

Division of Personnel Security and Access Control (DPSAC)

DPSAC NEWS – August 31, 2007

A weekly e-newsletter from the Office of Research Service, Division of Personnel Security and Access Control (ORS/DPSAC) to keep you informed as NIH rolls out "Homeland Security Presidential Directive 12" (HSPD-12) establishing a common identification standard to better safeguard NIH and its workforce.

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New HSPD-12 Program Manager

Mr. Richard 'Richie' Taffet will join ORS as the new NIH Identity Verification Program Manager, effective September 2, 2007. Mr. Taffet will be responsible for planning and directing the NIH-wide program designed to implement the Homeland Security Presidential Directive 12 (HSPD-12). HSPD-12 establishes mandatory, government-wide standards for secure and reliable forms of identification, verification and suitability for employment by the Federal government. He will report directly to the Associate Director for Security and Emergency Response and coordinate these activities with the Division of Personnel Security and Access Control.

Mr. Taffet comes to ORS from the NIH Office of Human Resources (OHR) where he served as the Director of the Client Services Division. Mr. Taffet has over 38 years of government experience with eight of those years in OHR. He is also a member of the NIH Personnel Security Working Group, tasked with crafting guidelines and worksheets for ICs to use in determining position sensitivity levels for employees and contractors working at the NIH.

"Mr. Taffet's broad background and experience will add unique value to the HSPD-12 program," said Dr. Alfred C. Johnson, Director, Office of Research Services. "We look forward to his leadership in this important role," Dr. Johnson added.

PIV Process

Before you undergo a background investigation, DPSAC will verify that an investigation is needed by checking the Office of Personnel Management's (OPM) Personnel Investigations Processing System (PIPS). If you have a favorable investigation on file, you will be allowed to proceed directly to the Badge Center to obtain an NIH ID badge. If an investigation does not exist, a DPSAC Personnel Security technician will electronically fingerprint and initiate your background investigation.

For a full description of the PIV Process, visit our website at <http://security.nih.gov/PIV/index.htm>.

Access Control

Lost or Stolen ID badges

Report Lost/Stolen ID Badges to Access Control (301-451-4766) and to your Administrative Officer (AO). Your AO must initiate the required process to authorize a replacement ID badge.

HSPD-12 requirements state that "In case of re-issuance, the entire registration and issuance process, including fingerprint and facial image capture, shall be conducted. The card issuer shall verify that the employee remains in good standing and personnel records are current before re-issuing the card and associated credentials. A cardholder shall apply for re-issuance of a new PIV card if the old PIV card has been compromised, lost, stolen, or damaged."

Broken ID Badges

Bring broken badges to the Badge Center in Building 31, Rm. 1B03 for replacement. If a broken badge has not expired and the badge can be authenticated, Access Control will issue you a new badge. Otherwise, the cardholder will be required to apply for re-issuance of a new PIV card.

Helpful Hints

- **Administrative Officers**
Please remember that in order to sponsor an ID badge, you must use the applicant's full legal name, select the correct category (employee, contractor, etc.) and enter the CAN to pay for the cost of the background investigation when creating the NED record. Also, please note that the badge expiration date should not exceed the NTE date entered in NED (when applicable). DPSAC recently received a badge request for a 2-year badge for an applicant whose employment letter stipulated a 2-month work period. Your vigilance is greatly appreciated.
- **When a Valid Clearance Already Exists**
If you know for certain that you already have a valid clearance when you come to the Enrollment Center for your appointment, please state so clearly to the Personnel Security staff and present any written documentation supporting your clearance. We can then confirm the status of your investigation.
- **Please Write or Print Clearly**
Individuals going through the PIV Process should take special care in completing all forms clearly and legibly. By writing legibly, you are helping us avoid delays as we process your forms.

FAQ's

- Q. Since the AO enters the CAN into NED, do individuals still have to complete the HHS/NIH ID Badge Request Form?**
- A. Yes. DPSAC still needs individuals to complete the [HHS/NIH ID Badge Request Form](#). This form is used to collect the information necessary to initiate the background investigation.
- Q. Why does NIH conduct background checks on federal applicants, employees, and contractors?**
- A. The federal government requires that all employees and contractors meet investigative standards for the level of sensitivity assigned to their job with NIH.

Therefore, the background investigation mandated by the new Personal Identity Verification Process is a federal job requirement.

Q. What happens if I refuse to provide some of my personal information?

A. The background check is a federal government job requirement. Providing the information is voluntary; however, if you choose not to provide the required information, you will not meet the job requirements and will therefore not be considered further. If you are currently employed by the federal government, administrative action may be taken. The courts have upheld this principle.

Division of Personnel Security and Access Control

Building 31, Room 1B03

Days: 7:00 a.m. to 5:00 p.m. Monday through Friday

Evenings: Wednesday 5:00 p.m. to 8:00 p.m.

Same Day: 2:00 p.m. to 4:00 p.m. Monday through Thursday (excluding EOD Days).

Sign-up begins at 7:00 a.m.

Contact Information

Personnel Security

- Helpdesk: (301) 402-9755
- Appointment Line: (301) 496-0051 (Hours: 8:00 a.m. to 4:00 p.m.)
- Fax: (301) 480-1119
- E-mail: orspersonnelsecurity@mail.nih.gov

Access Control

- Helpdesk: (301) 451-4766
- Fax: (301) 480-3364
- Email: facilityaccesscontrol@mail.nih.gov

HSPD-12 Program Office

- Office: (301) 496-3067
- Fax: (301) 480-3364

DPSAC is one of six divisions of Security and Emergency Response (SER) Resources within the Office of Research Services (ORS).