Headquarters
Department of the Army
Washington, DC
1 November 2004

Decorations, Awards, and Honors

Army Staff Identification Badge and Army Staff Lapel Pin

Applicability. This memorandum applies to Headquarters, Department of the Army, (HQDA), its field operating agencies, staff support agencies, and direct reporting units.

Proponent and exception authority. The proponent of this memorandum is the Office of the Chief of Staff. The Office of the Chief of Staff has the authority to approve exceptions or waivers to this memorandum that are consistent with controlling law and regulations. The Administrative Assistant may delegate this approval authority, in writing, to a division chief within the proponent agency or a direct reporting unit or field operating agency of the proponent agency in the grade of colonel or the civilian equivalent. Activities may request a waiver to this memorandum by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. 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. Refer to AR 25–30 for specific guidance.

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1. Purpose
This memorandum prescribes policies and procedures for issuing the Army Staff Identification Badge (ASIB) and Army Staff Lapel Pin (ASLP).

2. References
Related publications are listed below.

a. AR 10-5, Headquarters, Department of the Army.
b. AR 135-18, The Active Guard Reserve (AGR) Program.
c. AR 600-8-104, Military Personnel Information Management/Records.
d. AR 600-8-2, Suspension of Favorable Personnel Actions (FLAGS).
e. AR 600-8-22, Military Awards.
f. AR 670-1, Wear and Appearance of Army Uniforms and Insignia.

*This memorandum supersedes DA Memo 672–1, 1 June 1995.

3. Explanation of abbreviations

AGR
Active Guard Reserve

AR
Army Regulation

ARFPC
Army Reserve Forces Policy Committee

ARSTAF
Army Staff

ASIB
Army Staff Identification Badge

ASLP
Army Staff Lapel Pin

DAS
Director of the Army Staff

DRU
Direct Reporting Unit

FOA
Field Operating Agency

HQDA
Headquarters, Department of the Army

IDT
Inactive Duty for Training

IMA
Individual Mobilization Augmentee

MPSC
Military Personnel Service Center

OCSA
Office of the Chief of Staff, Army

OSA
Office of the Secretary, Army

RC
Reserve Component

RPAS
Retirement Points Accounting System

SSA
Staff Support Agency

TDA
Table of Distribution and Allowances

VDAS
Vice Director of the Army Staff

4. Responsibilities

a. The Director of the Army Staff (DAS) will—

(1) Sign, as the approval authority, the ASIB or ASLP certificate for personnel assigned to authorized Table of Distribution and Allowances (TDA) or overstrength positions in the Office, Chief of Staff, Army (OCSA) and eligible FOAs when all eligibility requirements are met.

(2) Sign, as the approval authority, any ASIB or ASLP certificates involving an exception to the eligibility requirements.

(3) Make final determination of eligibility for authorization to wear the ASIB or ASLP arising from questions not answered in this memorandum and issue guidance to all principals concerning issues not covered herein.

b. The Vice Director of the Army Staff (VDAS) will—

(1) Administer the ASIB and ASLP program for OCSA.

(2) Process and forward to the DAS any requests involving an exception to the eligibility requirements.

(3) Process and forward to the DAS requests for guidance not specifically mentioned in the memorandum or previously determined by the DAS.

c. All principal HQDA officials will—

(1) Sign, as the approval authority, the HQDA Form 43 and forward to MPSC for preparation of ASIB or ASLP certificates for personnel assigned to authorized TDA or overstrength positions in their respective agencies when all eligibility requirements are met.

(2) Sign, as the approval authority, the HQDA Form 43 and forward to MPSC for preparation of ASIB or ASLP certificates for personnel assigned to authorized FOAs, SSAs, and DRUs in their respective agencies when all eligibility requirements are met. Authorized FOAs, SSAs, and DRUs are listed in figure 1.

(3) Ensure each request for issuance of the ASIB or ASLP involving an exception to eligibility requirements complies with the spirit of this memorandum prior to forwarding through the VDAS to the DAS for approval.

(4) Add a line to the standard duty memo for inprocessing personnel which states whether the individual qualifies for temporary issue of the ASIB or ASLP.

(5) Ensure processes are in place for collecting temporarily awarded ASIB badges and ASLP pins from personnel who do not complete the 365 day requirement and are not permanently issued the Army Staff Identification. Return collected badges and pins to the HQDA Military Personnel Service Center (MPSC) for reissue.

d. The MPSC will procure, prepare and authenticate the ASIB and ASLP certificates upon receipt of completed HQDA Form 43, Recommendation for Issue of the Army General Staff Identification Badge and Certificate, signed by a principal HQDA official.

5. Policy

a. The ASIB and the ASLP are neither awards nor decorations but are distinguishing emblems of service at HQDA. They are visible signs of professional growth associated with the important duties and responsibilities of the Army Secretariat and the Army Staff (ARSTAF). Issuance of the ASIB and the ASLP

is not automatic, but is based on demonstrated outstanding performance of duty and approval by a principal HQDA official. Principal HQDA officials are listed in figure 2.

b. The ASIB or ASLP emblem will be issued for temporary wear to Officers, Warrant Officers, Enlisted Soldiers, and Government Civilians regardless of grade who are assigned to an authorized position in a principal HQDA agency (command codes SA/CS) or assigned to an authorized position in FOAs, SSAs, and DRUs listed in Figure 1. **Wear of the emblem during this time does not constitute eligibility for permanent wear.** After one complete year of assignment, personnel meeting all other eligibility requirements will be processed for permanent issue.

c. Original issue of the badge or pin will be made by the HQDA MPSC. Replacement badges and pins will be purchased by the individual from commercial sources. The MPSC will maintain sufficient stock of ASIB badges and ASLP pins for issue to all newly assigned personnel in HQDA Principal Agencies and agencies listed in Figure 1. ASIB will be issued during inprocessing, ASLP will be issued as requested by agencies upon assignment of new civilian personnel.

d. Certificates are issued **"for services in the Office of the Secretary of the Army" or "for services on the Department of the Army Staff"** as appropriate. The certificates constitute authority for permanent wear of the ASIB and ASLP and may be replaced by the issuing agency if lost or destroyed.

e. Permanent authorization for wear of the Army Staff Identification applies to the individual regardless of the capacity in which the individual qualified for the ASIB/ASLP. Therefore, an individual awarded the ASLP as a Government Civilian, is authorized to wear the ASIB on Class A and B uniforms in the National Guard, US Army Reserve, or on subsequent tours of Active Duty. Likewise, a military member who was awarded the ASIB is authorized to wear the ASLP on civilian clothing.

f. Wear of the ASIB badge by military personnel who qualify for temporary or permanent wear is mandatory on the Class A and Class B uniforms. ASIB badges will be issued in both large and small sizes for wear on the Army green service uniform (class A and class B).

6. Eligibility requirements

a. The Army Staff Identification (ASIB for Military or ASLP for Government Civilians) may be authorized for permanent wear to—

(1) Officers, Warrant Officers, and Enlisted Soldiers regardless of grade who are assigned on orders to an authorized TDA or overstrength position in a principal HQDA agency (command codes SA/CS) for a period not less than 1 year (365 days cumulative).

(2) Reserve Component (RC) Officers, Warrant Officers, and Enlisted Soldiers regardless of grade who are assigned on orders to an authorized AGR TDA or overstrength position in a principal HQDA agency (command codes SA/CS) for a period not less than 1 year (365 days cumulative).

(3) Appointed members of the Army Reserve Forces Policy Committee (ARFPC) who serve a 3-year tour on the committee. Appointed members serving on the ARFPC will become eligible for the ASIB when they have completed a 3-year tour regardless of when their tour began. The Assistant Secretary of the Army (Manpower and Reserve Affairs) is the HQDA Principal official for approving ASIB issue to ARFPC committee members.

(4) Army Reserve Individual Mobilization Augmentee Soldiers regardless of grade who are assigned on orders to an authorized TDA or overstrength position in a principal HQDA agency (command codes SA/CS) for a period not less than 1 year (365 days cumulative). Submit the HQDA Form 43, with supporting documentation, through the Office of the Chief, Army Reserve, ATTN: DAAR-PE, for verification of eligibility to the principal HQDA officials. Supporting documents should include: assignment orders; the most recent Retirement Points Accounting System (RPAS) statement; annual training orders; and DA Form 1380 (Record of Individual Performance of Reserve Training Duty) for annual training periods and IDT periods not listed on the RPAS statement.

(5) Government Civilians regardless of grade who are assigned on SF50 (Notification of Personnel

Action) to an authorized TDA or overstrength position in a principal HQDA agency (command codes SA/CS) for a period not less than 1 year (365 days cumulative).

(6) Military personnel regardless of grade assigned to an SSA, FOA, or DRU listed in figure 1. Personnel must be on orders to an authorized TDA or overstrength position, assigned for a period not less than 1 year (365 days cumulative), and collocated with the proponent (for example, performed duties in the same physical location as the principal HQDA agency with proponency for the SSA, FOA, or DRU).

(7) Government Civilian personnel regardless of grade assigned to an SSA, FOA, or DRU listed in figure 1. Personnel must be assigned on SF50 to an authorized TDA or overstrength position for a period not less than 1 year (365 days cumulative), and collocated with the proponent (e.g., performed duties in the same physical location as the principal HQDA agency with proponency for the SSA, FOA, or DRU).

(8) Official OSD/JCS Interns performing Phase Ill of the program in a one year ARSTAF assignment.

b. The 1-year eligibility requirement will ordinarily not be waived.

c. Employees must have demonstrated outstanding performance of duty. Principal HQDA officials may withhold authorization of the ASIB/ASLP from individuals whose conduct or performance in not in keeping with the high standards of HQDA service. Personnel who are currently under a suspension of favorable personnel actions (flag) are not authorized permanent wear of the ASIB in accordance with AR 600-8-2.

d. Principal HQDA officials exercise final approval authority within their agencies. The principal SSA, FOA, or DRU official must recommend individuals to their proponent HQDA Principal.

e. Service as a government contractor does not qualify an individual to be authorized temporary or permanent wear of the ASIB or ASLP. Time serving as a government contractor may not be used to satisfy the 365-day requirement if the individual is subsequently hired as a Government Civilian or Military (Active or Reserve) member.

7. Preparing and submitting requests

a. Use the HQDA Form 43 to process requests for issuance of the ASIB and ASLP. Any HQDA Form 43 forwarded to the MPSC must be signed by the Principal Official or his or her appointed designee in their absence. Figure 3 shows a sample of a completed HQDA Form 43. Requests will include the individual's—

(1) Rank or grade

(2) The date the 365 day eligibility requirement was met

(3) Name as desired for the certificate (e.g., Dimartino" or "Di Martino")

(4) Basic branch (military personnel only)

(5) Social security number

(6) Authority for assignment (Orders. SF 50, etc.)

(7) Dates of service

b. Principal HQDA officials will forward requests involving exception to the eligibility requirements for the ASIB and ASLP in memorandum format through the VDAS to the DAS for approval.

8. Filing certificates

In accordance with AR 600-8-104, Military Personnel Information Management/Records, principal HQDA agencies will forward authenticated ASIB certificates to the servicing MPSC for inclusion in the individual's Military Personnel Records Jacket and Official Military Personnel File. ASLP certificates will be forwarded to the servicing Civilian Personnel Office for filing in the employees Official Personnel File.

9. Effective date

This update to the policy for the ASIB and ASLP is effective starting 2 August 2003. If an individual was assigned on orders or SF50 in a principal HQDA agency (command codes SA/CS) on the date this policy goes into effect, the entire time of their present assignment may be counted to meet the 365-day minimum requirement. In no event will retroactive requests be made to authorize wear of the ASIB or ASLP to personnel who departed a principal HQDA agency prior to 2 August 2003 and not authorized under the 1

June 1995 edition of this memorandum.

[DACS-ZD]

Field Operating Agencies, Staff Support Agencies, and Direct Reporting Units
Authorized Wear of the ASIB and ASLP

Army Review Board Agency
National Detainee Reporting Center
Command and Control Support Agency
Special Operations Agency
Provost Marshall Division
Military Observers Group
Center for Army Analysis
Resources and Programs Agency
Services and Operations Agency
Information and Technology Agency
General Officer Management Office
Army National Guard Readiness Center

Personnel assigned to the CID Command but working in the Office of the Provost Marshall General, Pentagon

Personnel assigned to the U.S. Army Corps of Engineers and working in the Office of the Chief of Engineers, Pentagon

Personnel assigned to INSCOM but working in the Foreign Intelligence Watch Security Measurement, and Signature Intelligence sections, DCS 02, Pentagon

Personnel assigned to the Inspector General Agency and working in the Office of the Inspector General, Pentagon

Figure 1. Authorized FOAs, SSAs, and DRUs

Principal HQDA Officials

Secretary of the Army
Chief of Staff, Army
Under Secretary of the Army
Vice Chief of Staff, Army
Sergeant Major of the Army
Deputy Undersecretary of the Army
Assistant Secretary of the Army (Civil Works)
Assistant Secretary of the Army (Financial Management and Comptroller)
Assistant Secretary of the Army (Installations and Environment)
Assistant Secretary of the Army (Manpower and Reserve Affairs)
Assistant Secretary of the Army (Acquisition, Logistics and Technology)
General Counsel
Administrative Assistant to the Secretary of the Army
Director of the Army Staff
The Inspector General
The Auditor General
Chief of Legislative Liaison
Chief of Public Affairs
Director, Small and Disadvantaged Business Utilization
Chairman, Army Reserve Forces Policy Committee
Deputy Chief of Staff G1
Deputy Chief of Staff G2
Deputy Chief of Staff G3
Deputy Chief of Staff G4
Chief Information Officer G6
Deputy Chief of Staff G8
Assistant Chief of Staff for Installation Management
Chief of Engineers
The Surgeon General
Chief, National Guard Bureau
Chief, Army Reserve
The Judge Advocate General
Chief of Chaplains
The Provost Marshall General

Figure 2. Principal HQDA Officials

RECOMMENDATION FOR ISSUE OF THE ARMY GENERAL STAFF IDENTIFICATION BADGE AND CERTIFICATE (CSR 672-5)	INSTRUCTIONS: Forward original to reach addressee no later than the 20th calendar day of the month preceding the month of award.	FOR ISSUANCE OF CERTIFICATES DURING (month and year) August 2003	PAGE NUMBER 1	NO. OF PAGES 1
TO HQDA MPSC 2531 Crystal Drive, Taylor Building, 8th floor Arlington, VA 22202-3926	PREPARING OFFICE AGENCY Office of the Chief of Staff, Army	PERSON TO CONTACT CW3 Pamela C. Kent	EXTENSION 697-2567	

EACH SERVICE MEMBER LISTED BELOW WILL BE ELIGIBLE TO RECEIVE THE ARMY GENERAL STAFF IDENTIFICATION BADGE AND CERTIFICATE (AR 672-5-1) ON THE DATE INDICATED. IT IS RECOMMENDED THAT AN ARMY GENERAL STAFF IDENTIFICATION BADGE AND CERTIFICATE BE ISSUED TO EACH SERVICE MEMBER LISTED.

GRADE	NAME (Last, first, middle initial) (List alphabetically)	BASIC BRANCH	SOCIAL SECURITY NUMBER	ARMY GENERAL STAFF DUTY: CITE AUTHORITY FOR DETAIL/ASSIGNMENT (OFFICER: DETAIL/ASG ORDERS) (WO/NCO: ASG ORDERS AND DA FORM 2-1)	DATES OF SERVICE: DETAILED/ASG TO AGS	DATES OF SERVICE: COMPL 1-YEAR SVC ON AGS
COL	Howie, Roy C.	IN	111-11-1111	Orders 111-22, Fort Hood, 15 Jan 02	20020815	20030814
GS12	Latour, Steven M.	CIV	222-22-2222	SF50, 20 Jul 02	20020805	20030804

TYPED NAME AND GRADE OF AGENCY OFFICIAL	SIGNATURE	DATE (YYYYMMDD)
JAMES J. LOVELACE, LTG, USA, Director of the Army Staff		20030830

HQDA FORM 43, MAR 2003

Figure 3. Sample of HQDA Form 43

By order of the Secretary of the Army:

PETER J. SCHOOMAKER
General, United States Army
Chief of Staff

Official:

JOEL B. HUDSON
Administrative Assistant to the
Secretary of the Army

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