

DPSAC NEWS July 13, 2007

Contents

- Forms Update
- Contract and Project Officer Update
- Evening Hours
- DPSAC Home Page

Forms Update

In order to expedite processing, all individuals should bring a completed and signed **Background Investigation Approval Form** to their Personnel Security appointment. This form must be completed and signed by the Administrative Officer (AO) or Institute / Center representative. Most employees require a minimum background investigation, called a NACI. If an applicant is handling sensitive or confidential information, the appropriate background investigation level should be indicated on the form.

It is also critical that the AO / Institute Representative provide the **CAN number** where the background investigation should be charged. The background investigation cannot be processed without the CAN number.

In addition to the Background Investigation Approval Form, applicants must continue to bring a completed **HHS ID Badge Request Form** to their DPSAC appointment.

To view and print or to complete these forms on-line, visit the DPSAC home page at http://ser.ors.od.nih.gov/div_PersonnelAccess.htm.

Contract and Project Officer Update

All NIH contractors, both expiring badge holders and new contractors, must follow the same Personnel Identity Verification Process (PIV Process) required of employees. Contract and Project Officers should coordinate with their AO to make sure new contractors are authorized in NED before coming to DPSAC for an appointment. Contractors must also bring completed HHS ID Badge and the Background Investigation Approval Forms to their Personnel Security appointment.

Evening Hours

As communicated last week, DPSAC now has evening hours each Wednesday from 5-8 p.m. Walk-ins are welcome during this time at the DPSAC office in Building 31, 1B03

DPSAC Home Page

The DPSAC home page at http://ser.ors.od.nih.gov/div_PersonnelAccess.htm is updated with current process, office hours and contact information. Visit this web page to find all required Personnel Security forms.