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Policies and Procedures

Title: Issuing and Controlling USDA Identification Cards

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Personnel Policy & Systems Branch

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Distribution: Headquarters, Areas, and Locations

This DIRECTIVE outlines the system for issuing, controlling, and disposing of official USDA Identification Cards. Its revision is necessary to update references to forms and organizational names.

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1. ABBREVIATION

- DPM - Department Personnel Manual
- PD - Personnel Division
- POB - Personnel Operations Branch

2. FORMS

- AD-53 - USDA Photographic Identification Card (Field)
- AD-54 - USDA Identification Card (Non-photo, Field)
- AD-139 - Final Salary Payment Report
- AD-1030 - USDA Photographic Identification Card

3. DEFINITIONS

Issuing Officials are persons having authority as shown in Section 6 of this DIRECTIVE to issue official USDA Identification Cards.

Identification Cards are any of the documents listed in Section 2 of this DIRECTIVE, except AD-139.

NOTE: Separate USDA Identification Cards for Washington, DC employees are necessary because of the photo identification equipment that is used.

4. POLICY

USDA Identification Cards are to be issued to all permanent ARS employees. Temporary or intermittent employees are to be issued Identification Cards only if needed to conduct official business. Which USDA Identification Card is issued to an employee depends upon the photographic equipment available to the issuing official.

5. AUTHORITY

FPM 295 Subchapter 4 (no correlating DPM)

6. DELEGATIONS

The Administrator, ARS, is responsible for the issuance, control, and accountability of all official USDA Identification Cards. This authority is redelegated as follows:

- **For Personnel Division** - Individuals with employment and placement authority delegated by DIRECTIVE 400.4.
- **For Areas and Locations** - Area Personnel Assistants, Location Administrative Officers/Technicians, Area/Center Directors, or Location Leaders. If a location does not have an employee with the above title, the official USDA Identification Card is to be obtained from the Area Office.

7. RESPONSIBILITIES

Issuing Officials will:

- Obtain a supply of AD-1030, USDA Identification Cards, from Central Supply Branch, USDA, Office of Operations, Washington, DC. Obtain a supply of AD-53 and AD-54, USDA Identification Cards, from Consolidated Forms and Publications Distribution Center (Forms Warehouse), Landover, Maryland.
- Maintain a control register that includes card number, date issued, and name of employee to whom issued.
- Issue and sign USDA Identification Cards for employees.
- Safeguard USDA Identification Cards to prevent unauthorized persons from gaining access to USDA facilities, obtaining important or confidential records, or impersonating Government officials.
- Recall and destroy USDA Identification Card when an employee leaves ARS with the exception described in paragraph f below.
- Honor requests from retiring employees desiring to retain their USDA Identification Card as a memento. These cards must be invalidated by a bold inscription "CANCELED" on the front and back side of the card. A reasonable expense may be incurred for inscribing, erasing, or framing the Identification Card prior to presentation to the retiree.

- Submit a monthly control report on the AD-1030's, issued to employees in the Washington, D.C. Metropolitan area only. This report, made to the Chief, Personal Property Management Division, Office of Operations, Room 1532, South Building, is due at the beginning of the second workweek of each month and will include:
 - An inventory listing the beginning and ending numbers of AD-1030 cards on hand, and
 - A listing by card number and date issued of all AD-1030 cards issued during the previous month.

Area Personnel Assistant will:

Ensure locations properly control, issue, and destroy USDA Identification Cards.

Employees will:

- Use USDA Identification Cards in the performance of their Government duties.
- Immediately notify the issuing official when personal USDA Identification Cards are lost or stolen.
- Return USDA Identification Cards when no longer required or employee is separating from USDA.

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