



ADMINISTRATIVE COMMUNICATIONS SYSTEM  
U.S. DEPARTMENT OF EDUCATION

# DEPARTMENTAL DIRECTIVE

OM:3-103

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*Distribution:*  
All Department of Education Employees

*Approved by:* \_\_\_\_\_/s/\_\_\_\_\_  
William J. Leidinger  
Assistant Secretary for Management

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## Identification Media (Credentialing)

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For technical information regarding this ACS document, please contact Robert Velon on 202-260-0187 or via [email](#).

Supersedes ACS document D:ADM:1-108, “Department of Education Identification Badge System” dated 11/14/1988.

## I. Purpose

This directive sets forth the policy and organizational responsibilities for the issuance of the U.S. Department of Education's (ED) Identification (ID) Media Credentialing, and the process for individuals visiting ED facilities.

## II. Policy

It is the policy of ED to issue ID Media, which includes any Shield, Credential, or ID card, to employees located in headquarters and in the regional, field, and area offices. Visitors at ED will receive an "Escort Required" or "No Escort Required" badge.

All ED ID cards must be visibly displayed, in clear view, while in ED-occupied facilities in headquarters and in the regional, field, and area offices. Federal government employees of other agencies must either show Federal Law Enforcement credentials or visibly display their government ID card and the "No Escort Required" badge issued by ED.

## III. Authorization

This directive is authorized by Executive Order 12977 (October 19, 1995) establishing the Interagency Security Committee (ISC) to develop and oversee the implementation of security standards for Federal facilities; Title 40 U.S.C. Sections 19, 285, 486 and 490; 41 CFR 101-20.302; Department of Justice Vulnerability Assessment of Federal Facilities Report at table 2-8 (June 28, 1995) ([http://www.usdoj.gov/opa/pr/Pre\\_96/July95/381.txt.html](http://www.usdoj.gov/opa/pr/Pre_96/July95/381.txt.html) or contact Adam Bodner at [Adam.H.Bodner@usdoj.gov](mailto:Adam.H.Bodner@usdoj.gov) ), and ED's Departmental Handbook for Property Management [http://connected1.ed.gov/po/om/executive/print/acs\\_hb\\_om\\_05.doc](http://connected1.ed.gov/po/om/executive/print/acs_hb_om_05.doc)

## IV. Applicability

This directive applies to all employees, contractors, retirees, and others who are authorized access to ED-occupied facilities in headquarters and in the regional, field, and area offices.

## V. Definitions

- A. *Badge or Card:* For the purposes of this directive, a badge and a card are the same. A badge is generally displayed vertically and a card is generally displayed horizontally.

- B. *Credentials (Enforcement)*: Shows proof of authority and is issued only to inspection and criminal investigation personnel in the GS-1801 and GS-1811 Federal job series.
- C. *Credentials (Non-Enforcement)*: Shows proof of authority and are only issued to authorized employees in the security and safety field within the Office of Management (OM), Security Services (SS), the Office of the Secretary (OS), the Office of the Deputy Secretary (ODS), and to Office of Inspector General (OIG) personnel designated by the Inspector General.
- D. *HID*: Is both a company name and a process named after the company (HID is not an abbreviation), which utilizes radio frequency identification (RFID) technology for physical access control. Proximity and *iCLASS* technologies can be housed on the same credential and combined with other technologies such as a magnetic strip, a barcode, or contact smart chip modules.
- E. *ID Card*: Designed for entry control into all ED access controlled facilities and issued to all employees, authorized temporary employees, and authorized contractors.
- F. *ID Media/Credentials*: Includes any card/pass, shield, credential, ID card or similar items, which contain the ED name, seal or symbol; may be used to identify the bearer; and is normally carried or worn by the bearer. ID Media may also contain one or more of the following: the bearer's photo, a serial number, an authorizing or validating signature, and information to indicate the purpose of the badge.
- G. *Shield (Enforcement)*: Provides an outward, visible sign of authority and is issued at ED to inspection, criminal investigation personnel and authorized security personnel in the GS-0080, GS-1801 and GS-1811 Federal job series.

## VI. Responsibilities

- A. The Assistant Secretary for Management is authorized to prescribe ID Media for use within ED, to include Credentials (Non-Enforcement) and Shields for use within OM/SS.
- B. The Inspector General is authorized to prescribe and issue the OIG Credentials for OIG audit personnel, counsel staff, criminal investigation personnel, inspection staff, and other OIG personnel as determined by the Inspector General, and OIG shields (i.e., law enforcement badges) for special Agents.

- C. The Secretary's Protective Detail, OS, is authorized to prescribe Credentials (Enforcement) and Shields (Enforcement) for protective detail personnel.
- D. OM/SS is responsible for planning, developing, implementing, evaluating, and controlling the ED-wide ID Media Program.
- E. OM/SS is responsible for ensuring that individuals meet personnel security requirements before authorizing the issuance of ED ID cards.
- F. OM/SS is responsible for:
- Installation and maintenance of all ID Media equipment and systems;
  - Integrity of the data in the system; and
  - Issuing ID Media while ensuring that ED ID cards are issued only upon authorization from the OM/SS Personnel Security Chief.
- G. The Secretary's Regional Representatives (SRRs) are responsible for implementing, evaluating and otherwise managing the ID Media program for the regional offices. The Security Coordinator, at each regional office, appointed by the SRR, will implement and control the ID Media Program in offices for which they are responsible.
- H. The Principal Office (PO) Executive/Administrative Officers are responsible for:
- Certifying that an individual requires an ED ID;
  - Ensuring that personnel under his or her authority possess only authorized ID Media; and
  - Returning ID Media to OM/SS when no longer needed.
- I. Managers are responsible for ensuring that employees use the ID Media and display it properly. Each manager is responsible for reporting unauthorized use of ID Media to OM/SS and if located in a regional office, the Regional Security Coordinator.
- J. Employees are responsible for reporting as soon as practicable, to both OM/SS and the Executive/Administrative Officer, lost, stolen, or destroyed ID Cards or Credentials. Employees are also required to notify the Regional Security Coordinator, of lost, stolen, or destroyed ID Cards or Credentials when applicable.

## VII. Procedures and Requirements

ED ID Media are issued solely for use by authorized individuals in the performance of official duties, and in the case of the ID card, for personal ID. ID Media may not be used for retirement mementos, honorary presentations, or similar purposes. The ID database may not be used for administrative purposes with exception of an official law enforcement investigation or Department OIG investigation, in which a formal request for the specific data must be submitted to OM/SS with an open case number.

### A. Restrictions

1. No employee may have in his/her possession more than one Department of Education ID card, Credential or Shield.
2. ED employees may not display any form of ID associating them with ED, which has not been officially authorized by the Assistant Secretary for Management or the Inspector General. Development of new ID Media or methods of use, assembly or display, or modifications of existing media or methods of use or display must be submitted through the SRR, and the Executive/Administrative Officer of the requesting organization to OM/SS for coordination and approval.
3. The Assistant Secretary for Management is the approving authority for the printing or reproduction of any type of ED ID media (with the exception of OIG issued credentials and shields). Requests to print or reproduce must be *submitted in writing* to the Assistant Secretary for Management for approval.

### B. Penalties

1. 18 U.S. Code, Section 499, prescribes a fine or up to five years imprisonment, or both, for whoever falsely makes, forges, counterfeits, alters, or tampers with any naval, military or official pass or permit, issued by or under the authority of the United States, or with intent to defraud uses or possesses any such pass or permit, or personates, or falsely represents himself to be or not to be a person to whom such pass or permit has been duly issued; or who willfully allows any other person to have or use any such pass or permit issued for his use alone.
2. 18 U.S. Code, Section 701, prescribes a fine or up to six months imprisonment, or both, for whoever manufactures, sells or possesses any badge, ID card, or other insignia, of the design prescribed by the head of any department or agency of the United

States for use by any officer or employee thereof, or any colorable imitation thereof, or photographs, prints, or in any other manner makes or executes any engraving, photograph, print, or impression in the likeness of any such badge, ID card, or other insignia, or any colorable imitation thereof, except as authorized under regulations made pursuant to law.

### C. Protection of ID Media

Any individual who recovers any type of ID Media must report it immediately to OM/SS, so that local accountability records are adjusted to reflect the recovery. Regional employees must contact their Regional Security Coordinator, OM/SS by Email to "[SecurityServices@ed.gov](mailto:SecurityServices@ed.gov)" and telephone at (202) 401-3610 and follow the protocol established within their respective facilities (i.e. GSA regulations, or private leased facilities).

OM/SS will destroy the recovered media (except Shields, which may be placed back in stock and reissued).

In all cases of lost or stolen ID Media, the Executive/Administrative Officer, or the Regional Security Coordinator, must notify the OM/SS immediately/as soon as practicable with a written memorandum or email request to deactivate the ID Media.

1. Employees must take precautions to prevent loss, theft and destruction of Credentials, ID cards, Shields (Enforcement), and other types of ID Media. In the hands of an unauthorized person, these items have the potential of bringing serious discredit and adverse publicity to ED. ID Media must either be in the possession of the authorized employee or safeguarded to insure no unauthorized use may occur. ID Media must *never* be left unattended in briefcases, unlocked desk drawers, automobiles, etc.
2. If an employee's ID card or Credentials is lost, stolen or destroyed, **the employee will report this immediately as soon as practicable** to OM/SS, explaining the circumstances and recovery attempts. If an employee's Shield (Enforcement) is lost, stolen or destroyed, the employee will report this immediately upon entry to an ED facility in writing through supervisory channels to OM/SS.

In the case of a lost or stolen ID card with restricted access authorized, the employee's manager will notify the manager of the restricted area as identified on the ID application form.

**The employee's Executive/Administrative Officer must also be notified by the employee within two business days** to arrange for

payment of the lost ID card if necessary. The employee must fill out a new ID application form as shown in [Appendix A](#), marking “replacement ID” and attach a statement explaining the circumstances and recovery attempts. If records show a repetitive history of lost ID cards of two or more within a four-month period, an ID media replacement fee of \$10.00 will be charged to the employee. Upon completion of the paperwork and proper OM/SS processing, the employee must take a copy of the paperwork, the written statement from OM/SS, and a money order made payable to the “U.S. Department of Education” to the Office of the Chief Financial Officer (OCFO) FB-6, Room 4C110. The employee must present a receipt of payment to OM/SS and a new replacement ID card will be issued.

3. Managers must counsel employees concerning safeguards when there is a repeated loss of ID cards, Credentials, Shields (Enforcement and Non-Enforcement), or other ID Media. Repeated loss of ID cards (two or more within a four-month period) will result in an ID stock replenishment charge of \$10.00 to the employee. It is the responsibility of the OCFO to collect charges related to loss of ID cards for transfer into a designated account.
4. The employee’s supervisor must file a report of lost or stolen Credentials (Enforcement) or Shields (Enforcement) with a statement addressing the theft, or loss in detail. Regional employee reports will be forwarded to the Area OIG Office immediately. A copy of Headquarters’ Office employee reports will be forwarded to the OIG. The host site OIG office, and the Headquarters’ OIG Office, as appropriate, will ensure that original reports on lost or stolen Enforcement Credentials and/or Enforcement Shields are kept in a separate file in order to make them readily available. The OIG must report lost or stolen Credentials or Shields to OM/SS.
5. Mailing ID Media stock, Credentials and/or Shields, requires a controlled means. Blank ID Media stock, Credentials and Shields will be in double-sealed envelopes and sent via registered mail. ID cards sent between offices must be sent with a transmittal form and must be in double-sealed envelopes.

#### **D. Supplies**

OM/SS will supply ID Media, media holders and lanyards to Regional and Area Offices on an as needed basis.

## E. Records and Accountability

1. The accuracy of ID card records, Credentials and Shield (Enforcement) records will be audited annually by the ID “Systems Owner Representative” (OM/SS), and reconciled at the end of the fiscal year against the numerical and alphabetical files and ID database as outlined below. All records of such audits will be handled as Sensitive But Unclassified (SBU) and will be kept for three years in an approved container.

Every employee will be issued an ID card after filling out an ID card application. The ID card application form, Parts (A) and (B) (if applicable), will be the primary records inventoried. OIG will maintain a record of all OIG Credentials (Enforcement) and Shields (Enforcement). This will also satisfy requirements for accountability of the Credentials.

OS will maintain a record of all security detail Credentials (Enforcement) and Shields (Enforcement) for the Secretary’s Protective Detail. This will also satisfy requirements for accountability of the Credentials.

All Contracting Office Representatives (CORs) will develop and re-validate their list of contract employees every six months and immediately notify OM/SS when a contract employee has been removed, added, and/or is no longer authorized access. If contractor lists are not properly validated and verified through OM/SS, contractor access will be denied until verification has been assured. It is the responsibility of the COR, to ensure the contractor photo ID card is recovered and returned to the Executive/Administrative Officer for submission to OM/SS when an employee is no longer authorized access.

Upon request, OM/SS will provide a report to the Executive/Administrative Officer listing the authorized access for individuals or groups of up to 20 at a time.

2. The “ED ID Card Application form” (in conjunction with the proper Personnel Security clearance forms) will be used when issuing ID Media. The employee, the employee’s Executive/Administrative Officer, OM/SS (or designated official), and the restricted area manager, where applicable, will all sign the ED ID Card Application forms.



The blank ED ID Card Application Form is available for use by ED personnel on ED's intranet site ([ConnectED, Forms](#)) and can be printed and manually completed.

## **F. ID Cards**

### **1. Overview**

ID cards will be issued to all ED employees and authorized contractors. Badges will be worn on the outer garment, in clear view at all times, while in ED facilities in headquarters and in the regional, field, and area offices.

To maintain the integrity, respect and acceptance of the ID card, much effort will have to be expended to make certain that unauthorized personnel never have access to the card stock and equipment and that an employee, never has more than one ID card in his/her possession. The employee's manager must recover the employee's ID card and/or credential when he/she leaves ED.

### **2. Responsibilities**

- a. The Executive Officers (EXO) and Administrative Officers have responsibility for collecting ID cards of intermittent employees, employees who resign or retire, or employees placed in non-work status (i.e.. seasonal, LWOP, suspension, etc.), as well as employees on their last workday, and for sending the recovered ID cards to OM/SS for disposition.
- b. All managers have responsibility for the following:
  - (1) Ensuring that employees under their supervision are issued ID cards and wear their ID cards properly at all times.
  - (2) Assuring ID cards of intermittent employees, employees who resign or retire, or employees placed in non-work status (i.e.. seasonal, LWOP, suspension, etc.), as well as employees on their last workday, are turned into the EXO.
  - (3) Determining that only authorized personnel are in the work area for which they are responsible, and immediately asking suspected unauthorized persons in their area for a proper ID.

- (4) Informing all employees under their control of the importance of good security practices.
- c. All employees and other persons issued ID cards are responsible for:
- (1) Safeguarding their ID cards.
  - (2) Wearing their ID cards properly at all times, within ED facilities in headquarters and in the regional, field, and area offices.
  - (3) Promptly reporting loss of their ID cards to their supervisor.
  - (4) Immediately reporting to their supervisor the presence of unauthorized personnel in the work area.
  - (5) Returning their ID cards to their EXO when placed in a non-work status. Regional employees will return their ID cards to their Regional Security Coordinator or the Executive Officer/ Administrative Officer if present, who will return ID Cards to OM/SS upon termination of employment.
- d. If an employee with a photo ID card is detailed or traveling to another facility, he/she can make arrangements through OM/SS (regional employees will work through their Regional Security Coordinator) to have temporary access granted to their ID card for the off-site facility, provided that proper procedures for restricted access areas are followed and approval is granted by the restricted access manager for the area.

### **3. Wearing of ID**

- a. All persons will wear ED issued ID cards when in ED facilities or spaces in headquarters and in the regional, field, and area offices. ID cards will be worn fastened to either a belt, item of clothing or chain/lanyard worn around the neck.

- b. ID cards must be worn on the outer garment, in clear view, in such a manner that the photo is clearly visible from the front at all times, and is available for inspection by security guards while in ED spaces in headquarters and in the regional, field, and area offices. No mementos or other items may be attached to the ID card that would obscure the information on the card.
- c. The employee's supervisor, Executive/Administrative Officer, and OM/SS must approve exceptions to these requirements for reasons of health, safety, or religion.

#### 4. Descriptions and Use of ED ID Cards

- a. The ED ID card is authorized for the following uses:
  - (1) Visual ID for entry control into all ED facilities and offices in headquarters and in the regional, field, and area offices;
  - (2) Entry control in ED facilities, in headquarters and in the regional, field, and area offices, including all restricted areas;
  - (3) Visual ID of authorized bearer within the work area;
  - (4) Automated HID proximity compliant electronic access control into all access controlled ED facilities, spaces, and restricted spaces; and
  - (5) Personal ID.
- b. All ED employees issued an ID card will be issued a white photo ID card, clearly marked on front and back, to identify the individual as an ED employee; a blue photo border indicates general access. Other Federal employees assigned to ED (such as interns, or detailed Federal employees) will be issued white photo ID cards with a green photo border, for general access. These ID cards do not identify the individual as an ED employee. Non-Federal personnel (such as a contractor) who are authorized to access ED facilities will be issued, as authorized, a white photo ID card with a red photo border. ***Solid red or grey non-photo ID cards, including those issued to guards, are for access control only and may not be removed from the facility.***

- c. The ID card is the same size and has the same appearance as a standard plastic credit card. It has an HID identified serial number and is embedded with a programmable memory with magnetic field affixed to the inside which allows encoding that permits the card to be used as a key card to open doors, or for other control purposes. The back of the ID card is printed in black and has the word WARNING imprinted in white and highlighted in red; a warning against misuse and a return address.
- d. The front of the Employee ID card has a color photo of the individual to whom it is issued, and the individual's *typed* legal name. The data area, on the face of the ED employee ID card, has an ED seal. A blue photo border and a blue highlight with the word, EMPLOYEE imprinted in white across the bottom of the card, are used for general and restricted access cards. The upper 60 percent of the ID card is the photo area, ED ID area, and ED seal. The lower 40 percent is the data area, which could also include the letters "LE". Note: The letters "LE" indicate that the bearer is an authorized Law Enforcement employee and does not have to pass through personnel screening.
- e. The front of the Contractor employee ID card is identical to the employee ID card, with the exception of the color, which is white with a red photograph border, and may not contain the "LE" status.
- f. The front of the "Temporary employee" ID card is identical to the "Employee" ID card, with the exception of the color, which is white with a green photograph border, and could contain the "LE" status.
- g. The front of the Retired employee ID card is identical to the employee ID card, with the exception of the color, which is white with a yellow photograph border, and does not contain the encrypted access information.
- h. Personnel hired directly by ED under programs such as Stay-in-School, Federal Summer Intern Program, temporary appointments of 90 days or less, intermittent, or students appointed under the Co-Operative Work Study Program, or similar programs are considered ED employees and at OM/SS' option, may be issued the employee ID card.

5. **“Visitor Escort Required” and “Visitor No-Escort Required” ID Badges**
- a. All visitors who are not Federal government employees will be issued a “Visitor Escort Required” badge (or the GSA equivalent).
  - b. All visitors who are Federal government employees must present their own agency ID and will be issued a “No Escort Required” badge (or the GSA equivalent).
  - c. Employees who forget or lose their ID card assigned to an ED facility or ED restricted area in headquarters and in the regional, field, and area offices will be issued a one-day access badge upon verification of employment by a coworker or the visitor services staff.
  - d. “Temporary” and “Visitor and Escort Only ID” badges *may not be removed* from the issuing facility. They must be returned when the individual departs the facility or restricted area.
  - e. Where regional offices issue temporary, “Visitor Escort Required” and “Visitor No Escort Required” ID badges, the above procedures will be followed.
6. **ID Issuance Procedures**
- a. *Obtaining a photo ID card*
    - (1) Employee ID
      - (a) Must be a full or part-time government employee with ED.
      - (b) Must have completed appropriate background investigation forms for their position within fourteen days of entrance to duty in accordance with 5 CFR Part 736, Personnel Investigations, and OM/SS Personnel Security requirements. Employees not completing the required paperwork within fourteen days will have his/her EDNET and building access revoked.

- (c) Must complete the ID application form, and submit through the employee's Executive/Administrative Officer, to OM/SS. Please see Appendices [A](#) and [B](#).
  - (d) Employees requiring access to controlled spaces must complete the optional [Form B \(Appendix B\)](#) and submit it to the appropriate controlled space manager for signature, prior to submitting it to the Executive/Administrative Officer and OM/SS for processing.
- (2) Contractor ID
- (a) Must be contracted directly to ED and work a minimum of two days per week within one of ED's facilities. Contractors working less than two days per week or telecommuting for ED do not qualify for an ED ID and will be issued either an "Escort Required" or a "No Escort Required" badge when access is needed, provided the proper security paperwork is submitted to OM/SS.
  - (b) Must have completed appropriate background investigation forms for their position, within the time frame stipulated by the supplement to [OM: 5-101, Contractor Employee Personnel Security Screenings Policy Supplement](#). Contractors not completing the required paperwork within the required time frame will have his/her EDNET and building access revoked.
  - (c) Must complete the ID card application form and submit to the contractor's COR. The COR will submit the form to his/her Executive/Administrative Officer for submission to OM/SS.
  - (d) Contractors requiring access during building secure hours, Monday through Friday after 6:30 PM, and/or weekend or holiday access, must complete [Section B](#) (Access Required).

- (e) Bearers requiring access to controlled spaces must complete the optional [Form B \(Appendix B\)](#) and submit it to the appropriate controlled space manager and their Executive/Administrative Officer for signature prior to submitting it to OM/SS for processing.
- (f) All Contractor IDs will have an internal expiration date of one year and will require an Email notification from the COR to their Executive/Administrative Officer to OM/SS stating that ED still maintains the services of the contractor. If a request for extension has not been received from the COR, the contractor's EDNET and building access will be revoked.

*b. Processing Application and Issuing ID*

Once all paperwork is completed and signatures from the Executive/Administrative Officer, controlled space manager, and OM/SS are verified, the bearer will be notified to report to OM/SS located in Federal Office Building Six, Room 2C103 to obtain his/her ID photograph. Regional employees will follow the protocol established within their respective facilities (i.e. GSA regulations, or private leased facilities).

A light colored backdrop (white) is used for all ID card photos.

The type of card to be issued to ED employees, other Federal employees and to non-Federal personnel is specified in Section VII. F. 4. of this directive, and no exceptions can be made without advance approval from the Assistant Secretary for Management.

- (1) The photograph will be from the shoulders up and focus on the bearer's face.
- (2) The purpose of the photo is to provide an immediate visual verification of the bearer's identity. Wearing of hats, scarves, caps, sunglasses, etc., obscure the face of the individual and minimize the

effectiveness of the photo ID. These items may not be worn except for reasons of religion or health and must first be approved by the employee's supervisor, Executive/Administrative Officer, and OM/SS.

- (3) A mirror will be provided, and it is the responsibility of the employee for his/her grooming, and appearance. Due to the cost of the ID Media, once the photo is taken and the ID card is printed, no second photo or printing will take place, with the exception of improper picture format, unrecognizable photograph, bad ID Media parameters or misprint of the ID card, all of which will be at the discretion of the issuing official.

*c. Visitor ID Badges*

- (1) Individual Visitors

Visitors must be scheduled by the appropriate office or individual by contacting OM/SS, by Email to "[Security Services](#)" and "[FB6 Visitor Services](#)", and by telephone at (202) 401-3610, with the following information: Name of visitor, time of arrival, entrance visitor will arrive at, and contact number of employee being visited. Regional employees will also contact their Regional Security Coordinator and follow the protocol established within their respective facilities (i.e. GSA regulations, or private leased facilities).

- (2) Group Visitors

Sponsors of group visits must schedule entrance into ED spaces in advance, consistent with the Group Visitor Notification table below. Regional employees will also contact their Regional Security Coordinator and follow the protocol established within their respective facilities (i.e. GSA regulations, or private leased facilities). The sponsor must contact OM/SS, by Email ("[Security Services](#)" and "[FB6 Visitor Services](#)") and by telephone at (202) 401-3610, with the following information:



Name of visitor, time of arrival, entrance visitor will arrive at, and contact number of employee being visited.

<b>Group Visitor Notification Table</b>	
<b>Number of Visitors in Group</b>	<b>Minimum Time to Notify Security</b>
20 or less	Two days prior
21 to 50	Three days prior
51 or more	Five days prior

Group visitors will be issued IDs and admitted by one of the following means:

- (a) Sponsor will make group or conference badges and submit them to OM/SS (regional employees will submit through their Regional Security Coordinator) along with the proper list. Sponsor-made badges must contain the following information: location of meetings or conference (room number, auditorium), visitor name, date of visit, and title of conference if applicable.
- (b) OM/SS will make and print visitor nametags as the visitors arrive in conjunction with verification of the sponsor provided visitor request list.
- (c) Visitors will be issued either an "Escort Required" or "No Escort Required" digitally printed stick-on badge or a pre-printed temporary visitor pass.

Visitors who are issued "Escort Required" badges must be escorted at all times by an ED employee, authorized ED contractor or authorized GSA employee.

Escort Duties and responsibilities:

- Escorts must sign for entrance and accept full responsibility for their respective visitors.

- Visitors must be escorted at all times in controlled spaces.
- The escort must keep the visitor in view at all times, with the exception of the restrooms, in which the escort will accompany the visitor to the door and resume the escort responsibility upon the visitor's exit from the restroom.
- The escort must accompany the visitor on exit from the facility to the same Visitor Services desk that processed the issuance of the visitor badge.

*d. Forgotten cards*

- (1) Headquarters employees reporting to work in FB6 without their ID card will report to the Visitor Services desk at either the "C" Street or Maryland Avenue entrance, but they cannot utilize the Employee Entrance and they will be issued a "No Escort Required ID" badge. Headquarters' employees reporting to work in regional facilities or buildings other than FB6, who do not have their ID card will contact OM/SS by E-mail at "[SecurityServices@ed.gov](mailto:SecurityServices@ed.gov)" and telephone at (202) 401-3610 for verification of employee status. Employees must also follow the protocol established within their respective facilities (i.e. GSA regulations, or private leased facilities).
- (2) Contract personnel visiting a facility and not on an access list will be issued an "Escort Required ID" badge. These individuals must sign the visitor's register, present a valid government-issued picture ID (such as a driver's license) to verify identity, and must be escorted by an ED employee at all times. An ED employee assigned to the facility must corroborate the individual's need to access the site.

*e. Worn or inoperable cards.*

ID Media that is malfunctioning or inoperable due to normal wear will be replaced without fee by presenting the ID card at OM/SS during normal working hours (or for

regional employees, through their Regional Security Coordinator). If it is an emergency during Monday through Friday after 6:30 PM, and/or weekend or holiday access hours, and access to controlled spaces is required immediately, the employee must contact the Executive/Administrative Officer for further instructions. The new ID number must be recorded on the individual's ID application when a replacement ID card is issued.

## Appendix A – ED ID Card Application

Available under [Connected, Forms, Personnel Security, ED Identification Card Application](#)

### ED IDENTIFICATION CARD APPLICATION

ALL INFORMATION MUST BE COMPLETED OR CARD WILL NOT BE ACTIVATED

Category <input type="radio"/> Employee <input type="radio"/> Contractor <input type="radio"/> Temporary		Action <input type="radio"/> Initial Request <input type="radio"/> Access Change <input type="radio"/> Replacement <input type="radio"/> Renewal	
<b>A. APPLICANT INFORMATION</b>			
1. Name (Last, First, M.I.)	2. Social Security Number	3. Building	3a. Room or Workspace
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Position Title	5. Office Telephone		
<input type="text"/>	<input type="text"/>		
6. Name of Principal Office/Agency/Vendor/Contractor Co.		7. Address: Principal Office/Agency/Vendor/Contractor Co.	
<input type="text"/>		<input type="text"/>	
8. Supervisor/COR Name	9. Supervisor/COR Telephone No.	10. Building	10a. Room or Workspace
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>B. ACCESS REQUIRED</b>			
All federal employees' ID Cards will allow access to ED facilities. ID Cards for Contractors will only allow ED facilities access Monday through Friday from 6:30 AM to 6:30 PM, unless otherwise approved by the Contracting Officer's Representative (COR). If access is required to Controlled/Security Areas, complete Form O1-B and have Controlled Area Manager initial to show approval of authorization.			
<input type="checkbox"/> <a href="#">Form O1-B for Access to Controlled/Security Area is attached</a> <input type="checkbox"/> Contractor Monday through Friday after 6:30PM Access Authorized <input type="checkbox"/> Contractor Weekend Access Authorized			
<b>C. ACCESS AUTHORIZATION</b>			
Certification: By authorizing the above designated building access, I acknowledge that the terms of this individual's contract or employment require daily or routine access to the specified areas of the Department of Education facilities and confirm that all minimum security clearance requirements as specified in the individual's contract or employment have been met.			
Executive Officer Name and Telephone Number <input type="text"/>		Executive Officer's Signature or PIN* <input type="text"/>	
<b>D. PERSONNEL SECURITY</b>			
Security Office Acknowledgment: _____ Date: _____			
<b>E. CARD RECEIPT ACKNOWLEDGMENT</b>			
I certify the accuracy of the above information and acknowledge that this card is the property of the U.S. Department of Education and agree to return the card upon termination of my employment or contract with the U.S. Department of Education. I acknowledge that I must display this badge clearly visible at all times within all U.S. Department of Education facilities.			
Applicant Signature: _____ Date: _____			
<b>F. ACKNOWLEDGMENT OF FEES FOR LOST OR DAMAGED CARD</b>			
I acknowledge that this ID card is the sole property of the U.S. Department of Education, and that it is the bearer's responsibility to pay an ID stock replacement charge of \$10.00 for the repeated loss or damage of ID cards (two or more within a four-month period). A damaged card is one that has been damaged from neglect of the bearer by misuse, destruction or improper storage.			
Applicant Signature: _____ Date: _____			
<b>G. FOR ID OFFICE USE ONLY</b>			
Date Issued:	ED Badge Number:	Issued By:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Comments: <a href="#">Select this link to view the PRIVACY ACT STATEMENT</a>			
<a href="#">Reset Form</a> <a href="#">Print Page</a>			

## Appendix B – Items for ED ID Application Form 01-B (Control/Security Area Authorization)

Available under [Connected, Forms, Personnel Security, ED Identification Card Form 01-B](#)

**U.S. Department of Education**  
 400 MARYLAND AVENUE, SW  
 SUITE 2W229  
 WASHINGTON, DC 20202

**ITEMS FOR ED IDENTIFICATION APPLICATION FORM 01-B  
 Control/Security Area Authorization**

ALL INFORMATION MUST BE COMPLETED OR CARD WILL NOT BE ACTIVATED (PRINT LEGIBILITY OR TYPE THIS FORM)

A. APPLICANT INFORMATION			
1. Name (Last, First, M.I.) <input style="width: 95%;" type="text"/>	2. Social Security Number <input style="width: 95%;" type="text"/>	3. Building <input style="width: 95%;" type="text"/>	3a. Room or Workspace <input style="width: 95%;" type="text"/>
4. Position Title: <input style="width: 95%;" type="text"/>	5. Office Telephone: <input style="width: 95%;" type="text"/>		
6. Name of Principal Office/Agency/Vendor/Contractor Co. <input style="width: 95%;" type="text"/>			
7. Address of Principal Office/Agency/Vendor/Contractor Co. <input style="width: 95%;" type="text"/>			
8. Supervisor/COR Name <input style="width: 95%;" type="text"/>	9. Supervisor/COR Telephone No. <input style="width: 95%;" type="text"/>	10. Building <input style="width: 95%;" type="text"/>	10a. Room or Workspace <input style="width: 95%;" type="text"/>

**B. ACCESS** Each control/security area must be approved by the Point of Contact for that area.  
 Complete [Form 1-A ED Identification Card Application](#) if an ED ID is required. Annotate the building/hours that access is required.

Area	Building <small>Please use acronyms i.e. PCP = Potomac Center Plaza</small>	Hours	Contact Name & Telephone Number <small>(P = Primary Contact, A = Alternate Contact)</small>	Signature and Date
<input type="checkbox"/> PARKING GARAGE	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> to <input style="width: 20px;" type="text"/>	(P) <a href="#">Deneen Rapley</a> 205-4860	_____ Signature & Date
<input type="checkbox"/> Street Level Parking	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> to <input style="width: 20px;" type="text"/>	(P) <a href="#">Deneen Rapley</a> 205-4860	_____ Signature & Date
<input type="checkbox"/> OS Areas	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> to <input style="width: 20px;" type="text"/>	(P) <a href="#">JoAnn Ryan</a> 401-3082  (A) <a href="#">Carol Scannelli</a> 260-5147	_____ Signature & Date
<input type="checkbox"/> National Library (After hours)	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> to <input style="width: 20px;" type="text"/>	(P) <a href="#">Inez Frazier</a> 219-1000	_____ Signature & Date
<input type="checkbox"/> OCCFO Areas	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> to <input style="width: 20px;" type="text"/>	(P) <a href="#">Jack Atkinson</a> 401-2626	_____ Signature & Date
<input type="checkbox"/> OCIO Areas	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> to <input style="width: 20px;" type="text"/>	(P) <a href="#">Manny Hernandez</a> 377-4057  (A) <a href="#">Ken Luttrell</a> 245-6526	_____ Signature & Date
<input type="checkbox"/> IES Areas	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> to <input style="width: 20px;" type="text"/>	(P) <a href="#">Geraldine Williams</a> 219-1523  (A) <a href="#">Ron Carwright</a> 219-2185	_____ Signature & Date
<input type="checkbox"/> OIG Areas	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> to <input style="width: 20px;" type="text"/>	(P) <a href="#">Tedd Polk</a>  (A) <a href="#">John Hendrickson</a>	_____ Signature & Date
<input type="checkbox"/> OIG WFO Areas	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> to <input style="width: 20px;" type="text"/>	(P) <a href="#">William Hamel</a> 260-5130	_____ Signature & Date
<input type="checkbox"/> FSA Areas	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> to <input style="width: 20px;" type="text"/>	(P) <a href="#">Tina Hunter</a> 377-3006  (A) <a href="#">Nicole Harrison</a> 377-3484	_____ Signature & Date
<input type="checkbox"/> Other Areas	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> to <input style="width: 20px;" type="text"/>	<input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/>	_____ Signature & Date