

Division of Personnel Security and Access Control (DPSAC)

DPSAC NEWS – February 13, 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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[DPSAC Streamlines Badge Issuance Procedures for Summer Students](#)

DPSAC has streamlined the enrollment process for Summer Students arriving in 2008. Dr. Alfred Johnson, Director, Office of Research Services (ORS), and Chief Security Officer at NIH, recently approved the implementation of National Crime Information Center (NCIC) checks for all incoming summer students. As a result, students coming on board in 2008 will not be required to undergo fingerprinting, although they will be required to submit to this simplified background check administered by the NIH Police. With no fingerprinting requirement and only a simple background check, arriving students can expect to receive their NIH Badges the day they arrive for work, or at the latest, the following day. Below is a description of the new 2008 policy for Summer Students who will be working at NIH.

1. All summer students apply using the online application location at the NIH Training website.
2. As they are selected for placement, Summer Students will receive a standard Badge Request form that collects the personal information required to perform the NCIC check. The clearance process will be initiated as soon as the Badge Request form is submitted, either before or on the student's EOD day.
3. The NCIC check will be conducted by the NIH Police.
4. Once the results of the name check have been received by DPSAC -- generally the same day -- the student will receive a Badge Authorization e-mail. The student should print the e-mail and take it to the DPSAC Office (31/1B03) for badge issuance. The badge will be good for the duration of the summer appointment, but no longer than September 30, 2008.
5. Summer Students working in restricted areas or with sensitive information must still go to DPSAC to undergo a fingerprint check and background investigation with the Office of Personnel Management (OPM).

Summer students will need the full OPM background investigation if they will be:

- Providing patient care or working with children;
- Working in labs with Select Agents, or in high risk facility areas;
- Working in labs adjacent to Authorized Select Agent Users
- Working with proprietary data with limited direct monitoring;
- Conducting IT work with data systems in a way that would allow them to compromise the integrity of the system;

- Having unmonitored access to IT data systems that contain Privacy Act data or to financial systems when their ability to obligate or disburse funds is not subject to higher level approvals; or
- Other circumstances as determined by the Institute or Center (IC).

This policy will apply to all NIH locations and facilities. DPSAC will make every effort to ensure that all issues are resolved and the process runs smoothly.

[Authorizing Badges Before Entry-on-Duty \(EOD\) Day](#)

DPSAC can begin the PIV process for new hires only after **1)** the AO has registered them in NED and **2)** sponsored (authorized) them for a badge (with a valid CAN). DPSAC encourages AOs to work with new hires in advance of their arrival at NIH to get a head start on the fingerprinting and ID badge issuance process. This helps expedite the process and results in the new hire getting their ID badge sooner.

Over the past few months, DPSAC has had several instances where a new hire has shown up at the Enrollment Center for their fingerprinting appointment only to be told that they **have not been entered into NED**. The applicant was then sent back to their AO where they discovered that they had in fact been **entered into NED**.

This apparently confusing scenario is actually the result of a simple and often-used NED feature: the AO has entered a future date in the Effective Date field and created a "scheduled action" in NED. The following screen shot shows where this is done in NED.

< Main Menu NIH Enterprise Directory (NED) Help >

Register

Step 5: You may verify the information you have entered for **Patrick Starr** or enter the effective date and click "Submit Update."

All Services Personal Work Home

Effective Date:

[Submit a Helpdesk Service Ticket](#)

AOs often schedule actions in this way for a variety of reasons. For example, the AO might want to avoid any appearance that the person is here when they're not. Or, the AO might want to prevent the new hire from getting their badge early. Unfortunately, **scheduled actions are invisible to DPSAC** until the morning of the effective date. This means that DPSAC cannot confirm that the NED record exists or that the person has been authorized for a badge. Since these are required before DPSAC can begin the PIV process, everyone is stuck. When the new hire shows up at the Enrollment Center for their fingerprinting appointment, DPSAC turns them away.

If at all possible, DPSAC encourages you to accept the default (the current date) for the effective date of actions that involve badges so that the action be processed immediately. You should still

use NED's EOD (entry-on-duty) date field to record the person's expected start date. **DPSAC will not issue a badge prior to this date.**

An Applicant's Category Determines Who Issues the ID Badge – DPSAC or NIH Police

Everyone gaining access to the NIH campus is issued an NIH ID badge. Whereas most full-time employees and contractors fall within categories that will require them to undergo a PIV-based background investigation and be issued a new HHS ID badge (PIV card), some individuals will fall into categories that require a different process to get a non-PIV (NIH) ID badge. DPSAC administers the PIV-based background investigations; the NIH Police administers a different background check. Beginning with the December 12, 2007 issue, *DPSAC News* began posting categories, defining them, and explaining where individuals who fall within these categories should go to obtain their ID badge.

Category ¹	Description	NIH Security Organization Responsible for Processing
Construction & Grounds Maintenance	Non-NIH employees paid for construction and grounds maintenance related services (receive non-technology NIH ID Badge).	DP
Guest Researcher	Non-NIH individuals (scientists, engineers, and students) who are permitted to engage in scientific studies and investigations using NIH facilities. They provide no direct services to NIH. (<i>SAC only < 6 months</i>)	DPSAC

¹ **Foreign nationals** from any category shall be processed by the Division of International Services (DIS) prior to security processing by the NIH Police or DPSAC.

Individuals processed by the **Division of Personnel Security and Access Control (DPSAC)** will be fingerprinted and **will** undergo a background investigation, and will receive their HHS ID badge (PIV card) from DPSAC.

Helpful Tips

- Following your fingerprinting appointment you will receive an e-mail notice to complete your e-QIP questionnaire. On occasion these notices get lost or misdirected because of an incorrect e-mail address. If you have not received this e-mail alert within 5 business days of completing your fingerprinting, e-mail the DPSAC Helpdesk at orspersonnelsecurity@mail.nih.gov stating that you have not received your e-QIP notice. You should also indicate the date you were fingerprinted. DPSAC will then send you an e-mail notice regarding the link to access your e-QIP questionnaire. Non-compliance (i.e., failure to submit the e-QIP questionnaires or deliver the appropriate signature pages to the DPSAC enrollment center) will result in the badge being deactivated.
- Remember - all badge holders at NIH are required to wear their ID Badges prominently when they are on the NIH campus or at a satellite facility.

FAQs

Q: From time to time I attend meetings requiring verification that I have a security clearance on file. What do I need to do to verify that I have a security clearance?

A: Your security clearance can be confirmed by an authorized DPSAC staff member.

In order to verify your security clearance, the security officer from the requesting organization (e.g., the sponsor of a meeting you have been asked to attend) will need to e-mail DPSAC requesting the clearance information. The requesting officer needs to specify in the e-mail why the clearance information is needed, the date this information will be used, where to fax

or mail the information, and the Point Of Contact (POC). Below is a sample request for clearance information.

Subject: 2008 HSPD-12 briefing
When: Wednesday, February 29, 2008 9:00 AM-11:00 AM (GMT-05:00) Eastern Time (US & Canada).
Where: OMB -- see information below

We have arranged a briefing by OMB on the 2008 HSPD-12 for Wednesday, February 20th, 9AM - 11AM. You will need to provide your clearance information. Instructions from Jane Doe are below. The room at OMB can accommodate approximately 18 people; therefore we will honor responses on a first come, first served basis. Please contact me or Jane (jane.doe@nih.gov) if you have any questions.

The OMB 2008 Risk Assessment briefing is scheduled for February 29th from 9-11am at 1120 Constitution Ave., Washington, DC 20005, in conference room 8-202. The briefing will be held at the SECRET/NOFORN level and will require the appropriate clearances.

NON-OMB STAFF

Ø Fax your clearance to Mr. Joseph Smith at 202-555-5555 no later than Wednesday, February 13th. His phone number is 202 555-5557 and he can be reached by e-mail at joe.smith@clearances.nih.gov and phone as POC: Jane Doe 202 555-6666 Jane.Doe@nih.gov

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)