

From: HSPD-12 Program Office

To: Administrative Officers

Subject: AOs are now required to sponsor Extended Visitor Badges

NIH has implemented new policies and procedures for issuing Extended Visitor Badges to individuals such as Service Providers, Board Members, Construction Workers, etc. who are not registered in NED. * **

In the past, any federal employee could sponsor someone for an Extended Visitor Badge. This sponsorship capability is now limited to AOs who are sponsors for PIV Badges. As a result, AOs may now receive requests to approve Extended Visitor Badges.

Please note that before an AO can sign off on the required Extended Visitor forms, s/he will need to be approved as a sponsor for PIV Badges.

How to find out if you have a Sponsor role in NED

AOs can quickly find out whether they have PIV Sponsor authority by going into their NED account and clicking on the 'Awaiting Sponsorship' button in under 'My Tasks' in the left navigation panel.

How to become a Sponsor

If you are not listed as having a sponsor role in NED, and you wish to become an AO Sponsor, you must complete the training found on DPSAC's website under the 'Training/Administrators' section at <http://go.usa.gov/fc2e> and fax the completion certificate to the HSPD-12 Program Office at 301-480-0108.

Upon receipt of the certificate, the Program Office will assign the Sponsor role to you in NED. If the fax doesn't go through, you should send the PIV Sponsor Certificate to Richard Taffet (Taffetr@mail.nih.gov) via e-mail.

Once you are updated in NED with the sponsor role, you will see the "Awaiting Sponsorship" button.

Please note: sponsorship of non-NIH personnel must include a justification statement by the AO sponsor as to why the individual requires employee-like access to the NIH campus.

* In compliance with Homeland Security Presidential Directive (HSPD)-12, NIH has implemented new background requirements for visitors requesting unrestricted access to NIH facilities. Before visitors can be issued an ID badge giving them access to NIH facilities, they must complete the Extended Visitor form that will be approved by an AO with PIV Sponsor authority and be fingerprinted.

** **The various categories of individuals who are eligible for an Extended Visitor Badge are identified on the revised badge request form [Authorization for Release of Information Form (Extended Visitor ID Badge Application)] posted at: <http://security.nih.gov/Pages/Home.aspx>.**