

Human Resources Representative Instructions:

New photograph is not required: Mail this request to the supporting ID Card Station (see PD-03, Attachment J).

New photograph is required:

1. Employee is near an ID Card Station (see PD-03, Attachment K): Employee shall hand carry one copy of this request to the supporting ID Card Station.
2. Employee is not near an ID Card Station (see PD-03, Attachment L): Take a digital photograph of the employee in accordance with the format guidelines (see PD-03, Attachment D). Send the photograph on a compact disc with this request to: ID Card Headquarters; Commissary and Trust Fund; P.O. Box 629; Huntsville, TX 77342-0629.

DISTRIBUTION:

Original - ID Card Station or ID Card Headquarters

Copy - Unit/Department Human Resources File – Miscellaneous Section

Copy - Employee