
General Information Memorandum

ISD GI 18 -19

TO: ISD Employees

FROM:  Mary Brogdon, Division Director

RE: AMENDED Instructions for Employee Badges

DATE: April 20, 2018

The procedure for ISD staff requesting NEW or REPLACEMENT HSD/ISD Employee Badges has changed. The Customer Service Center is no longer processing these badges. They are being processed at the Field Support Bureau. Please send all requests with the mandatory info on listed below to HSD-ISDBadges@state.nm.us

Effective immediately, all pictures submitted for a New or Replacement Employee Badge must be taken via the web cameras installed on the County Director's laptops. Pictures submitted from personal devices will not be accepted. All CD and ROM's have the ability to take pictures from state issued laptop computer.

Below are the web camera instructions:

- Open laptop cover is open
- Laptop computer needs to be powered on
- Click on camera icon



The camera comes up



- Click the camera symbol to take the picture
- Click the save button on the camera (this camera will automatically save in a JPEG format)
- Click Desktop button

- Type in the file name
- Create an email and send the created file to HSD-ISDBadges@state.nm.us
- Please include the following information with your request:
- Head and shoulder picture (JPEG format), on solid light colored background (please ensure submitted picture is within dress code -i.e. no baseball caps, sunglasses, jerseys, etc.)
- Employee Name: example: Minnie Mouse
- Employee Job Title: example: FAA-1
- Requestor name: County Director
- Requesting office: example: SW ISD Field Office
- Mailing address for badges

Upon completion, the requester will receive an email that the badge has been processed and mailed. Once badge has been received, notify HSD-ISD Badges of receipt. Clips for badges were distributed to all ROMs and will not be mailed with badges. If you have any questions or concerns regarding badge requests, please feel free to contact Yvonne J Mora at (505) 222-6725 or email HSD-ISDBadges@state.nm.us

HSD, INCOME SUPPORT DIVISION

Date: 4/20/2018

Prepared by: Terry L. Lovato

Phone #: 505-827-3142

Date Signature Required: 4/20/2018

Name of Document: AMENDED Instructions for Employee Badges Approval (#2110022)

Please number in the order of Signatures Required	BUREAU CHIEF'S SIGNATURE		NOTES
	Becky Lopez, Program Administration Bureau	DATE:	
	Carolyn Craven, Quality Assessment Bureau	DATE:	
	Marisa Vigil, Policy & Program Dev Bureau	DATE:	
	Arleen Martinez, Work & Family Support Bureau	DATE:	
	Beverly Maez, Field Support Bureau	DATE:	
	Vacant, ASPEN Operations Bureau	DATE:	
	Steven Chavez, Food & Nutrition Services Bureau	DATE:	
DIRECTOR'S/MANAGER'S SIGNATURES			NOTES
1	Shanita Harrison, Deputy Director	DATE:	
	Vida Tapia-Sanchez, Deputy Director	DATE:	
	Agnes Cardenas, General Manager	DATE:	
2	Mary Brogden, Director	DATE: <u>4.20.18</u>	
OTHER DIVISIONS; ASD; LEGAL; or HSD - DO NOT USE for OOS			
	ASD PLEASE PRINT DIVISION & NAME:	DATE:	
	OOS PLEASE PRINT DIVISION & NAME:	DATE:	
	PLEASE PRINT DIVISION & NAME:	DATE:	
OTHER INSTRUCTIONS: ONLY NEEDS TO BE REVIEWED BY AGNES AND BECKY			