

Division of Personnel Security and Access Control (DPSAC)

DPSAC NEWS – April 23, 2008

A biweekly e-newsletter from the Office of Research Services, 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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[ORIS Launches New Website – http://idbadge.nih.gov](http://idbadge.nih.gov)

On April 21, 2008 the new ORS website <http://idbadge.nih.gov> went ‘live’ at NIH, offering the NIH community a comprehensive, up-to-date source of information and news about the new HHS ID badge and the Personal Identity Verification (PIV) process that will impact all NIH employees and contractors.

As readers of *DPSAC News* know by now, since 2004, following the President’s mandate to establish a standardized, government-wide credentialing and security program, NIH has been working closely with the Department to create a PIV process that helps determine the suitability of current and incoming NIH employees and contractors and allows for the issuance of a common secure credential (ID Badge). The ultimate goal of this undertaking is improved security for the NIH’s workforce, buildings, property, IT systems and data.

Current and future badge holders, PIV Administrators within the ICs (e.g., AOs, POs), and others seeking information about the new ID Badge and the PIV process will find a wealth of information on this new site. For example, the opening section, “Getting a Badge,” details the steps an applicant must take to obtain an ID Badge; another section, “Background Checks,” describes how each position at NIH is assigned a level of risk and sensitivity that determines the kind of background check required for that position. Other issues described under “Background Checks” include “Rights and Appeals” and “Protecting Your Privacy.”

DPSAC – The Gateway to your ID Badge

The Division of Personnel Security and Access Control (DPSAC) is the gateway to your ID Badge and plays a central role in implementing PIV. Since everyone issued an HHS ID Badge will eventually pass through DPSAC for fingerprinting (Personnel Security) and their ID badge (Access Control), the new website describes the roles of these offices and where to find help.

Another useful website section describes HSPD-12 policies as well as the activities of the HSPD-12 Program Office, whose staff help develop policy and provide policy oversight for the HSPD-12 initiative at NIH. This office is responsible for ensuring that program goals are achieved and timeframes for delivery are met while streamlining security processes for the NIH community. In addition to developing program documentation, the office helps manage timelines, and educates and trains NIH members. It also continuously monitors HSPD-12 activity to ensure compliance with the Directive. Relevant policy documents are posted to this site.

Need Help?

Those who need help have a number of options. On the bottom of each page are several hyperlinks to simplify searches and answer readers' questions. One link, titled "Contact Us" brings a user to the phone numbers, e-mail addresses and hours of operation for the various DPSAC help desks and services; a second hyperlink, titled "Definitions" links to a comprehensive list of Definitions and Acronyms; and a third hyperlink, titled "Frequently Asked Questions" organizes common questions by subject matter to help readers easily find answer to their questions.

Contact information for DPSAC, the HSPD-12 Program Office and the NIH police can also be found under the "Resources" section. To make sure that our readers have easy access to the latest news about all things PIV at NIH, we have placed a link to *DPSAC News* under both the "Resources" section and the "News & Information" section of the homepage.

Ease Of Use Is A Priority

<http://idbadge.nih.gov> is designed with the user in mind, starting with an easy-to-remember, intuitive domain name and continuing with logical and easy-to-navigate keywords and web pages. All pages are 508 compliant to ensure readability and accessibility.

We hope you will visit <http://idbadge.nih.gov> regularly for up-to-the-minute news and information about the HHS ID Badge and its rollout at NIH.

Helpful Tips

- **Recent Updates to the "IC Coordinator--AO Guide for Processing Summer Students"**

AOs/ATs – Please note that the following changes were recently added to the new "Guide for Processing Summer Students"

<http://security.nih.gov/PIV/badgeProcess.htm#newEmployeesSummer>.

- Step 2.c – DPSAC does not require a copy of the security checklist. This does not preclude you from completing one for every student; after completion, the checklists should be kept in the student's file at their respective IC.
- Step 4.c.ii – Since the number of summer students receiving full investigations is negligible, we have determined that it would be best to schedule fingerprinting appointments on a case-by-case basis. DPSAC staff dedicated to summer student processing will work with the coordinators to find the best time for each student.
- **An applicant's background investigation cannot proceed unless the applicant has fully completed the e-QIP questionnaire and submitted the questionnaire electronically to DPSAC.** Unfortunately, these questionnaires are still arriving with missing sections or not at all. Note: there are at least three (3) signature pages to print; more for higher level investigations. AOs should advise applicants to **complete all sections of the questionnaire**, print a copy, including the signature pages and then, hit the "**submit/transmit**" button. The application is now complete and submitted for processing by DPSAC. Remember, the printed signature forms **MUST** be delivered to DPSAC (Bldg. 31, Rm. 1B03) in order to complete the background investigation process.

FAQs

Q: Will all summer students have to report to the Building 10, South Lobby to get their picture taken and receive their ID badge? Our summer students have a centralized orientation every other EOD Monday and we would need to have personnel walk them back and forth from Building 10.

A: Summer students can be processed at the Building 10 South lobby at any time during the week. They do not have to come as one large group or be escorted (unless required). Using the Building 10 location allows DPSAC to process larger groups and offers students a comfortable waiting area. Use of this site also helps minimize any interruption to DPSAC's normal daily operations in the Building 31 Enrollment Center. At this time, we will not be processing students at any other locations.

As a reminder, each student must be sponsored in NED and must return the HHS-745 form before the NCIC check can be performed and the badge authorized. Once the student has received and printed the Badge Authorization e-mail, he or she can report to the South Lobby at any time between the hours of 8:00 a.m. and 4:00 p.m. to be photographed and receive their ID badge.

Q: I want to make sure I'm correct in thinking that if you answer "yes" to any of the questions on the security checklist then you will need to be fingerprinted?

A: That is correct. A student will need to be fingerprinted **ONLY** if one of the boxes is checked. We anticipate that a large majority of summer students will NOT need to be fingerprinted.

Q: I have a few students working in labs adjacent to select agent labs; how do I proceed with their investigations?

A: These students will need to be processed as if they were not summer students. Please have them schedule an appointment to be fingerprinted and they can start the e-QIP process, completing the appropriate background questionnaire.

Q: Can you please provide guidance on the badging process for students who are currently Special Volunteers, but will convert to Summer Students?

A: Since Special Volunteers have already received a SAC (fingerprint) check, they do not need to receive the NCIC check. The appropriate AO will need to update their NED record to show that they have changed classification, and let DSPAC know so that we can stop any ongoing investigations. Once we have confirmed their status, we will send out a new badge authorization e-mail to the student.

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
- E-mail: facilityaccesscontrol@mail.nih.gov

HSPD-12 Program Office

- Office: (301) 496-3067

- Fax: (301) 480-3364

*NIH maintains a number of off-site facilities, some in other states and others within driving distance of the main NIH Bethesda campus. Individuals at these satellite locations can still contact the DPSAC help desks for assistance; however, the out-of-state facilities maintain their own badge enrollment centers for fingerprinting and photographing their workforce. Other nearby off-campus facilities host regularly scheduled enrollment sessions conducted by DPSAC staff that set up portable photo and fingerprinting equipment to enroll staff. The links below connect the reader to contact information for each NIH satellite facilities.

- [Rocky Mountain Laboratories \(RML\)](#)
- [National Institutes of Environmental Health Sciences \(NIEHS\)](#)
- [National Cancer Institute \(NCI\), Frederick, MD](#)
- [Baltimore Intramural Research Programs \(IRP\), Satellite facilities for the National Institute on Aging \(NIA\) and the National Institute on Drug Abuse \(NIDA\)](#)

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