

IRS

Physical Document and Computer Systems Security

MT 1 (16) 00-79

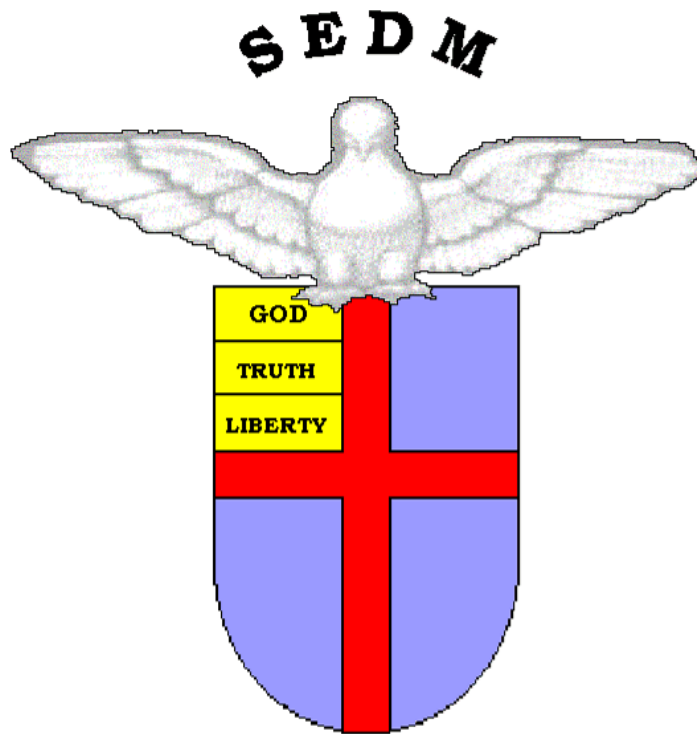
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1(16)50 (2-2-81)
Identification Media**1(16)51** (5-30-84)
General**1(16)51.1** (2-2-81)
Scope

These instructions describe authorized identification media which may be used by active duty Internal Revenue Service personnel in the performance of their official duties. This also prescribes requirements for the issuance, control and use of official identification media, and replicas of official ID media for retirement or honorary mementos or similar purposes.

1(16)51.2 (10-26-87)
Responsibilities

(1) The Assistant Commissioner (Human Resources Management and Support) is authorized to prescribe identification media for use within the Internal Revenue Service.

(2) The Director, Facilities and Information Management Support Division, HR:F is responsible for planning, developing, implementing, evaluating, and controlling the Servicewide Identification Media program.

(3) The Chief, National Office Property Security and Records Unit and the Chiefs, Regional Security function/staff are responsible for implementing, evaluating, and otherwise managing the regional identification program.

(4) The Chiefs, Regional Security function/staff, and the local Security offices in each district, service center, National Computer Center, Data Center, and National Office Property, Security and Records Unit will implement and control the identification media program in offices for which they are responsible.

(5) Each supervisor is responsible for insuring that personnel under his/her supervision possess only authorized identification media and that such media are used and displayed properly. Each supervisor is also responsible for reporting unauthorized use of identification media to Inspection and to the local Security Officer.

1(16)51.3 (5-30-84)
**Definition; Authorized ID Media;
Terms Used****1(16)51.31** (2-19-87)
Definition

Internal Revenue Service identification media includes any pass, badge, credential card or similar items, which contain the Internal Revenue name, seal or symbol, used to identify the bearer and normally carried or worn by the bearer. Identification media will also include one or more of the following: the bearer's name, signature, birth date or physical characteristics of the bearer, the bearer's photo, a serial number, an authorizing or validating signature, information to indicate the purpose of the badge or to indicate the bearer has been specially authorized to perform certain activities.

1(16)51.32 (2-19-87)
Authorized Identification Media

(1) Internal Revenue Service employees who are authorized and required to use identification media in the performance of official duties may be issued one of the following, appropriate:

(a) ID Card—(see IRM 1(16)52)

(b) Pocket Commission—(see IRM 1(16)53)

(c) Enforcement Badge—issued to Criminal Investigation and Inspection personnel only. (See IRM 1(16)54 and 55.)

(d) Calling Cards—(see IRM 1(16)56)

(e) Automobile Identification Cards—(see IRM 1(16)58)

(f) Other identification media specifically approved in writing by the Facilities and Information Management Support Division.

1(16)51.33 (10-26-87)
Terms Used

(1) The term identification media will be referred to as ID media.

(2) The term "center" includes all service centers, the National Computer Center, the Data Center, and all associated "off-site" and cafeteria space.

(3) For the purpose of this Manual, the National Office Property, Security and Records Unit is considered to be the equivalent of the Regional Security function. Therefore, any requirements placed on the regions also apply to the National Office.

1(16)51.4 (2-19-87)

Retirement Mementos, Honorary Presentations, and Other Replicas of Identification Media

(1) Internal Revenue identification media are issued solely for use by authorized employees in the performance of official duties and, in the case of the ID card, for personal identification. ID media may not be used for retirement mementos, honorary presentations, or similar purposes, except as follows:

(a) Pocket Commissions (see IRM 1(16)53)

(b) Enforcement Badges (see IRM 1(16)55)

(c) This prohibition does not apply to photographic or printed reproductions used in official Government publications and displays. (See IRM 1(16)51.5:(1))

1(16)51.5 (2-19-87)

Restrictions and Penalties

(1) In accordance with Policy Statement P-1-140, Internal Revenue Service employees may not display any form of identification associating them with the Service which has not been officially authorized by the National Office. Development of new identification media or methods of use, assembly or display, or modifications of existing media or methods of use or display must be coordinated in advance with the Director, Facilities and Information Management Support Division and approved by the Assistant Commissioners of the functional areas involved.

(2) The Director, Facilities and Information Management Support Division, (PM:HR:F), will authorize the printing or reproduction of any type of Internal Revenue ID Media. Requests for authorization must be submitted in writing, in advance, to PM:HR:F.

(3) Section 701, Title 18 of the U.S. Code, prescribes a penalty of \$250 or six months imprisonment, or both for "Whoever manufactures, sells or possesses any badge, identification card or other insignia of the design prescribed by the head of any department or agency of the United States for use by any officer or employee thereof, or any colorable imitation thereof, or photographs, prints, or in any other manner makes or executes any engraving, photograph, print or impression in the likeness of any such badge, identification card, or other insignia, or any colorable imitation thereof, except as authorized under the regulations made pursuant to law." Section 499 of Title 18, U.S. Code, prescribes similar penalties.

1(16)51.4

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(4) Employees should immediately and directly report allegations or information regarding unauthorized use, counterfeiting, alteration, reproduction, etc., to the nearest servicing Inspection office. The telephone numbers of Inspection's offices are posted on bulletin boards in every Internal Revenue office. The calls may be made collect.

1(16)51.6 (10-26-87)

Protection of Identification Media

(1) Employees must take precautions to prevent loss or theft of pocket commissions, ID Cards, enforcement badges, and other types of identification media. In the hands of an unauthorized person, these items have the potential of bringing serious discredit and adverse publicity to the Service. Identification media should not be left in unattended briefcases, unlocked desk drawers or automobiles, but should be carried on the person. When not in use they should be stored in a locked container or left with the supervisor. (See Exhibit 300-3 in IRM 1(16)12, Manager's Security Handbook.)

(2) Managers must counsel employees concerning safeguards when there is a repeated loss of ID cards, pocket commissions, enforcement badges or other ID media. (See IRM 1(16)51.7:(1).)

1(16)51.7 (2-19-87)

Lost or Stolen Identification Media

(1) If an employee's ID card or pocket commission is lost, stolen, or destroyed, the employee will report this immediately, in writing, through supervisory channels to the local Security Officer, explaining the circumstances and recovery attempts. If an employee's enforcement badge is lost, stolen, or destroyed, the employee will report this immediately in writing, through supervisory channels to the issuing official. (See IRM 1(16)54.4.) These reports must be annotated by the employee's supervisor with a statement concerning what disciplinary action, if any, was taken. A copy of field employee reports will be forwarded to the Regional Inspector as soon as possible. A copy of National Office employee reports should be forwarded to the Internal Security Division, I:IS. The authorizing officer in the regions will ensure both that original reports on lost commissions and enforcement badges are kept in a separate file in order to make them readily available and that a copy of each report is sent to National Office, PM:HR:F:S:PS.

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(2) The recovery of any type of identification media must be reported to the issuing official and inspection (if items were reported to inspection as lost), so that local accountability records may be adjusted to reflect the recovery. The recovered media may be either destroyed or reissued, as appropriate.

(3) In the case of a lost or stolen ID card with a restricted area designator, the employee's manager will notify the manager of that restricted area. If an ID card is lost or stolen from an employee on an Authorized Access List, the employee's manager will notify the restricted area manager.

1(16)51.8 (10-26-87)

Supplies

(1) In order to maintain an adequate supply of forms:

(a) Regions will submit an estimate of Forms 6054, 6055, 6056, lower pocket commission inserts and maroon leather pocket commission folders needed for the next fiscal year, by July 31st of each year. The regions will consolidate the district and service centers estimates, and submit the consolidation to the Chief, Physical Security Section, National Office, HR:F:S:PS. (See Exhibit 1(16)50-1 for suggested format.)

(b) All other forms will be requisitioned through the Centralized Inventory Distribution System (CIDS). Regions will develop a list of authorized persons and advise the appropriate distribution center. Only designated employees will be able to order ID media forms from the distribution centers.

(2) Other supplies such as film, chains, clips, etc. will be obtained locally.

1(16)51.9 (5-30-84)

Mailing of ID Media

(1) When mailing ID media, controlled means must be used.

(2) The Facilities Mail Coordinator should be contacted for the proper method of control. Locations with Express Mail networks may utilize that system.

1(16)51.(10) (5-30-84)

Records and Accountability

(1) Annually, the accuracy of the ID card, pocket commission and enforcement badge

records will be audited and reconciled against the numerical and alphabetical files on a sample basis (See IRM 1(16)52.(11). Form 6665, Media Review Memorandum, will be used for this purpose. Do not mail this form to the home address of the employee. (See Exhibit 1(16)50-3.)

(2) Since every employee may be authorized an ID Card, these records will be the primary records checked. The back of Form 6665, asks the ID card holder if they have a pocket commission in their possession. This will satisfy requirements in (1) above for pocket commissions and enforcement badges. See Exhibits 1(16)50-2 and 1(16)50-3.

(3) Form 1930, Custody Receipt for Government Property, will be used when issuing any media, except for the ID card. See Exhibit 1(16)50-13 and Exhibit 1(16)50-15. Since the employee signs the form used to make the card, the receipt of the card is therefore considered acknowledged. Any local forms, that are the same physical size and contain the same information as Form 1930, may be used.

1(16)51.(11) (2-18-87)

Recommended Changes In Instructions And Procedures

Input from all organizations involved in the implementation of any ID media program is solicited so that the Service will derive maximum benefit from it. To accomplish this, all proposed changes or additions to the program outlined in this Manual should be submitted through supervisory channels to the National Office (PM:HR:F:S:PS).

1(16)51.(12) (5-30-84)

ID Media of Other Agencies

Under normal conditions, except in data processing facilities, the identification media used by Government employees of other agencies should be honored for entry of the bearer, during working hours, to Service offices for official business, unless circumstances cast some reasonable doubt on the authenticity or validity of the media, or the matching identity or authority of the bearer.

1(16)52 (5-30-84)

Identification Card

1(16)52.1 (10-26-87)

General

(1) ID cards will be issued at the discretion of the Regional Commissioners, District Directors and Regional Counsels for their respective employees. Local Directives will take into consideration the:

(a) needs of employees in official travel status;

(b) community requirements for employment identification in the check cashing process in an effort to minimize employee inconvenience; and

(c) local security needs.

(2) The use of a personnel identification system is necessary in locations where strict entry control is required. Systems vary between just carrying a photo identification card to the required wearing of same at all times while in the facility or area.

(3) In order to maintain the integrity, respect, and acceptance of this ID card, much effort will have to be expended to make certain that unauthorized personnel never have access to the card stock and equipment, that an employee never has more than one ID card in their possession and that cards are recovered from personnel who leave the Service.

(4) The term "ID card" or "card" instead of ID badge or badge will be used to avoid the possibility of confusing the law enforcement badge with the ID card.

(5) The term "ID card unit," or "ID badge unit" whenever referred to means the Security function for the issuing office.

1(16)52.2 (2-19-87)

Responsibilities

(1) The Director, Facilities and Information Management Support Division, is responsible for planning, developing and overall direction of the program to provide a multi-purpose identification card for all Service employees.

(2) The Chief, Facilities Management Branch in the region, is responsible for directing, monitoring, and evaluating the personnel identification program, its operations and procedures in his/her region.

(3) The Director, National Office Resources Management Division, is responsible for maintenance and control of the program at the National Office; and for directing, monitoring and evaluating the personnel identification program, its operations and procedures in the National Computer Center and the Data Center.

(4) The Chiefs of the Security function in the regions, service centers, Data Center, and National Computer Center and the district Security function are responsible for the maintenance and control of the program within their respective areas of responsibility.

(5) Chiefs, Personnel Branch, are responsible for furnishing the card units information necessary to ensure that all new Internal Revenue Service employees obtain an ID card, where required.

(6) All supervisors have the responsibility to:

(a) determine that employees under their supervision are issued ID cards and wear their ID cards properly at all times while in a center, in all restricted areas in districts and regions, and other offices as specified by local management. See IRM 1(16)52.4, for proper method of wearing card.

(b) collect the ID cards of intermittent employees; employees who resign, retire or transfer; employees placed in nonwork status, i.e., seasonal, indefinite, LWOP, and WAE, on their last workday and send them to the Security function for disposition per IRM 1(16)52.(10):4.

(c) determine that only authorized personnel are in the work area for which they are responsible, and immediately challenge the presence of suspected unauthorized persons in their area;

(d) request replacement ID cards for their employees; and

(e) inform all employees under their control of the importance of good security practices.

(7) All employees and other persons issued ID cards are responsible for:

(a) safeguarding their ID cards;

(b) wearing their ID cards properly at all times during working hours when required (see IRM 1(16)52.4 for proper method of wearing ID card);

(c) promptly reporting loss of their ID cards to their supervisor;

(d) immediately reporting to their supervisors the presence of unauthorized personnel in the work area; and

(e) turning their ID cards in to their manager when placed in non-work status or upon termination of employment.

(8) If an employee without a photo ID card is detailed or travelling to another facility that uses the photo ID card system, then he/she **MUST BE ISSUED A PHOTO ID CARD BEFORE REPORTING** or they will be treated as a "visitor".

1(16)52.3 (2-19-41.7)**Description And Use Of ID Card**

(1) The IRS ID card is designed and is authorized for use as follows:

(a) visual ID for entry control into all IRS offices;

(b) personal ID for Service employees;

(c) entry control for centers (including external perimeters), region, and district office restricted areas; and

(d) terminal access authorization on equipment to be enhanced for such capability in the future.

(2) The ID card is the same size and has the appearance of a standard plastic credit card (see Exhibit 1(16)50-5); it is facility identified by use of one or two digit location codes (see Exhibit 1(16)50-9); serially numbered by each issuing facility (region, district, or center) at time of issue; color coded to indicate whether the person wearing it is a Federal employee (white card) or a non-Federal individual (red card).

(3) All ID cards have a magnetic stripe affixed to the back which allows encoding of cryptocoded information. This permits the card to be used as a cardkey to open doors and/or gain access to computer terminals. The back of the ID cards for IRS employees is printed in blue and has the words DEPARTMENT OF THE TREASURY, INTERNAL REVENUE SERVICE, a warning against misuse, a return address and a large IRS seal in blue in the background with the words INTERNAL REVENUE SERVICE around the outside of the seal. ID cards issued to other than IRS personnel will have the warning and a return address, but will *not have the words DEPARTMENT OF THE TREASURY, INTERNAL REVENUE SERVICE, or the seal.*

(4) the front of the ID card has a color photo of the individual to whom issued, their typed name, signature, one or two digit location codes followed by ID card number, and date of issue. The data area on IRS employee ID cards has a large IRS seal in blue in the background with the words INTERNAL REVENUE SERVICE around the outside of the seal. The photo and data on the front of the ID card contains on an instant type composite picture. The upper 60 percent of the percent card is the photo area and the lower 40 percent is the data area.

(5) All IRS employees to be issued an ID card will be issued a white photo ID card clearly marked on front and back to identify the individual as an IRS employee. Other Federal employ-

ees who work at IRS locations where the must be worn, will be issued white photo cards, but these will not identify the individual as an IRS employee. All non-Federal persons who are authorized to enter a center or restricted area, on a regular basis will be issued a red photo ID card. *Red photo cards, including those issued to guards, cannot be removed from the facility.*

(a) Trainees assigned to IRS under the various work training programs financed by the Department of Labor, the Department of Health and Human Services and Comprehensive Employment and Training Act (CETA) trainees assigned to IRS under a host-employer relationship, may be issued a white card which does not identify the individual as an employee.

(b) Personnel hired directly by IRS under the Federal Summer Aide Program, the Student School Campaign, the Federal Summer Internship Program, and the Federal Junior Fellow Program; temporary appointments of 90 or less, 700 hour appointments, intermittent When Actually Employed (WAE's); and counting students appointed under the Cooperative Work Study Program or the IRS Scholarship Program for Accounting majors are not employees and may be issued, at local option, white ID cards clearly marked on front and back to identify them as such.

(c) Should difficulty be encountered anticipated in recovering cards from any of the types of employees mentioned above in (a) and (b), local management may elect to issue non-photo, rather than photo cards to such employees, or establish a procedure restricting removal of their photo cards from the facility.

(6) Federal employee visitors on official business to a center or other restricted area who do not have an ID card with the proper encoding on the magnetic stripe, will be issued a white photo ID card, with the word VISITOR OF COURSE ONLY as appropriate, (see text 2-19-41 IRM 1(16)41 Physical Security Handbook) placed on the photo ID card. Frequent Federal employee visitors to a center or other restricted area will be issued photo ID cards; *however, conditions shall be established for the issuance, use and return of the ID card upon completion of visit.* In centers, the GSA buildings manager, and their assistant(s) and Federal Protective Service supervisory personnel may be authorized to issue photo ID cards.

to retain their cards provided the necessary action can and is taken to assure that the cards is recovered upon resignation, termination, retirement, death or transfer of the holder.

(7) Non-Federal visitors to a restricted area will be issued a Red non-photo ID card with the word VISITOR or ESCORT ONLY, as appropriate in place of the photo.

(8) Personnel permanently assigned to a restricted area who forget or lose their ID card will be issued an appropriate non-photo ID card with the abbreviation "TEMP" on the front in place of the photo.

(9) TEMP, VISITOR and ESCORT ONLY ID cards will be numbered sequentially and be preceded by the issuing office's location code. They will be prepared by each card unit in the same manner as any card, except that the appropriate words TEMP, VISITOR or ESCORT ONLY will be photographed. Letters should be of sufficient height so that they will fill up available space.

(10) TEMP, VISITOR and ESCORT ONLY ID cards cannot be removed from the issuing facility and should never be used as access authorization to a facility. They must be returned when the individual departs the center or the restricted area.

(11) Regional Inspector and Regional Counsel personnel will be issued ID cards by the Security function agreed upon by the appropriate managers and the regional Chief, Security function.

1(16)52.4 (5-30-84)

Wearing Of ID Cards

(1) All persons will wear an ID card while in a center including the "off-site" space and cafeteria, in restricted areas in districts and regions, and in other areas as directed by local management.

(2) ID Cards will be worn with an approved clip fastened to either an item of clothing or to an approved chain worn around the neck or in an approved transparent plastic card holder. All cards must be worn above the waist (on the torso) in such a manner that the photo is clearly visible from the front at all times. Exceptions to these instructions for reasons of health, safety, or religion must be approved by the employee's supervisor and the Chief of the Security function.

1(16)52.3

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1(16)52.5 (2-19-87)

Restricted Areas Designators

(1) Access to restricted areas within centers, districts, and regions will be controlled as set forth in Exhibit 400-1 of IRM 1(16)41, Physical Security Handbook.

(2) ID cards of individuals authorized to enter restricted areas will have a number or letter corresponding to that area in the lower right corner of the photo insert on the front of the card. In addition, the background color in the photo area will be yellow (see IRM 1(16)52.5:(2)(a) and Exhibit 1(16)50-5). It is permissible to have two numbers on a card (i.e., Branch Chief, Research Branch could have 5-6; computer library personnel authorized to enter computer room could have 2-3). There is insufficient room on the card to have more than two numbers.

(a) Service Center restricted area code designators are as follows:

- 1 all restricted areas (Form 5520A) (only the center director and assistant director can be given this number)—1
- 2 computer room (Form 5520B)—2
- 3 computer library (Form 5520C)—3
- 4 extraction, clearing and deposit, and RPS areas (Form 5520D)—4
- 5 returns files (Form 5520E)—5
- 6 all areas containing accounts and retention registers on microfilm (Form 5520F)—6
- 7 Automated Examination System area (Form 5520I)—7
- 8 remittance processing areas (Form 5520G)—8
- 9 Protective Console Room (Form 5520H)—9

(b) District restricted area code designators are as follows:

- 1 All restricted areas (Form 6028A) (only the district director and assistant director can be given this letter)—A
- 2 Consolidated Files Area (formerly Centralized Services) (Form 6028B)—B
- 3 Automated Collection System area (Form 6028C)—C
- 4 Automated Collection/Examination system area, computer room and Tape Library (Form 5520B)—2

(c) National Computer Center (NCC) restricted area code designators are as follows:

- 1 all restricted areas (Form 5520A) (only the center director and assistant director can be given this number)—1

- 2 computer room (Form 5520B)—2
- 3 computer library and areas containing accounts and retention registers on microfilm (Form 5520C)—3
- 4 NOCF computer room (Form 5520B)—2
- 5 NOCF computer library (Form 5520C)—3

(d) Data Center (DC) restricted area code designators are as follows:

- 1 all restricted areas (Form 5520A) (only the center director and assistant director can be given this number)—1
- 2 computer room (Form 5520B)—2
- 3 computer library (Form 5520C)—3
- 4 Error Resolution Section Document Storage Room (Form 5520T)—T
- 5 Third Floor Mail/Receipt Room (Form 5520U)—U
- 6 IV Phase computer room (Form 6028R)—R

(e) Regional office restricted area code designators are as follows:

- 1 Automated Collection System area (Form 6028C)—C
- 2 IV Phase computer room (Form 6028R)—R
- 3 Automated Examination System area (Form 6028G)—D

(f) The number or letter authorizing access to a particular restricted area will be printed on the Form 5519, 5520, or 6028. These identifiers can also be added in the field by using pressure-sensitive vinyl plastic letters such as 3/4" black, Helvetica Caps. & Numbers, see Exhibit 1(16)50-11.

(g) Managers will undoubtedly desire to have areas other than those indicated above established as restricted/secured areas. This can be done without approval from the National Office, unless it is desired to have a letter, number or symbol added to the ID card to indicate authority to enter the area. If a designator is desired on the badge, a request for same must be submitted through channels to the National Office (PM:HR:F:S:PS) (see also IRM 1(16)51.(11)).

(3) If the Automated Collection System area or Automated Examination System area is to be a controlled area instead of a restricted area, and the ID card used as an identification device within the 'controlled area', then the indicated designator MUST be used.

1(16)52.6 (2-19-87)

Issuance Procedures -

(1) If the authorizing official (IRM 1(16)53.3 determines that an ID card is to be issued, the following procedures will be followed:

(a) All photo ID cards will be issued by the appropriate Security function in the National Office, region, district or center. A record will be maintained on every ID card issued. (See IRM 1(16)52.(11).)

(b) Unless an exception applies (see IRM 1(16)52.3:(5)(b)) Service employees, except those on non-work status, will be issued a photo ID card. In locations with ID card equipment employees and recalled seasonals will be issued a photo ID card on their first day of duty. Locations without ID card equipment may as sign non-photo cards to employees pending the issuance of photo ID cards. *Non-photo cards may not be removed from the facility—see IRM 1(16)52.(10).* Employees will complete Items 1, 2, 4, and 5 on Form 5520, "IRS Identification Card Request" or Items 1 through 5 on Form 6028, "IRS Identification Card Request for Regions and Districts," as applicable (see Exhibit 1(16)50-6). An appropriate supervisor in Personnel Branch or the employee's supervisor will verify information, complete Items 3, and 6-10 on Form 5520 and items 6-10 on Form 6028. If the employee is to be authorized access to restricted areas outside the control of their supervisor, the Branch chief responsible for the restricted area must cosign the card request form.

(c) GSA employees and any other Federal persons who are assigned to a center will be issued a photo ID card on their first day of duty. These individuals should complete Items 1 through 6 on the front and Items 12 through 15 on the reverse of Form 5519 "Non-IRS Identification Card Request" (see Exhibit 1(16)50-6). The appropriate supervisor will verify information, and initial in Item 8 indicating their approval for issuance of an ID card and will ensure that the ID card is returned to the local Security function on the last workday of the employee. If the non-IRS Federal employee is to be given unescorted access to a restricted or secured area, the Division Chief concerned or his/her assistant must complete and sign in Item 7. The Security Officer or assistant, will also sign as the Authorizing Official in Item 8.

(d) Supervisors at centers who have vendors, route persons, repair persons, etc., visiting them on a recurring basis will be responsible for obtaining red photo ID cards for those individuals. The individual will complete Items 1 through 6 on the front and Items 12 through 15 on the reverse side of Form 5519. Supervisors will initial in Item 8 indicating their approval for the issuance of an ID card. If the non-Federal individual is to be given unescorted access to a Restricted or Secured area, the Division Chief concerned or their assistant must complete and sign in Item 7. The Security Officer will sign as the Authorizing Official in Item 8.

(e) District and regional offices may use the same procedures outlined above in IRM 1(16)52.6:(3) and (4), for GSA employees, other Federal persons, vendors, repair persons, etc. However, if this is impractical, these personnel may be processed at restricted area entrances as Federal and non-Federal visitors (see IRM 1(16)52.7).

(f) The procedures set forth in paragraph (d) above will also be followed in the issuing of red photo ID cards to contract guards, cafeteria, cleaning, and all other non-Federal personnel permanently assigned to the center.

(g) The type of card to be issued to IRS employees, other-Federal employees and to non-Federal personnel is specified in IRM 1(16)52.3, and no exceptions can be made without advance approval from the Facilities and Information Management Support Division, PM:HR:F, National Office.

(h) Division chiefs and heads of non-IRS groups (GSA, guards, cafeteria, cleaners) at centers, regions and district restricted areas must be required to furnish a memorandum to the Security function listing the name and organizational element of the supervisors authorized to request an identification card for an employee. When completed, ID card request forms are received by the Security function, the signature element of the supervisor will be checked by using the personal ID card request form on file for that supervisor or the acting supervisor.

(i) The data area on the left end of Form 5519, 5520, and 6028 under the heading, "Security Function Use Only," will be completed by the Security Clerk using, if possible correcting typewriter, with 10 pitch and a typing element designated, "Orator," 10 pitch. Any typewriter that will give equivalent size letters and spacing

between letters can also be used. The following procedures will be followed:

1 Name—The first name, middle initial and last name will be typed in upper case and slightly above the line, e.g., EDWARD W. SAMPLE.

2 Card Number—See IRM 1(16)52.(11):(3) and Exhibit 1(16)50-9.

3 Date of Issue—Numbers will be used to indicate the month, followed by the day and year, for example, if an ID card is issued on November 12, 1980, the date should be indicated as 11/12/80 or 11-12-80.

4 The signature must be within the width of the signature line.

1(16)52.7 (5-30-84)

Procedures For Visitors ID Cards

(1) In offices or areas where wearing the ID card is required, visitors will report to the reception desk in centers, or control points in districts and regions, and will be issued an ID card. The receptionist/guard or responsible employee at the reception desk or control point will:

(a) verify the visitor's authority and credentials;

(b) will make the necessary entries in the "Visitors Registration", Form 5422;

(c) issue appropriate ID cards; and

(d) instruct recipient concerning the proper procedures for wear, use, and turn-in of the ID card.

(2) Authorized IRS personnel visiting a center or restricted area on official business will be issued a visitors card for that facility/area. At the option of the local Security function, the visitor's own card will be exchanged for the "local" TEMP card for the duration of the visit (see IRM 1(16)52.(13)).

(3) Authorized IRS personnel visiting a regional office, district office, or centers on official business for a week or longer, who require access to a restricted area, may be issued a photo ID card by the visited office with approval from the appropriate local management official(s). The visitor's own card will be exchanged for the "local" photo card for the duration of the visit.

1(16)52.8 (5-30-84)

Forgotten Or Lost Cards

(1) Employees reporting for work without their ID card (in offices or areas where wearing the ID card is mandatory) will report to the reception desk in centers or control points in districts and regions. The receptionist/guard will

(a) have the employee complete Form 4589, Lost or Forgotten ID Card Record. If the card is not located within 5-7 days, procedures for issuing a replacement ID card, IRM 1(16)52.9, will be initiated;

(b) have the employee's supervisor come forward and identify the employee and sign the Form 4589. Only a supervisor or acting supervisor can sign Form 4589;

(c) issue the employee an appropriate "TEMP" ID card; and

(d) forward the completed Form 4589 to the Security function.

(2) Employees at all other locations who lose their ID cards will complete a Form 4589, "Lost or Forgotten ID Card Record." The manager will forward the Form 4589 along with the application form for a replacement ID card (Form 5520 or 6028), to the Security function. (See IRM 1(16)52.9)

(3) If an ID card with encoded information is lost, the appropriate Center Security Officer must be notified immediately. The Security Officer will immediately invalidate the card in the controlled access system (where applicable). At locations equipped with a security computer, the Security Officer will obtain a printout report from the security computer showing any activity involving the lost card since it was last known to be in proper custody. (Any improper use identified will be evaluated by the Security Office, and referral made to Inspection if appropriate).

1(16)52.9 (10-26-87)

Replacement Of Cards

(1) Supervisors will submit an applicable ID card request (Form 5519, 5520, or 6028) to the security function to obtain a replacement photo ID card when the:

(a) ID card is lost (a wait of 5-7 days is usually appropriate to make sure the card is lost and not misplaced) (see IRM 1(16)52.8; or

(b) card holder's name changes; or

(c) card holder's picture does not accurately represent the card holder.

(2) If the ID card becomes worn, damaged, or the photo fades, the data card on file may be used to make a new ID card. Supervisors need not submit a request for this action.

(3) If an ID card is lost or stolen, the Security function will annotate this fact, and the date of occurrence, on the back of the ID request form. Also, the date will be posted on the Form 5903, Numerical Card Record. The lost or stolen ID request forms will be filed in a dead file, in

alphabetical order, by calendar year. An ID card number will not be reused for at least one year after it was reported lost or stolen.

(4) When a lost ID card has been replaced and it is subsequently found and returned to the Security function, it will be destroyed and the records reconciled.

1(16)52.(10) (2-19-87)

Return of Cards

(1) *Non-photo ID cards may not be removed from the facility.* Individuals issued non-photo ID cards will return them at the close of each workday. Issuing points for non-photo ID cards will inventory such cards once every two weeks, using Form 6662, Daily ID Card Inventory Report. If any are missing, immediate recovery action will be taken and the Security function will be notified if recovery attempts fail. (See Exhibit 1(16)52-3 for example of completed form.) Frequently, visitors and personnel who have lost or forgotten their ID card will wait to exit out of a door other than the one where they were issued the non-photo ID card. As a service to the individual concerned, local procedures can be established whereby the guard/receptionist or monitor on duty at the door the individual elects to exit can collect the ID cards and return them to the issuing point (i.e., at a center the guard could return them to the main guard control center, which in turn could return them to the proper control point.)

(2) The Security function and appropriate supervisors will need to closely coordinate and make sure that non-IRS Federal personnel who separate or transfer from the issuing office's jurisdiction, return their ID cards on their last workday.

(3) Managers are responsible for initiating the employee's separation clearance form so that the security function may collect the ID cards, if issued, of employees who separate, are furloughed or are transferred out of the jurisdiction. In service centers, where it is common practice to notify seasonal employees that they will not work next week but the week after, the manager will collect these cards on the employee's last workday, and forward such cards to the Security function before the close of business each Friday. (See Exhibit 1(16)50-8). Recovery of an ID card on the death of an employee should be arranged through the Personnel Office. Under these circumstances

1(16)52.(12) (5-30-84)**Auditing and Reconciling Numerical and Alphabetical Files**

(1) At least annually, the issuing ID card unit will be responsible for auditing and reconciling the numerical and alphabetical files with each other and for verifying their accuracy by tracing a random sample ("x" number) of the outstanding ID cards to the ID card holder. See Exhibit 1(16)50-3.

(a) Objectives—ID cards are sampled in order to:

1 maintain the integrity of the ID cards;
2 assure that no one possesses more than one ID card;

3 assure that ID cards are recovered from personnel who leave the Internal Revenue Service; and

4 make certain that unauthorized personnel do not have access to badge stock and equipment.

(b) *Expected Sample Size*—the expected sample size is approximately 7,600 ID cards for employees working for the Internal Revenue Service nationwide during each calendar year. See Exhibit 1(16)50-2.

(c) *Sample Procedure*—the sampling will take place annually at a suitable time for the ID card unit of the Service. The Security function will be responsible for performing the sampling by using the following procedures:

1 Selecting the first ID card from the alphabetical file that corresponds with the random start. The random start for each ID card unit of the Service is shown in Exhibit 1(16)50-2. Example: if the random start is 2, then select the second ID card in the alphabetical file.

2 Selecting the "X" numbered ID card thereafter, until the complete file is sampled. Example: if X=10, then you will select the 12th ID card, 22nd ID card, 32nd ID card, etc.

3 Fill in the information for the sample selected ID cards using Form 6810, ID Media Recap Sheet (Report Symbol: NO-1(16)00-1 (formerly NO-RM:S-1), see Exhibit 1(16)50-4. Enter the line count number, ID card number, and name of the ID card holder in the appropriate columns. Then *send to the employees POD*, Form 6665—ID Media Review Memorandum, to each name you have listed on your ID Media Recap Sheet. **DO NOT MAIL TO EMPLOYEE'S HOME.** When the Form 6665 is returned to you, indicate on the Recap Sheet if the individual is presently within the Security function's jurisdiction; has accounted for their ID

card; was issued a Pocket Commission (PC), and indicate PC number. If the individual was transferred out of the Security function's jurisdiction, was the ID card recovered—yes or no, was the PC turned in—yes or no.

4 Provide the actual count of the "sample total" taken and also the "population total" for all photo ID cards listed in the alphabetical file.

5 Reporting procedure: districts and centers will—send their reports to the region.

6 If Form 6665 indicates a CI enforcement badge has been issued, that information should be given to the office having accountability for CI enforcement badges.

1(16)52.(13) (5-30-84)**Official Visits to a Center/District/Region Restricted Area**

(1) Internal Revenue Service personnel in the National Office and field offices who plan to visit a center/district or region restricted area will take the following actions:

(a) give the center/district/region restricted area advance notice of the visit (See IRM 1(16)52.3:(6) and 1(16)52.4);

(b) be prepared to identify yourself by showing the facility guard or other designated person your IRS Identification card;

(c) contact the applicable Security function if there are any questions concerning security procedures; and

(d) be responsible for observing all security procedures which apply to facility employees.

1(16)52.(14) (5-30-84)**Instructions for Taking Photo for ID Cards**

(1) *The lens to forehead distance must be 40 inches.*

(2) A light blue backdrop is used for non-restricted area ID card photos.

(3) A yellow backdrop is used for restricted area ID card photos, and a designator, alphabetical or numerical, must be used.

(4) *Posing—*

(a) The individual should be seated approximately 45 degrees to the camera and photographed with their face looking directly at the camera. It is also acceptable to have the individual sit facing directly towards the camera.

(b) Individuals wearing eyeglasses should turn their heads slightly to the right or left and

it is permissible to cut out the photo and give it to the family, and return the remainder of the card to the Security function.

(4) Returned ID cards on IRS and non-IRS individuals who separate or transfer will be destroyed immediately. Returned ID cards for employees on non-work status may be filed for possible reuse, if they are in good condition. If they are in poor condition, they should be destroyed.

1(16)52.(11) (5-30-84) Records and Accountability

(1) The stock of ID card request forms must be rigidly controlled. Inventory and destruction records will be maintained.

(2) ID cards will be issued by a central point in the National Office, regional offices, centers, and some districts. Large districts may have more than one issuing point.

(3) The "ID Card Number" portion of each request form will be completed by each issuing point. The format of the card number will be 11-11111. The first two digits represent the issuing office's location code. See Exhibit 1(16)50-6. The last 5 numbers are assigned by each issuing point, as follows:

(a) Areas with central issuing points will assign numbers sequentially within blocks to specific categories (IRS employees, other federal employees, and non-federal personnel).

(b) Districts with more than one issuing point will assign blocks of numbers to each point. For example, numbers 00001-10000 = District headquarters issuing point; 20000-39999 = large post-of-duty issuing point; 40000-69999 = another large post-of-duty issuing point; etc.

(4) To assist in the timely recovery of ID cards, the Personnel Branch will furnish the issuing point a copy of each separated, transferred, or furloughed personnel action form, on a daily basis. An alternate procedure that assures daily notification to the issuing point is acceptable.

(a) Employee separation clearance forms will clear through the Security function (see IRM 1(16)52.(10):(2) and (3)).

(b) At least once a year, a comparison will be made of the ID card request forms in the active alphabetical file against a list of current employees showing those on active and those on non-work status in order to disclose names

of employees who departed without turning in their ID cards. The Employee Service Record Report (ESRR), is a document listing all personnel. This report may be used to satisfy this requirement and may be obtained from your Personnel Branch. (See IRM 1(16)52.(12)) Where records have been automated via a computer, a match may be made against personnel's data base.

(5) Security functions at each center will have GSA, guard company, cafeteria vendor, etc., furnish a list, annually, of their current employees. Those lists will be checked against outstanding ID cards. If individuals terminated without turning in their ID cards, the Security function will contact the company and request them to recover the ID card. If the ID card is not received within two weeks, the Security function will contact the individual directly and attempt to recover the ID card.

(6) The Security function will maintain both a numerical and alphabetical file on all photo ID cards.

(a) Numerical File = Form 5903, Numerical ID Card Record (A computerized listing is an acceptable alternative.)

(b) Alphabetical File = ID Request Forms 5519, 5520, and 6028.

(c) If an ID card is lost, stolen, or destroyed, that fact will be recorded on the back of the applicable ID card request form along with the date of the occurrence. In addition, the date of the occurrence will also be posted in the applicable column of the Numerical Card/Badge Record. The request form for that card will be filed in alphabetical order in a dead file for the current calendar year with other request forms for ID cards that have been lost, stolen, or destroyed during the calendar year. An ID card number will not be reused until at least one year after it has been reported lost or stolen.

(7) Visitor's ID record will consist of "Visitor Register," Form 5422. This register must be reviewed daily by the receptionist/guard or other designated employee to determine that all ID cards are accounted for. Discrepancies must be reported immediately to the Security function. A complete inventory of all non-photo ID cards and an audit of non-photo ID card records shall be performed at least twice a year under the supervision of the Chief of the Security function. See Exhibit 1(16)50-10.

not look directly at the camera, to avoid a reflection of their glasses:

(5) Polacolor 2, type 108-4680 paper base film, must be used until the plastic base film is improved to the point it will not distort during lamination. This film can be obtained by the case from Polaroid Service Centers.

1(16)52.(15) (2-19-87)
Protection and Disposition
Procedures

(1) The following listed items must at all times be under the custody and control of an authorized IRS employee or locked in a security container, even if in a secured area, unless more protection is specified:

- (a) unlaminated cards in stock (Forms 6054, 6055, and 6056);
- (b) cards awaiting destruction;
- (c) IRS identification cards when not in personal custody of authorized holders;
- (d) "ID 3" Camera (this does not include the carrying case); and
- (e) All exposed film, both useable and waste.

(2) The alphabetical records required by IRM 1(16)52.(11) and all versions of Forms 5519, 5520, and 6028, both stock and completed, must always be under the custody and control of an authorized IRS employee or locked in a security container.

(3) All items listed in (1) and (2) above, except equipment, when no longer required must be destroyed in accordance with text 345.32 in IRM 1(16)41, Physical Security Handbook.

(4) The control and security of ID card supplies, records, and equipment will be the direct responsibility of the Security function.

(5) The purchase of replacement equipment, equipment repair service and all supplies should be made by the facility in accordance with local instructions.

1(16)52.(16) (5-30-84)
Protection of Encrypted Data and
Passwords

(1) The following instructions pertain to any center or office that uses the magnetic stripe on the card, card readers, electric locks, and a mini-computer to control entry into restricted areas.

(2) Concurrent with encoding, the holders of these cards will be given a four digit password. (Card readers will have a key pad which will require entry of proper password along with proper card to gain entry.)

(3) At the time the ID card is encoded and at least once annually thereafter, the holder must be given a security indoctrination covering the following:

(a) The password is secret in nature, individually assigned, must be committed to memory and must never be written down. It cannot be passed on to anyone. Everything possible should be done to prevent anyone from learning your password. Should you forget your password, you will have to contact your local Security function to find out what it is.

(b) The encrypted data on the magnetic stripe is secret in nature. The ID card must be kept in the holder's possession at all times. Should you not do so, it is possible that someone could ascertain the information encoded on the stripe and use it to the detriment of the Service. (Devices exist that can be worn like a wrist watch that permit the "skimming" of information from a magnetic stripe in a second.)

(c) If the ID card becomes lost or you suspect that the password has been compromised, or that someone may have skimmed the information off the magnetic stripe, you should immediately notify, through your supervisor, the Chief of the Security function.

(d) If your card allows you to enter a restricted or secured area, you are responsible that no individual follows you through a door to such a restricted or secured area.

(4) Security indoctrination, as set forth above, should be reduced to writing and given to the employee following the verbal indoctrination.

(5) ID Card unit employees must be instructed that the listings of 10 digit numbers encoded on cards and the passwords must be protected at all times. These listings must either be under the personal observation of an authorized employee or locked in a security cabinet. If it becomes necessary to mail a listing of passwords or 10 digit numbers, Express Mail or Registered Mail will be used.

1(16)53.1 (2-19-87)**Authorized Use**

Pocket Commissions will be issued only to those employees who are required to present proof of their authority in the performance of their day to day official duties. With the exception of their use by Inspection, they are primarily intended to identify Service personnel to the public when dealing with tax matters. They will not be issued to employees merely to identify themselves for transacting routine business. At the time of issuance the employee should be instructed to read Document 7098, Rules of Conduct. Misuse of pocket commissions is a violation of the Handbook and may be a violation of Federal Law (18 U.S.C. 499).

1(16)53.2 (5-30-84)**Description**

(1) Pocket commissions are categorized as either "enforcement" or "non-enforcement" types. Enforcement commissions conform to the format prescribed by the Department of the Treasury for Treasury Law Enforcement Officers, and include those carried by Special Agents of the Criminal Investigation Division, Inspectors of the Internal Security Division and the executive, managerial and supervisory officials of these divisions in the National Office and the field. Non-enforcement pocket commissions are those held by all other employees authorized in IRM 1(16)53.5.

(2) The enforcement pocket commission consists of a black leather combination badge/pocket commission case with cut-out on the outside for the enforcement badge. Inserted inside are laminated upper and lower pocket commission inserts. The upper insert contains the name of the employee. The lower insert contains the title, photograph, and signature of the employee, certification of authority, serial number, and handwritten signature of the authorizing officer or District Director. The date of issue should be placed above the serial number.

(3) The non-enforcement pocket commission consists of a red leather folder, embossed in gold on the outside with the Internal Revenue seal, the words, 'United States Treasury Department, Internal Revenue Service' and a straight line border. Affixed to the inside are laminated upper and lower pocket commission inserts. The upper insert contains the photograph and signature of the employee. The lower insert contains the name and title of the employee, date of issue, serial number, certification of authority of the employee, and the handwritten signature of the authorizing officer, Regional Counsel, or District Director.

(4) Each serial number will have a prefix indicating where the pocket commission was issued and the suffix 'E' for enforcement and suffix 'A' for non-enforcement. The following prefixes are used:

- | | |
|---|----|
| (a) Commissioner | C |
| (b) Assistant Commissioner
(Inspection) | |
| (c) Chief Counsel | |
| (d) National Office
(except those above) | |
| (e) Central Region | |
| (f) Mid-Atlantic Region | M |
| (g) Midwest Region | MV |
| (h) North-Atlantic Region | N |
| (i) Southeast Region | SE |
| (j) Southwest Region | SW |
| (k) Western Region | W |

(5) The pocket commission will be displayed only as prescribed in IRM 1(16)53.2:(2) a 1(16)53.2:(3). Protective plastic covers or other adornments are not authorized.

1(16)53.3 (10-26-87)**Authorizing Officials**

The Commissioner, Deputy Commissioner, Assistant Commissioners, Regional Commissioners, District Director and the Chief Counsel, Deputy Chief Counsel, Associates Chief Counsel, and Regional Counsels, are the authorizing officers for pocket commissions issued to employees under their supervision.

1(16)53.4 (2-19-87)**Issuing Officers**

(1) Regional Commissioners and District Directors should designate as issuing officers appropriate officials who will maintain supplies and records and process the commissions.

(2) The Chief, National Office Property, Security and Records Unit (PM:HR:N:FM) is the designated issuing officer in the National Office.

(3) The Assistant Commissioner (Inspection) is the designated issuing officer for Inspection personnel, Servicewide.

1(16)53.5 (10-26-87)**Employees Authorized to Hold Pocket Commissions**

(1) Employees are authorized to hold pocket commissions if they hold positions with standard titles as listed in Exhibit 1(16)50-19 and are in a classification series also listed in Exhibit 1(16)50-19, and meet the criteria in IRM 1(16)53.1.

(2) Any pocket commission issued under the above provisions will bear one of the above titles.

(3) Pocket commissions issued to trainees in a cooperative curricula (alternating periods of full-time study on campus and full-time employment with Internal Revenue Service) will be recalled and held in accordance with IRM 1(16)53.8:(1)(a) during periods the trainee is not performing official duties.

(4) Recommendations for changes to this list should be made by authorizing officials to the Director, Facilities and Information Management Support Division.

(5) The Commissioner, Deputy Commissioners, Assistant Commissioners, Regional Commissioners, the Chief Counsel, Deputy Chief Counsel, Associates Chief Counsel, and Regional Counsels may authorize the issuance of pocket commissions to other employees who, in the performance of their duties, are required to present proof of their authority on a continuing basis. It is anticipated, however, that such instances will be rare in view of the careful selection of the titles in this list.

(6) To keep the list of authorized pocket commission holders as current as possible, recommendations for changes in the list should be forwarded to the Director, Facilities and Information Management Support Division, HR:F, National Office.

1(16)53.6 (5-30-84)

Issuance Procedures

(1) Managers will request pocket commissions for authorized employees from the Security function (See Exhibit 1(16)50-14). Authorized employees (standard titles) are listed in IRM 1(16)53.5. The request will contain the following:

- (a) type of pocket commission;
- (b) name of standard title for employee;
- (c) employee's POD and phone number;
- (d) circumstances (initial or replacement)—if lost or stolen, attach report;
- (e) manager's mailing address;
- (f) attach photo, if applicable. (See IRM 1(16)53.6:(3))

(2) If the employee's title is not listed in Exhibit 1(16)50-19, the manager will submit a request to the Security function which includes a justification for the employee's need for a pocket commission. The Security function will coordinate the request with the authorizing official.

1(16)53.5

IR Manual

(3) Photographs for pocket commissions must be $1\frac{7}{16}$ " wide \times $1\frac{5}{16}$ " high and printed on single weight paper.

(a) Photos made with the ID card camera with the IRS seal, with any color background, and trimmed to the appropriate size, are acceptable. (Photo should be taken with a forehead distance of 50 inches)

(b) If ID card camera or other IRS camera is unavailable, photographs may be obtained at Government expense.

(4) Either the issuing officer's or the District Director's name should be signed in ink on the lower insert. Rubber stamps or pre-printed facsimile signatures will not be used in lieu of hand signatures. Authorization enabling others to sign in their own name for their authorizing official or the District Director's should be in writing, and in the possession of the issuing officer.

(5) The inserts, after lamination, should be affixed to the folder in such a manner as to permit their later removal without mutilating the folder.

(6) When an insert for a pocket commission becomes dirty or mutilated, or the photograph fails to resemble the bearer, it should be returned to the issuing officer for destruction and replacement.

1(16)53.7 (2-19-87)

Supplies

(1) A supply of blank upper and lower inserts and red leather folders will be maintained in the National Office Property, Security and Records Unit (PM:HR:N:FM) and in each regional and district office. Restocking supplies should be ordered once a year in accordance with IRM 1(16)51.8

(2) In addition to the supplies listed above, Criminal Investigation and Inspection will maintain a supply of black leather combination badge/pocket commission holders.

1(16)53.8 (2-18-87)

Disposition

(1) Pocket commissions are the property of the Internal Revenue Service. Immediately upon suspension or separation of an employee to whom a pocket commission has been issued, the issuing officer must ensure that the commission is recalled. Pocket commissions should also be recalled from employees transferring to other positions within the area of jurisdiction of the issuing officer or District Director when the new position is not among those authorized in IRM 1(16)53.5. Disposition of recalled commissions will be as follows.

(a) In case of extended leave without pay, the commission will be held pending the employee's return to duty, unless the LWOP is expected to be for more than one year, in which case the commission should be cancelled, and the inserts destroyed.

(b) In case of suspension, the employee's commission will be held pending final determination of the employee's case.

(c) In all other cases, the inserts of the employee's commission will be cancelled and destroyed by the issuing officer, and the records adjusted accordingly. Leather folders should be retained for reuse if they are in satisfactory condition.

(2) When a field employee transfers to a jurisdiction other than that of the issuing officer or District Director who signed the pocket commission, he/she will:

(a) NOT carry the commission to the new position except as stated in 2c;

(b) turn in his/her pocket commission to the issuing officer who holds the custody records (who in turn, will annotate the records to reflect the employee's transfer.)

(c) retain his/her enforcement pocket commission, if assigned to Criminal Investigation as a Special Agent, until arrival at new post of duty. The old pocket commission is to be returned by certified mail to the issuing office.

(3) National Office employees must surrender their commission to the National Property, Security and Records Unit (PM:HR:N:FM) prior to:

(a) transferring to the field; or

(b) transferring to another Assistant Commissioner area within National Office; and/or when their title changes.

(c) except as stated in 2c above.

1(16)53.9 (5-30-84)

Records and Accountability

(1) Form 1930, Custody Receipt for Government Property, will be required for each pocket commission issued. See Exhibit 1(16)50-13.

(2) Both an alphabetical file and numerical file will be maintained for pocket commissions.

(a) Form 1930 will be used for the alphabetical file.

(b) Form 6663, Numerical Pocket Commission Record, will be used for the numerical file. See Exhibit 1(16)50-12, for example of completed form. A computerized listing is an acceptable alternative.

(3) Inventory and destruction records will be maintained. A simple log showing receipt and use of supplies will be kept.

(4) Annually, and on a sample basis, the accuracy of the pocket commission records will be audited and reconciled against the numeri-

cal and alphabetical file. See IRM 1(16)51.(and 1(16)52.(11).

1(16)53.(10) (6-21-85)

Retention of Cancelled Pocket Commissions Upon Retirement

(1) Regions have the option to permit retention of cancelled pocket commissions those eligible; however, such retention will be automatic. A specific request must be made at the time the pocket commission is turned in by the employee, the employee's manager, an employee's next of kin.

(2) Pocket commissions, after cancellation may be presented to employees identified the following criteria:

(a) employees retiring from the Service

(b) employees who die (pocket commissions to be presented to next of kin)

(3) All pocket commissions to be awarded will be forwarded by mail (see IRM 1(16)51.9) the appropriate regional office so that they may be properly cancelled. After cancellation, the pocket commissions will be returned to the appropriate offices by mail for presentation to retired personnel or the next of kin.

(4) Each insert of each pocket commission will either be perforated or stamped with the word retired.

(a) If the stamp is used, it must be such that it will leave a colored (gold, red, blue, etc.) impression on each insert. The outside of the pocket commission folder (holder) will also be stamped.

(b) If perforation is used, both inserts will be perforated while in the pocket commission folder (holder) so that the perforation goes through the insert and the folder.

(c) Enforcement commissions will be removed from the leather case and mounted on red leather folder before being sent to the regional office for cancellation.

(5) Records will be maintained by each sending office and the regional office to ensure accountability of each pocket commission sent to be cancelled.

1(16)53.(11) (2-19-87)

Protection and Disposition Procedures

(1) All pocket commission inserts, upper and lower, both stock and completed, must at all times be under the custody and control of an authorized IRS employee or locked in a security container, even if stored in a secured area, unless more protection is specified.

(2) The alphabetical records required by IRM 1(16)53.9 must always be under the custody and control of an authorized IRS employee or locked in a security container.

(3) Items listed in (1) and (2) above, when no longer required, must be destroyed in accordance with text 345.3(2) of IRM 1(16)41, Physical Security Security Handbook.

(4) The control and security of pocket commission inserts and supplies will be the direct responsibility of the Security function.

1(16)54 (5-30-84) Enforcement Badges

1(16)54.1 (5-30-84) Authorized Use

The enforcement badge shall be used only for official purposes when it will increase the effectiveness of the enforcement or investigative activities of the Service.

1(16)54.2 (5-30-84) Description

Internal Revenue Service enforcement Badges (hereinafter referred to as badge or badges) are of uniform design for all elements of the Service. Title, organization designation and a serial number are shown on the face of each badge.

1(16)54.3 (5-30-84) Authorizing Officials

(1) The following officials will authorize the issuance of badges to appropriate employees in their jurisdictional areas:

(a) Assistant Commissioner (Inspection)—Inspectors in the National Office and the field.

(b) Assistant Commissioner (Criminal Investigation)—Special Agents in the National Office.

(c) Regional Commissioners—all authorized field employees except those under the jurisdiction of the Assistant Commissioner (Inspection).

1(16)54.4 (2-19-87) Issuing Officers and Responsibilities

(1) Responsibilities for the issuance and control of the enforcement badges are specified below.

(a) The Director, Facilities and Information Management and Support Division (PM:HR:F) is responsible for implementing, evaluating and controlling the Servicewide badge program.

(b) Each Regional Commissioner (will assign responsibility to an appropriate function for issuing and accounting for the Criminal Investigation badges, in their regions and districts.

(c) The Administrative Officer, Inspection, National Office is responsible for issuing and accounting for the Internal Security Inspectors badges, Servicewide.

(d) National Office Criminal Investigation will issue and maintain administrative controls of the enforcement badges, pocket commissions, and credential cases for all CI personnel in the GS-1811 series assigned to National Office, National Training Center, and Federal Law Enforcement Training Center.

1(16)54.5 (5-30-84) Employees Authorized to Hold Enforcement Badges

Use of enforcement badges are authorized only for Special Agents (GS-1811) in Criminal Investigation and Internal Security Inspectors (GS-1811) in Inspection.

1(16)54.6 (10-26-87) Control of Enforcement Badges

(1) Supply control of enforcement badges is the responsibility of the functional office designated by the Regional Commissioner or National Office Criminal Investigation function (CI:INV:T). These functional offices shall maintain records on all blocks of badges issued to the officials noted in IRM 1(16)54.3. Each of these officials will be responsible for establishing and maintaining necessary controls and records to adequately govern the issuance, control and recovery of badges authorized and issued to employees under their jurisdiction.

(2) Records of issuing officers should be such that they will account for all badges at all times. Control records should be by both name and badge number. Records controlled by Criminal Investigation, will be reviewed at periodic intervals, but no less than once a year. This will be done at National Office by the National Office Property, Security and Records Unit, and at the Region and District levels, where appropriate, by the appropriate local Security function.

(3) All authorized personnel issued an enforcement badge will keep that badge until leaving the Service or changing job series. When the individual leaves the Service or changes job series, the badge will be turned in and placed back in stock. The exception for retiring personnel is in IRM 1(16)55.

(4) When an Agent or Inspector is reassigned, he/she will hand carry their lifetime badge to their next assignment and the officials noted in IRM 1(16)54.3, will be notified of the transfer by using Form 6064, Transfer of Criminal Investigation Enforcement Badges, see Exhibit 1(16)50-16 for completed sample.

(5) Form 1930, Custody Receipt for Government Property, will be required for each enforcement badge issued. See Exhibit 1(16)50-15.

1(16)54.7 (2-19-87)

Supplies

(1) Badge supplies will be coordinated with the Facilities and Information Management Support Division (PM:HR:F:S:PS).

(2) Badges which become worn or unserviceable will be accumulated during the year, and destroyed when sufficient quantities warrant it. Proper destruction records will be kept by the appropriate function office.

(3) A stock of badges will be maintained for replacement of badges which become worn or unserviceable during the year.

(4) Badges needing only minor repairs, costing less than \$5.00, such as a broken clasp or bent clasp pin, should be repaired locally.

1(16)54.8 (5-30-84)

Disposition

(1) Any employee who leaves the Service or is reassigned to non-enforcement duties, must return his/her badge. In the event of transfer see IRM 1(16)54.6.

(2) In case of extended leave without pay, the badge will be picked up and held by the supervisor of the employee pending the employee's return to duty. If the employee does not return to duty, issue records will reflect recovery of the badge.

(3) In case of suspension, the employee's badge should be secured by his/her supervisor at the time he/she is notified of the suspension. The badge will be held pending either his/her restoration to duty or separation from the Service. If the employee is later separated, the issue records will reflect recovery of the badge.

1(16)54.9 (5-30-84)

Records and Accountability

(1) The stock of enforcement badges must be rigidly controlled. Inventory and destruction records will be maintained.

(2) A numerical and alphabetical file on badges will be maintained. A computerized filing is an acceptable alternative, or:

(a) Numerical File = Form 5903, Numerical ID Card/Badge Record.

(b) Alphabetical File = Form 1930, Custody Receipt for Government Property. (See Exhibit 1(16)50-13.)

1(16)55 (5-30-84)

Retention of the Enforcement Badge Upon Retirement

1(16)55.1 (5-30-84)

General

These instructions provide guidance for retention of enforcement badges by Special Agents, Criminal Investigation Division, and Inspectors, Internal Security Division, upon retirement.

1(16)55.2 (5-30-84)

Background

For many years employees who have been issued enforcement badges have asked that they be permitted to retain them upon retirement. Approval has been granted to return the enforcement badge to a qualified retiring employee upon request, after the badge has been disabled. The cost for disablement must be borne by the retiring employee or colleague(s).

1(16)55.3 (2-19-87)

Responsibilities

(1) The Group Manager of each Criminal Investigation group in each district is responsible for determining whether retiring special agents would like to have their enforcement badges returned to them, and for sending those badges to the Assistant Regional Commissioner (Criminal Investigation).

(2) The Assistant Regional Commissioner (CI) in each region is responsible for determining whether retiring special agents assigned to the regional office would like their enforcement badges returned to them, and for sending those badges, as well as those received from the districts, to the designated company that will properly disable the badges.

(3) The Assistant Regional Commissioner (Criminal Investigation) is responsible for making arrangements for the disablement of Criminal Investigation enforcement badges as specified.

fied in IRM 1(16)55.5:(1)d, and for returning disabled badges to the retired special agents.

(4) The Assistant Commissioner (CI), is responsible for:

(a) designating a commercial company that will properly disable the enforcement badge;

(b) informing each Assistant Regional Commissioner (Criminal Investigation) of the arrangements made to disable each badge to include the name and address of the company that will provide the service, the cost involved and the procedures for payment; and

(c) making arrangements for the disablement of badges of retiring special agents assigned to the National Office, who desire to have them returned.

(5) The Director, Internal Security Division, National Office, is responsible for:

(a) designating a commercial company that will properly disable the inspection badge (this designation may be made in coordination with the designation made by the Assistant Commissioner (CI).

(b) determining whether retiring inspectors would like their enforcement badges returned to them; and

(c) making arrangements for the disablement of enforcement badges of retiring inspectors.

(6) The Director, Facilities and Information Management Support Division, National Office, is responsible for:

(a) implementing, evaluating and controlling the Servicewide program for returning enforcement badges to qualified employees; and

(b) determining the criteria and standards for disablement of the enforcement badge.

1(16)55.4 (5-30-84)

Retention Qualification

(1) Enforcement badges, after being disabled, may be presented to employees identified by the following qualifications:

(a) Special Agents (GS-1811), Criminal Investigation Division, and Inspectors (GS-1811), Internal Security Division, retiring from the service on or after January 21, 1980.

(b) Special Agents (GS-1811), Criminal Investigation Division, and Inspectors (GS-1811), Internal Security Division, who die on or after January 21, 1980. (Enforcement badge to be presented to next of kin.)

1(16)55.5 (2-19-87)

Procedures

(1) Special Agent, Criminal Investigation Enforcement Badge.

(a) When a retiree turns in the enforcement badge to the Group Manager, Criminal Investigation, a determination will be made by the retiring special agent whether the badge is to be returned by completing Form 6402, Enforcement Badge Disposition (see Exhibit 1(16)50-17). A Form 6402 will be completed by all special agents turning in an enforcement badge upon retirement. If the retiree elects to have the badge returned, the individual special agent or a colleague(s) will provide payment for disablement of the badge by check or money order made out as determined by the Assistant Regional Commissioner (Criminal Investigation), in accordance with instructions provided by the Assistant Commissioner (Criminal Investigation). The check or money order will be attached to the Form 6402.

(b) If the retiring special agent does not desire to have the badge returned, the badge is to be placed back in stock for future issuance.

(c) The Assistant Regional Commissioner (Criminal Investigation) will send the enforcement badge to a company as specified by the Assistant Commissioner (Criminal Investigation). The company specified will cut the badge in half horizontally just below the Treasury Department inscription, place the badge together and encase it in a block of lucite approximately 5 $\frac{3}{4}$ " W x 3 $\frac{7}{8}$ " L x 1 $\frac{1}{4}$ " Base and $\frac{3}{4}$ " Top. Payment will be made with private funds as specified by the Assistant Commissioner (Criminal Investigation). After the badge has been properly disabled the Assistant Regional Commissioner (Criminal Investigation) will return it to the retiring special agent. Form 6402 will then be sent to the Assistant Commissioner (Criminal Investigation).

(d) Retiring special agents assigned to the National Office will turn their enforcement badge in to the National Office Criminal Investigation. When the enforcement badge is turned in, the special agent will complete Form 6402 indicating whether the enforcement badge is to be returned. If the retiree elects to have the enforcement badge returned, the special agent will provide payment for disablement of the badge by check or money order made out as determined by the Assistant Commissioner (Criminal Investigation). For those badges to be returned, the Assistant Commissioner (Criminal Investigation) will make arrangements to have the enforcement badge disabled by a commercial company and returned to the retiree. Those badges that are not returned to a retiree will be placed back in stock for future issuance.

(2) Inspector, Internal Security Enforcement Badge.

(a) When a retiree turns in the enforcement badge, the retiring inspector will make a determination whether the badge is to be returned, by completing Form 6402. A Form 6402 will be completed by all inspectors turning in an enforcement badge upon retirement. If the retiree elects to have the badge returned, the inspector or a colleague(s) will provide payment for disablement of the badge by check or money order made out as determined by the Director, Internal Security Division, National Office.

(b) If the retiring inspector does not desire to have the badge returned, the badge will be placed back in stock for future issuance.

(c) If the retiring inspector elects to have the badge returned, the Director, Internal Security Division, National Office, will send the enforcement badge to the company which has been selected to perform the required service. The company specified will cut the badge in half horizontally just below the Treasury Department inscription, place the badge together and encase it in a block of lucite at least 5 $\frac{3}{4}$ " W X 3 $\frac{7}{8}$ " L X 1 $\frac{1}{4}$ " Base and $\frac{3}{4}$ " Top. Payment will be made with private funds. After the badge has been properly disabled the Director, Internal Security Division, National Office, will return it to the retiring inspector.

(3) Only special agents (GS-1811) or inspectors (GS-1811) are authorized to have an enforcement badge disabled and returned to them upon retirement.

1(16)55.6 (5-30-84)**Supplies**

Form 6402 will be distributed through distribution channels and will be available in each district, region and the National Office Criminal Investigation function.

1(16)55.7 (2-19-87)**Reporting Requirements**

(1) At the end of each month all Forms 6402 completed by retiring *Criminal Investigation* enforcement personnel (GS-1811) will be sent to the Assistant Commissioner (Criminal Investigation) (OP:CI:P:B) Forms 6402 completed by retiring Internal Security Division enforcement personnel (GS-1811) will be sent to the Director, Internal Security Division, National Office, Attention: I:IS:M.

(2) The Form 6402 for those enforcement personnel who desire to have their badge re-

turned to them will necessarily be delayed in cause of the certification required by the office of the Assistant Regional Commissioner (Criminal Investigation), Assistant Commissioner (Criminal Investigation), or Director, Internal Security Division.

1(16)56 (5-30-84)**Calling Cards****1(16)56.1 (5-30-84)****Authorization**

The blank contact form, Form 4811, is available for use by Service personnel to leave their name, address and telephone number with business and professional people, police department personnel, representatives of foreign governments, members of the press corps and individuals being actively recruited as prescribed in IRM 1(17)27.23. Service personnel who would have a use for Form 4811 but would prefer to use a personalized calling card obtained at their personal expense may use such personalized cards provided they are procured in accordance with established procedures.

1(16)56.2 (10-26-87)**Authorizing Officials**

(1) The Commissioner, the Deputy Commissioners, Assistant Commissioners and Regional Commissioners, District Directors, and the Chief Counsel are the authorizing officials for personalized calling cards to be used by employees under their supervision. This authority may be reassigned to subordinate officials.

(2) The Assistant Commissioner (Human Resources Management and Support) will be responsible for prescribing implementing procedures for all National Office employees.

(3) Regional Commissioners will be responsible for prescribing implementing procedures for employees under their jurisdiction.

(4) Authorizing officers may authorize the use of personalized calling cards by any personnel under their jurisdiction.

1(16)56.3 (5-30-84)**Description and Procurement**

(1) While the calling card will be permitted for use on a voluntary basis, it shall conform to a standard design for uniformity and quality control. All personalized calling cards obtained

must conform to the weight of paper, size of card, color, layout and production point specified in IRM 1(17)27.23, Calling Cards and Greeting Cards.

(2) These persons authorized to use calling cards shall obtain them in accordance with procedures prescribed in IRM 1(17)27.23 and any implementing instructions.

1(16)56.4 (5-30-84)

Use

(1) Calling cards may generally be used by all Service officials and personnel who have a continuing need to leave with non-Service individuals or companies a ready reference for contact by telephone or at an office address.

(2) Only those employees who follow prescribed procedures for obtaining calling cards may use such personalized cards associating them with the Service.

(3) Calling cards conforming to the prescribed standards will be used only for official purposes.

(4) Calling cards may be used by Revenue Officers, Revenue Agents, Special Agents, and Inspectors in addition to Form 2246, Field Contact Card, but not in lieu of Form 2246.

(5) Calling cards will not be used to identify the bearer in lieu of other identification media provided for this purpose.

1(16)57 (2-19-87)

(Reserved)

1(16)58 (5-30-84)

Automobile Identification Cards

1(16)58.1 (5-30-84)

Purpose

Automobile identification cards approved for use by Internal Revenue Service employees are those issued by State or municipal authorities to permit parking in space designated by those authorities; cards issued by Internal Revenue, both in Washington and field offices, for parking space directly under Internal Revenue Service control, or cards issued by General Services Administration for space under control of that agency. In accordance with policy statement P-1-141, no signs or other media identifying it with the Service or the U.S. Government (except authorized GSA, IRS or local government authorities' parking permits) will be displayed on a Service-operated enforcement vehicle or on a privately owned vehicle. This policy is consistent with the public interest and with the general practice of other Government agencies. It is also consistent with our request, approved by the General Services Administration, that Internal Revenue Service enforcement vehicle be exempt from the vehicle marking requirement.

1(16)58.2 (10-26-87)

Responsibilities

(1) The National Office Property, Security and Records Unit is responsible for issuance and control of approved automobile identification cards covered in 1(16)58.1 for National Office employees.

(2) Each regional office will be responsible for promulgating instructions within the framework of policy statement P-1-141, for issuance and control of approved automobile identification cards to employees of field offices.

Exhibit 1(16)50-1

FY 83 ID Media Estimated Requirements

Requesting Office (fill in) Brooklyn District Date June 30, 1982

I. Pocket Commissions		1 yr.	5
A. Upper insert			
1. Non-enforcement	300		1
2. Enforcement	50		
B. Lower insert, non-enforcement			
1. Commissioner	-0-		
2. Assistant Commissioner	-0-		
3. Regional Commissioner	-0-		
4. District Director	300		1
5. Inspection	-0-		
6. Regional Counsel	-0-		
7. Chief Counsel	-0-		
C. Lower insert, enforcement			
1. Inspection	-0-		
2. CID	50		
D. "Red" Pocket Commission Folder	400		2
II. I.D. Card			
A. Forms			
1. Form 6054	750		4
2. Form 6055	25		
3. Form 6056	75		
4. Form 5519	100		
5. Form 5519-B/2	-0-		
6. Form 5519-C/3	-0-		
7. Form 5519-D/4	-0-		
8. Form 5519-E/5	-0-		
9. Form 5519-F/6	-0-		
10. Form 5520	-0-		
11. Form 5520-A/1	-0-		
12. Form 5520-B/2	-0-		
13. Form 5520-C/3	-0-		
14. Form 5520-D/4	-0-		
15. Form 5520-E/5	-0-		
16. Form 5520-F/6	-0-		
17. Form 5520/T	-0-		
18. Form 5520/U	-0-		
19. Form 5520/V	-0-		
20. Form 5520/W	-0-		
21. Form 6028	1000		5
22. Form 6028/A	-0-		
23. Form 6028/B	100		
24. Form 6028/C	300		
25. Form 6028/D	200		
26. Form	-0-		

Please complete each entry above with either the quantity required, "O" or N/A (not applicable to region or district).

Exhibit 1(16)50-2

(2-19-87)

Sample Design for the Study of ID Cards for the District Offices ◇

DISTRICT	ESTIMATED POPULATION	RANDOM START	SKIP INTERNAL
National Office	4814	5	35
Los Angeles	2719	1	24
Manhattan	2475	2	19
Chicago	2047	10	16
Jacksonville	1320	3	14
San Francisco	1779	3	14
Nowark	1729	12	13
Laguna Niguel	1563	11	12
Detroit	1558	11	12
Brooklyn	1438	11	11
Philadelphia	1360	3	11
Dallas	1345	7	11
Boston	1250	10	10
Baltimore	1143	6	9
Houston	1136	4	9
Ft. Lauderdale	1105	7	9
Cleveland	1069	3	9
Atlanta	1010	3	8
St. Louis	1003	5	8
St. Paul	855	4	7
San Jose	798	2	7
Cincinnati	796	1	7
Buffalo	774	7	7
Indianapolis	764	2	6
Greensboro	758	4	6
Richmond	724	4	6
Seattle	718	4	6
Pittsburgh	702	2	6
Austin	670	4	6
Milwaukee	659	6	6
Hartford	652	4	6
New Orleans	652	1	6
Nashville	623	2	5
Sacramento	589	2	6
Denver	587	4	5
Oklahoma City	552	4	5
Springfield	508	5	5
Louisville	494	1	5
Des Moines	493	3	5
Birmingham	474	3	4
Wichita	460	2	4
Portland	443	2	4
Phoenix	439	2	4

Exhibit 1(16)50-2 Cont.

Sample Design for the Study of ID Cards for the District Offices

Because of the small population size, a decision was made to sample 25 percent of the ID cards in these districts only:

Aberdeen	Cheyenne	Reno
Albany	Columbia	Omaha
Anchorage	Helena	Portsmouth
Augusta	Honolulu	Providence
Boise	Jackson	Salt Lake City
Burlington	Little Rock	Wilmington
	National Computer Center	

REGIONS	ESTIMATED POPULATION	RANDOM START	SKIP INTERVAL
North Atlantic	518	2	5
Western	511	1	5
Mid-Atlantic	407	2	4
Southeast	332	2	4
Midwest	354	2	4
Southwest	347	2	4
Central	329	1	4

.....

SAMPLE DESIGN FOR THE STUDY OF ID CARDS FOR THE SERVICE CENTERS

SERVICE CENTERS	ESTIMATED POPULATION	RANDOM START	SKIP INTERVAL
Philadelphia	1950	3	14
Fresno	1711	13	13
Brookhaven	1688	2	13
Austin	1658	8	13
Cincinnati	1621	8	13
Ogden	1617	4	13
Kansas City	1599	4	13
Andover	1586	8	13
Memphis	1568	3	13
Atlanta	1434	6	12
Data Center	1200	9	10

Exhibit 1(16)50-3

ID Media Review

Internal Revenue Service memorandum

date: August 23, 1983

to: Miss. Virginia K. Peach
PM:S:DS:S:P

from: Security Unit
PM:S:N:FM

subject: ID Media Review

We are reviewing our accountability records for identification media issued to IRS employees, and we need your help. Internal Revenue Manual 1(16)51, requires that on an annual basis, the Security Branch/Staff contacts the employees who are issued ID media. The purpose of this contact is to verify and update the information contained in our files.

Your name has been selected randomly for participation in our review. Please provide the information requested on the reverse and return this memorandum to the Security Branch/Staff in the attached envelope within five working days.

If you have lost your ID media, please notify your supervisor or the Security Branch/Staff immediately.

Attachment
Self addressed envelope

Exhibit 1(16)50-3 Cont.

ID Media Review

1.a. The name in the address line of this memorandum is correct:
YES NO

b. If no, print your correct name: _____

2.a. IRS ID card number: 12 - 34567

(1) Yellow background? YES NO

(2) Letter/number in lower right hand corner? YES NO
If yes, enter letter/number: C

b. Pocket Commission number (If applicable): NA 12345A

(1) Title: TAX AUDITOR

Date issued: _____

3.a. The photo on my ID card is a good likeness: YES NO
The photo on my pocket commission is a good likeness: YES NO

4.a. Home Address: 38 Texas Ave
(Number and Street)

Archie Church Va 22041
(City, State and Zip Code)

b. Home Telephone Number: (703) 931-0000

c. Work Telephone Number: (202) 376-0000

Virginia K Beach
(Signature & Date)

PRIVACY ACT STATEMENT

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing this form.

PURPOSE AND ROUTINE USES - Provides for implementation of an identification system, its requirements and monitorship. Routine disclosure of information contained in this system of records may be made to the Department of Justice.

AUTHORITY - 5USC 301

EFFECTS OF NON-DISCLOSURE - Disclosure of this information is voluntary. If the information is not provided, the identification card may be revoked and access to IRS facilities will be restricted.

Exhibit 1(16)50-4

ID Media Recap Sheet

ID Media Recap Sheet			Date		Sample Total		Page	
			7 Jul 83		160		1 of 9 Pages	
Name of ID Card Holder			Security Function		Population Total			
			Brooklyn Dist		1438			
Line Count	ID Card Number		Presently Under This Security Function's Jurisdiction		Transferred Out			
			ID Card Accounted For	PC Issued	ID Card Recovered	PC Turned In		
11	20001	Alc, Large						
22	17321	Amber, Forens						
33	19435	Antidote, Taken						
44	12358	Apple, Pie						
55	33721	Ash, Can						
66	00401	Aspen, Tree						
77	03497	Bananna, Cake						
88	01794	Bean, Town						
99	08653	Beer, Can						
110	05968	Buck, Tree						
121	00011	Black, Ambrose						
132	05039	Blue, Sky						
143	00490	Boxwood, Garden						
154	03777	Broccoli, Spens						
165	01459	Brown, Eyes						
176	04260	Carnation, Red						
187	07816	Carp, Enter						
198	06008	Cool, Piece A						

Exhibit 1(16)50-5

Samples of Authorized ID Cards

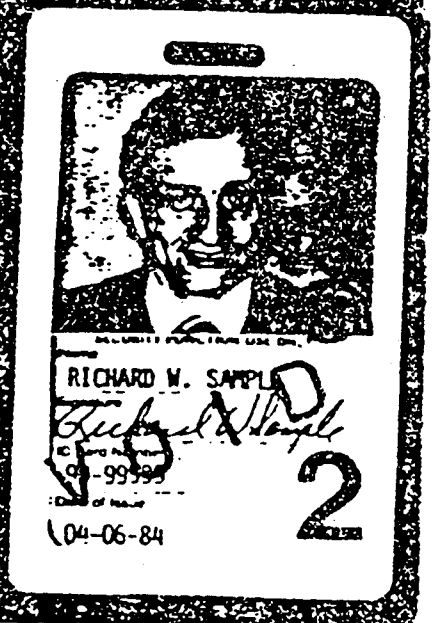
SAMPLES OF AUTHORIZED ID CARDS



NORMAL ID CARD - NOT AUTHORIZED
ACCESS TO ANY RESTRICTED AREA

White card, blue background
in photo area

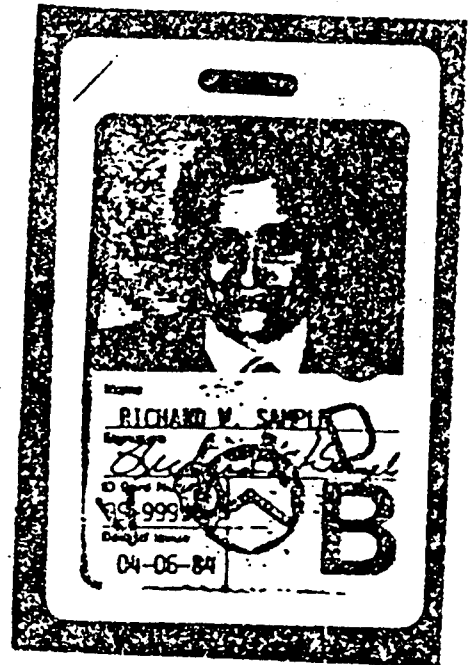
EXAMPLE OF EMPLOYEE ID CARD



AUTHORIZED ACCESS TO
RESTRICTED AREA "2"
IN A SERVICE CENTER

White card, yellow
background in photo
area

EXAMPLE OF
FEDERAL EMPLOYEE ID CARD



AUTHORIZED ACCESS TO
RESTRICTED AREA "B"
IN A DISTRICT

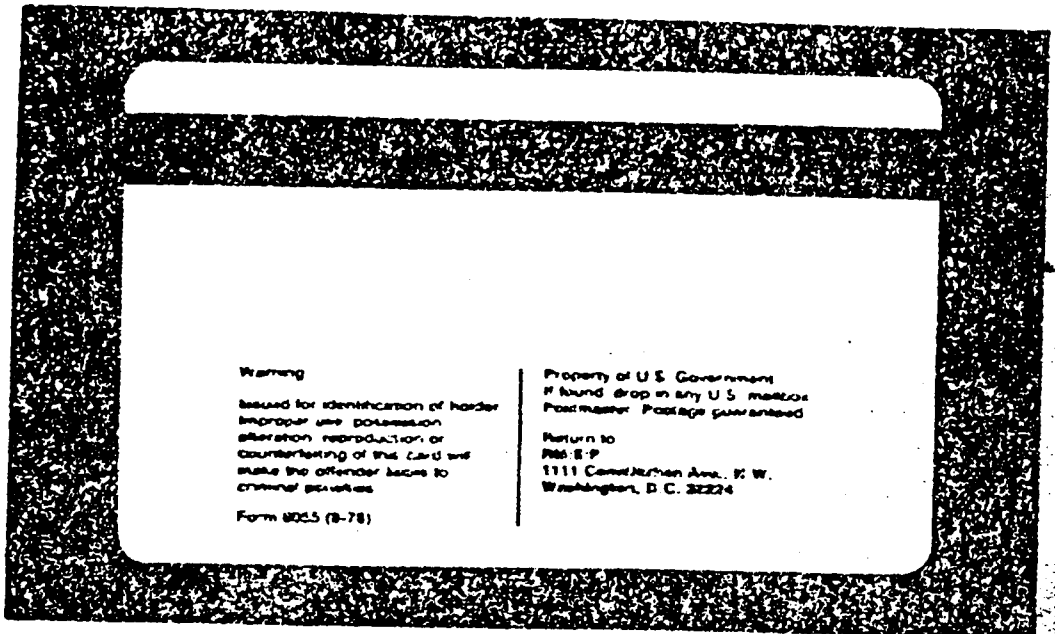
White card, yellow
background in photo
area

EXAMPLE OF
IRS EMPLOYEE ID CARD

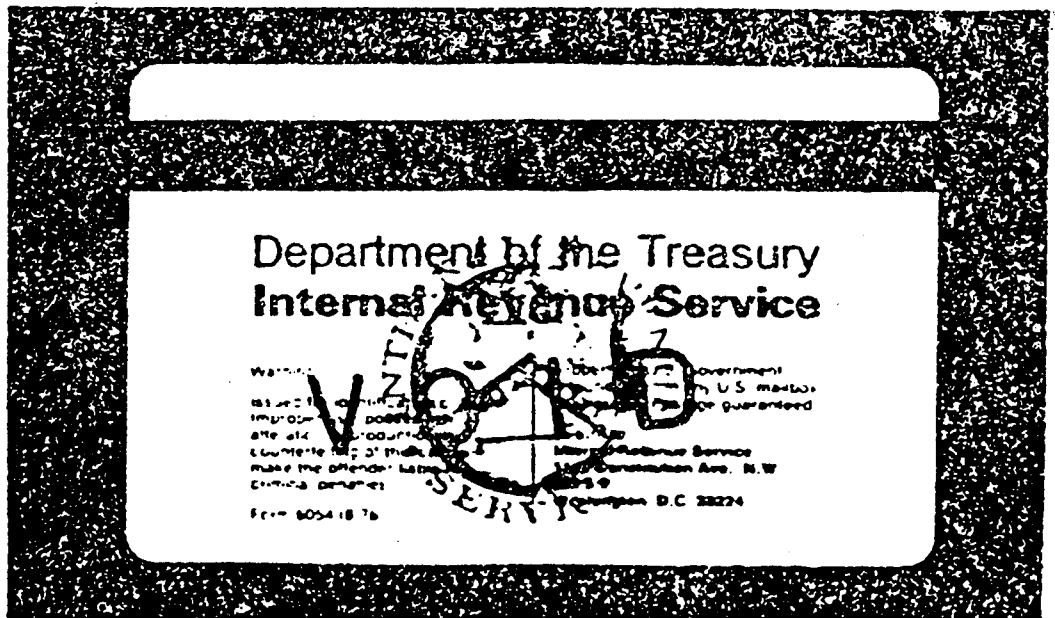
Exhibit 1(16)50-5 Cont.

Samples of Authorized ID Cards

BACK OF ID CARD



FEDERAL EMPLOYEE AND
NON-FEDERAL



IRS EMPLOYEE

Exhibit 1(16)50-6

ID Card Request Form

IRS Identification Card Request
NCC, Data and Service Centers
Employees

1. Name (Last, First, Middle Initial) SAMPLE, John V.		4. By (Date) 12/12/72	
2. Home Address (Number, street, city, state and zip) 1234 Main St Anytown, USA		5. Home Telephone No. 123-1234	
3. Branch or Activity Automated Collection Systems			
6. Authorized To Enter Areas Indicated:		Remittance Processing Area	
<input type="checkbox"/> Computer Room		<input type="checkbox"/> Automated Collection System Area	
<input type="checkbox"/> Computer Library		<input type="checkbox"/> Extraction & Clearing and Deposit	
<input type="checkbox"/> Returns Files		<input checked="" type="checkbox"/> Other (Specify/See #3)	
7. Authorizing Official's Signature <i>[Signature]</i>		8. Date 7-3-83	
9. Title Section Manager		10. Telephone No. or Ext. X12345	

Department of the Treasury
Internal Revenue Service

IRS Identification Card Request (See Reverse)

Privacy Act Statement

General — This information is provided pursuant to public Law 93-579 (Privacy Act of 1974) December 31, 1974, for individuals completing this form.

Purposes and Routine Uses — Provides for implementation of an identification system, its requirements and monitoring. Routine disclosure of information contained in this system of records may be made to the Department of Justice.

Authority — 5 USC 301

Effects of Non-disclosure — Disclosure of this information is voluntary. If the information is not provided, an identification card will not be issued and access to IRS facilities will be restricted.

Date

- Inactive
- Destroyed
- Resigned
- Transferred
- Deceased
- Lost/stolen
- Retired
- Name changed to _____
- Other _____


SECURITY FUNCTION USE ONLY

Name
JOHN V. SAMPLE

Signature
[Signature]

ID Card Number
12-12345

Date of Issue
9/3/83



9

Form 5520H (6-83)

ISSUED	RETURNED

Form 5520H (Rev. 6-83)

ID Card Request Form

1 Name (Last, First, Middle Initial) SAMPLE, John V.		4 Birth Date 12/12/12
2 Home Address (Number and Street) 1234 Main St.		5 Home Telephone No. 111-1234
3 City, State and Zip Code Anytown, USA		
6 Type Employee GSA <input checked="" type="checkbox"/> Other Fed <input type="checkbox"/> Non-Fed <input type="checkbox"/> (Please complete reverse)	7 Authorized Areas (Specify) None	
8 Authorizing Official's Signature <i>John V. Sample</i>		9 Date 9/3/83
10 Title Chief, Facilities Mgmt Br		11 Telephone No. of Ext. X1111

Name
JOHN V. SAMPLE
 Social Security
John V. Sample
 ID Card Number
11-12345
 Date of Issue
09/03/83

SECURITY FUNCTION USE ONLY

Form 5519 (Rev. 4-82) Non-IRS Identification Card Request (See Reverse) Department of the Treasury Internal Revenue Service

Privacy Act Statement

GENERAL - This information is provided pursuant to public Law 93-579 (Privacy Act of 1974) December 31 1974 for individuals completing this form.

PURPOSE AND ROUTINE USES - Provides for implementation of an identification system, its security, maintenance and monitoring. Routine disclosure of information contained in the system of records may be made to the Department of Justice.

AUTHORITY - 5 USC 301

EFFECTS OF NONDISCLOSURE - Disclosure of this information is voluntary. If the information is not provided an identification card will not be issued and access to IRS facilities will be restricted.

<input type="checkbox"/> INACTIVE	DATE	<input type="checkbox"/> RETIRED	DATE
<input type="checkbox"/> DESTROYED		<input type="checkbox"/> NAME CHANGED TO:	
<input type="checkbox"/> RESIGNED		_____	
<input type="checkbox"/> TRANSFERRED		<input type="checkbox"/> OTHER _____	
<input type="checkbox"/> DECEASED		_____	
<input type="checkbox"/> LOST/STOLEN			

12. Activity (Check Appropriate Box)

<input type="checkbox"/> Cafeteria	<input checked="" type="checkbox"/> Repairperson
<input type="checkbox"/> Janitorial	<input type="checkbox"/> Salesperson
<input type="checkbox"/> Vendor	<input type="checkbox"/> Guard
<input type="checkbox"/> Contractor	<input type="checkbox"/> Other _____

13. Company Name
IBM

14. Location (City and State)
2345 Maple Avenue, Anytown, USA

15. Telephone Number
321-4321

Form 5519 (Rev. 4-82)

Exhibit 1(16)50-6 Cont. (2)

ID Card Request Form

IRS Identification Card Request for Regions and Districts

Employees

1. Name (Last, First, Middle Initial) SAMPLE, John V.		4. Birth Date 12/12/12	
2. Home Address (Number and Street) 1234 Main St		5. Home Telephone No. 111-1234	
3. City, State and Zip Code Anytown, USA		6. Authorized To Enter Areas Indicated None	
7. Authorizing Official's Signature <i>[Signature]</i>		8. Date 8/23/83	
9. Title Branch Chief, FMB		10. Telephone No. X1234	

Department of the Treasury
Internal Revenue Service

Privacy Act Statement

General — This information is provided pursuant to public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing this form.

Purposes and Routine Use — Provides for implementation of an identification system, its requirements and monitoring. Routine disclosure of information contained in this system of records may be made to the Department of Justice.

Authority — 5USC 301

Effects of Nondisclosure — Disclosure of this information is voluntary. If the information is not provided, an identification card will not be issued and access to IRS facilities will be restricted.

(See Reverse)

IRS Identification Card/Badge Request
for Regions and Districts

Form
6028

BADGE UNIT USE ONLY

Name
JOHN V. SAMPLE

Signature
[Signature]

Badge Number
11-1234

Date of Issue
09-03-83



- Inactive
- Destroyed
- Resigned
- Transferred
- Deceased
- Lost/stolen
- Retired
- Name changed to

Other _____

Date

ISSUED	RETURNED

Form 6028

Exhibit 1(16)50-7

Daily ID Card Inventory Report

POD/OFFICE <i>Brooklyn</i>		RESTRICTED AREA <input checked="" type="checkbox"/> YES () NO	PERIOD ENDING <i>11, 22, 83</i>
GROUP	BRANCH <i>C5B</i>	DIVISION <i>Rm</i>	CODE: <input checked="" type="checkbox"/> - ALL CARDS ACCOUNTED FOR <input checked="" type="checkbox"/> - MISSING CARDS - SEE REMARKS

THE SIGNATURE BELOW, VERIFIES THE FACT THAT A DAILY INVENTORY OF ID CARDS HAD BEEN TAKEN ON THE DATE INDICATED.

CODE	DATE	SIGNATURE	REMARKS
✓	11/3	<i>Richard T Sample</i>	
✓	11/4	<i>Richard T Sample</i>	
✓	11/5	<i>Richard T Sample</i>	
✓	11/6	<i>Richard T Sample</i>	
✓	11/7	<i>Richard T Sample</i>	
✓	11/9	<i>Richard T Sample</i>	
✓	11/10	<i>Richard T Sample</i>	
✓	11/12	<i>Richard T Sample</i>	
X	11/13	<i>Richard T Sample</i>	<i>Employee took home - returned</i>
✓	11/16	<i>Richard T Sample</i>	
✓	11/17	<i>Richard T Sample</i>	
✓	11/18	<i>Richard T Sample</i>	
✓	11/19	<i>Richard T Sample</i>	
X	11/20	<i>Richard T Sample</i>	<i>Typewriter sales person took out of building - returned in 11/23</i>
✓	11/23	<i>Richard T Sample</i>	
✓	11/24	<i>Richard T Sample</i>	
✓	11/25	<i>Richard T Sample</i>	
✓	11/27	<i>Richard T Sample</i>	
✓	11/30	<i>Richard T Sample</i>	

Forward this form to security staff/branch at the end of every month to arrive no later than the 2nd workday of each month.

Exhibit 1(16)50-8

Suggested Methods of Recovering ID Cards on an Individual's Last Workday

1. Employees who are terminating employment (i.e., resignation, termination, retirement transfer), should return their badge to the card unit on their last workday.
 - a. All employees at centers and those working in district restricted areas should be issued an appropriate coded non-photo ID card by the receptionist/guard desk or the badge unit to be worn for the remainder of their shift and turned in as they exit the facility/district restricted area.
 - b. The receptionist/guards can be instructed to issue a non-photo badge to an employee who presents an Employee Clearance Form.
2. Employees going on non-work status (furloughed) could be handled in any of the following ways:
 - a. Supervisors pick up their cards immediately prior to the end of the shift on the last workday. Prior to collecting the cards, the supervisor should escort the employee to an approved exit. Supervisors can immediately turn the cards in to the card unit; or, if the card unit is closed, they can give the cards to the guards at the main guard control center. Guards can then be responsible for their safe-keeping and turn them in to the card unit the next morning. Cards should always be accompanied by a list of employees placed on non-work status and if the card is not turned in, there should be an explanation as to why and what action the supervisor is taking to recover the card.
 - b. Employees could be required to turn their cards in directly to the card unit during prime shift or to the guards at other than prime shift. Employees in centers/district restricted areas should be issued an appropriate coded non-photo card to be worn during the remainder of their shift. Visitor Register, Form 5422, should be used to control non-photo card issued to these employees. Columns titled "Address," "Representing" and "Calling On" need not be completed by IF employees. In district restricted areas, a Restricted Area Register, Form 5422 can be used in lieu of the Form 5422 to control non-photo cards issued to these employees.
3. Employees who resign by calling in their resignation, or who send in a letter of resignation will be informed that they must return the Service ID media that they had been issued. Local directives must be followed for employee clearances under these circumstances; however the individual receiving the telephone call or letter should immediately notify the "Designated Agent" and request a hold be placed on the pay check until all government property is returned and/or the "Employee Clearance Form" is properly completed.

Exhibit 1(16)50-9

(2-19-87)

Location Codes

REGION—CODE	CODE	ALPHABETICAL LISTING	CODE	NUMERICAL LISTING	
SOUTHEAST--1	58	Atlanta	07	Atlanta*	
	07	Atlanta*	49	Memphis*	
	63	Birmingham	56	Greensboro	
	57	Columbia	57	Columbia	
	65	Ft. Lauderdale	58	Atlanta	
	56	Greensboro	59	Jacksonville	
	64	Jackson	62	Nashville	
	59	Jacksonville	63	Birmingham	
	71	Little Rock	64	Jackson	
	49	Memphis*	65	Ft. Lauderdale	
	62	Nashville	71	Little Rock	
	72	New Orleans	72	New Orleans	
	MIDWEST--	46	Aberdeen	09	Kansas City*
36		Chicago	36	Chicago	
42		Des Moines	37	Springfield	
45		Fargo	39	Milwaukee	
09		Kansas City*	41	St. Paul	
61		Helena	42	Des Moines	
39		Milwaukee	43	St. Louis	
47		Omaha	45	Fargo	
37		Springfield	46	Aberdeen	
43		St. Louis	47	Omaha	
41		St. Paul	81	Helena	
CENTRAL--4	31	Cincinnati	17	Cincinnati*	
	17	Cincinnati*	31	Cincinnati	
	34	Cleveland	34	Cleveland	
	38	Detroit	35	Indianapolis	
	35	Indianapolis	38	Detroit	
	61	Louisville	55	Parkersburg	
	55	Parkersburg	61	Louisville	
SOUTHWEST--5	85	Albuquerque	18	Austin*	
	74	Austin	29	Ogden*	
	18	Austin*	48	Wichita	
	83	Cheyenne	73	Oklahoma City	
	75	Dallas	74	Austin	
	84	Denver	75	Dallas	
	76	Houston	76	Houston	
	29	Ogden*	83	Cheyenne	
	73	Oklahoma City	84	Denver	
	86	Phoenix	85	Albuquerque	
	87	Salt Lake City	86	Phoenix	
	48	Wichita	87	Salt Lake City	
NORTH-ATLANTIC--6	14	Albany	01	Augusta	
	08	Andover*	02	Portsmouth	
	01	Augusta	03	Burlington	
	04	Boston	04	Boston	
	19	Brookhaven*	05	Providence	
	11	Brooklyn	06	Hartford	
	16	Buffalo	08	Andover*	
	03	Burlington	11	Brooklyn	
	06	Hartford	13	Manhattan	
	13	Manhattan	14	Albany	
	02	Portsmouth	16	Buffalo	
	05	Providence	19	Brookhaven*	
	MID-ATLANTIC--8	52	Baltimore	22	Newark
		22	Newark	23	Philadelphia

Exhibit 1(16)50-9 Cont.**Location Codes**

REGION—CODE	CODE	ALPHABETICAL LISTING	CODE	NUMERICAL LISTING
MID-ATLANTIC—8 Cont.	23	Philadelphia	25	Pittsburgh
	28	Philadelphia*	28	Philadelphia*
	25	Pittsburgh	51	Wilmington
	54	Richmond	52	Baltimore
	51	Wilmington	54	Richmond
WESTERN—9	92	Anchorage	33	Laguna Niguel
	82	Boise	68	Sacramento
	89	Fresno*	77	San Jose
	99	Honolulu	82	Boise
	33	Laguna Niguel	88	Las Vegas
	95	Los Angeles	89	Fresno*
	93	Portland	91	Seattle
	88	Las Vegas	92	Anchorage
	68	Sacramento	93	Portland
	77	San Jose	94	San Francisco
	94	San Francisco	95	Los Angeles
91	Seattle	99	Honolulu	
OTHER	98	Assistant Commissioner (International)	10	National Computer Center
	12	IRS Data Center	12	IRS Data Center
	10	National Computer Center	50	National Office
	50	National Office	98	Assistant Commissioner (International)
	800	National Office (Old #)	800	National Office (Old #)

* Service Center

Exhibit 1(16)50-10

Semi-Annual Audit--Non-Photo ID Card Certification

I CERTIFY THAT ON 12/2/84 AN AUDIT WAS CONDUCTED
ON THE NON-PHOTO ID CARD (S) ASSIGNED TO: Centralized Service Branch

ALL ID CARD (S) ARE ACCOUNTED FOR.

FOLLOWING NUMBERED ID CARD(S) ARE MISSING:

Richard T. Sample
CUSTODIAN OF ACCOUNT

Virginia R. Peach
SECURITY OFFICER

Exhibit 1(16)50-11

(5-30-8

3/4" Helvetica Caps and Numbers Used on ID Cards

A B C D T U R

1 2 3 4 5

6 7 8 9

Exhibit 1(16)50-12**Numerical Pocket Commission Record**

Region Prefix No. NAR	Numerical Pocket Commission Record		* Code Pocket Commission was assigned (U), revised (R), lost (L)
Commission No.	Name (Last, First M.I.)	Title of Pocket Commission/Date Issued	**Description Code/ Month/Day/Year
25000E	Thames, River	Special Agent - 9/30/80	
25001E	Hero, I. M. A.	Special Agent - 10/2/80	
25002E	Instant, Reply	Special Agent - 10/2/80	
25003E	Sky, Morning	Special Agent - 10/2/80	L-11/11/83
25004E	Carrots, Apples	Special Agent - 10/2/80	
25005E	Issue, To	Special Agent - 10/2/80	R-12/31/83
25006E	Sand, Box	Special Agent - 10/3/80	
25007E	Tomatoe, Juice	Special Agent - 10/3/80	
25008E	Security, Guard	Special Agent - 11/4/80	
25009E	Turns, The World	Special Agent - 11/4/80	
25010E	Underdog, Today's	Special Agent - 11/4/80	
25011E	Purple, Color	Special Agent - 11/5/80	
25012E	Important, Paper		
25013E	Down, Under		
25014E	Bananna, Cake		
25015E			
25016E			
25017E			
25018E			
25019E			
25020E			
25021E			
25022E			
25023E			
25024E			
25025E			
25026E			

Form 6563 (2-81)

Department of the Treasury—Internal Revenue Service

Exhibit 1(16)50-13

Form 1930

ISSUED TO:

NAME VIRGINIA K. PEACH
TITLE Tax Auditor
ORG. SYMBOL A:BC:D:E:F:
POST OF DUTY Brooklyn District

DESCRIPTION OF PROPERTY (Include serial or identification No. where applicable)

Pocket Commission #NAR12345A
Title: Tax Auditor

I acknowledge receipt of the above described property and certify it will be used only in connection with my official duties. The property will be returned when it is no longer required for such duties or upon prior request of the property officer.

11-4-80

SIGNATURE OF RECIPIENT

DATE RECEIVED

CUSTODY RECEIPT FOR GOVERNMENT PROPERTY

FORM 1930 (Rev. 10-62)

U.S. G.P.O. 1976-021-742/0364

DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE

Exhibit 1(16)50-14

(5-30-84)

Pocket Commission Request

Internal Revenue Service
memorandum

date: March 21, 1984

to: Security Officer

National Office Protective Program Unit

from: Branch Chief, Exam IV

subject: Pocket Commission Request

Please issue a non-enforcement pocket commission to:

Virginia K. Peach
TITLE: Tax Auditor

Miss. Allen works in our Baileys Crossroads office, and this commission will replace the one stolen from her on September 3rd, 1980, see report dated September 9th, 1980.

Joseph J. Train

Exhibit 1(16)50-15

Form 1930

ISSUED TO:	NAME Steven C. Elm
	TITLE Special Agent
	ORG. SYMBOL CP:C:M
	POST OF DUTY National Office

DESCRIPTION OF PROPERTY (Include serial or identification No. where applicable)

Enforcement Badge # 566

I acknowledge receipt of the above described property and certify it will be used only in connection with my official duties. The property will be returned when it is no longer required for such duties or upon prior request of the property officer.

Steven C. Elm
SIGNATURE OF RECIPIENT

10-20-80

DATE RECEIVED

CUSTODY RECEIPT FOR GOVERNMENT PROPERTY

FORM 1930 (Rev. 10-67)

DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE

Exhibit 1(16)50-16

Form 6054

Internal Revenue Service
memorandum

date: August 23, 1983

to: Security Officer
Jacksonville District

from: Security Officer
Brooklyn District

subject: Transfer of Criminal Investigation Enforcement Badges

The Special Agent(s) listed below has (have) transferred to your jurisdiction:

Badge #	Agents Name	Location (by POD, District, Region)	
		Former Office	New Office
1569	Oak, Ricard T.	Smithtown Brooklyn District NAR	Ft. Myers Jacksonville Dist. SER

* I certify that the records were properly changed at this office:

- Losing Region Josha M. May Aug 29, 1983
(name & date)
- Gaining Region Stensen Sibt Sept 3, 1983
(name & date)
- National Office Richard T. Temple, Sept 15, 1983
(name & date)

Exhibit 1(16)50-17

Form 6402

Form 6402(5-80) Enforcement Badge—Disposition

ENFORCEMENT BADGE - DISPOSITION			Badge #
Name	Division	Office	123
THOMAS RICHARDS	CSI	Bureau Det	

 I do not wish to retain my Enforcement Badge

 I wish to retain my Enforcement Badge after it has been disabled and encased in lucite. My check for \$100.00 to cover this expense is attached.
Signed - Criminal Investigator/Inspector Thomas W Richards

(To be completed by Criminal Investigation or Internal Security Office if badge is to be retained.)

Certification

I certify that the subject badge has been properly disabled and encased in lucite for delivery to the retiree.

Signature - Title - Date John W Thomas
Chief, 1-17-84

Form 6402 (5-80)

Department of the Treasury - Internal Revenue Service

1. The top portion of the card will be completed and signed by the Criminal Investigator/Inspector the badge was issued to.
2. The lower portion of the card will be signed by the representative of the Assistant Commissioner, (Criminal Investigation); Assistant Regional Commissioner, (Criminal Investigation); or the Director, Internal Security Division, National Office.

Exhibit 1(16)50-18

(Reserved)

◇

Exhibit 1(16)50-19**Pocket Commission Titles**

- (a) Commissioner
- (b) Deputy Commissioner
- (c) Associate Commissioners and Regional Commissioners
- (d) Assistant Commissioners and Deputy Assistant Commissioners
- (e) Chief, Deputy Chief, Associates Chief, Regional and District Counsel
- (f) Division and Assistant Division Directors
- (g) Director and Assistant Director of Districts, Service Centers, the National Computer Center and Data Center.
- (h) Appraiser—(GS-1171)
 - (i) Attorney and Attorney (Estate Tax) (GS-505)
 - (j) Audit Program Manager—(GS-340)
- (k) Communications Specialist (GS-393) (CI only)
- (l) Disclosure Enforcement Specialist—(GS-301) Non-enforcement
- (m) Disclosure Officer (GS-301)
- (n) Disclosure Specialist—(GS-301)
- (o) Employee Plans/Exempt Organization Conferee—(GS-345)
- (p) Engineer—(Any position in the classification group GS-800)
- (q) Financial Analyst—(GS-1160)
- (r) Forester (GS-460)
- (s) Geologist—(GS-1350)
- (t) Inspector—(GS-1811)
- (u) Internal Auditor—(GS-511)
- (v) Intelligence Analyst (GS-301) (non-enforcement)
- (w) Internal Revenue Agent—(GS-512)
- (x) Investigative Aide—(GS-1802) (non-enforcement)
- (y) Investigative Assistant—(GS-099) (non-enforcement)
- (z) Investigator—(GS-1810)
- (aa) Revenue Officer—(GS-1169)
- (bb) Revenue Representative (GS-592 and GS-099)
- (cc) Security Officer—(GS-301 and GS-345)
- (dd) Special Agent, Criminal Investigation Division—(GS-1811)
- (ee) Tax Auditor—(GS-526)
- (ff) Tax Examining Assistant (GS-099)

Name (Last, First, Middle)		Branch Only	
Position		Identification Number	
Post / Duty		Badge Number	
SCN		Issue Date / Disposal Date	
Media Requested		Pocket Commission Title	
Applicant's Signature		Supervisor's Signature	

Position: *Special Agent*
 Post / Duty: *Phoenix*
 Media Requested: Upper Insert, Lower Insert, Enforcement Badge

Identification Media Request/Control
(Prepare in duplicate - Ref: RCW Memo 11(6) 11)

ROWR Form 1419 (Rev. 4-79)
 Dispose of all prior issues

Department of the Treasury
 Internal Revenue Service

Name: **HARCISSO HERNANDEZ JR.**

Signature: *[Signature]*

Badge Number: *[Redacted]*

Date of Issue: *[Redacted]*

[Seal]

1. Name (Last, First, Middle Initial) <i>HERNANDEZ, JR., NARCISO</i>		4. Birth Date <i>[Redacted]</i>
2. Home Address (Number and Street) <i>[Redacted]</i>		5. Home Telephone No. <i>[Redacted]</i>
3. City, State and Zip Code <i>[Redacted]</i>		6. Authorized To Enter Areas Indicated <i>[Redacted]</i>
7. Authorizing Official's Signature <i>[Signature]</i>		8. Date <i>[Redacted]</i>
9. Title <i>Group Manager</i>		10. Telephone No. <i>[Redacted]</i>

Form 6028 (8-78)

IRS Identification Card/Badge Request for Regions and Districts

(See Reverse)

Department of the Treasury
 Internal Revenue Service

Name: **ANNE W. DURNING**

Signature: *[Signature]*

Badge Number: *[Redacted]*

Date of Issue: *[Redacted]*

[Seal]

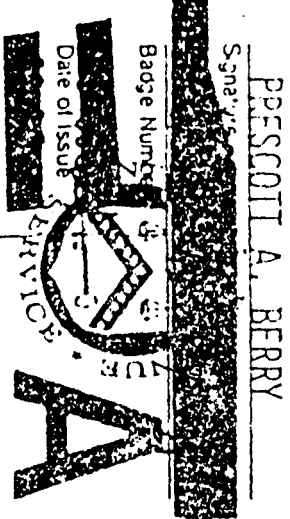
1. Name (Last, First, Middle Initial) <i>DURNING, ANNE W.</i>		4. Birth Date <i>[Redacted]</i>
2. Home Address (Number and Street) <i>[Redacted]</i>		5. Home Telephone No. <i>[Redacted]</i>
3. City, State and Zip Code <i>[Redacted]</i>		6. Authorized To Enter Areas Indicated <i>[Redacted]</i>
7. Authorizing Official's Signature <i>[Redacted]</i>		8. Date <i>[Redacted]</i>
9. Title <i>[Redacted]</i>		10. Telephone No. <i>[Redacted]</i>

Form 6028 (8-78)

IRS Identification Card/Badge Request for Regions and Districts

(See Reverse)

Department of the Treasury
 Internal Revenue Service



Name

BADGE UNIT USE ONLY

1. Name (Last, First, Middle Initial) Berry, Prescott A.		[REDACTED]	
2. Home Address (Number and Street) [REDACTED]		4. Birth Date [REDACTED]	
3. City, State and Zip Code [REDACTED]		5. Home Telephone No. [REDACTED]	
6. Authorized To Enter Area: Indicated			
7. Authorizing Official's Signature		8. Date	
9. Title		10. Telephone No.	

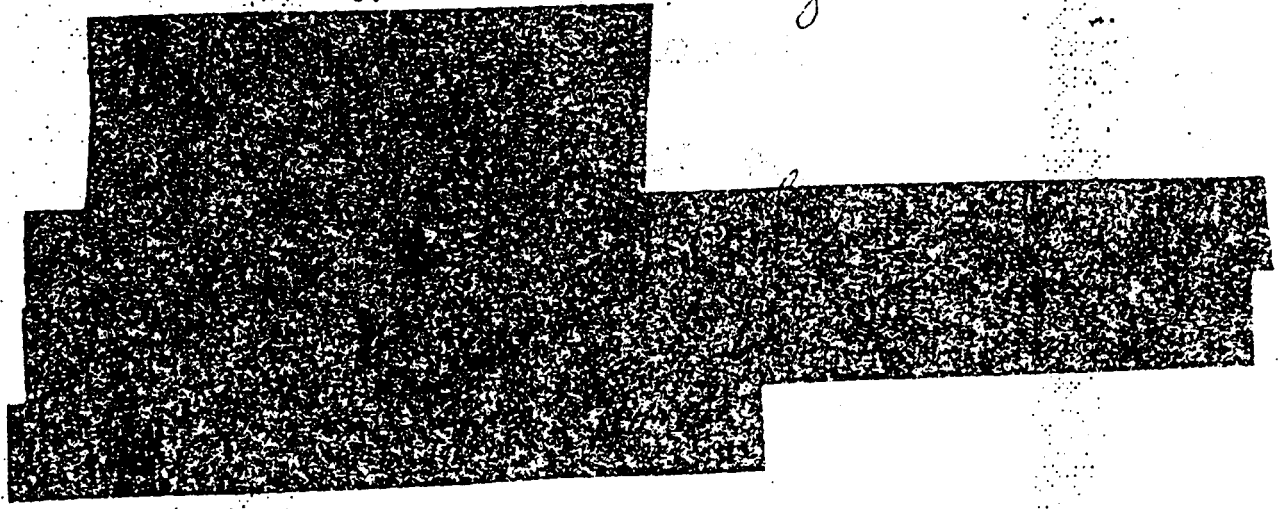
Form 6028 A(8-78)

IRS Identification Card/Badge Request for Regions and Districts

(See Reverse)

Department of the Treasury
Internal Revenue Service

Mary Kay Lee-Martinez



LANDERDAHL, JAMES MCGRAW

NAME (Last, First, Middle)		FAC. MORT. USE	IDENTIFICATION NO.
POSITION TITLE			ISSUANCE DATE
REVENUE OFFICER	COLLECTION		2-19-72
POST OF DUTY	REQURS. DATE		DISPOSAL DATE
SEATTLE WA	APRIL 15 1972		
SOCIAL SECURITY NO.		BIRTH DATE	DEATH DATE

MEDIA RE- QUESTED	<input type="checkbox"/> Pocket Commission	OTHER ITEMS	
	<input checked="" type="checkbox"/> Complete	<input type="checkbox"/> Employee Ident. Card	<input type="checkbox"/> Other
	<input type="checkbox"/> Upper Insert	<input type="checkbox"/> Civil Defense Card	<input type="checkbox"/> Other (Specify)
	<input type="checkbox"/> Lower Insert	<input checked="" type="checkbox"/> Driver's License	

APPLICANT'S SIGNATURE: *James M. Landerdahl* SUPERVISOR'S SIGNATURE: *[Signature]*

IDENTIFICATION MEDIA REQUEST CONTROL

