

Division of Personnel Security and Access Control (DPSAC)

DPSAC NEWS – December 12, 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.

Contents

- [A Holiday Message](#)
- [Badge Expiration Notifications](#)
- [Your Category Determines Who Issues Your Badge](#)
- [Helpful Tips](#)
- [FAQs](#)

[A Holiday Message](#)

Since this will be the last issue of *DPSAC News* before the holidays, we'd like to take this opportunity to wish you a healthy, happy and safe holiday season, as well as

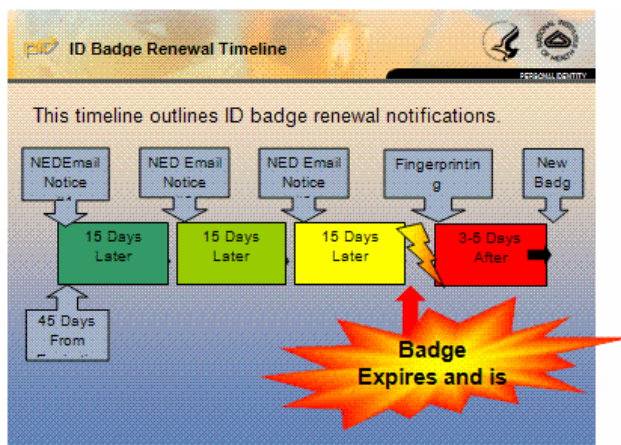
- ♪ a Valid ID Badge,
- ♪ a Quick Background Investigation,
- ♪ and, Short Lines at Your Fingerprinting Appointment.

**** No Wednesday evening hours on December 26 ****

[Badge Expiration Notifications](#)

The following graphic illustrates the timeline for ID badge renewal notifications that are generated automatically from the NIH Enterprise Directory (NED) to NIH badge holders. Note that if the applicant has not been authorized for a replacement badge by the end of the third and final 15 day warning period, the badge will expire and will be confiscated at the perimeter gate when the individual tries to enter the NIH campus. To gain access to the NIH campus, the individual must then proceed to the NIH Gateway Center and obtain a day visitor badge. http://dtts.ors.od.nih.gov/parking/visitor_access_map.htm

The individual whose badge has expired will need to make a fingerprinting appointment with DPSAC and begin the PIV background investigation process (see [DPSAC News November 28, 2007 "After You've Been Fingerprinted"](#) for an explanation of this process).



[Your Category Determines Who Issues Your Badge – DPSAC or the 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 less rigorous processing and a less secure ID Badge. DPSAC administers the PIV-based background investigations and issues the PIV cards; the NIH Police Department administers a different background check and issues the traditional NIH ID badge. Starting with this issue, *DPSAC News* will begin posting categories, defining them, and explaining where individuals who fall within these categories should go to obtain their ID badge.

Category ¹	Definition	Examples	NIH Security Organization Responsible for Processing
Service Provider	Provides services at NIH (not an employee or contractor) on a regular basis	UPS/DHL/Fed Ex deliveries; Photocopier repair techs	NIH Police Building 31, Room B3B17
Volunteer ²	All non-paid individuals who work for NIH on NIH programs	Red Cross, Sunday supper providers at the Children's Inn, pet therapist, volunteer interpreters,	NIH Police Building 31, Room B3B17
Special Volunteer	Individuals who provide research services, direct patient care, clerical support, technical assistance, etc.	Former NIH scientists who continue to collaborate with NIH colleagues on NIH research projects	DPSAC Building 31, Rm. 1B03

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.

² This category does **not** include **Special Volunteers** (see table) Special Volunteers are entered into NED under the 'Volunteer' category; however they are processed by DPSAC.

Individuals processed by the NIH Police will **not** be fingerprinted and will **not** require a background investigation. **They will**, however, undergo a standard criminal history check prior to being issued an NIH ID badge by the NIH Police.

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 PIV ID card by DPSAC. .

Helpful Tips

- Avoid the anticipated New Year's surge at the DPSAC Enrollment Center. If your badge expires in January, renew it in December.
- Here's a suggestion for a New Year's resolution: Avoid procrastinating when filling out your e-QIP forms. Remember, if you fail to complete your e-QIP questionnaires (which includes hitting the "submit" button), you run the risk of losing your ID badge privileges, including access to the NIH campus.
- 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.

FAQs

Q: What happens when I use my HHS ID badge (PIV card)

A: When you show your badge to an authorized person, or swipe or insert your badge into a reader, your identity will be verified. The person looking at your badge may compare your badge photo to your face. The electronic reader will compare the data stored on the badge to the database of badge holders. When the HHS PIV card becomes the standard at NIH, the electronic reader may also compare the fingerprint template (a mathematical model of your fingerprint) stored on the badge to your actual fingerprint. When you gain access to NIH facilities or systems, your information is validated (non-intrusively) to ensure you have proper authorization.

Q: Has the HHS PIV Process started at NIH?

- A: The Phase I background investigation process has begun for employees and contractors applying for new badges and for those renewing expiring badges. The goal is to administer background investigations and issue new HHS ID badges (PIV cards) to the entire NIH badge-holder population – approximately 35,000 individuals – by October, 2008.

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

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