

**Badges Procedure Overview**  
**CB Replacement Pre-Bid Meeting**

**AITC Available Badges:**

- **Visitor Request**
  - Is required for everyone (Government or non-government) entering AITC site.
  - Is required to receive one the below badges.
  - Valid for up to 14 days and to be re-submitted prior to expiration for uninterrupted facility access.
- **Black badge (no picture)**
  - Visitor will require an official escort.
  - Authorized VA personnel must submit form with visitor's names, stating authorized escort.
  - Valid for up to 14 days and to be re-submitted prior to expiration for uninterrupted facility access.
  - Approved badge could take 1-2 hours to be issued.
- **Yellow badge (no picture)**
  - Visitor will not require an escort in general areas.
  - Visitor must submit a **PII form** by via of fax with pending security authorization.
  - Background check will be performed by VA security
  - Badge and PII is valid for up to 30 days and to be re-submitted prior to expiration for uninterrupted facility access.
  - Approved badge could take 2-3 days to be issued.
- **Red badge (picture)**
  - Fingerprints is required.
  - Background check will be performed by federal agencies.
  - An escort is not required in most area however you are not allowed to escort other individuals.
  - Access privileges are given to assigned areas but not MBI areas unless the process for a PIV badge has been started.
  - Computer rooms Access can be allowed for Contractors.
  - Approved badge could take 3-5 days to be issued.
- **White badge (PIV)**
  - Fingerprints is required.
  - Background check will be performed by federal agencies.
  - Background Investigation will be required (Several forms will need to be completed)
  - Questionnaire will need to be completed.

- An escort is not required and you will be allowed to escort other individuals with other badges.
- Access privileges are given to the assigned areas and doors to perform work including MBI area.
- Approved badge could take 20-30 days to be issued.
- Computer rooms access can be allowed for Contractors.

## GENERAL COMMENTS

- Valid Driver's license or other approved Photo ID is required.
- Forms must be fill-out so name can be read, as stated on form (example: full middle name if stated on form)
- PII form requests shall be submitted early so there is time for processing the required security checks. 5 days in advance is ideal.
- Access privileges are only given to limited required areas and doors. Therefore, access for areas and doors must be requested and approved for all badges. **Access to doors is not given automatically.**
- Badges must be returned to AITC.
- Background investigation types that are used at VA-AITC are NACI & MBI.

## Terms

- NACI (National Agency Check with Inquiries)
- MBI (Minimum Background Investigation)
- Unescorted access-access to approved unrestricted areas.
- Escorted access-an approved escort is required for access.
- Escort privilege-approved to escort other in approved areas.