

State of Kansas, Military Division
The Adjutant General's Department
Topeka, Kansas, 16 June 1989

Personnel Identification

IDENTIFICATION CARDS

THIS REGULATION IMPLEMENTS AR 640-3 AND SETS POLICY OF THE ADJUTANT GENERAL PERTAINING TO THE ISSUANCE, CONTROL, SECURITY AND ELIGIBILITY REQUIREMENTS FOR IDENTIFICATION CARDS AS APPROPRIATE FOR OFFICER, WARRANT OFFICER AND ENLISTED PERSONNEL OF THE KANSAS ARMY NATIONAL GUARD AND THEIR DEPENDENTS.

	<u>Paragraph</u>	<u>Page</u>
References	1	1
Policy	2	1
Purpose	3	2
Responsibility	4	2
Type of Identification	5	2
Application Form	6	3
Lamination and Photographs	7	4
Loss, Surrender and Disposition	8	5
Replacement Issue	9	5
Supply of Blank Forms	10	5
Accountability	11	5
Appointment of Identification Card Control Officer	12	6
APPENDIX A - Issued and Destruction Roster		A-1

1. References.

- a. AR 640-3.
- b. KNGR 30-19.
- c. KNGR 60-20.

2. Policy. The provisions of references 1a above are applicable to the Kansas Army National Guard except as modified/supplemented herein.

*This regulation supersedes KNGR 640-3, dated 30 January 1989.

3. Purpose. This regulation prescribes the procedures and requirements for issuance, control and security of identification cards issued by battalion and higher headquarters to members, dependents and family members of the Kansas Army National Guard.

4. Responsibility. Division, Brigade, Division Artillery, Troop Command, HQ STARC, KSARNG and battalion commanders are designated as issuing officers for the issue, control and security of DD Forms 2A (Res) (Red) (Identification card). DD Forms 2A (Active Duty) (Green) (Identification Card), DD Forms 1173 (Dependent Identification Card) and DA Forms 5431 (Dependent Identification Card) to members and dependents within their command jurisdiction.

5. Type of Identification. Types of identification currently in effect for members of the Kansas Army National Guard and eligible dependents are:

a. DD Form 2A (Res) (Red). The identification card issued to all members of the KSARNG, except individual authorized DD Form 2A (Active Duty) (Green), utilizing DD Form 1172 (Application for Identification Card). This card is to be carried by the member throughout his/her period of service in the KSARNG and will be surrendered upon separation, unless the member is assigned to the USAR Control Group. Retired members will be issued a new red identification card with an expiration date on their 60th birthday.

b. DD Form 2A (Active Duty) (Green). Issued to all members of the ARNG who enter on active guard/reserve (AGR) tours for periods of more than 30 days, utilizing DD Form 1172 (Application for Identification Card). This card is surrendered upon completion of the tour of duty for which ordered.

c. DD Form 1173. This card is issued to eligible dependents of members of the KSARNG when a KSARNG member enters on FTTD for periods of more than 30 days. Application for this card is submitted on DD Form 1172 to the unit commander. Cards will be issued after dependency and entitlements are verified and are surrendered when the member's tour is ended. Active facilities will not be utilized except in emergency cases.

d. Unit and Higher Orders. Unit and higher orders issued to authorized members of the KSARNG to enter on FTTD for periods of more than 72 hours but less than 31 days may include in remarks or information blocks the fact that eligible dependents are authorized exchange privileges for the period of duty specified on the order.

e. Special IDT Identification. The identification card, DD Form 2A (Res) (Red) and the leave and earnings statement (LES) will be used as a means of identifying ARNG members entitled to privileges authorized by paragraph 2d, KNGR 60-20. The LES will be valid for 12 months from the dates of assemblies listed thereon. Members will be informed of the following procedure for use of the LES:

(1) Member may delete all information on the LES except for the name, date issued and number of drills performed.

(2) Member must write in the number of days of privileges entitled to in the remarks section of the LES (based on one day of unlimited privilege for each inactive duty training period). Exchange employees will spot check the calculation to determine if it is overstated.

(3) Exchange personnel will date stamp or write the date in the remarks section of the LES when a shopping day is used.

(4) LES will be valid for 12 months from date of drill assemblies listed.

(5) Upon discharge, any accumulated privileges are lost.

f. DA Form 5431. Issued to ARNG dependents for identification purposes. Issuance of this card is mandatory for entrance to the commissary stores.

6. Application Form. DD Form 1172 (Application for Uniformed Services Identification and Privilege Card) is to be prepared by the unit to which the applicant is assigned. All copies will be submitted to the appropriate verifying and issuing officer, one copy of the dependent(s) birth certificate(s) and one copy of the marriage license. If applying for DD Form 2a (Active Duty)(Green) and/or DD Form 1173 (Dependent Identification Card), one copy of the order announcing full time training duty will be included. Verifying and issuing officer will verify dependency and entitlements, and distribute as follows:

a. Original copies will be sent weekly, in bulk mailings not to exceed 50 forms per batch to the DOD Enrollment/Eligibility Processing Center utilizing DD Form 2268. For each batch received at the Processing Center, an acknowledgement report will be furnished the sender indicating which DD Form 1172 have been accepted and processed and returning those which are incomplete or incorrect for corrective action. If receipt is not acknowledged within a reasonable period of time, the DEERS Support Office should be queried by mail (DMDC, Suite 200, 550 Camino El Estero, Monterey, CA 93940) to verify the status of the batch.

(1) The originale copy sent to address in paragraph 6a, above is used to enroll the dependents in the DEERS program. Failure to submit in a timely manner will result in denial of medical care at military facilities and denial of payment under the CHAMPUS program. Even though the dependent is in possession of an apparently valid identification card, the DEERS may show the dependent either ineligible or not enrolled, if timely submission is not adhered to. Patients requesting routine medical care not found to be eligible in DEERS, will be denied medical care. As there are known administrative delays in enrollment data appearing on the DEERS Data Base, the following

overrides will be used by the medical care providers to permit care for those with valid identification cards but not shown as eligible in DEERS:

(2) A child under the age of one year old will not be denied care to allow adequate time for completion of all State and service requirements prior to being allowed to be entered in the data base. The child's parent or guardian must have identification card and DEERS enrollment.

(3) If the sponsor is a Reservist, recently ordered to active duty for a period greater than 30 days, then a copy of the orders may be accepted up to 120 days after beginning the active duty period.

(4) If the sponsor is a recent accession, then a valid identification card issued to the dependent within the last 120 days may be accepted in lieu of the patient being on the data base. If after 120 days, the dependent is still not on the data base, the sponsor must follow procedure 6b(6), below.

(5) If the patient is in the data base, but the patient is past the "End Eligibility" date, treatment may be rendered as long as the patient has a new identification card issued within 120 days of the treatment date.

(6) If the patient has a current valid identification card issued more than 120 days before the date of treatment, then the patient must present a certified copy of the DD Form 1172 used for DEERS enrollment. A certified copy of the DD Form 1172 for these purposes must contain verifying officer authentication in Section IV (original signature required) and must contain the date of authentication and verifying officer's telephone number in the top margin of the DD Form 1172. The DD Form 1172 will be accepted for no longer than 120 days from the date certified.

b. Duplicate along with documents provided for verification to the unit concerned and filed in the member's MPRJ.

c. The triplicate copy will be retained by the issuing officer and filed in alphabetic order under the senders name.

7. Lamination and Photographs.

a. DD Forms 2A, DA Form 5431 and DD Form 1173 will be laminated by the issuing officer. Lamination material will be requisitioned from the USP&FO for Kansas.

b. DD Form 1173 and DA Form 5431 for dependent(s) and family members will be completed by the issuing unit, to include photographing and lamination of the identification card(s).

c. Issuing units are responsible for arranging for suitable photographs to be utilized.

8. Loss, Surrender and Disposition. Actions described in AR 640-3, concerning action in the event of loss, surrender and disposition of DD Form 2A (Res) (Red), DD Form 2A (Active Duty) (Green), DA Form 5431, and DD Form 1173 are applicable to the Kansas Army National Guard. A record of destruction for cards destroyed before issue will be maintained. Verification of destruction may be recorded on the accountable receipt for the ID cards as authorized by AR 380-5, paragraph 9-102f.

9. Replacement Issue.

a. DD Forms 2A (Res) (Red) will be replaced only under the conditions specified in AR 640-3.

b. Identification cards destroyed upon issue/replacement will be recorded on the roster of DD Forms 2A (Res) (Red) or DD Forms 2A (Active Duty) (Green) (Identification Cards) issued and destroyed roster with an appropriate remark. No certificate of destruction is necessary. (See Appendix A to this regulation).

10. Supply of Blank Forms.

a. DD Forms 2A (Res) (Red), DD Forms 2A (Active Duty) (Green), DA Forms 5431, and DD Forms 1173 will be requisitioned from AGO Kansas Publication Stockroom, PO Box C-300, Topeka, KS 66601-0300 by battalion and higher headquarters.

b. DD Forms 1172 will be requisitioned from AGO Kansas Publication Stockroom, PO Box C-300, Topeka, KS 66601-0300 by all units.

11. Accountability. DD Forms 2A (Res) (Red), DD Forms 2A (Active Duty) (Green), DA Forms 5431, and DD Forms 1173 are accountable forms and as such will be stored and handled appropriately in the same manner as for CONFIDENTIAL matter, in accordance with AR 380-5. A record of each form issued will be maintained similar to the sample roster shown in Appendix A to this regulation. All unissued cards will be accounted for by using the accountable receipt for the cards. The identification card control officer (paragraph 12) will conduct an annual inventory of accountable forms. Proper storage, handling and accountability of identification cards will be reviewed by higher headquarters during visits and inspections. The annual inventory of accountable forms will be verified during the command inspection by higher headquarters.

12. Appointment of Identification Card Control Officer. Battalion and higher headquarters will appoint an identification card control officer in accordance with AR 640-3 who will be responsible for verification of DD Forms 1172 and signing DD Forms 2A, DA Forms 5431 and DD Forms 1173. Identification Card Control Officer will maintain an accounting of all serially numbered cards issued by his/her unit.

THE PROPONENT OF THIS REGULATION IS THE OFFICE OF THE ADJUTANT GENERAL OF KANSAS. USERS ARE INVITED TO SEND COMMENTS AND SUGGESTED IMPROVEMENTS TO THE ADJUTANT GENERAL OF KANSAS, ATTN: AGKS-DOP, PO BOX C-300, TOPEKA, KANSAS 66601-0300.

BY ORDER OF THE GOVERNOR:

OFFICIAL:


LLOYD E. KRASE
COL, GS, KSARNG
Cmd Admin Off

PHILIP B. FINLEY
Major General, KSARNG
The Adjutant General

DISTRIBUTION:

A

