



# DEFENCE INSTRUCTIONS (GENERAL)

---

Department of Defence  
CANBERRA ACT 2600

15 July 1999

Defence Instruction (General) PERS 52-1 is issued pursuant to section 9A of the *Defence Act 1903*.

P.H. BARRATT  
Secretary

C.A. BARRIE  
Admiral, RAN  
Chief of the Defence Force

---

## LIST B—ISSUE NO PERS B/7/99

### New instruction

PERS 52-1      *Defence Identity and Access Control Cards*

### Single Service filing instructions

This instruction should be filed as:

1. NAVY PERS 40-9
2. ARMY PERS 34-11
3. AIR FORCE OPS 5-25

### Note

Please note that the Army reference 'ARMY PERS 34-10' is to be pen amended throughout to read 'ARMY PERS 34-11'. This amendment will be reflected in the next issue of this instruction.



## DEFENCE IDENTITY AND ACCESS CONTROL CARDS

### INTRODUCTION

1. The Geneva Convention requires members of armed forces to carry identity cards. The new Australian Defence Force (ADF) Identity Card allows individual Service identity with tri-Service applications. The Department of Defence (DoD) Access Cards are issued to Defence civilians, contractors dependants/family members and persons determined eligible for permanent, temporary or periodic access to a particular base/establishment by the Commanding Officer.

### AIM

2. The aim of this Instruction is to detail the purpose and procedure for issue and withdrawal of the ADF Identity Card for ADF members, the procedures for issue and withdrawal of the Department of Defence Access Cards and Form XP79—*Civilian Pass to Enter a Unit—Temporary* (RAAF only).

### Rationale for Identity Cards

3. The ADF Identity Card is designed for ADF members, and issued to meet, as far as practicable, the requirements of Article 17 of the Third Geneva Convention of 1949. Article 17 states:

'Every prisoner of war, when questioned on the subject, is bound to give his surname, first name and rank, date of birth, and army, regimental, personal or serial number, or failing this, equivalent information. If he wilfully infringes this rule, he may render himself liable to a restriction of the privileges accorded to his rank or status. Each party to a conflict is required to furnish the persons under its jurisdiction who are liable to become prisoners of war, with an identity card showing the owner's surname, first names, rank, army, regimental, personal or serial number or equivalent information, and date of birth. The identity card may, furthermore, bear the signature or the fingerprints, or both, of the owner, and may bear, as well, any other information the Party to the conflict may wish to add concerning persons belonging to its armed forces. As far as possible the card shall measure 6.5 x 10 cm and shall be issued in duplicate. The identity card shall be shown by the prisoner of war upon demand, but may in no case be taken away from him.'

4. The Convention details the minimum requirements for an Identity Card, and also provides examples of additional information that may be included. The Convention does not stipulate a maximum level of information that may be imparted. However, an excessive amount of information, whether physically visible or encoded in magnetic stripes, bar codes or a memory chip may result in the Identity Card being categorised as Military equipment. Such categorisation could result in the card being confiscated and it being legitimately used by an adversary for Military advantage in accordance with Article 18 of the Convention. Article 18 states:

'All effects and articles of personal use, except arms, horses, military equipment and military documents, shall remain in the possession of prisoners of war, likewise their metal helmets and gas masks and like articles issued for personal protection. Effects and articles used for their clothing or feeding shall likewise remain in their possession, even if such effects and articles belong to their regulation military equipment. At no time should prisoners of war be without identity documents. The Detaining Power shall supply such documents to prisoners of war who possess none.'

Accordingly the Department of Defence Identity Card carries and displays only that information mandated by Article 17 of the Convention. Thus the Identity Card is furnished to provide positive proof of Identity of the member to any Detaining Power.

### Department of Defence Access Cards

5. A DoD Access Card authorises the bearer, on proof of identity to enter, remain in or leave an area. The DoD Access Card may be issued on a temporary or permanent basis. They are visibly worn in relevant defence areas unless otherwise directed for occupational safety.

## Adoption of Australian Defence Force Identity Card

6. The Defence Organisation has introduced a new Identity Card, an example of which is in [annex A](#). The ADF Identity Card's primary purpose is to allow identification of members of the ADF. The Identity Card does not permit automatic access to areas that are controlled for security reasons.

7. The ADF Identity Card has been approved by the Assistant Secretary Security (ASSEC), Defence Security Branch (DSB) for use as an access control pass, in lieu of a Defence pass, for both visual and electronic access control for all Defence areas and establishments. ASSEC has also given approval for the card to be recognised Australia-wide for the purpose of access to Defence Establishments. However, in keeping with inherent security responsibilities, access control is a local management issue. Therefore, local access control policy and procedures determined by the relevant base/establishment Commanding Officer are to be complied with by all persons issued with an access pass. Nothing in this Instruction prejudices a commander's right to refuse entry to any person to an area under their control, or supersedes access control policy as promulgated in the SECMAN series.

8. There is no ADF requirement for Identity cards to be worn or displayed on a routine basis; however, some areas such as Russell Offices, Maritime Headquarters, etc may require Identity Cards to be worn or displayed for security or other reasons. Even when not worn, Identity Cards are to be carried at all times. ADF Identity and Defence Access Cards must be shown on demand to any appropriate authority who, in the course of their duty, requires proof of identity. A member is not to be in possession of more than one ADF Identity Card. Every person issued with a Defence Access Card or and ADF Identity Card is to protect their card from loss, theft, defacement or unauthorised use. The use of another person's card for any purpose is strictly prohibited. Personnel are not to lend their card to any other person.

## Standardisation

9. All cards are to be Defence Security Pass and Access Control System compliant and utilise the Watermark(r) system card blanks. Watermark(r) tape gives permanent, unique and secure identity to each card. This acts as a secure key, which is read by an active Watermark(r) reader. The reader reports the details of the card's identity to the access control system, which can then take appropriate action, for example release a door, or enable a computer etc.

10. System implementation involves three main stages:

- a. Each member must be issued with a card, which has a unique identity number.
- b. The number is recorded in a database along with the user's name.
- c. The system is programmed with access rights (such as authorised locations and times) to define who is allowed access to defined locations and at what times.

11. The introduction of the new card will be a graduated process and is the responsibility of Defence Corporate Support (DCS). They will be introduced on a regional basis and administered by regional DCS managers. The Defence Access Card and ADF Identity card are accountable items and DCS staff responsible for administering the issue and withdrawal of the cards are to maintain a comprehensive records for audit and verification purposes.

12. To ensure standardisation of cards, only the format of the ADF Identity Card shown in [annex A](#), Defence Access Control Cards shown in [annex B](#), other access control cards or credentials as approved by security authorities are to be produced by the imaging production systems.

13. To ensure maximum commonality across Defence Access Control Systems, DSB must be consulted prior to the procurement of any Access Control System. As general guidance any Access Control System contemplated must be Watermark(r) and magnetic stripe compatible.

**Production and issue**

14. An ADF Identity Card is only to be issued to:
- members of the Permanent Defence Forces;
  - members of the Australian Defence Reserve;
  - when required, members of philanthropic organisations working with ADF units (for example, Salvation Army etc); or
  - to spouses of ADF members as provided for in paragraph 26 of this Instruction.
15. A permanent Defence Access Card is only to be issued to:
- permanent civilians employed by the Department of Defence;
  - long-term contractors employed by the Department of Defence (includes consultants working more than 3 months and subject to normal security clearances (Security Manual (SECMAN) 4—*Defence Protective Security Manual*, section 3.77));
  - personnel of Foreign Forces on exchange with the ADF;
  - legally recognised spouses, dependants or family members of ADF personnel and permanent Defence employees and contractors working on the particular base/establishment for which the card is issued;
  - persons determined eligible for permanent or periodic access to a particular base/establishment by the Commanding Officer; and
  - personnel of foreign forces on the strength of a foreign Defence Force unit lodged on an ADF base/ establishment, or personnel of foreign forces on training with or temporary attachment to the Australian Defence Organisation.
16. A temporary Defence Access Card or Form XP79 may be issued to persons with a legitimate need for access to a particular base/ establishment. Such access cards/passes will generally be valid for a single visit/day but may be extended for up to 28 days. The type of pass issued is at the discretion of the Commanding Officer.

**Lost Identity/Access Cards**

17. Loss of an ADF Identity Card or Defence Access Card is to be reported as soon as practicable to the Unit Security Officer, nearest Service Police office or Regional Security Manager. Every effort is to be made to recover the lost card. Interim arrangements may include the member being issued with a temporary pass with the appropriate access level. Prior to reissue, the lost card must be deleted from the access control system. Recovered Identity Cards are to be destroyed if a replacement has been issued.
18. Holders of a Defence Access Card or an ADF Identity Card are not to deliberately or negligently deface the card that has been issued to them.

**Replacement Australian Defence Force Identity Cards**

19. Members may be issued with a replacement Identity Card in any of the following circumstances:
- lost Identity Card;
  - defacement/deterioration of the card;
  - a beard is grown or removed;
  - hair length or colour is significantly altered;
  - a change in name or rank occurs;

- f. movement between permanent or Reserve elements of the ADF;
- g. movement between Services; or
- h. significant alteration of physical features.

20. Appropriate documentary evidence, provided by the member, is to be sighted for changes of name or rank. Where a new Identity Card is issued, for the photograph normal uniform and other requirements apply, for example, Service Dress shirt with no badges of identification other than rank, and the members' old card must be surrendered for destruction.

### **Return of Australian Defence Force Identity Cards**

21. Prior to discharge, members are to surrender their ADF Identity Card to the appropriate local authority or the nearest Service Police office. Holders of Defence Access Cards are to surrender their card to the appropriate local authority as soon as the purpose for which it was issued is no longer valid. Surrendered Identity/Access Cards must be deleted from the access control system and destroyed by cutting into small pieces. The failure to surrender an Identity or Defence Access Card when required by lawful authority to do so may render the holder liable to prosecution.

### **Australian Services Cadet Scheme—Officers and Instructors of Cadets**

22. ASCS Officers and Instructors of Cadets are not members of the ADF and are not to be issued with an ADF Identity Card. ASCS Officers and Instructors of Cadets are, however, eligible to be issued with a Defence Access Pass for the specific establishment(s) that their duties require them to enter. The normal employment or other factors, may entitle ASCS—Officers and Instructors of Cadets to a higher-level of pass or a Defence-wide Identity Card, for example, a Department of Defence employee, member of the ADF or Reserves. In any such case the highest-level of identity or pass required is to be the only issue made. The Australian Naval Reserve Cadet Identity Card is shown in [annex C](#).

### **Retired Member Card**

23. All members separating from the ADF who are classified as long-term members for resettlement benefits, in accordance with INDMAN 2903—*The Resettlement Scheme*, are eligible for issue of a Retired Member's Identity Card. This entitlement does not apply to a member whose service is terminated for disciplinary reasons.

### **Spouse Identity Cards**

24. Where deemed necessary, legally recognised spouses can be issued with Identity Cards as shown at [annex A](#). The spouse format may also be used where:

- a. a member posts accompanied to a country where such a card would facilitate recognition by the local authorities;
- b. a member is going to travel, accompanied, to or through a country where such a card would ease or prevent complications; or
- c. where necessary for access as determined by local arrangements, in lieu of a Defence Access Card, as provided for in paragraph 15.d.

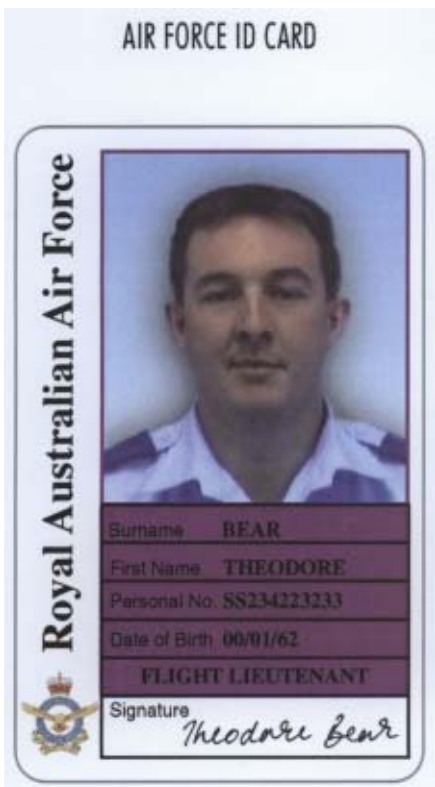
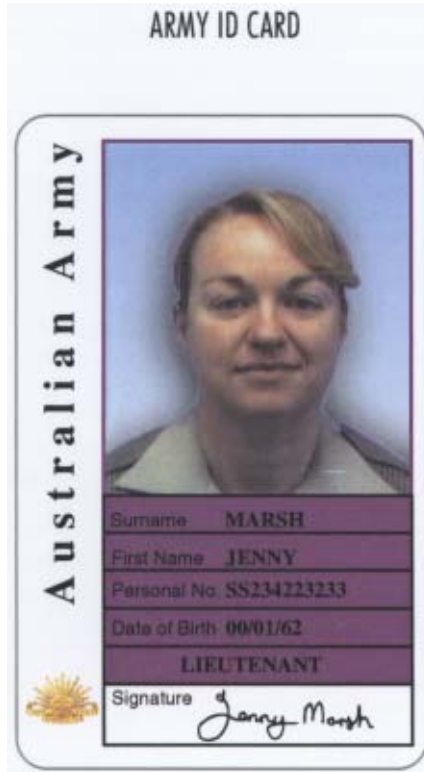
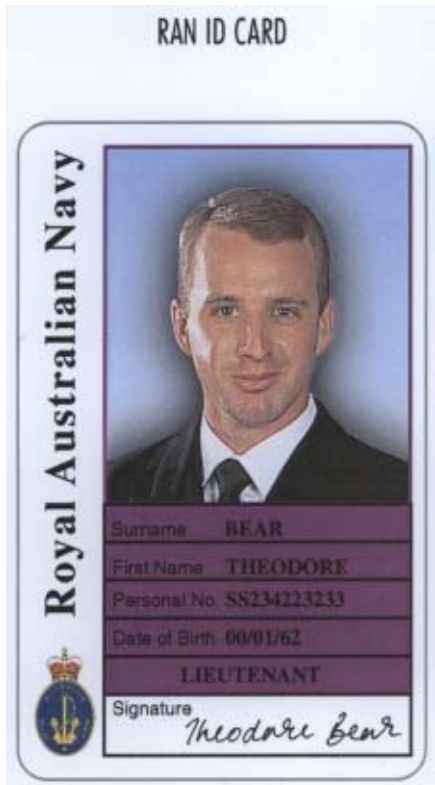
### **Annexes:**

- A. [Approved Format for new Australian Defence Force Identity Card](#)
- B. [Approved Format for Defence Access Control Cards and Eligibility Criteria](#)
- C. [Approved Format for Australian Naval Reserve Cadet Identity Cards \(included for RAN only\)](#)

**Please Note:** The annexes attached to this Instruction have been printed on white paper due to colour printing.


**Sponsor:** DGCMP (DMPP)

## APPROVED FORMAT FOR NEW AUSTRALIAN DEFENCE FORCE IDENTITY CARD




RETIRED NAVAL MEMBER  
ID CARD

RETIRED MEMBER  
Royal Australian Navy



Surname	BEAR
First Name	THEODORE
Personal No.	SS234223233
Date of Birth	00/01/62
LIEUTENANT	
Signature	<i>Theodore Bear</i>



RETIRED ARMY MEMBER  
ID CARD

RETIRED MEMBER  
Australian Army




Surname	MARSH
First Name	JENNY
Personal No.	SS234223233
Date of Birth	00/01/62
LIEUTENANT	
Signature	<i>Jenny Marsh</i>




RETIRED AIR FORCE MEMBER  
ID CARD

RETIRED MEMBER  
Royal Australian Air Force



Surname	BEAR
First Name	THEODORE
Personal No.	SS234223233
Date of Birth	00/01/62
FLIGHT LIEUTENANT	
Signature	<i>Theodore Bear</i>



REVERSE OF ID CARD

Australian Defence  
Force Identity Card

1. This card remains the property of the Department of Defence and must be shown on demand.
2. Unauthorised use of this card may render the user liable to prosecution.
3. If found, please forward to the nearest Defence establishment or Police Station.



RAN SPOUSE ID CARD

**SPOUSE**  
**Royal Australian Navy**



Surname	<b>BEAR</b>
First Name	<b>THELMA</b>
Sponsor	<b>LSMT BEAR</b>

HOLDER IS THE SPOUSE OF A MEMBER OF THE ROYAL AUSTRALIAN NAVY.



ARMY SPOUSE ID CARD

**SPOUSE**  
**Australian Army**



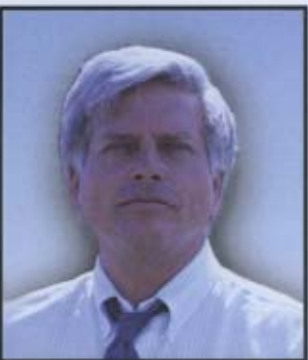
Surname	<b>BEAR</b>
First Name	<b>THELMA</b>
Sponsor	<b>SGT BEAR</b>

HOLDER IS THE SPOUSE OF A MEMBER OF THE AUSTRALIAN ARMY.




AIR FORCE SPOUSE ID CARD

**SPOUSE**  
**Royal Australian Air Force**



Surname	<b>BEAR</b>
First Name	<b>THEODORE</b>
Sponsor	<b>FLTLT BEAR</b>

HOLDER IS THE SPOUSE OF A MEMBER OF THE ROYAL AUSTRALIAN AIR FORCE.



REVERSE OF SPOUSE ID CARD

**Australian Defence Force Identity Card**

1. This card remains the property of the Department of Defence and must be shown on demand.
2. Unauthorised use of this card may render the user liable to prosecution.
3. If found, please forward to the nearest Defence establishment or Police Station.

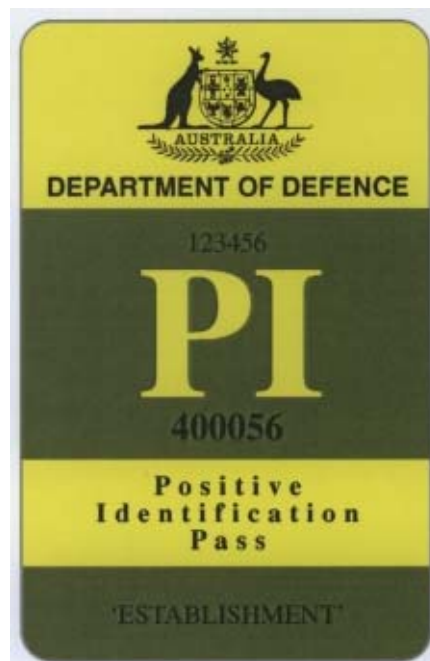
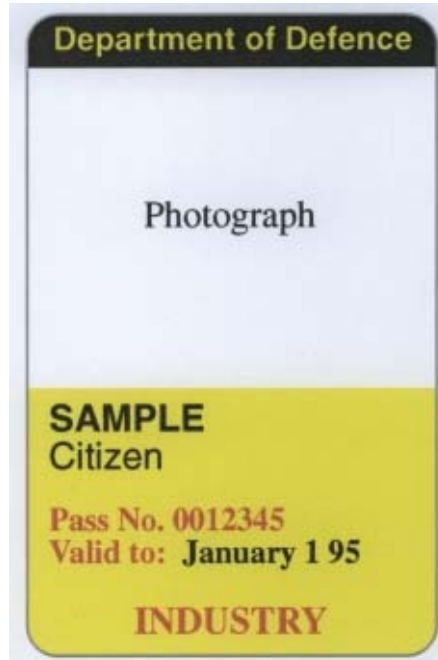
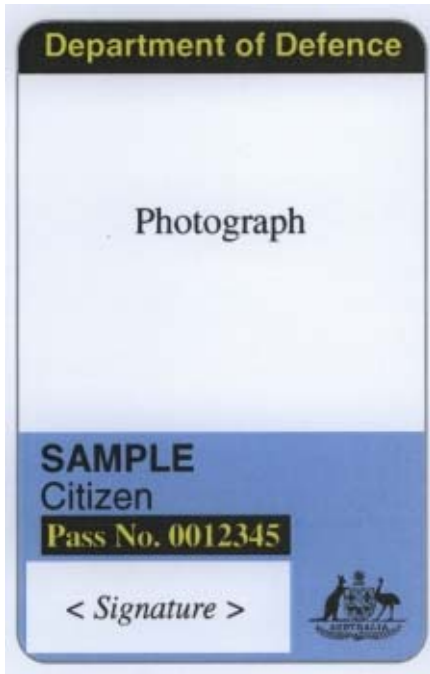


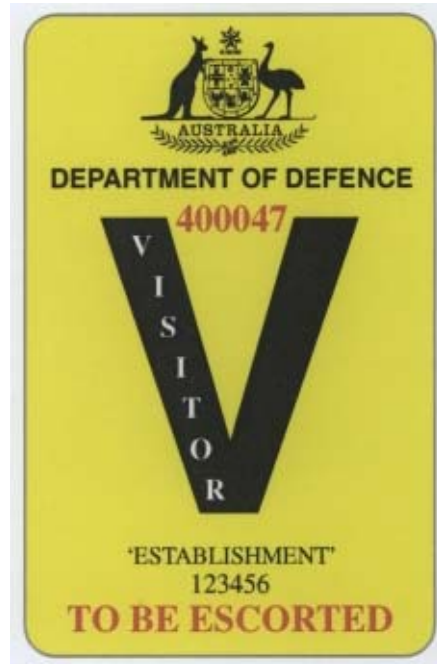


**ANNEX B TO  
DI(G) PERS 52-1**

File as: (NAVY PERS 40-9  
(ARMY PERS 34-11  
(AIR FORCE OPS 5-25

**APPROVED FORMAT FOR DEFENCE ACCESS CONTROL CARDS  
AND ELIGIBILITY CRITERIA**







## APPROVED FORMAT FOR AUSTRALIAN NAVAL RESERVE CADET IDENTITY CARDS (INCLUDED FOR RAN ONLY)

RAN ID CARD—NAVAL RESERVE  
CADET OFFICER

Naval Reserve Cadet Officer




Surname	BEAR
First Name	THEODORE
Unit	TS ALBATROSS
Date of Birth	01/01/62
Rank	LIEUTENANT
Signature	<i>Theodore Bear</i>




RAN ID CARD—NAVAL RESERVE  
CADET INSTRUCTOR

Naval Reserve Cadet Instructor



Surname	BEAR
First Name	THEODORE
Unit	TS ALBATROSS
Date of Birth	01/01/62
Rank	PETTY OFFICER
Signature	<i>Theodore Bear</i>



### REVERSE OF NAVAL RESERVE CADET ID CARD— OFFICERS AND INSTRUCTORS

#### Naval Reserve Cadet Identity Card

1. This card remains at all times the property of the Royal Australian Navy and must be surrendered on resignation or termination.
2. Unauthorised use of this card will render the user liable to administrative action or prosecution.
3. If found please forward to the nearest Defence establishment for dispatch to:

DNRC  
HMAS CERBERUS  
Western Port  
VIC 2920