Division of Personnel Security and Access Control (DPSAC)

DPSAC NEWS – August 24, 2007

A weekly 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.

Contents

Completing Personnel Investigation Forms

As part of the Personal Identity Verification (PIV) Process to obtain an ID badge, individuals will be required to complete the appropriate personnel investigation forms online. The online system to complete the required forms is called the electronic questionnaires for investigations processing (e-QIP). Individuals will receive an e-mail from DPSAC containing the link to e-QIP along with detailed instructions. It is important to remember the following items:

- The e-mail will contain instructions on how to adjust the Internet Options in your web browser so you can successfully access e-QIP.
- To successfully complete the forms via e-QIP, you will need information including but not limited to your current and past employers, schools attended, places of residence, references and your selective service record (if applicable).
- Once the forms are completed online, the required signature forms must be dropped off at the DPSAC office in Building 31, Room 1B03.
- **You only have 7 business days to complete the forms online via e-QIP**. If you are having trouble accessing the e-QIP system, please send an email entitled 'e-QIP HELP' to orspersonnelsecurity@mail.nih.gov.

Access Control

As a reminder to AOs and ATs, please ensure that the names in NED are the full legal names and not nicknames. ID badges will not be issued if the NED profile contains a nickname. Also, persons showing up to get a new ID badge must present an I-9 document such as a driver's license, a passport, or a state issued identification card for non-drivers.

Helpful Hints

- **Online Appointment System** – New Federal employees will be processed on "Entry On Duty" (EOD) days, so individual appointments are not required. When scheduling an appointment online for a new contractor (or other individual), the "Applicant NIH Badge No." field on the appointment request may be left blank. For all badge renewal appointments, this field must be completed.

- **NIH ID Badge** – Per HSPD-12 requirements contained in the NIST publication Federal Information Processing Standards 201-1, the full name of the badge holder must be printed in CAPITAL letters. Shortened versions of an individual's name (e.g., Joe for Joseph) are not permitted.

FAQ's

Q.   Why does NIH investigate federal applicants, employees and contractors?

A.   The interests of national security require that all persons privileged to be employed in the departments and agencies of the government shall be reliable, trustworthy, of good conduct and character, and of complete and unswerving loyalty to the United States. This means that the appointment of each civilian employee in any department or agency of the government is subject to investigation. The scope of the investigation will vary, depending on the nature of the position and the degree of harm that an individual in that position could cause. The requirement to be investigated applies whether or not the position requires a security clearance for access to classified national security information.

Q: Why do I have to fill out all of these forms? I was already fingerprinted and had my badge renewed.

A: Per HSPD-12 requirements, all individuals who require access to federal facilities and/or information systems must undergo the appropriate background investigation (based upon the sensitivity level of their position). Fingerprinting is only one part of the investigation process. NIH, along with all federal agencies, has been directed to establish a common identification standard to better safeguard NIH and its workforce. This includes filling out all the required forms that are provided by DPSAC. These forms are required to process your background investigation.

Q: I've been an NIH employee for the past 15 years. Do I have to go through the PIV Process?

A: Yes. Every member of the NIH workforce will be required to complete the PIV process as her or his badge expires.

Q.   What do we do if we don't have an e-mail address?

A.   We will send the necessary materials to the supervisor of any person who does not have an email address. Also…those who do not have a social security number will be required to complete paper forms.

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
- Email: 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).