



Department of Defense **INSTRUCTION**

NUMBER 1000.01

April 16, 2012

Incorporating Change 2, Effective June 4, 2018

USD(P&R)

SUBJECT: Identification (ID) Cards Required by the Geneva Conventions

References: See Enclosure 1

1. **PURPOSE.** In accordance with the authority in DoD Directives (DoDDs) 5124.02 and 1000.25 (References (a) and (b)), this Instruction:

a. Reissues DoD Instruction (DoDI) 1000.1 (Reference (c)) to establish policy, assign responsibilities, and provide procedures for DoD ID cards issued to meet certain requirements of the Geneva Conventions.

b. Lists certain requirements for DoD ID cards stipulated by the Geneva Conventions (References (d) through (f)).

2. **APPLICABILITY.** This Instruction applies to:

a. OSD, the Military Departments (including the Coast Guard at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (hereinafter referred to collectively as the "DoD Components").

b. The Commissioned Corps of the U.S. Public Health Service (USPHS), under agreement with the Department of Health and Human Services, and the National Oceanic and Atmospheric Administration (NOAA), under agreement with the Department of Commerce.

3. **POLICY.** It is DoD policy that:

a. DoD ID cards shall serve as the Geneva Conventions card for eligible personnel and shall be issued in accordance with Volume 1 of DoD Manual 1000.13 (Reference (g)).

b. The DoD ID number shall replace the Social Security Number (SSN), in accordance with DoDI 1000.30 (Reference (h)), and serve as the Geneva Conventions serial number on ID cards issued to eligible personnel that no longer display an SSN.

c. DoD ID cards shall be issued for purposes associated with this Instruction and Reference (g) and shall not be issued solely to facilitate travel overseas, base and installation access, and other DoD business processes.

4. RESPONSIBILITIES

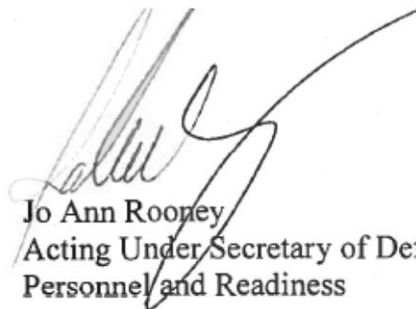
a. Under Secretary of Defense for Personnel and Readiness (USD(P&R)). The USD(P&R) shall oversee implementation of the procedures within this Instruction.

b. Heads of the DoD Components; Commandant, U.S. Coast Guard; Director, USPHS; and Director, NOAA. The Heads of the DoD Components; Commandant, U.S. Coast Guard; Director, USPHS; and Director, NOAA, shall implement the procedures prescribed in this Instruction and ensure that their supplemental guidance and procedures are in accordance with this Instruction and Reference (g).

5. PROCEDURES. See Enclosure 2.

6. RELEASABILITY. **Cleared for public release**. This Instruction is available on the Directives Division Website at <http://www.esd.whs.mil/DD/>.

7. EFFECTIVE DATE. This Instruction is effective April 16, 2012.



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Acting Under Secretary of Defense for
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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- (b) DoD Instruction 1000.25, “DoD Personnel Identity Protection (PIP) Program,” March 2, 2016
- (c) DoD Instruction 1000.1, “Identity Cards Required by the Geneva Conventions,” January 30, 1974 (hereby cancelled)
- (d) Geneva Convention for the Amelioration of the Condition of the Wounded and Sick in Armed Forces in the Field of August 12, 1949¹
- (e) Geneva Convention for the Amelioration of the Condition of Wounded, Sick and Shipwrecked Members of Armed Forces at Sea of August 12, 1949¹
- (f) Geneva Convention Relative to the Treatment of Prisoners of War of August 12, 1949¹
- (g) DoD Manual 1000.13, Volume 1, “DoD Identification (ID) Cards: ID Card Life-Cycle,” January 23, 2014
- (h) DoD Instruction 1000.30, “Reduction of Social Security Number (SSN) Use Within DoD,” August 1, 2012
- (i) Directive-type Memorandum 17-004, “Department of Defense Expeditionary Civilian Workforce,” January 25, 2017, as amended
- (j) DoD Instruction 3020.41, “Operational Contract Support (OCS),” December 20, 2011, as amended
- (k) DoD Instruction 1330.13, “Armed Forces Entertainment Program,” March 23, 2004

¹ Available from the United Nations Treaty Collection at: <http://treaties.un.org/Pages/UNTSONline.aspx?id=1>.

ENCLOSURE 2

PROCEDURES

1. CERTAIN CATEGORIES OF PERSONS PROTECTED BY THE GENEVA CONVENTIONS

a. Prisoners of war (POWs), including members of the uniformed Service and civilian personnel authorized to accompany the armed forces who have fallen into the power of the enemy, are protected by the Geneva Conventions in accordance with Article 4 of Reference (f).

b. Medical personnel exclusively engaged in the search for, or the collection, transport, or treatment of the wounded or sick, or in the prevention of disease, staff exclusively engaged in the administration of medical units and establishments, and chaplains attached to the armed forces are protected by the Geneva Conventions in accordance with Article 24 of Reference (d) and with Article 33 of Reference (f).

c. Medical auxiliary personnel specially trained for employment, should the need arise, as hospital orderlies, nurses, or auxiliary stretcher-bearers in the search for or the collection, transport, or treatment of the wounded and sick, are protected by the Geneva Conventions in accordance with Article 25 of Reference (d).

d. Religious, medical, and hospital personnel of hospital ships and their crews are protected by the Geneva Conventions in accordance with Article 36 of Reference (e).

e. Religious, medical, and hospital personnel assigned to the medical or spiritual care of Service members and other persons who are at sea and who are wounded, sick, or shipwrecked (including forced landings at sea by or from aircraft) are protected by the Geneva Conventions in accordance with Article 37 of Reference (e).

f. The staff of the National Red Cross Societies and that of other voluntary aid societies, duly recognized and authorized by their governments, who may be employed on the same duties as the personnel named in Article 24 of Reference (d), are protected by the Geneva Conventions in accordance with Article 26 of Reference (d).

2. ID CARD REQUIREMENTS OF THE GENEVA CONVENTIONS. In order that the personnel referred to in section 1 of this enclosure may benefit from the status accorded them pursuant to the Geneva Conventions (Reference (d), Reference (e), and (f)), including, but not limited to, being eligible for repatriation, each party to a conflict must furnish certain persons under its jurisdiction with an ID card.

a. Article 17 of Reference (f) provides the requirements for ID cards for persons who are liable to become POWs. These requirements state:

(1) The ID card shall show the owner's surname, first names, rank, armed force, regimental, personal, or serial number or equivalent information, and date of birth.

(2) The ID card may bear the signature, fingerprints, or both of the owner, and may also bear any other information the party to the conflict may wish to add concerning persons belonging to its armed forces.

(3) As far as possible, the ID card shall measure 6.5 x 10 cm. and shall be issued in duplicate.

(4) The ID card shall be shown by the POW upon demand, but shall in no case be taken from the POW.

b. Article 40 of Reference (d) and Article 42 of Reference (e) provide identical requirements for ID cards for medical, religious, and auxiliary medical personnel, including:

(1) The ID card shall bear the distinctive red emblem (e.g., red cross, red crescent).

(2) The ID card shall be water-resistant, of such size that it can be carried in the pocket, and worded in the national language.

(3) The ID card shall mention, at minimum, the surname and first names, the date of birth, the rank, and the service number of the bearer, and shall state in what capacity the bearer is entitled to the protection of the present convention.

(4) The ID card shall bear the owner's photograph and either a signature, fingerprints, or both.

(5) ID cards shall be embossed with the stamp of the military authority and shall be uniform throughout the armed forces.

(6) ID cards will be made out, if possible, at least in duplicate, one copy being kept by the home country. In no circumstances may personnel be deprived of their ID cards and, in case of loss, they shall be entitled to receive duplicates of the ID cards.

3. ISSUANCE AND USE OF DoD ID CARDS. DoD ID cards shall be issued to uniformed Service members and eligible civilian personnel in order to meet the ID requirements of the Geneva Conventions listed in section 2 of this enclosure.

a. Requirements for Geneva Conventions ID Cards for Military Personnel

(1) A DoD ID card shall be issued to all uniformed Service members on active duty. This card shall meet all the requirements of and will therefore serve as ID for the purposes of Article 17 of Reference (f).

(2) A DoD ID card shall be issued to Reserve Components members. This card shall meet all the requirements of and will therefore serve as ID for the purposes of Article 17 of Reference (f), for Reservists on active duty for periods of less than 30 days.

(3) The duplicate ID card requirements of Article 17 of Reference (f), to facilitate identification of POWs with the POW Information Bureau as delineated in Article 122 of Reference (f), are more adequately met by the information routinely maintained in the Defense Enrollment Eligibility Reporting System (DEERS). Accordingly, duplicate ID cards will not be required.

(4) In the event of his or her capture as a POW, the Service member's ID card shall be shown to the capturing authorities, but in accordance with Article 17 of Reference (f), it shall in no case be taken from the POW.

(5) The requirements of Article 17 of Reference (f) for the ID card to contain unique identifying information (e.g., photograph and fingerprints or signature) shall be implemented in accordance with References (b) and (g). The unique characteristics shall be maintained in DEERS and shall include, but are not limited to, digital photographs and fingerprints.

b. Requirements for Geneva Conventions ID Cards for Civilians Authorized to Accompany the Armed Forces

(1) A DoD ID card shall be issued to all civilian DoD employees officially designated as emergency essential as defined in Directive-type Memorandum 17-004 (Reference (i)) and to DoD Component contractors authorized to accompany the U.S. armed forces pursuant to DoDI 3020.41 (Reference (j)). This ID card may be issued to such individuals departing the continental United States (CONUS) to serve elsewhere.

(2) A DoD ID card shall be issued to other categories of civilian personnel who have been authorized to accompany the U.S. armed forces and who are at risk of capture and detention by the enemy as POWs. This ID card may be issued to such individuals departing CONUS to serve elsewhere.

(3) For civilian personnel authorized to accompany U.S. armed forces, the requirement for a duplicate ID card in Article 17 of Reference (f) to facilitate identification of POWs with the POW Information Bureau as delineated in Article 122 of Reference (f), is more adequately met by the information routinely maintained in DEERS. Accordingly, duplicate ID cards will not be prepared.

(4) In the event of his or her capture as a POW, the civilian's ID card shall be shown to the capturing authorities, but in accordance with Article 17 of Reference (f), it shall in no case be taken from the POW.

(5) The requirements of Article 17 of Reference (f) for the ID card to contain unique identifying information shall be implemented in accordance with References (b) and (g). The

unique characteristics shall be maintained in DEERS and shall include, but are not limited to, digital photographs and fingerprints.

c. Requirements for Geneva Conventions ID Cards for Medical and Religious Personnel and Auxiliary Medical Personnel

(1) A DoD ID card shall be issued to medical, religious, and auxiliary medical personnel described in section 1 of this enclosure by their DoD Component.

(a) In the case of military medical and religious personnel, the DoD ID card issued in accordance with paragraph 3.a. of this enclosure shall be used to meet the requirements of Article 40 of Reference (d) and Article 42 of Reference (e). A duplicate card need not be issued, since documentation of their status is readily available in DEERS.

(b) In the case of civilian medical and religious personnel, this card shall be issued if the individual is not already eligible for a DoD ID card in accordance with paragraph 3.b. of this enclosure. If eligible:

1. The DoD ID card issued in accordance with paragraph 3.b. of this enclosure shall be used to meet the requirements of Article 40 of Reference (d) and Article 42 of Reference (e).

2. A duplicate card need not be issued since documentation of their status is readily available in DEERS and will be provided to the voluntary aid society to which the individual belongs.

(c) In the case of military auxiliary medical personnel, a duplicate card need not be issued since the additional role, and subsequent withdrawal after the assignment is terminated, is managed in DEERS.

(d) The requirements of Article 17 of Reference (f) for the ID card to contain unique identifying information shall be implemented in accordance with References (b) and (g). The unique characteristics shall be maintained in DEERS and shall include, but are not limited to, digital photographs and fingerprints.

(2) The DoD ID card shall distinguish the affiliation and role of the card holder.

(a) DoD ID cards for military medical and religious personnel shall distinguish the parent Service of the card holder and medical or religious role (e.g., “U.S. Navy Medical,” “U.S. Air Force Religious”).

(b) DoD ID cards for military auxiliary medical personnel shall distinguish the parent Service of the card holder and “Medical Auxiliary” as the role. This applies to personnel specially trained for employment, should the need arise, as trained hospital orderlies, trained ambulance drivers, etc.

(c) DoD ID cards for civilian medical and religious personnel shall include the name of the voluntary aid society recognized and authorized by the United States and the role of the card holder (e.g., “American Red Cross Medical”).

(3) The ID card shall contain the distinctive red emblem in accordance with Article 40 of Reference (d) and Article 42 of Reference (e).

4. MILITARY-CIVILIAN GRADE RELATIONSHIPS. Military-civilian equivalent grade relationships have been developed to conform with the rank categories prescribed in Article 60 of Reference (f), for monthly advances of pay to POWs, and to facilitate treatment of POWs with due regard to rank in accordance with Article 43 of Reference (f). These relationships are based largely upon congressional action in establishing grade and compensation for military and civilian employees.

a. The rank equivalencies set forth in the Appendix to this enclosure will be used throughout the DoD for POW identification purposes. The assignment of excessively high rank equivalence shall be avoided.

(1) With the exception of contractors, the equivalent rank for all categories of civilian personnel shall be printed on the ID card when it can be established via an authoritative data source, such as a letter or data feed from the sponsoring organization.

(2) When an equivalent rank cannot be established by an authoritative data source, the rank of “Other” shall be printed on the card and a Geneva Convention Category of III or IV shall be assigned as shown in column 8 of Table 2 of the Appendix.

(3) For contractors, the rank of “Other” shall always be printed on the card, and a Geneva Convention Category of III or IV shall be assigned as shown in column 8 of Table 2 of the Appendix.

b. The rank equivalencies do not convey to civilian personnel rank or authority over military personnel. It is not the intent of this Instruction to require the use of those grade relationships for any other purpose; however, the table was coordinated with similar tables for precedence, housing entitlement, and other purposes to seek consistency to the extent possible.

APPENDIX TO ENCLOSURE 2MILITARY-CIVILIAN GRADE RELATIONSHIPS FOR GENEVA
CONVENTIONS IDENTIFICATION PURPOSES

Table 1 provides the list of Geneva Conventions categories for uniformed Service personnel. Civilians authorized by a DoD Component to accompany the U.S. armed forces will be placed in categories listed in Table 2 in accordance with the guidelines in paragraphs a. through i. of this appendix. The assignment of excessively high Geneva Convention category and rank equivalence shall be avoided.

a. Federal Employees. Experts, consultants, and other special categories of personnel directly employed by the Federal Government will be assigned by the sponsoring DoD Component to an appropriate Geneva Convention Category, normally in the range of categories I through IV, based on a salary or grade comparison with civilian employees listed in columns 4, 5, and 6 of Table 2.

b. Foreign Service Personnel. Personnel in the Foreign Service will be assigned by the sponsoring DoD Component to the appropriate category based on direct salary comparisons with the General Schedule (GS) classification listed in column 3 of Table 2.

c. Nonappropriated Fund (NAF) Employees. NAF employees will be assigned by the DoD Component concerned to the category based upon their GS equivalent, NAF, Army and Air Force Exchange Service salary, wage, or hourly classification. Those not so classified will be assigned to an appropriate equivalent, normally in the range of categories I through IV, based on a grade comparison with civilian employees listed in columns 3 through 6 of Table 2.

d. Contractors and Other Non-Federal Employees. Advisors, observers, contractor representatives and employees, representatives of religious organizations, and similar categories of non-Federal personnel will be assigned by the DoD Component concerned to an appropriate category, normally in the range of categories III through IV, based upon the individual's standing in his or her profession or line of work and the difficulty and responsibility of the duties to be performed (e.g., supervisory or non-supervisory).

e. Service Organization Employees. Employees of service organizations, such as the United Service Organizations (USO) and Salvation Army, will be assigned by the DoD Component concerned to an appropriate category, normally in the range of categories III and IV, as shown in column 9 of Table 2, based on a salary or grade comparison with civilian employees listed in columns 3 through 6 of the Table 2.

f. Professional Entertainers. Professional entertainers will be assigned to the appropriate category by the Department of the Army, acting for the DoD in accordance with DoDI 1330.13 (Reference (k)). Rank equivalency normally will be determined from column 8 of Table 2 with the recommendation of the USO, based upon the professional standing of the individual in the entertainment field.

g. American Red Cross (ARC) Personnel. ARC personnel serving with the U.S. armed forces, including those in the medical and religious personnel category, will be assigned to the category corresponding to the comparable GS grade authorized for travel or housing purposes, as shown in column 7 of Table 2, by the major overseas military commander within whose jurisdiction they are permanently assigned. The Department of the Army will act for the DoD in sponsoring staff members designated by American Red Cross Headquarters.

h. News Media Representatives. Accredited news media representatives will be assigned Geneva Conventions Category IV without determination of specific rank equivalency.

i. Local Hires. Persons locally hired in foreign areas may be assigned to categories determined by the military commanders concerned. Categories in the range of I through IV are normally considered appropriate.

Table 1. Uniformed Services Geneva Convention Categories and Grades for POW Identification

Category	Grade	Army	Navy, USCG, NOAA	Air Force	Marine Corps	PHS
1	2	3A	3B	3C	3D	3D
V	O-10	General	Admiral	General	General	Assistant Secretary
	O-9	Lieutenant General	Vice Admiral	Lieutenant General	Lieutenant General	Surgeon General
	O-8	Major General	Rear Admiral (upper half)	Major General	Major General	Deputy Surgeon General / Asst. Surgeon General
	O-7	Brigadier General	Rear Admiral (lower half)	Brigadier General	Brigadier General	---
IV	O-6	Colonel	Captain	Colonel	Colonel	Medical Director
	O-5	Lieutenant Colonel	Commander	Lieutenant Colonel	Lieutenant Colonel	Senior Surgeon
	O-4	Major	Lieutenant Commander	Major	Major	Surgeon
III	O-3	Captain	Lieutenant	Captain	Captain	Senior Asst. Surgeon
	O-2	First Lieutenant	Lieutenant Junior Grade	First Lieutenant	First Lieutenant	Asst. Surgeon
	O-1	Second Lieutenant	Ensign	Second Lieutenant	Second Lieutenant	Jr. Asst. Surgeon
	W-5	Chief Warrant Officer 5	Chief Warrant Officer 5	---	Chief Warrant Officer 5	---
	W-4	Chief Warrant Officer 4	Chief Warrant Officer 4	---	Chief Warrant Officer 4	---
	W-3	Chief Warrant Officer 3	Chief Warrant Officer 3	---	Chief Warrant Officer 3	---
	W-2	Chief Warrant Officer 2	Chief Warrant Officer 2	---	Chief Warrant Officer 2	---
	W-1	Warrant Officer	Warrant Officer	---	Warrant Officer	---

Table 1. Uniformed Services Geneva Convention Categories and Grades for POW Identification, Continued

Category	Grade	Army	Navy, USCG, NOAA	Air Force	Marine Corps	PHS
1	2	3A	3B	3C	3D	3D
II	E-9	Sergeant Major of the Army, Command Sergeant of the Army, Sergeant Major	Master Chief Petty Officer of the Navy, Master Chief Petty Officer	Chief Master Sergeant of the Air Force, Command Chief Master Sergeant, Chief Master Sergeant	Sergeant Major of the Marine Corps, Sergeant Major, Master Gunnery Sergeant	---
	E-8	First Sergeant, Master Sergeant	Senior Chief Petty Officer	Senior Master Sergeant	First Sergeant, Master Sergeant	---
	E-7	Platoon Sergeant, Sergeant First Class	Chief Petty Officer	Master Sergeant	Gunnery Sergeant	---
	E-6	Staff Sergeant	Petty Officer First Class	Technical Sergeant	Staff Sergeant	---
	E-5	Sergeant	Petty Officer Second Class	Staff Sergeant	Sergeant	---
I	E-4	Corporal, Specialist	Petty Officer Third Class	Senior Airman	Corporal	---
	E-3	Private First Class	Seaman	Airman First Class	Lance Corporal	---
	E-2	Private	Seaman Apprentice	Airman	Private First Class	---
	E-1	Private (no insignia)	Seaman Recruit	Airman Basic	Private (no insignia)	---

Table 2. Civilian Geneva Categories and Equivalent Grades for POW Identification

Geneva Convention Category	Grade Equiv.	Civilian Grade Groups				ARC	USO	Contractors and Other Non-Federal Civilians		
		SES/GS or equivalent	Federal Wage System	Teaching Positions	NAF Pay Band					
1	2	3	4	5	6	7	8	9		
V General Officer, POW of Equivalent Rank	O-10,O-9	- - -	- - -	- - -	- - -	- - -	- - -	- - -		
	O-8	SES*	- - -	- - -	NF-6	ARC President; Board of Governors Members; Senior VP; Senior Directors / Directors	- - -	- - -		
	O-7		- - -	- - -			Executive Directors	- - -		
IV Field Grade Officer, POW of Equivalent Rank	O-6	GS-15	Ship Pilots, WS-14 thru WS-19 WL-15, and Production Support Equivalents	TP Plan Positions	NF-5	Senior Associates and Associates	USO Staff Executives and Entertainers: Appropriate Equivalent Rate	Supervisory		
	O-5	GS-14, GS-13							NF-4	Team Leaders and Station Managers
	O-4	GS-12								Asst Station Managers
III Company Grade Officer, POW of Equivalent Rank	O-3	GS-11, GS-10	WS-8 thru WS-13 WL-6 thru WL-14 WG-12 thru WG-15, and Production Support Equivalents		NF-3	- - -	- - -	Non-supervisory		
	O-2	GS-9, GS-8								
	W-4,W-3	GS-7								
	O-1									
W-2,W-1										
II Non-Commissioned Officer, POW of Equivalent Rank	E-9, E-8, E-7	GS-6	WS-1 thru WS-7 WL-1 thru WL-5 WG-9 thru WG-11	- - -	NF-3	- - -	- - -	- - -		
	E-6, E-5,	GS-5							- - -	
I Enlisted, POW of Equivalent Rank	E-4	GS-4	WG-1 thru WG-8	- - -	NF-2	- - -	- - -	- - -		
	E-3, E-2,	GS-3 thru GS-1			NF-1					
	E-1				- - -					

*Reference includes Defense Intelligence Senior Level, Defense Intelligence Senior Executive Service, and Senior Leaders.

GLOSSARY

ABBREVIATIONS AND ACRONYMS

ARC	American Red Cross
CONUS	continental United States
DEERS	Defense Enrollment Eligibility Reporting System
DoDD	DoD Directive
DoDI	DoD Instruction
GS	General Schedule
ID	identification
NAF	nonappropriated fund
NOAA	National Oceanic and Atmospheric Administration
POW	prisoner of war
SES	Senior Executive Service
SSN	social security number
USD(P&R)	Under Secretary of Defense for Personnel and Readiness
USO	United Service Organizations
USPHS	U.S. Public Health Service