



REPUBLIC OF SIERRA LEONE ARMED FORCES

POLICY ON IDENTITY CARD

By Command of the
Defence Policy Committee

December, 2011

MINISTRY OF DEFENCE
TOWER HILL
FREETOWN

RSLAF ID CARD POLICY

BACKGROUND

1. The Chief of Defence Staff has directed that every member of the Republic of Sierra Leone Armed Forces (RSLAF) is issued with military ID card. Consequent upon this directive, there is a need to outline the course of actions that governs the implementation and management of the ID card for members of the RSLAF.

AIM

2. This guiding principles set out the administrative procedures and implementation process of the ID card, that Commanders at all levels are to ensure its adherent by all soldiers¹ under command in order to enable the RSLAF to achieve success in its objectives.

PRINCIPLES

3. The policy is underpinned with the fundamental principles as follows:
- The ID card is a property of the RSLAF. It is an official document that distinguishes members of the RSLAF from other Security Forces/ Agencies.
 - Every serving member of the RSLAF is entitled to ONE ID card bearing correct information of his/her personal records.
 - An RSLAF member who is entitled to a military ID card MUST be in possession of it at all times. This easily identifies the soldier in an event of accident, victim of unprecedented disasters or combat situations.
 - RSLAF ID card should not be used by individuals for personal gains other than official use. Holders must therefore be accorded the respect due them at all times as members of the military.

ENTITLED PERSONNEL

4. The RSLAF Military ID card is designated mainly for serving members of the RSLAF. In this vein, the following personnel are NOT entitled to the RSLAF Military ID card:

- Civilian Staff or Employees at the Ministry of Defence, Joint Force Head Quarters or any establishment within the RSLAF.

¹For the purposes of this policy, "soldiers" is defined as Officers and Other Ranks.

- b. Ex-service men or soldiers on retirement/dismissed.
 - c. Militias or Civil Defence Forces.
 - d. In circumstances thereof, the Minister of Defence may be entitled to it if he so wish.
5. However, Civilians Staff or Employees may be entitled to Civilian MOD/JFC Staff ID card issued by RSLAF to identify the individual as; RSLAF - MOD Staff or RSLAF- JFC Staff.
6. The RSLAF ID card is also entitled to trainees under the following categories:

- a. Officer Cadet.
- b. Recruit.
- c. Specialist.

(1) ~~Officer Cadets~~ Personnel on Officer Cadet Training are entitled to temporary ID cards bearing Officer Cadet Information. This ID card is just for the purpose of the Cadet training. Official RSLAF Military ID card will be issued by AFPC after graduation.

(2) Recruits. Recruits on entering the Training Depot are not entitled initially to the RSLAF ID card. However, on completion of their training they will be issued with RSLAF Military ID card by AFPC.

(3) Specialists. Trainees on specialist training (Officers and Other-Ranks) have the same process as above in Sub-Para (1) and (2).

(4) Retired military personnel employed by the RSLAF on contract, specialist or advisory roles are not entitled to military ID card.

ADMINISTRATIVE MEASURES ON LOSS OF ID CARD

7. In the event the Military ID card is lost, stolen or damaged, the following administrative arrangements should be made:

- a. Lost ID card. In the event the card is lost, the soldier should make an official report to his chain of command explaining the circumstances surrounding the loss of the ID card.
- b. Administrative Procedure. The Commanding Officer or Chain of Command should investigate the loss of the ID card. If on investigation the loss of the ID card was not attributed to negligence on the part of the soldier, the

Commanding Officer should request AFPC for its replacement. In the situation where the investigation found out that the loss was attributed to the soldier's act of negligence, the following disciplinary measures should be taken against the individual:

- (1) He should be charged for disciplinary measure.
- (2) Or, the sum of Le 30,000.00 (Thirty Thousand Leones) is deducted from his salary as payment to replace the lost ID card. (This amount would be reviewed based on the prevailing state of the economy).

c. Damaged ID card. In the event of damage or defacement of the Military ID card, broken or his personal information can not be easily read, the soldier will report to the Unit Commander and formally apply for the replacement of the Military ID card through the Chain of Command to AFPC. This can be done with the sum of Le 30,000.00 (Thirty Thousand Leones) as payment to replace the damaged Military ID card. The application Form is attached to this policy.

d. New ID Card on promotion. When an individual is promoted to another rank, he/she will be responsible for arranging a new ID card through his Chain of Command. There will be no cost for the new ID card.

ADMINISTRATIVE PROCEDURE ON RETIREMENT

8. The CO AFPC in conjunction with JPU is to ensure that a soldier on retirement/dismissal from the RSLAF is to return his/her Military ID card before leaving the Military.

9. If a soldier is on AWOL or physically absent at the time of his dismissal, JPU will be charged to retrieve the ID card from the soldier and return to the appropriate chain of command.

EXPIRY DATE

10. Due to the dynamics involved in producing the ID card, a new Military ID card will be produced after every 5 years which determines the expiring date of the current one. The 2011 Military ID card implementation commenced on 2 May 11.

CONCLUSION

11. The set of principles outlined above will lead to a much improved and more efficient system whilst reducing the administrative burden on the various Chain of Commands or Commanding Officers. This policy is to be communicated to all soldiers within every Unit/Establishment via Unit Part 1 Orders.

APPLICATION FORM FOR REPLACEMENT OF MILITARY ID CARD

Name:

Rank:

Svc No

Unit:

Reasons for application.....

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Signature Date.....

Recommendation/Comment by Unit Commander

Rank/Name:

Signature:

Date: