

# ARS □ CSREES □ ERS □ NASS

## *Policies and Procedures*

**Title:** Issuing and Controlling ARS Identification Badges

**Number:** 243.4-ARS

**Date:** January 21, 2004

**Originating Office:** Facilities Division  
Real Property Management Branch  
Administrative and Financial Management

**This Replaces:** 410.4, 7/24/1991

**Distribution:** ARS Headquarters, Areas, and Locations

**This DIRECTIVE outlines the system for issuance and accountability of official Identification Badges for ARS. Its revision is necessary to update new policies and procedures.**

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# 1. INTRODUCTION

This policy prescribes minimum standards and procedures in the use of security identification badges (ID Badge) for the Agricultural Research Service (ARS). These standards and procedures are established to safeguard facilities and personnel from threats of danger and theft.

# 2. SCOPE

This policy applies to the issuance and wearing of ID Badges at all ARS facilities nationwide and everyone who enters such ARS facilities including, but not limited to, ARS employees, contractors, cooperators, and visitors.

# 3. POLICY

ID Badges are to be issued to all permanent and temporary ARS employees, visitors, cooperators, and contractors who are responsible for providing ARS services. ID Badges must be worn at all times while at ARS facilities, which includes, any space used for housing ARS personnel whether Federally owned, leased, or acquired free of charge from a cooperator. To minimize costs, existing badges will not be replaced. The provisions contained in section 6 will be implemented when issuing new or replacement badges only. Issuance of ID Badges for access needed by non-ARS employees will be issued in accordance with this P&P.

# 4. AUTHORITIES

- Federal Property and Administrative Services Act of 1949.
- 7 CFR 2.106(26), Delegations of Authority.
- 41 CFR 101.20.302, Admission to Property.
- Agriculture Property Management Regulations (AGPMR).
- P&P 240.3.

# 5. RESPONSIBILITIES

## Administrator, ARS

- Ensure that policy and procedures set forth in this P&P are administered uniformly Agencywide.

## Director, Facilities Division

- Establish procedure for the issuance, collection, and accountability of ID Badges.
- Provide technical assistance and guidance in the issuance and accountability of ID Badges.

### **Area Directors (AD)**

- Ensure Area implements the policy and procedures set forth in this P&P.

### **Area Administrative Officers (AAO)**

- Ensure procedures are implemented at each location for the issuance and accountability of ID Badges.
- Ensure that annual inventory procedures are in place at each location.

### **Center Director (CD), Research Leader (RL), Location Coordinator (LC), or Location Administrative Officer (LAO)**

- Ensure each person requiring an ID Badge receives one and is properly briefed on this policy and any internal Agency policies that outline user responsibilities.
- Establish annual inventory procedures to validate the integrity of the ID Badge program.
- Appoint individual(s) to administer the ID Badge program.
- Ensure that employees under their supervision are issued ID Badges and wear their badges in view at all times.
- Establish procedures for lost or forgotten ID Badges in accordance with procedures outlined in this P&P.
- Ensure that the ID Badges are collected when no longer required by the employee; this includes employees who resign, retire, transfer, or are placed in non-work status (i.e., intermittent, seasonal, indefinite leave without pay, suspension, etc.).
- Establish local procedures to ensure that only authorized personnel are in the work area for which they are responsible.

### **Supervisors**

- Ensure employees wear their badges in accordance with this P&P.
- Ensure the collection of ID Badges from employees and non-Federal personnel upon separation or transfer from their jurisdiction.
- Ensure procedures for replacement of ID Badges are accomplished in accordance with this P&P.

### **Identification Badge Issuing Official (IBIO)**

- Prepare and issue ID Badges in accordance with this P&P.
- Safeguard ID Badges to prevent their unauthorized use.
- Maintain an ID Badge Issuance Log (Exhibit 1 - sample).

### **Employees**

- Safeguard their ID Badge to prevent unauthorized use.
- 
- Wear the ID Badge in view at all times in accordance with this P&P.
- Promptly report the loss of the ID Badge to their supervisor.
- Immediately report to their supervisor, the presence of unauthorized personnel in the work area.
- Return their ID Badge to their supervisor when placed in a non-work status or upon termination of employment.

### **Security Guards**

- Check all information on the ID Badge to ensure it is consistent with the individual wearing the badge.
- Contact the IBIO if there is a question about the ID Badge.

## **6. GUIDELINES FOR ISSUING AND CONTROLLING IDENTIFICATION BADGES**

### **Wearing the Identification Badge**

- All persons will wear their ID Badge while at ARS facilities.
- All ID Badges will be worn with an approved clip fastened to either an item of clothing or worn around the neck and/or in an approved transparent plastic cardholder.
- All ID Badges must be worn above the waist in such a manner that the photo for the ID Badge is clearly visible from the front at all times. (Exceptions to this requirement are noted below.) No mementos or other items may be attached to the ID Badge or cardholder that would obscure the information on the ID Badge.

- Employees working around machinery or animals are expected to make reasonable decisions regarding displaying their badges. Depending on their assessment of the hazard, employees may keep the badge in their pocket or wallet when working with or around moving equipment or animals.
- The employee’s supervisor and the IBIO must approve exceptions to this instruction for reasons of health, safety, or religion.

## **Specifications**

- The ID Badge is the same size and has the same appearance of a standard plastic card.
- The ID Badge will be white for permanent full-time and part-time ARS employees and will be landscape orientation.
- ID Badges for non-ARS employees and Temporary Identification Badges are described under “Contractors, Visitors, Escorts Only, and Temporary Identification Badges” under this section.
- The ID Badge may have a magnetic strip, computer chip, or a bar code affixed to the front or back, which allows encoding that permits the ID Badge to be used as a key card to open doors or for other control purposes.
- If applicable, numbers will be assigned sequentially within blocks to specific categories (ARS employees, other Federal employees, and non-Federal personnel). Offices with more than one issuing point will assign blocks of numbers to each point.
- The ID Badges should be identified with the following (as a minimum):

## **Employees**

- **FRONT:** (Exhibit 2)
  - a. Current photo of the badge holder (yellow or neutral background).
  - b. Department of Agriculture, Agricultural Research Service.
  - c. USDA/ARS logo.
  - d. Full name of badge holder.
- **BACK:**
  - a. A warning against misuse (“This badge is property of the US Government. Any person who alters, forges, or in any manner misuses this badge may be fined or imprisoned, or both”).
  - b. An “If Found” statement: (Please drop in the nearest U.S. Postal Mail Box).

c. The following statement and address will be used:

POSTMASTER: Please deliver this badge to:  
US Department of Agriculture  
1400 Independence Avenue, SW.  
ATTN: Protective Operations Branch  
Washington, D.C. 20250-9304

d. A serial number; either sequenced by the computer or generated by the accounting procedures.

e. The ID Badge will not be marked in any manner signifying the security clearance of the holder.

### **Contractors, Visitors, Escort Only, and Temporary Identification Badges**

- ARS facilities may develop their own ID Badge and issuing procedures for contractors, visitors, escorts, and cooperators, as well as temporary ID Badges. Locations collocated with University staff and students may adopt the procedures established by the University or local security system. It is recommended that color cardstock be used for these ID Badges, and each ID Badge be numbered. See samples of said badges attached as Exhibit 3.

### **Recovery of Identification Badges**

- ID Badge Issuance Log should be checked by the IBIO at least semi-annually to determine if ID Badges have been recovered from employees who have retired, transferred, been reassigned, or are in a non-work status.
- Supervisors are responsible for initiating the employee's exit clearance procedures and advising the IBIO so that the ID Badge of the employee who separates or transfers out of their jurisdiction is recovered.
- The IBIO and the appropriate supervisory officials will need to closely monitor ID Badges issued to non-Federal personnel to ensure that ID Badges are returned on their last workday when they are separated or transfer from the issuing office's jurisdiction.
- The Contracting Officer Technical Representative or designated functional representative will have each contractor with employees that require ID Badges furnish a list, annually, of their current employees. These lists will be checked against outstanding ID Badges. If individuals are terminated without turning in their ID Badge, the IBIO or designated official will contact the contractor and request them to recover the ID Badge. If the ID Badge is not received within two weeks, the IBIO will contact the individual directly and attempt to recover the badge.
- Returned ID Badges for ARS and non-ARS individuals, who separate or transfer, will be destroyed immediately. Returned ID Badges for employees on non-work status may be filed for possible re-use, if they are in good condition. If they are in poor condition, they should be destroyed.

## **Replacement of Identification Badges**

- Supervisors will submit an applicable ID Badge request (Exhibit 4 – sample) to the IBIO to obtain a replacement ID Badge if:
  - a. The ID Badge is lost.
  - b. The badge holder’s picture no longer accurately represents the badge holder.
  - c. If the ID Badge becomes worn, damaged, or the photo fades, the data card on file may be used to make a new ID Badge after recovering the old ID Badge. Supervisors need not submit a request for this action.
- If an ID Badge is lost or stolen, the IBIO will annotate this fact and the date of occurrence on the back of the ID Badge request form. The lost or stolen ID Badge request forms will be filed in a dead file, in alphabetical order, by calendar year. These files will be maintained for three years and then destroyed.
- When a lost ID Badge has been replaced and it is subsequently found, it must be returned to the IBIO to be destroyed and the records reconciled. No employee may have two ID Badges.

## **Records and Accountability of Identification Badges**

- Records of the IBIO must be such that they will account for all ID Badge stock and issued and recovered ID Badges. Inventory and destruction records will be maintained; and the accuracy of the records will be ensured through the reconciliation procedures.
- A central issuing point will be responsible for issuance of ID Badges.
- If an ID Badge is lost, stolen, or destroyed, that fact will be recorded on the back of the applicable ID Badge request form (or database) along with the date of the occurrence.
- Visitor identification records will consist of the “Visitor Log”(Exhibit 5-sample). The Security Guard or other designated employee, to determine that all ID Badges are accounted for, must review this register daily. Discrepancies must be reported immediately to the IBIO. A complete inventory of all non-photo ID Badge records shall be performed at least semi-annually.

## **Auditing**

- At least annually, the IBIO will be responsible for auditing and reconciling the files and for verifying their accuracy by tracing a random sample (10%) of the outstanding ID Badges to the badge holder. ID Badges are sampled in order to:
  - a. Maintain the integrity of the ID Badges.
  - b. Assure that no one possesses more than one ID Badge.



- c. Assure that ID Badges are recovered from persons who leave ARS.
  - d. Make certain that unauthorized personnel do not have access to ID Badge stock and equipment.
- The sampling will take place annually at a suitable time for the ID Badge Unit. The IBIO is responsible for performing the sampling.
  - A memorandum will be placed in the file stating the inventory took place and all ID Badges were or were not accounted for.

### **Protection and Disposition Procedures**

- The following items must at all times be under the custody and control of an authorized ARS employee or locked in a security container, even if in a secured area, unless more protection is specified:
  - a. Unclaimed cards in stock.
  - b. ID Badges awaiting destruction.
  - c. ID Badges when not in the personal custody of authorized holders.
  - d. All exposed film, both usable and waste.
- Identification media equipment (camera, computer, software, etc.) must at all times be under the custody and control of an authorized ARS employee in order to minimize the possibility of abuse. In order to prevent unauthorized use, identification media equipment must be maintained in a locked room and accessible only to authorized employees.
- All records must always be under the custody and control of an authorized ARS employee or locked in a security container.
- All items, when no longer required, must be destroyed beyond reconstruction. All data (formats, seals, etc.) on automated identification media systems will be purged to remove data from memory prior to disposal of a system.
- The control and security of ID Badge supplies, records, and equipment will be the direct responsibility of the IBIO.
- The purchase of replacement equipment, equipment repair service, and all supplies should be made by the facility in accordance with Federal and Agency procurement laws and regulations. Prior to the final purchase of new identification media equipment, offices will first provide samples of the product to the IBIO for approval.

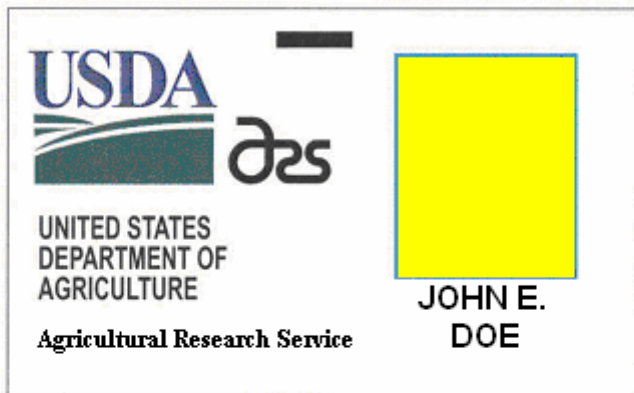
JAMES H. BRADLEY  
Deputy Administrator  
Administrative and Financial Management

**Exhibit 1**

**IDENTIFICATION BADGE ISSUANCE LOG**

ID Badge Number (s) Issued	Issued by Print Last, First & Sign	Date/Time Issued	Received by Print Last, First & Sign	ID Badge Holder's Agency & Telephone No.

Federal Personnel Identification Badge



SERIAL #123456

WARNING: This card is property of U.S. Government. Any person who alters, forges, or in any manner misuses this card may be fined, or imprisoned, or both.  
Title 18, Chapter 47, Sec. 1028

IF FOUND: Please drop in the nearest U.S. Postal Mail box.

POSTMASTER: Please deliver this card to:  
U.S. Department of Agriculture, 1400 Independence Ave. SW  
Attn.: Protective Operations Branch  
Washington, DC 20250-9304

**Exhibit 3**

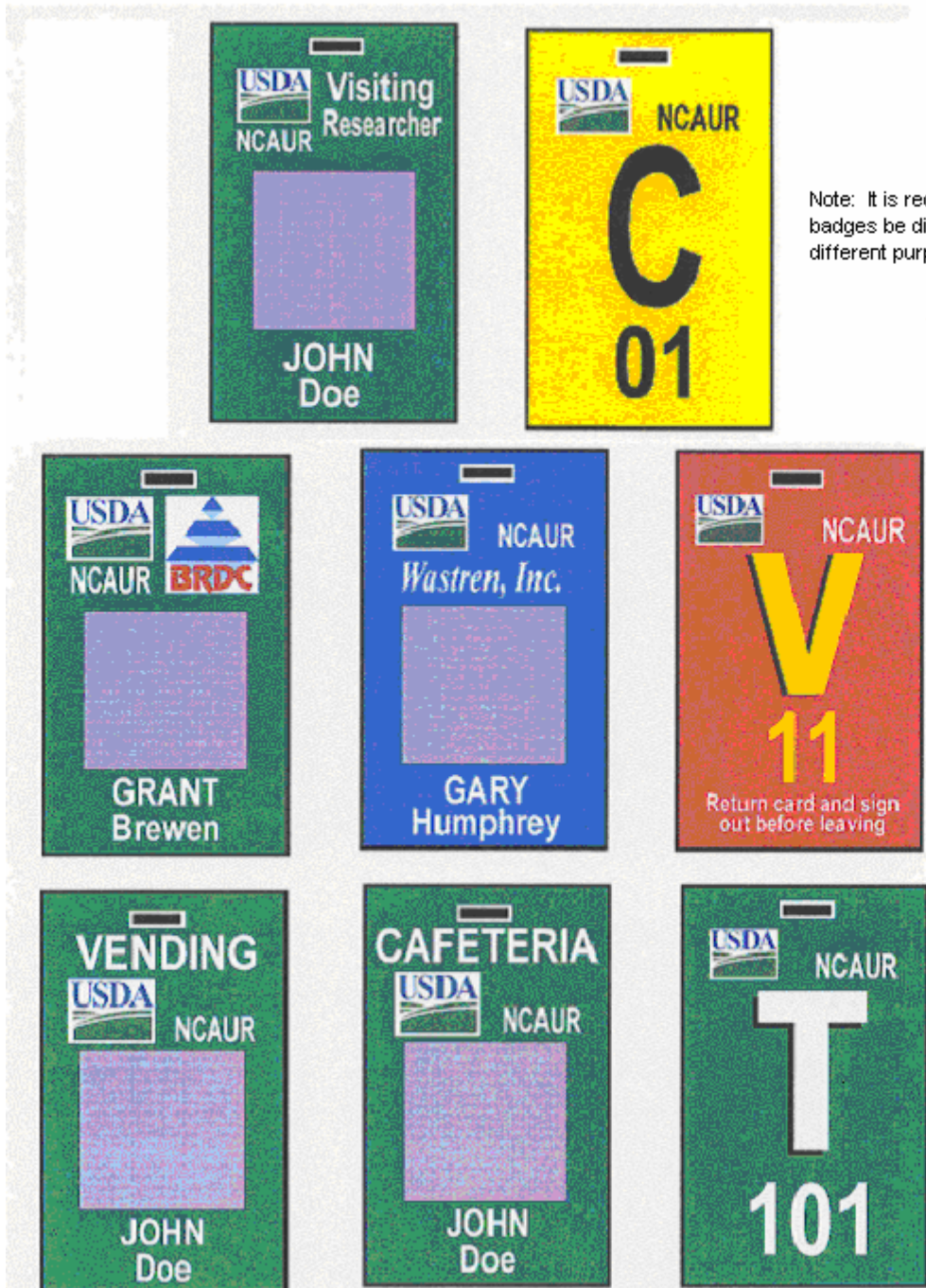
**Temporary and non-Federal Identification Badge**

<b>VISITOR'S STATUS</b>	<b>VISITOR</b>	<b>ESCORT ONLY</b>	<b>TEMPORARY</b>
Federal Employee <b>General Access</b>	<b>WHITE</b>		
Federal Employee <b>Restricted Access</b>		<b>WHITE</b> <b>RED BORDER</b>	
Non-Federal Employee <b>General Access</b>	<b>GREEN</b>		
Non-Federal Employee <b>Restricted Access</b>		<b>GREEN</b> <b>RED BORDER</b>	
Assigned Federal Employee <b>General Access</b> (Forgot/Lost Badge)			<b>WHITE</b>
Assigned Federal Employee <b>Restricted Access</b> (Forgot/Lost Badge)			<b>BLUE</b> <b>RED BORDER</b>

Exhibit 3 continued



**Exhibit 3 continued**



Note: It is recommended that the badges be different colors for different purposes.

## Exhibit 4

<u>USDA Identification Badge Record</u> (Please Print All Entries)				
<u>Request I.D. Badge</u>				
1. Name (Last, first, middle initial)	2. Social Security Number	3. Date of Request		
4. Building (work area)	5. Room Number (work area)	6. Name of Supervisor		
7. Agency / Title of: Employee: Supervisor:	8. Telephone Number & Email Address of: Employee: Tel# _____ Email: _____ Supervisor: Tel# _____ Email: _____	9. Employment Status (Circle One or Explain Other) • Perm • Temp • Contractor • Other –		
10. Duty Hours (identify normal duty hours – example 6:00 am – 6:00 pm)		11. Employee Citizenship Status US Citizen Foreign National		
12. Badge Number and Type:		13. Expiration Date		
14. Authorizing Official		15. Authorizing Official Signature //s//		
16. Remarks				
17. Employee Signature for Request of I.D. Badge:				
<u>Lost or Forgotten I.D. Badge</u>				
<b>18. Please check appropriate box -    <input type="checkbox"/> Forgotten                      <input type="checkbox"/> Lost (complete item 19)</b>				
<b><u>19. Detailed explanation of circumstances surrounding loss of I.D. Badge and effort made to recover (Reference, by date, any previous explanations written for this occurrence – Do not repeat explanation)</u></b>				
<b><u>20. Employee Signature for Lost or Forgotten I.D. Badge: //s//</u></b>				
<u>To be Completed By Receptionist/Guard when I.D. is Lost or Forgotten</u>				
<b><u>21. Visitor Pass #</u></b>	<b><u>22. Date Issue:</u></b>	<b><u>23. Time Issued:</u></b>	<b><u>24. Date Returned:</u></b>	<b><u>25. Time Returned:</u></b>
<p><b>Privacy Act Statement</b> – The Privacy Act of 1974 requires that when we ask individuals for information about themselves, we state our legal right to do so, why we are asking for the information, and how it will be used. We must also tell them what could happen if they do not provide it, and whether their response is voluntary, required to obtain, a benefit, or mandatory.</p> <p>Our right to ask for the information is 5 U.S.C. 301 and Executive Order 93-97. We are asking for the information to document the facts concerning request, lost or stolen Identification Media. The information provided on this form may be used to notify the Physical Security Officer and that the badge has been requested, lost/stolen so that strict access is controlled within USDA property or any attempted unauthorized use of the badge may be detected and investigated. If you provide false information, it may be disclosed to the Department of Justice for purposes of criminal prosecution and could lead to the imposition of penalties pursuant to 18 U.S.C. 701 and 18 U.S.C 499.</p> <p>This information is not mandatory, however, not providing all or part of the information may delay or prevent the issuance/reissuance of an I.D. Badge. No right, benefit, or privilege that is provided by law will be denied because of refusal to provide a social security number.</p>				

