

Division of Personnel Security & Access Control (DPSAC) Badging Guide

Sponsorship

Sponsorship is the first step in the badge issuance process. A sponsor, typically an Administrative Officer (AO), will enter the candidate's information into the NIH Enterprise Directory (NED), and sponsor a badge. This should occur as soon as possible but no later than 6 weeks prior to Entry on Duty (EoD). Once the NED data is entered by the AO, DPSAC reaches out to the individual to initiate the background investigation process. The initial background investigation process must be completed before a badge can be issued:

- ✓ The overall Investigative process is comprised of multiple components to include, fingerprinting, eQIP submission as well as supplemental form completion. Obtaining a valid SSN earlier in the process will help in avoiding processing delays.
- ✓ Foreign Nationals without a Social Security Number (SSN) will be required to obtain a SSN prior to personnel security processing and receipt of an NIH Badge.
- ✓ Information provided to the Sponsor must be carefully reviewed to ensure it is free of typos or other discrepant information.

Completing the e-QIP Questionnaire

If it has been established that a candidate requires a background investigation, the candidate will be required to fill out an e-QIP as well as supplemental forms. More information can be found here: <https://nbib.opm.gov/e-qip-background-investigations/>

Potential Information Needed:

- Financial
- Military Service
- Criminal Conduct
- Past or Present Drug Activities
- Personal History
- Education

Avoiding Delays:

- ✓ It is critical for candidates to read all instructions carefully. The NIH is held to high processing standards by National Background Investigations Bureau (NBIB) and will reject forms that are not filled out correctly. This may lead to a substantial delay in processing times.
- ✓ Untruthful responses on any government investigation form will have significant impacts on eligibility to be cleared for a badge or ultimately to work at the NIH if discovered during an individual's background check.
- ✓ Use of a substance such as marijuana is legal in some states and countries. However, it is illegal at the Federal Level. If an individual has used a substance such as marijuana in a state or country where it is presumed to be legal, the individual is still required to report on their e-QIP where asked about use of illegal drugs or substances if use occurred during the required reporting time period.

Initial Review of Candidate's Information (Pre-Screening)

Once DPSAC has collected a candidate's documents, a review will occur to ensure completeness and address any issues discovered. DPSAC will make a preliminary determination of suitability, if favorable, to grant the individual an interim badge. Conversely, if a preliminary determination is unfavorable, the candidate will be notified and a badge will not be issued.

- In certain instances, Candidate's with an existing favorable Background Investigation on file from another Government Agency can be found suitable and issued a badge.

Investigation

Upon successful completion and review of the candidate's e-QIP and investigative documents submitted; DPSAC will send documents and request NBIB to conduct a background investigation.

- This is typically the longest part of the process and can take upwards of 6 months. It is important to note that during this time, the candidate may possess an interim badge. However, an adjudicative decision on the background investigation has not yet been determined.

Adjudication / Final Badge Authorization

Upon completion of the NBIB investigation, DPSAC will make an adjudicative decision and grant a final badge determination.

- Candidates may be asked to provide documentation surrounding any derogatory or discrepant information discovered during the investigative process.