ON DIS BADGE CLEARANCE FOR...

**Visiting Program (VP) Participants**

In general, DIS provides badge clearance for VP participants when (a) they check-in with DIS on their first day of work, and (b) DIS completes processing of a case request from the IC to renew the appointment.

**Contractors**

DIS also provides badge clearance for Contractors, Tenants and Volunteers from 1pm-3pm, Monday through Friday. We accept walk-ins during those hours, as well as electronic submissions (fax, SEFT) for individuals working at off-site locations. Information on DIS requirements is available on our website: https://www.ors.od.nih.gov/pes/dis/Contractors/Pages/default.aspx

**Green Card Holders and U.S. Citizens**

DIS does not provide clearance for Lawful Permanent Residents (LPRs, also referred to as green card holders) or U.S. Citizens (USC). If a NED record indicates DIS clearance is required for a known LPR or USC, please direct that individual to their AO to have the error in their NED record corrected. The AO will likely need to submit a service request with NED/CIT in order to void the erroneous record.

KEY TERMS

**Badge Clearance**

For DIS, this is the process of verifying an individual’s immigration documentation and work authorization and then entering both the Alien Authorized Work Until Date (AAWUD) and the Date Entered U.S. (DEUS) into NED.

**Significant Status**

Here we are referring to a status other than tourist (B-2/WT) or business visitor (B-1/WB). Typical prior significant statuses for VP Participants include F-1, J-1, or even H-1B.

**Visiting Program (VP)**

Intramural designations; typical examples include Visiting Fellow, Special Volunteer, Research Fellow, etc.

OTHER INFORMATION

**On Date Entered U.S. (DEUS)**

DIS will make a concerted effort to determine the DEUS in conversation/correspondence with the Foreign National (FN) as well as by cross referencing the documentation provided. We determine DEUS in the following way:

- First date of entry in a significant status, i.e. not as a tourist
- If there was a break of two years or more between significant statuses, the DEUS will be the initial entry date of the most recent status

**On Social Security Numbers**

When a FN is new to the U.S. and is eligible for a Social Security Number (SSN) (remember B-1s and WBs are not eligible), DIS advises that they wait 3 full days after the day they check-in to visit the Social Security Administration. We then advise them to inform their AO as soon as they receive the SSN so that their badging process can move forward. The physical SSN card is typically received in the mail 1-3 weeks after the FN applies.

**On Remote Badges**

Foreign Nationals working in NIH designations at a site other than NIH but within the U.S. require a case to be prepared for DIS. Normal case processing times apply. For Contractors, documents can be sent to DIS electronically (fax, SEFT) for clearance.

For individuals working outside of the U.S., DIS is not involved in the badge clearance process. Exemptions to the PIV badge requirement must be approved by the IC’s Executive Officer (EO) and submitted to the OCIO InfoSec program for review and final approval.

**Resolving Badge Related Issues**

Please note that DIS is only involved in the badging process to confirm immigration status and work authorization. Any other badge related inquiries should be directed to DPSAC and/or NED CIT.

For more information on DIS involvement in the badge process see ors.od.nih.gov/pes/dis/AdministrativeStaff/Pages/NED_Badges.aspx.

DIS Contact Information

Telephone: (301) 496-6166
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http://www.ors.od.nih.gov/pes/dis/Pages/default.aspx

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