Division of Personnel Security and Access Control (DPSAC)

DPSAC NEWS – September 24, 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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Implementation of Revised Standard Form 86 – Questionnaire for National Security Positions

Beginning September 23, 2008, individuals required to undergo a background investigation for access to classified information will use a revised Standard Form 86 (SF 86). This updated form is used by the U.S. Government in conducting "background investigations and reinvestigations to establish that military personnel, applicants for or incumbents in national security positions, either employed by the Government or working for Government contractors, licensees, certificate holders, grantees, are eligible for a required security clearance." This standard form will be completed only after a conditional offer of employment has been made for a position requiring security clearance.

The Electronic Questionnaires for Investigations Processing (e-QIP) has been updated to include the newly revised form. In cases in which e-QIP is not available or accessible, the new SF 86 will be available as a "fillable" PDF file on OPM's website at: http://www.opm.gov/forms/html/sf.asp.

Upon implementation, all previous versions of the SF 86 will be destroyed. Agencies using the e-QIP system will automatically be converted to the new version. For e-QIP and paper requests in process at the time of implementation, there will be a limited transition period when both versions will be accepted. **OPM will not accept the previous versions of the SF 86 or e-QIP form after January 1, 2009.**

New Rate Schedule for OPM Background Investigations Effective October 1, 2008

The Office of Personnel Management's Federal Investigative Services Division (OPM-FISD), which offers standard background investigations as well as numerous special investigative products, announced that prices for these services will be going up effective October 1, 2008. Below is a table listing the more common investigation types and their new costs.

OPM Background Investigation Types		Normal	Expedited
Fingerprints only. Examples: Summer Students and Extended Visitors	SAC	$ 24.25	N/A
National Agency Check	NAC	$ 102.	N/A
National Agency Check and Inquiries	NACI	$ 121.	N/A
Child Care National Agency Check and Inquiries + an additional $5 processing fee for each State Criminal History Repository search conducted and the additional user fee charged by each State, if applicable	C-NACI	$ 121. Base Price	N/A
Access National Agency Check and Inquiries	ANACI	$ 252.	$ 296.
Minimum Background Investigation	MBI	$ 591.	$ 673.
Limited Background Investigation	LBI	$ 2,578.	$ 2,988.
Background Investigation	BI	$ 3,096.	$ 3,670.
Single Scope Background Investigation	SSBI	$ 3,888.	$ 4,271.

As reported in the September 10, 2008 *DPSAC News*, NIH will begin using a more stringent minimum background investigation for Public Trust Level 5 (PTL-5) positions, effective October 6. As of that date, the "Minimum Background Investigation (MBI)" will replace the National Agency Check with Inquiries and Credit Check (NACIC) as the new minimum investigation requirement for PTL-5 positions at NIH. This change will apply to approximately 20% of all NIH positions. For FY09 the "normal" MBI will cost $591. Once these new prices become effective October 1, you will be able to view the updated OPM tables at http://idbadge.nih.gov. Click on the Pricing Schedule link under Background Checks.

Last Chance for NED/HSPD-12 Training Before NED 2.0 Launch on October 6

The HSPD-12 Program Office and the NED Team will offer two final "hands on" training classes on NED 2.0 before the October 6 launch of the new system. Participants will learn how to navigate the newly enhanced NED system using case examples that simulate the real work environment. Dates, times and locations are listed below:

> **NED Session 1**
> Date: Wednesday, October 1st
> Time: 9am – 12pm
> Location: 6120 Executive Plaza Blvd, Room 2 (computer lab)

Class Filled

> **NED Session 2**
> Date: Thursday, October 2nd
> Time: 1pm – 4pm
> Location: 6120 Executive Plaza Blvd, Room 2 (computer lab)

Those who plan to attend should register with Dan Shumate. Simply drop him an e-mail [shumated@mail.nih.gov] indicating which hands-on session you plan to attend.

[Helpful Tips](#)

- **Call-In Help Sessions Scheduled for Week of October 6, 2008**
  During the week NED 2.0 goes 'live' (October 6 – 10), Jeff Erickson, the NED Project Manager, will host a daily conference call to answer any questions the administrative community may have as they begin to use the new system. Anyone can participate in these sessions by calling **1-800-369-8431**, and entering the pass code: **75464**.

  Each day Jeff will use his PC to illustrate NED applications. Participants will be able to follow along with Jeff by clicking on the URL being used on that day. Each day, a different URL will be used. The URLs with their corresponding dates are listed below:

Monday, October 6	-- https://webmeeting.nih.gov/r75858969/
Tuesday, October 7	-- https://webmeeting.nih.gov/r97186835/
Wednesday, October 8	-- https://webmeeting.nih.gov/r42505634/
Thursday, October 9	-- https://webmeeting.nih.gov/r21168233/
Friday, October 10	-- https://webmeeting.nih.gov/r36595509/

- **Legal Names Required in NED**
  Per the requirements of HSPD-12, DPSAC must use the individual's legal name on the ID Badge. Therefore, legal names must be entered into NED. Middle initials instead of the full middle names are permissible. Nicknames or abbreviated first names are not allowed (e.g., Dan for Daniel; JP Smith for John P. Smith; etc.). Individuals whose names have not been entered properly into NED will not be processed for an ID Badge.

- **AOs in the Role of PIV Sponsor Must Complete HHS PIV Sponsor Training**
  If you are an AO who will be sponsoring Applicants for the HHS ID Badge (PIV Card) and have not completed the mandatory HHS PIV Sponsor training, please click on the following link: http://intranet.hhs.gov/pivcard/training/sponsor/.

  Once you have completed the training module, please fax or mail the signed and dated training certificate to:

  > The HSPD-12 Program Office
  > 31 Center Drive
  > Room B4B03
  > Bethesda, MD 20892--2832
  > Fax number: (301) 480-3364

[FAQs](#)

Q. **Why are you going to investigate me? I'm only applying for an entry level job and I don't need a security clearance.**

A. The interests of the national security require that all persons privileged to be employed in the departments and agencies of the Federal government shall be reliable, trustworthy, of good conduct and character, and of complete and unswerving loyalty to the United States. This means that the appointment of each civilian employee in any department or agency of the government is subject to investigation. The scope of the investigation will vary, depending on the nature of the position and the degree of harm that an individual in that position could cause.

Thererequirement to be investigated applies whether or not the position requires a security clearance to have access to classified national security information.

Q. **Do I have to answer all the questions on the form? A lot of that information is already on my resume.**

A. Yes. The resume is part of the application process. The Security Questionnaire is part of the investigation process. All of the questions should be answered fully, accurately and honestly.

Q. **What will happen if I refuse to give you some of this personal information?**

A. The investigation is a condition of employment. Providing the information is voluntary, but if you choose not to provide the required information, you will not meet the requirements of the job and will therefore not be considered further. If you are already employed by the Federal government, your appointment will be terminated. The courts have upheld this principle.

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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) Research Triangle Park, NC
- 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)