

Division of Personnel Security and Access Control (DPSAC)

DPSAC NEWS – May 21, 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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[**Lying about Government Credit Card Debt Leads to Removal**](#)

(Excerpted from an article by Susan Smith on *FEDSMITH.COM*, April 2008)

The following article underscores the importance of providing honest answers when completing personnel security questionnaires.

An information technology specialist with the Department of Veterans Affairs was unable to convince the federal appeals court to overturn her removal that stemmed from giving inaccurate information on a background investigation questionnaire.

As an Army reservist, she ran up debt on her government-issued credit card to the tune of more than \$2,700. Her boss advised her to pay the balance to avoid an indefinite suspension of her security clearance. She failed to pay and the clearance was revoked and suspended indefinitely.

After this, she went to work for the VA in Nashville, Tennessee, and was required twice to fill out a Standard Form 85P for a background investigation—one by her agency and one by the Office of Personnel Management. On both of those forms she answered "no" to questions involving whether she had ever had a clearance denied, suspended or revoked, and whether she was delinquent on any financial obligations.

Sure enough, the background investigation turned up her bad government credit card debt as well as the previous suspension and revocation of her security clearance with the Army reserves. The end result was her removal for "failure to provide accurate information" on the background questionnaires. She appealed to the Merit Systems Protection Board. Following a hearing, the Administrative Judge (AJ) found that the agency had proved that she provided incorrect information on the Standard Form relating to her previous security clearance and her bad debts. The AJ concluded the removal was reasonable. The individual took her case to the Federal Circuit, but she fared no better there. The court sided with the findings of the AJ and sustained her removal.

[Helping Applicants Track Fingerprint Results and Background Checks](#)

We will be publishing an updated timetable of notifications like the one below in each issue of *DPSAC News* to help applicants stay on top of the Personal Identity Verification process. An applicant who has been fingerprinted on or before the date indicated in the timetable, but has not received the stated notification should contact the Personnel Security office in DPSAC for assistance (Helpdesk: (301) 402-9755 or orspersonnelsecurity@mail.nih.gov). A personnel security specialist will help expedite the process for the applicant.

Individuals fingerprinted on or before May 12, 2008 should have received a badge authorization e-mail.

Individuals fingerprinted on or before May 13, 2008 should have received notification to complete e-QIP.

If you were fingerprinted on or before the dates above and have not received your badge notice or e-QIP notification, please contact the Personnel Security office for assistance (Helpdesk: 301-402-9755 or orspersonnelsecurity@mail.nih.gov)

Remember to complete e-QIP and submit signature pages within 7 business days of receiving your e-QIP notification.

[Reminder - Training on the new NED Begins June 4, 2008](#)

Wednesday, June 4, marks the beginning of a month-long series of town hall style training sessions for the NIH NED-user community. These sessions will be offered at locations across the NIH campus and at off-site facilities to help administrators prepare for the switch-over to the new NED system this July. If you are a NED user, please plan to attend one of these training sessions. **Click on the link <http://training.cit.nih.gov?702-08G> to view the training schedule and reserve your space to attend one of these sessions!**

We encourage you to share this information with your fellow AOs and ATs.

[Helpful Tips](#)

- **[HHS ID Badge Handbook for NIH Now Available in Print, on the Web](#)**
This helpful new guide offers an excellent overview of the Personal Identity Verification (PIV) process and the new HHS ID Badge. The guide's eight sections address a number of important topics including why the new badge is being issued and how to obtain a new badge. Other topics include understanding a badge holder's responsibilities, how a badge holder's information is protected, and an individual's appeal rights. Readers can find answers to their questions in the Frequently Asked Questions section or they can e-mail or call one of several helpdesks listed under 'Where to Go for Help.' A handy table toward the back of the Handbook lists acceptable identity documents that an individual can use to prove his or her identity.

Copies of the Handbook are available at the DPSAC Enrollment Center in Building 31, Room 1B03; a pdf version has been posted at:

<http://www.idbadge.nih.gov/resources/publications.asp>. The Handbook will also be available through the HSPD-12 Program Offices at the following NIH satellite facilities – NIEHS-RTP, RML, and NCI-Ft. Detrick. You may request additional copies by e-mailing Lanny Newman in the HSPD-12 Program Office at: newmanl@mail.nih.gov.

- **[How to Process 'Contractor Summer Students'](#)**
Contractor Summer Students will be processed as Summer Students and **not** as Contractors. These individuals will only be required to undergo an NCIC (name) check.
- **[Processing Jr. COSTEPS and COSTEPS Working at NIH for the Summer](#)**
Officers participating in the Junior Commissioned Officer Student Training and Extern Program (COSTEP) or Senior COSTEP are processed as members of the Commissioned Corps through Corps Headquarters. For Jr. and Sr. COSTEPS who will be working at NIH during the summer, DPSAC will verify the results of the background check administered by the Corps prior to issuing them an NIH ID Badge.
- **[Replacing Lost/Stolen ID Badges](#)**
Report lost/stolen ID Badges to Access Control (301-451-4766) and to your Administrative Officer (AO). Your AO will need to enter the necessary information into the NIH Enterprise Directory (NED) to authorize a replacement ID badge. Those who have not yet undergone the PIV process will need to schedule an appointment with Personnel Security to be fingerprinted and have their background investigation initiated.
- **[Replacing Broken Badges](#)**
Bring broken badges to the DPSAC Badge Enrollment Center in Bldg. 31, Rm. 1B03 for replacement. If a broken badge has not expired and the badge can be authenticated, Access Control will issue you a new badge. The expiration date on the new badge will be the same as the date on your broken badge. AOs will enter the expiration date of the broken badge into the NIH Employee Directory (NED) when authorizing a replacement badge for you.

FAQs

- Q. How is position sensitivity level determined?
- A. 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 person's position sensitivity level. Sensitivity level guidelines were recently finalized as Form 2866. This form will be used by AOs and supervisors when entering an employee into the NIH Enterprise Directory (NED). A more detailed description of Sensitivity Levels can be found on the new website at:
<http://www.idbadge.nih.gov/background/security.asp>

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)