



UNDER SECRETARY OF DEFENSE
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PERSONNEL AND
READINESS

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
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SUBJECT: Policy Guidance – Sample ID Cards to Government Agencies for Authorized Purposes

The purpose of this memorandum is to establish authority to provide Department of Defense sample identification cards or copies of sample identification cards to certain officials of federal, state, and local Government Agencies for authorized purposes. The policy is:

Providing Sample ID Cards to Government Agencies for Authorized Purposes

The head of a state or local government agency or member of the Senior Executive Service of a Federal Agency may request sample ID cards for authorized purposes. Such purposes may include law enforcement training and counterfeit detection. All requests will be in writing and shall clearly specify all intended uses and period of time the use(s) will continue. DHRA Hq, Identification Card Policy Office will review all requests and approve, approve in part, approve with conditions, or disapprove such requests. The criteria for approval shall be the best interests of the Department of Defense. The approval authority may revoke an approval at any time when it is in the interest of the Department of Defense to do so. Only ID cards clearly marked as samples will be provided.

This guidance is effective immediately and will be in the next revision of the DoDI 1000.13, "Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and other Eligible Individuals" as well as subsequent instructions pertaining to the Common Access Card.

David S. C. Chu

