



DEPARTMENT OF THE NAVY  
CHIEF, NAVY-MARINE CORPS MARS  
CHEATHAM ANNEX BLDG 117  
108 SANDA AVENUE  
WILLIAMSBURG VA 23185-5830

NAVMARCORMARSINST 1070.1E  
Ser 100-07  
17 Jul 07

NAVMARCORMARS INSTRUCTION 1070.1E

Subj: ISSUE AND CONTROL OF DEPARTMENT OF DEFENSE (DOD) MILITARY AFFILIATE RADIO SYSTEM (MARS) DISASTER SUPPORT IDENTIFICATION CARD (DD FORM 2350)

Encl: (1) Sample DD Form 2350 DoD MARS Disaster Support Identification Card - blank  
(2) Sample DD Form 2350 DoD MARS Disaster Support Identification Card - filled-in  
(3) Sample ID Card Issue and Control Log Sheet  
(4) Sample ID Card Transmittal Sheet (Chief, NAVMARCORMARS to Member via Area Director)

1. Purpose. To provide Navy-Marine Corps Military Affiliate Radio System (MARS) procedures for the issue and control of the DoD MARS Disaster Support Identification Card (DD Form 2350).

2. Cancellation. NAVMARCORMARSINST 1070.1D of 21 March 2000.

3. Scope. Strict attention to the procedures in this instruction are mandatory as improper procedures have the potential to place an official DoD MARS Disaster Support Identification Card into the wrong hands due to loss or theft. With loss or theft of an official DoD MARS Disaster Support Identification Card the possibility exists for a non-authorized person to misrepresent the Navy-Marine Corps Military Affiliate Radio System program, the United States Navy, and the Department of Defense in an unfavorable and negative manner.

4. Requirements. In order to be issued a Disaster Support ID card, a member must meet the following criteria:

a. Have an actual need for the ID card, such as to provide support to a TSA team or require access to an Emergency Operations Center. ID cards will not be issued because a member might need one in the future.

b. Have completed the Emergency Management Institute courses IS-100, IS-200, IS-700 and IS-800 and have provided a completion certificate to his/her state director.

5. Discussion.

a. Chief, Navy-Marine Corps MARS will control, safeguard and account for all issued and non-issued DoD MARS Disaster Support Identification Cards. Sample ID cards are provided in enclosures (1) and (2).

b. Chief, Navy-Marine Corps MARS will maintain a control log containing the minimum information shown in enclosure (3).

c. ID cards will be controlled and issued using the following procedures:

(1) Issue in numerical sequence of control number.

(2) Prior to mailing the ID card to a member for signature, the front and back of the card will be filled in with all information (including "full" name of member, expiration date, issue date by Chief, NAVMARCORMARS, etc. See para d. below) using 12 pitch font type (see enclosure (2)).

(3) Make appropriate entries in the Issue and Control Log (see enclosure (3)).

(4) Mail ID card and transmittal sheet to the member.

(5) Instruct the member to sign the transmittal sheet, in the signature block on only the front of the ID card, and to provide a current passport type photo that will fit in the space provided on the front of the ID card (1-inch by 1-inch). The member shall then mail the transmittal sheet, ID card, and photo back to Chief, NAVMARCORMARS.

(6) Chief, NAVMARCORMARS will authenticate, laminate, and return the ID card and transmittal sheet to the member via the Area Director. (See enclosure (4).)

(7) The member will acknowledge receipt of the ID card by signing the transmittal letter and returning it to the Area director.

(8) The Area Director will forward a copy of the members acknowledgement to Chief, NAVMARCORMARS.


d. The ID card is valid for 4 years from the date Chief, NAVMARCORMARS signs and authorizes the issue of the ID card.

This should be the expiration date shown on the front of the ID card. The DD Form 2350 ID card is valid only while the member issued the card holds the official position. Once the member no longer holds that position, or upon termination/resignation of the member, the Area Director shall recover the ID card and return to Chief, Navy-Marine Corps MARS.

e. A tickler will be established to ensure that the ID cards are returned after the 4-year period has expired. The expired and cancelled ID cards, cut out the control number and paste/staple it to the corresponding number in the control log. The remainder of the ID card will be destroyed via shredding or burning.



f. ID cards not yet issued will be safeguarded in a container that provides security from theft. A locking safe is the recommended storage container for unissued or pending issue DD Form 2350 ID cards.

g. The DOD MARS Disaster Support Identification Card (DD Form 2350) Issue and Control Log shall be retained for a minimum five (5) years. Five year retention of the Issue and Control Log is to perpetuate continual reclamation, control, and tracking of previously issued DD Form 2350 ID cards as briefly discussed in para e. above. The only reason the five-year retainment rule would be rescinded would be if a different form of ID card were created and adopted for use. In that case, however, the Issue and Control Log for the DD Form 2350 ID cards would be retained for five years after the last issue of a DD Form 2350 ID card to a member.



B. G. LINDFORS




Distribution:  
Headquarters  
Area Directors  
National Website

DOD MILITARY AFFILIATE RADIO SYSTEM (MARS) DISASTER SUPPORT IDENTIFICATION CARD		CONTROL NO. A04005	
	Photograph		
NAME (Typed)		EXP DATE	BRANCH
SIGNATURE		RADIO CALL SIGN	
(Accountable)			

DD FORM 2350 - Front View

PROPERTY OF UNITED STATES GOVERNMENT	
DOD MARS MEMBER (OFFICIAL)	
ATTN: Law Enforcement Officers Civil Defense Officials Military Authorities Other Official Agencies	
THE BEARER WHOSE PHOTO IS AFFIXED ON THE REVERSE IS A DOD MILITARY AFFILIATE RADIO SYSTEM (MARS) MEMBER AND MAY BE AUTHORIZED ACCESS TO EMERGENCY AND DISASTER AREAS TO PROVIDE COMMUNICATION SUPPORT FOR AUTHORIZED OFFICIALS AND DISASTER VICTIMS AS REQUIRED BY COMPETENT ON-SCENE AUTHORITY	
NAME & TITLE OF ISSUING AUTHORITY	
SIGNATURE	DATE
(Reverse)	

DD FORM 2350 - Rear View

DOD MILITARY AFFILIATE RADIO SYSTEM (MARS) DISASTER SUPPORT IDENTIFICATION CARD		CONTROL NO. A04005	
			
NAME (Typed) GEORGE NMN WASHINGTON		EXP DATE 04MAR05	BRANCH USN-
MC George Washington		NNN0IGW	

(Accountable)

DD FORM 2350 - Front View

PROPERTY OF UNITED STATES GOVERNMENT	
DOD MARS MEMBER (OFFICIAL)	
ATTN: Law Enforcement Officers Civil Defense Officials Military Authorities Other Official Agencies	
THE BEARER WHOSE PHOTO IS AFFIXED ON THE REVERSE IS A DOD MILITARY AFFILIATE RADIO SYSTEM (MARS) MEMBER AND MAY BE AUTHORIZED ACCESS TO EMERGENCY AND DISASTER AREAS TO PROVIDE COMMUNICATION SUPPORT FOR AUTHORIZED OFFICIALS AND DISASTER VICTIMS AS REQUIRED BY COMPETENT ON-SCENE AUTHORITY	
NAME & TITLE OF ISSUING AUTHORITY BO G. LINDFORS - CHNAVMARCORMARS	
SIGNATURE Bo G. Lindfors	DATE 00MAR05

(Reverse)

DD FORM 2350 - Rear View



NAVMARCORMARSINST 1070.1E



**DEPARTMENT OF THE NAVY  
U.S. NAVY-MARINE CORPS  
MILITARY AFFILIATE RADIO SYSTEM (MARS)**

IN REPLY REFER TO:  
5512/1  
Ser 021-07  
29 Jun 07

From: Chief, Navy-Marine Corps MARS  
To: George NMN Washington/NNN0IGW  
1600 Pennsylvania Ave.  
Washington, DC 20500  
Via: Director, Navy-Marine Corps MARS Northeast Area  
Subj: DEPARTMENT OF DEFENSE (DOD) MILITARY AFFILIATE RADIO SYSTEM  
(MARS) DISASTER SUPPORT IDENTIFICATION CARD (DD FORM 2350)  
Ref: (a) NAVMARCORMARSINST 1070.1E  
Encl: (1) DD Form 2350

1. Enclosure (1) is forwarded for issue:

<u>ID Card Number</u>	<u>Issued to</u>	<u>Callsign</u>
A04005	George NMN Washington	NNN0IGW

\_\_\_\_\_  
Chief, Navy-Marine Corps MARS

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Date: \_\_\_\_\_

From: George NMN Washington, NNN0IGW  
To: Director, Navy-Marine Corps MARS Northeast Area

1. I acknowledge receipt of enclosure (1) (DD Form 2350).

\_\_\_\_\_  
George NMN Washington, NNN0IGW

ENCLOSURE (4)