Division of Personnel Security and Access Control (DPSAC)

DPSAC NEWS – September 14, 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.

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OPM Hikes Costs for Background Checks for FY 2008

The Office of Personnel Management's Federal Investigative Services Division (OPM-FISD), which offers standard background investigations as well as numerous special investigative products, announced recently that prices for these services will be going up effective October 1, 2007. The OPM notification states that "the new rates reflect adjusted costs incurred by FISD, including inflation based increases in contractor costs and a pass-through of an increase in the FBI fingerprint-based national criminal history check charged to OPM." The FBI has increased their user fee from $16 to $17.25 for processing a fingerprint-based criminal history check.

The most common of these investigations at NIH, the *National Agency Check and Inquiries*, or 'NACI,' will go from $100 to $106. We will post the new price schedule for the various background investigations on the DPSAC PIV website in the near future and will let you know of its availability through *DPSAC News.* In the meantime, if you have questions about these costs, please e-mail us at orspersonnelsecurity@mail.nih.gov.

E-Mail Alerts to Renew Expiring ID Badges!

To facilitate a smooth transition at NIH to meet HSPD-12 security requirements, the NIH Enterprise Directory (NED)* is now sending a series of 3 automatically generated e-mail alerts to all NIH employees and contractors whose ID badges will expire within 45 days. The three notices will go out – at 45 days, 30 days and 15 days prior to the expiration date – alerting individuals to begin the Personal Identity Verification (PIV) process to renew their ID badge. All three e-mails emphasize that the badge renewal process takes time and urge recipients to not delay. If a person does not have an e-mail address in NED, NED will send notifications to his or her AO.

The NIH Enterprise Directory (NED) is a centralized directory that maintains current contact and organizational information for all NIH workers and people utilizing NIH services or facilities.

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

Sharing Access to the Online Appointment System

Administrative Officers are encouraged to share their access password for the Online PIV System with Project Officers (POs) and other appropriate administrative staff. It is hoped that allowing these additional administrative staff to assist in arranging appointments for NIH personnel will help expedite the PIV process. While most appointments are made by the applicants themselves via the phone or in person at the Enrollment Center, AOs (and other designated administrative staff) can help applicants by making appointments for them.

When a Contractor or Employee Separates from NIH

AOs and POs - Please notify DPSAC as soon as you learn that a contractor or employee will be separating from NIH. Your prompt notification will allow DPSAC to halt any ongoing background investigations and avoid unnecessary expense to the IC.

Remote Processing in Baltimore

If your badge is scheduled to expire and you work at the NIH's Baltimore facility, please contact the appropriate Point of Contact (POC) to initiate the process to renew your badge. Your POC will work with you to schedule an appointment and provide the necessary forms. We strongly encourage you to contact the POC from your area at least 45 days prior to your badge expiration date (appearing at the bottom of your ID Badge).

Below are the POCs for each of the Institutes and Offices housed in the NIH Baltimore facility:
- **NIDA** – Rich Guarnera (guarnerar@mail.nih.gov)
- **NIA** – Melissa Freeman (freemanm2@mail.nih.gov)
- **OD** – Marcus Biscoe (biscoema@mail.nih.gov)

Mr. Radames Mendoza (mendozr@mail.nih.gov) from DPSAC works closely with these individuals to coordinate processing in Baltimore.

Helpful Tips

- Please **complete** your online e-QIP application, print a copy for yourself and print the required signature pages before hitting the

"submit" button. The printed Signature forms must be delivered to DPSAC in order to complete the Background Investigation process.

- Cancelling your appointment? If you made an appointment with Personnel Security but need to cancel, please call the appointment desk (301-496-0051) or stop by the DPSAC reception desk (Building 31, Room 1B03). Your thoughtfulness is greatly appreciated and will help free up time to serve other applicants.

FAQs

Q: Why do you want my fingerprints?

A.   The background check requires that your fingerprints be checked against the FBI's fingerprint files for any criminal history. Since 1953, Executive Order 10450: Security Requirements for Government Employment has required that all Federal employees be fingerprinted.

Q.   Can I still fax my Signature Form for my e-QIP application to DPSAC?

A.   No. Your completed, original Signature Form must be dropped off at the DPSAC Enrollment Center in Building 31, Rm. 1B03.

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).