

# Division of Personnel Security and Access Control (DPSAC)

## DPSAC NEWS – October 31, 2007

*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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### Access Control – Bicyclists and the New NIH Perimeter Security System

If you've biked to work recently, you probably already know that your NIH ID Badge does not raise the entry gate arm when you swipe your card across the card reader. The same holds true for most motorcycles and scooters. In addition, the recent reduction in the number of guards posted at the perimeter gates from 2 to 1 has prompted additional changes that will further impact bicyclists entering the NIH campus.

A cyclist should approach the gate nearest to where the guard is stationed and present his or her ID Badge to the security guard or police officer. The guard will physically inspect the cyclist's ID Badge and swipe it across the card reader to record the person's entry onto campus. Once identification is confirmed, the guard will advise the cyclist to ride around the gate arm to gain entry. At most entrances, the left gate arm has been shortened to allow a biker to safely proceed past the entry point.

To ensure the safety of bicyclists entering the NIH Bethesda campus, bicyclists are strongly encouraged to enter through a Pedestrian Portal or Pedestrian Turnstile adjacent to a vehicle entrance.

Those interested in learning more about bicycling and the NIH perimeter security system can refer to the [Bicyclist Fact Sheet](#).

### [Reminder to AOs](#)

We thought it would be helpful to "reprint" the NED authorization screen from an earlier *DPSAC News* since some AOs are omitting the Authorization step in NED. Unfortunately, DPSAC staff must turn away these non-authorized applicants when they show up for their fingerprinting appointment at the Enrollment Center. Your vigilance in this matter will go a long way in helping applicants avoid the inconvenience of waiting in line unnecessarily and being sent back to their AO for proper authorization. The following screen shot highlights the "Authorize" and "CAN" fields in the NED form that must be filled in to successfully complete the authorization process and allow DPSAC to process an applicant for his or her ID Badge.

Services **Personal Information** Work Information Home Information

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**ID Badge** Status: **Not Authorized**

No Change  **Authorize**

Expiration Date:  **Calendar**

Badge Designation (Optional):

CAN  (for background investigation)

## Helpful Tips

- Do you know someone at NIH who would like to receive *DPSAC News*? Just send us their name and e-mail address and we will add them to our listserv.
- Anyone planning to attend a Wednesday after-hours enrollment session (5:00-8:00 p.m. in Building 31, 1B03), no longer will have to stand in long lines while waiting to be served. DPSAC has arranged to make space available in the Bg. 31 cafeteria (diagonally across the hall from the Enrollment Center) for your comfort during these hours. Now you will be able to sit, read a book, listen to your iPod, or work on your laptop. You will be called when it's your turn. (Dining services will not be available).
- An update on HSPD-12 and the PIV Process will appear in the November 2, 2007 issue of *The NIH Record*. The article features ORS Director Dr. Alfred Johnson, Acting DPSAC Director Candelario Zapata, and HSPD-12 Program Manager Richie Taffet who discuss progress at NIH in implementing the President's mandate and the challenges of rolling out the new "smart" ID Badges – also called the Personal Identification Verification (PIV) Card -- to over 30,000 NIH employees, contractors and affiliates in 2008.
- Updated pricing schedules for background investigations are now posted on the ORS PIV website. A [table](#) listing the six most commonly used background investigations at NIH and their costs has been posted to the site. For a complete listing of all background investigations and their associated costs, please see [OPM Notice 07-08](#).
- Please continue to send us your feedback and questions, as they are often a source of valuable insight for our DPSAC and HSPD-12 staff developing and assembling the many pieces of the Personal Identity Verification (PIV) process that must fit together to successfully implement the President's directive.

## FAQs

- Q. Is there a way to view past issues of *DPSAC News*?
- A. Yes, all past issues of *DPSAC News* are posted in chronological order on the ORS PIV website under the [Related Links](#) section. These e-newsletters are a great resource for practical information about policies and procedures related to the PIV process at NIH.
- Q. I am being considered for a Federal job and have been given a personnel security questionnaire. It's very long and asks a lot of personal questions. Do I have to answer all the questions on the form? Much of that information is already on my resume.

- A. Yes. The resume is part of the application process. The Security Questionnaire is part of the investigation process. All of the security questionnaire questions should be answered fully, accurately and honestly.

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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](mailto:orspersonnelsecurity@mail.nih.gov)

Access Control

- Helpdesk: (301) 451-4766
- Fax: (301) 480-3364
- E-mail: [facilityaccesscontrol@mail.nih.gov](mailto:facilityaccesscontrol@mail.nih.gov)

HSPD-12 Program Office

- Office: (301) 496-3067
- Fax: (301) 480-3364

*DPSAC is one of six divisions of Security and Emergency Response (SER) within the Office of Research Services (ORS)*