

## **National Institutes of Health (NIH) Badge Processing Instructions for NIH Institutes and Centers to Use When Collaborating With Faculty and Researchers from Walter Reed National Military Medical Center (WRNMMC) or Uniformed Services University of Health Sciences (USUHS)**

The Clinical Director for the NIH Institute or Center (IC) with whom the collaboration will take place is responsible for providing the name and contact information for the individual(s) from WRNMMC or USUHS to their IC Administrative Office.

To initiate processing for an ID badge to obtain physical and logical access to NIH facilities, the IC Administrative Office will contact the WRNMMC or USUHS individual(s) and request the required personally identifiable information (PII) on an HHS-745 form to establish an NIH Enterprise Directory (NED) record. The NIH IC Administrative Office will then create a NED record for the WRNMMC or USUHS individual and request an ID badge and network account as appropriate, following these instructions:

- The WRNMMC or USUHS individual should be entered into NED as a Collaborator (Clinical or Non-Clinical) as appropriate.
- Indicate that the WRNMMC or USUHS individual will need his or her ID badge for “More than six months.”
- The Position Title “Collaborators (Clinical or Non-Clinical)” should be chosen to designate the required background investigation. Since all WRNMMC or USUHS staff have background checks, this is a *pro forma* entry to maintain the standard work in NIH’s Division of Personnel Security and Access Control (DPSAC).\*
- To ensure that the WRNMMC or USUHS individual is not subject to the NIH census in NED, the Administrative Office must designate the site/building Information as “Non-NIH domestic” and reflect their work address as WRNMMC or USUHS.

Once WRNMMC or USUHS individuals are entered into NED, they will receive e-mail instructions on how to obtain their ID badges.

If the WRNMMC or USUHS individual requires access to specific buildings, rooms, labs, etc., the IC Administrative Officer requesting the ID badge must contact:

[facilityaccesscontrol@mail.nih.gov](mailto:facilityaccesscontrol@mail.nih.gov).

If there are any questions, please contact the NIH Division of Personnel Security & Access Control at [ORSPersonnelSecurity@mail.nih.gov](mailto:ORSPersonnelSecurity@mail.nih.gov) or (301) 402-9755.

\* If a WRNMMC or USUHS staff member is found not to have a current background check on file, then NIH will require the WRNMMC or USUHS Personnel Security Office to show proof that the individual is in the process of having a background check completed and that fingerprint results are on file.