

Division of Personnel Security and Access Control (DPSAC)

DPSAC NEWS – August 10, 2007

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Important Improvements to Expedite the NIH ID Badge Issuance Process

For the past several months the Division of Personnel Security and Access Control (DPSAC) has been reviewing your feedback about the current badging process. Working with Administrative Officers (AOs), the Personnel Security Working Group and the Office of the Chief IT Architect, we are ready to offer considerable improvements to the procedures for obtaining an NIH ID badge.

In order to fulfill HSPD-12 directives, DPSAC must verify that individuals have been sponsored for an ID badge. At NIH, we will use NED to confirm sponsorship and collect the Common Account Number (CAN) to pay for the background investigation. As of Monday, August 13, administrative staff will be able to use NED to enter important employee information in advance and provide a CAN for payment, simply and securely. DPSAC will not process individuals unless the required information is in NED. In addition, a new online system will allow ICs to schedule appointments with DPSAC. Employees must still complete an [HHS / NIH ID Badge Request Form](#). They will no longer need to provide a CAN at the appointment.

NED Registration Instructions for Administrative Staff

(See the NEDWeb User Guide or contact the NIH Help Desk for more information.)

New Staff

1. When registering the new employee in NEDWeb, ensure that the employee's personal information is included (e.g., date of birth, city of birth, country of birth, and Social Security Number, if applicable, etc.)

IMPORTANT: Some of the information is sensitive and personal and should not be sent via e-mail. Please ask the employee to provide this information only by phone or in person.

2. Authorize badge.
3. Change Badge Expiration Date (if necessary).
4. ***NEW*** Enter the CAN to pay for fingerprinting/background investigation.
5. Enter the Not to Exceed (NTE) date (if necessary).
6. Enter the person's actual start date in the Entry on Duty (EOD) date field.
7. 'Submit' the change. **DO NOT** 'Schedule' the action or it will delay the process.

8. Schedule the registration appointment using either the new online appointment system or by phone. (See below for more information.)

Existing Staff -- Renewals and Replacements

1. A new NED feature will send existing badge holders an automated e-mail before the badge expires. NED will send the first message 45 days prior to the badge expiration date. If the badge is not renewed, reminders will be sent again 30 days and 15 days prior to expiration. **Employees must initiate badge renewal prior to the expiration date.**
2. After confirming that an existing badge should be renewed, ATs and AOs should use NEDWeb to ensure that the employee's personal information is recorded in NED (e.g., date of birth, city of birth, country of birth, and Social Security Number, if applicable, etc.).

IMPORTANT: Some of the information is sensitive and personal and should not be sent via e-mail. Please ask the employee to provide this information only by phone or in person.

3. Renew badge.
4. Change Badge Expiration Date (if necessary).
5. ***NEW*** Enter the CAN to pay for fingerprinting/background investigation.
6. Enter the Not to Exceed (NTE) date (if necessary).
7. 'Submit' the change. **DO NOT** 'Schedule' the action or it will delay the process.
8. Schedule the registration appointment using either the new online appointment system or by phone. (See below for more information.)

Schedule Appointments Online

Administrative staff will soon be able to schedule appointments in advance using a new, password-protected online system. Links to the new appointment system and passwords will be sent to the IC Executive Officer and/or their designee on Monday, August 13th. This information can be shared with the appropriate administrative staff within your IC. The appointment system is for administrative staff use only and passwords should not be shared with employees to schedule their own appointments. In the near future, our intent is to allow you to use your everyday log-in password to access the appointment system. Individuals can still schedule appointments over the phone (301) 496-0051 or in person by stopping by the DPSAC office in Building 31, Room 1B03.

Thank you for your patience while we determined the best methods for implementing your suggestions.

Helpful Hints

- **CAN** – AO's, please remember to provide the CAN when authorizing individuals for an ID badge in NED. This step must be completed before individuals come to DPSAC for processing.
- **e-QIP Login** – If you are having problems logging into the e-QIP system after receiving your email from DPSAC, please contact Michael Holmes in Personnel Security. He can be reached at (301) 496-1294 or holmesmw@mail.nih.gov.
- **DPSAC news** - The DPSAC news comes out every week. You can see previous editions of the DPSAC news by clicking [here](#) and scrolling to the bottom of the page.

FAQs

Q: I've already had a background investigation. Will I need a new one?

A: It depends on when the investigation was completed. If you have an existing background investigation on file with the Office of Personnel Management (OPM) at the appropriate position sensitivity level and within scope (meaning within the 5, 10, or 15 year time frame), you will not need to have another investigation.

Q: Why do you want my fingerprints?

A: Background investigations require that your fingerprints be checked against the FBI's fingerprint files for any criminal history. Since 1953, [Executive Order 10450: Security Requirements for Government Employment](#) has required that all federal employees be fingerprinted.

Division of Personnel Security and Access Control
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 begins at 7:00 a.m.