

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

### DPSAC NEWS – January 16, 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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#### [Cafeteria to Keep Doors Open for Wednesday Evening Fingerprinting Sessions](#)

The recent announcement by ORS that the cafeteria in Building 31 will soon undergo renovations will not affect applicants showing up for DPSAC's Wednesday evening fingerprinting appointments and who want to use the cafeteria as a waiting area.

Applicants who plan to take advantage of DPSAC's Wednesday after hours fingerprinting sessions (available every Wednesday from 5:00 p.m. to 8:00 p.m. without an appointment) will still have access to the cafeteria where they can sit and read or do work while waiting to be fingerprinted across the hallway in 1B03.

#### [The Correct OC Code for Fingerprinting Services](#)

There seems to be some question by some AOs about which OC code to use when ordering fingerprinting. The correct code is **25.9Y**.

#### [Successfully Completing e-QIP -- a Multi-Step Process](#)

DPSAC is seeing an increasing number of "non-submitted" e-QIPS. As described in previous issues of *DPSAC News*, failure to complete the e-QIP process **within 7 business days** will result in the applicant being locked out of e-QIP and DPSAC having to re-initiate the process for that person. Failure to complete the e-QIP process could also result in the applicant's ID badge being disabled. Below are the required four steps for successfully completing the e-QIP process once you have logged onto the secure e-QIP site.

1. On the first page, titled "Validate, Review, and Certify" - Click the button "[Certify Investigation Request](#)"
2. On the next page, titled "Release Investigation Request" – Click the link "[Display the Archival Copy of this Investigation Request for Printing.](#)"
3. Continuing down that page, Click the link "[Display the Signature Form\(s\) for Printing.](#)" Print copies of the form(s), sign the signature pages, and submit the form(s) to DPSAC.
4. At the bottom of the last screen, Click the button "[Release Request/Transmit to Agency](#)"

Please contact your AO or DPSAC if you have questions about any of these steps.

## 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 a different process to get a non-PIV (NIH) ID badge. DPSAC administers the PIV-based background investigations; the NIH Police 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 <sup>1</sup>	Description	NIH Security Organization Responsible for Processing
Contractor	<ul style="list-style-type: none"><li>• Non-NIH employees paid by NIH for services rendered via a procurement vehicle</li><li>• Clinical / Research / Administrative staff</li><li>• Housekeeping staff</li><li>• Construction management personnel</li><li>• Shuttle bus drivers</li><li>• Parking attendants</li></ul>	DPSAC Building 31, Rm. 1B03

<sup>1</sup> **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.

### Helpful Tips

All past issues of *DPSAC News* are posted on the ORS PIV website and can be found at: <http://security.nih.gov/PIV/relatedLinks.htm>

### FAQs

**Q:** I understand that DPSAC notifies individuals of different actions via e-mail. I set my e-mail to filter out junk mail. Can you tell me what kind of subject lines I should expect from DPSAC e-mail so I don't inadvertently filter out important DPSAC e-mail notices?

**A:** First of all, it should be noted that all DPSAC e-mails will originate from the "ORS Personnel Security" e-mail account. Based on user feedback that some DPSAC e-mails are being filtered out as "junk," we are changing the subject lines for all our standard e-mails so that recipients can avoid filtering out important messages from DPSAC and ORS Personnel Security. Below are the subject lines for all standard e-mails:

- DPSAC: Your Appointment Request Has Been Received
- DPSAC: ID Badge Authorization
- DPSAC: Background Investigation Initiation
- DPSAC: Background Investigation Re-Initiation
- DPSAC: Background Investigation and Fingerprinting Re-Initiation
- DPSAC: Background Investigation Complete

**Q:** In the last issue of *DPSAC News* you indicated that supervisors will be notified when the applicant's Background Investigation (BI) is completed and has been favorably adjudicated. Does this also apply for contractors?

**A:** Yes, in all instances, the supervisor and/or Project Officer will be notified via e-mail.

**Q:** I missed my opportunity to take advantage of expedited fingerprinting on my Entry On Duty (EOD) day. What should I do now?

**A:** DPSAC does indeed offer new employees expedited fingerprinting on their EOD day to simplify and expedite fingerprinting and the ID Badge issuance process. Since you missed your opportunity to get fingerprinted during your EOD, you will need to choose from one of the following three options to schedule your fingerprinting appointment:

**I. Make an appointment**

- Contact your Administrative Officer to schedule your appointment online
- Stop by the DPSAC Office (Bldg. 31, Rm. 1B03)
- Call the appointment line: 301-496-0051 (Hours: 8:00 a.m. – 4:00 p.m.)

**II. Same day service**

- Sign up starts at 7 a.m. in Bldg 31, Rm 1B03
- Registration will be limited to the first 14 people who sign up
- Service is available Monday through Thursday from 2:00 – 4:00 p.m.
- **This service is not available on EOD days (the first Monday of every pay period)**

**III. Wednesday Evening walk-in hours**

- Evening hours are from 5:00 – 8:00 p.m. in Bldg 31, Room 1B03
- No sign up is necessary
- Everyone who comes before 8:00 p.m. will be processed

Please remember to bring two forms of identification (driver's license, passport, etc.) and your completed HHS/NIH ID Badge Request Form when you are fingerprinted. Also, please verify that your AO has sponsored you for an ID badge and provided a Common Account Number (CAN) in NED.

**Q:** Can I be processed for an ID Badge before I report for my first day of work?

**A:** Yes, in fact, DPSAC encourages AOs to work with applicants in advance of their first work day to get a head start on the fingerprinting and ID Badge issuance process. These processes can begin as soon as you are entered into NED and authorized for an ID badge. After you are sponsored by your AO you should schedule a fingerprinting appointment (see above).

**Q.** What Federal regulations and guidance help protect my privacy?

**A.** Protecting your privacy is of vital concern to DPSAC, NIH, and the Federal government. Below are links to regulations, memoranda, and guidelines that are in place to protect your privacy.

- [The Privacy Act of 1974](#) (5 USC 552a) regulates the federal government's collection, use, maintenance, and dissemination of information about individuals.
- Section 208 of the [E-Government Act of 2002 \(PDF - 210 KB\)](#) (44 USC 36) establishes procedures to ensure the privacy of personal information in electronic records.
- Section 2.4, PIV Privacy Requirements, in [Federal Information Processing Standards 201-1: Personal Identity Verification \(PIV\) of Federal Employees and Contractors \(PDF – 1.04 MB\)](#), outlines privacy provisions.
- [OMB Memorandum M-03-22: OMB Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002](#) provides specific guidance to agencies for implementing Section 208 of the E-Government Act.
- [OMB Memorandum M-05-24: Implementation of Homeland Security Presidential Directive \(HSPD\) 12 – Policy for a Common Identification Standard for Federal Employees and Contractors \(PDF - 141 KB\)](#) provides direct guidance for implementing HSPD-12 and FIPS 201-1.

- [OMB Memorandum M-06-06: Sample Privacy Documents for Agency Implementation of Homeland Security Presidential Directive \(HSPD\) 12 \(PDF - 141 KB\)](#) contains sample privacy documents for agency implementation of HSPD-12. The documents contain an example of a System of Records Notice (SORN) for Personnel Security Files, SORN for Identity Management, ID Proofing and Registration Privacy Act Statement, Card Usage Privacy Act Statement, and a Privacy Impact Assessment (PIA) for Personal Identity Verification (PIV).
- [OMB Memorandum M-06-15: Safeguarding Personally Identifiable Information \(PDF - 375 KB\)](#) reemphasizes the many responsibilities under law and policy that agencies have to appropriately safeguard sensitive personally identifiable information and tasks the new Senior Agency Official for Privacy with conducting a review of all policies and processes.

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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

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