

## DPSAC NEWS – June 22, 2007

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### AO Sponsor Alerts

All personnel must be authorized in NED before coming to DPSAC for an appointment. DPSAC is unable to initiate the fingerprinting or background investigation process until the individual is active in NED and has a NED ID number. Also, if the NED NTE date expires prior to the badge expiration date, the badge will deactivate. The individual must be reactivated in NED before coming to DPSAC to complete the personal identity verification process.

Individuals who already have a federal or military ID badge will be expedited through the personal identity verification process to receive an NIH ID badge. These individuals must make an appointment with DPSAC or come to building 31, 1B03 during walk-in hours (see last week's alert for walk-in information) for DPSAC to verify that the individual has a background investigation on file. The individual will be provided a Badge Authorization Form to take to the Badge Center. The Badge Center will immediately issue an ID badge.

### New Student Process

Effective Monday, June 25, students will receive their ID badge immediately after being fingerprinted by DPSAC. The DPSAC office is working through all open student files to issue badge authorization e-mails by Wednesday, June 27.

If students were fingerprinted before June 22 but have not received their badge authorization e-mail by close of business June 27, the individual should contact Radames Mendoza at [mendozr@mail.nih.gov](mailto:mendozr@mail.nih.gov). He will verify that the student has been fingerprinted and create a Badge Authorization form. The student must pick up the Badge Authorization form and present it to one of these Badge Centers to get their ID badge:

- Building 31, room B3B04 (to avoid lines at 1B03)
- Building 31, room 1B03

### Expiring Badge Reminder

Remember to complete your personal identity verification process with DPSAC 30 days prior to your badge expiration date. You may call 301-496-0051 to make an appointment or walk-in to the DPSAC office between 2 p.m. and 4 p.m. Monday through Thursday. Sign up for walk-in service begins at 2:00 p.m. Up to a maximum of 14 customers will be accommodated.

### Lost and Broken Badge Process

**Lost/stolen ID badges** must be reported to Access Control at 301-451-4766 and to the individual's Administrative Officer (AO). The AO must initiate the required electronic process to authorize a replacement ID badge.

### **Leaving NIH**

NED should be deactivated for employees who leave NIH and the NIH ID badge collected as part of the departure process.

Bring **broken badges** to the Badge Center in building 31, room 1B03 for replacement. If the broken badge has not expired and the badge can be authenticated, Access Control will issue the individual a new badge. If the person's badge expires prior to October 27, 2007, Access Control will assist the person in scheduling a DPSAC personal identity verification appointment. The person must schedule this appointment prior to receiving a replacement badge.