



DoD INSTRUCTION 1348.35

OSD IDENTIFICATION BADGE PROGRAM

Originating Component: Office of the Director of Administration and Management

Effective: January 26, 2023

Releasability: Cleared for public release. Available on the Directives Division Website at <https://www.esd.whs.mil/DD/>.

Reissues and Cancels: DoD Instruction 1348.35, "OSD Identification Badge Program," November 19, 2013, as amended

Approved by: Michael B. Donley, Director of Administration and Management

Purpose: In accordance with the authority in DoD Directive 5105.53 and the January 11, 2021 Deputy Secretary of Defense Memorandum, this issuance establishes policy, assigns responsibilities, and prescribes procedures for the OSD Identification Badge Program, consistent with DoD Instruction (DoDI) 1348.33. The OSD Identification Badge is referred to in this issuance as the "OSD Badge."

TABLE OF CONTENTS

SECTION 1: GENERAL ISSUANCE INFORMATION	3
1.1. Applicability.	3
1.2. Policy.	3
SECTION 2: RESPONSIBILITIES	4
2.1. Director of Administration and Management (DA&M).....	4
2.2. Director, Washington Headquarters Services (WHS).	4
2.3. Chief Human Resources Officer, HRD.	4
2.4. Secretaries of the Military Departments.	4
SECTION 3: ELIGIBILITY REQUIREMENTS	5
3.1. Active Duty Service Members.....	5
3.2. Reserve Component Members.....	5
3.3. Detailed Service Members.....	5
3.4. Requests for Exception.	5
GLOSSARY	6
G.1. Acronyms.....	6
G.2. Definitions.....	6
REFERENCES	7

SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY.

This issuance:

- a. Applies to OSD and the Military Departments.
- b. Does **not** apply to the Defense Agencies, the DoD Field Activities, or the Office of Inspector General of the Department of Defense.
- c. Does **not** apply to Service members who are detailed to Federal advisory committees or serve as committee members, in accordance with DoDI 5105.04.

1.2. POLICY.

- a. In accordance with DoDI 1348.33 and Section 1125 of Title 10, United States Code:
 - (1) Service members assigned to OSD, with the exceptions listed in Paragraphs 1.1.b. and 1.1.c., will be issued and authorized to wear, in accordance with applicable Service guidance, the OSD Badge. Eligibility requirements are listed in Section 3 of this issuance.
 - (2) The OSD Badge serves as:
 - (a) Distinct identification of staff Service members while they are assigned to positions in the OSD.
 - (b) Indication after reassignment that the Service member has satisfactorily served on the Secretary of Defense's staff.
- b. Lapel pin replicas of the OSD Badge are not issue items and are not bound by the restrictions of this issuance. Civilian OSD staff may purchase and wear lapel pin replicas at their own discretion.

SECTION 2: RESPONSIBILITIES

2.1. DIRECTOR OF ADMINISTRATION AND MANAGEMENT (DA&M).

The DA&M:

- a. Establishes the policies governing the issuing of the OSD Badge.
- b. Revokes the permanent award of the OSD Badge to any Service member who has not performed their duties honorably or who does not satisfactorily complete their tour on the Secretary of Defense's staff.
- c. Manages the OSD Badge mark in accordance with DoDI 5535.12.

2.2. DIRECTOR, WASHINGTON HEADQUARTERS SERVICES (WHS).

Under the authority, direction, and control of the DA&M, the Director, WHS, through the Human Resources Directorate (HRD):

- a. Develops the policies governing issuance of the OSD Badge.
- b. Oversees implementation of this instruction, including provision of appropriate guidance.

2.3. CHIEF HUMAN RESOURCES OFFICER, HRD.

The Chief Human Resources Officer, HRD:

- a. Establishes the entrance date of Service members proposed for OSD staff duty.
- b. Issues one full-size and one miniature-size OSD Badge to all eligible Service members during in-processing.
- c. Issues OSD Badge orders allowing the permanent wear of the badge upon completion of 1 year of assignment. Certificates will no longer be provided.

2.4. SECRETARIES OF THE MILITARY DEPARTMENTS.

The Secretaries of the Military Departments:

- a. Oversee implementation of this instruction within their Military Department.
- b. Develop and publish guidance to address how and under what circumstances the OSD Badge is worn on the uniforms of their respective Service members.

SECTION 3: ELIGIBILITY REQUIREMENTS

3.1. ACTIVE DUTY SERVICE MEMBERS.

Upon completing their first year of duty, a Service member (including Reserve Component members serving on a statutory tour in accordance with Section 12301 of Title 10, United States Code) will be entitled to permanent possession of the OSD Badge, upon satisfaction of one of the following criteria:

- a. Assignment to the permanent staff within the office of an OSD Principal Staff Assistant (PSA) in an authorized billet within the OSD personnel ceiling on or after January 31, 1961, for no less than 1 year;
- b. Temporary assignment within OSD approved by the DA&M for no less than 1 year; or
- c. Any combination of the criteria in Paragraphs 3.1.a and b. totaling more than 12 continuous months.

3.2. RESERVE COMPONENT MEMBERS.

Members of the Reserve Components are entitled to permanently wear the OSD Badge if they have been assigned to an individual mobilization augmentee position within the office of an OSD PSA for not less than 2 years and have performed at least 48 inactive duty training days each year and two 12-day annual training periods.

3.3. DETAILED SERVICE MEMBERS.

Service members detailed to any office of an OSD PSA will be entitled to permanent possession of the OSD Badge upon completion of their 1-year detail. The detail assignment must be approved by WHS Financial Management Directorate's Requirements Division. The OSD Badge and orders allowing the permanent wearing of the badge will not be issued until the 1-year requirement has been completed.

3.4. REQUESTS FOR EXCEPTION.

Organizations will forward requests for exceptions to eligibility requirements through WHS HRD to the Director, WHS for approval on a case-by-case basis.

GLOSSARY

G.1. ACRONYMS.

ACRONYM	MEANING
DA&M	Director of Administration and Management
DoDI	DoD instruction
HRD	Human Resources Directorate
PSA	Principal Staff Assistant
WHS	Washington Headquarters Services

G.2. DEFINITIONS.

These terms and their definitions are for the purpose of this issuance.

TERM	DEFINITION
individual mobilization augmentee	An individual reservist attending drills who receives training and is preassigned to an Active Component organization, a Selective Service System, or a Federal Emergency Management Agency billet that must be filled on, or shortly after, mobilization. Individual mobilization augmentees train on a part-time basis with these organizations to prepare for mobilization. Inactive duty training for individual mobilization augmentees is decided by component policy and can vary from 0 to 48 drills a year.
issue item	Items that the organization supply to Service members.
permanent possession	The right to wear or possess the OSD Badge for the remainder of the Service member's career in the military.
personnel ceiling	The maximum number of personnel that are allowed to be assigned.

REFERENCES

- Deputy Secretary of Defense Memorandum, “Re-establishment of the Assistant to the Secretary of Defense for Intelligence Oversight and the Director of Administration and Management,” January 11, 2021
- DoD Directive 5105.53, “Director of Administration and Management (DA&M),” February 26, 2008
- DoD Instruction 1348.33, “DoD Military Decorations and Awards Program,” December 21, 2016, as amended
- DoD Instruction 5105.04, “Department of Defense Federal Advisory Committee Management Program,” August 6, 2007
- DoD Instruction 5535.12, “DoD Branding and Trademark Licensing Program Implementation,” September 13, 2013, as amended
- United States Code, Title 10