

***Army Cadet Regulation 600-8-14**

Personnel - General

Issuance, Control and Processing of United States Army Cadet Corps Identification Cards

**Headquarters
United States Army Cadet Corps
Dayton, PA
25 March 2008**

Headquarters
United States Army Cadet Corps
Dayton, PA 16222-0620
25 March 2008

*Army Cadet Regulation 600–8-14

Effective 1 April 2008

Personnel - General

**Issuance, Control and Processing of
United States Army Cadet Corps Identification Cards**

FOR THE COMMANDER:

OFFICIAL:

JOSEPH M. LAND, SR.
Lieutenant Colonel (P), AG, USAC
Chief of Staff



DAVID H. GRIMM, JR.
Major, AG, USAC
Deputy Chief of Staff for
Administration and Personnel

History. This is an initial publication.

Summary. This regulation sets forth policy and guidance for the creation, issuance and recordkeeping of U.S. Army Cadet Corps Form FRM8EVIA (Identification Card).

Applicability. This regulation applies to all U.S. Army Cadet Corps (USAC) personnel.

Proponent and Exception Authority. The proponent of this regulation is the Deputy Chief of Staff, G–1 (DCS, G-1). The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may not delegate this approval authority. 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. G-1 is the issuing authority for all ID cards and will conduct regular issue of cards upon enrollment, reenrollment or retirement.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited.

Suggested Improvements. Users are invited to send comments and suggested improvements to the DCS, G-1.

Distribution. Distribution of this publication is available in electronic media only, and is located on the USAC Homepage at <http://www.armycadets.org> .

Contents	Paragraph	Page
Introduction		
Purpose.....	1	1
Cancellation	2	1
Background	3	1
Policy.....	4	1
Authority to Issue Identification Cards	5	2
Issuance of Identification Cards	6	2
Expiration of Identification Cards.....	7	4
Delivery of Identification Cards.....	8	4
Revocation of Identification Cards.....	9	4
Ownership and Return of Identification Cards.....	10	4
Official Identification Photo.....	11	5
Submission of Official Identification Photo	12	6
Rank Identification.....	13	7
Replacement of Lost, Stolen, Mutilated, Destroyed or Inaccurate Identification Cards.....	14	7
Replacement of Incorrectly Produced Identification Cards.....	15	8
Action	16	8
Appendices		
A. References		9
List of figures		
4-1. Sample USAC Identification Card		2
10-1 Sample Photo Submitted for USAC Identification Card.....		6
10-2 Cropped Photo for USAC Identification Card		6
Glossary		9

***This regulation supersedes paragraph 6b of ACAINST 1200.1, *Membership Classifications*.**

1. Purpose. This regulation prescribes policies, responsibilities, and procedures for the use, preparation, accountability, turn-in and disposition of the U.S. Army Cadet Corps (USAC) Identification Card.

2. Cancellation. Publication of this regulation cancels paragraph 6b of ACAINST 1200.1, *Membership Classifications*.

3. Background.

a. **Identification of Personnel.** All uniformed members of the USAC Officers' Corps (officers, warrant officers, officer candidates, warrant officer candidates, adult noncommissioned officers (NCOs), uniformed instructors) and Cadets of all grades (to hereafter include recruits), as well as enrolled civilian personnel, must be properly identified at all times. The USAC identification card serves as both a means of official identification as a member of the USAC, as well as proof of insurance and enrollment. This regulation does not supersede any provision contained in AR 600-8-14, *Identification Cards for Members of the Uniformed Services, their Eligible Family Members, and Other Eligible Personnel*.

b. **Implementation of Digitally Produced Plastic Identification Card.** Effective immediately, the digitally produced plastic identification card will be issued to USAC personnel upon initial enrollment or annual re-enrollment.

c. **Simplification of Administration.** The new identification card has a bar code which will simplify unit- and national-level administration. The identification card will ultimately simplify administrative functions such as check-in at a Unit Training Assembly (UTA) or Annual Training by allowing USAC personnel to swipe a card reader which will communicate attendance with recordkeeping maintained in CADTRAK.

4. Policy.

a. **Authorized Use.** It is the policy of the USAC to issue distinctive identification cards to active and retired personnel. The identification card is used for identification purposes only and does not in itself confer any rights or privileges, including access to secure facilities.

b. **Period of Validity.** The identification card is valid only while the bearer is an active member of the USAC.

c. **Authorized Format and Design.** Figure 4-1 shows the official format and design for the identification card. No other format or design may be used under any circumstances.

d. Local production of a local or temporary identification card is strictly prohibited.

e. Modification of the identification card for local utilization, other than what is implemented by NHQ, is strictly prohibited. Units wishing to utilize the data features of

the identification card for Unit Training Assembly (UTA) accountability purposes, as described in paragraph 3c above, are encouraged to do so. For assistance, contact the DCS, G-1.



Figure 4-1

5. Authority to Issue Identification Cards. The USAC identification card is a controlled item which may only be issued by the DCS, G-1.

6. Issuance of Identification Cards.

a. **Initial Enrollment.** Identification cards will be issued by the DCS, G-1 based on the following:

(1) **Members of the USAC Officers' Corps.** Identification cards will normally be issued, along with a Commissioning Warrant or Letter of Appointment, as appropriate, within 15 calendar days of completion of the entire enrollment application process, which includes a comprehensive background check. Incomplete applications will result in a delay in the issuance of the identification card.

(2) **Recruits.** Identification cards will normally be issued within 15 calendar days of proper enrollment in CADTRAK and payment of enrollment fees to National Headquarters.

b. **Reenrollment.** Identification cards will be issued by the DCS, G-1 based on the following:

(1) **Members of the USAC Officers' Corps and Cadets.** Identification cards will normally be issued within 15 calendar days of receipt of a request for reenrollment in CADTRAK and payment of enrollment fees to National Headquarters..

(2) **Timely Payment of Reenrollment Fees.** Reenrollment fees must be paid to National Headquarters through CADTRAK not less than 30 calendar days prior to expiration of the previous year's enrollment to ensure timely processing and delivery of identification cards.

(3) **Expired Enrollment.** Reenrollment of expired personnel will result in a \$20 service fee, in addition to annual reenrollment fees. It is in the best interests of all personnel to ensure strict compliance with the provisions of paragraph 6b(2) above by paying reenrollment fees to National Headquarters not less than 30 calendar days prior to the expiration of the previous year's enrollment. No exceptions will be granted to this policy.

c. **Promotion.** Identification cards will be issued by the DCS, G-1 based on the following:

(1) **Members of the USAC Officers' Corps.** Identification cards will normally be issued, along with a Promotion Warrant, within 30 calendar days of approval of the promotion by proper authority.

(2) **Cadets E7 and above.** Identification cards will normally be issued, along with a Promotion Warrant, within 30 days of approval of the promotion by proper authority.

(3) **Cadets E6 and below.** A new identification card will not be issued for promotions up to Cadet E6. All Cadet E6 and below identification cards will indicate "CADET" as the rank.

d. **Retirement.** Identification cards will normally be issued by the DCS, G-1, along with a Retirement Certificate, within 30 days of receipt of an approved request for retirement.

e. **Demotion.** Identification cards will normally be issued by the DCS, G-1 for Cadets E7 or above who are demoted to Cadet E6 and below, within 30 days of a demotion.

7. Expiration of Identification Cards.

a. **Commissioned officers, warrant officers and adult NCOs E7 and above.** Identification cards may be issued with an expiration date not to exceed two years from the date of issue.

b. **Officer candidates, warrant officer candidates, uniformed instructors, civilian instructors, adult NCOs E6 and below, and Cadets.** Identification cards will be issued with an expiration date not to exceed one year from the date of issue.

c. **Retired members of the USAC Officers' Corps and others approved by the National Commander.** Identification cards will be issued with an "Indefinite" expiration date.

8. Delivery of Identification Cards.

a. **Members of the USAC Officers' Corps.** Identification cards will be sent directly to the member by U.S. Mail using the member's official delivery address in CADTRAK.

b. **Cadets.** Identification cards will be sent to the member's unit commander by U.S. Mail using the unit's official delivery address in CADTRAK.

c. **Expedited Delivery.** Identification cards which require expedited delivery (seven calendar days or less) will be sent directly to the member by traceable expedited means using the member's official delivery address in CADTRAK. A service fee of \$20 per identification card must be paid through CADTRAK.

9. Revocation of Identification Cards.

a. Identification cards will be immediately revoked under the following conditions:

(1) Discharge or separation.

(2) Retirement. A new retiree identification card will be issued upon approval of retirement from active status.

(3) Resignation.

(4) Death.

10. Ownership and Return of Identification Cards.

a. **Individual Responsibility.** Identification cards are the property of the U.S. Army Cadet Corps and shall be in the personal custody of the member at all times. If required by military authority, it will be surrendered for identification, investigation, or as collateral for a short period while visiting a controlled or restricted area.

b. **Return of Identification Cards.** The USAC identification card must be surrendered to competent authority upon disenrollment, discharge or resignation from USAC.

(1) Identification cards issued to Cadets which have been surrendered upon disenrollment, discharge or resignation from USAC will be destroyed at the local unit level by cutting in half.

(2) Identification cards issued to members of the USAC Officers' Corps and instructors which have been surrendered upon disenrollment, discharge or resignation from the USAC will be forwarded by the member's unit commander to the DCS, G-1, within three days of receipt, to be destroyed.

(3) Surrendered identification cards will be treated as CONFIDENTIAL material.

11. Official Identification Photo.

a. **Production of Official Identification Photo.** An official identification photo must be submitted electronically to the DCS, G-1 upon enrollment and reenrollment in the USAC. The official identification photo will be produced, following the guidance below:

(1) Photos must be a passport type photo, taken with a high-quality digital camera, no less than 3 megapixels. Photos must be submitted as a .JPG file.

(2) Plain white background, non-high-gloss finish. The ideal background is a 3' x 3' white matte finish poster board, which has been mounted to ensure a flat finish.

(3) Member must be in the Army Combat Uniform (uniformed members) or official Civilian Alternative (civilian instructors). Photos of uniformed members must be properly groomed and will show badges, nametapes, etc., as shown in Figure 10-1. No headgear will be worn.

(4) The individual will look into the camera lens while standing parallel to the background. If the individual normally wears glasses, they should be worn for the picture; however, if too much light is reflected into the camera lens, the glasses should be removed.

(5) Lighting will not cast a shadow on the background and is to be bright enough to highlight all facial features. No shadows on the face or the background are to exist.

(6) Photos will be cropped by the DCS, G-1 for Identification Card use, as shown in Figure 10-2.



Figure 10-1. Sample Photo Submitted for USAC Identification Card



Figure 10-2. Cropped Photo for USAC Identification Card

12. Submission of Official Identification Photo.

a. An official identification photo must be submitted electronically to the DCS, G-1 upon enrollment and reenrollment into the USAC. The official identification photo will be submitted, following the guidance below:

(1) Photos will be submitted upon enrollment and reenrollment through CADTRAK. Failure to follow the above guidance, requiring rejection of a photo, will result in a \$10 fee, per rejected photo, assessed to the unit's account.

(2) Photos may also be sent to IDPhotos@ArmyCadets.org. If sending by email, the photograph will be named by using the member's last name, last four digits of their social security number and the full Unit Identification Code. For example: Smith123401NH1A.jpg.

(3) An updated photo will be submitted along with each reenrollment. Photos from previous enrollments will not be used. An updated photo is not required when requesting a replacement identification card.

13. Rank Identification.

a. **Officer rank identification.** Members of the USAC Officers' Corps (officers, warrant officers, officer candidates, warrant officer candidates and adult noncommissioned officers, including retirees) will have their current rank indicated on the identification card.

b. **Cadets E7 and above.** Cadets in the grade of E7 and above will have their current rank indicated on the identification card.

c. **Cadets E6 and below.** Cadets in the grade of E6 and below will have their current rank indicated as "Cadet" on the identification card.

d. **Civilian Instructors.** Civilian Instructors will have their current rank indicated as "Civilian" on the identification card.

e. **Uniformed Instructors.** Uniformed Instructors will continue to utilize their DoD Identification Card for identification purposes. Upon completion of their membership application, a membership card will be issued as proof of membership.

14. Replacement of Lost, Stolen, Mutilated, Destroyed or Inaccurate Identification Cards.

a. Lost, stolen, mutilated, destroyed or inaccurate identification cards may be replaced through CADTRAK, with a service fee of \$10.

b. Identification cards which are not useable due to normal wear and tear may be replaced through CADTRAK at no cost.

c. Requests for replacement of a lost, stolen, mutilated or destroyed identification, with less than 120 days until expiration, must be included with the next year's enrollment. No replacement identification cards will be issued which have less than 120 days until expiration.

d. Treat mutilated identification cards as CONFIDENTIAL material.

(1) Identification cards issued to Cadets which have been returned due to being mutilated will be destroyed at the local unit level by cutting in half.

(2) Identification cards issued to members of the USAC Officers' Corps which have been returned due to being mutilated will be forwarded to the DCS, G-1, within three days of receipt, to be destroyed.

(3) Returned identification cards due to mutilation will be treated as CONFIDENTIAL material.

(4) Any person willfully altering, damaging, lending, selling, counterfeiting, or using USAC identification cards in any unauthorized manner will be subject to disciplinary action, up to dismissal.

15. Replacement of Incorrectly Produced Identification Cards.

a. **Request for replacement.** Identification cards which have been incorrectly produced, at the fault of NHQ, will be replaced through CADTRAK at no cost.

b. **Validation of Information.** The USAC identification card is produced using the information contained in CADTRAK, which is entered by the unit S-1. As a result, in virtually all cases, an incorrectly produced identification card will be the result of inaccurate information in CADTRAK. In that scenario, a request must be submitted, according to paragraph 7a above, with a service fee of \$10.

16. Action.

a. Unit Commanders are personally accountable for compliance with USAC regulations by all personnel under their command.

b. Unauthorized use of the USAC identification card could result in a substantial fine and potential imprisonment. Willful noncompliance with this requirement will result in immediate discharge from the USAC.

Appendix A References

Review of these publications is required to fully understand the provisions of this regulation.

Army Regulation 600-8-14

Identification Cards for Members of the Uniformed Services, their Eligible Family Members and other Eligible Personnel

Glossary

Section I Abbreviations

CofS

Chief of Staff

DCS, G-1

Deputy Chief of Staff, G-1

DoD

Department of Defense

NCO

Noncommissioned officer

UTA

Unit Training Assembly

Section II Terms

Bar Code

A portion of the Digitally Produced Plastic Identification Card which is used to capture personnel and training data.

Digitally Produced Plastic Identification Card

An identification card similar to the Common Access Card used by the U.S. Armed Forces.

Member of the USAC Officers' Corps

Includes all officers, warrant officers, officer candidates, warrant officer candidates and adult NCOs.