

Subject: Security Requirements for Getting a New NOAA ID Card
From: "Richard L. Duncan" Announcement@noaa.gov
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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 New NOAA ID Card

This letter is for those individual who will be needing to replace their NOAA ID Cars because they will be expiring or they are damaged, or for Supervisors and Contracting Officers Representatives who need to get replacement badges for their personnel.

1. First, you as a COR or Sponsor need to have an NACI on file with the Dept of Commerce. A NACI is a background required by the new Homeland Security Presidential Directive 12 (HSPD-12). Call the Office of Security at (301) 713-0954 and speak to Tina, Garey or Sharlene to ascertain which background investigation you have. Next, complete the Applicant Training Applicant Training <http://www.osec.doc.gov/osy/hspd12/applicants.htm> by reading the one page document. You will be prompted to click on the CLICK HERE button, which will take you to a page where you need to fill in the form. Go to the next page and print off the certificate. The certificate has an Alpha Numeric code which you need to give to the Sponsor.

2. Sponsors need to take the Sponsor Training <http://www.osec.doc.gov/osy/HSPD12/Sponsors.htm>. Complete this training just like the Applicant Training. Print this form, as you did with the Applicant Training. Then print the PIV Request form, CD-591 and fill in the appropriate top two blocks of the form.

3. All security requests are initiated by completing a NOAA Form 65-8 NOAA Form 65-8 <http://www.usa-federal-forms.com/itaop-by-form/141.html>. We can't complete the process without this completed form. Please complete the form and have it available with the PIV Request form, and two (2) forms of government issued ID's.

Don't worry about the I-9 form listed on the web page. A valid state drivers license and a Social Security Card will be accepted, if you do not possess a drivers license, then a valid passport will be accepted. Also, the NOAA ID Card and a current Drivers License will work.

4. Once you have completed the various training modules and the PIV Request form, send an email to Supervisor.Sponsor@noaa.gov to initiate the badge renewal process. In the body of the email, state that you are the supervisor or COR for the individual who needs a replacement badge.

5. As a reminder, each Monday is set aside for Entry of Duty personnel. We are very busy with processing new personnel. Try to schedule the renewal for Wednesday through Friday. We are open for business at 7:30 am and the badge office closes at 4:00 pm.

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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