ID BADGE
Re-Issuance Procedures

Replacing Badges is necessary when...
Lost or Stolen

Starts with Administrative Officer (AO)

• AO uses Modify function in NED to report the badge as lost/stolen

• Customer follows instructions from NED (must re-enroll if necessary)
Classification Changes

Starts with Administrative Officer (AO)

- AO uses Update menu to change classification in NED and sponsors customers for a new ID Badge
- Customer follows instructions from NED (must re-enroll if necessary)
Stops with Administrative Officer (AO)

Renewal task is auto-generated in the Administrative Officer (AO) NED Inbox (42 days prior to expiration of the current badge)

- AO completes badge renewal task
- Customer follows instructions from NED (must re-enroll if necessary)
Broken or Damaged

Starts with Access Control

• Customer reports to Access Control with the broken (damaged) badge
• Access Control will determine if existing badge needs to be replaced
• Access Control will issue a new badge for those that cannot be repaired
Name Changes

Before Sponsorship: starts with AO
After Sponsorship: starts with DPSAC
After Enrollment: starts with DPSAC
After Issuance: starts with AO

Legal name change: Used only after badge issuance
• Customer contacts AO to request name change
• AO must approve and sponsor the legal name change

Name corrections: All changes curing a badge process are considered name corrections
1. Before Sponsorship: the AO should make the changes
2. After Sponsorship: the Enroller should make the change to reflect the two forms of ID. This overwrites the NED data
3. After Enrollment the person should re-enroll and the name should be changed to match the two forms of ID. This will overwrite the NED data
4. After Issuance this is considered a legal name change
http://idbadge.nih.gov

Personnel Security
Helpdesk: 301-402-9755
Appointment Line: 301-496-0051
E-mail: orspersonnelsecurity@mail.nih.gov

Access Control
Helpdesk: 301-451-4766
E-mail: facilityaccesscontrol@mail.nih.gov