

DPSAC NEWS June 29, 2007

This issue of DPSAC NEWS is dedicated to answering some commonly asked questions regarding the DPSAC process. Please share information with members of your IC's.

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Same Day Service (Walk-in Service)

To avoid long lines (a fire prevention measure) in the corridor outside the office (31/1B03) DPSAC will begin same day service sign-up at 8:00 a.m. Monday through Thursday (excluding EOD day). Individuals who do not have a scheduled appointment but need to be processed to receive an NIH ID Badge may come to building 31, room 1B03 and sign up for same day service. The first fourteen individuals will be accepted. Those who sign up in the morning but do not return to the DPSAC office at 2 p.m. forfeit their right to be processed that day. Please alert your colleagues to this important same day service change.

Summer Student Update

Summer students receive their NIH ID Badge immediately after being fingerprinted (refer to DPSAC News 62207). Summer students who have not been fingerprinted, must call 301-402-9758 to schedule an appointment. Please do not send summer students to DPSAC 31/1B03 during same day service/walk-in hours.

Summer students who have been fingerprinted but have not received their badge authorization e-mail should contact Radames Mendoza at mendozr@mail.nih.gov.

ID Badge Status

If you do not receive your badge authorization e-mail five days after being fingerprinted, send an e-mail request titled 'Badge Status Request' to Mr. Kontos at kontostergiosa@mail.nih.gov. Mr. Kontos will check the status of your file and have a member of DPSAC contact you.

e-QIP Assistance

As part of the personal identity verification process, DPSAC initiates a case in the electronic questionnaires for investigations processing (e-QIP). This system allows applicants to complete the required personnel investigation forms on-line. Applicants receive an e-mail with instructions and a link to e-QIP. Please complete e-QIP and bring all required forms to DPSAC within seven business days of receiving the e-QIP e-mail.

Before gaining access to e-QIP, your computer must have the following setting:

Enable TLS 1.0
Select the "Tools" menu
Select "Internet Options"
Select the "Advanced" tab
Locate the "Security" section
Check the "Use TLS 1.0" box
Click "OK"

For questions about e-QIP follow these instructions:

- For system reset (your pc) questions contact your IT representative
- If you have been fingerprinted but have not received your e-QIP notice within 3 business days send an e-mail titled 'e-QIP HELP' to orspersonnelsecurity@mail.nih.gov.
- If you have followed your e-QIP instructions and you are still unable to access the e-QIP portal, send an e-mail titled 'e-QIP HELP' to orspersonnelsecurity@mail.nih.gov