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Latest Version:	1.0	Revision Date:	02/03/2016
Effective Date:	04/11/2016	Replaces:	NEW
Revised By:	Joshua Graves	Review Cycle/Date:	Annual
Reviewed By:	Fonda Logston	Reviewing Unit:	Facilities
Title:	Creating State ID Badges SOP		
Description:	This document is the operating standard for creating State ID Badges for other agencies.		

Creating State ID Badges

Standard Operating Procedure

1. General Statement of Purpose
 - 1.1. The purpose of this document is to identify the process of creating State ID Badges for other agencies. These State ID Badges do not provide any access, but serve as an identification card.
2. Scope
 - 2.1. This document applies to all requests for State ID Badges with no door access.
3. Discipline
 - 3.1. Administrative Standards
4. Terms and Definitions
 - 4.1. State ID Badge – A State photo ID with no door access.
5. Instructions
 - 5.1. OMES IS provides State ID Badges to small agencies at no cost. All requests for State ID Badges must be submitted in a CRM Case to the IS-Project Management Office team. The following agencies currently receive State ID Badges:
 - 5.1.1. Interstate Oil Compact Commission
 - 5.1.2. Liquefied Petroleum Gas Board
 - 5.1.3. Pardon and Parole Board
 - 5.1.4. Secretary of Energy and Environment
 - 5.1.5. Tobacco Settlement Endowment Trust
 - 5.2. PMO Support contacts the requesting agency to identify the individual who will approve the State ID Badges and to make arrangements to take the employees' pictures and create their badges. The following information is needed to create State ID Badges:
 - 5.2.1. Agency Name
 - 5.2.2. First and Last Name of Employee
 - 5.2.3. Employee Photo
 - 5.3. It is preferred to take the employee's picture at the OMES Data Center. PMO Support takes the employee's picture and has them verify the information is correct before they print out the State ID Badge.
 - 5.3.1. For larger groups, PMO Support schedules up to ten employees to get their State ID Badges created at once.

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6. Roles and Responsibilities

6.1. PMO Support

- 6.1.1. Makes arrangements to take employee pictures and create badges.
- 6.1.2. Takes employee pictures.
- 6.1.3. Creates State ID Badges.

7. Limitation or Implementation Notes

- 7.1. OMES IS provides State ID Badges to other agencies at no cost.
- 7.2. All requests for State ID Badges must be submitted in a CRM Case.
- 7.3. Agencies are responsible for collecting the State ID Badges from separated employees.

8. References

- 8.1. 02.1.7a Creating State ID Badges User Guide