Division of Personnel Security and Access Control (DPSAC)

DPSAC NEWS – January 2, 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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Lose 50 Pounds in 2008

Ok, so it's a cheap trick to get your attention. Hopefully everyone enjoyed a happy and safe holiday season. Welcome back. Losing 50 pounds over the year might indeed be an easier achievement than DPSAC's challenge of processing all 35,000(!) badge holders at NIH and issuing them new HHS "smart" ID Badges by the end of 2008. We remain optimistic, but know that it will require the help and cooperation of everyone involved – especially the Administrative Officers and Administrative Technicians who are the lynchpins of this ambitious undertaking. Please continue reading *DPSAC News* to stay up to date on news and events regarding HSPD-12, including the rollout of the HHS ID Badge and the training programs that will soon be provided by CIT and the HSPD-12 Program Office.

Best wishes for a happy, healthy and safe 2008.

Help Keep NIH Secure

When an individual leaves the employ of NIH, standard operating procedure calls for the AO or other designated individual from the I/C to deactivate that individual's profile in NED. Unfortunately, DPSAC continues to see a number of instances in which former employees' NED profiles remain active many months after the individual leaves NIH. Failure to deactivate the NED profile allows unauthorized access to NIH facilities to continue! The end result could be a serious security breach, especially if the ID Badge is not collected and gets used by others. Your vigilance in this matter is greatly appreciated and can help avoid potentially serious security issues at NIH. If you have questions regarding the NED deactivation process, you can call the NIH Help Desk at 301-496-4357, or e-mail them at NIHhelpdesk@mail.nih.gov.
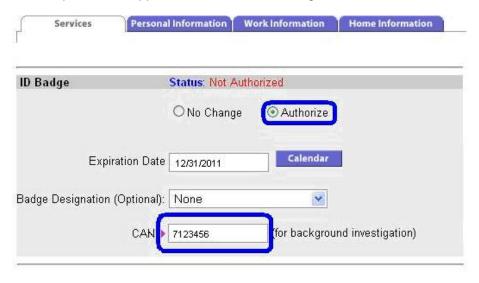
Commissioned Corps Personnel Security Team

The Commissioned Corps Personnel Security Team (CCPST) is comprised of four (4) officers. Two officers are located in the Office of Commissioned Corps Operations (OCCO) in the Tower Building in Rockville, Maryland and two officers are located in the Office of Security and Strategic Information (OSSI) in the Hubert Humphrey Building in Washington, D.C. The overall function of the CCPST is to develop standards and procedures required to implement new policies affecting the initiation, completion, review, adjudication and analysis of security investigations of the U.S. Public Health Service Commissioned Corps in accordance with the Homeland Security Presidential Directive (HSPD) 7 and 12 and HHS security requirements. CCPST performs Commissioned Corps (CC) security-liaison and administrative duties for all officers. The roles and responsibilities of the CCPST are outlined in the table below:

Officer	Title	Location	E-mail/Phone Number	Roles/Responsibilities
CDR Theresa Minter	Personnel Security Representative	OCCO	Theresa.Minter@hhs.gov (240) 453-6012	• Primary contact for all CC security related personnel issues;
LCDR Michelle Everett	Personnel Security Specialist	OCCO	Michelle.Everett@hhs.gov (240) 453-6007	• Ensure CC applicants and officers have the appropriate background investigation (ANACI + Child Care Check + Credit Check); • Initiate and process all CC applicants and officers into the e-QIP system; • Track and maintain record of background investigation of CC applicants and officers; • Compile, maintain, and prepare reports of statistical data; and • Validate investigation status of CC officers for initial Call to Duty, Agency ID Cards, Promotions, and Assimilations.
CDR Claudia Brown	Personnel Security Specialist	OSSI	Claudia.Brown@hhs.gov (202) 205-3757	• Adjudicate CNACI, ANACI and SSBI reports of investigations from OPM on CC applicants and officers;
LCDR Jacqueline Rodrigue	Personnel Security Specialist	OSSI	Jacqueline.Rodrigue@hhs.gov (202) 205-4879	• Follow-up with CC applicants and officers as well as Personnel Security Representative (PSRs) to obtain pertinent documentation for background investigation; • Process all HHS 207 Request for Security Clearances for CC officers; • Process all inter-agency security clearance verification requests for CC applicants and officers; • Provide recommendations on suitability determinations to OCCO on CC applicants and officers; and • Serve as a HHS Personnel Security Liaison for CC officers.

Reminder to AOs – Completing Data Entry in NED

We thought it would be helpful to "re-reprint" the NED authorization screen from an earlier *DPSAC News* since some AOs are omitting the Authorization step in NED. Unfortunately, DPSAC staff must turn away these non-authorized applicants when they show up for their fingerprinting appointment at the Enrollment Center. Your vigilance in this matter will go a long way in helping applicants avoid the inconvenience of waiting in line unnecessarily and being sent back to their AO for proper authorization. The following screen shot highlights the "Authorize" and "CAN" fields in the NED form that must be filled in to successfully complete the authorization process and allow DPSAC to process an applicant for his or her ID Badge.

An Applicant's Category Determines Who Issues the ID Badge – DPSAC or NIH Police

Everyone gaining access to the NIH campus is issued an NIH ID badge. Whereas most full-time employees and contractors fall within categories that will require them to undergo a PIV-based background investigation and be issued a new HHS ID badge (PIV card), some individuals will fall into categories that require less rigorous processing and a less secure ID Badge. DPSAC administers the PIV-based background investigations; the NIH Police Department administers a different background check. Beginning with the December 12, 2007 issue, *DPSAC News* began posting categories, defining them, and explaining where individuals who fall within these categories should go to obtain their ID badge.

Category[1]	Description	NIH Security Organization Responsible for Processing
Employee (NIH FTE)	General Schedule (GS) Senior Executive Service (SES) (ES) Commissioned Corps (CC) Clinical Research Support Program (Title 42) (AD) Senior Biomedical Research Service (SRBS) (RS) Experts (Title 32) (EE) Senior Leaders (SL) Scientific and Professional (SL) Wage Grade (WG) Wage Leader (WL) Wage Supervisor (WS) Intermittent Student Employee	DPSAC Building 31, Rm. 1B03

[1] **Foreign nationals** from any category shall be processed by the Division of International Services (DIS) prior to security processing by the NIH Police or DPSAC.

Individuals processed by the **Division of Personnel Security and Access Control (DPSAC) will** be fingerprinted and **will** undergo a background investigation, and will receive their HHS ID badge (PIV card) from DPSAC.

AOs – Please 'Proof' Your NIH Employee Directory (NED) Entries

DPSAC personnel are reporting instances in which AOs are entering the incorrect designation for applicants being added to the NED system – e.g., contractors being designated as employees. DPSAC is unable to change an applicant's designation once he or she is entered into NED. As a result, the applicant's new badge will show the incorrect designation as entered into NED. It is important for AOs to proof their entries for accuracy. Wrong entries will prompt the wrong enrollment and background investigation process and will require extra time, extra effort and extra cost to correct. The effects of such a mistake are felt not only by the DPSAC staff, the applicant, and the AO, but also by other applicants whose processing will be delayed.

Helpful Tips

- Supervisors ----------------Please note that you will be notified when the applicant's Background Investigation (BI) is completed and has been favorably adjudicated.

- It's not too late to make a few more New Year's resolutions:

Applicants---------Avoid procrastinating when filling out your e-QIP forms. Remember, if you fail to complete your e-QIP questionnaires (which includes hitting the "submit" button), you run the risk of losing your ID badge privileges, including access to the NIH campus;

AOs ---------------Complete all required fields in the NED form when entering new employees and contractors in NED;

AOs----------------Help applicants make online fingerprinting appointments.

FAQs

Q: **What should I do if I forget my ID badge?**

A. If you forget your ID badge, you will have to go to the NIH Gateway Center to obtain a visitor pass. You will need to show identification before being issued your visitor pass that permits you onto the NIH campus. The pass is good only for that day. Remember to bring your permanent badge with you when you return to NIH.

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

DPSAC is one of six divisions of Security and Emergency Response (SER) within the Office of Research Services (ORS)