

POSTED: July 20, 2006

MEMORANDUM FOR: NOAA Personnel in the Washington Metropolitan Area

FROM: Richard L. Duncan
Manager, Office of Security at NOAA

SUBJECT: Security Requirements for getting a NOAA ID Card

The Office of Security processes a lot of individuals though its office every day. One of the hard parts of our jobs is to tell the person who comes to our office is that he/she doesn't have the correct paper work, or it is not signed or he/she has not taken the Applicant training. These are just a few of the reasons we can't help every person who walks into our office. It is extremely important that we provide the best service the first time you come to our office. Part of the problem is that the NOAA populace may not be aware of all of the requirements needed to get a NOAA ID card. Hopefully this email will provide the necessary information for supervisors, COTR's, Sponsors, and Directors.

1. In October 2005, I began sending out emails to the NOAA populace in the National Capitol Region (NCR), advising you that a new Presidential Directive, Homeland Security Presidential Directive -12 (HSPD-12), requires all individuals who receive a government identification card, to be identity proofed. This means that each person has to show proof of identity. In my emails there have been links to the DOC Office of Security web site which provides additional information, instruction and training for all employees and contractors who need a DOC ID Card. The web site can be accessed by clicking on the following link.

<http://www.osec.doc.gov/osy/>. Scroll down and look to the left of the page for the HSPD-12 specific links. This web site offers information to those who want it on HSPD-12. The link also provides the necessary training for Applicants and Sponsors as well as links to security investigation forms. Move down until you find TRAINING. Click on the Blue "CLICK HERE" and you will access the training slide show. Read through the slide presentation and at the end of the training session, you will input information about yourself such as full name, email address, and work phone. Once this has been accomplished, a new page with an Alpha Numeric code will appear on the computer screen. Print this page and provide it to your Supervisor/COTR, who will also be your sponsor.

2. Every individual who needs a DOC ID Card will need to complete the Applicant training prior to being issued an ID Card. Additionally, every Applicant will need to have a DOC Personal Identity Verification (PIV) Request form, CD-591 filled out by the Sponsor. This form is also found at the HSPD-12 link. If the person coming to work for NOAA is a new contractor or new employee, then the COTR or the HR Specialist will be responsible for bringing the new person to the Office of Security, located in SSMC 1, room G-101. No exceptions. Send this email to your

new contractors so they can get ahead of the process. If the individual who needs a badge is an existing employee or contractor who has a badge that will be expiring, is lost, damaged, or the picture is faded, then the Sponsor will be the immediate supervisor or COTR. The Sponsor is required to take both the Applicant and Sponsor training which can be found at the DOC WEB Site listed above.

3. Prior to being issued a new or replacement badge, the Office of Security will verify that the person who needs a badge has an existing investigation equal to or higher than that required by the HSPD-12 directive. A National Agency Check With Inquiries (NACI) is required. Some employees have this investigation and some do not. Please call the Office of Security to ascertain what type of investigation you have and the date it was granted. If you do not have an investigation on file with the Office of Security or OPM, then contact your servicing HR Office for assistance.

4. If the person requesting a badge does not have the proper investigation, then he/she needs to complete the necessary forms to get the investigation started. The security forms are pretty much the same for employees and contractors. The SF-85, OF-306 and a set of fingerprints is required for all Low Risk employees and contractors. Both the SF-85 and OF -306 can be found by visiting the following link: <http://www.corporateservices.noaa.gov/~noaaforms/> .

A resume is required for all new employees. Fingerprints can be taken in the security badging office beginning at 7:30 a.m. until 12:00 p.m. and 1:00 p.m. through 4:00 p.m.

5. For those individuals who have an existing investigation, we need a completed PIV form, signed by the Sponsor, a signed NOAA Form 65-8, and two forms of government issued ID's, such as a NOAA ID Card and a Social Security Card, or a valid US Passport and a Social Security Card. <http://www.corporateservices.noaa.gov/~noaaforms/> .

6. The Office of Security is open every Monday through Thursday, 7:30 a.m. - 5:00 p.m.. The badging office is open Monday through Thursday from 7:30 - 12:00 and from 1:00 - 4:00. Friday the security office is open for emergencies only.

As always, if you have any questions, please contact the Office of Security at (301) 713-0954 or visit us in SSMC 1, room G-101.

This message was generated for the Manager, Office of Security at NOAA by the NOAA Information Technology Center/Financial and Administrative Computing Division.