

# 1. RENEWING AN ID BADGE

## Process Overview:

1. The NIH Enterprise Directory (NED) automatically generates an Awaiting Badge Renewal task 45 days prior to badge expiration. The task appears in the NED Inbox of any AO/AT who has the badge holder's SAC code listed in their Primary SACs list under NED Preferences.
2. An AO/AT runs the Awaiting Badge Renewal task and selects the option to renew the badge. The AO/AT ensures (or enters, if it's missing) any position or personal information that is required by DPSAC for the investigation and badge issuance process.
3. A PIV Sponsor runs the Awaiting Sponsorship task to approve and substantiate the need for a new ID badge.
4. NED sends an email to the badge holder indicating that the ID badge renewal process is underway.
5. NED passes the badge renewal request to BITS (Background Investigation Tracking System) and BITS opens a case for the person.
6. A staff person in the DPSAC Personnel Security Office conducts a PIPS (Personnel Investigations Processing System) check to see if the badge holder has a current background investigation on file and updates the badge holder's case in BITS.
7. If a current investigation is on file, go to step 10.
8. If a current investigation is not on file, DPSAC will initiate the person in e-QIP (Electronic Questionnaire for Investigation Processing) and email the person the appropriate forms to complete.
9. If fingerprints are required:
  - a. NED sends an email to the badge holder\* indicating that a fingerprinting appointment should be scheduled.
  - b. The badge holder gets fingerprinted and the fingerprints are sent to OPM (the Office of Personnel Management) for processing.
  - c. Three to five business days (usually) after fingerprinting, DPSAC adjudicates the results of the fingerprint check and updates BITS to authorize the badge (if the check is favorable).
  - d. BITS sends confirmation that the fingerprint adjudication has been completed.
10. NED updates the ID badge system with the ID badge renewal request.
11. NED sends email to the badge holder\* indicating that he/she is authorized for a new ID badge and where to pick it up. It is recommended that the email be brought to DPSAC in order to minimize the wait time.
12. A staff person in the DPSAC Access Control Office collects the old badge and issues the new badge to the badge holder.
13. The ID badge system notifies NED that issuance is complete.

\*If NED does not have an email address for the badge holder, the email is sent to the POC, Servicing AO, and/or Supervisor (Contractor PM for contractors).

## Before You Start:

The AO/AT ensures (or enters it, if it's missing) any position or personal information that is required by DPSAC for the investigation and badge issuance process.

### Position Information:

- Servicing AO**
- Supervisor**
- Project Officer** (if badge holder is a contractor)
- Form NIH 2866** (information can be obtained from your Supervisor or Project Officer)
- New expiration date** (the maximum is five years)
- CAN** (Common Accounting Number)

### Personal Information:

- Legal Name** (supported by an I-9 document)
- Gender** (M or F)
- Country of Citizenship**
- SSN** (9 digits)
- Date of Birth** (DOB)
- Country of Birth**
- City of Birth**
- State of Birth** (if born in the United States)

Note: There may be some exceptions to the above process that will need to be addressed on an individual basis.