

DPSAC NEWS –July 27, 2007

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Background Investigation Approval Form

We have heard your concerns about the Background Investigation Approval Form. We apologize for implementing this form prior to conducting sponsor training. In addition to designating an individual's position sensitivity level, the form was designed to get the IC Common Account Number (CAN) and to make sure individuals were sponsored in NED prior to coming to DPSAC. However, the Background investigation Approval Form has been discontinued and we are developing an alternative solution. In addition, we are processing all applicants at a Level 1 Background Investigation (NACI) unless individuals are already designated at higher levels.

In lieu of the form, DPSAC has been working closely with the Personal Security Subcommittee and the NED team to develop an online NED solution. We expect this NED enhancement to be rolled out in mid-August. In the interim, we ask AO's to verify that all ID Badge applicants are sponsored in NED and to write the CAN number in the upper right corner of the [HHS ID Badge Request Form](#) (PDF).

Personal Identity Verification (PIV) Website

As a reminder, the new Personal Identity Verification (PIV) website is now live. Visit <http://security.nih.gov/PIV/index.htm> to learn more about PIV and HSPD-12. The PIV site also answers frequently asked questions, defines background investigation levels, and addresses privacy rules. The *Contact Us* page details DPSAC office hours and contact numbers.

Helpful Tips

- Changing your appointment? If you have an appointment with Personnel Security and choose to come in for same day or Wednesday evening service, please cancel your appointment with the DPSAC front desk in building 31, room 1B03. This will free up time for another applicant.
- Encourage those with badges expiring in the next 30 days to start the PIV Process. Check the list of expiring badge holders distributed to the IC's via your Executive Officer.
- Do not throw away damaged ID Badges. Bring them to the Badge Center in Building 31, Room 1B03 for replacement.

FAQ's

- Q: What if I'm an NIH visitor, vendor, service provider or volunteer?
- A: If you are an extended visitor, vendor, service provider or volunteer, you will continue to receive your access approval through the NIH police. All other NIH personnel will complete the PIV Process through the Division of Personnel Security and Access Control (DPSAC).
- Q: Is there a way to get a provisional NIH ID Badge?
- A: No. All individuals must go through the required process to get an NIH ID Badge or use the visitor entrance. Visit <http://security.nih.gov/PIV/index.htm> to learn more about the process.
- Q: If I'm a Contractor do I need to complete the OF306 form as part of my background investigation paperwork?
- A: Yes. This form is required of NIH Federal and Contract Personnel, as it provides personal information needed to conduct the background investigation.

Subscribe to DPSAC NEWS

Many have asked how to subscribe to the DPSAC NEWS listserv. Since DPSAC NEWS is a closed list, to subscribe you must send an e-mail to DPSACNEWS-REQUEST@list.nih.gov (not case sensitive). You'll receive an automated response asking you to confirm the request. You must click on the URL in the message to verify your request. You will receive an additional two messages; one stating the request was approved; another stating your request has been forwarded to the list owners.