

Department of Veterans Affairs

Memorandum

Date:

From: (Employee's Name)

Subj: Replaced, Lost, Stolen, Destroyed, or Damaged PIV Card (Choose)

To: Willette Yarborough, PCI Manager/HRMS Assistant Chief (05)

Thru: Supervisor (Routing Symbol of Service)

Thru: Service Chief (Routing Symbol of Service)

I, (Name of Employee) _____

Describe **what, when, and how** the badge was compromised. (Please complete a police report with the Durham VA Police as it relates to the theft/lost/damage of your PIV card) ***If PIV card is damage, please submit the damaged card to the PIV office when completing the reissuance process.*** The completed memo should contain all relevant information. Please do not submit the police report with the completed memo. **Return completed memo via mail or fax to 9194165941, ATTN: Willette Yarborough, PCI Manager.**

Thank You,

(EMPLOYEE NAME)

Signature

Police Representative

Incident Report Number

Concur to Issue Badge/Not Concur to Issue Badge

WILLETTE YARBOROUGH
PCI Manager

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Assistant Chief, Human Resources Management Service