

ISSUANCE AND CONTROL OF THE DEPARTMENT OF HOMELAND SECURITY CREDENTIALS

I. Purpose

This Instruction implements the Department of Homeland Security (DHS) Directive 121-01 and establishes DHS procedures regarding the issuance, use, display, control, and accountability of official DHS credentials.

II. Scope

This Instruction applies throughout DHS, except where specifically provided for by statute, including, but not limited to, the Law Enforcement Officers Safety Act and the Arming Pilots Against Terrorism Act. Any DHS Component that has existing procedures and requirements regarding the issuance and control of credentials may continue those procedures and requirements consistent with Section IV.B of this Instruction.

III. Definitions

- A. **Component Issuing Office**: Organization within the Component that performs functions related to the purchase, storage, issuance, control, accountability, retention, return, destruction, or disposition of credentials.
- B. **Credential**: Identification which describes the authority of the bearer and identifies that individual's right to exercise specific authority to perform specific official functions pursuant to law, statute, regulation, or DHS Directives.
- C. **DHS Personnel**: Individuals who are permanently or temporarily assigned, attached, detailed to, employed, or under contract with DHS.

D. **Law Enforcement Officer**. As defined in Title 5, United States Code, Sections 8331(20) and 8401(17) includes DHS employees whose primary duties are the investigation, apprehension, and detention of individuals suspected or convicted of offenses against the criminal laws of the United States or the protection of officials of the United States against threats to personal safety; an employee who transfers from performing the aforementioned duties for at least three years to a supervisory or administrative position; and certain employees who have frequent and direct contact with convicted criminals.

IV. Responsibilities

A. The **DHS Chief Security Officer (CSO)** approves and issues credentials for personnel of any Component that does not, as of the date of this Instruction, have existing procedures and requirements regarding the issuance, display, use, control, and accountability of credentials.

B. **Component Issuing Offices** which have procedures and requirements regarding the issuance, display, use, control, and accountability of credentials, as of the date of this Instruction, are responsible for providing a copy of those procedures and requirements to the DHS CSO within 30 days of the issuance of this Instruction.

C. **DHS Personnel** are responsible for the use, display, accountability, and return of issued credentials.

V. Guiding Principles and Procedures

A. **Principles**:

1. A DHS credential signifies that the bearer performs specific official functions as authorized by law.

2. Only DHS personnel meeting one of the following criteria may be issued credentials, and only after the satisfactory completion of required training:

a. Designated law enforcement officers;

b. Personnel required to carry a firearm pursuant to their official duties;

c. Personnel who perform investigations or inspections relating to enforcement of laws or regulations;

d. Personnel that the Secretary determines require a credential; and

e. Personnel who, with the concurrence of the CSO, are designated by a Component head to receive credentials. A Component head designates personnel to receive credentials only after the Secretary delegates authority for this purpose.

3. DHS credentials are used only in conjunction with the performance of official duties. Personnel are prohibited from displaying any DHS credential not officially issued.

4. Credentials are the property of the U.S. Government and must be returned to the issuing office upon termination of employment or upon demand. Credentials are subject to inventory and inspection.

5. All credentials are considered accountable property. Due to the grave potential for misuse if lost or stolen, all credentials are treated as sensitive high-valued items in accordance with DHS Management Directive 0565, Personal Property Management Directive.

6. Personnel do not use credentials to exert influence, to obtain directly or indirectly any privilege, favor, preferred treatment, or reward, for themselves or others, or to improperly enhance their own prestige. Employees involved in the misuse of credentials are subject to criminal and civil penalties, including removal from employment.

B. **Procedures:**

1. **Issuance of DHS Credentials:**

a. DHS credentials are issued to authorized personnel only upon satisfactory completion of any required training. Replacement credentials are requested through the appropriate issuing office.

b. The DHS Office of the Chief Security Officer (OCSO) is the Departmental issuing authority of credentials for personnel of any Components that do not have existing procedures and requirements.

(1) Individuals requesting a credential complete Section 1 of the Credential Request Form (DHS 11000-16).

(2) The completed DHS 11000-16 is reviewed by the individual's supervisor to ensure compliance with Section V.A of this Instruction and submitted to the DHS Office of Security, Customer Service Center – Access Control.

(3) Upon receipt of the DHS 11000-16, the Office of Security reviews and either approves the request or returns it to the individual for further justification or clarification. If approved, the Office of Security notifies the individual to report to the Security Office at the GSA Regional Office Building at 7th and D Streets for credential processing.

c. The DHS Office of Security maintains sample credentials issued by the Component.

2. **Reporting Loss or Theft of DHS Credentials:**

a. In the event of loss, theft, or destruction of credentials, the employee responsible for the credential, or the employee discovering the condition:

(1) Takes immediate action to effect recovery of the lost or stolen credential, and obtains all available information concerning the loss, theft, or damage for inclusion in reports required by DHS Management Directive 0565.

(2) Notifies (as soon as practicable, but within 24 hours) the supervisor of the employee with the affected credential.

(3) Contacts the servicing component security office if employee's supervisor is unknown.

The employee's supervisor notifies the OCSO or the issuing office immediately by any means available and provides written notification within 24 hours. The message includes the approximate time and date the credential was discovered missing and the location where it was last seen.

b. If applicable, the OCSO or issuing office ensures that law enforcement authorities are notified. (Applicability is based upon the type of credential and circumstances of the incident. In most instances, only lost/stolen law enforcement credentials are reported to law enforcement authorities.)

c. The issuing office ensures the above requirements are met prior to authorizing issuance of a new credential.

3. **Retirement of non-law enforcement Credentials.** Absent statutory requirements, and consistent with DHS Directives or Component policy, credentials may be retired and kept as a memento of honorable service to the United States and the DHS Component only after the credential has been perforated (pin punched) with “Retired” or “Cancelled.” Credentials are retired under the following circumstances:

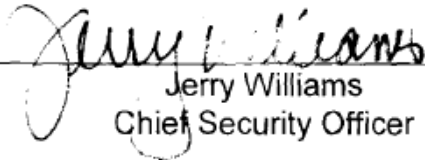
- a. Absent a Component policy, upon retirement or transfer from Federal service by the individual officer after satisfactory completion of at least one year of DHS Component employment where a credential was authorized.
- b. At the request of the family of a deceased employee, regardless of the length of DHS Component employment.

4. **Retirement of Law Enforcement Credentials.** Retirement of law enforcement credentials must be done in accordance with statutory requirements and DHS Directives.

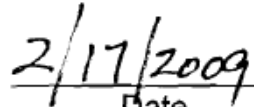
5. **Maintaining Records.** The issuing office maintains records showing the disposition of credentials issued. Records are maintained in accordance with the requirements of Schedule 18 of the General Records Schedule and applicable provisions of the Privacy Act of 1974.

VI. Questions

Address questions or concerns regarding this Instruction to the DHS Office of Security, Customer Service Center.



Jerry Williams
Chief Security Officer



Date