Division of Personnel Security and Access Control (DPSAC)

DPSAC NEWS – July 2, 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.

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Hands-On Training, Town Hall Sessions Prepare the NIH Administrative Community

When the new NED system goes live on Monday, July 28, the NIH Administrative community will be ready, thanks to a comprehensive series of training and informational programs developed by the HSPD-12 Program Office and presented to a large portion of this community over the past 8 weeks. On May 14, Richie Taffet, Acting Director of DPSAC and HSPD-12 Program Manager, and Jeff Erickson, NED Program Manager, kicked off the training with seven 'hands on' sessions for administrative officers (AOs) from each IC. They were designated earlier by their ICs as "super users." Over 100 of these new 'experts' took the intensive 6-hour training, qualifying them to serve as early points of contact for other AOs requiring assistance. Attendees reported that being able to take the training in NIH computer labs was an effective way to get 'hands-on' experience with the new NED system.

On June 4, less than a week after the final super user training session, Taffet and Erickson traded in their scripts for a new challenge -- hosting a series of 18 town hall information sessions about HSPD-12 and the new NED. Anticipating correctly that there would be considerable interest in these information sessions, the event planners selected several venues both on and off campus to minimize attendee travel and maximize convenience. Over 700 NED users, including staff at NIEHS at Research Triangle Park and NCI-Frederick at Ft. Detrick, took advantage of this opportunity to learn about HSPD-12 and the new NED. The presenters used the 3-hour sessions to guide attendees through the new suitability policies and NED tools that will eventually impact everyone who works as an employee or contractor at NIH. The June 13 session was videocast live across NIH and is now archived (http://videocast.nih.gov/Summary.asp?File=14558) so that anyone from NIH can follow along with Taffet and Erickson as they describe HSPD-12 and the new NED.

Town Hall Sessions Lead to Changes on Form 'NIH 2866' - Position Sensitivity Worksheet

Attendee feedback gathered from the recent town hall sessions has prompted DPSAC to change Form **NIH 2866** (Position Sensitivity***** worksheet) and its Instructions to better serve the Administrative community. AOs, supervisors and project officers will need to use this worksheet as a guide when entering an employee or contractor into the NIH Enterprise Directory (NED). The modifications will include the addition of certain common position categories currently not included in the worksheet and a broader application of the Level 2 position sensitivity background investigation for individuals dealing with 'Select Agents.' These changes will affect not only Form NIH-2866 and its Instructions, but also NED programming and future PIV and NED training programs for AOs and ATs.

Once the changes are completed and the new form is finalized, it will be posted on the NIH Forms website (**Forms**: http://forms.nih.gov/adobe/personnel/NH2866.PDF; **Instructions**: http://forms.nih.gov/adobe/personnel/NH2866-instr.PDF and *DPSAC News* will announce its availability.

***** *Position sensitivity level defines the degree of risk or sensitivity associated with Federal government positions. The specific type of background investigation an individual will need depends on the sensitivity level of that person's position. A more detailed description of Sensitivity Levels can be found on the new website at:* http://www.idbadge.nih.gov/background/security.asp*.*

The following graphic illustrates Sensitivity Level categories and their corresponding Background Checks/ Investigations.
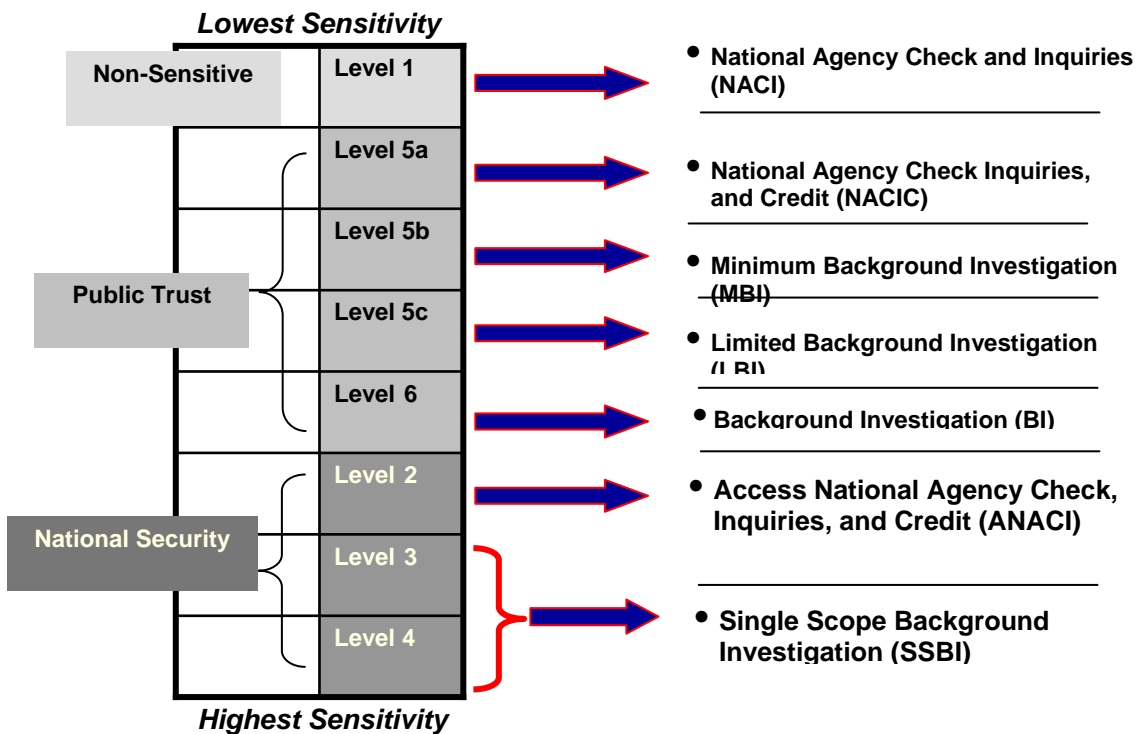
Town Hall Session Coming to Baltimore

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. Those interested in attending can register with Cindy Mendoza either via e-mail at mendoza2@mail.nih.gov or phone at (410) 558-8497 as soon as possible! The time and location of the session will be posted in the next issue of *DPSAC News.*

Helpful Tips

If you know someone at NIH who would appreciate timely information about HSPD-12, PIV, and the new NED, have them e-mail us at newmanl@mail.nih.gov with a request to add their name to the *DPSAC News* listserv. And remember that all past issues of *DPSAC News* are posted on the website, http://idbadge.nih.gov under "Resources" as well as under "News and Information."

FAQs

Q. I am an employee at NIH. How will I know when my background investigation is complete?

A. DPSAC will send an e-mail to let you know that your investigation has been completed. You can also check in your electronic Official Personnel Folder (eOPF). Human Resources (HR) maintains an eOPF for every full time equivalent Federal employee (FTE). HR will add important human resource records and documents related to a person's employment as they become available. This includes the results of an individual's background check. Upon receipt of the applicant's completed e-QIP questionnaire, OPM initiates the appropriate background investigation and sends the results back to DPSAC. If there are no issues requiring further adjudication, the results are forwarded to NIH HR to be entered into the person's eOPF. HR will notify the FTE via e-mail that the Certificate of Investigation has been entered into the eOPF. FTEs can access their eOPF at any time by linking to https://eopf.nbc.gov/hhs/.

Q. Can you explain what the electronic Official Personnel File or eOPF is?

A. Electronic Official Personnel Folder (eOPF) is a system developed as a management solution to handle official personnel files and to simplify your access to your own Official Personnel Folder (OPF). The OPF contains human resource (HR) records and documents related to Federal civilian employees. An OPF is created when an employee begins Federal service, and is maintained throughout an employee's career in accordance with the United States Office of Personnel Management (OPM) regulations.

The eOPF system will provide secure, Web-enabled access for employees and HR staff members to view eOPF documents. Employees will be able to view only their own OPF through this secure system. For instructions on how to access your eOPF, link to https://eopf.nbc.gov/hhs/

Have a Happy, Safe 4th of July !

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

*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)