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PERSONNEL IDENTIFICATION

U.S. ARMY INTELLIGENCE BADGES AND CREDENTIALS

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**1. Purpose.** This regulation establishes policies governing the procurement, issuance, control, and disposition of U.S. Army Intelligence Badges and Credentials.

**2. Applicability.** This regulation applies to all U.S. Army Military Intelligence Units and personnel worldwide authorized the use of U.S. Army Intelligence Badges and Credentials.

**3. Responsibilities.** *a.* The Assistant Chief of Staff for Intelligence, Department of the Army—

- (1) Exercises general staff supervision over and establishes policies regarding the procurement, manufacture, issuance, use and disposition of badges and credentials, and associated items.
- (2) Provides necessary guidance to enable the Commanding General, U.S. Army Intelligence Command, to procure, manufacture, store, issue, and dispose of badges and credentials.

*b.* Chief of Personnel Operations, Department of the Army, notifies USAINTC of the award or withdrawal of MOS's 9666, 971A or 97B and furnishes copies of assignment orders of instructions on such personnel.

*c.* Commanding General, U.S. Army Intelligence Command is responsible for the—

- (1) Procurement, manufacture, storage, issuance and disposition of badges and credentials.

(2) Operation of the central repository for badges and credentials.

*d.* Unit commanders—

- (1) Are responsible for controlling and safeguarding badges and credentials charged to their units in accordance with this regulation.
- (2) Will publish official orders appointing a Unit Badges and Credentials Custodian and an Alternate Custodian. The Unit Custodian (or Alternate) may be a commissioned officer, warrant officer or civilian employee in Grade GS-7 or above. Two copies of the orders appointing the Custodian and Alternate will be provided as indicated in paragraph 5. The Badges and Credentials Custodians or Alternates are the only individuals authorized to receipt for badges and credentials received by the unit.

*e.* The individual to whom badge and credential are issued is at all times responsible for their safeguarding unless properly relieved of this responsibility by the Custodian.

**4. Use.** *a.* Badges and credentials are for the sole purpose of identifying the bearer as a duly accredited representative of U.S. Army Intelligence who is performing official counterintelligence investigative duties. Their use for other than official duties, or when other means of identi-

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fication would suffice, is considered sufficient basis for disciplinary action and/or removal from investigative duties.

b. Existing credentials as prepared on AIC Forms 379 and ICC Forms 85A, remain valid, and will be honored pending their replacement by DA Form 3087, U.S. Army Intelligence Credential. Replacement will be accomplished through attrition, fair wear and tear, and new issues.

5. **Channels of communication.** U.S. Army Intelligence Badges and Credentials will be produced at Headquarters, USAINTC and shipped to requesters. Unless otherwise indicated herein, all correspondence as to their procurement, manufacture, accountability, storage, shipment, withdrawal and/or destruction, from the Department of the Army or from other Governmental agencies, will be addressed as follows:

Commanding General, USAINTC  
ATTN: Office of Security  
Fort Holabird, Md., 21219

6. **Issuance.** U.S. Army Intelligence Badges and Credentials are issued to—

a. Military personnel in U.S. Army Military Intelligence units, or in non-Army Intelligence units on special assignments, who are performing counterintelligence investigative duties and who have been awarded MOS's 9666, 971A and 97B.

b. Civilians employed with the Intelligence Civilian Career Program and Department of the Army Civilian Investigators who are assigned to counterintelligence investigative duties.

7. **Safeguard and control.** a. Badges and credentials are not classified items, however, when in storage they will be provided protection equal to that provided material having a defense security classification of CONFIDENTIAL.

b. Routine correspondence concerning badges and credentials numbers and names of individuals to whom issued is unclassified. However, classification of correspondence containing additional information will be governed by the provisions of paragraph 13, AR 381-101.

c. Badges and credentials must be surrendered to the Badges and Credentials Custodian (or Alternate) if the individual to whom they are issued is—

- (1) Hospitalized.
- (2) On leave in excess of 72 hours.

(3) Placed in a temporary noninvestigative status.

(4) Planning to cross international boundaries on other than official business.

d. The badge and credential will be reissued to the individual upon return to investigative duties.

e. Individuals issued badges and credentials will appropriately safeguard them at all times to preclude their loss or theft.

f. Badges and credentials of individuals involved in the following personnel actions will be returned to Headquarters, USAINTC:

(1) Transfer to a unit having no requirement for intelligence investigative personnel.

(2) Permanent assignment to noninvestigative duties with an Army Intelligence unit.

(3) Withdrawal of MOS's 9666, 971A or 97B.

(4) Relief or retirement from active duty.

8. **Accountability.** a. Upon change of Custodian, a joint inventory will be conducted of badges and credentials assigned to the unit. The new Custodian will list the number of all badges and credentials in numerical sequence on DA Form 631 (Classified Multiple Document Receipt and/or Tracer), in duplicate, and forward it together with two copies of the orders appointing the new Badges and Credentials Custodian as provided in paragraph 5. Upon verification of the inventory, HQ, USAINTC, will annotate the duplicate copy of the DA Form 631 and return it to the unit, thereby relieving the outgoing Custodian of accountability. The original copy of the inventory will be retained in HQ, USAINTC.

b. The above procedure is not required when there is a change of Alternate Badges and Credentials Custodians unless the Alternate Custodian has assumed responsibility for the badges and credentials.

c. Badges and Credentials Custodians will conduct an inventory of all badges and credentials assigned to their unit on the first working day in January and July, each year. Results of the inventory will be forwarded to HQ, USAINTC, no later than the last day of January or July. Format for submission of the results of the inventory will be as established in a above.

9. **Initial processing.** Normally, initial processing of individuals for credentials will be accom-

plished at the U.S. Army Intelligence School (USAINTS). The names of individuals who are attending courses awarding MOS's 9666, 971A and 97B will be forwarded from USAINTS to HQ, USAINTC, within 4 weeks after the beginning of the appropriate class. USAINTS will use the same procedure if any individual has been dropped from courses awarding above listed MOS's so that appropriate credentials processing can be terminated and original lists corrected.

**10. Initial issue.** When a requirement exists for the initial issue of badges and credentials, requests for such issue will be addressed to HQ, USAINTC.

**11. Reissue.** To insure continuity of operations, requests for reissue of badges and credentials will be forwarded from units to HQ, USAINTC, by the most expeditious means available when authorized personnel are assigned thereto or arrive on station.

**12. Shipment.** Badges and credentials will be shipped by registered U.S. mail or military courier, using DA Forms 631 and 1204, Classified Document Receipt and/or Tracer, as prescribed below. Shipment will be as follows:

*a.* Regardless of the quantity, badges and credentials shipped by registered mail will be packaged in a cardboard container with sufficient buffer material to prevent damage from internal shifting, or external causes. Each package will be double wrapped with the inner wrapping stamped TO BE OPENED BY ADDRESSEE ONLY. When shipped by U.S. military courier, the badges and credentials should be placed in a double envelope. To insure proper delivery the outer wrapper will be addressed as follows:

Commanding General, USAINTC  
ATTN: Office of Security  
Fort Holabird, Md., 21219

*b.* When shipped from HQ, USAINTC, to units a DA Form 1204, in duplicate, will be inclosed in each shipment for each badge and credentials contained therein and an original DA Form 631 listing by number all badges and credentials in the shipment. The Unit Badges and Credentials Custodian (or Alternate) will retain the original DA Form 1204 and return the signed duplicate copy of the DA Form 1204 and the original DA Form 631 addressed as in *a* above.

*c.* Shipments from units to HQ, USAINTC, will contain a copy of the reassignment or separation

orders for each individual concerned and a properly executed DA Form 631. Upon receipt thereof the duplicate copy of the DA Form 1204, as initiated by the Badges and Credentials Custodian, will be signed and returned to the shipper with the original copy of DA Form 631, thereby relieving the Badges and Credentials Custodian of accountability. In addition, the losing unit will forward a copy of the reassignment or separation orders to USAINTC, annotated to indicate that the appropriate badges and credentials of departing personnel will be shipped prior to the departure of the individual. In no case will they be shipped later than the individual's actual departure date from the unit.

*d.* The badges and credentials of personnel transferred between units in CONUS or units in the same oversea command, in which an operational requirement continues, will be shipped directly to the gaining unit. At the time of shipment a copy of the individual's transfer orders will be forwarded to HQ, USAINTC. A copy of the individual's transfer orders will be inclosed in the badge and credentials shipment to the new unit as well as a properly completed DA Form 1204 in duplicate for each item shipped. Upon receipt, the gaining unit's Badges and Credentials Custodian will sign and forward the duplicate copy (ies) to HQ, USAINTC, who will return the receipt(s) to the losing unit, relieving the former Custodian of accountability.

**13. Replacement of unserviceable badges and/or credentials.** *a.* When a badge is determined to be mutilated or unserviceable, a new badge and credential must be issued. One copy of DA Form 3087 prepared as specified in *b* below must accompany badge replacement requests to HQ, USAINTC. Upon receipt of the new badge and credential, the mutilated or unserviceable badge and numerically corresponding credential will be returned from the requesting unit.

*b.* When the U.S. Army Intelligence Credentials (ICC Form 85A, AIC Form 379, or DA Form 3087) are determined to be mutilated or unserviceable, or must be replaced because of a mutilated or unserviceable badge, the following action will be taken. One completed copy of DA Form 3087 and two color head photographs (1¼" x 1¼"), together with the photograph negative, will be forwarded to HQ, USAINTC, as

inclosures to the replacement request. Payroll signature as accomplished with a ball point pen will be made in the appropriate portion of the form.

c. The leather holders for badges and credentials are expendable items. Units will maintain a sufficient supply on hand and will destroy any holders found to be unserviceable. Badge and credential holders will not be included in badges and credentials shipments. Units will also maintain an adequate supply of DA Form 3087. Holder and blank DA Form 3087 supply requests will be forwarded to HQ, USAINTC in sufficient time to preclude delay in replacements.

d. HQ, USAINTC, is the central repository for badges and credentials of authorized personnel whose current duties do not require the use thereof. Badges and credentials for personnel either separated or retired from active duty with U.S. Army Intelligence and whose duties formerly required badges and credentials, will be maintained by HQ, USAINTC for 6 months then destroyed. Destruction of DA Form 3087 will be accomplished at HQ, USAINTC by burning with appropriate accountability maintained.

14. Loss or misuse. a. The loss or misuse of badges and/or credentials will be considered as a

basis for removal of investigative MOS's (9666, 97B or 971A).

b. Upon loss of a badge and/or credentials, the following unit action will be initiated:

- (1) Notification to HQ, USAINTC of the loss, by the most expeditious means available, with an information copy furnished to ACSI, DA.
- (2) Immediate search for recovery.
- (3) An investigation into the circumstances of loss under provisions of AR 15-6.
- (4) Notification of local and national investigative agencies, as appropriate, of the loss. (Figures 1 and 2 are sample letters.)

c. A copy of the results of the investigation regarding the loss or misuse will be furnished to ACSI, DA and USAINTC within 30 days of the incident. The report will include a statement of any disciplinary action taken and the desirability of retaining the individual(s) concerned in the authorized investigative MOS (9666, 97B or 971A). Upon determination of nonretention, commanders of major commands will request Chief of Personnel Operations to relieve individuals from above mentioned investigative duties in accordance with AR 614-40.

SUBJECT: Lost or Stolen U.S. Army Intelligence Badge

TO:

1. It is requested that the following information be disseminated to the appropriate offices of your organization:

a. U.S. Army Intelligence badge number \_\_\_\_\_ issued to Special Agent \_\_\_\_\_ has been lost or stolen in the vicinity of \_\_\_\_\_

b. The badge is 2 by 1½ inches in size, made of a gold colored alloy in the shape of a shield surmounted by the figure of an eagle. On the top of the shield proper in blue lettering are the words "Department of the Army" and on the bottom of the shield are the words "Military Intelligence," also in blue lettering. In the center of the shield between the two legends is an engraved shield with the legend "United States of America War Office" around its rim. On either side of the engraved insignia in the center are the letters "U" and "S" in large capitals. The number is stamped on the reverse.

2. If the above badge is found or any information is obtained which may lead to its recovery, please forward to:

Figure 1.

SUBJECT: *Lost or Stolen U.S. Army Intelligence Credentials*

TO:

1. It is requested that the following information be disseminated to the appropriate offices of your organization:

a. U.S. Army Intelligence credentials number ----- issued to Special Agent ----- has been lost or stolen in the vicinity of -----

b. The U.S. Army Intelligence credential is encased in a leather wallet-type holder, approximately  $3\frac{1}{2}$  x 5 inches in size. It is identified by the U.S. Army watermark and the name of the Special Agent appears under the certification statement on the upper portion of the identification. The number of the credentials appears above the photo in the lower right of the form. In addition, a gold impression of the Official Seal of the Office of the Assistant Chief of Staff for Intelligence, Department of the Army, Washington, D.C., is imprinted on the left of the photo and over the signature of the Commanding General, U.S. Army Intelligence Command, and the signature of the Special Agent.

2. If the above credentials are found or information is obtained which may lead to recovery, please forward to:

*Figure 2.*

[ACSI]

By Order of the Secretary of the Army:

HAROLD K. JOHNSON,  
*General, United States Army,*  
*Chief of Staff.*

Official:

J. C. LAMBERT,  
*Major General, United States Army,*  
*The Adjutant General.*

Distribution:

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