



HUMAN RESOURCES

3.7 Personnel Security

RETIREMENT BADGE AND CREDENTIALS

- A. **PROPONENT:** Human Resources Division, Badge and Credentials Program.
- B. **PURPOSE:** This directive describes the use of and eligibility for United States Marshals Service (USMS) retirement credentials, retirement badges, and the optional purchase of the employee's duty badge and/or credentials that are to be imbedded in Lucite.
- C. **AUTHORITY:** The Director, USMS is authorized pursuant to 28 USC 561 and DOJ Order 2610.1A to create credentials for retired employees of the USMS, and 18 USC 926 C addresses identification for retired law enforcement personnel.
- D. **POLICY:** All employees of the USMS, who are eligible to retire on an immediate federal annuity, will be issued retirement credentials. Operational employees will also be issued a retirement badge.

1. Eligibility for Retirement Credentials

- a. **U.S. Marshals:** Retiring U.S. Marshals, who have been appointed by the President or, in the case of the District of the Virgin Islands, by the Attorney General to a term in office as a U.S. Marshal, will be issued retirement credentials, provided that they are retiring from the USMS on an immediate federal annuity directly from the position of U.S. Marshal. Retirement credentials for retired law enforcement officers comply with the requirements of 18 USC 926 C.
- b. **Law Enforcement Employees:** Retiring law enforcement employees, other than U.S. Marshals, will be issued retirement credentials upon retiring from the USMS on an immediate federal annuity. Retirement credentials for retired law enforcement officers comply with the requirements of 18 USC 926 C.
- c. **Administrative Employees:** Administrative employees will be issued administrative retirement credentials upon retiring from the USMS on an immediate federal annuity.
- d. **Exceptions:** Employees who retire under unfavorable circumstances will not be eligible to receive retirement credentials without the approval of the Director or his designee.

2. Eligibility for Retirement Badge

- a. **U.S. Marshals:** Retiring U.S. Marshals, who have been appointed by the President or, in the case of the District of the Virgin Islands, by the Attorney General to a term in office as a U.S. Marshal, will be issued a gold colored retirement badge, provided that they are retiring from the USMS on an immediate federal annuity directly from the position of U.S. Marshal.
- b. **Law Enforcement Employees:** Retiring law enforcement employees, other than U.S. Marshals, will be issued a silver colored retirement badge upon retiring from the USMS on an immediate federal annuity.
- c. **Exception:** Employees who retire under unfavorable circumstances will not be eligible to receive a retirement badge without the approval of the Director or his designee.

3. **Eligibility for Active Duty Badge/Credentials in Lucite**

- a. **U.S. Marshals:** Departing U.S. Marshals, who have been appointed by the President or, in the case of the District of the Virgin Islands, by the Attorney General to a term in office as a U.S. Marshal, will be eligible to purchase the Lucite encased gold colored duty badge and/or the credentials carried by the employee as of the date of separation. Departing Marshals are eligible to purchase this memento whether or not the separation is due to retirement. The badge and/or credentials will be encased in Lucite by a USMS contractor, and the employee will be responsible for all expenses incurred in producing this memento.
- b. **Law Enforcement Employees:** Retiring law enforcement employees, other than U.S. Marshals, will be eligible to purchase the Lucite encased silver operational duty badge and/or the credentials carried by the employee as of the date of retirement, if retiring from the USMS on an immediate federal annuity. The badge and/or credentials will be encased in Lucite by a USMS contractor, and the employee will be responsible for all expenses incurred in producing this memento.
- c. **Administrative Employees:** Retiring administrative employees will be eligible to purchase the Lucite encased credentials carried by the employee as of the date of retirement, if retiring from the USMS on an immediate federal annuity. The credentials will be encased in Lucite by a USMS contractor, and the employee will be responsible for all expenses incurred in producing this memento.

4. **Use of Retirement Badge and Credentials**

- a. The retiree's badges and/or credentials are not to be sold, traded, or bartered commercially. The retirement badge will be engraved on the back with the retiring employee's duty badge number plus a letter. Only permanent, operational employees of the USMS are eligible to receive retirement badges.
- b. The retirement credentials for retired law enforcement officers meet the requirements for identification of the Law Enforcement Officers Safety Act. The retirement badge and credentials does not convey any law enforcement powers and/or authorities; any representation of such by the holder constitutes impersonation of a federal officer. Possession of retirement credentials does not entitle the holder to any rights or privileges not enjoyed by the general citizenry except as allowed by the Law Enforcement Officers Safety Act.
- c. Retiring operational employees will be required to sign a Memorandum of Understanding and Form USM 288, *Hand Receipt*, which will be retained by the badge and credentials program coordinator.
- d. The Lucite encased duty badge does not:
 - (1) convey any law enforcement powers and/or authorities; any representation of such by the holder constitutes impersonation of a federal officer;
 - (2) permit the holder to carry a concealed firearm; or
 - (3) entitle the holder to any rights or privileges not enjoyed by the general citizenry.

5. **Control of USMS Issued Materials:** District management will account for and forward by controlled mail to HRD all Service issued and controlled badges and credentials at the time of employee separation. Requests for retirement badge and/or credentials should be sent to Headquarters HRD, Badge and Credentials Program six weeks in advance of the date they are required for presentation to the retiring employee.

6. **Lost or stolen Retirement Badges and Credentials**

- a. The holder must report the loss of a retirement badge or of retirement credentials in writing to the Assistant Director, Human Resource Division, HRD. Notification may be accomplished through any USMS district office, Headquarters division, or directly to HRD.
- b. After a lost or stolen retirement badges and/or credentials are reported to HRD, they will be posted as such on NCIC.

7. **Responsibilities**

- a. **U.S. Marshals, Chief Deputies, and Assistant Directors: Requests** to HRD to prepare retirement badge and credentials should be submitted six weeks prior to the employee's anticipated retirement date. Responsible for retrieving USMS badges, credentials, and other issued identification from USMS employees upon their retirement, presenting the retired employee with a Retirement Badge and Credentials, and returning the employee's duty badge and credentials to the Headquarters HRD, Badge and Credentials Program.
- b. **Employees:** The retiring employee will be responsible for submitting a new signature card provided by HRD, Badges and Credentials Program Office, and two current photographs (*plain background*) six weeks prior to the anticipated retirement date. Dimensions of the photographs must be at least 2 inches, and must include the individual's head and shoulders with the individual facing directly into the camera. Face size must be approximately 3/4 inch horizontally by 1 inch vertically. The individual must be photographed wearing conservative coat, shirt and tie (for males) conservative blouse (for females). Responsible for returning their badges and credentials to the U.S. Marshal, Chief Deputy Marshal, or Assistant Director on the last day of employment, and for executing any required agreements or forms.
- c. **Assistant Director for Human Resources:** Responsible for issuing retirement badges and credentials and for maintaining appropriate inventory and documentation on these controlled materials and their issuance.

8. **Definitions**

- a. **Retirement Badge:** Specially designed badge similar to an actual duty badge inscribed with "Retired" on the face.
- b. **Retirement Credentials for Operational Employees:** Specially designed credentials for retired operational personnel that meet the requirements of the Law Enforcement Safety Act.
- c. **Retirement Credentials for Administrative Employees:** Specially designed credentials for retired administrative employees.
- d. **Duty Badge:** The last official badge carried by a law enforcement officer.