

NOAA Contractor Badging Process

These instructions outline the NOAA Common Access Card (CAC) process. If you have specific questions please reach out to your Contract Officer Representative (COR) and/or Task Manager (TM).

It is important to note that contractors cannot be onboarded until NOAA Office of Security has issued a signed CD-591 form.

NLK allows two building access badges (not CACs) for principals on each NLK core contract. These building access badges are issued for one year – with extensions applicable through the life of the contract.

STEP 1 – Form Completion

ALL FORMS MUST BE TYPED

- a. **Security Coversheet / Request for Investigation Coversheet** (ALL Sections of the form MUST be completed—do not leave anything blank, unless otherwise stated. You may use “not applicable” or “n/a” as a response) **DO NOT SIGN OR DATE THIS FORM**

Completed by Contractor		Completed by Task Manager (TM) / Contracting Officer's Representative (COR)																			
U.S. Department of Commerce - Office of Security Security Coversheet / Request for Investigation Coversheet																					
Date: 																					
Status:		<input type="radio"/> Volunteer/Student <input type="radio"/> Federal Employee <input checked="" type="radio"/> Contractor <input type="radio"/> Foreign National *(See Note 3)																			
Bureau / Line Office																					
Legal Name (First, Middle, Last)																					
Other Names Used (example: Maiden Name)																					
Social Security Number		Gender <input type="radio"/> Male <input type="radio"/> Female	Date of Birth (MM/DD/YYYY)																		
Place of Birth (City, State, Country)																					
Country of Citizenship		Dual Citizenship																			
Subject's Email Address																					
Visa Number		Alien Registration Number																			
Position Title																					
Geographic Code (If Employee)		Nature of Action Code (If Employee)																			
Duty Station (complete address)																					
Start Date (EOD)		End Date																			
Contract Company		Contract Number																			
Supervisor / COR		Supervisor's / COR's Phone #																			
HR/COR/Sponsor Email																					
HR/COR/Sponsor Signature																					
Previous Federal / DOC Work Dates																					
Type of investigation (check one)		<input type="radio"/> Prints (less than 30 days) <input type="radio"/> ANACI <input type="radio"/> SAC (less than 179 days) <input type="radio"/> MBI <input type="radio"/> NACI <input type="radio"/> BI <input type="radio"/> CNACI <input type="radio"/> SSBI																			
Position Sensitivity (check one)		<input type="radio"/> Low Risk <input type="radio"/> Noncritical-Sensitive <input type="radio"/> Moderate Risk <input type="radio"/> Critical-Sensitive <input type="radio"/> High Risk <input type="radio"/> Special-Sensitive																			
Mandatory Financial Fields for Processing Background Investigations																					
Treasury Account Symbol (TAS) <small>*fill in all active fields</small>		<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th>SP</th> <th>ATA</th> <th>AID</th> <th>BPOA</th> <th>EPOA</th> <th>A</th> <th>Main</th> <th>Sub</th> <th>Format</th> </tr> <tr> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> </tr> </table>		SP	ATA	AID	BPOA	EPOA	A	Main	Sub	Format									
SP	ATA	AID	BPOA	EPOA	A	Main	Sub	Format													
Accounting Data		Organization code Project code																			



- i. Link: <http://www.wrc.noaa.gov/wrso/forms/OSY%20Action%20Request.pdf>
- ii. Status: Contractor

NOAA Contractor Badging Process

- iii. Complete Dual Citizenship, Visa Number, and Alien Registration Number, if applicable (otherwise, enter N/A)
- iv. Position Title: Provide your Contractor or Subcontractor Position/Title (e.g., Consultant, Director)
- v. Geographic Code: Leave blank
- vi. Nature of Action Code: Leave blank
- vii. Duty Station: Your Duty Station is the building location and any associated identifier (e.g., SSMC3). If you are working remotely, list the building location that you are supporting.
- viii. Start Date: Provide your start date on the NOAA account
- ix. End Date: Provide overall end date of the NOAA task order to which you are assigned
- x. Contract Company: Your Company's name
- xi. Contract Number: This should be obtained from your on-site Task Manager or Program Manager
- xii. Supervisor and Supervisor's Phone: Enter your TM/COR/Sponsor Information
- xiii. Please do not sign in the locations specified for Sponsor/COR signatures, leave blank
- xiv. Include any previous DOC (Department of Commerce) assignments and Federal/DOC Work Dates, if applicable
- xv. Type of Investigation: Leave blank
- xvi. Position Sensitivity: Leave blank
- xvii. Treasury Account Symbol: Leave blank
- xviii. Organization Code: Leave blank
- xix. Project Code: Leave blank
- xx. If special access is required (e.g., locked office suite), indicate on the form
- xxi. TM/COR will use the Position Designation Tool to determine Type of Investigation
<https://www.opm.gov/investigations/background-investigations/position-designation-tool/pdt/home/index>

b. OF306, Declaration of Federal Employment, October 2011 version

- i. Link: <http://www.osec.doc.gov/osy/NOAA/Forms/of0306.pdf>
- ii. Read through all instructions and statements
- iii. Complete #1-17a
 - Provide full name
 - Indicate if "Initial only" or "No Middle Name"
 - Remember to sign and date
 - If you respond "Yes" to questions 9 – 15 you must provide a detailed explanation – per the instructions in box 16.

c. Fair Credit Reporting Form – required for Moderate or High Security Clearance positions

- i. COR/TM should ensure the Name of Requesting Agency reads "Department of Commerce CSSD/ERSO (NOAA)" in order to authorize credit report release
- ii. Link:
<http://www.wrc.noaa.gov/wrso/forms/FAIR%20CREDIT%20REPORTING%20ACT%20OF%201970.pdf>

NOAA Contractor Badging Process

d. CD-591 Department of Commerce PIV Request

FORM CD-591
10/05

U.S. DEPARTMENT OF COMMERCE

Completed by Contractor
Completed by Task Manager (TM) / Contracting Officer's Representative (COR)
Completed by Office of Security

Department of Commerce Personal Identity Verification (PIV) Request

A. PIV Request & Source Document Confirmation (To be completed by Sponsor)

- 1. Replacement card? No Yes 1a. Reason for Replacement _____
- 2. Background investigation completed. No Yes Type/Date Completed _____ (If Yes, skip to Line 4 below)
- 3. Background investigation package complete? Yes (Required for new cards only)

Applicant Information

- 4. Type: Employee Contractor Affiliate/Guest/Other

- 5. Name (Last, First, Middle) _____
- 6. Applicant ID Number (from Training Certificate) _____
- 7. Position or Title _____
- 8. Organization _____
- 9. Work Phone _____ 10. Email _____

Sponsor Information

- 11. Sponsor ID Number _____
- 12. Name _____

I agree to sponsor the above Applicant for a PIV card and certify that the information is accurate to the best of my knowledge.

- 13. Sponsor Signature _____ 14. Date (mm/dd/yyyy) ___/___/___

B. Identity-Proofing (To be completed by Sponsor, Enrollment Official, or Registrar)

- 15. I-9 Form Attached? Yes
- 16. Copies of ID Source documents attached? Yes
- 17. Did Applicant present two forms of identification, one of which was a photo ID issued by a state or the Federal government? Yes

Identity Proofer Information (If Applicable)

- 18. Identity Proofer ID Number _____
- 19. Name _____

I certify that the above Applicant appeared before me and presented two ID source documents, which appeared to be genuine.

- 20. ID Proofer Signature _____ 21. Date (mm/dd/yyyy) ___/___/___
Signed by Sponsor / Enrollment Official (circle one)

C. Card Approval (To be completed by Registrar, after Sections A & B are completed)

Based on NAC / NACI / FBI Fingerprint Check Results (Circle one)

- 22. Date Completed (mm/dd/yyyy) ___/___/___
- 23. Favorable? Yes No (If no, notify Sponsor for adjudication decision)
- 24. Comments _____

Registrar Information

- 25. Register ID Number _____
- 26. Name _____

I hereby Approve Disapprove issuance of a PIV card to the above-named Applicant.

- 27. Registrar Signature _____ 28. Date (mm/dd/yyyy) ___/___/___

D. Card Details (To be completed by Final Issuer after Section C has been completed)

- 29. Name on Card _____
- 30. Agency PIV Card Number _____
- 31. Card Expiration Date (mm/dd/yyyy) ___/___/___

Issuer Information

- 32. Issuer ID Number _____
- 33. Name _____

I acknowledge issuance of a PIV card to the Applicant identified above based on verification of the Applicant's identity and the above Registrar's issuance approval.

- 34. Issuer Signature _____ 35. Date (mm/dd/yyyy) ___/___/___

E. Applicant Acknowledgement (To be completed by Applicant, after Section D is completed)

I, the Applicant, confirm receipt of the PIV card identified above, verify that the information is accurate to the best of my knowledge, and agree to abide by all rules and responsibilities associated with this card.

- 36. Applicant Signature _____ 38. Date (mm/dd/yyyy) ___/___/___

Upon completion, return this form to the Registrar

- i. Link: <http://www.osec.doc.gov/osy/NOAA/Forms/CD591.pdf>

NOAA Contractor Badging Process

- ii. Complete Section A ONLY
 - iii. Contractor completes numbers 5-10
 - Item 5: Enter name (Last, First, Middle)
 - Item 6: Enter N/A
 - Item 7: Provide your contractor or subcontractor position/title
 - Item 8: Enter NOAA organization to which you will be assigned
 - Item 9: Enter personal phone number
 - Item 10: Enter personal email address
 - iv. COR/TM complete numbers 11-14
 - Item 11: Enter Sponsor ID Number (if needed, refer to <http://www.osec.doc.gov/osy/HSPD-12/Sponsors.html> to obtain one)
 - Item 12: Enter Name
 - Item 13: Signature (Electronic signature is acceptable)
 - Item 14: Enter date signed
 - v. Leave the following sections blank: B, C, and D (these sections will be completed by the TM/COR or Security Office)
 - vi. Section E, items 36 and 38, will be signed at the CAC card appointment.
- e. Provide Two (2) Forms of Government Issued unexpired ID**
- i. **Acceptable Forms of Primary ID:** U.S. Passport, Driver's License, State-Issued Photo ID, Military ID, Military Dependent ID
 - ii. **Acceptable Forms of Secondary ID:** U.S. Social Security Card, Birth Certificate (original or certified copy), Federal/State/Local Government Agency ID, Voter Registration Card
 - iii. **If the address on your license is NOT your current address, please provide this information when submitting your documentation.**
- f. Form DD-254** (if required for higher level security clearances)
- i. Link: <http://www.dtic.mil/whs/directives/forms/eforms/dd0254.pdf>
 - ii. **NOTE: DD-254 forms and requirements documents (PWS, SOW, SOO) for contracts requiring personnel with higher level security clearances must be approved by the DOC Office of Security**
- g. Resume**
- h. TM/COR will attach Position Designation Tool printout**

STEP 2 – Form Submission

The contracting company should forward all documents to the COR/TM via **Accellion**, hand deliver or fax. Once all forms have been received they will be reviewed for accuracy and the company POC will be notified of the next steps. Keep a copy of the forms for your records.

STEP 3 – Fingerprinting

Fingerprint appointments can be scheduled via the NOAA Security Badging Portal at: <https://booknow.appointment-plus.com/9rg16zqm>

NOAA Contractor Badging Process

The SSMC Badging Office requires a federal government sponsor to escort a contractor to the badging office for fingerprints. Please be sure to coordinate the fingerprint appointment with the COR/TM.

- a. Fingerprint appointments take place at the **NOAA Badging Office, SSMC3, Room 1106 in Silver Spring, MD**, 7:00 a.m. – 5:30 p.m. (Closed 12:00 p.m. to 1:00 p.m. daily). The COR/TM should provide the Badging Office with all of the documents.

For those contractors not located on the SSMC Campus they will need to submit two (2) hard copy Fingerprint Cards – Form FD 258.

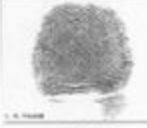
- a. The COR/TM will provide the contractor with the fingerprint cards. Fingerprints can often be taken at the police station or on a military base for a nominal fee.
- b. **NOTE:** NOAA does not reimburse the contractor or contracting company for the fingerprint fee.

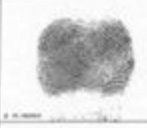
Sample FBI Fingerprint Card


(The information may be typed or legibly printed)

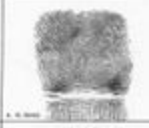
This is an example of a properly completed FBI card. There should not be any marks in the categories above that are identified as "Leave Blank." Every other category **MUST** be completely filled out with the appropriate information.


APPLICANT	LEAVE BLANK	LAST NAME	FIRST OR PRINT ALL INFORMATION IN BLOCK	FBI	LEAVE BLANK
	Leave Blank		Teacher, Theresa C.		Leave Blank
RESIDENCE OF APPLICANT (PRINT FULL ADDRESS)		CLASS	AREA	STATE OF BIRTH	DOB
			Formerly: Theresa Smith		12/31/70
RESIDENCE OF SPONSOR (PRINT FULL ADDRESS)		IDENTIFICATION NUMBER	NY9219-02	NY STED Dept-FPU	ALBANY, NY
318 School Street Hometown, NY 13111		CITIZENSHIP	US	RACE	SEX
DATE OF BIRTH	SIGNATURE OF APPLICANT (PRINT FULL NAME)	HEIGHT	WEIGHT	HAIR	EYES
5/01/02		5'7"	155	Gr	Bro
WORKING ADDRESS	WORKING ADDRESS	WORKING ADDRESS	WORKING ADDRESS	WORKING ADDRESS	WORKING ADDRESS
	(if applicable) Smart Falls Central School Dist Smart Falls, NY 13111				
WORKING ADDRESS	WORKING ADDRESS	WORKING ADDRESS	WORKING ADDRESS	WORKING ADDRESS	WORKING ADDRESS
	Leave Blank				
WORKING ADDRESS	WORKING ADDRESS	WORKING ADDRESS	WORKING ADDRESS	WORKING ADDRESS	WORKING ADDRESS
	Leave Blank				
WORKING ADDRESS	WORKING ADDRESS	WORKING ADDRESS	WORKING ADDRESS	WORKING ADDRESS	WORKING ADDRESS
	Leave Blank				



L. I. THUMB



R. I. THUMB

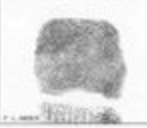

L. I. INDEX

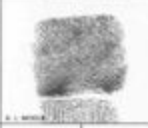

R. I. INDEX



L. I. MIDDLE



R. I. MIDDLE



L. I. RING



R. I. RING



L. I. PINKY



R. I. PINKY



L. I. PINKY


R. I. PINKY


L. I. THUMB


R. I. THUMB


L. I. THUMB


R. I. THUMB

Do not make any stray marks or use a highlighter on the card.

Failure to complete the card properly will result in rejection of the card and a significant delay in processing.

- c. The contractor should return the Fingerprint cards to the COR/TM. The COR/TM will forward the cards and the Security documents to the Silver Spring Badging Office for processing.
- d. The Security Office will notify the COR/TM/Sponsor once the contractors fingerprints have been cleared. Once the prints have been cleared the COR/TM/Sponsor can proceed to the next steps.
- e. **NOTE:** Allow at least 7 days for the fingerprint process – from scheduling to clearance.

NOAA Contractor Badging Process

STEP 4 – Electronic Questionnaire for Investigation Processing (e-QIP)

Once fingerprints have cleared, the contractor will receive an **e-QIP Questionnaire (e-QIP Request)** to their personal email address. This step is initiated by the Federal Task Manager/COR/POC (if granted e-QIP system authority) or the NOAA Office of Security.

- a. **ALL** sections of the e-QIP must be completed.
- b. Once completed the contractor should notify the person who initiated the e-QIP.
- c. The e-QIP is then reviewed for accuracy.
- d. The e-QIP is released to OPM for further clearance.
- e. Once released to OPM the NOAA Security Office provides the COR/TM/Sponsor with a signed CD-591 form that is required for CAC issuance.
- f. The COR/TM/Sponsor provides the Trusted Agent with the completed Security Package and the signed CD-591.
- g. **Once the COR/TM/Sponsor receives the signed CD-591 from from Security, you may report to work.**
- h. **NOTE:** In the event that you have previously completed a background check, please provide the following information to your COR/TM/Sponsor:
 - i. Name of last Federal Agency where you worked
 - ii. Last date (mm/dd/yy) of Federal employment or last day of Federal contract

STEP 5 – New Employee Technology Form

The COR/TM/Sponsor responsible for completing and submitting the New Employee Technology Form

- a. Link: http://nrc.iso.noaa.gov/documents/New_Employee_Technology_Form.pdf
- b. Work with Task Lead to identify any Government Furnished Equipment (GFE) needs
- c. COR/TM/Sponsor completes and submits form to NOAA Service Desk (NSDesk@noaa.gov)

STEP 6 – NOAA Email Address

Set Up **NOAA Email Address** (required for a CAC to be issued)

- a. All of Step 5 must be completed
- b. The COR/TM/Sponsor works with NSDesk to coordinate email login with contractor.
- c. Respond to NOAA Service Desk when requested to call office to obtain email information

NOAA Contractor Badging Process

- d. Receive email ID and password
- e. Enter email ID and password at gmail.com

STEP 7 – Trusted Agent Security System (TASS) Account Creation

The Trusted Agent will enter the contractor's information into TASS system.

- a. All of Step 6 must be completed

STEP 8 – CAC Card Appointment

CAC Appointment Scheduler

- a. Schedule CAC appointment
 - i. Contractor in the Silver Spring commuting area:
<https://booknow.appointment-plus.com/9rg16zqm>
 - ii. Contractors outside of Silver Spring commuting area:
Rapids Link: <https://rapids-appointments.dmdc.osd.mil/>
 - iii. Complete NOAA IT Security Awareness Training (take down completion number)
 - iv. **Must complete within two (2) days** of establishing NOAA email account
- b. Send IT Security Awareness completion number to Contractor Task Lead

STEP 9 – CAC Card Login Information

CAC Card Login Information

- a. All of Step 8 must be completed
- b. Create Accellion account using NOAA email
 - i. Accellion Link: <https://sft2.doc.gov/courier/web/1000@/wmLogin.html>
- c. Receive CAC application via Accellion account
- d. **Complete CAC application within seven (7) days**; if application is NOT completed within seven (7) days, it will expire

STEP 10 – CAC Appointment

CAC Appointment

- a. Attend appointment to receive CAC