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U.S. Army at Fort Detrick to Require New Access Cards for NIH-issued PIV Card Holders Working at or Visiting the Base

1. Who is impacted?

All NIH and NCI employees, contractor employees and subcontractor employees that currently have an NIH-issued PIV Card and a business need to enter the Fort Detrick base.

NIH-issued PIV card holders that do not normally work at the NCI main campus inside of Fort Detrick (e.g., visitors from Bethesda or Shady Grove, ATRF, etc.) but have a need to visit periodically are included in this effort and can follow the same instructions provided below.

2. Who is eligible to receive an Army-issued access card?

All NIH and NCI employees, contractors, and subcontractors that currently have an NIH-issued PIV card are eligible.

3. When do I need to obtain this new card?

We recommend that employees obtain their Army-issued installation cards within the next several weeks, and by August 30, 2018 at the latest.

4. When will my NIH-issued PIV card no longer be accepted for entry to Fort Detrick?

The Army has not published a date yet, but has indicated that NIH-issued PIV cards will no longer be accepted as early as October 2018.

5. What does an NIH-issued PIV card look like?

There are four different looks to an NIH-issued PIV card as shown in images at the links below. The remaining questions and answers refer to various NIH-issued PIV cards.

- WHITE (i.e., no stripe) card
image: https://ncifrederick.cancer.gov/ehs/ProtectiveServices/Media/Images/Content/Images/PIV_White.png
- GREEN card image: https://ncifrederick.cancer.gov/ehs/ProtectiveServices/Media/Images/Content/Images/PIV_Green.png
- BLUE card image: https://ncifrederick.cancer.gov/ehs/ProtectiveServices/Media/Images/Content/Images/PIV_Blue.png

- ORANGE card image: https://ncifrederick.cancer.gov/ehs/ProtectiveServices/Media/Images/Content/Images/PIV_Orange.png

6. My NIH-issued PIV card has a WHITE (i.e., no stripe) or GREEN stripe on it. How do I register to receive this new Army-issued access card?

For persons that have an NIH-issued PIV badge with a WHITE (i.e., no stripe) or GREEN stripe, there are two options:

Option 1: A mobile registration station will be established in Army Building 924 (located on Doughen Drive near Building 1050) from July 9, 2018 through July 27, 2018. Call Access Control at 301-228-4629 to schedule an appointment. Please be aware that there are 40 appointments available per day (8 a.m. to 3 p.m.), each lasting approximately 10 minutes.

Option 2: Visit the Visitor Control Center (VCC) at the Nallin Farm Gate. Registration is anticipated to take 10 minutes, but is on a first-come first-served basis. The VCC will likely be at its busiest during morning and lunch hours. Plan accordingly to minimize your wait time.

7. My NIH-issued PIV card has a BLUE or ORANGE stripe. How do I register to receive this new Army-issued access card?

Visit the VCC at the Nallin Farm Gate. Registration is anticipated to take 15-20 minutes, but is on a first-come first-served basis. The VCC will likely be at its busiest during morning and lunch hours. Plan accordingly to minimize your wait time.

8. Where is the Army's Visitor Control Center (VCC) and what are its hours?

Visit the VCC at the Nallin Farm Gate, 204 Amber Drive, Frederick, MD 21702. The VCC is open Monday through Friday, 6 a.m. to 5 p.m.

9. I am a U.S. Citizen. What do I need to bring to register?

For persons that have an NIH-issued PIV badge with a WHITE or GREEN stripe, arrive with your valid PIV card and a valid state driver's license/identification card (e.g., U.S. passport).

10. I am not a U.S. Citizen. What do I need to bring to register?

Non-U.S. Citizens must arrive at the VCC with your valid NIH-issued PIV card, your social security number (a card is not required), and EITHER:

Permanent Residents: Green Card and state-issued identification, such as a driver's license.

OR

Non-U.S. Citizens without a Green Card: A valid passport showing your VISA information in the passport booklet, and if you have one, a state-issued identification such as a driver's license. It is critical that your passport bear information regarding a valid VISA.

11. What about the Trusted Traveler program?

You must request use of the trusted traveler program at the time you register. You are only eligible for the trusted traveler program if you have a WHITE or GREEN striped NIH-issued PIV badge.

12. What will happen once I arrive to register?

If you go to the VCC, you will take a number once inside of the building. Once your number is called, Army personnel will check both your state-issued identification card (e.g., Driver's License) or passport and your NIH-issued PIV badge. They will enter you into their system, take your photo, and take scans of your index finger fingerprints (both hands). Finally, you will be asked to select and enter a 4-digit PIN number into a keypad provided. Remember to ask to be added to the trusted traveler program if you have a WHITE or GREEN striped NIH-issued PIV badge.

If you go to the mobile registration center, you will have an appointment. The same process will occur once your appointment time begins.

13. After I am registered, when will I receive my new card?

If you registered at a mobile registration center (Building 924), your access card will be printed elsewhere and delivered to EHS Protective Services. EHS will contact you when it is ready to be picked up at Building 426, located at 426 Miller Drive, Frederick, MD.

If you register at the Nallin Farm Gate Visitor Control Center, you receive your access card there.

14. Does the Army-issued card expire?

Yes, the Army issued access card will expire during the same month listed on your NIH-issued PIV card. You can find the expiration date of your NIH-issued PIV card in the top right corner of your badge. In the future, when you obtain a new NIH-issued PIV card, you will need to visit the Nallin Farm Gate Visitor Control Center to obtain a new Army-issued access card.

15. What if I am retired military or already have a military issued Common Access Card, Uniformed Services ID card, or Family Member/Retired ID card that is registered in the Defense Enrollment Eligibility Reporting System?

You may have a valid military-issued card scanned at any gate to be registered, or visit the Nallin Farm Gate Visitor Control Center to register your valid military-issued identification card. This card may be used to gain entry to the base.

16. Will the Army be conducting vetting checks like they do for visitor passes? If yes, what happens if there is an issue with my vetting check?

Please be advised that at some time in the future (date uncertain), the Army will be conducting a vetting check to verify primarily criminal history, open arrest warrants, and other law enforcement lists. Several of the criteria used by the Army are different than what is used by the NIH to issue your NIH-issued PIV card. Most employees' background checks for their NIH-issued PIV cards cover a 5-year period. Examples of differences include:

- Certain criminal convictions going back indefinitely.
- Registered sex offenders going back indefinitely.
- Felony conviction within 10 years, regardless of offense or violation.
- Felony firearms or explosive violation going back indefinitely.

This process is still under development by Fort Detrick Army personnel , and further information will be provided at a later time. Vetting is not anticipated to be put into place for several months, and we will be provided adequate notification. However, be advised that if you forget your identification badge and go to the VCC for a visitor's pass, the vetting check will be conducted at that time.

17. What if I do not have an NIH-issued PIV card?

Speak to your Administrative Officer (AO) to determine if you are eligible to obtain an NIH-issued PIV card. If you are not, you will not be eligible to receive an Army-issued access pass. You will continue to obtain visitor passes through the VCC, and escorts will continue to be required. Visitor passes are typically valid for a maximum of 30 days.