

Division of Personnel Security and Access Control (DPSAC)

DPSAC NEWS – March 26, 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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[Processing Clinical Resident and Clinical Fellows](#)

As you all know, the time for processing clinical residents and clinical fellows is nearly upon us. DPSAC is currently working closely with Linda Mongelli on the policies and procedures for badging all clinical fellows. If you are responsible for any clinical fellows starting this summer, please contact Linda Mongelli at lindam@mail.nih.gov for the latest information regarding badge processing for this group.

[Commissioned Corps Background Investigation Requirements](#)

The Department of Health and Human Services recently published instructions establishing the background investigation requirements for appointment and/or continued service as an officer in the Commissioned Corps of the U.S. Public Health Service (Corps).

The official memo, titled CCI 231.04, has an effective date of March 4, 2008, and reads as follows:

1. PURPOSE: This Instruction establishes the background investigation requirement for appointment and/or continued service as an officer in the Commissioned Corps of the U.S. Public Health Service (Corps).
2. APPLICABILITY
 - 2-1. This Instruction applies to all candidates for appointment in the Corps
 - 2-2. This Instruction applies to all Regular and Reserve Corps officers including, but not limited to, officers serving on extended active duty, officers serving in the Inactive Reserve Corps or any other reserve component of the Corps, or officers participating in the Junior Commissioned Officer Student Training and Extern Program (COSTEP) or Senior COSTEP
 - 2-3. Officers detailed to a component of the Armed Forces or other non-departmental organization must meet the investigation requirements listed in this Instruction and any additional requirements required by such organizations.
3. AUTHORITY:
 - 3-1. [Executive Order No. 10450](#) dated 27 April 1953, as amended
 - 3-2. [Executive Order No. 12968](#) dated 2 August 1995
 - 3-3. [25 USC 3207](#)
 - 3-4. [42 USC 13041](#)
 - 3-5. [Homeland Security Presidential Directive \(HSPD\)-12](#) dated 27 August 2004

3-6. [42 USC 216](#)

3-7. [CC43.7.1](#), "Termination of Officers' Commissions in the Regular and Reserve Corps Without the Consent of Officers Involved"

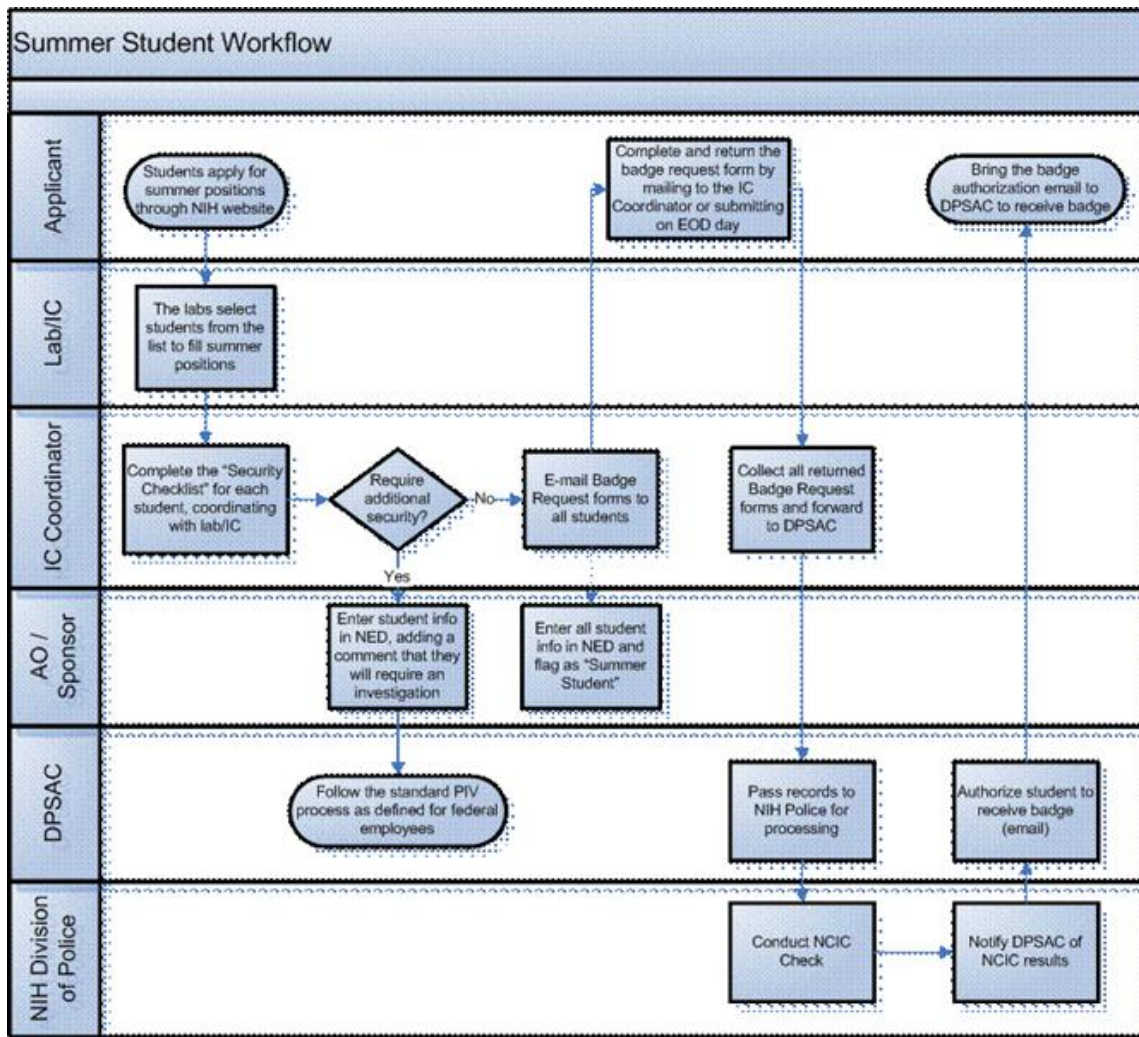
3-8. [CC43.8.1](#), "Retirement of PHS Commissioned Officers"

Preparing for 2008 Summer Student Enrollments

DPSAC's recent action to streamline the enrollment process for this year's class of Summer Students has generated many requests for additional information from the AO/AT community and from Summer Student Coordinators. In this issue of *DPSAC News* you will find a Summer Student Workflow chart that graphically describes the enrollment process; we also have included an extensive collection of Frequently Asked Questions that we hope will help you prepare for the imminent arrival of summer students to your ICs. The next issue of *DPSAC News* will feature DPSAC's new 'Guide to Processing Summer Students.'

Summer Student Flowchart

This helpful chart illustrates the different roles and responsibilities of the various individuals participating in the Student Enrollment Process as well as the chronology of each step in the process.



Helpful Tips

e-QIP Timing

Within 5 days of completing your fingerprinting, you should receive an e-mail instructing you on how to access and complete e-QIP (Electronic Questionnaire for Investigations Processing). If you have not received this important e-mail within the 5-day period, you should contact Personnel Security to alert them to your situation. You can call the e-QIP Help Desk at 301-496-1294 or e-mail them at orspersonnelsecurity@mail.nih.gov.

FAQs – All About Summer Students Arriving in 2008

Q: How does DPSAC define “Summer Student?”

A: A Summer Student is a student who will be working at NIH for approximately 90 days and who will be leaving on or before September 30.

Q: What if we have students who are staying beyond September 30 or more than 90 days?

A: Since these students fall outside the ‘Summer Student’ definition, they must be classified according to their position sensitivity and undergo a complete investigation, including fingerprinting, whenever applicable. The following link <http://security.nih.gov/PIV/PDFs/PositionCategory.pdf> brings you to a table of position categories and badging authorities. Note that non-summer students are considered Intermittent Student Employees and fall within the Employee (FTE) category.

Q: Where will those students requiring a full investigation report for fingerprinting?

A: DPSAC will announce the times and location for Summer Student fingerprinting in mid-April. Also, Debbie Cohen will be contacting all IC Summer Student Coordinators to make sure they understand the procedures for fingerprinting students.

Q: Who do I contact with questions/comments about Summer Student Enrollment?

A: DPSAC is in the process of hiring a full time Summer Student liaison. Until that person is on board, please contact Debbie Cohen at cohend@mail.nih.gov or Jacob Loos at loosjaco@mail.nih.gov.

Q: Does the NIH Enterprise Directory (NED) automatically set a “not to exceed” (NTE) date for Summer Students?

A: No, the sponsoring AO is responsible for ensuring that the Summer Students they enter into NED have an NTE date of September 30.

Q: What if the student uses an e-mail from their school or other institution that is no longer valid at the time DPSAC sends out a badge authorization e-mail.

A: The IC Summer Student Coordinator will explain to the student that s/he needs to choose a valid and accessible e-mail address when s/he reports to NIH. This advisory will be repeated in the e-mail containing the link to the HHS-745 (HHS Badge Request) form. DPSAC will release an appropriate e-mail template for IC Coordinator to use in the next few weeks.

Q: Why can’t the badge authorization e-mail be sent to the coordinator (instead of the student). The coordinator can then distribute the e-mails on EOD day?

A: This is a good suggestion. DPSAC is exploring the possibility of ‘copying’ the coordinators on this e-mail. In the event the student forgets to bring a copy of the authorization e-mail for EOD orientation, the coordinator can print the e-mail and provide it to the student.

Q: Why can’t the student just e-mail the Badge Request Form back to the coordinator?

A: There are a few reasons DPSAC has decided against this. First, DPSAC requires a bona fide original signature on the form in order to process the student. Second, there are a host of security and privacy concerns related to sending the student’s Personal Identification Information through a potentially unsecured electronic medium.

Q: Is there a specific address where the IC Summer Student Coordinators should mail the completed Badge Request Forms?

A: Yes, all completed Badge Request Forms should be bundled with a copy of the security

checklist and delivered or sent to:

Attn: DPSAC Summer Student Coordinator
National Institutes of Health
Building 31, Room B1A26, MSC 2143
9000 Rockville Pike
Bethesda, MD 20892

Q: If I am an IC Coordinator, do I need to submit the Badge Request Form and the Security Checklist together?

A: Yes, whenever possible. This will make processing the cases much easier for DPSAC.

Q: Most FTE Summer Students will be arriving on the same day. How will DPSAC handle processing and badging all of the students?

A: DPSAC will announce specific times and a separate location in Building 31 so that these students can be processed for their badges without having to compete with the regular flow of applicants passing through the Enrollment Center.

Q: If I am an IC Coordinator and the student is a returning summer student, does it matter if I check 'renewal/returning student' or 'new request' on the Security Checklist and the Badge Request Form?

A: Yes, for 2008 and later, all Summer Students will require a new NCIC check every year. Therefore, all Summer Students should be classified as new arrivals.

Q: Is there a parental consent element on the Badge Request Form?

A: Yes, the last page of the HHS-745 contains a parental consent form to be signed by the parents of students under age 18.

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

*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 who 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)