



# Department of Defense INSTRUCTION

**NUMBER** 1348.35

November 19, 2013

Incorporating Change 1, Effective October 10, 2017

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DCMO

**SUBJECT:** OSD Identification Badge Program

**References:** See Enclosure 1

1. **PURPOSE.** In accordance with the authority in DoD Directive 5105.53, DoD Directive 5105.82, and Deputy Secretary of Defense Memorandum (References (a), (b), and (c)), this instruction:

a. Establishes policy, assigns responsibilities, and provides procedures for the OSD Identification Badge Program, consistent with DoD Instruction 1348.33, (Reference (d)). The OSD Identification Badge is referred to in this instruction as the “OSD Badge.”

b. The OSD Badge, which is authorized in accordance with section 1125 of Title 10, United States Code (Reference (e)), provides a distinct identification of military staff members while assigned to OSD and, after reassignment, indicates that the Service member has satisfactorily served on the Secretary of Defense’s staff.

2. **APPLICABILITY.** This instruction:

a. Applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, and the Office of the Inspector General of the Department of Defense.

b. Does **not** apply to the Defense Agencies or the DoD Field Activities.

c. Does **not** apply to Military Service members who are detailed to Federal Advisory Committees or serve as committee members, in accordance with DoD Instruction (DoDI) 5105.04 (Reference (f)).

3. **POLICY.** It is DoD policy, in accordance with the authority in References (d) and (e), that Service members assigned to OSD, with the exceptions listed in paragraphs 2b and 2c on this

page, be issued and authorized to wear the OSD Badge. See Enclosure 2 of this instruction for eligibility requirements.

#### 4. RESPONSIBILITIES

a. Deputy Chief Management Officer (DCMO) of the Department of Defense. The DCMO:

(1) Establishes the policies governing the issuance of the OSD Badge.

(2) Revokes the permanent award of the OSD Badge of any Service member who has not performed his or her duties honorably or who does not satisfactorily complete his or her tour on the Secretary of Defense's staff.

b. Director, Washington Headquarters Services (WHS). Under the authority, direction, and control of the DCMO, through the Director of Administration, Office of the DCMO, the Director, WHS:

(1) Develops the policies governing the issuance of the OSD Badge.

(2) Oversees implementation of this issuance.

c. Secretaries of the Military Departments. The Secretaries of the Military Departments will develop and publish guidance to address how and under what circumstances the OSD Badge will be worn on the uniforms of their respective Service members.

#### 5. PROCEDURES

a. The Assistant Director, Military Personnel Division, HRD, WHS:

(1) Procures, stocks, and issues certificates of the OSD Badge.

(2) Establishes the entrance date of Service members proposed for authorization to wear the OSD Badge.

(3) Issues one full-size and one miniature-size OSD Badge to all eligible Service members during in-processing.

(4) Processes the OSD Badge Certificate and forwards to the organizations for presentation.

b. Requests for exceptions to any policy or procedure pertaining to the OSD Badge will be forwarded to the Director, WHS, through the Assistant Director, Military Personnel Division, HRD, WHS, and will be considered on a case-by-case basis.

c. Lapel pin replicas of the OSD badge are not issue items. Civilian OSD staff may purchase and wear lapel pin replicas at their own discretion.

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

7. **SUMMARY OF CHANGE 1.** The changes to this issuance are administrative and update organizational titles, references, acronyms, and URLs for accuracy.

8. **EFFECTIVE DATE.** This instruction is effective November 19, 2013.



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Director of Administration and Management

Enclosures

1. References
2. Eligibility Requirements

Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5105.53, “Director of Administration and Management (DA&M),” February 26, 2008
- (b) DoD Directive 5105.82, “Deputy Chief Management Officer (DCMO) of the Department of Defense,” October 17, 2008
- (c) Deputy Secretary of Defense Memorandum, “Reorganization of the Office of the Deputy Chief Management Officer,” July 11, 2014
- (d) DoD Instruction 1348.33, “DoD Military Decorations and Awards Program,” December 21, 2016
- (e) Section 1125 of Title 10, United States Code
- (f) DoD Instruction 5105.04, “Department of Defense Federal Advisory Committee Management Program,” August 6, 2007

ENCLOSURE 2

ELIGIBILITY REQUIREMENTS

1. ACTIVE DUTY SERVICE MEMBERS. On completion of 1 year of duty, a Service member (including Reserve Component members serving on a statutory tour in accordance with Reference (f)), 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 charged against the OSD personnel ceiling on or after January 31, 1961, for no less than 1 year;

b. Temporary assignment with OSD that is approved by the Director, WHS, for no less than 1 year or;

c. Any combination of paragraphs a and b of this section totaling more than 12 continuous months.

2. RESERVE COMPONENTS. Members of the Reserve Components will be entitled to permanent possession of 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. 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 the Manpower Management Office Human Resources Directorate, WHS. The OSD Badge and certificate will not be issued until the 1 year requirement has been completed.

4. PREVIOUSLY ELIGIBLE ORGANIZATIONS. Those agencies previously authorized the OSD Badge and not included in OSD are no longer eligible. Service members currently in-processed to these organizations as of November 19, 2013 will retain eligibility.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

DCMO	Deputy Chief Management Officer of the Department of Defense
DoDI	DoD Instruction
HRD	Human Resources Directorate
PSA	Principal Staff Assistant
WHS	Washington Headquarters Services

PART II. DEFINITIONS

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

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.

in-processed. Action in which Service members assigned to OSD report upon arrival to the Military Personnel Division, HRD, WHS, to complete paperwork necessary for their assignment.

issue item. Items supplied by the organization to military members.

OSD. The principal staff element of the Secretary of Defense in the exercise of policy development, planning, resource management, fiscal, and program evaluation responsibilities. OSD includes the immediate offices of the Secretary and Deputy Secretary of Defense, Under Secretaries of Defense, Assistant Secretaries of Defense, General Counsel of the Department of Defense, Director of Operational Test and Evaluation, Director of Cost Assessment and Program Evaluation, Director of Net Assessment, Department of Defense Chief Information Officer, Assistants to the Secretary of Defense, and the DCMO.

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 amount of personnel that are allowed to be assigned.

PSAs. The Under Secretaries of Defense; Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense; DCMO; Assistant Secretaries of Defense; General

Counsel of the Department of Defense; Assistants to the Secretary of Defense; and the OSD Directors.