

POSTED: July 27, 2006

MEMORANDUM FOR: NOAA Personnel in the Washington Metropolitan Area

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

SUBJECT: Follow-Up ID Card Requirements

On June 20, 2006, I sent out an email titled "Security Requirements for getting a NOAA ID Card".* In the email the new requirement for getting a badge under the new Homeland Security Presidential Directive 12 (HSPD-12) were also mentioned. I left about a step which if not addressed, would affect hundreds of NOAA employees and contractors. I am providing the necessary information to those individuals at the locations below

Individuals who are not located in the Silver Spring area, have been submitting their information to the Office of Security at NOAA through the Enrollment Official. This is a person who assumes a portion of the role of the security office at a "Remote Location". The locations in question for the NCR are Germantown, Camp Springs, Gaithersburg, Lanham, and Suitland. These individuals work with the Sponsors to ensure that the badge request information being submitted to our office is accurate, and the identity of the individual who needs a badge is verified. They also ensure that all of the required security investigative paper work is sent to our office

To make sure everyone understands both emails, I can sum this up very easy.

If the individual who needs a NOAA ID Card is a new employee and they are located in Silver Spring, the HR Office will be the Sponsor. If the individual is a new contractor, then the COTR will be the Sponsor. The COTR and HR Specialist will bring the new employee or contractor to the Office of Security on Mondays, which is the Enter On Duty days. If the same individuals are located in one of the other NOAA facilities, located in the National Capitol Region (NCR), then the Enrollment Official will gather all of the necessary security forms, verify the identity of the individual, and submit all forms to the Office of Security.

If the individual who needs a replacement badge is an existing employee or contractor working in the Silver Spring area, they need to go through the Identity Proofing process and complete the online Applicant training. My office will verify that they do or do not have an existing background investigation. The Supervisor or COTR will must complete the PIV Request form and the NOAA Form 65-8 and the Sponsor Training. Once all forms have been completed, the Supervisor or COTR can send an email to Supervisor.Sponsor@NOAA.GOV to initiate the badge renewal process. In the email please provide your name and the name of the employee or contractor who requires a badge. If the same individuals are located in one of the other NOAA facilities, located in the National Capitol Region (NCR), then the Enrollment Official will gather all of the forms, verify the identity of the individual and submit all forms to the Office of Security. Supervisors and COTR's will still send an email with the name of the individual who needs a new badge and the name of the Supervisor or COTR to Supervisor.Sponsor@NOAA.GOV.

Finally, if the individual has already been through the "Identity Proofing Process", Supervisors and COTR's will still send an email with the name of the individual who needs a new badge and the name of the Supervisor or COTR to Supervisor.Sponsor@NOAA.GOV.

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