



U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

**ORDER  
1600.25F**

National Policy

Effective date:  
12/05/2023

**SUBJ:** Federal Aviation Administration (FAA) Official Credentials and Shields

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**1. Purpose of This Order.** This order prescribes standards and procedures for the procurement, control, issuance, and recovery of FAA Official Credentials. It implements the latest edition of the Department of Transportation (DOT) Order 1680.3, DOT Identification Media Program, and DOT Manual 1680.3, DOT Identification Media Program Manual.<sup>1</sup>

**2. Audience.** This order applies to employees of all FAA Lines of Business (LOBs), Staff Offices (SOs), Service Areas, Regions, and Centers; credentialed employees; and those employees with credential program responsibilities.

**3. Where Can I Find This Order.** You can find this order on the Directives Management System (DMS) website: [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/).

**4. What This Order Cancels.** This order cancels FAA Order 1600.25E, Federal Aviation Administration (FAA) Official Credentials, dated July 24, 2013.

**5. Related Publications and References.** See Appendix A.

**6. Definitions.** See Appendix B.

**7. Authority to Change This Order.** The Associate Administrator for Security and Hazardous Materials Safety (ASH-1) is authorized to make changes to this order that do not affect policy.

**8. Explanation of Changes.** This order:

- Redefines responsibilities and updates procedures to reflect organizational changes and
- Clarifies policy on receiving a decommissioned badge as a retirement memento.

**9. Roles and Responsibilities.**

a. **Security and Hazardous Material Safety (ASH).** ASH is the office of primary responsibility within the FAA for credentialing. As such, ASH develops FAA standards and policies that govern the design, procurement, issuance, control, and accountability of all FAA official credentials. ASH is also the Certifying Authority for all FAA Special Agent credentials.

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<sup>1</sup> DOT Order 1680.3 and Manual 1680.3 can be requested from DOT's Office of Security (M-40).

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(1) **Office of Personnel Security (AXP).** AXP ensures the implementation of this order and monitors compliance with this and other credentialing directives across the agency.

(a) Provides FAA-wide guidance and assistance on all matters concerning FAA official credentials and/or shields.

(b) Conducts periodic reviews of this order and other FAA credentialing orders and directives to ensure accuracy and consistency with department and agency-wide credentialing policies.

(c) Adjudicates requests for ASH-1 approval of exceptions to requirements of this and other FAA credentialing orders and directives.

(d) Evaluates compliance with the requirements of this order and other DOT/FAA credentialing directives through regularly scheduled program evaluations.

(e) Serves as the issuing office for credentials and/or shields, as applicable, per guidance in other LOB/SO credentialing implementation orders.

(2) **Office of Investigations and Professional Responsibility (AXI).** AXI conducts investigations regarding lost or stolen FAA credentials and/or shields when needed. AXI also investigates cases involving the misuse of credentials and/or shields.

(3) **Office of Infrastructure Protection (AXF).** AXF develops procedures for reporting the loss, theft, or misuse of FAA official credentials and/or shields. AXF also receives and processes reports of loss, theft, or misuse of credentials.

**b. Lines of Business (LOBs) and Staff Offices (SOs) with Approved Credential Programs.** LOBs/SOs with approved credential programs manage the credential program specific to their LOB/SO. This includes setting forth program requirements in their internal credential directive, which must be consistent with and generated in accordance with the provisions of this order and the latest edition of FAA Order 1320.1, FAA Directives Management. LOBs/SOs also procure, control, recover, design, and account for their credentials and/or shields in accordance with this order and their internal credentialing directive.

**c. Authorizing Officials.** Authorizing officials for FAA official credentials are FAA government personnel occupying a position of manager or above, with supervisory responsibility for the credential applicant. Authorizing officials sign all Identification Card/Credential Applications (DOT Form 1681) as the sponsor, thereby attesting to the applicant's eligibility for official credentials. The number of designated authorizing officials is the minimum number consistent with program needs.

**d. Certifying Authority.**

(1) Certifying authorities for FAA official credentials are the Assistant or Associate Administrator or Director of the office or service where the employee is employed.

(2) Each entity within the FAA that issues or uses FAA official credentials provides an electronic copy of the certifying authority's signature to the issuing office within the LOB/SO or ASH, as applicable. (Note: This requirement does not apply when electronic signatures are used in conjunction with a Personal Identity Verification (PIV) card.)

(3) For changes in certifying authority, the issuing office within the LOB/SO or ASH must receive written notification of the change and an electronic copy of the new certifying authority's signature within 10 working days for the relevant credentials and/or shields, as applicable.

e. **FAA Credential and/or Shield-Holding Employees.** FAA credential and/or shield-holding employees must:

(1) Comply with all applicable requirements of this order and internal credential policies of their respective LOB/SO.

(2) Use good judgment and reasonable care in handling, safeguarding, and controlling official credentials and/or shields.

(3) Always have credentials and/or shield, as applicable, in their possession when performing official duties for which the credentials and/or shield were issued.

(4) Never use official credentials and/or shields for unofficial or personal business.

(5) Surrender official credentials, including badge/shield when: credentials have expired; credentials are no longer required in the performance of official duties; official duties or responsibilities are revoked through disciplinary action; credential holder retires; credential holder separates from the agency; or credential holder is terminated.

(6) Report the loss, theft, or misuse of their official credentials and/or shield to their immediate supervisor (or their designee) within 24 hours. Also, the credential and/or shield-holding employee, their immediate supervisor, or their supervisor's designee will verbally notify their issuing office and complete an official incident report in the Web Incident Reporting System ([WebIrs](#)). If the loss, theft, or misuse occurs after the employee's core duty hours or the issuing office cannot be reached, they must notify the Washington Operations Center (WOC), which is staffed 24 hours a day, 7 days a week, and can be reached at (202) 267-3333.

(7) Thoroughly read any documents requiring their signature as proof of receipt of official credentials and/or shield, as applicable, and be knowledgeable of and understand the rules of use and penalties for misuse of FAA official credentials and/or shields.

(8) Display credentials and/or shield, as applicable, to verify identity, when necessary, in the conduct of official business or when requested by FAA management or FAA management representative for the purpose of validating credentials and/or shield inventories.

(9) Ensure that credentials and/or shield, as applicable, remains in their wallet or display device that is approved by AXP-100, Personnel Security Policy and Programs Division.

#### **10. Rules of Use.**

a. Official credentials and/or shields are the property of the FAA. Only use FAA official credentials and/or shield to conduct the official duties for which the credentials and/or shields were issued.

b. Never issue or use FAA official credentials and/or shield to bypass facility security procedures (e.g., bypassing airport security checkpoints).

c. Always safeguard the integrity and security of FAA official credentials and/or shields.

**11. Penalties of Misuse.** Careless handling, abuse, misuse, or intentional misrepresentation of FAA official credentials and/or shields may result in disciplinary action up to and including an employee's removal from Federal employment. Contact the servicing Labor and Employee Relations (LER) office for guidance on this issue when such violations occur.

Other penalties may be imposed under relevant laws, regulations, rules, or orders, including 18 United States Code (U.S.C.) § 499, which states: "Whoever falsely makes, forges, counterfeits, alters, or tampers with any naval, military, or official pass or permit, issued by or under the authority of the United States, or with intent to defraud uses or possesses any such pass or permit, or personates or falsely represents himself to be or not to be a person to whom such pass or permit has been duly issued, or willfully allows any other person to have or use any such pass or permit, issued for his use alone, shall be fined under this title or imprisoned not more than five years, or both."

#### **12. Prohibition.**

a. Employees cannot make changes to FAA official credentials and/or shields, including, but not limited to, the design, issuance, accountability, and/or control procedures, without prior coordination and approval by ASH-1.

b. Do not affix or attach any item to FAA official credentials and/or shields, except for invalidated credentials and/or shields for retiring or deceased employees in accordance with Sections 25 and 26 of this order.

c. Manufacturing, selling, or possessing any credentials and/or shield, identification card, or other logo of a design prescribed by the FAA Administrator for use by any officer or employee of the FAA, or any colorable imitation thereof, or photographing, printing, or in any other manner making or executing any engraving, photograph, print, or impression in the likeness of any such credentials, shield, identification card, or other logo of a design prescribed by the FAA Administrator for use by any officer or employee of the FAA, 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 credentials and/or shield, identification card, or other logo, or any colorable imitation thereof, except as authorized under this order, may be fined under title 18 U.S.C. or imprisoned not more than six months, or both.

d. No entity within the FAA can establish a credentialing program or issue any form of official credentials or badge/shield to include special credentials without prior coordination and approval by ASH-1 or their designee.

e. Employees will not improperly use, possess, counterfeit, reproduce, or alter official credentials and/or shields and, depending upon all the relevant facts and circumstances, may be subject to penalties under 18 U.S.C. § 1028.

f. Individuals may not create, issue, present to or retain FAA official credentials and/or shields if they do not perform official duties for which the credentials are intended. Employees to whom official credentials and/or shields are issued for the performance of their duties may receive invalidated credentials as described in paragraphs 25 and 26 of this order. No special credentials or credential facsimile (i.e., miniature wallet credentials) may be created or issued for the purpose of award, recognition, retirement, or for allowing former FAA credentials and/or shield holders a portable means of identifying themselves to the public as a former FAA credentials and/or shield holder or FAA retiree. Depending upon all the relevant facts and circumstances, the provisions of 18 U.S.C. § 701 may also apply.

**13. Establishing a New Credential Program.** FAA entities who wish to issue official credentials and/or shields to their employees must submit written justification for issuing credentials and a draft copy of their credentialing directive establishing policy and procedures for the design, issuance, use, control, and recovery of credentials and/or shields, as applicable, to AXP-100 for review and approval.

**14. Credential Program Directives.** Each LOB/SO within the FAA that can issue or use official credentials and/or shields must establish policy and criteria for their credentials and/or shields, as applicable, and document program requirements in a directive. The LOB/SO will forward a draft copy of the directive to AXP-100 for review and approval. At a minimum, each credential directive will contain:

- Application procedures;
- Eligibility criteria;
- Designation of authorizing official(s) and certifying authority(ies);
- Organizational roles and responsibilities for the procurement, issuance, design, handling, accountability, control, recovery, and reporting;
- Requirements and procedures for reporting lost or stolen credentials and/or shields, as applicable;
- Requirements for an annual credential and/or shield inventory, as applicable;
- Procedures for recovery/disposition of credentials and/or shields, as applicable;

- Requirements for record keeping and records management; and
- Requirements for proper use, handling, and safeguarding of credentials and/or shields, as applicable.

### **15. Design and Fabrication of FAA Official Credentials.**

a. Issuing offices may incorporate seals, logos, icons, non-reproducible paper, and other security elements into the design or fabrication of FAA credentials and shields to mitigate the risk of counterfeiting or unauthorized reproduction of the credentials or shields, as applicable. AXP-100 must approve the use of these elements.

b. All credential designs must meet the requirements of the latest edition of FAA Order 1700.6, FAA Branding Policy, Use of the FAA Logo, FAA Signature, and DOT Seal.

c. At a minimum, all newly issued FAA official credentials will have the following elements:

- (1) Current photo of the credentials and/or shield-holder taken within the previous five (5) years (a current FAA ID media photo may be used)
- (2) Name of the credentials and/or shield-holder
- (3) Job title of the credentials and/or shield-holder
- (4) Statutory authority under which the credentials and/or shield is issued
- (5) Signature of certifying authority for the credentials and/or shield
- (6) Signature of the credentials and/or shield-holder

d. Credentials and/or shields must be designed to fit in a wallet or other display device approved by AXP-100.

### **16. Discontinuing a Credential Program.**

a. Any entity within the FAA that discontinues the issuance or use of official credentials and/or shields will notify AXP-100 in writing.

b. The credential program office responsible for the control and oversight of the canceled/discontinued official credentials and/or shields will take necessary action to recover all issued official credentials and/or shields of the discontinued type, update credentials and/or shield records, cancel or revise their credentials directive to reflect the discontinuation of the relevant type of credential and/or shield, return recovered official credentials and/or shields to

the issuing office for disposition, and provide a copy of the most recent credentials and/or shield inventory, as applicable, to AXP-100 for official record retention.

## **17. Records Requirements.**

a. Each entity within the FAA that issues or uses official credentials and/or shields will maintain internal records in accordance with FAA Order 1350.14, Records Management, and the corresponding National Archives and Records Administration (NARA) approved record schedules, including:

- Qualification records (if applicable).
- Requests for exceptions to qualification requirements and the corresponding grants and denials of approval, as applicable to ASH-1 or their designee.
- Credentials and/or shield serial numbers, to whom issued, issue date, expiration date (if applicable), and credentials and/or shield status.
- Reports of lost or stolen credentials and/or shields.
- Reports of all findings of administrative inquiries related to credentials and/or shields, if any.
- Results of the two most recent credentials and/or shield inventories, including discrepancies.
- Results of the two most recent Credential Program Evaluations, to include all findings.
- Completed DOT Form 1681, Identification Card/Credential Applications.
- Signed receipts for all issued credentials and/or shields, as applicable.
- Names and signatures of authorizing officials.
- Name and signature of certifying authority.

b. Credentials and/or shield records (e.g., applications, training records, and acknowledgment letters) will be updated as necessary to maintain currency and accuracy and will be available for review during scheduled credential program evaluations or upon request by AXP-100. The records may be in electronic form, provided they can be reviewed and validated by AXP-100 during program evaluations.

## **18. Reporting Lost or Stolen Credentials and Shields.**

a. Within 24 hours of an employee reporting the known or suspected loss or theft of their credentials and/or shield to their immediate supervisor (or their designee), the credentialed employee or immediate supervisor (or their designee) must verbally notify their issuing office. For Aviation Safety Inspector Credentials, Numbered Badges, and Special Agent Credentials, immediate verbal notification to the issuing office is required. If the known or suspected loss or theft occurs after core duty hours or the issuing office cannot be reached, notification should be

made through the WOC. The WOC is staffed 24 hours a day, 7 days a week, and can be reached at (202) 267-3333. The WOC will immediately notify the Transportation Security Operations Center (TSOC) so that the appropriate steps can be taken to reduce the risk of unauthorized individuals using the lost or stolen credentials and/or shield to cause harm to persons or property or for other illicit purposes.

b. The credentialed employee or their immediate supervisor (or their designee) will complete an official incident report in [WebIrs](#) as required by FAA Order 1600.69, FAA Facility Security Management Program. This report must be submitted within 24 hours of when the employee provides initial verbal or written notification to their immediate supervisor (or their designee).

c. The issuing office, upon receipt of a report of lost or stolen official credentials and/or shield, will immediately cancel the official credentials and update the credentials record to reflect lost or stolen.

d. Upon receipt of a report of lost or stolen official credentials and/or shield, AXF will immediately notify AXP and other agencies, as appropriate. The immediate supervisor will also contact their local servicing LER office, if applicable, to seek LER advice, guidance, and possible corrective action.

## **19. Administrative Inquiries.**

a. The Servicing Security Element (SSE) and the issuing office will initiate an administrative inquiry into the circumstances surrounding the loss or theft of official credentials and/or shield and the actions taken to recover the items, as appropriate and consistent with applicable laws and Collective Bargaining Agreements. The SSE and issuing office have 60 days to complete the inquiry after receiving the official incident report. In addition, they will document the results of the inquiry in a written report and submit it to AXP-100 no later than five (5) days after the report is complete. At a minimum, the report will include the:

- Basis for the inquiry;
- Facts concerning the loss or theft;
- Actions taken in connection with the inquiry; and
- Signature and title of the individual conducting the inquiry.

b. If AXP-1 determines that an investigation is warranted, AXP-100 will forward the written report to AXI-1. AXI will conduct and complete an investigation within 60 days and provide the results to AXP-1.

**20. Replacing Lost or Stolen Credentials and/or Shields.** Replacement official credentials and/or shields will bear a new credential and/or shield number, as applicable. Credentials must have a new photograph. The responsible issuing office will issue a new shield concurrently with the official credential, as appropriate.

## **21. Application.**

a. Applicants will use DOT Form 1681, Identification Card/Credential Application, for all FAA official credential applications and/or shield applications.

b. Each applicant for FAA official credentials and/or shield will complete, sign, and date the Applicant Data section of DOT Form 1681 and submit the form to the appropriate authorizing official. A fillable version of the form is available on the following website:  
<https://dotnet.dot.gov/work-tools/forms/identification-cardcredential-application>.

c. The authorizing official will review and forward the completed form, together with all documentation supporting the determination of eligibility, to the issuing office for processing.

## **22. Issuance.**

a. The issuing office will review DOT Form 1681 and supporting documentation, produce the official credentials and/or shield, as applicable, and notify the authorizing official and the applicant that the credentials and/or shield are ready for delivery.

b. The issuing office will maintain the DOT Form 1681, which can be in electronic format, in their administrative files.

c. No entity will issue FAA official credentials and/or shield to an employee until the employee has received an activated DOT/FAA identification card (i.e., a PIV Card). Please refer to the latest edition of FAA Order 1600.78, Personal Identity Verification (PIV) Card and Other Identification Cards, for details. No entity will issue FAA official credentials and/or shield to a contractor.

## **23. Reissuance of Credentials.**

a. The issuing office re-issues FAA official credentials and/or shields with the same credential number when the:

- Name of the credential holder changes;
- Physical appearance of the credential is altered to such an extent that the credential cannot be used to identify the holder; or
- Credentials expire (if applicable).

b. The issuing office re-issues damaged or unserviceable credentials and/or shields at the discretion of the issuing office.

c. The issuing office delivers new official credentials and/or shields to authorizing officials upon receipt of old credentials and/or badges/shields by the issuing office. Lost or stolen credentials and/or shields are reissued no sooner than 30 days after receipt of lost or stolen credentials and/or shield incident reports.

**24. Surrender of Credentials.** Surrender is defined as the return of issued official credentials and/or shields as required by this order. Credentials and/or shields must be surrendered when the:

- a. Employee's official duties and responsibilities change or are revoked;
- b. Employee transfers to a position requiring different credentials and/or shield or to a position that does not require credentials and/or shield;
- c. Employee retires, separates, or is terminated from the agency. Once the issuing office receives the credentials and/or shield, a standard decommissioning process occurs before the credentials are destroyed. (Note: PIV cards cannot be returned for any reason.);
- d. Employee's credentials expire (if applicable); or
- e. Certifying authority or designated FAA security official requests that the employee surrenders their credentials.

**25. Credential and/or Shield Awards for Retired Employees.**

a. Once an employee retires, all official credentials and/or shields must be returned to their immediate supervisor or their designee. The immediate supervisor or their designee must forward the official credentials and/or shield to their issuing office via the FAA's contract shipper. A standard decommissioning process takes place once the credentials are received. This process must be completed for any credential that is returned. The decommissioning process includes the following:

(1) A hole is drilled through the number on the back of the metal badge/shield. The shield is then encased in Lucite or similar material to prevent its use as identification.

(2) Credentials are prominently stamped or punched with the word "VOID" or "RETIRED" to invalidate them. Although punching is the preferred method, if stamped, the ink must be indelible so that it cannot be removed without disfiguring the credentials.

b. The retiring FAA employee may request, at the time of surrender, for the issuing office to retain their invalidated credentials for return to the retiring employee as a memento before the invalidated credentials and/or shield is destroyed. In addition to the requirements in 24c, all the following conditions must be met for the credentials to be returned:

(1) Employee is in good standing without any current or pending adverse employment actions;

(2) Employee served as credentials and/or shield holder for a period of at least five (5) years; and

(3) Employee received supervisor's endorsement to indicate that the employee has met b(1) and b(2) of this paragraph.

c. The request referenced in 25b must include the following:

- (1) Credentials and/or shield holder's name;
- (2) Credentials and/or shield number;
- (3) Date of retirement or separation; and
- (4) Contact information and forwarding address for shipping the encased credentials.

d. The removal of the shield and/or credentials after encasement in Lucite or similar material is prohibited. Doing so is not allowed by this order and would subject the person possessing the shield or credentials to be in violation of 18 U.S.C. § 701.

## **26. Death of a Credentialed Employee.**

a. In the event an employee holds active FAA official credentials and/or shield at the time of their death, their immediate supervisor or their supervisor's designee, upon notification of the employee's death, will immediately notify the issuing office. The issuing office will immediately cancel the credentials in the credential tracking system.

b. The immediate supervisor or their designee will make a reasonable effort to recover the credentials and/or shield and return it to the issuing office as soon as possible. However, this should be done within 30 days of the employee's death.

c. These credentials are also subject to the standard decommissioning process. Once this process is complete, they may be returned to the family of a deceased credential and/or shield holder. Any return of credentials to a deceased employee's family should be in accordance with criteria set forth in this order and, if permitted, in accordance with LOB policy (e.g., ASH Special Agents (Order 1600.71); Aviation Safety Inspectors (Order 8000.38); Air Traffic Safety Inspectors (Order 8000.366); or Commercial Space (AST) Safety Inspectors (Order 8800.1B)). Release of credentials to the family of a deceased employee is subject to all restrictions in section 25b of this order. No appropriated funds may be used for the encasement or mounting of invalidated credentials and/or shields unless the deceased employee has an independent basis for an award under Human Resources Policy Manual 9.2: Recognizing Employees. The removal of the credentials and/or shield after it has been mounted on a plaque or encased in Lucite or similar material is prohibited.

d. If the immediate supervisor or their designee has not recovered the credentials and/or shield within 30 days of the employee's death, the employee's immediate supervisor or their designee will notify the issuing office, in writing, that the official credentials and/or shield cannot be recovered.

e. The family of the deceased FAA employee may request, at the time of surrender, to receive the decommissioned credentials for return as a memento. In addition to the requirements in 25b, all the following conditions must be met for the credentials to be returned:

- (1) Employee in good standing without any current or pending adverse employment actions;
- (2) Served as a credential holder for a period of at least five (5) years;
- (3) Received supervisor's endorsement along with acknowledgment that all prerequisites have been met and,
- (4) The credential and/or shield is returned to the issuing office for decommissioning.

## **27. Annual Inventory.**

a. Each office within the FAA that issues or uses official credentials will conduct an annual inventory. Each office will document the results of the inventory in a written report and submit a copy of that report to AXP-100. The inventory will include the:

- (1) Blank credentials stock on hand at the time of the last inventory, to include serial numbers and location, if any;
- (2) Total number of credentials and/or shields issued since the last inventory;
- (3) Total active credentials and/or shields;
- (4) Total inactive credentials and/or shields;
- (5) Total credentials and/or shields lost, stolen, damaged, destroyed, or otherwise disposed of since the last inventory;
- (6) Total number of unissued shields on hand at the time of the last inventory, including serial numbers; and
- (7) Total unissued shields currently on hand to include serial numbers.

b. Each office will compare inventory results to the previous inventory and note and report discrepancies to both the issuing office and AXP-100.

c. Each office maintains inventory results as part of the credentials program records, and these results are made available for review during credentials program evaluations or at the request of AXP-100.

**28. Safeguarding Requirements.**

a. A General Services Administration-approved security container, either Class 5 or Class 6, will be used to store unissued FAA official credentials not in transit (i.e., blank credentials stock and unissued shields). Combinations will be changed and controlled when personnel changes or when combinations are compromised.

b. The latest edition of FAA Order 1600.75, Protecting Sensitive Unclassified Information (SUI), provides guidance for identifying and protecting SUI. This order addresses the handling, storing, and transmitting of completed documents related to FAA official credentials and/or shields that contain SUI.

c. The latest edition of FAA Order 1370.121, FAA Information Security and Privacy Policy, and FAA Order 1600.75, as well as supplemental implementing directives, provide additional guidance addressing the identification, handling, storing, and transmitting of personally identifiable information related to FAA credentials and/or shields.

**29. Transmission Requirements.** Requesters and issuing offices will use the FAA's contract delivery service that maintains continuous package tracking for delivery to transmit all documents related to FAA credentials and/or shields or FAA email with proper encryption to ensure sensitive data is appropriately protected.

**30. Credentials Program Evaluations.**

a. AXP-100 conducts regularly scheduled credentials program evaluations of each office within the FAA that issues or uses FAA official credentials and/or shields on a biannual basis. AXP-100 examines internal processes and procedures and reviews records to determine compliance and the overall effectiveness of the credentialing program.

b. Results of the evaluation are documented in a written report provided by AXP-100 to the office inspected. Required corrective actions are identified for any deficiencies, and a follow-up evaluation is conducted within 90 days to verify that all required corrective actions are completed.

**31. Distribution**

This order is available electronically through the orders and notices website.



Michael G. Whitaker  
Administrator

## **Appendix A. Related Publications and References**

18 U.S.C. § 701, Official badges, identification cards, other insignia

18 U.S.C. § 499, Military, naval, or official passes

1818 U.S.C. § 1028, Fraud and related activity in connection with identification documents, authentication features, and information

DOT Form 1681, Identification Card/Credential Application

DOT Order 1680.3, DOT Identification Media Program

DOT Manual 1680.3, DOT Identification Media Program Manual

FAA Order 1320.1, FAA Directives Management

FAA Order 1350.14, Records Management

FAA Order 1600.2, Classified National Security Information (CNSI)

FAA Order 1600.69, FAA Facility Security Management Program

FAA Order SH 1600.71, Office of Security and Hazardous Materials Safety Special Agent Credentials, Badges, and Job Specific Credentials

FAA Order 1600.75, Protecting Sensitive Unclassified Information (SUI)

FAA Order 1600.78, Personal Identity Verification (PIV) Card and Other Identification Cards

FAA Order 1700.6, FAA Branding Policy, Use of the FAA Logo, FAA Signature and DOT Seal

FAA Order 8000.366, Facility Access Identification Credentials for the Air Traffic Safety Inspectors

FAA Order 8000.38, Aviation Safety Inspector Credentials Program

FAA Order 8800.1, Commercial Space Transportation Safety Inspector Credential Program

## Appendix B. Definitions

**Authorizing Official** - a person designated in writing who authorizes a person to receive an identification card or credentials.

**Credentials** - a document showing that a person has a right to exercise official authority, such as the cards issued to executives, investigators, auditors, special agents, inspectors, law enforcement officers, and security personnel. This term should not be confused with the definition within the access control discipline where the term “credentials” refers to any identification card or electronic token.

**Issuing Office** - an office that prepares identification media for a DOT organization. The issuing office is normally a part of the servicing security organization, as defined below.

**Servicing Security Element** - an organization that is responsible for providing security services to a particular DOT administration or organization.

**Shield** - a metal badge, commonly employed in conjunction with printed credentials, to indicate special authority, such as law enforcement and arrest authority.