

**UNITED STATES DEPARTMENT OF AGRICULTURE**  
**FOOD SAFETY AND INSPECTION SERVICE**  
WASHINGTON, DC

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<h1 style="margin:0;">FSIS DIRECTIVE</h1>	2410.2	5/18/11
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**INSTRUCTIONS FOR REQUESTING RETIREE IDENTIFICATION (RID)  
CARDS FOR FIELD EMPLOYEES**

**I. PURPOSE**

This directive provides guidance and instructions for acquiring RID cards for retiring field employees. RID cards are issued to retiring field employees upon request.

**II. (RESERVED)**

**III. (RESERVED)**

**IV. ABBREVIATIONS AND FORMS**

The following appear in their shortened form in this directive:

ID	Identification
PSEP	Physical Security and Emergency Preparedness Program
RID	Retiree Identification

AD-1197, Request for USDA Identification (ID) Badge

**V. POLICY**

It is FSIS policy to convey the availability of the RID card for eligible field employees. The complimentary issuance of the RID card provides retirees with a trusted credential to establish identity and affiliation to USDA. The RID card does not guarantee or authorize retired employees' access to USDA facilities within the United States nor its territories or possessions. Retirees' access to facilities can be dictated by established regulatory facility access control policy for visitors. The RID card will not have an expiration or renewal date. For the purpose of lost cards only, the RID card must remain the property of the Federal Government. If the RID card is found, it must be returned to the USDA address on the back side of the card.

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**DISTRIBUTION:**  
Electronic; All Field Employees

**OPI:**  
ASD – Property Management Branch

## VI. RID CARD REQUEST FOR FSIS FIELD EMPLOYEES

A. The Administrative Services Division, PSEP staff is responsible for activities associated with cost and issuance of the RID cards. Replacement requests for lost or stolen RID cards will be addressed on a case by case basis, and must be reported to the PSEP staff immediately.

B. A retiring field employee requesting a RID card can initiate the request by notifying the PSEP staff via email at [RIDCard@fsis.usda.gov](mailto:RIDCard@fsis.usda.gov), or by calling 301-504-2143. The PSEP staff provides instructions and guidance to retirees no later than close of business on the day prior to retirement. The PSEP staff will initiate the following actions:

1. Confirm and respond to RID card requests.
2. Complete Form AD-1197.
3. Capture the retiree's photograph and signature for the RID card.
4. Complete and deliver the RID card to retiree within 5 business days after receipt of RID card request.



Assistant Administrator  
Office of Management