

CHAPTER 19

ISSUE AND CONTROL of

THE DEPARTMENT OF DEFENSE (DOD) MILITARY AFFILIATE RADIO SYSTEM (MARS) DISASTER SUPPORT IDENTIFICATION CARD (DD FORM 2350)

19.1. The purpose of the DoD MARS Disaster Support ID card is to identify that the bearer is a MARS operator and upon authorization from a competent on-scene authority may be granted access to provide communications for the situation at hand. This identification card does not grant permission to access any military installation or disaster scene.

19.2. Strict attention to the procedures in this chapter 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 Air Force Military Affiliate Radio System program, the United States Air Force, and the Department of Defense in an unfavorable and negative manner.

NOTE: The DD Form 2350 is a controlled form, procedures will be strictly adhered to.

19.3. The AF MARS Chief will:

19.3.1. Control, safeguard and account for all issued and non-issued DoD MARS Disaster Support Identification Cards for all AF MARS Members. Sample ID card is shown in attachment 3.

19.3.2. Establish a method to maintain the following information:

19.3.2.1. The inclusive numbers of the initial supply of ID cards and the date received.

19.3.2.2. Subsequent issues of ID cards. Issuance will be in numerical sequence of control number (lowest number first).

19.3.3. Recovery of expired and cancelled ID cards.

19.3.4. Safeguard all ID cards not yet issued in a container that provides security from theft.

19.3.5. Track FEMA and ARRL courses completion dates as mentioned in paragraph

19.4.6.

19.4. The MARS member in possession of a DD Form 2350 will:

19.4.1. Safe guard the DD Form 2350 at all times.

19.4.2. Conduct themselves in a professional manner at all times.

19.4.3. If the member volunteers to deploy to the affected area, it will be at their expense (see MARS Application Form). Exception: individuals that are under federal or state orders. The exception is also includes individuals representing (and compensated for) civilian industry.

19.4.4. Relinquish and send the DD Form 2350 to the AF MARS Office upon expiration or termination/resignation of membership.

19.4.5. Complete FEMA courses ICS-100, ICS-200, IS-700 and IS-800, prior to obtaining a DD Form 2350.

19.4.5.1. The completion of ARRL courses ECOMM 1, ECOMM 2, and ECOMM 3 is optional.

19.4.6. Provide the AF MARS Office a copy of their certification for all courses.

19.5. The ID card is valid for 3 years from the date the AF MARS Chief signs and authorizes the issue of the ID card as 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 member will send the ID card back to the AF MARS Office.

19.6. The issuance of the DD Form 2350 ID card

19.6.1. The requesting individual must be recommended by the SMD and RMD.

19.6.2. Be the responsibility of the IMD to obtain written permission from the military installation commander for any BST member to gain access to the military installation for the sole purpose of providing communications support for emergencies/disaster areas if called upon.

19.6.2.1. This permission must be coordinated thru all appropriate base agencies before obtaining written permission from the Military Installation Commander.

Below is a list of possible offices to coordinate thru. This list may change depending on each installation's requirements:

- Local Security Forces (Law Enforcement)
- Base Communications Officer
- Readiness Flight
- Base Command Post

19.6.3. MARS members not associated with the Base Support Team may obtain a DD Form 2350 ID card if and only if they provide the AF MARS Chief an official letter signed by an authorized representative of their Federal, State, or municipal government's emergency/disaster team.

19.6.4. Copies of all documents will be forwarded to the AF MARS Chief prior to issuing any DD Form 2350 ID cards.

19.7. The following procedures will be followed:

19.7.1. The AF MARS Chief will fill-in the front of the card with the requesting member's information.

19.4.2. Prepare ID card processing letter.

19.4.3. Mail ID card and letter to the member for signature.

19.4.4. The member will:

19.4.4.1. Fill out all letters and forms as indicated.

19.4.4.2. Provide the AF MARS Chief a current passport type photo that will fit in the space provided on the front of the ID card.

19.4.4.3. Mail the letter, ID card, and photo back to the AF MARS Chief.

19.4.5. Upon receipt of the ID card processing letter, ID card, and photo from the member, the AF MARS Chief will:

19.4.5.1. Match the member's signature on the ID card to the signature found on the AF MARS Application Form.

NOTE: If an AF MARS Application Form is not on file at the AF MARS office, the member requesting the ID card will fill an application out and forward it to the AF MARS Chief.

19.4.5.2. Fill out and sign the reverse side of the ID card.

19.4.5.3. Laminate, and return the ID card to the member.

19.4.5.4. File the ID card processing letter in the members personnel file.