

The process of obtaining a NOAA ID Badge:

The NOAA ID Badge is required to enter all NOAA facilities during the 10-week summer internship. Therefore, student scholarship recipients must adhere to Federal Security Procedures to obtain a NOAA ID Badge. All student scholars must:

1. Complete the applicant **The Personal Identity Verification (PIV) Applicant** Training at:

<https://securityexchange.osec.doc.gov/cgi-bin/qwebcorporate.dll?idx=uvppt5>

- Enter your full legal name
 - Contact information – enter “n/a”.
 - Under Status with the Department of Commerce, SELECT "I am a prospective contractor"
 - Leave Duty Station blank
 - For Bureau/Office, SELECT "NOAA"
 - Under PIV Sponsor's information, INPUT the following:
 - Sponsor's First Name: Chantell
 - Sponsor's Last Name: Haskins
 - Sponsor's email: Chantell.Haskins@noaa.gov
 - Sponsor's phone number: (301) 713-9437
 - SELECT "NEXT" to complete the training,
 - **PRINT the certificate indicating course completion. Once "SUBMITTED" there is no way to go back to print the certificate. Therefore, be sure to print the certificate first. You will need the Applicant ID Number from the Training Certificate to complete the PIV form (refer to step 2).**
 - SELECT "SUBMIT" - if the training has been successfully completed, users will be directed to the Department of Commerce security homepage, indicating that this portion is complete.
2. Complete the **Personal Identity Verification (PIV) Request Form** (Form CD-591), answering questions 5 through 9. **Do not** fill in any other questions on this form. This form will be made available if you forget to bring it to Silver Spring.
3. Complete the **Special Agreement Check (SAC)** form, answering questions 1 through 6 and filling out Date of Birth (DOB), Place of Birth (POB) City, State, Country, Social Security Number (SSN) and Citizenship toward the bottom of the page only (**yellow highlighted items**). **Do not** fill in any other questions on this form. This form will be made available if you forget to bring it to Silver Spring.

4. Complete the **New Badge Form (Security Coversheet/Request for Investigation Worksheet)**, filling out Name, Other Names Used, Social Security Number (SSN), Gender, Email Address, Date of Birth (DOB), Place of Birth (POB), Previous DOC Assignment (if any), Previous Federal/DOC Work Dates (if any).
5. Complete the **Declaration for Federal Employment** (Form 306) (**the shaded areas**), sign as an applicant.
6. Make a **photocopy of two forms of picture identification such as your driver's license, passport and/or college ID card.**
7. Compile a one page resume.

Bring all forms to NOAA's mandatory orientation program on May 29, 2012, (including the completed PIV Applicant Training Certificate, completed PIV Request Form, completed SAC Form, completed Declaration for Federal Employment Form 306, New Badge Form (Security Coversheet/Request for Investigation Worksheet), and 2 forms of picture ID, and your resume).