

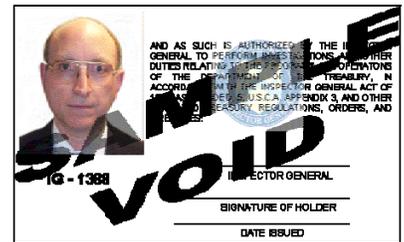


### How Are Credentials Issued, Maintained and Retrieved?

#### What is a credential and which employees receive one?

The Office of Inspector General (OIG) has different types of credentials. An OIG credential is a 2-part official identification for the OIG employees listed below. It indicates the holder's authority to conduct official business, such as audits and investigations. The Inspector General (IG) determines the language on credentials.

Office	Designated Employees
IG's Immediate Office	IG and Deputy IG
Audit	All technical positions, including Auditors, Evaluators, Computer Specialists and Management Analysts
Investigations	Criminal and General Investigators (series 1810/1811)
Management	Assistant Inspector General (AIG) and Deputy AIG
Counsel	Counsel and Deputy Counsel



#### How are credentials issued?

The Office of Management coordinates issuances using its "Identicard" system.

- **Headquarters Employees:** When you enter on duty, OM will take your photo/signature and arrange for the IG to sign your credential. OM issues IG-signed credentials directly to employees.
- **Boston Employees:** Please send a digital "passport" style photo via email in .jpg format to OM at an email address we will give you. OM will send it to you for signature. You will return it to OM for IG signature. After the IG signs, OM will send the credential back to you.

#### How should you properly use and handle your credential?

- Only use your credential to identify yourself as an OIG representative for official business.
- Protect your credential from loss or theft.

#### What if your credential is lost, stolen or needs revision for name or title changes?

Immediately email the information below to your supervisor and the Office of Management at [OIG-OM@oig.treas.gov](mailto:OIG-OM@oig.treas.gov) AND phone OM's main line at (202) 927-5200.

- **For Loss or Theft:** List the date and place of loss or theft (if known) and the circumstances.
- **For Revisions:** Explain the reason for the change.

OM will work with the Inspector General, Deputy Inspector General and Assistant IG for Investigations on the feasibility of an investigation regarding any lost credentials.

#### How do you return your credential when you leave the OIG?

- **Headquarters Employees:** When you clear, give it to OM.
- **Field Employees:** When you clear, give it to your supervisor. Your office will cut the credential in half and send it to OM by mail.

#### If you have a question about this policy, whom can you contact?

Please contact the Office of Management by email at [OIG-OM@oig.treas.gov](mailto:OIG-OM@oig.treas.gov) or call our main line at (202) 927-5200.