



## OHIO MILITARY RESERVE

Regulation 640-3

# IDENTIFICATION CARDS (OHMR FORMS 2 and 2A)

Headquarters, Ohio Military Reserve  
Office of the Assistant Chief of Staff,  
Intelligence and Security, G2  
1000 Lawrence Road  
Camp Perry Training Site  
Port Clinton, Ohio  
43452-9578

**01 August 2002**

# Summary of Changes

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The changes noted herein are only those changes of significance or which effect ongoing operations.  
Changes in terminology, organization or other routine matters are not reflected.

## OHMR Regulation 640-3, Identification Cards (OHMR Forms 2 and 2A), dtd 01 Aug 02

- para 2-1 Two types of ID cards are now authorized, the previous plastic laminated paper or card stock card (Form 2) and a digitally produced plastic credit card type card (Form 2A). The decision to authorize one or both cards for use is the responsibility of OHMR-G2.
- para 2-2b Specifies the size for the new credit card type ID card as approximately 3 3/8" x 2 1/8".
- para 3-1b(2) Specifies that identification number, formerly called SSN, will now be called Service Number and will be typed as nine digits without spaces or hyphens.
- para 3-2 Optional use of a nameboard in photographs has been deleted. Nameboards will not be used.
- Appendix D Samples of both styles of cards are illustrated.

# OHMR Regulation 640-3

Headquarters  
Ohio Military Reserve  
Camp Perry Training Site  
Port Clinton, Ohio  
01 August 2002

## Identification Cards (OHMR Forms 2 and 2A)

By Order of the Governor:

JOHN T. FINNEGAN  
Colonel, Ohio Military Reserve  
Chief of Staff

Official:



RICHARD B. IOTT  
Lieutenant Colonel, Ohio Military Reserve  
Secretary to the General Staff

**Supersedes.** This regulation supersedes OHMR Regulation 640-3, 01 June 2002

**Applicability.** This regulation applies to all components, elements, detachments, units and personnel of the Ohio Military Reserve.

**Supplementation.** Supplementation of this regulation and establishment of command and local policies are prohibited.

**Suggested Improvements.** Suggested improvements which may be considered for this regulation should be forwarded in writing to the proponent agency of this regulation, the Office of the Assistant Chief of Staff, Intelligence and Security, OHMR-G2, Camp Perry Training Site, 1000 Lawrence Avenue, Port Clinton, Ohio 43452-9578.

**Summary.** This Regulation sets forth policy and guidance on the creation, issuance and recordkeeping of OHMR Forms 2 and 2A (Identification Card).

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### Chapter 1 Introduction

1-1. Purpose. This regulation prescribes policies, responsibilities, and procedures for the use, preparation, accountability, turn-in, and disposition of OHMR Forms 2 and 2A (Identification Card).

1-2. Reference. Army Regulation 600-8-14, "Personnel - General, Identification Cards, Tags, and Badges", dated 15 July 1992.

1-3. Responsibilities.  
a. Corps

(1) The Assistant Chief of Staff, Intelligence and Security – G2, has staff responsibility for imple-

mentation of policies and procedures relating to the ID card program.

(2) G2 has the authority to approve exceptions to this regulation that are consistent with other OHMR regulations.

(3) G2 is the issuing authority for all ID cards and will conduct regularly scheduled issues of cards. Sufficient notice will be provided to all personnel so that they may travel to the issuance site. This centralized issuance of cards will be the normal method employed. Exceptions to this practice may be approved by the G2 and are described in paragraphs b and c below.

b. Brigade

(1) When specifically authorized by the G2, brigades may issue ID cards in accordance with the instructions contained in this regulation. Brigade commanders will insure that the ID card program is resourced and operated in a manner which accomplishes the requirements established by this regulation.

(2) The issuing authority at the brigade level is normally the S2, who has staff responsibility for the issuance of ID cards, records accountability, and the maintenance and safeguarding of related equipment and supplies. The issuing authority will maintain a record log that shows the disposition of all ID cards that have been supplied to the brigade, including those on hand, issued, turned in, lost, voided, or distributed to lower headquarters.

(3) Brigade commanders may delegate ID issuing authority to battalions if such delegation is approved by the G2. The brigade will monitor and assist the battalion to ensure compliance with the policies and operating tasks established by this regulation.

c. Battalion

(1) When authorized by the Brigade Commander, battalions may issue ID cards in accordance with the instructions contained in this regulation.

(2) At the battalion level, the S2 has staff responsibility for issuing ID cards, maintaining accountability including a Battalion ID record log, and safeguarding ID cards and related supplies.

(3) Authority to issue ID cards will not be delegated below battalion level.

d. Recipients of ID Cards

(1) All persons issued OHMR Form 2 or 2A (Identification Card) are individually and personally responsible for ensuring that the card is in their possession at all times, as appropriate. 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.

1-4. Administrative.

a. OHMR Form 31A, Application for Identification Card, will be the only form used to apply for ID cards.

b. Reproduction of ID Cards

(1) Unauthorized reproduction of ID cards is prohibited except for photocopy when required by authorities to confirm identity or eligibility.

(2) Any person willfully altering, damaging, lending, counterfeiting, or using OHMR ID cards in

any unauthorized manner will be subject to disciplinary action for falsification of documents.

## Chapter 2

### OHMR Identification Card (OHMR Forms 2 and 2A)

#### 2-1. General.

a. There are two types of ID which are permissible: a laminated paper or card stock card (Form 2) and a digitally produced plastic or composite card (Form 2A).

b. The authorization for use of either card singly, or of both cards simultaneously, is the responsibility of the G2.

#### 2-2. Description.

a. Laminated paper or card stock card.

(1) The ID card shall be printed on quality safety paper (check paper) of pink color, 3 3/8" x 2 3/16". Entire background will be overprinted with a 15% red screen. Printing will be in red.

(2) When laminated, the card will have an overall dimension of 3 9/16" x 2 3/8".

(3) Cards will be mechanically serial numbered in black ink on the reverse side at the time of printing.

b. Digital plastic or composite card.

(1) The ID card shall be the same as the paper/card stock card in color, background, and general design.

(2) The finished card will have the overall dimensions of a standard credit card: 3 3/8" x 2 1/8". A slight variance is permissible based on manufacturing arrangements, however, the card should fit into standard credit card holders and pockets.

#### 2-3. Eligibility.

a. OHMR identification cards will be issued to the following personnel:

(1) All regular (Active) OHMR Personnel.

(2) Members of the Mobilization Designee

List.

b. ID cards are the property of the State of Ohio and are not to be transferred or altered in any way after being issued.

c. A member may hold only one OHMR Form 2 - Identification Card.

d. The issue of honorary ID cards is prohibited.

#### 2-4. Verification.

a. The following requests require the issuing officer to have available a published order which verifies eligibility before issuing the ID Card.

(1) Initial enlistment, reenlistment, or appointment.

(2) Enlisted promotions to the grade of Sergeant or above.

(3) Promotions of officers and warrant officers.

(4) Demotions.

b. The following ID card requests do not require verification of a published order, but require an explanation of circumstances on the application form:

- (1) Replacement due to ID card loss, theft, or mutilation.
- (2) Replacement due to name change of recipient.
- (3) Replacement required to correct an error.

#### 2-5. Issue.

a. Every effort should be made to have new personnel obtain an OHMR Form 2 or 2A as soon as possible after a member's initial appointment, enlistment, or reenlistment (if there is a break in service of over thirty days).

b. ID cards will be issued upon promotion to every second grade, for example: E1, E3, E5, E7, etc. This progression will vary by individuals depending on what grade they are initially enlisted or appointed. A higher frequency of issue may be authorized by the issuing authority.

c. ID cards will be issued upon demotion.

2-6. Reissue. OHMR Forms 2 and 2A will be reissued under the following circumstances:

- a. On loss, theft, mutilation, or to correct an error.
- b. To show a name change.

#### 2-7. Expiration.

a. Enlisted ID cards expire at the end of the current enlistment term of service (ETS).

b. Officer and warrant officer ID cards will be valid indefinitely.

2-8. Lost Cards. A lost card must be reported immediately to the issuing headquarters.

#### 2-9. Disposition of Invalid ID Cards.

a. Cards recovered as a result of reissuing a new ID or due to discharge of a member will be handled in the following manner:

(1) Enter the ID card number and related information in the Identification Card Turn-In Ledger, OHMF Form 105 (see Appendix C).

(2) Punch four holes in the card, one in each corner approximately 1/8" from the edge. Do not punch through the ID number or photo.

(3) Forward the ID card to G2.

b. If a card is invalidated before lamination, it will be marked "VOID" on both sides by the issuing officer. The ID card number and reason for invalidation will be entered in the Identification Card Turn-In Ledger, and the card will be forwarded to G2.

c. An effort should be made to recover a card prior to reissuance, however, this may not always be possible due to card loss or other reasons. If a card can not be recovered, the issuing officer will note the card number and circumstances in the Identification Card Turn-In Ledger. No individual will be forced to return an ID card, however all such circumstances will be immediately reported, by memorandum, to G2.

d. If a recovered card has been previously logged as lost or unrecoverable, a notation in the log will be made to show the new disposition.

## Chapter 3

### Preparation, Issuing, and Accountability

#### 3-1. Preparation.

a. The issuing officer will first insure that a properly prepared Application for Identification Card (OHMR Form 31A - see Appendix A) has been completed and, if applicable, there is a published order to substantiate the request.

b. The ID card will be prepared by the issuing officer as follows:

(1) Type all entries on the paper/card stock ID card, using abbreviations as applicable. There will be no strikeovers, alterations, or erasures permitted on the card. Entries for digital cards will be made through the computer keyboard; use Arial font or a similar plain font.

(2) Spacing is tight, particularly for the Service Number/SSN and Date of Birth blocks. Variable pitch typewriters should be set at 12 pitch to accommodate these constraints. Start the Service Number/SSN at the extreme left edge of the block to avoid running out of space. Type all nine digits without spaces or hyphens.

(3) Grade will include rank and grade. Example: MAJ/O4

(4) Enter the individual's name without grade or rank in upper case letters in the NAME block on the front of the card.

(5) Expiration date (ETS date) will be entered in the expiration date box for enlisted persons. All officer and warrant officer cards will have INDEF entered in the block.

(6) All dates will be entered in DDMMYY format.

(7) Weight will be entered in even pounds. Height will be entered in total inches.

(8) Status will either be ACTIVE or MOBDES.

(9) If the applicant has checked "Yes" in the Firearms Restriction box of the Form 31A, verify that the applicant understood what was meant. An explanation for the firearms restriction is located in the lower right corner of the Form 31A and should be read and signed by the applicant. If the applicant understood the question and is actually restricted, enter the words FIREARMS RESTRICTION in the Status box following the status.

(10) Signatures will be made in black ink and must be the same as the typed name. Signature stamps or other facsimiles are not permitted on ID cards or applications.

(a) Applicant will sign face of card in appropriate box.

(b) Issuing officer will sign reverse of card in appropriate box.

(11) Attach photo (paper/card stock card only).

(12) Laminate the card (paper/card stock card only).

#### 3-2. Photographing.

a. Equipment. Standard identification camera equipment at any military facility, police, or sheriff's department, or other resource, may be utilized sub-

ject to their permission for paper/card stock cards. Digital cards will utilize a digital camera interfaced into the host computer system.

b. Photographs. All ID cards will have a passport-type, full-face photograph of the bearer on the front of the card. Photographs may be in black and white or in color and will be taken against a plain, light colored background. The member may be in uniform without a hat or in civilian attire. The finished picture will be trimmed to 1" x 1 ¼" for the paper/card stock card. The individual's head must fit in this area. Two photographs will be prepared; one for the ID card (Form 2) and one for the ID card application (Form 31A).

c. Posing the individual. The individual will look into the camera lens. 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 may be removed.

### 3-3. Laminating (paper/card stock cards only).

a. All ID cards will be laminated between two sheets of plastic laminating material.

b. Center the photograph in the designated area so the edges are parallel to the edges of the ID card.

c. A margin of at least 1/16th inch should be left around the card to avoid a break in the lamination seal.

### 3-4. Issuing.

a. All sections of the Form 31A *must* be completed before releasing the ID card to the applicant!

b. Record on the Identification Card Issuance Ledger, OHMR Form 104 (see Appendix B) the card serial number and the name of the person as well as all other required information. Completed Form 104s will be kept in a ID Card Log Book or Books (refer to paragraph 3-5d). c. The original completed Form 31A, with a photograph attached, will be forwarded to G2 for filing. A photocopy will be retained by the issuing officer if issued outside G2.

### 3-5. Accountability.

a. OHMR-G2 will maintain and distribute supplies of OHMR Form 2 as required.

b. Blank ID cards will be handled as sensitive documents and will be stored in a locked container or file cabinet with access limited to the designated controlling officer.

c. Verification of destruction of ID invalid cards will be in accordance with paragraph 2-8.

d. A log book or books, composed of OHMR Form 104s and OHMR Form 105s will be maintained to provide a complete audit trail.

e. When blank ID cards cannot be accounted for, a report will be made to G2 and will include the following information:

- (1) Reason.
- (2) Card serial number(s).
- (3) Corrective action taken.
- (4) Disciplinary action taken, if warranted.

f. Commanders will make periodic inspections to insure compliance with this regulation.





**APPENDIX C (OHMR Form 105) to Regulation 640-3 (Identification Cards)**



IDENTIFICATION CARD TURN-IN LEDGER								
LINE NO.	CARD NO.	RECEIVED FROM (LAST NAME, FIRST NAME, MI)	SSN	GRADE	EXPL CODE	ACTION DATE	TURN IN INITIAL	REC BY INITIAL
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
<b>Remarks:</b>								
<b>Explanation Codes:</b>								
RE	Re-issue			GRAD	Grade Change (a promotion must be to E6 or above)			
EXP	Card Expiration	MUT	Mutilated Card	OTHR	Other (Use Remarks section for explanation)			
NAME	Name Change	ERR	Correct an Error					



APPENDIX D (OHMR Forms 2 and 2A) to Regulation 640-3 (Identification Cards)

Form 2

FRONT

Form 2A

STATE OF OHIO UNIFORMED SERVICES			
		OHIO MILITARY RESERVE 	
RANK / PAY GRADE		EXPIRATION DATE	
SIGNATURE		SOCIAL SECURITY NUMBER	
NAME			
<b>IDENTIFICATION CARD</b>			

STATE OF OHIO UNIFORMED SERVICES			
		OHIO MILITARY RESERVE 	
RANK / PAY GRADE		EXPIRATION DATE	
SIGNATURE		SERVICE NUMBER	
NAME			
<b>IDENTIFICATION CARD</b>			

Form 2

REVERSE

Form 2A

ADJUTANT GENERAL'S DEPARTMENT - STATE OF OHIO				
DATE OF BIRTH	WEIGHT	HEIGHT	HAIR COLOR	EYE COLOR
DATE OF ISSUE		STATUS		
ISSUING OFFICER		POSTMASTER: RETURN TO OHIO MILITARY RESERVE 1000 LAWRENCE AVENUE CAMP PERRY TRAINING SITE PORT CLINTON, OHIO 43452-9578 (419) 891-4202		
CARD NUMBER				
IF FOUND DROP IN NEAREST U.S. MAIL BOX - POSTAGE GUARANTEED OHMR FORM 2 (SEP 98) PROPERTY OF STATE OF OHIO				

ADJUTANT GENERAL'S DEPARTMENT - STATE OF OHIO				
DATE OF BIRTH	WEIGHT	HEIGHT	HAIR COLOR	EYE COLOR
DATE OF ISSUE		STATUS		
ISSUING OFFICER		POSTMASTER: RETURN TO OHIO MILITARY RESERVE ATTN: AGOH-OM 2825 W. DUBLIN GRANVILLE RD. COLUMBUS, OHIO 43235-2786 (614) 336-7010		
CARD NUMBER				
IF FOUND DROP IN NEAREST U.S. MAIL BOX - POSTAGE GUARANTEED OHMR FORM 2A (JUL 02) PROPERTY OF STATE OF OHIO				