

**Office of Research Services (ORS)
Office of Defensive Counterintelligence and Personnel Security (ODCPS)**

Division of Personnel Security (DPS)

Clinical Fellow Screening Requirements

2026

Mission

The **NIH Division of Personnel Security (DPS)** is a Division of the **Office of Defensive Counterintelligence and Personnel Security (ODCPS)** within the **Office of Research Services (ORS)**.

Under delegated authority from the **U.S. Office of Personnel Management (OPM)**, DPS is responsible for ensuring all NIH employees, contractors, and affiliates are appropriately vetted according to federal standards to ensure they protect the **integrity** and promote the **efficiency** of the NIH mission, service and operations.

DPS responsibilities include Prescreening employment applications, verifying personal identity, processing background investigations and continuous vetting, processing HSPD-12 badge requests and conducting suitability adjudications for the NIH workforce to ensure adherence with federal regulations, to include:

- **Title 5, Code of Federal Regulations (CFR), Part 731, Suitability** (a.k.a. 5 CFR 731)
- **Homeland Security Presidential Directive (HSPD)-12 - Policy for a Common Identification Standard for Federal Employees and Contractors**
- **FIPS-201-3 Personal Identity Verification (PIV) of Federal Employees and Contractors**

- Visit our [Contact](#) page for **PIV Card Issuance Facility (PCIF) locations, hours of operation, directions/maps** and other helpful information.
 - **DPS Main Office:** 9000 Rockville Pike, Building 31, Room 1B03, Bethesda, MD 20892
 - **DPS Helpdesk #:** (301)-402-9755
 - **Email:**
ORSPersonnelSecurity@mail.nih.gov (for general inquiries)
ORSeApp@mail.nih.gov (for eApp assistance)
- PCIF Locations within the DC Metro Area:
 - NIH Bethesda Campus, Bldg 31 Rm 1B03 (*Main office, all services*)
 - CC/CRC/Bldg 10 (South Lobby) (*Badge Enrollment & Issuance only*)
 - NCI, 9601 Medical Center Dr, Rockville, MD (*Badge Enrollment & Issuance only*)
 - NIAID, 5601 Fishers Lane, Rockville, MD (*Badge Enrollment & Issuance only*)
 - NIA/NIDA/ORF/NHGRI, Bayview Research Center, Baltimore, MD (*Badge Enrollment & Issuance only*)
 - NCI, Frederick National Lab for Cancer Research, Frederick, MD (*Badge Enrollment & Issuance only*)
- Other PCIF Locations outside of the DC Metro Area:
 - NIEHS, Research Triangle Park, NC (*Badge Enrollment & Issuance only*)
 - NIAID, Rocky Mountain Labs, Hamilton, MT (*Badge Enrollment & Issuance only*)
 - NIDDK, Phoenix Epidemiology Clinical Research Branch, Phoenix, AZ (*Badge Enrollment & Issuance only – Note: for this location only, Badge Enrollment and Badge Issuance appointments cannot be done on the same day*)



NED Sponsorship: Get Your Clinical Fellows Ready For Their EOD on July 1, 2026

*Please check on fellows regularly to ensure
completion of Prescreening requirements!*

To avoid delays in processing of Clinical Fellow (CF) badge requests by the desired July 1 start date, please ensure:

- All Clinical Fellows are registered and sponsored for an NIH badge in NED no later than **May 1, 2026 (8 weeks prior to EOD)**. This kicks off the [DPS Prescreening](#) process. Be sure to consider additional processing time required for coordination of rotational duties.
 - Clinical Fellows Rotating to Walter Reed will need to be sponsored in NED with their PSL updated to Tier 3 (T3) with a justification “WRNMMC Access” no later than 3 months prior to rotation start date, for access to medical records.*
- Ensure the CF's **email address** in NED is correct. Have fellows actively check for emails from DPS after they are sponsored in NED and/or validated by DIS.
- Consider additional processing time for non-U.S. Person CFs, as they require pre-registration and approval by Visit NIH (VAMI), and must have their lawful employment status validated by the NIH Division of International Services (DIS) **before** DPS processes their badge. Note: DIS validation & a valid U.S. SSN is required for DPS Processing.
- Clinical Fellows must complete all DPS Prescreening requirements no later than **June 1, 2026 (4 weeks prior to EOD)**:
 - Complete Background Investigation (eApp) and required forms (i.e. OF-306, Resume, etc.) within **7 days** of notice.
 - Completion of Fingerprinting for Prescreening – the fellow should schedule appointments within **7 days** of notice, if possible. **Fieldprint is available for clinical fellows who are not local to the DC metro area. More information is shared under [Fingerprint Services](#).**
 - Completion of Enrollment (Photo & Fingerprinting for Badge) – whenever the fellow is READY FOR ENROLLMENT IN NED, they can travel to NIH PCIF.
 - The fellow's AO/supervisor must actively check on their fellows to ensure completion of DPS requirements.

DPS Process Overview



What is Prescreening?

Prescreening is the process of collecting preliminary information such as **fingerprints, identity verification, background information** and forms to determine if an individual is eligible to receive an interim NIH PIV badge and/or, cleared to be appointed to their position at the NIH. (*The statutes that govern prescreening requirements for PIV Badge Issuance can be found in HSPD-12, FIPS-201-3.*)

All individual must complete the **DPS Prescreening** process favorably before being authorized for an NIH PIV/RLA badge, a final offer for employment or being given access to federal facilities or information systems. **DPS will not be able to process badge or background investigation requests if applicants fail to respond or complete the requested information.**

DPS can only begin the Prescreening process after an individual receives a **conditional offer for employment**.

Why does DPS conduct Prescreening and background investigations?

- DPS is **required** under delegated authority from OPM, and in adherence with federal law, to ensure the applicant is not going to pose a risk to the life, safety or health of NIH staff or to the integrity and efficiency of the NIH service and mission.
- Prescreening ensures all candidates are properly vetted prior to being issued a Final Offer letter (for Federal Applicants) or granted physical & logical access to NIH.

Completion of Prescreening & Badging is a Condition of NIH Employment

Prescreening Steps

What is included in the Prescreening process?

1. DPS checks of federal databases to determine if the applicant has a suitable background investigation on file that meets/exceeds their Position requirement at NIH:
 - If **NO**: DPS will initiate a **new background investigation** via **eApp** and the individual will need to complete an eApp along with other prescreening requirements favorably to be authorized for their badge.
 - If **YES**: DPS will collect Prescreening and attempt to use the prior background investigation (Prescreening collection required to determine reciprocal acceptance of prior investigations).
2. DPS must receive the following requirements from applicants within 7 days of notice:
 - **eApp** (if new investigation required)
 - **OF-306 Declaration of Federal Employment** (FTE new hire will complete in USA Staffing)
 - **Resume/Employment History**
 - **Fingerprinting** (options available)
 - **Other sources of suitability information** (i.e. court documentation for arrest, etc. or ink fingerprint cards and state forms for childcare law checks)
 - **Badge Enrollment** (when prompted & when NED says “Awaiting Enrollment”)
3. Once all documentation collected from applicant, DPS will conduct a review to determine the applicant's eligibility for a badge, and/or (preliminarily) suitability for employment pending the results of the background investigation.

Factors that can delay the DPS Prescreening process and EOD readiness:

- ✓ AO delayed NED Registration and Badge Sponsorship (i.e., done too closely to the fellow's EOD/start date and not providing enough time for DPS processing. Sponsorship should be completed 6-8 weeks prior to start date).
- ✓ Position Designation Tool (PDT) was not complete (i.e., contains missing fields or errors, or investigation tier not matching NED).
- ✓ NED data-entry was inaccurate (i.e., incorrect applicant email address, SSN, Legal Name, Place of Birth, Citizenship, Lawful Permanent Resident status).
- ✓ Lack of communication and coordination between the Institute, Center, and Office (ICO), Program Office, the AO and DPS.
- ✓ Fellow did not provide their resume, OF-306, fingerprints, or eApp submission within 7 days of notice.
- ✓ Fellow made errors in eApp/paperwork and did not complete the requested eApp corrections (*please carefully read all instructions from DPS*). If suitability issues are disclosed/developed on Prescreening paperwork, these may take additional time to mitigate.
- ✓ Fellow was not responsive to DPS requests (not checking email, incorrect applicant email listed, etc.). DPS will escalate to AO if no response received. Fellow won't be eligible for PIV badge/Prescreening clearance until DPS receives all requested Prescreening paperwork.
- ✓ Fellow did not provide explanations under the “**Yes**” responses to Questions 9 through 13 on the OF-306 form. These require an explanation in the space provided and all the required information must be addressed (i.e. date, explanation, place of occurrence, name and address of employer, etc.).
- ✓ Social Security Administration Delays

Fingerprinting Options for Non-Local Staff



What if an applicant cannot travel to an NIH PCIF for Fingerprinting or Badge Enrollment right now?

- Fellows within 50 miles of an NIH PCIF will need to go to the NIH PCIF **to submit their fingerprints for both Prescreening and Badge Enrollment.**
- Fellows who cannot immediately travel to an NIH PCIF and are located outside of 50 miles from an NIH PCIF can submit their fingerprints for Prescreening by utilizing the third party, *Fieldprint*:
 1. Applicants can contact ORSfingerservice@mail.nih.gov with the subject line: "2026 Clinical Fellow Fieldprint Request" and provide their name, Zip Code, and NIH ID.
 2. DPS will send instructions for their Fieldprint appointment at a location near the applicant.
 3. Bring two forms of Government-issued ID (one must be a photo ID).
 4. After Fieldprint, **fellows will still need to schedule their Badge Enrollment Appointment at an NIH PIV Card Issuance Facility (PCIF).**



What is PIV Badge Enrollment?

Badge Enrollment MUST be completed to receive a PIV/RLA Badge. This process specifically includes ***Identity Proofing***, ***Photograph*** and ***Fingerprinting*** which will all be tied to the individual's PIV/RLA Badge, and this must be conducted at an NIH PIV Card Issuance Facility (PCIF).

When will applicants be notified to complete Enrollment?

- Applicants will receive an email from DPSACScheduler@mail.nih.gov to schedule their Badge Enrollment appointment.
- ~1-4 days after AO Badge Sponsorship in NED for new-hire individuals who do not have a prior investigation on file that DPS can use.
- ~7-25 days after AO Badge Sponsorship in NED for new-hire individuals who have a prior suitable investigation.



Acceptable Identifications for Badge Enrollment

Applicants must **bring two (2) forms of valid, unexpired, government-issued identification** with them to their appointment; one of which must be REAL-ID compliant and contain a **photograph**. **The primary identity source document must be REAL-ID compliant.** The individual's **full legal name** and **biometrics** on the IDs **must match exactly**, and the IDs must be an original document (photocopies are not accepted). **DPS will not enroll you without the correct forms of ID.**

Please see [**FIPS 201-3**](#) form for a full list of acceptable forms of ID.

Some common examples of acceptable identification include:

- REAL-ID Driver's License
- Passport
- Military ID
- State ID card
- Social Security card
- Birth Certificate
- Native American tribal document
- Voter's registration card



Please also visit [**the NIH Security Website**](#) to learn more about VisitNIH/Visitor Access Management Initiative (VAMI) as non-U.S. person fellows prepare to visit campus for their appointments.

PIV Badge Enrollment Appointment Scheduling

- For scheduling fingerprint appointments, DPS checks NED and/or BITS to determine what type of service/fingerprinting is needed.
- DPS must first confirm in NED that the applicant is “**Awaiting Individual Enrollment**” before the applicant is able to schedule a Badge Enrollment appointment.

DPS **does not** schedule the Badge Enrollment appointment until the NED Badge tracking Status indicates: “**AWAITING INDIVIDUAL ENROLLMENT**”.

| What |
|-----------------------------------------------------------------------|
| Waiting for individual to correct background investigation paperwork |
| DPSAC completed review of background investigation paperwork |
| Waiting for individual to correct background investigation paperwork |
| DPSAC completed review of background investigation paperwork |
| Waiting for DPSAC to review background investigation paperwork |
| Individual submitted background investigation paperwork |
| Waiting for individual to complete background investigation paperwork |
| DPSAC sent background investigation paperwork to individual |
| Awaiting Individual Enrollment |
| Email sent to individual to make a fingerprinting appointment |
| Waiting for DPSAC to send background investigation paperwork |
| DPSAC sent investigation requirements (fingerprints needed) |
| Waiting for DPSAC to determine investigation requirements |
| NED sent position information to DPSAC |



Badge Issuance

Before an NIH badge can be authorized for Badge Issuance, individuals must complete all Prescreening requirements (listed earlier) in a timely manner:

- Submit Prescreening fingerprints during the background investigation process to check for any criminal history/records (which may be done via Fieldprint or Badge Enrollment appointment at an NIH PCIF),
- Submit all case documents (including eApp, OF-306, etc.),
- AND complete any needed corrections and must have completed all DPS Prescreening requirements and is determined by DPS eligible to be issued a badge favorably at the NIH.

If all requirements above are completed in a timely manner and if the NIH DPS determines that the individual is eligible to be issued an NIH ID badge, then the individual may be issued an NIH badge. In accordance with federal regulation, individuals are required to visit an NIH PCIF to pick up their badge at their Badge Issuance appointment.

NOTE: An individual's badge can only be issued ON OR AFTER the Entry-on-Duty (EOD) date that the individual's Administrative Officer (AO) inserts in the NED system.

NOTE: If submitting Prescreening fingerprints is the last requirement needed for an individual's background investigation and if this is collected during Badge Enrollment, then the individual will need to wait at least two days for the FBI Fingerprint Check results to come in. Any delays in completing any of these requirements may result in a delay of the issuance of the individual's badge.

DPS Process Summary

1. All individuals must go through a background investigation. Either the individual will have a suitable background investigation already on file that meets/exceeds their position requirement at the NIH or DPS will initiate a new background investigation via eApp for their position.
2. In addition to a background investigation, the individual must complete other Prescreening requirements, which include the OF-306, resume/employment history, fingerprints, and other sources of suitability information.
3. Regarding appointments, there are two scenarios of how the individual can complete the DPS Process:

A. **Individuals who are located within 50 miles of an NIH PCIF** must travel to an NIH PCIF to complete fingerprinting for their Prescreening *as part of* their Badge Enrollment appointment (if the NED Badge tracking Status indicates that the individual is “awaiting individual enrollment”).

If individuals are going to an NIH PCIF to submit fingerprints for their background investigation, these individuals will notice that the appointment made is called Badge Enrollment. The purpose of Badge Enrollment is to tie biometrics (fingerprints) and photograph to the individual’s PIV/RLA badge and to conduct identity proofing. Therefore, fingerprints collected at Badge Enrollment in this scenario will be for **both** the individual’s background investigation/Prescreening (running a criminal history check) and for the individual’s badge.

Criminal history results may take at least 2 days to process, and DPS will check if all Prescreening requirements were completed to determine if an individual is eligible to be issued an NIH ID badge. The individual will need to come back on another day, after their Entry-On-Duty (EOD) date, for Badge Issuance to pick up their badge when ready.

DPS Process Summary

3. Regarding appointments, there are two scenarios of how the individual can complete the DPS Process (continued):

B. **Individuals located over 50 miles away from an NIH PCIF can utilize [Fieldprint](#)**, a remote third-party tool that DPS uses to capture fingerprints for the individual's Prescreening. This is SOLELY for the individual's background investigation, as it runs a criminal history check and will allow DPS to see if the individual is cleared for their badge. Individuals can find instructions on our [website](#) on how to utilize Fieldprint to complete necessary requirements for their background investigation *before* getting issued their badge. Since all individuals are encouraged to complete all background investigation requirements within 7 days of emailed notice, Fieldprint is a great tool to use to complete the fingerprint requirement in a timely manner.

Please note: Fingerprints collected through Fieldprint is only used for Prescreening, and NOT for Badge Enrollment, as Badge Enrollment can only be done at NIH PCIFs. **Individuals will still be required to come to an NIH PCIF for Badge Enrollment** and to go through Identity Proofing, Photographing and Fingerprinting to be tied to their PIV/RLA Badge. However, in this specific scenario, **if the individual utilizes Fieldprint in advance and successfully completes everything required for their Prescreening/background investigation, then the individual can schedule both their Badge Enrollment and Badge Issuance appointments on the same day at an NIH PCIF**, after their EOD date. This will allow the individual to pick up their badge on the same day as getting enrolled.

Clinical Fellows (CF) Rotating to Walter Reed (WRNMMC)

*Please check on fellows regularly to ensure
completion of these requirements!*



- Advise all Clinical Rotators (and staff) to follow the [NIH WRNMMC Access Request Checklist!](#)**
- NIH AO:** Position Designation in NED is “T3” with justification “Access to WRNMMC”.
- NIH Individual (Clinical Rotator aka CR):**
 1. First complete eApp & all NIH DPS requirements for T3 investigation.
 2. Electronically complete and submit the following form/document to [NIH DPS \(ORSpersonnelsecurity@mail.nih.gov\)](#) 2 months prior to the start of clinical rotation at WRNMMC:
 - [WRNMMC Personnel Security Office Prospective Employee Profile Sheet](#)
- NIH DPS:** Submit the Clinical Rotator’s WRNMMC Prospective Employee Profile sheet to the WRNMMC Personnel Security Office (PSO) along with an Investigation Verification Letter (once investigation is scheduled).

NIH Individual (Clinical Rotator aka CR) (continued):

3. Electronically complete and submit the following forms/documents to the NIH Graduate Medical Education (GME) Clinical Program Sponsor/Coordinator:

- [**Trusted Associate Sponsorship System \(TASS\) Registration Request \(TRR\)**](#): Section I & II.
 - Select “Applicant requires both access to DOD facility and DOD Network”
 - Network Name: JMED
 - Personnel Category:
 - For U.S. Citizens - must select “Non DOD Civil Service”. Foreign Nationals = Foreign Affiliate
- [**Defense Biometric Identification System \(DBIDS\) Application**](#)
- [**SECNAV 5512/1**](#)
- [**WRNMMC Medical Screening Form**](#)
- [**WRNMMC Patient Registration Form**](#)
- [**WRNMMC Sponsored User Account Form**](#): This will grant the CR the JKO account required to complete HIPAA and WRNMMC Cyber Awareness trainings.
- [**Foreign Visitor Request \(FVR\) Form**](#): Non-U.S. person fellows without a CAC card must complete this form.

4. Complete these Trainings: [**HIPAA and WRNMMC Cyber Security Training on JKO**](#).

Clinical Rotators must complete the HIPAA and WRNMMC Cyber Security Trainings on JKO before getting their CAC/NEATS card.

- ❑ **NIH GME Clinical Program Sponsor/Coordinator:** Coordinate with WRNMMC GME Sponsors and provide the name of the NIH Clinical Rotator (CR) and their Start Date at least 3 months prior to when WRNMMC access is needed, along with the CR's forms to the WRNMMC GME Office:
 - ❑ Clinical Rotator's Completed Trusted Associate Sponsorship System (TASS) Registration Request (TRR) – please send to the WRNMMC PSO TA as well.
 - ❑ Clinical Rotator's Completed Defense Biometric Identification System (DBIDS) Application
 - ❑ Clinical Rotator's Completed SECNAV 5512/1
 - ❑ Clinical Rotator's Completed WRNMMC Medical Screening Form
 - ❑ Clinical Rotator's Completed WRNMMC Patient Registration Form
 - ❑ Clinical Rotator's Completed WRNMMC Sponsored User Account Form
 - ❑ If applicable, Clinical Rotator's Completed Foreign Visitor Request (FVR) Form (for non-U.S. individuals)

- WRNMMC Graduate Medical Education (GME) Office/Sponsors:**
 - Complete Section IV of the Trusted Associate Sponsorship System (TASS) Registration Request (TRR) submitted by the NIH GME Clinical Program Sponsor (who should receive it from the Clinical Fellow). Section IV must be digitally signed by the WRNMMC Sponsor. After the WRNMMC Sponsor completes the section, they will submit the completed form to the WRNMMC PSO TA for processing. WRNMMC GME Office Points of Contacts (POCs):
 - Natalie.f.parra.civ@health.mil
 - marcus.w.boyd4.ctr@health.mil
- WRNMMC Personnel Security Office (PSO) Trusted Agent (TA):**
 - Complete and digitally sign Section III of the TASS Registration Request Form and grant the CR a CAC/NEATS card.
 - PSO TA: seth.d.vail.ctr@health.mil

NIH Individual (Clinical Rotator aka CR) (continued):

5. AFTER the CR is granted a CAC/NEATS card and receives a DOD ID and @health.mil email address, the CR must electronically complete and submit the following:

- DD-2875 System Authorization Access Request Form (SAAR)**: After the Clinical Rotator receives a CAC/NEATS card, the Clinical Rotator will need to be ONSITE at WRNMMC to fill out Part 1 (blocks 1-12) of the DD-2875 SAAR form and sign this electronically via a kiosk with their CAC/NEATS card. **This can be done on the same day after receiving the CAC/NEATS card. WRNMMC no longer accepts paper copies of this form as they did in the past.** If the Clinical Rotator doesn't sign the SAAR, they will not have intranet access to Walter Reed. Once intranet access is granted, **Clinical Rotators are given 7 days to upload their HIPAA and Cyber Awareness to their profile via their intranet access.** If this is not done within 7 days when intranet access was granted, then the Clinical Rotator will get locked out of the intranet.
- Location of Kiosks:** The SAAR can be signed either in the IT One Stop Shop in Bldg. 39 on the third floor, or at the WRNMMC. CRs usually may sign the SAAR at the One Stop Shop because they have to go there after they receive their CAC/NEATS card.
- Electronic Health Record Application for Genesis**: To gain access to Genesis, CRs must complete this form and submit it to the WRNMMC GME Office. After the form is completed, the GME Office will sign it as well then submit it to the WRNMMC Genesis team. The Genesis team will assign the Clinical Rotators **additional trainings in JKO**. These trainings must be completed before the Genesis team will grant access to Genesis. CRs will receive an email directly from the Genesis team when the trainings have been assigned. CRs should reply to that email when the trainings are completed.

- Summary of Required Documents Clinical Rotators Need to Submit for WRNMMC Access:**
Please follow the [NIH WRNMMC Access Request Checklist](#), which entails the following:
 - To NIH DPS:
 - eApp & all DPS requirements for T3 investigation
 - [WRNMMC Prospective Employee Profile Sheet](#)
 - To NIH GME Clinical Program Sponsors/Coordinators (who will then submit to the WRNMMC GME Office):
 - [TASS Registration Request Form](#)
 - [Defense Biometric Identification System \(DBIDS\) Application](#)
 - [SECNAV 5512/1](#)
 - [WRNMMC Medical Screening Form](#)
 - [WRNMMC Patient Registration Form](#)
 - [WRNMMC Sponsored User Account Form](#)
 - [Foreign Visitor Request \(FVR\) Form](#): For Non-U.S. person fellows without a CAC card
 - Complete [HIPAA and WRNMMC Cyber Security Trainings on JKO](#)
 - After receiving a CAC/NEATS card:
 - DD-2875 System Authorization Access Request Form (SAAR)**: must be completed electronically via a kiosk on-site at WRNMMC and attach trainings to their profile.
 - [Electronic Health Record application for Genesis](#) to the WRNMMC GME Office

For the most up-to-date information with full details, please visit our page on [Walter Reed Fellowships](#) on our website.



For general inquiries on the referenced materials, please contact:

- DPS Helpdesk: 301-402-9755
- Email:
ORSPersonnelSecurity@mail.nih.gov (for general inquiries)
ORSeApp@mail.nih.gov (for eApp assistance)
- For more information on eApp, please visit our website here:
<https://ors.od.nih.gov/ser/dpsac/applicants-employees/all-about-eApp/Pages/default.aspx>.

Presenter Information:

Tara Patti, Branch Chief, DPS Customer Support Branch

Patrick Zapata, DPS Case Review and Customer Support Branch

Judie Bae, DPS Communications Specialist