

# Albany Medical Center – Station 528A8

## Instructions for Contractors – How to obtain PIV badge

The following information is being provided to assist contract employees with obtaining a PIV card.

The PIV Offices issues several different types of identification cards. When requesting or obtaining an ID card please use the chart below to determine which card is appropriate for issuance.

Badge Type:	Description:	Issued to:
PIV Badge	ID card issued to persons requiring routine access to VA facilities or information systems	Employees
Non-PIV Badge	ID card issued to persons requiring unaccompanied and infrequent logical access to VA facilities or information systems for a period not to exceed 6 months	Residents, Affiliates, Contractors (depending upon role)
Flash Badge	ID card issued to persons requiring infrequent access to VA public areas only (such as cafeterias, lobbies, libraries, credit unions) for a period not to exceed 12 months.	Volunteer, Drivers, Contractors (depending on role)

**\*Medical students working less than 10 days may use their Albany Medical College ID Badge**

**SWIPE CARD ACCESS:** Access may be granted on an individual basis which is coordinated with the your COR and the VA Police.

**PIV RENEWAL:** Prior to expiration of a PIV badge it is the contract employee's responsibility to apply for renewal.

**WORK AND/OR CONTRACT COMPLETE:** Upon completion of work activities PIV badges are to be surrendered to the COR.

**PARKING:** Discuss with your COR and coordinate areas available for parking.

Attachment A, PIV Application package

# Albany Medical Center – Station 528A8

## Instructions for Contractors – How to obtain PIV badge

### **Step 1 - Application**

All PIV applicants shall be provided a PIV application packet (hardcopy or electronic) that contains the necessary forms, examples, and explanation of how to begin the process of obtaining a PIV.

### **Step 2 - Fingerprints**

After completing the “Contractor/Employee Fingerprinting Request Form #2” the candidate shall make an appointment to have their fingerprints taken. Applicant will be required to provide a valid email address for notification purposes. Fingerprints must be completed within 120 days of issuance of a new PIV card. If you have not been fingerprinted within the last 120 days, you may sign up for an appointment in room C614-2 during the following timeslots:

#### **PIV Office Hours, Room C614-2**

**Wed 1:00-3:00pm**

**Thurs 1:00 - 3:00pm**

**Fri 8:00-9:30am and 11:00-11:30am**

### **Step 3 - Adjudication of Background**

It may take up to two weeks for clearance of your background check. When your fingerprints and background check have cleared. The applicant will receive an email from a member of the Human Resources department informing them of their status and action to take.

### **Step 4 - Sponsorship**

After applicant receives notice from Human Resources that they have cleared to begin the PIV process they are to contact their VA project COR. The COR will identify the responsible VA staff member for providing PIV sponsorship. The applicant shall provide the PIV sponsor a completed “VHA Service Center PIV Sponsorship Form #3”

### **Step 5 - Registration**

After applicant has been sponsored, they should go to the PIV office (room **C610**) during office hours (**Monday - Thursday, 8:30-12:00pm and 1:00-3:30pm**) to have your biometrics and photograph completed. **You must bring a valid form of identification to this portion of the process.**

#### **PIV Office Hours, Room C610**

**Monday – Thursday**

**8:30am – 12:00pm and**

**1:00pm – 3:30pm**

### **Step 6 - Issuance**

When your card has been processed and printed, you will receive an email from a member of the Human Resources department notifying you that your badge is ready for pick-up. When you receive this message, you may come to the PIV Office (room C610) during office hours to pick up your new badge and create a pin for login. **If applicable, bring your old PIV card to the PIV office to turn it in when you pick up your new card.**

### **For assistance:**

**For assistance** – Human Resources (518) 626-6777, 626-1137 or Proj. Admin. (518) 626-6593

[Attachment A, PIV Application package, Continued](#)



**Department of Veterans Affairs  
VHA Service Center Personnel Security  
6100 Oak Tree Blvd #500  
Independence, OH 44131  
[VSCSecurity@va.gov](mailto:VSCSecurity@va.gov)**

## **VSC PERSONNEL SECURITY SERVICES OVERVIEW**

The VHA Service Center Personnel Security Office offers a comprehensive service which ensures that contractor security requirements are met in accordance with OPM and federal regulations from initiation to completion. Communication is maintained between the VSC, the contracting officer, the COR (COTR) and the contracting company point-of-contact at all times during the process.

This service includes the below:

- ✂ Fingerprint submission and adjudication:
  - This involves ensuring that contractors submit fingerprints for background screening and adjudication of fingerprint/background screening results. After the results are confirmed or adjudicated, the National Criminal History Check (NCHC) Form would be sent to all contacts via email.
- ✂ Existing investigations:
  - Verifying existing investigation information and collecting the required documents for reciprocity. The required documentation would include the OF306 Form and Self-Certification Form. These documents would be provided upon confirmation of investigation through the OPM Portal.
- ✂ New investigations:
  - Upon receipt of the Contract Security Services Request, our office will obtain and submit all required documents to request an investigation through Little Rock Security Investigations Center (SIC) and monitor the progress through completion.
- ✂ PIV Badges:
  - Our office can also manage and sponsor the PIV badges as required, as soon as the investigations are released from Little Rock SIC and scheduled by OPM.

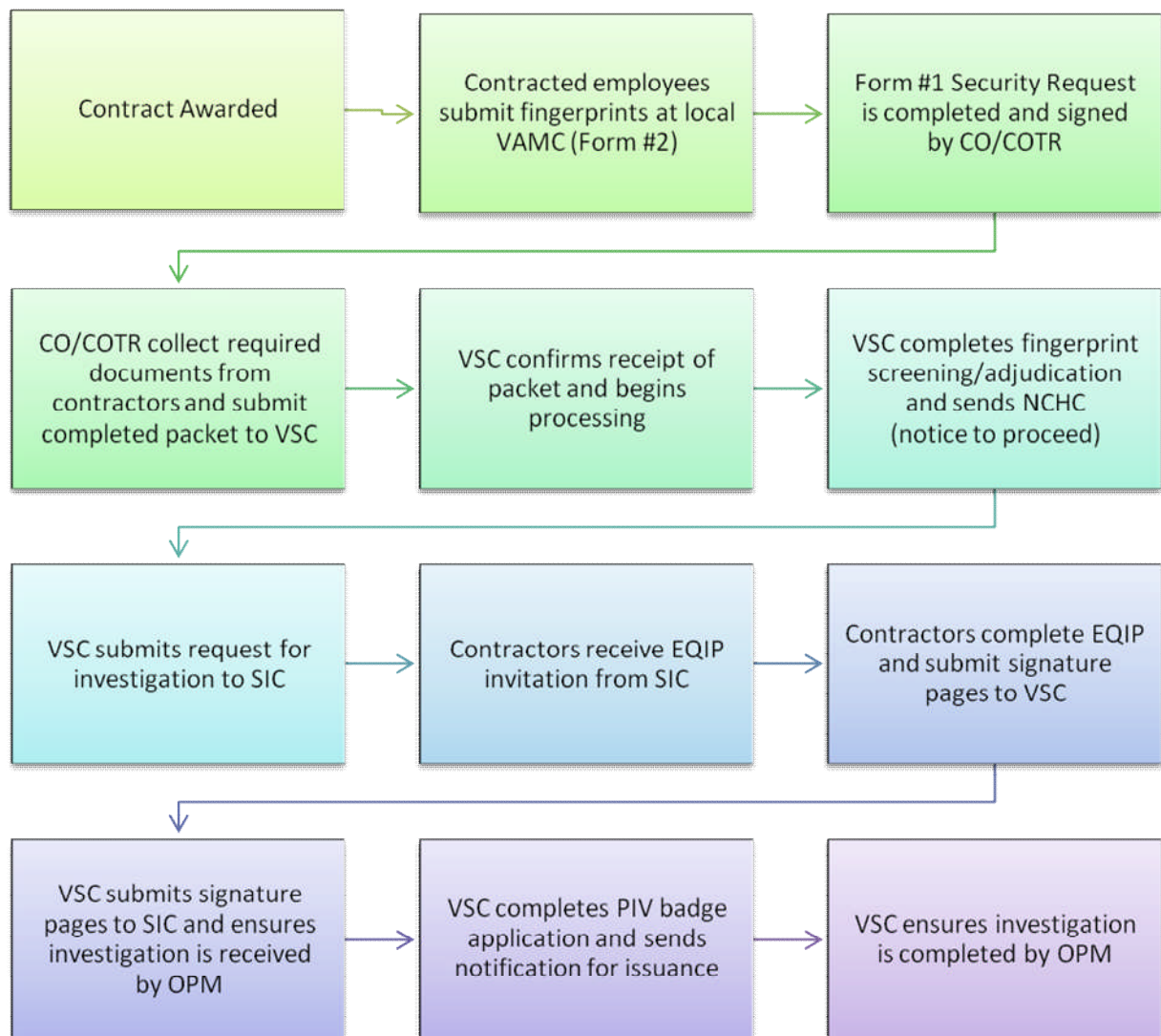
To begin the process, please follow the below guidelines:

1. Upon notification of contract award, make appointments for fingerprinting. Ensure contractors bring Form #2 Fingerprint Request Form and photo ID to their appointment. If fingerprints are to be taken manually, please refer to the mailing instructions on the bottom of Form #2.
2. Contracting officers, COR/COTRs complete and sign Form #1 in its **entirety**. All information is required. The packet will be rejected if this form is not complete.
3. Have employees complete all required documentation based on their risk level.
4. Submit complete packet to [VSCSecurity@va.gov](mailto:VSCSecurity@va.gov) or fax: 216-447-8025. Incomplete packets will be rejected and returned. Complete packets will be assigned to a team member within 5-days. Subject line for the request submission email or fax cover sheet should be formatted as shown below.
  - a. **New Request Packet** - Contracted Company VA000-00000
  - b. **Addition to Existing Request** - Contracted Company VA000-00000
    - i. If there is a contact person in our office that is dealing with this specific task order, please put their name in the subject line as well.
  - c. **Status Request** – Contracted Company VA000-00000 submitted on 00/00/0000
5. Do not submit new requests and additions more than once as this will result in duplicate assignments and wasted time. If you have not received a response to your request within 5-7 business days, send a status request to the mailbox using the above format.
6. If there is a change in the contracted personnel (resignation, declined appointment, etc) immediately notify the team member handling your request. The cancellation must be submitted via email.



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## VSC Security Request Process





**Department of Veterans Affairs  
VHA Service Center Personnel Security  
6100 Oak Tree Blvd #500  
Independence, OH 44131**

**CONTRACT SECURITY SERVICES REQUEST - INSTRUCTIONAL FORM 1A**

Purpose: The Contract Security Services Request is submitted to VSC to initiate the contract security verification process. By submitting this form, our office will ensure that each individual listed have been fingerprinted, the fingerprints are adjudicated if necessary, background investigations are initiated or existing background investigations are current and PIV badges are managed and sponsored. This form should be completed and signed by the contracting officer. Please refer to the instructions below when completing the Contract Security Services Request Form #1.

- (A) Contracting Officer & Phone:** Please provide the post-award contracting officer handling this contract and their phone number.
- (B) COR (COTR) Name & Phone:** Please list the Contracting Officer Representative (previously the Contracting Officer Technical Representative) and phone number. The COR is the liaison between the contracting officer and contracted company.
- (C) Contract End Date:** Please list the date in which the contract ends including all options to extend (for PIV badge expiration).
- (D) SAO Region:** Please list the Service Area Office in which the contracting officer is associated with (East, West or Central).
- (E) Task Order Number:** Please list the task order number (VA000-C00000). Our database is based on tracking contracts by station. Should the task order number change at fiscal year end, please indicate on any future requests by listing the old task order number in parenthesis next to the new task number.
- (F) Contractor Position Description:** Please provide a position title for all individuals (ex: physician, consultant, electrician).
- (G) Investigation Level:** Please indicate the background security requirements as provided by the PDAT (Position Description Automated Tool). This would include background screening (SAC), low-level investigation (NACI), moderate-level investigation (MBI) and high-level investigation (BI). Please note that non-PIV badges (contract under 180-days) require at minimum a SAC, full PIV badges (over 180-days) require at minimum a NACI.
- (H) Contract Company Name:** Please provide the name of the contracting company that will be providing the work under the task order. Please provide subcontractors in parenthesis.
- (I) Contractor Address:** Please provide the contracting company address. This information is required for the Little Rock SIC investigation request.
- (J) Contractor POC Name & Phone:** Please provide the main point-of-contact for the contracting company and contact information. This person may be contacted to provide additional information or documents in the process. All communication with this individual will include the contracting officer and COTR.
- (K) Contractor POC Email:** Please provide the email address for the above mentioned point-of-contact. This email will be included in the investigation request submitted to Little Rock SIC.
- (L) Contracting Officer Signature:** All requests must be signed by the contracting officer/specialist. This signature verifies that an official contract is in place prior to processing the applicants for investigation and badging.
- (M) Station Number:** Please indicate the facility station number where the work is being performed/facility to be billed.
- (N) Network Access:** Please indicate whether the individuals will be obtaining network access.
- (O) Employee Name:** Please provide the full **legal** name of the individuals working on this task order.
- (P) SSN:** Please provide complete social security numbers for all individuals listed.
- (Q) Email Address:** Please provide a valid email address for all individuals.
- (R) DOB:** Please provide date of birth for all individuals listed.
- (S) Place of Birth:** Please provide place of birth for all individuals listed, including **city, state** and country (if outside US). For foreign-born individuals, please provide proof of citizenship.



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**CONTRACT SECURITY SERVICES REQUEST FORM #1A**

(Please see Instructional Form 1a for assistance in completing this form)

☐ New Request

☐ Addition

**CONTRACTOR INFORMATION**

Ⓐ	VA Contracting Officer Name & Phone:	
Ⓑ	COTR Name & Phone:	
Ⓒ	Contract End Date ( <b>Including Options</b> ):	
Ⓓ	SAO Region (East/West/Central):	
Ⓔ	Purchase/Task Order Number:	
Ⓕ	Contractor Position Description:	Ⓜ Station #:
Ⓖ	Investigation Level (SAC/Low/Moderate/High):	Ⓝ Network Access (Y/N):
Ⓗ	Contract Company Name (Subcontractor):	
Ⓘ	Contract Company Address:	
Ⓝ	Contractor POC Name & Phone:	
Ⓚ	Contractor POC Email:	
Ⓛ	Contracting Officer Signature:	

\*\*\*This signature verifies that an official contract is in place prior to processing the applicants for badging\*\*\*

**CONTRACTOR EMPLOYEE INFORMATION**

ⓐ	ⓑ	ⓒ	ⓓ	ⓔ
<b>Employee Name (Full Legal Name)</b>	<b>SSN</b>	<b>Email Address</b>	<b>D.O.B.</b>	<b>Place of Birth (City, State/Country)</b>

\*Please use Supplemental Form 1b for additional individuals

Revised Form April 2012





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## **CONTRACTOR / EMPLOYEE FINGERPRINT REQUEST INSTRUCTIONAL FORM 2A**

Purpose: The Contractor/Employee Fingerprint Request is to assist individuals in obtaining fingerprinting services from VA Facilities nationwide, on behalf of the VSC. This form is required by Little Rock SIC before a request for investigation can be submitted.

- Ⓐ **Full Legal Name:** Please provide full **legal** name of individual requiring fingerprints.
- Ⓑ **SSN Last Four:** Please provide the last four of the individual's social security number.
- Ⓒ **Contractor (Yes/No):** Please indicate whether the individual is a contractor. Contracted employees are considered contractors.
- Ⓓ **VAMC Location:** Please provide the name and location of the VA Facility where the fingerprints were submitted.
- Ⓔ **Station Number:** Please provide the station number of the VA Facility where the fingerprints were submitted.
- Ⓕ **Date Fingerprinted:** Please provide the date that the fingerprints were submitted at the VA Facility.
- Ⓖ **Method of Fingerprinting:** Please indicate whether the fingerprints were submitted electronically or if manual fingerprints were submitted with ink and fingerprint card.
- Ⓗ **Date Card Mail to OPM:** If fingerprints were submitted manually, please provide the date the card was mailed to

### **IMPORTANT NOTE:**

If fingerprints are manually taken, please ensure the FD-258 Fingerprint Card is used and that it is mailed directly to OPM at the address below. Delivery confirmation is recommended.

OPM Rapid Response Team / OPM-FIPC  
1137 Branchton Rd  
Boyers, PA 16020

**\*All fields on the fingerprint card MUST be completed or the card will be destroyed.**

APPLICANT		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK				LEAVE BLANK	
SIGNATURE OF PERSON FINGERPRINTED		LAST NAME		FIRST NAME		MIDDLE NAME		DATE OF BIRTH	
APPLICANT SIGNATURE		LAST NAME		FIRST NAME		MIDDLE		DATE OF BIRTH	
RESIDENCE OF PERSON FINGERPRINTED		ALIASES AKA		OR		SON: VA08 SOI: 955C		DATE OF BIRTH	
APPLICANT COMPLETE ADDRESS		CITIZENSHIP		SEX		RACE		DOB	
DATE		SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		CITIZENSHIP		MGT.		EYES	
DATE		SIGNATURE OF OFFICIAL		YOUR NO.		HAIR		PLACE OF BIRTH	
EMPLOYER AND ADDRESS		FBI NO.		ARMED FORCES NO.		CLASS		REF.	
EMPLOYER COMPLETE ADDRESS		SOCIAL SECURITY NO.		SOC SEC #		MISCELLANEOUS NO.			
REASON FINGERPRINTED		SON: VA08 SOI: 955C		IPAC/OPAC: 3600.1200					



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## CONTRACTOR/EMPLOYEE FINGERPRINTING REQUEST FORM #2

SON: 955C / SOI: VA08 IPAC/OPAC: 3600.1200

(Please see Instructional Form #2a for assistance in completing this form)

**\*\* This form must be taken to the fingerprinting appointment \*\***

### EMPLOYEE INFORMATION (PLEASE PRINT)

- Ⓐ Full Legal Name (First Middle Last): \_\_\_\_\_
- Ⓑ SSN Last Four: \_\_\_\_\_
- Ⓒ Contractor (Yes/No): \_\_\_\_\_

### FACILITY INFORMATION

- Ⓓ VAMC Name & Location: \_\_\_\_\_
- Ⓔ Station Number: \_\_\_\_\_
- Ⓕ Date Fingerprinted: \_\_\_\_\_
- Ⓖ Method of Fingerprinting: Electronically / Manually
- Ⓗ Date Card Mailed to OPM\*: \_\_\_\_\_

**After fingerprints are captured, return this completed form to your CO/COR for submission to VSC**

**\*If fingerprints are manually taken, please ensure the FD-258 Fingerprint Card is used and that it is mailed directly to OPM at the address below, with this form. All fields on the fingerprint card MUST be completed. Please refer to Instructional Form #2a for an example of a completed fingerprint card. OPM will destroy all cards with incomplete fields. Delivery confirmation is recommended.**

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**PIV SPONSORSHIP INSTRUCTIONAL FORM 3A**

Purpose: The PIV Sponsorship Form is used to complete the PIV badge application through the nationwide portal. All information is required to process a PIV badge. All fields are mandatory except the VA.GOV email address.

- Ⓐ **Full Legal Name:** Please provide full legal name of individual as shown on driver's license or photo ID.
- Ⓑ **Date of Birth:** Please provide the date of birth of the individual.
- Ⓒ **Social Security Number:** Please provide the social security number of the individual.
- Ⓓ **Citizenship:** Please provide the citizenship of the individual. All foreign-born individuals will be required to submit proof of citizenship.
- Ⓔ **Assigned Duty Station:** Please provide the name of the individual's assigned duty station.
- Ⓕ **Address of Assigned Duty Station:** Please provide the complete address of the assigned duty station.
- Ⓖ **VA.GOV Email Address:** Please provide the va.gov email address of the individual. If the individual has not had the email address established, or will not be obtaining an email address, please indicate pending or not applicable.
- Ⓗ **Gender:** Please provide gender of individual.
- Ⓘ **Race:** Please provide race of individual.
- Ⓝ **Height:** Please provide height of individual.
- Ⓚ **Weight:** Please provide weight of individual.
- Ⓛ **Eye Color:** Please provide eye color of individual.
- Ⓜ **Hair Color:** Please provide hair color of individual.
- Ⓝ **Place of Birth:** Please provide city, state and country of individual's place of birth. All foreign-born individuals will be required to provide proof of citizenship.
- Ⓞ **Position Title:** Please provide position title of individual.
- Ⓟ **Contractor Company Name:** Please provide the contracting company that the individual will be working under. If the individual is a VA employee, please indicate not applicable.
- Ⓠ **Contracting Company Address:** Please provide the contracting company address. If the individual is a VA employee, please indicate not applicable.



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**VHA SERVICE CENTER PIV SPONSORSHIP FORM #3**

(Please see Instruction Form #3a for assistance in completing this form)

**CONTRACTOR / EMPLOYEE INFORMATION**

\* All fields are mandatory except va.gov email \*

Ⓐ Full Legal Name (First Middle Last):	_____
Ⓑ Date of Birth (MM/DD/YYYY):	_____
Ⓒ Social Security Number:	_____
Ⓓ Citizenship:	_____ (US Citizen, Naturalized, Non-Citizen)
Ⓔ Assigned Duty Station:	_____
Ⓕ Address of Assigned Duty Station:	_____
Ⓖ VA.GOV Email Address:	_____
Ⓗ Gender:	_____
Ⓘ Race:	_____
Ⓙ Height:	_____
Ⓚ Weight:	_____
Ⓛ Eye Color:	_____
Ⓜ Hair Color:	_____
Ⓝ Place of Birth (City, State, Country):	_____
Ⓞ Position Title:	_____
Ⓟ Contractor Company Name:	_____
Ⓠ Company Address:	_____ _____ _____



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**CONTRACT SECURITY VERIFICATION REQUEST SUPPLEMENTAL FORM #1B**

(This form is used only when extra space is needed for large rosters.)

(Please reference Instructional Form #1b for assistance in completing this form)

Ⓐ Contracting Officer Name & Phone:

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Ⓑ COTR Name & Phone:

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Ⓒ Task Order Number:

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Ⓓ Contract Company Name (Subcontractor):

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Ⓔ Contractor POC Name & Phone:

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Ⓕ Employee Name (Full Legal Name)	Ⓖ SSN	Ⓗ Email Address	Ⓘ D.O.B.	⓵ Place of Birth (City, State/Country)



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**SECURITY VERIFICATION CONTINUATION  
INSTRUCTIONAL FORM 1B**

(This form is used only when extra space is needed for large rosters.)

- Ⓐ **Contracting Officer Name & Phone:** Please list the post-award contracting officer or specialist handling this task order and phone number.
- Ⓑ **COTR Name & Phone:** Please list the Contracting Officer Technical Representative and phone number. The COTR is the liaison between the contracting officer and contracted company.
- Ⓒ **Task Order Number:** Please list the task order number (VA000-C00000). Our database is based on tracking contracts by station. Should the task order number change at fiscal year end, please indicate this on any future request worksheets by listing the old task order number in parenthesis.
- Ⓓ **Contract Company Name:** Please provide the name of the contracting company that will be providing the work under the task order. Please provide subcontractors in parenthesis.
- Ⓔ **Contractor POC Name & Phone:** Please provide the main point-of-contact for the contracting company and contact information. This person may be contacted to provide additional information or documents in the process. All communication with this individual will include the contracting officer and COTR.
- Ⓕ **Employee Name:** Please provide the full legal name of the individuals working on this task order. If the individual is working on multiple task orders, please list them again as our database tracks contract statistics.
- Ⓖ **SSN:** Please provide complete social security numbers for all individuals listed.
- Ⓗ **Email Address:** Please provide a valid email address for all individuals. This email address will be provided for EQIP communication.
- Ⓘ **DOB:** Please provide date of birth for all individuals listed.
- Ⓙ **Place of Birth:** Please provide place of birth for all individuals listed, including city, state and country. For foreign-born individuals, please provide proof of citizenship.