

Division of Personnel Security and Access Control (DPSAC)

DPSAC NEWS – March 12, 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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[New Enrollment Center Workstations to Speed Up Processing, Meet Federal Requirements](#)

Badge Applicants arriving at the Building 31 Enrollment Center (Rm.1B03) for their fingerprinting appointment will soon notice workers reconfiguring some of the workspace to accommodate the installation of new furniture, eight new enrollment work stations (EWS), and a new badge issuing work station (IWS). Each EWS will house several new pieces of high-tech equipment, including a fingerprint reader/scanner that transmits fingerprints directly to the HHS electronic Identity Management System (IDMS). This capability is required of NIH to comply with the Department and the HSPD-12 PIV processes.

The new enrollment work stations will also be equipped with a computer, two monitors as well as a digital camera that can capture an applicant's photo and forward it directly to the IWS located in a separate area of the Enrollment Center. Wooden partitions at each EWS will offer privacy to personnel security specialists and applicants during the enrollment session.

Once the process is completed, the applicant will need to return to the Enrollment Center IWS where DPSAC will activate and issue the new ID Badge. Each enrollment location, -- including Rocky Mountain Laboratories (RML), National Institutes of Environmental Health Sciences (NIEHS), National Cancer Institute (NCI), Frederick, MD, the Baltimore Intramural Research Programs (IRP) for the National Institute on Aging (NIA) and the National Institute on Drug Abuse (NIDA) -- will have at least one enrollment and issuance work station.

This expanded capability should reduce wait times and speed up the fingerprinting and enrollment sessions.

Applicants should understand that during the fingerprinting process, they will be required to provide two sets of fingerprints when they appear at the enrollment center -- one taken with the new scanners and the second with the current fingerprint capturing system. This practice will continue until technical compatibility issues with the Department and Office of Personnel Management (OPM) are resolved, at which time the new readers will be used exclusively.

Since applicants can expect some minor disruptions or inconveniences as the space modifications proceed, everyone is strongly urged to begin the badge renewal process in a timely manner.

[Training Program for AOs/ATs To Highlight HSPD-12 and NED](#)

The NIH Enterprise Directory (NED) is the authoritative source for identity management at NIH and a critical component of the NIH digital identity infrastructure and Identity Management Architecture. NED is currently undergoing a number of modifications in order to meet requirements imposed by Homeland Security Presidential Directive 12 (HSPD-12). Because some of these changes will directly affect the Administrative Officer/Administrative Technician (AO/AT) community, representatives from ORS and CIT will be offering a series of town hall style training sessions in upcoming months. The goal of these sessions will be to familiarize AOs/ATs with the changes required by HSPD-12 and PIV and how NED supports them.

Half-day training sessions will be held at several locations both on and off campus to accommodate as many AOs/ATs as possible. Also, videocasts of select sessions will be broadcast live and archived so that staff at satellite facilities, and others who are unable to attend a session in person, can access the training. Topics covered in the sessions will include:

- HSPD-12 Overview
- Using the new NIH 2866 Position Sensitivity Worksheet
- The new Personal Identity Verification (PIV) process for obtaining an HHS ID badge
- The critical role of the AO/AT in the new process
- Overview and demonstration of the changes to NED that affect the AO/AT community

Specific dates and locations for each session as well as other pertinent details about this training will be published in a future edition of *DPSAC News*. Online pre-registration will be required to attend a session. All sessions are free and open to any AO or AT. Stay tuned.

[HHS Updates Credential Categories to Determine HHS ID Badge Color Coding](#)

The HHS HSPD-12 Program Office recently published Credential Categories, Ver.1.6, updating the HHS credential categories and subcategories to be used to determine the appropriate credential color code for issuing a Personal Identity Verification (PIV) card.

This policy applies to all HHS OPDIVs (including NIH). All HHS organizations responsible for issuing HHS ID badges, including PIV cards, will ensure that the individual holder's associated credential category is assigned and managed in accordance with the standards set forth in this document.

Individuals are categorized based on their relationship with HHS (or its OPDIVs, including NIH). There are two credential categories for assigning an individual:

- 1) Federal employees
- 2) Federal contractors and organizational affiliates

The credential categories are mutually exclusive; that is, a person can be assigned to only one category. Each credential category will map to a badge.

[Helpful Tips Worth Repeating](#)

- AOs can now link to a **quick reference guide** - [Position Categories and Corresponding Badging Authorities](#) – that identifies the appropriate badging authority (DPSAC or the NIH Police) for all 12 position categories at NIH. We recommend that you visit this site regularly as the information is continually updated.
- You can view the 2008 streamlined **enrollment policies for Summer Students** at: <http://security.nih.gov/PIV/badgeProcess.htm#newEmployeesSummer>. Questions about Summer Student enrollment should be directed to the Personnel Security help desk at: Orspersonnelsecurity@mail.nih.gov. Please indicate "Summer Students" on the subject line. Detailed

enrollment procedures are currently being finalized and will appear in *DPSAC News* and on the PIV website soon.

- **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. 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 - All About Credential Categories

Q. Do individuals fall into more than one credential category?

A. No. An individual cannot be categorized in more than one position category at a given time.

Q. What basis is used to categorize individuals?

A. The process used by NIH to determine a credential category for an individual is: 1) determine if they are a Federal employee. If not, 2) determine if they meet the criteria for a Federal contractor requiring regular and prolonged physical and/or logical access to Federal facilities and/or Federal information systems. If not, 3) determine whether the individual requires regular or prolonged physical and/or logical access to Federal facilities and/or Federal information systems. If so, the individual would be categorized as an organizational affiliate.

Q. How does my credential categorization benefit me?

A. By providing a credential category for every person who does business with the Federal government with a need for a PIV card, it allows for standardized reporting across employee affiliations.

Q. Does my assignment to a given credential category restrict my rights or privacy?

A. No, the assignment of an individual to a given credential category does not impact any employee appeal rights, privacy, or individual rights. The credential category and subcategories serve to clearly distinguish those individuals who fall within multiple employee affiliations.

Q. Can people be re-classified? If so, how does the re-classification process work?

A. When an individual changes classification from an employee to a non-employee or vice-versa, the credential category needs to be changed in accordance with the type of credentials, access and risk for the new category. This can involve re-issuance of the badge.

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 who 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)