

NASA EMPLOYEES TRAVELING TO JPL

1. What is a center to center request?

- a. The procedure used to migrate the cardholder ID Credential record to the requested visiting center(s).

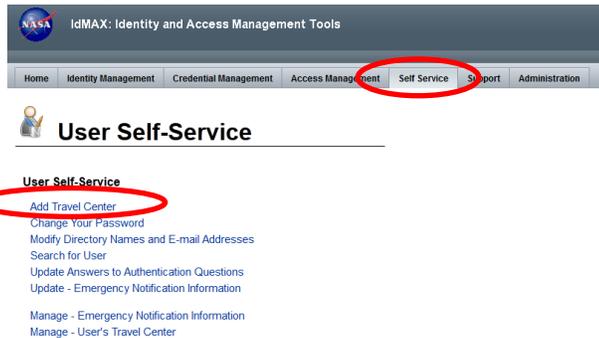
2. How do I submit a center to center request via IdMAX?

Option 1: Cardholder submits his/her own request via IdMAX.

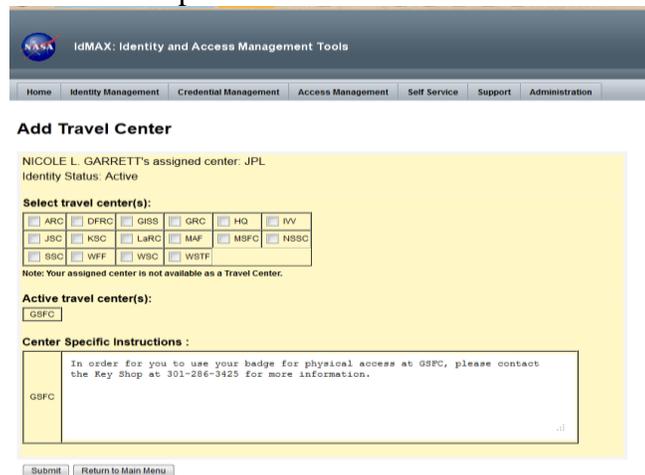
- i. <https://idmax.nasa.gov>>



- ii. Self Service>
- iii. Add Travel Center>



- iv. Select Travel Center>
- v. Follow Center Specific Instructions



Option 2: Cardholder emails Personnel Security (JPL-piv-badging@lists.nasa.gov) the requested information pertaining to his/her scheduled travel dates and traveling centers.

- Visitor Full Legal Name(s):
- Center(s) Name:
- UUPIC (Universal Uniform Personal Identification Code/ Found in NASA Enterprise Directory (NED: <https://webdir.nasa.gov>):
- Citizenship:
- Point of Contact:
- Duration of visit (1 year Max):
- Justification:

3. When will I need to submit a center to center request?

- a. A center to center request will be necessary when the cardholder is requiring Physical Badge Reader Access to other NASA Centers and/or the Jet Propulsion Laboratory. (In order to process the request in a timely manner Personnel Security is requesting that a Center-to-Center request is submitted 72 hours prior to your scheduled visit.)

4. How long until my center to center request is processed and my Smart Card granted general lab access.

- a. A center to center request takes approximately 48 hours for processing. The cardholder will receive a confirmation email once his/her smart card has been granted general lab access.

5. Can I gain access to the Laboratory through the Main Gate, South Gate and/or the East Gate with my Smart Card?

- a. Yes, once your center to center request has been processed your Smart Card will be granted general lab access to JPL and a confirmation emailed sent to all interested parties.

6. I submitted a center to center request several years ago; do I need to take any action?

- a. Yes, please confirm you have selected the appropriate Center as a Traveling Center in your IdMAX record and have followed the requested Center's Specific Instructions.