

# **FAA Center for Management and Executive Leadership Policies and Procedures**

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## **Identification Badge**

All FAA employees, contractors, and guests who are involved in a function at CMEL are required to prominently and appropriately display an official photo identification badge at all times while on the premises. Non-FAA guests who are employees of other Federal agencies may use their organization's official photo identification badge.

Other non-FAA guests, facility visitors, and family members must obtain a VISITOR pass by registering at the Front Desk. Appropriate identification is required to receive a VISITOR pass and the pass must be displayed while at the facility.