

## Division of Personnel Security and Access Control (DPSAC)

### DPSAC NEWS – April 9, 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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#### [Training Program for AOs/ATs To Highlight HSPD-12 and NED](#)

The NIH Enterprise Directory (NED) is the authoritative source for identity management at NIH and a critical component of the NIH digital identity infrastructure and Identity Management Architecture. NED is currently undergoing a number of modifications in order to meet requirements imposed by Homeland Security Presidential Directive 12 (HSPD-12). Because some of these changes will directly affect the Administrative Officer/Administrative Technician (AO/AT) community, representatives from ORS and CIT will be offering a series of town hall style training sessions in upcoming months. The goal of these sessions will be to familiarize AOs/ATs with the changes required by HSPD-12 and PIV and how NED supports them.

Half-day training sessions will be held at several locations both on and off campus to accommodate as many AOs/ATs as possible. Also, videocasts of select sessions will be broadcast live and archived so that staff at satellite facilities, and others who are unable to attend a session in person, can access the training. Topics covered in the sessions will include:

- HSPD-12 Overview
- Using the new NIH 2866 Position Sensitivity Worksheet
- The new Personal Identity Verification (PIV) process for obtaining an HHS ID badge
- The critical role of the AO/AT in the new process
- Overview and demonstration of the changes to NED that affect the AO/AT community

Specific dates and locations for each session as well as other pertinent details about this training will be published in a future issue of *DPSAC News*. Online pre-registration will be required to attend a session. All sessions are free and open to any AO or AT. Stay tuned.

#### [DPSAC and the HSPD-12 Program Office -- Leading the HSPD-12 Effort at NIH](#)

Since 2004, when the president mandated the establishment of a standardized, government-wide credentialing and security program through [HSPD-12](#), NIH has been working closely with the Department to create a Personal Identity Verification process that helps determine the suitability of current and incoming NIH employees and contractors and allows for the issuance of a common secure credential (ID Badge). The ultimate goal of this undertaking is to safeguard NIH's workforce, buildings, property, IT systems and data.

In recent months the Division of Personnel Security and Access Control (DPSAC) and the HSPD-12 Program Office, the two ORS groups responsible for developing and implementing HSPD-12 policies at NIH, have quickened the pace to ensure that all of the nearly 40,000 NIH employees, contractors and affiliates are processed under this new security system. New computers, fingerprint scanners and other electronic equipment will soon be installed at the Enrollment Center in Building 31, Room 1B03 and at certain satellite facilities (see *DPSAC News*: [http://security.nih.gov/PIV/PDFs/DPSAC\\_News\\_031208.pdf](http://security.nih.gov/PIV/PDFs/DPSAC_News_031208.pdf)) Also, the enrollment process has been streamlined for various groups (see *DPSAC News*: [http://security.nih.gov/PIV/PDFs/DPSAC\\_News\\_022708.pdf](http://security.nih.gov/PIV/PDFs/DPSAC_News_022708.pdf)). The arrival of new staff will also help expedite the process.

DPSAC and the HSPD-12 Program Office work together to deliver prompt and courteous service to its customers and clients, and strive to keep its nearly 40,000 customers informed through multiple help desks, this bi-weekly e-newsletter, a dedicated website, web-based training for applicants and administrators, and a host of other communications tools. Keeping the NIH workforce informed will become more challenging and more important as the enrollment process accelerates at NIH and the number of people requiring information about the new security policies and procedures increases.

Below is a description of the roles and responsibilities of DPSAC and the HSPD-12 Program Office along with a list of contact numbers and e-mail addresses to assist our readers in navigating the enrollment process and locating the most likely place to find help.

### **DPSAC – Implementing the Personal Identity Verification (PIV) Process at NIH**

DPSAC is the lead organization responsible for implementing the Personal Identity Verification (PIV) process (including the issuance of the “smart” HHS ID badge) for NIH. It is responsible for verifying personal identity, validating suitability, authorizing facility access and issuing ID badges for NIH personnel.

In 2007, DPSAC began implementing the HSPD-12 directive by identifying NIH expiring badge holders, new employees, contractors and affiliates, and enrolling them in the PIV system. In 2008, this effort will expand to the entire NIH workforce. Eventually every NIH employee and contractor will be enrolled in the PIV system and will be issued a new HHS ID Badge.

Everyone at NIH who applies for a new or replacement HHS ID Badge passes through DPSAC’s **Enrollment Center** in Building 31, Room 1B03\*. Here applicants will deliver necessary forms and be fingerprinted, and later get photographed and be issued a new HHS ID badge. Specialists are available to assist applicants with the PIV Process and answer questions about Personnel Security and Access Control.

#### **Personnel Security**

- Verifies the identity of all personnel requesting authorized entry to NIH.
- Adjudicates the results of background investigations required for NIH personnel. The investigations are based on the sensitivity level of the position being filled or currently occupied.

Barbara Hardy, Team Lead  
Helpdesk: 301-402-9755  
Appointment Line: 301-496-0051  
[orpersonnelsecurity@mail.nih.gov](mailto:orpersonnelsecurity@mail.nih.gov)

Hours of Operation:  
7:00 a.m. to 5:00 p.m., Monday to Friday  
Evening Hours: Wednesday from 5:00 p.m. to 8:00 p.m.  
Same day service from 2:00 p.m. to 4:00 p.m., Monday to Thursday (Excluding EOD Days). Same day service sign-up begins at 7:00 a.m.

#### **Access Control**

- Provides authorized access to NIH personnel who have successfully completed the personal identity verification process.
- Prints and issues ID badges.

Alex Salah, Team Lead  
Helpdesk: 301-451-4766  
[facilityaccesscontrol@mail.nih.gov](mailto:facilityaccesscontrol@mail.nih.gov)

### **The HSPD-12 Program Office - Establishing Policy for Uniform Credentialing at NIH**

The HSPD-12 Program Office provides program policy oversight for the HSPD-12 initiative at NIH. It is responsible for developing program documentation, educating NIH members (including developing and implementing training for Applicants and Administrators of the PIV program), managing timelines and ensuring compliance with the Directive.

Richie Taffet, Program Manager  
HSPD-12 Program Office  
Main Number: 301-496-3067

- \* NIH maintains a number of off-site facilities, some in other states and others within driving distance of the main NIH Bethesda campus. **Some NIH satellite facilities will have their own Enrollment Centers** where applicants are fingerprinted and photographed. **Contact information for these facilities is listed below.**

### **Rocky Mountain Laboratories, NIAID, Hamilton, MT**

#### **HSPD-12 Program Office**

Building 8, Room 111  
Days: 8:30 a.m. to 4:00 p.m., Monday through Friday

#### **Personnel Security**

Helpdesk: 406-363-9324  
Appointments: 406-363-9324 (Hours 8:30 a.m. to 4:00 p.m.)  
Fax: 406-363-9329  
E-mail: [kschmitt@niaid.nih.gov](mailto:kschmitt@niaid.nih.gov)

#### **Access Control**

Building 30, Room 30116  
Helpdesk: 406-363-9356  
E-mail: [RMLNIHPolice@mail.nih.gov](mailto:RMLNIHPolice@mail.nih.gov)

### **National Institute of Environmental Health Sciences, Research Triangle Park, NC**

Questions regarding HSPD-12, Access Control, Personnel Security and other security procedure-related issues should be directed to the **Operations and Security Branch**. Individuals with questions or issues regarding badges are asked to contact the **Security Office**.

#### **Operations & Security Branch**

Building 102, Room S150  
Days: 8:30 a.m. to 4:00 p.m., Monday through Friday  
Phone: 919-541-5116

#### **Security Office**

Rall Building (Building 101), Room B114  
Days: 8:15 a.m. to 3:45 pm, Monday through Friday  
Phone: 919-541-7515

## **Baltimore Intramural Research Programs (IRP) Satellite Facilities for the National Institute on Aging (NIA) and the National Institute on Drug Abuse (NIDA)**

**Biomedical Research Center (BRC), NIDA**  
**Gerontology Research Center (GRC), NIA**  
251 Bay View Blvd,  
Baltimore, MD 21224

Individuals who plan to be processed at the Baltimore site can contact the DPSAC Helpdesk or their Institute Point of Contact (POC) listed below for assistance. The POC will coordinate with DPSAC.

NIA  
Ms. Sheryl Brugh  
[burghs@mail.nih.gov](mailto:burghs@mail.nih.gov)  
410-558-8676

NIDA  
Mr. Timothy Kirkendall  
[kirkendt@mail.nih.gov](mailto:kirkendt@mail.nih.gov)  
443-740-2445

### **NCI – Frederick (Ft. Detrick), MD**

Individuals working at the NCI-Frederick facility who need assistance with HSPD-12 issues can contact the DPSAC helpdesk or the POC for the NCI-Frederick site:

National Cancer Institute at Frederick  
Siobhán Tierney (Contractor)  
SAIC-Frederick, Inc.  
Phone: 301-846-1901

### **Helpful Tips**

- Late Breaking News: DPSAC has announced that Summer Students will be processed and enrolled in the South Lobby of Building 10. It is anticipated that providing a separate enrollment location will speed up the process for summer students and allow non-summer student enrollment to proceed without delays.
- The final Policy and Procedures guidelines for Summer Students have been posted on the PIV website at: <http://security.nih.gov/PIV/badgeProcess.htm#newEmployeesSummer>.
- **An applicant's background investigation cannot proceed unless the applicant has fully completed the e-QIP questionnaire and submitted the questionnaire electronically to DPSAC.** Unfortunately, these questionnaires are still arriving with missing sections or not at all. Note that there are at least three (3) signature pages to print...more for higher level investigations. AOs should advise applicants to **complete all sections of the questionnaire**, print a copy, including the signature pages and then...hit the **"submit/transmit" button**. The application is now complete and submitted for processing by DPSAC. Remember, the printed signature forms **MUST** be delivered to DPSAC (Bldg. 31, Rm. 1B03) in order to complete the background investigation process.

### **FAQs**

- Q:** There are some summer students who would like to start in May and may exceed the 90 day rule, though the not-to-exceed date will still fall before September 30. If summer students are here for more than 90 days, will they have to receive a full background investigation?
- A:** The 90-day time limit is a guideline for summer students, it is not set in stone. The time limit is used to remind coordinators that students are here for a limited time and cannot work past September 30. Summer students can be processed with the customary NCIC check as long as they do not work beyond September 30.

**Q:** For Summer Students, does the OF-306 (Declaration for Federal Employment) need to be sent to DPSAC prior to their arrival?

**A:** DPSAC will only need the OF-306 for those summer students who require additional security investigations (i.e. NACI and above). Most summer students will only receive an NCIC check, and will therefore not be required to submit the OF-306.

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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](mailto:orspersonnelsecurity@mail.nih.gov)

Access Control

- Helpdesk: (301) 451-4766
- Fax: (301) 480-3364
- E-mail: [facilityaccesscontrol@mail.nih.gov](mailto: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 \(NIEHS\)](#)
- [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)*