

General Order 2017-1

Security

Identification Cards

**Joint Force Headquarters
Connecticut Military Department
Hartford, Connecticut
1 January 2017**

UNCLASSIFIED

Joint Force Headquarters
Connecticut Military Department
Hartford, Connecticut 06105-3795
1 January 2017

General Order 2017-1

SECURITY

IDENTIFICATION CARDS

Summary. This General Order (GO) establishes the policy, assigns responsibilities and provides procedures for the issuance of identification cards for the units of the Governor's Guards

Applicability. This GO is immediately applicable to the units of the Governor's Guards and to any other unit of the armed force of the state hereafter identified applicable by written order of the Adjutant General.

Supplementation. Supplementation of this GO is prohibited without prior approval of the Adjutant General.

Proponent. The proponent for this GO is Connecticut Military Department (CTMD), Military Administrative & Programs Office, William A. O'Neill Armory, 360 Broad Street, Hartford, CT 06105

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 Office of the Adjutant General, ATTN: CTMD-HS, Governor William A. O'Neill State Armory, 360 Broad Street – Room #113, Hartford, CT 06105-3795.

By Order of the Adjutant General, duly authorized, in accordance with (IAW) Conn. Gen. Stat. § 27-20

THADDEUS J. MARTIN
Major General
The Adjutant General

1 January 2017

General Order 2017-1

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REQUIRED CTMD FORMS:

CTMD Form 8-2 (Identification Card Request Form)

**Chapter 1
Policy**

1-1. Applicability

a. A distinct identification (ID) card shall be issued to all members of the Governor's Guards.

b. The following classes of membership are authorized to be issued an ID card:

(1) Active members

(2) Associate members

(3) Retired members

1-2. Purpose

a. The ID card shall serve as proof of identity and association as a member of the Armed Forces of the State of Connecticut.

b. Members of the Governor's Guards must retain physical possession of their ID card at all times while in duty status and shall present their card to authorized officials when requested.

Chapter 2 Roles & Responsibilities

2-1. The Adjutant General

a. The Adjutant General has the responsibility for:

- (1) the personal safety of all personnel in the Armed Forces of the State
- (2) the security of all facilities and equipment from damage or theft
- (3) the protection of sensitive and classified information

b. The Adjutant General shall ensure that all personnel performing duty as a member of the Armed Forces of the State are properly identified in order to mitigate risk.

2-2. Military Administrative & Programs Officer

a. The Military Administrative & Programs Officer (MAPO) is responsible for the implementation of the ID card program.

b. Responsibilities include, but are not limited to:

- (1) Purchasing and maintaining ID card equipment
- (2) Maintaining a secure database of all issued ID cards
- (3) Developing procedures for the issuance of ID cards
- (4) Designing ID cards
- (5) Issue ID cards to all eligible members in a timely manner
- (6) The activation/deactivation of all ID cards

2-3. Commandant

a. As the commander of the unit, the Commandant is responsible for enforcing the policies and procedures in this General Order on the members of their organization.

b. The Commandant is the approval authority for members to receive an ID card and as such, bears the responsibility of vetting all members to be authorized the privileges the ID card provides.

c. The Commandant is responsible for the collection of ID cards in the event a member leaves the unit for any reason.

d. The Commandant shall report to the MAPO, any ID card that is lost or stolen within 24 hours.

2-4. Member

a. The member must have possession of their ID card at all times when performing official duty. Official duty includes participation in drills, annual training and events when on State Active Duty.

b. The member is responsible for the security of their ID card at all times. In the event an ID card is lost or stolen, the member must report it through their chain of command immediately.

c. Members must present their ID card whenever requested by an authorized official. Such requests may be made to authorize access to a facility, information, participate in voting, attend training, or receive equipment and supplies.

Chapter 3 Procedures

3-1. Initial Issuance

- a. As of the effective date of this General Order, all active members of the Governor's Guards will be issued an ID card no later than 31 August 2017.
- b. Commandant's will certify membership lists no later than 1 August 2017.
- c. The MAPO will take and/or collect photographs and verify members during Annual Training.
- d. ID Cards will be printed and provided to the Commandant for distribution to members no later than 31 August 2017.

3-2 Regular Issuance

- a. All new members of the Governor's Guards shall request an ID card by submitting a CTMD Form 8-2 "Identification Card Request Form" with their application package.
- b. The CMTD Form 8-2 must be signed by the individual and by an officer of the unit. The officer's signature confirms that the individual's identity has been confirmed and they are a member of the unit.
- c. A digital photo, clearly identifying the individual requesting an ID card, must be sent via e-mail to the issuing authority along with the CTMD Form 8-2.
- d. The CTMD Form 8-2 is confirmed by the issuing authority – the Military Administrative & Programs Office.
- e. Upon acceptance into the Armed Forces of the State, an ID card will be created by the MAPO and issued to the individual. CTMD Form 8-2 shall be kept in the individual's personnel record as a permanent document.
- f. All ID cards will be valid for a period not to exceed three years. Members must request a new card using CTMD Form 8-2 and check **REISSUE**. The original ID card should be submitted along with the CTMD Form 8-2.
- g. The issuing authority will issue a new card with an updated expiration date and destroy the original card.

3-3 Replacement Issuance

a. In the event a member loses, misplaces or has their ID card stolen, they must report it immediately to their chain of command. A replacement ID card will be issued upon completion of CTMD Form 8-2.

b. The member must provide a reason a replacement card is being requested (ie: lost).

c. In the event the original card is located, it is no longer valid and must be destroyed and discarded.

d. The MAPO will issue a replacement card as appropriate.

3-4 Card Information

a. Last Name, First Name, Middle Initial & Suffix

b. Unit

c. Membership Status

d. Barcode – A unique ID created by the issuing authority

e. Expiration date – All ID cards will be valid for a period of 3 years

f. Picture of the individual