of the uniformed services, their eligible family members, and other eligible personnel.

2. Scope. This policy applies to all properties under the control of NAVSTA, inclusive of all tenant commands and activities.

3. Policy. Department of Defense (DoD) ID cards are government property and shall be in the personal custody of the member at all times. When employment termination occurs or the ID card is expired, fraudulently used, mutilated, or presented by a person not entitled to its use, it shall be immediately confiscated.

a. The following individuals are authorized to confiscate ID cards on board NAVSTA:

(1) Per references (a) and (b) and when required by military authority, the Common Access Card shall be immediately surrendered for positive identification, investigation, inspection, or while a card holder is under Law Enforcement apprehension or military confinement.

(a) Military authority includes, Naval Criminal Investigative Service (NCIS) Special Agents, Commissioned or Non Commissioned Officers, DoD Police, Military Police, Security Force members, and Sentries.

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(2) If the ID card is expired, being fraudulently used, presented by a person not entitled to its use, mutilated, or illegible, the ID may be confiscated by:

(a) Verifying officials, Commissioned or Non Commissioned Officers, Military Police, Security Force members, and Sentries.

4. Procedures.

a. In order to identify the cardholder and determine validity of the ID card, a physical inspection of the card shall be performed to determine:

(1) The photo identification matches the member presenting the ID.

(2) The entitlement dates are appropriate.

(3) The member is authorized to obtain benefits and privileges to which he or she is entitled.

(4) The ID card has not been tampered with or altered in any way.

b. If physical review of the DoD ID card determines that the individual is not entitled to benefits and privileges, the ID card shall be confiscated by proper authority.

(1) The cardholder shall be advised that the ID card in their possession is being confiscated and the reason(s) why, i.e., expired, mutilated, fraudulent use, altered, etc.

(a) The cardholder is entitled to request that a supervisor from the confiscating authority review the confiscation decision.

(b) Immediately upon confiscation of the ID card, the cardholder's entitlement to benefits, privileges, and access to the installation is revoked until a valid ID card is properly obtained by the individual.

(2) The confiscating authority shall issue the original of enclosure (1) to the individual and retain the actual ID card and the carbon copy of enclosure (1) for the NAVSTA Security Department.

(3) The confiscating authority shall instruct the individual to report to the installation ID card issuing authority, Personal Support Detachment (PSD), NAVSTA Building 690.

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(a) The cardholder is responsible for scheduling an appointment with the PSD office for renewal/reissue of their ID card, per reference (b).

1. On the date of the scheduled appointment with the PSD office, the cardholder must report to the NAVSTA Pass & ID Office and meet the NAVSTA access control requirements outlined in references (c) and (d), prior to being granted access to the installation.

(b) If the cardholder is in immediate need of an updated ID, during normal business hours, the confiscating authority will inform the cardholder that their confiscated card may be available at PSD before close of business on the day of confiscation. However, this accommodation is dependent upon mission workload requirements.

(4) Immediately following confiscation of the ID card, the confiscating authority will immediately report the matter to NAVSTA Police Dispatch, at (401) 841-4041.

(5) NAVSTA Police will respond to the command, activity, or establishment to retrieve the confiscated ID card, which must be attached to enclosure (1).

(a) All confiscated ID cards will be properly recorded in the Consolidated Law Enforcement Operations Center (CLEOC) Desk Journal. In addition to the date/time of confiscation, the NAVSTA Police Dispatcher will record the following information:

1. Cardholder: Full name, rank, and affiliation.

2. Confiscating official: Full name, rank, and affiliation/organization.

3. Reason for confiscation: Expired, mutilated, fraudulent use, altered, etc.

a. ID cards confiscated in relation to criminal activity will be properly investigated and processed in accordance with evidentiary procedures.

b. A CLEOC Incident Report will be required for all confiscated ID cards associated with criminal activity. When applicable, the NCIS or other appropriate service special agent office will be notified.

(b) If the original cardholder requires the confiscated ID card as a secondary form of identification at PSD, NAVSTA Police will make all reasonable efforts to promptly deliver the ID card to PSD.

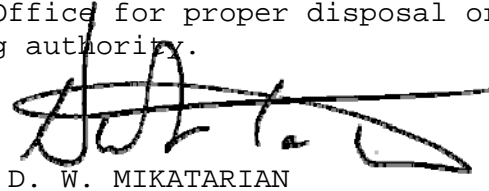
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Otherwise, the ID card will be delivered to PSD prior to the close of normal business hours, Monday through Friday.

1. ID cards confiscated on weekends, holidays, or after normal business hours will be delivered to PSD prior to the close of normal business hours on the next regular business day.


c. The NAVSTA Staff Judge Advocate, NAVSTA Police and/or PSD may provide the parent Service with required information pertaining to the situation and unresolved reports when the confiscated card belongs to a member of another Service.

d. Confiscated ID badges and other credentials will be processed in the same manner as ID cards. However, these items will be delivered to the NAVSTA Pass & ID Office for proper disposal or delivery to their cognizant issuing authority.

A handwritten signature in black ink, appearing to read 'D. W. Mikatarian', is written over the printed name below it.

D. W. MIKATARIAN

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 <div style="display: inline-block; vertical-align: middle; margin-left: 10px;"> <h2 style="margin: 0;">NAVAL STATION NEWPORT</h2> <h3 style="margin: 0;">CONFISCATED ID CARD RECEIPT</h3> </div>		
DATE	TIME	CCN
CONFISCATED FROM (<i>Cardholder Name</i>)		
ADDRESS		
CITY	STATE	ZIP CODE
CARD NO.		
TYPE OF CARD <input type="checkbox"/> ARMY <input type="checkbox"/> USAF <input type="checkbox"/> ACTIVE DUTY <input type="checkbox"/> NAVY <input type="checkbox"/> USMC <input type="checkbox"/> RESERVE <input type="checkbox"/> USCG <input type="checkbox"/> DOD <input type="checkbox"/> RETIRED <input type="checkbox"/> _____ <input type="checkbox"/> DEPENDENT		
REASON <input type="checkbox"/> MUTILATED <input type="checkbox"/> ALTERED <input type="checkbox"/> EXPIRED <input type="checkbox"/> OTHER (<i>Explain</i>) _____		
CONFISCATED BY (<i>Name of Person</i>)		RANK
TITLE		
AUTHORITY <input type="checkbox"/> LE/SEC <input type="checkbox"/> PASS/ID <input type="checkbox"/> OTHER _____ <div style="text-align: right; margin-top: 5px;"><i>Command / Activity / Organization</i></div>		

NAVSTANPT 1750/1 (NOV 2012)

Enclosure (1)