

Reclamation Manual

Directives and Standards

Procedures for Requesting and Issuing Badges and Credentials

1. The following procedures will be used when requesting badges or credentials.
 - A. The applicant will:
 - (1) complete and sign the Badge and Credential Application (Appendix F); and
 - (2) forward the application, through the appropriate chain of command, to the Law Enforcement or Security Manager (LESM).
 - B. The LESM will:
 - (1) Review the application for completeness.
 - (2) Sign the application.
 - (3) Send the application, along with a photo of the applicant (if credentials are requested) to the Chief Security Officer (CSO). The photograph must be:
 - (a) a current photo of the applicant dressed in appropriate attire;
 - (b) a head (full face) and shoulders image;
 - (c) in a .jpg format; and
 - (d) in color.
 - C. The CSO will:
 - (1) Review the application.
 - (2) Certify, by signing the application, that the required background investigation and security clearance are current and properly adjudicated.
 - (3) Notify the LESM advising the badge may be issued, and if requested, that the credentials are being processed.
 - (4) Forward the application to the Identity Management Office for processing of the credential, if requested. This includes printing, obtaining signatures, and lamination. The CSO must auto-sign the credential with the Director, SSLE's signature when authorized by the Director, SSLE.

Reclamation Manual

Directives and Standards

- (5) Send the credential to the appropriate LESM, within 5 business days, via a tractable delivery system, for final processing (if any) and issuance.
 - D. If a determination is made that the credentials cannot be issued, the CSO will advise the submitting LESM of the reason for the denial.
 - E. Requests for Law Enforcement Retirement Credentials must be initiated by the employee, the employee's supervisor, or the LESM and sent to the CSO for processing using the form in Appendix H. See Appendix E of this D&S for more information on Law Enforcement Retirement Credentials.
2. The following procedures will be used when issuing badges or credentials.
- A. The LESM or CSO, as appropriate, will issue the badge and signed credentials to the applicant. The appropriate credential and badge case will also be provided to the applicant.
 - B. The applicant, upon receipt of the badge and/or credentials, will sign and date a Reclamation Receipt for Property (form 7-803). By signing this document, the employee acknowledges receipt of the badge and/or credential and their personal and financial liability if lost, damaged, or destroyed through neglect or carelessness. The four part, carbonized document is used as follows to indicate the items being transferred by referencing:
 - (1) the name of the recipient;
 - (2) the description of the item (credential and/or badge);
 - (3) assigned badge number; and/or credential number; and
 - (4) the type of badge (i.e., safety clasp or wallet clip).
 - C. The Reclamation Receipt for Property (form 7-803) must also be used to acknowledge receipt by the LESM or CSO any badge or credential received from the employee.
 - D. The Reclamation Receipt for Property (form 7-803) must be signed as follows:
 - (1) the CSO, LESM or their designate, as appropriate, completes the "Received from" portion of the form; and
 - (2) the employee signs the form acknowledging receipt of the badge/and or credential.

Reclamation Manual

Directives and Standards

- E. Reclamation form 7-803 must be distributed as follows:
- (1) the WHITE (top) page is signed by the recipient and retained by the issuing authority (CSO or LESM) and entered into the Badge and Credential Inventory Control System (BCICS);
 - (2) the YELLOW page is sent to the CSO attn: Lead, Identity Management Office;
 - (3) the PINK page is given to the supervisor at the recipient's duty station; and
 - (4) the BLUE page is retained by the recipient.