

Helpful Tips (cont.)

If an LWS is not available in your IC or your immediate area, and you work in the greater Bethesda or Rockville area -- please call 301-402-9755 to schedule an appointment with DPSAC, located in Building 31, Room 1B03 or in Building 10, South Lobby, Room 1C52.

If you work outside the Bethesda/Rockville area, contact your local badge issuance office. You can find contact information for all badge issuance offices at:

<http://www.ors.od.nih.gov/ser/dpsac/Pages/contactinfo.aspx>.

Do not lend your ID badge to anyone! -- lending out your ID badge is prohibited. The issuance of ID badges is based on strict identity proofing and the determination of one's suitability for a specific position classification. To do so is a criminal offense!