

Division of Personnel Security and Access Control

DPSAC NEWS –August 3, 2007

Contents

- [Forms Update](#)
- [NIH New Employee Orientation](#)
- [Helpful Hints](#)
- [Access Control](#)
- [Frequently Asked Questions \(FAQ's\)](#)

Forms Update

DPSAC no longer requires the Background Investigation Approval Form. However, all applicants must complete the HHS / NIH ID Badge Request Form. Please write the CAN number in the upper right corner of this form.

If IC representatives are aware that an individual is in a National Security or Public Trust position, the Background Investigation Approval Form (Levels 2-6) must be completed. To learn more about Position Sensitivity Levels see <http://security.nih.gov/PIV/posSensitivity.htm>.

NIH New Employee Orientation

We encourage all new Federal employees to attend the NIH New Employee Orientation on their Entrance on Duty (EOD) day. During orientation, all new employees will go through the DPSAC Personal Identity Verification Process (<http://security.nih.gov/PIV/index.htm>) to be approved for an NIH ID Badge. The NIH Office of Human Resources, Client Services Division, notifies each new Federal employee of this orientation session.

IC representatives must enter new employees into NED to facilitate the DPSAC Personal Identity Verification Process on EOD day. Please do not send walk-ins to DPSAC on EOD day since this time is reserved for the orientation program. EOD day is the first Monday of each Federal pay period. If this date is a holiday, then the EOD day will be held the following day.

Helpful Hints

- Project Officers – remember to get any new contractors or employees authorized in NED before making an appointment with DPSAC to get their NIH ID Badge.
- AO's - please write the CAN in the upper right hand corner of the HHS ID Badge Request Form before individuals come to DPSAC for processing.

- Please do not send your Social Security Number to Personnel Security via e-mail. This could put you and NIH at risk. DPSAC adheres to the Privacy Act and strives to protect NIH personnel's identity.
- We appreciate your patience when you come to the DPSAC office. We process up to 100 people per day and your kindness and cooperation makes this process more efficient for everyone.

Access Control

After favorable fingerprint results (generally 3-5 days) individuals will receive an e-mail notification to pick up their NIH ID Badge. All applicants must bring a copy of this e-mail to the Badge Center in Building 31, Room 1B03 to get their NIH ID Badge.

If your NIH ID Badge fails to grant access to the NIH campus or authorized buildings, call the Access Control Help Desk at 301-451-4766. We will research the issue and identify any problems. AO's, please do not authorize a replacement badge in NED until Access Control has verified that a new card is needed.

FAQ's

Q: When do I need to renew my ID Badge?

A: If you are a new employee/contractor or if your ID Badge is expiring in the next 30 days.

Q: What is position sensitivity level and how is it determined?

A: Each job at NIH will be assigned a level of risk and sensitivity that determines the kind of background investigation required for that job. The NIH Personnel Security Subcommittee is developing worksheets to guide IC's in determining job sensitivity levels. After final development and training, these worksheets will be rolled out as part of a NED enhancement. Currently, all individuals are being processed at a non-sensitive level unless IC's notify DPSAC that applicants need a higher level of clearance.

Division of Personnel Security
Building 31, Room 1B03

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

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

Same Day: 2:00 p.m. to 4:00 p.m. Monday to Thursday (excluding EOD Days). Sign-up at 8:00 a.m.