Division of Personnel Security and Access Control (DPSAC)

DPSAC NEWS – August 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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Memo Outlines Final Credentialing Standards for Issuing PIV Cards under HSPD-12

In a July 31, 2008 Memorandum, OPM Director Linda M. Springer announced the "final government-wide credentialing standards to be used by all Federal departments and agencies in determining whether to issue or revoke personal identity verification (PIV) cards to their employees and contractor personnel, including those who are non-United States citizens." These standards replace the interim standards issued on December 2007. The authority is section 2.3(b) of Executive Order 13467 of June 30, 2008

The memorandum outlines the minimum standards for initial eligibility for a PIV card. It states that "If an individual who otherwise meets these standards is found: 1) unsuitable for the competitive civil service under 5CFR part 731, 2) ineligible for access to classified information under E.O. 12968, or 3) disqualified from appointment in the excepted service or from working on a contract, the unfavorable decision is a sufficient basis for non-issuance or revocation of a PIV card. "

The memorandum describes 6 instances in which a PIV card will not be issued to an individual. These include:

1. The individual is known to be or reasonably suspected of being a terrorist;
2. The employer is unable to verify the individual's claimed identity;
3. There is a reasonable basis to believe the individual has submitted fraudulent information concerning his or her identity;
4. There is a reasonable basis to believe the individual will attempt to gain unauthorized access to classified documents, information protected by the Privacy Act, information that is proprietary in nature, or other sensitive or protected information;
5. There is a reasonable basis to believe the individual will use an identity credential outside the workplace unlawfully or inappropriately; or
6. There is a reasonable basis to believe the individual will use Federally-controlled information systems unlawfully, make unauthorized modifications to such systems, corrupt or destroy such systems, or engage in inappropriate uses of such systems. "

The Memorandum goes on to describe two options available to departments and agencies when issuing credentials: (1) Interim credentialing determination followed by a final credentialing determination, and (2), Single and final credentialing determination before employment.

NIH has adopted Option 1, which states that "when a department or agency wishes to bring a new employee or contract employee on board pending completion of a background investigation or any applicable suitability and/or national security decision under 5CFR part 731 and E.O. 12968 respectively, or any decision as to whether an individual is qualified for an excepted service appointment or to work on a contract, the department or agency may first make an interim credentialing determination. The interim credentialing determination must be based on:

A.   The person presenting two identity source documents, at least one of which is a valid Federal or State government-issued picture identification, and

B.   A National Agency Check (NAC) or an FBI National Criminal History Check (fingerprint check).

Upon completion of a background investigation, and at the time of a determination of suitability for an appointment in the competitive service under 5 CFR part 731, eligibility for access to classified information under E.O. 12968, or qualification for an appointment in the excepted service or to work on a contract, a department or agency should simultaneously make a final credentialing determination."

Many departments and agencies work with individuals who do not require a suitability determination or a security clearance. In such cases, agencies have the flexibility to apply supplemental credentialing standards in addition to the six basic standards enumerated above. Look for a discussion of these supplemental standards in the next DPSAC News.

Reserve Your Space for Upcoming "Hands-On" NED Training Session

Your final chance to attend a class on the 'new NED' is Thursday, August 28, 2008 from 9 a.m. to 12 p.m. in Building 12A, Room B47. To register and reserve a seat, send your request to Daniel Shumate at shumated@mail.nih.gov. Space is limited.

Helpful Tips

- **"New NED" Tutorials Online**
  NED users can practice working with the new NED applications online at the NED 'sandbox' designed specifically for this purpose. Visit http://idbadge.nih.gov/training/nedweb.asp and explore NED's new features at your own pace. A step-by-step tutorial takes the user through the sequential steps of registering a new FTE; other practice exercises help users hone their skills in Registering New People, Updating Records, Modifying Services, Deactivating People, Transferring People and Viewing a Record/Status.

  Contact your IC Super User or the NIH Help Desk should you need help with these exercises. A list of IC Super Users is posted at: http://www.idbadge.nih.gov/training/docs/SuperUsers.pdf

- **Videocast of HSPD-12/NED Town Hall Session Now Archived for On-Demand Viewing**
  The June 13, 2008 presentation on HSPD-12 and NED that was videocast from the Natcher Conference Center has been saved in the NIH Videocasting library under Past Events http://videocast.nih.gov/PastEvents.asp. HSPD-12 Program Manager, Richie Taffet, and NED Program Manager, Jeff Erickson, provide excellent overviews of these two important topics that affect the entire NIH workforce. Running time: 2 hours.

News Briefs

- Visitor activity at the new website http://idbadge.nih.gov continues to be brisk. Over 4,000 visitors logged onto the site from July 1 to August 11, accounting for 9,365 visits and 23,568 page views. Nearly 70,000 page views have been recorded since the website went live April 21, 2008.

Q. I understand that I can just show up at the enrollment center (Building 31, Room 1B03) on Wednesday evenings between 5 p.m. and 8 p.m. – without an appointment -- to get fingerprinted. But I've heard that some people who have shown up during these Wednesday evening sessions have been turned away. Can you clarify, please?

A. You are correct on both counts. The process of obtaining a new badge or renewing an expiring badge begins when the Sponsor – usually an Administrative Officer (AO) – enters your information into the NIH Enterprise Directory (NED). This information includes a request to issue you an ID Badge and an appropriate Common Accounting Number (CAN).

HSPD-12 requires all Federal employees, contractors and affiliates working at NIH be sponsored for an HHS ID Badge. The Sponsor is responsible for substantiating that you need an HHS ID Badge and supplying a CAN. So when you show up for your fingerprinting appointment, DPSAC staff will confirm in NED that you have been sponsored before proceeding to fingerprint you.

Should DPSAC find that you have not been sponsored and your information has not been entered into NED, you will not be eligible to be fingerprinted at that time and will be advised to contact your AO to get sponsored.

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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)