Is this individual an employee as defined in Title 5 U.S.C. 2109?

Yes → Request a PIV Card

No

Does this individual require access to DOI Computers/Networks?

Yes → Request a PIV Card

No

Does this individual require routine physical access to DOI Facilities for more than 180 days (*)?

Yes → Request a PIV Card

No

Does this individual require routine physical access to DOI Facilities for less than 180 days (*)?

Yes → Request a Temporary Access Badge

No

Does this individual require only OCCASIONAL access to DOI Facilities?

Yes → Request a Visitor Badge

No

Does this individual perform work only outside a DOI Facility?

Yes → No Badge Required

No

*Note: The 180 day period begins the first day of affiliation and ends 180 calendar days later regardless of the work schedule. If an individual’s affiliation extends past the 180 day period, the individual must adhere to the PIV process, including a complete Tier 1 Background Investigation.