Department of the Army
Pamphlet 600–8–14

Personnel-General

# Army Identification Tags

Headquarters
Department of the Army
Washington, DC
6 May 2020

**UNCLASSIFIED**

# SUMMARY of CHANGE

DA PAM 600–8–14
Army Identification Tags

This pamphlet is certified current as of 6 May 2020. Aside from the following administrative changes, no other changes were made to certify the currency of this pamphlet—

o   Updates boilerplate statements and signature authority (title page).

o   Updates references (app A).

**Personnel-General**

# Army Identification Tags

By Order of the Secretary of the Army:

JAMES C. MCCONVILLE
*General, United States Army
Chief of Staff*

Official:

KATHLEEN S. MILLER
*Administrative Assistant
to the Secretary of the Army*

**Summary.** This pamphlet establishes the procedures for standardizing all Army identification tags throughout the Army.

**Applicability.** This pamphlet applies to the Regular Army, Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. It also applies to Department of the Army Civilians overseas, and other authorized civilian personnel.

**Proponent and exception authority.** The proponent of this pamphlet is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this pamphlet that are consistent with controlling law and regulation. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct report unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this pamphlet by providing justification that includes a full analysis of the expected benefits and must include formal review by the activi-

ty's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, U.S. Army Human Resources Command (AHRC–PDP–P), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5408.

**Distribution.** This pamphlet is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

## Contents (Listed by paragraph and page number)

**Contents—Continued**

**Appendixes**

**A.** References, *page 4*

**Table List**

**Figure List**

**Glossary**

# Chapter 1
# Introduction

## 1–1. Purpose
This pamphlet prescribes procedural guidance for the issuance of identification (ID) tags to personnel of the United States Army, Army National Guard, Army National Guard of the United States and United States Army Reserve Soldier, Department of the Army (DA) Civilians overseas, and other authorized civilian personnel.

## 1–2. References and forms
See appendix A.

## 1–3. Explanation of abbreviations and terms
See glossary.

## 1–4. Designated publishing roles
*a.* The Deputy Chief of Staff, G–1, through the Commander, U.S. Army Human Resources Command provides procedural guidance oversight for the management and issuance of Army ID tags.

*b.* Commanders at all levels—

(1) Process and ensure all requests for Army ID tags are in compliance with this pamphlet.

(2) Verify the accuracy of personnel data on the Army ID tags and enforce the wear of Army ID tags in accordance with Army Regulation (AR) 670–1.

## 1–5. Overview
*a.* This pamphlet provides procedural guidance for the issuance of ID tags, in accordance with AR 600–8–14.

*b.* Operating instructions for issuing Army installation ID tag machines may vary by manufacturer; however, uniformity of the ID tags must be in compliance with this pamphlet and other regulatory guidance.

# Chapter 2
# Identification Tags

## 2–1. Identification tag issuance
*a.* Every Soldier will be issued two ID tags as soon as possible after entry on active duty, initial active duty for training, or assignment to a Reserve Component unit.

*b.* Contracted Senior Reserve Officer Training Corps cadets are authorized issuance of two ID tags.

*c.* Two ID tags may be issued upon request to the following personnel under the jurisdiction of an overseas commander:

(1) DA civilians serving in an overseas location.

(2) Dependents of U.S. Army personnel. (Dependents who are not citizens may be furnished ID tags upon request. The phrase "Depn of US Natl" will be shown on the ID tags.)

(3) Other U.S. Nationals.

*d.* The issuance of medical warning tags which serve as a means of rapid recognition of selection health problems is covered under AR 40–66.

*e.* Identification tags are used for identification, casualty reporting, and graves-registration purposes. Each Soldier must have two identification tags and the information contained on the tags must be current.

## 2–2. Specifications required for identification tags and embossing
*a.* All ID tags will be composed of Monel or other adopter metal, approximately two inches long by 1 1/8 inches wide, and about 0.025 inch thick, the corners rounded and the edges smooth.

*b.* ID tags are limited to five lines of text and 18 characters per line for embossing.

*c.* All ID tags will have the following information embossed on them:

(1) *Line 1.* Name of the wearer: Enter last name, first name, middle initial. (If the full name cannot be embossed on the first line, put the last name on line 1, place the first name and middle initial on line 2. Subsequent entries shift down one line each. If a U.S. National, the name will be the same as shown on passport or ID card.)

(2) *Line 2*. (Service Number) Department of Defense (DOD) ID number (10 digits, no hyphens) (The Social Security number has been replaced by the DOD ID, in accordance with DODI 1000.30.)

(3) *Line 3*. Blood group and type. Record as "A", "B", "AB", or "O", followed by "POS" OR "NEG." Do not use plus (+) or minus (-) signs to record the blood type. If the blood type is incorrect, the Soldier must update the medical system of record.

(4) *Line 4*. Religious preference. Spell this out when possible (the example shown in figures 2–1 and 2–2 is used to set forth a pattern for guidance). If the religious preference is incorrect, the Soldier must update the personnel system of record.
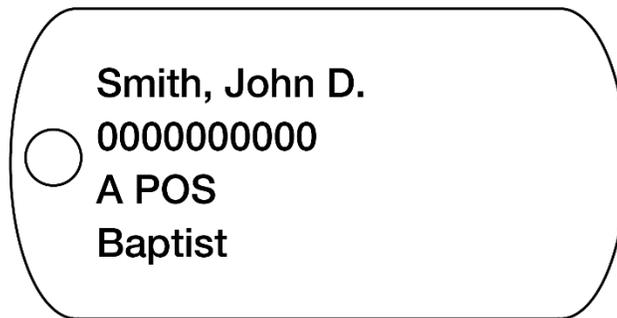


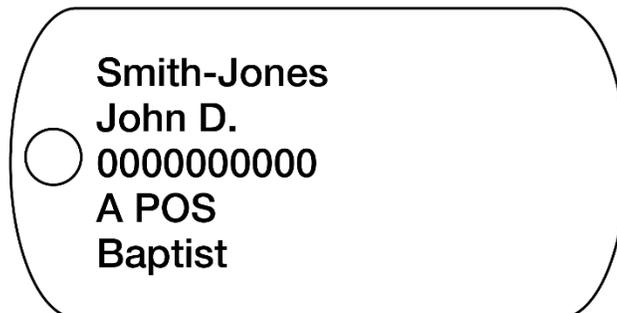**Figure 2–1. Sample identification tag with single last name line entry**



**Figure 2–2. Sample identification tag with extended last name entry**

# Chapter 3
# Application Process

### 3–1. Rules for processing applications for identification tags
*a*. Individuals may request ID tags through their brigade or battalion adjutant to the issuing office.
*b*. The issuing office must ensure that the applicant is an authorized recipient of the embossed ID tags.

### 3–2. Processing applications for identification tags
Processing request for ID tags will normally be completed within 10 workings days.

### 3–3. Steps for ordering and issuing identification tags
The steps for ordering and issuing ID tags are outlined in table 3–1, and embossing guidance is provided in paragraph 2–2*c*.

**Table 3–1**
**Steps for processing identification tag applications**

| Step | Work center | Required action |
|---|---|---|
| 1 | Unit or individual | Request ID tags |
| 2 | Unit | Verify data accuracy |
| 3 | Issuing office | Verify data accuracy (name spelling, DOD ID, blood type and religion) in the personnel system; emboss two ID tags |
| 4 | Individual | Verify data accuracy on the embossed ID tags |

### 3–4. Rules for replacing identification tags

*a.* Identification tags currently in use will be changed only upon specific request by the individual wearing the ID tags through their unit's adjutant. Reasons to replace ID tags include the following:

(1) Legal name changes.

(2) Incorrect information embossed on ID tags

(3) Lost ID tags.

*b.* Validation of changed marital status and legal name changes are the responsibility of the individual's unit adjutant.

## Appendix A

## References

### Section I

### Required Publications

**AR 40–66**
Medical Record Administration and Healthcare Documentation (Cited in para 2–1*d*.)

**AR 600–8–14**
Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel (Cited in para 1–5*a*.)

**AR 670–1**
Wear and Appearance of Army Uniforms and Insignia (Cited in para 1–4*b*(2).)

**DODI 1000.30**
Reduction of Social Security Number (SSN) Use within DOD (Available at https://www.esd.whs.mil.)  (Cited in para 2–2*c*(2) .)

### Section II

### Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this publication. Unless otherwise stated, all publications are available at https://armypubs.army.mil/.

**AR 11–2**
Managers' Internal Control Program

**AR 25–30**
Army Publishing Program

**AR 25–50**
Preparing and Managing Correspondence

**AR 600–8–104**
Army Military Human Resource Records Management

**AR 638–2**
Army Mortuary Affairs Program

**AR 638–8**
Army Casualty Program

**DA Pam 600–8**
Military Human Resources Management Administrative Procedures

### Section III

### Prescribed Forms

No Forms entries.

### Section IV

### Referenced Forms

Unless otherwise indicated, DA Forms are available on the Army Publishing Directorate (APD) website (https://armypubs.army.mil/).

**DA Form 2028**
Recommended Changes of Publications and Blank Forms

## Glossary

### Section I

### Abbreviations

**AR**
Army Regulation

**DA**
Department of the Army

**DOD**
Department of Defense

**ID**
identification

### Section II

### Terms

**Department of Defense Identification Number**
A 10-digit unique personnel identifier (also referred to as the Electronic Data Interchange Personal Identifier (EDI–PI)) created within the Defense Enrollment Eligibility Reporting System for each person who has a direct relationship with DOD.

**Emboss**
The process of imprinting personnel information onto metal tags, in order to produce the prescribed Army identification tags.

**Monel**
A group of nickel alloys and copper, with small amounts of iron, manganese, carbon, and silicon. Monel alloys are resistant to corrosion by many agents, including rapidly flowing seawater.

### Section III

### Special Abbreviations and Terms
This section contains no entries.