

## Division of Personnel Security and Access Control (DPSAC)

### DPSAC NEWS – July 16, 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.

#### Contents

#### [New Video Offers Comprehensive Overview of the PIV System](#)

#### [New Online ‘Sandbox’ Offers Administrative Community Practice Environment for the New NIH Enterprise Directory \(NED\)](#)

#### [NED/HSPD-12 Training \(Cont.\)](#)

#### [Helpful Tips](#)

#### [FAQs](#)

### [New Video Offers Comprehensive Overview of the PIV Process](#)

A new video designed to familiarize the NIH workforce with the new common HSPD-12 PIV identification standard for Federal employees and contractors is now available online at: [http://idbadge.nih.gov/training/nih\\_deploy/piv.html](http://idbadge.nih.gov/training/nih_deploy/piv.html). The video includes discussions on HSPD-12, FIPS 201 and the government-wide Personal Identity Verification (PIV) process in which common identification badges can be created and used to verify a person's identity. The HSPD-12 Program Office developed this non-technical video describing the PIV process to complement the mandatory training modules that applicants and administrators must complete either to obtain a new ID Badge or fulfill one of several administrative roles. All of the training modules are posted on the <http://idbadge.nih.gov> website under ‘Training.’

### [New Online ‘Sandbox’ Offers Administrative Community Practice Environment for the New NIH Enterprise Directory \(NED\)](#)

Individuals who attended one of the many NED training and informational Town Hall sessions or expressed interest in the new NED system were recently invited via e-mail to log on to a virtual practice environment (sandbox) to ‘play’ with the new NED and become familiar with its powerful new features.

By logging on at: <http://idbadge.nih.gov/training/nedweb.asp>, users can explore the new system at their own pace and can take advantage of the tutorial and practice exercises available at this site. The [step-by-step tutorial](#) takes the user through the sequential steps of registering a new FTE. The [practice exercises](#) help users hone their skills in Registering New People, Updating Records, Modifying Services, Deactivating People, Transferring People, and Viewing a Record/Status.

Should visitors to this site have questions as they attempt to complete the exercises, they should contact their IC Super User or the NIH Help Desk. To see a list of Super Users in your IC, please visit: <http://www.idbadge.nih.gov/training/docs/SuperUsers.pdf>

### [NED/HSPD-12 Training \(Cont.\)](#)

- **NED Super Users Update Sessions**

Two 1-hour training sessions will be offered on successive Thursdays, July 17 and July 24, to update NED Super Users on recent changes to the New NED system. Individuals identified as ‘Super Users’ by their ICs and who attended the intensive 6-hour Super User training sessions in May will learn about important changes that have been made to the NED system over the past two months. Because these sessions are web-based, participants will be able to remain at their desks to ‘attend.’ Super Users are

encouraged to take advantage of this convenient opportunity to learn about recent updates to the new NED system. Click on one of the links below to register for one of these classes:

- Thursday, July 17 from 3:00 p.m. – 4:00 p.m.: <https://webmeeting.nih.gov/r12814995/>
- Thursday, July 24 from 10:00a.m. – 11:00 a.m.: <https://webmeeting.nih.gov/r21851166/>

- **Town Hall Session Coming to Baltimore**

NIA, NIDA and NHGRI administrative personnel, including Administrative Technicians, working at the Baltimore Intramural Research Programs (IRP) facility will have an opportunity to attend a 3-hour Town Hall information session on HSPD-12 and the new NED system on Tuesday, July 22 from 9:00 a.m. – 12:00 p.m., Room 03C219, Bayview BRC Building. Those planning to attend are encouraged to complete the required HHS PIV Sponsor training online at: <http://intranet.hhs.gov/pivcard/training/sponsor/>. Please bring your signed and completed certificate to the Town Hall session.

## [Helpful Tips](#)

### Finding Super Users for Your IC

To see a list of Super Users in your IC, please visit <http://www.idbadge.nih.gov/training/docs/SuperUsers.pdf>. As noted on this site, each Institute and Center has designated one or more of their Administrative Officers (AO) as a “Super User.” This designation is given to individuals who have received specialized training in order to serve as early points of contact for other administrative staff requiring assistance with the new NED system.

### Important Policy Changes Reflected in the New NED

- A new online appointment system will be introduced which allows applicants for an ID badge to schedule their own fingerprinting appointment. They will no longer be required to contact their AO to schedule an appointment. Applicants will receive an e-mail from DPSAC inviting them to go online and schedule an appointment as part of the PIV process. *Please note: When this new appointment system goes live, the current system (used by AOs) will be disabled.*
- The expiration date for HHS ID Badges issued to contractors and organizational affiliates will be up to 5 years to match Federal employees. These changes will be reflected in the new NED system.

### Entering the Correct Employee Name in NED

DPSAC recently discovered that a NEW hire with the same name as a former NIH employee was recently enrolled in NED with the “reactivated” NED record of the former employee. AOs/ATs need to make sure that when they are reactivating an inactive record that it belongs to the correct person.

## FAQs

**Q. PIV Sponsor Training:** There is some confusion regarding the two online PIV Sponsor training modules -- one offered by HHS and one by NIH. Both have been shared with the administrative community in the various e-mails and websites:

- [HHS PIV Town Hall Pre-Work for NIH AO Sponsors](http://www.idbadge.nih.gov/training/nedweb.asp) (aka HHS PIV Training Sponsor for NIH) at: <http://www.idbadge.nih.gov/training/nedweb.asp>; and,
- HHS PIV Training for Sponsor at: <http://intranet.hhs.gov/pivcard/training/sponsor/>.

Should we assume that NIH AOs may complete either module and submit the corresponding training certificate?

**A.** Either training is satisfactory.

**Q. NED User Interface:** In the current NED user interface there are two primary roles -- AOs and ATs. (Other roles include RAC approver and Red Parking approver). What will be the roles in the new NED user interface? How are the roles from the old NED migrated to the new NED? I understand that the

HSPD Program Office will now activate PIV Sponsor in NED after they receive the PIV training certificate. Is this covered in the 'Hands-On' Training?

- A. The NED roles will not change when the new system goes live. Current NED users at the time of cutover will transfer automatically to the new system and the existing Administration module will continue to be used to create a new AO/AT, modify the SAC (administrative code) coverage of an existing AO/AT or delete the AO/AT role for a person. The Administration module will be accessible by selecting the "Legacy NED" menu option on the new user interface. The new user interface features a "shared inbox" for displaying tasks based on a user's SAC coverage. To allow a user to control and more effectively manage tasks displayed in his or her inbox, a new feature will allow the selection of a "primary SAC coverage." Upon initial login to the new system a user will be presented with a screen for setting his or her primary SAC coverage. Subsequent changes to primary SAC coverage are accomplished by selecting "Preferences" on the new user interface.

Not to purposely confuse matters, there will be a third role in the new system: PIV Sponsor. Initially, this role will not be managed directly in the NED system. Rather, the PIV Sponsor role will be managed by the HSPD-12 Program Office. The HSPD-12 Program Office will use a custom NED interface to designate PIV Sponsors in the ICs who are 1) in the AO role in NED, 2) FTEs , 3) have taken the PIV sponsor training, and 4) have turned in their signed PIV Sponsor training certificate to the HSPD 12 Program Office (necessary for audit purposes).

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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: [orpersonnelsecurity@mail.nih.gov](mailto:orpersonnelsecurity@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

\*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)*