Division of Personnel Security and Access Control (DPSAC)

DPSAC NEWS – July 30, 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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Government Agencies Making HSPD-12 Progress

Federal agencies are making significant progress toward implementing Homeland Security Presidential Directive 12 (HSPD-12) requirements, according to a new Office of Management and Budget (OMB) quarterly progress report released June 1.

OMB reported that 11 of 16 agencies (42 percent) tracked on the Presidents' Management Agenda scorecard "had completed HSPD-12 standards for data quality." That's up from the 23 percent reported last quarter.

More than 4.5 million Federal employees are now included in the agency reports and more than 2.5 million of the employees have completed the background investigations that HSPD-12 requires, according to the report.

Agencies have issued personal identity verification credentials, as mandated under HSPD-12, to more than 450,000 Federal employees (10%) and more than 130,000 contractors (5%).

"While agencies have made significant progress over the past year, there is still much to be achieved over the next several months to ensure agencies complete all the required background investigations and issue credentials in accordance with their plans," said Clay Johnson, OMB's deputy director for management.,

Reminder: Visit the Online 'Sandbox' and Try Out the New NED

NED users who would like to practice using the new NED are invited to visit the online sandbox at: http://idbadge.nih.gov/training/nedweb.asp. There, users can explore the new system at their own pace and can take advantage of the tutorial and practice exercises available at this site. The step-by-step tutorial takes the user through the sequential steps of registering a new FTE. The practice exercises help users hone their skills in Registering New People, Updating Records, Modifying Services, Deactivating People, Transferring People and Viewing a Record/Status.

Contact your IC Super User or the NIH Help Desk should you need help with these exercises. A list of IC Super Users is posted at: http://www.idbadge.nih.gov/training/docs/SuperUsers.pdf

Helpful Tips

- The "**NIH Badging Authority by Classification**" table was recently updated to include 'Special Government Employee' (SGE) in its position classifications. This group includes members of NIH Advisory Councils, Boards of Scientific Counselors, or Program Advisory Committees. The NIH Police Department is the Badging Authority for SGE. The table now lists 13 position classifications along with descriptions for each category and the appropriate badging authority for each classification. (see http://idbadge.nih.gov/badge/docs/Classificationtable7-28-08.pdf**).**

- **Individuals must be authorized for a badge in NED prior to their fingerprinting appointment.**

  - The first step in the fingerprinting appointment is for DPSAC to look in NED to verify that the individual has been authorized for a new or renewed badge in NED and a CAN has been provided to cover the cost of the background investigation. If either of these pieces is missing, DPSAC instructs the individual to see his/her AO and they DO NOT fingerprint the applicant. To help avoid delays in getting individuals their badge, please be sure to update the NED record prior to their fingerprinting appointment.

News Briefs

- Approximately 1,600 Summer students were processed for ID badges this Summer, with the peak days occurring at the end of May and early June.
- Over 1,000 individuals from the NIH administrative community attended one of the 39 HSPD-12/NED training or informational sessions held between May and July.

FAQs

Commissioned Corps Officers Working at NIH Require ID Badges Issued by NIH

Q. I recently received an e-mail announcing that PHS ID Cards will be issued by appointment only beginning immediately. It also states that the DoD requires all DEERS/RAPIDS IC Card issuing sites to "cross service all Armed Forces, Uniformed Services and Civilian personnel categories." Does this mean that we'll be able to use our PHS Cards to access NIH?

A. We are familiar with the e-mail you are referring to. Unfortunately, PHS Commissioned Corps Officers working at NIH will still be required to obtain a separate ID Badge issued by NIH to access NIH facilities and information services.

The memo you refer to, dated July 1, 2008 and sent to Commissioned Corps Officers, Retirees and Annuitants of the Public Health Service in the Washington DC Metro Area, states that…

"Beginning 4 August 2008 the PHS ID Card Office in Rockville will issue ID cards by appointment only. The Department of Defense requires all DEERS/RAPIDS ID Card issuing sites to cross service all Armed Forces, Uniformed Services, and Civilian personnel categories. This agreement, coupled with the increased use of the card for access to government equipment and facilities, has resulted in an increased volume of customers to the PHS card issuing site. Therefore, the ID Card Office is implementing the issuance of ID cards by appointment only in an effort to provide optimal support to our PHS beneficiaries. It is felt that this change in policy will greatly benefit all of our customers and eliminate long waiting times for service.

Please call the main DEERS line at (240) 453-6131 to schedule an appointment. Hours of operation will be Monday - Friday 8:30 a.m. to 3:00 p.m. The PHS ID Card Office is located at 1101 Wootton Parkway, Rockville, MD, 20852.

If you have any questions regarding this change please contact the PHS DEERS Project Office at the number listed above."

You may want to revisit the March 26, 2008 issue of *DPSAC News* that describes the background investigation requirements for appointment and/or continued service as an officer in the Commissioned Corps of the U.S. Public Health Service (Corps). http://idbadge.nih.gov/resources/newsletters/08/DPSAC_News_032608.pdf

Also, the October 17, 2007 *DPSAC News* reported on the Department's policy to re-investigate Commissioned Corps Officers whose investigations are 15 years or older. This policy applies to all Federal employees, including all Uniformed Services. Officers requiring reinvestigation will receive an e-mail with instructions to complete the SF-86 Questionnaire for National Security Positions using the e-QIP system. Part of the reinvestigation package includes a fingerprint card which should be completed and returned to:

OCCO/DCCA
ATTN: CDR Theresa Minter
1101 Wootton Parkway
Plaza Level, Suite 100
Rockville, MD 20852

Officers in the Corps at NIH should **not** go to DPSAC to request fingerprints. Rather, they may contact the NIH Police Department to schedule a fingerprinting appointment. DPSAC has indicated they are not able to do prints on cards for PHS Commissioned Officers.

Questions regarding the reinvestigation process for PHS Commissioned Officers should be directed to PHSecurity@hhs.gov. Other Commissioned Corps questions should be directed to CAPT Doris Ravenell-Brown, the NIH Commissioned Corps Liaison, at 301-402-0261, or at Raveneld@mail.nih.gov.

Badge Expiration Date vs. NTE Date Expiration

Q. I got an e-mail today saying my NED record is going to expire but the date on my ID badge says it's good until 2010. What's wrong with my ID badge?

A. Nothing is wrong with your ID badge. NED automatically generates two different sets of e-mail:

The first set of e-mails is sent in advance of an individual's <u>badge expiration date</u>. When your ID badge is about to expire (based on the date on the front of your badge), you will receive e-mail notices to renew your badge 45, 30 and 15 days prior to its expiration date;

The second set of e-mails is sent in advance of an individual's <u>NTE (not-to-exceed) date</u>. This date indicates when an individual's appointment will expire. For FTEs, fellows, and other staff linked to HRDB or FPS2, the date reflects the <u>appointment expiration date</u> in that system. If the appointment needs to be renewed, it must be updated in the appropriate system. For contractor records in NED, the NTE date indicates the date the NED record will be automatically disabled if it is not changed. AOs and ATs can use NED to print a report that shows upcoming NTE dates.

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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)