

# Directive

APHIS 4295.1

8/13/01

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## APHIS PROGRAM IDENTIFICATION CARDS

### 1. PURPOSE

This Directive states the policy and prescribes responsibilities for the issuance and control of program/mission identification cards to APHIS employees and retirees.

### 2. REPLACEMENT HIGHLIGHTS

This Directive replaces APHIS Directive 4295.1, Identification Cards, dated 12/27/93.

### 3. POLICY

APHIS uses Departmental Regulation 4620-1, USDA Headquarters Complex Security Program Identification Cards, dated February 26, 1995, as its policy for the use of identification cards in the Washington, DC metropolitan area.

### 4. IDENTIFICATION (ID) CARDS

- a. Program ID Cards. APHIS programs issue the following ID cards to employees authorized to enforce specific Federal regulations under the jurisdiction of the U.S. Department of Agriculture.

<u>Form Number</u>	<u>Purpose</u>	<u>Authorized Issuing Official</u>
VS 1-4	Enforce laws covering animal quarantine and control and eradication of animal disease as specified on card.	Regional Directors, Area Veterinarians-in-Charge

<u>Form Number</u>	<u>Purpose</u>	<u>Authorized Issuing Official</u>
PPQ 516	Enforce laws covering plant pest and quarantine as specified on card.	State Plant Health Directors
PPQ 517	PPQ Non-photographic ID Card (Field) cooperative employees	State Plant Health Directors
APHIS 7000	Investigative and Enforcement Services (IES) Enforce laws and regulations applicable to APHIS	Director, IES
APHIS 7000A	Enforce laws and regulations applicable to the Animal welfare Horse Protection Act.	Deputy Administrator

- b. General ID Cards. APHIS issues the following ID cards to employees for general identification purposes, such as gaining admittance to Government-owned premises:

<u>Form Number</u>	<u>Purpose</u>	<u>Authorized Issuing Official</u>
AD-53	USDA Photographic ID Card (Field)	Regional Directors, State Directors, Area Directors, Area Supervisors, Regional Administrative Officers, Area Veterinarians-in-Charge, Officials-in-Charge of Laboratories or Field Offices

<u>Form Number</u>	<u>Purpose</u>	<u>Authorized Issuing Official</u>
AD-54	USDA ID Card Non-photographic (Field)	Regional Directors, State Directors, Area Directors, Area Supervisors, Regional Administrative Officers, Area Veterinarians-in-Charge, Officials-in-Charge of Laboratories or Field Offices
WS 1	Non-photographic ID Card (Field) cooperative employees	State Directors

5. RESPONSIBILITIES

- (a) Employees will return ID cards to their supervisor when they resign, retire or transfer out of the agency or are placed in a non-pay status (leave without pay or furlough) for more than one year.
- (b) Supervisors will ensure that ID cards are returned by separating employees and forward all returned ID cards to the issuing official.
- (c) The issuing official will:
  - (1) Arrange for issuance of ID cards.
  - (2) Secure supplies of unissued cards.
  - (3) Maintain records to identify employees having ID cards.
  - (4) Destroy returned ID cards.

6. INQUIRIES

Questions regarding this Directive should be directed to MRP-BS, ASD on 202-720-3020. This Directive is accessible on the Internet at [www.aphis.usda.gov/library](http://www.aphis.usda.gov/library).

/s/ W. J. Hudnall  
Deputy Administrator  
MRP Business Services