

NIH Badging Authority by Classification

Classification ¹	Description	NED record ²	Badging Authority ³	HHS ID Badge ⁴	NIH ID Badge ⁵
Employee (NIH FTE)	<ul style="list-style-type: none"> • General Schedule (GS) • Senior Executive Service (SES) (ES) • Commissioned Corps (CC) • Title 42 (AD) • Experts (Title 32) (EE) • Senior Leaders (SL) 	<ul style="list-style-type: none"> • Senior Biomedical Research Service (SBRS) (RS) • Scientific and Professional (ST) • Wage Grade (WG) • Wage Leader (WL) • Wage Supervisor (WS) • Intermittent student employee 	Yes	DPSAC (31 / 1B03)	X
Contractor	Non-NIH employees paid by NIH for services rendered via a procurement vehicle. <ul style="list-style-type: none"> • Construction management personnel • Shuttle bus drivers / Parking attendants 	<ul style="list-style-type: none"> • Clinical / Research / Administrative staff • Housekeeping staff 	Yes	DPSAC	X
Fellow	Individuals who receive NIH stipends. Include: <ul style="list-style-type: none"> • Intramural Research Training Award (IRTA) Fellows • Cancer Research Training Award (CRTA) Fellows 	<ul style="list-style-type: none"> • Visiting Fellows 	Yes	DPSAC	X
Guest Researcher	Non-NIH individuals (scientists, engineers, and students) permitted to engage in scientific studies and investigations using NIH facilities. They provide no direct services to NIH. (<i>fingerprinting only < 6 months</i>)		Yes	DPSAC	X
Special Volunteer	Non-paid individuals who provide research services, direct patient care, clerical support, technical assistance, or any other necessary services for NIH. (<i>fingerprinting only < 6 months</i>)		Yes	DPSAC	X
Tenant ⁶	FDA employees - DPSAC will check PIPS for the completed investigation. ⁷		Yes	DPSAC	X
	<ul style="list-style-type: none"> • Child Care Center employees • Credit Union employees • R&W employees 	<ul style="list-style-type: none"> • Children's Inn employees • Cafeteria workers 	Yes	NIH PD (31 / B3B17)	X
Summer Student	Temporary, full and part-time NIH employee summer hires (here for summer months only).		Yes	NIH PD	X
Special Government Employee (SGE)	Member of an NIH Advisory Council, Board of Scientific Counselors, or Program Advisory Committee		Yes	NIH PD	X
Volunteer	Non-paid individuals who work for NIH on NIH programs.		Yes	NIH PD	X
NIH Resident	Non-NIH employees who reside on the NIH campus.		No	NIH PD	X
Extended Visitor	<ul style="list-style-type: none"> • Patients / Protocol participants • Patient visitors / escorts • Child transportation visitors • Board / council members (non-SGE) • Foundation for Advanced Educational Sciences (FAES) individuals 	<ul style="list-style-type: none"> • Retiree / Alumni • Blood & Platelet donors • NLM visitors • Latch key children • Community liaison 	No	NIH PD	X
Service Provider	Individuals who provide services at NIH (not an employee or contractor) (Ex. UPS/FedEx deliveries; photocopier repairs; sales reps)		No	NIH PD	X
Construction & Grounds Maintenance ⁸	Non-NIH employees paid for construction or grounds maintenance related services.		No	NIH PD	X

1 Individuals who are not US citizens or lawful permanent residents must be processed by the Division of International Services (DIS) prior to security processing by the NIH Police Department (**NIH PD**) or the Division of Personnel Security and Access Control (**DPSAC**).

2 This column indicates whether the individual needs to be entered into the NIH Enterprise Directory (NED).

3 The badging authority is the organization responsible for coordinating the necessary background check and authorizing the issuance of an ID badge.

4 Smart card ID badge (Personal Identity Verification card) managed by HHS. Recipients must undergo a National Agency Check with Inquiries (NACI) at a minimum.

5 Radio-frequency identification (RFID) enabled badge. Recipients must undergo a name check or fingerprint check.

6 Non-FDA tenants are entered into NED and/or sponsored for an NIH ID Badge by the Division of Amenities and Transportation Services (DATS).

7 Required background investigation conducted by the Food and Drug Administration (FDA). DPSAC verifies results and issues an NIH ID Badge.

8 These individuals will receive a non-RFID enabled badge (will not allow access to perimeter gates or facility doors) that is used for identification only. Recipients must undergo a name check.