



ORDER

1680.3A

January 12, 2005

Subject: IDENTIFICATION MEDIA PROGRAM

1. PURPOSE. To prescribe policies and procedures for issuing and controlling official identification cards, official credentials, shields, and U.S. passports, henceforth called "identification media," for use by U.S. Department of Transportation (DOT) employees, contractor employees, and other authorized recipients.
2. DEFINITIONS. See DOT Manual 1680.3A, "DOT Identification Media Program," for definition of terms.
3. CANCELLATIONS.
 - a. The following order and form are cancelled by this order:
 - (1) DOT Order 1680.3, Identification Cards, Official Credentials, and Passports, dated February 15, 1989.
 - (2) Retiree Identification Card, DOT F 1681.2.
 - b. The following orders and forms have been cancelled by earlier versions of this order and are listed here for informational purposes:
 - (1) DOT Order 1600.4, Department of Transportation Official Credentials, dated April 17, 1967.
 - (2) DOT Order 1680.1, Regular, Temporary and Executive Identification Cards, dated November 17, 1970.
 - (3) DOT Order 1680.2, Retiree Identification Card, dated March 13, 1975.
 - (4) Official DOT Identification Cards, DOT Forms 1600.1 through 1600.1.15.
 - (5) DOT Executive Identification Cards, DOT Forms 1630 through 1630.9b.
 - (6) DOT Official Credentials, DOT Forms 1600.2 through 1600.2.14.
 - (7) DOT Executive Credentials, DOT Forms 1600.34 through 1600.34.10.
 - (8) DOT Retiree Identification Card, DOT Form 1680.2.

DISTRIBUTION: All Secretarial Offices
All Operating Administrations
Bureau of Transportation Statistics

OPI: Office of Security

4. RESPONSIBILITIES.

- a. The Assistant Secretary for Administration is responsible for establishing DOT policy, procedures, and standards relating to all identification media used within DOT. As the executive agent for the Assistant Secretary for Administration, the Director, Office of Security (M-40), Office of the Secretary of Transportation (OST), will exercise authority over the identification media program. Requests for waivers or exceptions to the provisions of this order and manual must be addressed to the Director, Office of Security (M-40).
- b. DOT organizations must appoint one or more Certifying Authorities and Authorizing Officials to administer the identification media program. Through these officials, DOT organizations must ensure that identification media are collected from departing DOT and contractor employees, and returned to the issuing office. These officials must also keep their servicing security organization apprised of all personnel who no longer require identification media. Contracting Officers' Technical Representatives are responsible for collecting identification media from contractor employees and returning them to the issuing office. Contracting Officers must ensure that there are provisions in every contract to retrieve identification media from contractor employees when the expiration date has passed, or the contractor employees no longer meet the criteria to possess the media.
- c. Organizations that are granted authority to administer their own identification media programs, as specified in paragraph 6b, below, must follow the guidance of the Director, M-40, the requirements of this order, and the provisions of DOT M 1680.3A, DOT Identification Media Program Manual.
- d. Persons accepting any DOT identification media must adhere to the provisions of this order and the accompanying manual, DOT M 1680.3A. Among other requirements, they must protect the identification media from damage, misuse, and theft, and must report to the proper authority any lost, stolen, or misplaced identification media. DOT identification media must be displayed free of any accouterments (e.g., pins, stickers) that would cover any portion of the media. Card holders/wallets must have a clear plastic or acetate window (no color tinting), and must allow a full view of all the information on the media.
- e. The Director, M-40, has been designated as the Passport Agent for the Department of Transportation by the Secretary of State, and has the authority to execute and verify official passports on behalf of the Department of State. The Director, M-40, may appoint a servicing security organization to manage this program. Procedures for passports vary from those required for the issuance of DOT identification media. M-40 or its appointed servicing security organization shall provide instructions to DOT employees who request official passports.

5. APPROVAL OF OFFICIAL IDENTIFICATION MEDIA.

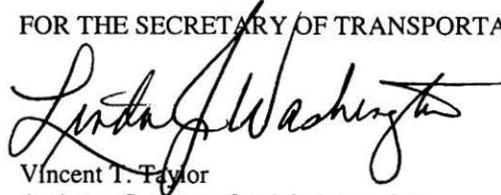
- a. No official identification media of any kind shall be obtained or issued by DOT organizations to Departmental personnel, or to non-DOT personnel identifying them in a direct supporting relationship to the Department, without the approval of the Director, M-40, or higher OST authority.
- b. Identification media may only be produced by DOT offices, or by private organizations expressly contracted for that purpose. Any entity that produces identification cards on behalf of DOT must follow all of the requirements of this order, and its employees must meet DOT security requirements as outlined in the latest edition of DOT Order 1630.2, Personnel Security Management.
- c. Some DOT employees and contractor employees may be eligible to receive a transportation worker identification card issued by the Department of Homeland Security. This card is not appropriate identification for entry into DOT buildings unless approved on a case-by-case basis by the Director, M-40. Any DOT employee or contractor employee who requires routine access to DOT or other Federal government buildings will be issued a DOT identification card under the provisions of this order.

6. DELEGATED PROGRAM AUTHORITY.

- a. Concurrent with the publication of this Order, the Director, M-40, shall issue memoranda that delegate program authorities to DOT organizations. The delegations of authorities will be consistent with the "One DOT" concept, to meet the needs of DOT as a whole.
- b. DOT Organizations may request delegations of authority in a memorandum to the Director, M-40, outlining the type of authority desired and how it will contribute to the cost-effectiveness, efficiency and security of the overall DOT Identification Media Program. The most common delegations of authority are to establish a local identification card issuing point, or to permit Certifying Authorities to sign DOT F 1683 series Official Credentials for employees and contractor employees in their organization who are assigned to duties involving inspections, audits, law enforcement, or investigations.

7. IMPLEMENTATION. The policies and responsibilities set forth in this order, and the procedural requirements contained in DOT M 1680.3A, DOT Identification Media Program Manual, are for uniform application throughout DOT.

FOR THE SECRETARY OF TRANSPORTATION:

A handwritten signature in black ink, appearing to read "Linda J. Washington". The signature is written in a cursive style with a long horizontal stroke extending to the right.

Vincent T. Taylor
Assistant Secretary for Administration