

Division of Personnel Security and Access Control (DPSAC)

DPSAC NEWS – October 3, 2007

A biweekly e-newsletter from the Office of Research Service, 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 - A First Look at the New ID Badge (PIV II Card)

The time is fast approaching for the roll out of the new HHS/NIH ID Badge (Personal Identity Verification (PIV II) Card). While HHS has not set an exact date for its release at NIH and other Department Operating Divisions, we expect to see the new cards in January or early February, 2008. The ID Badge (PIV II Card) is the result of governmental policies (Executive Order 10450 and Homeland Security Presidential Directive (HSPD) – 12) that mandate the establishment of a government-wide standard for secure and reliable forms of identification for federal employees, contractors, and affiliates. HSPD-12 was created in August, 2004 to eliminate wide variations in the quality and security of forms of identification to gain access to federal facilities and systems.

Creating Standards for the New ID Badge

To satisfy the requirements of HSPD-12, the National Institute of Standards and Technology (NIST) developed the Federal Information Processing Standard (FIPS) 201-1, entitled Personal Identity Verification of Federal Employees and Contractors. FIPS 201-1 is applicable to all federal employees, contractors, affiliates, and federally controlled facilities. It specifies a standard to be implemented for identification issued to personnel to gain physical access to federal facilities and government controlled information systems.

FIPS 201-1 states that the ID badge (PIV II Card) must be personalized with identifying information for the individual whom the card is issued in order to perform identity verification both by humans and automated systems. Humans will use PIV II Cards for visual comparisons, whereas automated systems will use electronically stored data on the cards to conduct automated identity verification.

Credential Categories for the New ID Badge

There are three (and only three) credential categories for assigning an individual:

- 1) Federal Employee
- 2) Contractor & Organizational Affiliate
- 3) Foreign National

Category definitions:

- **Federal Employee:** A federal employee as defined in title 5 U.S.C § 2105; individual employed by, detailed to, or assigned to NIH; member of the PHS Commissioned Corps, Armed Forces, Department Of Defense and Department Of State civilian employee; paid student; or any individual occupying a Full Time Equivalent (FTE) position or Part Time Equivalent (PTE) position.
- **Federal Contractor & Organizational Affiliate:** A federal contractor includes an individual performing work under contract to NIH, who requires

regular and prolonged access to NIH-controlled facilities and/or NIH-controlled information systems – for whom the NIH has determined the need to issue a PIV II Card. Organizational affiliate includes any individual who does not meet the criteria for federal employee or federal contractor but who does require regular and prolonged physical and/or logical access to NIH facilities and/or information systems and would be issued an HHS credential in accordance with NIH determination.

- **Foreign National:** A foreign national is defined as a non-U.S. citizen requiring long-term access to NIH facilities and/or information systems. HHS, through sanctioned sponsorship programs, employs foreign nationals and so for the purpose of HSPD-12 requires them to be identified specifically on the PIV II Card.

The credential categories are mutually exclusive; that is, a person can be assigned to only one category. Each credential category will map to a badge type with a different colored stripe.

- Foreign National = **Blue Stripe**
- Federal Employee = **White Stripe**
- Contractor & Organizational Affiliate = **Green Stripe**

The precedence of available badge color choices are:

- **Blue** – Foreign National
- **White** – Federal Employee
- **Green** – Contractor & Organizational Affiliate

Examples of badge color precedence:

- If a contractor is also a foreign national, the proper badge color would be **blue** (not green).
- If a regular federal employee is also a foreign national, the proper badge color would be **blue** (not white).

The Appearance of the ID Badge (PIV II Card)

Below is a generic representation of the new ID badges that illustrate the design and topography that will be the universal standard used for all federal agencies.



Your new ID badge, or PIV II Card, will be an important security tool. The information on your ID badge will include:

- Your photograph
- Your full name
- Your Operating Division (OPDIV)
- Badge expiration date
- Badge serial number
- Federal agency smart credential number (which uniquely identifies your OPDIV and you)
- An electronic authentication key

- Two digital images of your fingerprints

This information will **NOT** be on your ID badge:

- Social Security Number
- Address
- Phone number

This information will help increase government efficiency and security, and also will help protect your privacy.

Worth Repeating (from DPSAC News, September 21, 2007).

'Sponsorship' - The First Requirement For ALL Employees and Contractors Obtaining a Badge

One of the HSPD-12 requirements is that all employees and contractors be 'sponsored' for a badge). To obtain 'Sponsorship' your Administrative Officer must first enter certain data into the NED system. **We cannot process a badge request for employees or contractors who haven't been sponsored.** Once sponsorship occurs, the applicant can make an appointment with DPSAC to begin the process to obtain an ID badge.

We now offer five options to make it easy for an applicant to make an appointment with DPSAC to get fingerprinted. They are:

- 1) Schedule an appointment online with the help of your AO or IC POC. For a current list of IC POCs, click [here](#).
- 2) Schedule an appointment by stopping at the DPSAC office in Bldg. 31, Rm. 1B03.
- 3) Make an appointment by calling the appointment phone line 301-496-0051.
- 4) Sign up for Same-Day Service. Sign up begins at 7:00 a.m., and processing is done between 2:00-4:00 p.m.
- 5) Stop by the Enrollment Center for Wednesday evening processing from 5:00-8:00 p.m.; no sign-up required; all applicants arriving before 8:00 p.m. will be processed.

Please be aware that before we can issue an ID badge, we must first obtain fingerprint results.

For a complete explanation of the new security or suitability requirements, please visit the PIV website: <http://security.nih.gov/PIV/index.htm>.

Helpful Tip

- Individuals who receive an e-mail to pick up their ID Badge should print a copy of the e-mail and bring it with them to the Enrollment Center (Building 31, Room 1B03) where they can proceed directly to the Badge Station.

FAQs

- Q. As part of my background investigation instructions, I am being asked to fill out a new Form OF-612 (a job application form), even though I have worked at NIH for 20 years. Is this really necessary? Plus, by signing the "612" aren't I saying that I'm applying for a new job, when in fact I'm not?

A. We receive many inquiries about this very issue. The short answer is “Yes,” it is necessary to fill out Form OF-612. The Office of Personnel Management (OPM) is the agency that conducts the background investigation for NIH and requires a completed OF-612 as part of the process. The good news is that you will have just completed the online e-QIP application, so the information asked for in Form OF-612 will be readily available.

For existing employees, we recommend that you answer Boxes 1, 2 and 3 as follows: Box 1 (Job Title in Announcement) – fill in your current job title; Box 2 (Grade(s) applying for) – fill in your current grade; Box 3 (Announcement Number) – fill in “N/A” (see graphic below).

Instructions for Current Employees

Form Approved
OMB No. 3206-0219

OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT – OF 612

Section A – Applicant Information

★ Use Standard State Postal Codes (abbreviations). If outside the United States of America, and you do not have a military address, type or print “OV” in the State field (Block 6c) and fill in the Country field (Block 6e) below, leaving the Zip Code field (Block 6d) blank.

1. Job title in announcement	2. Grade(s) applying for	3. Announcement number
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Current Job Title

Current Grade

N/A

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) Resources within the Office of Research Services (ORS).