DPSAC News

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DPSAC Posts Revised Guidelines for Requesting Badge Services at Remote Locations

For individuals who need NIH badge services but will not be working on an NIH campus or visiting an NIH campus, remote enrollment and issuance services may be the only option.

The Division of Personnel Security and Access Control (DPSAC) can help to coordinate non-routine enrollments (photo/fingerprints), badge issuance, and badge maintenance services with other HHS Operating Divisions for employees who reside in areas that are far removed from NIH campus locations.

HHS has Program Support Center (PSC) offices that offer badge services in the following cities: ***Boston, New York City, Philadelphia, Atlanta, Chicago, Dallas, Kansas City (MO), Denver, San Francisco, Seattle, Miami, Cleveland, Salt Lake City, and Irvine (CA)***. Additional locations may also be available on a case by case basis through other HHS Operating Divisions.

DPSAC recently revised its instructions for applying for remote badge services on its website at: https://www.ors.od.nih.gov/SER/DPSAC/BADGE/Pages/badgingremote.aspx. When these services are needed, Administrative Officers (AOs) should complete the "Request for Remote Badging Services form provided on that site and submit it to DPSAC so that the coordination and approval process can be initiated. See this website for other important Instructions for completing the application process.

DPSAC wants to remind servicing AOs that requests for remote services can only be submitted by the servicing AO or AT. Requests must be fully submitted and fully approved before any remote badging services are delivered**. Accurate email addresses and phone numbers are particularly important.**

Because **these requests require an extensive approval process which can be lengthy,** employees in remote locations who will be visiting an NIH campus for meetings, house-hunting, or other reasons prior to their official arrival for work are encouraged to take full advantage of NIH Enrollment and Badging services on NIH campuses.

DPSAC's main office in Bethesda is located in Building 31, Room 1B03 and takes routine walk-ins from 8:00 AM to 4:30 PM.