



## NIH Badging Authority by Classification

Classification <sup>1</sup>	Description	NED record <sup>2</sup>	Badging Authority <sup>3</sup>	HHS ID Badge <sup>4</sup>	NIH ID Badge <sup>5</sup>
Employee (NIH FTE)	<ul style="list-style-type: none"> <li>• General Schedule (GS)</li> <li>• Senior Executive Service (SES) (ES)</li> <li>• Commissioned Corps (CC)</li> <li>• Title 42 (AD)</li> <li>• Experts (Title 32) (EE)</li> <li>• Senior Leaders (SL)</li> <li>• Senior Biomedical Research Service (SBRS) (RS)</li> <li>• Scientific and Professional (ST)</li> <li>• Wage Grade (WG)</li> <li>• Wage Leader (WL)</li> <li>• Wage Supervisor (WS)</li> <li>• Intermittent student employee</li> </ul>	<b>Yes</b>	<b>DPSAC</b>	<b>X</b>	
Contractor	Non-NIH employees paid by NIH for services rendered via a procurement vehicle. <ul style="list-style-type: none"> <li>• Construction management personnel</li> <li>• Shuttle bus drivers / Parking attendants</li> <li>• Clinical / Research / Administrative staff</li> <li>• Housekeeping staff</li> </ul>	<b>Yes</b>	<b>DPSAC</b>	<b>X</b>	
Fellow	Individuals who receive NIH stipends. Include: <ul style="list-style-type: none"> <li>• Intramural Research Training Award (IRTA) Fellows</li> <li>• Cancer Research Training Award (CRTA) Fellows</li> <li>• Visiting Fellows</li> </ul>	<b>Yes</b>	<b>DPSAC</b>	<b>X</b>	
Guest Researcher	Non-NIH individuals (scientists, engineers, and students) permitted to engage in scientific studies and investigations using NIH facilities. They provide no direct services to NIH.	<b>Yes</b>	<b>DPSAC</b>	<b>X</b>	
Special Volunteer	Non-paid individuals who provide research services, direct patient care, clerical support, technical assistance, or any other necessary services for NIH. Examples include former NIH scientists who continue to collaborate with NIH colleagues on NIH research projects.	<b>Yes</b>	<b>DPSAC</b>	<b>X</b>	
Collaborator (Clinical and non-Clinical)	A non-NIH employee or trainee, employed by or associated with an outside organization, who performs clinical and/or non-clinical research or rotations at or for NIH pursuant to an agreement (e.g., individuals on a CRADA or other types of agreements).	<b>Yes</b>	<b>DPSAC</b>	<b>X</b>	
Tenant <sup>6</sup>	FDA employees - DPSAC will check PIPS for the completed investigation. <sup>7</sup>	<b>Yes</b>	<b>DPSAC</b>		<b>X</b>
	<ul style="list-style-type: none"> <li>• Child Care Center employees</li> <li>• Credit Union employees</li> <li>• R&amp;W employees</li> <li>• Children's Inn employees</li> <li>• Cafeteria workers</li> </ul>	<b>Yes</b>	<b>NIH PD</b>		<b>X</b>
Summer Student	Temporary, full and part-time NIH employee summer hires (here for summer months only).	<b>Yes</b>	<b>NIH PD</b>		<b>X</b>
Special Government Employee (SGE)	Member of an NIH Advisory Council, Board of Scientific Counselors, or Program Advisory Committee	<b>Yes</b>	<b>NIH PD</b>		<b>X</b>
Volunteer	Non-paid individuals who work for NIH on NIH programs (includes Clinical Rotators). Examples include Red Cross, Sunday supper providers at the Children's Inn, pet therapists, volunteer interpreters, etc.)	<b>Yes</b>	<b>NIH PD</b>		<b>X</b>
NIH Resident	Non-NIH employees who reside on the NIH campus.	<b>No</b>	<b>NIH PD</b>		<b>X</b>
Extended Visitor	<ul style="list-style-type: none"> <li>• Patients / Protocol participants</li> <li>• Patient visitors / escorts</li> <li>• Child transportation visitors</li> <li>• Board / council members (non-SGE)</li> <li>• Foundation for Advanced Educational Sciences (FAES) individuals</li> <li>• Retiree / Alumni</li> <li>• Blood &amp; Platelet donors</li> <li>• NLM visitors</li> <li>• Latch key children</li> <li>• Community liaison</li> </ul>	<b>No</b>	<b>NIH PD</b>		<b>X</b>
Service Provider	Individuals who provide services at NIH (not an employee or contractor) (Ex. UPS/FedEx deliveries; photocopier repairs; sales reps)	<b>No</b>	<b>NIH PD</b>		<b>X</b>
Construction & Grounds Maintenance <sup>8</sup>	Non-NIH employees paid for construction or grounds maintenance related services.	<b>No</b>	<b>NIH PD</b>		<b>X</b>

<sup>1</sup> Individuals who are not US citizens or lawful permanent residents must be processed by the Division of International Services (DIS) prior to security processing by the NIH Police Department (**NIH PD**) or the Division of Personnel Security and Access Control (**DPSAC**).

<sup>2</sup> This column indicates whether the individual needs to be entered into the NIH Enterprise Directory (NED).

<sup>3</sup> The badging authority is the organization responsible for coordinating the necessary background check and authorizing the issuance of an ID badge.

Please note the following exceptions:

a) Any classification who requires logical access ONLY will be subject to a name check administered by the NIH Police.

b. Any classification who requires physical access for LESS than six months will be subject to a name check administered by the NIH Police.

<sup>4</sup> Smart card ID badge (Personal Identity Verification card) managed by HHS. Recipients must undergo a National Agency Check with Inquiries (NACI) at a minimum.

<sup>5</sup> Radio-frequency identification (RFID) enabled badge. Recipients must undergo a name check or fingerprint check.

<sup>6</sup> Non-FDA tenants are entered into NED and/or sponsored for an NIH ID Badge by the Division of Amenities and Transportation Services (DATS).

<sup>7</sup> Required background investigation conducted by the Food and Drug Administration (FDA). DPSAC verifies results and issues an NIH ID Badge.

<sup>8</sup> These individuals will receive a non-RFID enabled badge (will not allow access to perimeter gates or facility doors) that is used for identification only. Recipients must undergo a name check.