

## Badge Renewal Notice to Foreign Nationals

**\*\* If you have already coordinated your badge renewal with your AO, please disregard this e-mail.\*\***

Dear colleague:

You are receiving this notice because your HHS ID Badge will need to be renewed soon. It is important to coordinate your badge renewal activity with your Administrative Officer (AO) in order to avoid the temporary loss of your access privileges to the NIH campus and/or NIH networks.

**Your current ID badge will be immediately deactivated when your AO requests a new ID badge for you in the NIH Enterprise Directory (NED) due to limitations in the HHS card management system.**

### Steps You and Your AO Can Take to Avoid Loss of Access Privileges

The most important step is to coordinate your badge renewal with your AO. If your AO has not already received a request to process your ID Badge renewal, they will in the next two weeks. As soon as your AO approves that request, your current badge will be deactivated and you will receive an e-mail asking you to schedule your enrollment and issuance appointments for your new badge.

**The HSPD-12 Program Office is recommending that you schedule your badge enrollment and issuance appointments immediately after your AO approves your badge request in NED.**

You will want to get your new ID badge the same day that your AO approves the new badge. We strongly recommend that your AO approve your badge renewal task in the morning after you have arrived at NIH. This gives you an entire business day to obtain your new ID badge.

Our office recommends that you reach out to your AO **NOW** to remind him/her that your badge is coming up for renewal. You and your AO can then coordinate the day that the new badge request is approved by your AO. Planning in advance will ensure that your access privileges to the NIH campus and network systems continue uninterrupted.\*

Remember, you want to make sure that both you and your AO are prepared to coordinate your badge renewal activities **before he or she starts the badge renewal task for you**. You will want to be able to pick up your new badge on the same day that your current badge is deactivated.

By coordinating the timing of these two activities, the AO can help you obtain your new badge quickly and avoid any interruption to your access privileges at NIH.

If you have questions, please contact the ORS Personnel Security helpdesk at 301-402-9755 or [ORSPersonnelSecurity@mail.nih.gov](mailto:ORSPersonnelSecurity@mail.nih.gov).

Sincerely,

NIH HSPD-12 Program Office

\* Please note: a copy of this e-mail is being forwarded to your Administrative Officer. You should also take a copy of the e-mail to the Division of Personnel Security and Access Control (DPSAC) when you are ready to pick up your new badge.