

**SUPPLEMENT**

**DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**

1600.25D  
SW SUP 1

SOUTHWEST REGION

1/29/93

**FAA IDENTIFICATION MEDIA, OFFICIAL CREDENTIALS, PASSPORTS,  
SUBJ: AND VEHICLE IDENTIFICATION MEDIA**

PURPOSE. This supplement provides information concerning procedures to be followed in obtaining and paying for photographs/film for identification media in Southwest Region.

**PAGE CONTROL CHART**

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|              |       | 2-2-SW2<br>(between pages 2-2 and 2-3) | 1/29/93 |
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|              |       | 4-3-SW2<br>(facing page 5-1)           | 1/29/93 |

  
 Clyde M. DeHart, Jr.  
 Regional Administrator

1/29/93

## SW SUPPLEMENTAL PAGE

210d-SW1. Accountability. Facilities issuing identification media shall submit to the Civil Aviation Security Division a list of identification media issued during each quarter, including ID card number, name, social security number, facility to which recipient is assigned, date issued, and date of expiration (if appropriate). Facilities can use SW Form 1600-24, FAA ID and Emergency ID Cards Control Record, or a computer-generated form in a similar format. The listing should be received by the end of the month following the close of each quarter.

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## SW SUPPLEMENTAL PAGE

213b-SW1. Arrangements for Photography.

a. Photographs/film for Southwest Region identification media will be obtained as follows:

(1) Film for photographs taken at the Regional Office for use on identification media will be provided by and charged to the Logistics Division.

(2) Film for photographs taken at the ARTCC's for FAA employees located at the ARTCC or surrounding facilities will be charged to the cost center code assigned to the recipient's facility.

(3) Film and/or photographs obtained for purposes of identification media for employees of facilities not located near an ARTCC will be charged to that division's operational funds; i.e., ATCT--Air Traffic, FSDO--Flight Standards.

(4) Civil Aviation Security Field Offices obtaining photographs at ARTCC's will provide their own film.

b. Purchases of film will be charged to the division or facility's cost center and program codes using object class 2632.

c. Commercial photographic services will be charged to the division or facility's cost center and program codes using object class 2421.

d. Photographs for identification media can be obtained at commercial studios providing passport pictures. Two photographs should be obtained, at a cost not to exceed \$20.

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501-SW1. Safeguarding. Official passports for employees located at the Regional Office may be stored in the Operations Center when not needed for official business.

502d-SW1. Photographs. Photographs for official passports may be obtained from commercial photographers specializing in passport photographs and will be paid for in accordance with paragraph 213b-SW1, page 2-4-SW1.

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