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