SUMMARY

DA PAM 600-8-14
Army Identification Tags

This new pamphlet, dated 30 November 2015--

- Provides the procedures for the standardization of all Army identification tags for the U.S. Army, Army National Guard, U.S. Army Reserve Soldiers, Department of the Army civilians overseas, and other authorized civilian personnel, in accordance with AR 600-8-14 (throughout).

- Discusses the issuance of, and specifications for, Army identification tags for designated personnel (throughout).
Personnel-General

Army Identification Tags

History. This publication is a new Department of the Army pamphlet.

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

Applicability. This pamphlet applies to the active 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 activity’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 the following address: Commander, U.S. Army Human Resources Command (AHRC–PDP–P), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5408.

Distribution. Distribution of this publication is available in electronic media only and is intended for command levels B, C, D, and E for the active Army, command level A for the Army National Guard/Army National Guard of the United States and for the U.S. Army Reserve.

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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
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.

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

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

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### 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 2–3c.

<table>
<thead>
<tr>
<th>Step</th>
<th>Work center</th>
<th>Required action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Unit or individual</td>
<td>Request ID tags</td>
</tr>
<tr>
<td>2</td>
<td>Unit</td>
<td>Verify data accuracy</td>
</tr>
<tr>
<td>3</td>
<td>Issuing office</td>
<td>Verify data accuracy (name spelling, DOD ID, blood type and religion) in the personnel system; emboss two ID tags</td>
</tr>
<tr>
<td>4</td>
<td>Individual</td>
<td>Verify data accuracy on the embossed ID tags</td>
</tr>
</tbody>
</table>

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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 Health Care Documentation (Cited in para 2–1d.)

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

AR 638–2
Army Mortuary Affairs Program (Cited in para 2–2b.)

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

DODI 1000.30
Reduction of Social Security Number Use Within DOD (Cited in para 2–2c(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 http://www.apd.army.mil/.

AR 11–2
Managers Internal Control Program

AR 25–30
The Army Publishing Program

AR 25–50
Preparing and Managing Correspondence

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

AR 638–8
Army Casualty Program

DA Pam 600–8
Military Human Resources Management Administrative Procedures

Section III

Prescribed Forms

This section contains no entries.

Section IV

Referenced Forms


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.

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.

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

Section III
Special Abbreviations and Terms
This section contains no entries.