

Susana Martinez, Governor Sidonie Squier, Secretary Ted Roth, Director

General Information Memorandum

ISD-GI 12-77

TO:

ISD Employees

FROM:

Ted Roth, Director, Income Support Division

RE:

Additional Security Procedures Required for Harding Internal Revenue

Service (IRS) Tax Return Information

DATE:

October 26, 2012

CC:

ISD and MAD Employees

This memorandum provides guidance to ED central and field offices concerning additional security procedures for handling information from the IRS, Income Eligibility Verification System (IEVS). This memorandum parifies county and central office responsibilities in the process.

I.

• Picture identification badges dust be worn by all staff at all times. Badges can be obtained by intaking your regional trainer.

Scure torag VC 6103(p)(4)(B):

4.2 (inimum Protection Standards (MPS)... the authorized personnel must wear picture identification badges or credentials. The badge must be clearly displayed, preferably worn above the waist.

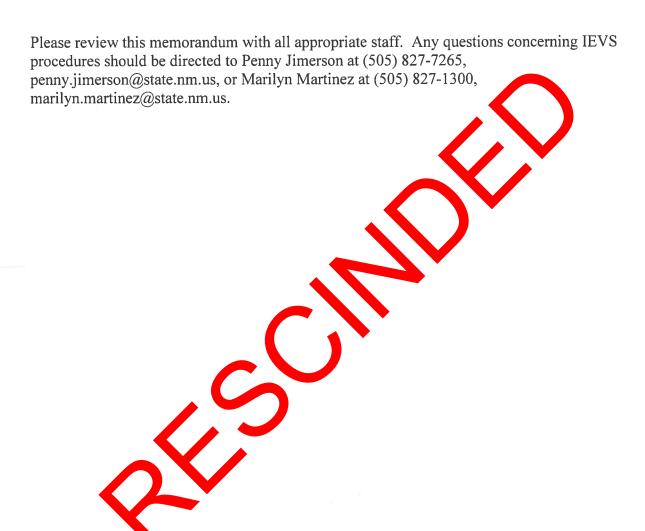
II.

- A universal Visitor Log will be utilized by all field offices. (attached) All field offices will be required to maintain the visitor log at the entrance to their buildings.
- Proof of identification will **not** be required to enter the facility.

Phone: (505) 827-7250 Fax: (505) 827-7203

Secure Storage IRC 6103(p)(4)(B):

4.3.1 Restricted Area A restricted area visitor log will be maintained at a designated entrance to the restricted area and all visitors (persons not assigned to the area) entering the area shall be directed to the designated entrance.



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								Name - PLEASE PRINT Nombre - Por favor Imprime	
								Orga ization Organiaci i-	Visi Registro
		ļ						Time In- Hora de Llegada-	Visitor Log Registro de Visitantes
								Time Out- Hora de Salida-	
								Signature- Firma-	
								Identification Identificación	
	0							Appointment Cita	Pu
								New Application Solicitud Nuevo	Purpose of Visit Propósito de visita
					i			Drop Off Info Dejar papeleo	
								Questions Preguntas	isit isita
								Training/Meeting Entrenamiento/Reunión	
								Name of Person Visiting- Nombre de la persona que visita	Date: Fecha: