

Return Your Badge When Leaving NIH (continued)

The requirement to collect the badge as part of the check-out process for all employees, contractors and affiliates leaving NIH is stated in the NIH Policy Manual under ORH (2300-940-Clearance of Personnel for Separation), posted at: <http://oma.od.nih.gov/manualchapters/person/2300-940/>.

If moving from one IC to another, you may keep your HHS ID Badge/PIV card; however, you may need access to new physical locations. In that case your AO should contact: facilityaccesscontrol@mail.nih.gov.