Division of Personnel Security and Access Control (DPSAC)

DPSAC NEWS – May 7, 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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Training on the new NED Begins June 4, 2008

On Wednesday, June 4, NIH will begin offering a series of town-hall style training programs to the NIH NED-user community in preparation for the switch-over to the new NED system this July. DPSAC, the HSPD-12 Program Office and CIT teamed up to develop the training programs and will offer a series of 3-hour sessions at locations across the NIH campus and at off-site facilities. These presentations will familiarize NED users with the HSPD-12 initiative and the impact it will have on administrative staff. The sessions will include background information, common misconceptions, and an introduction of the changes to NED that will support employee efforts with regard to the new HSPD-12 badging process. **Click on the link http://training.cit.nih.gov?702-08G to view the training schedule and reserve your space to attend one of these sessions!**

The switch-over to the new NED system marks the next important phase in the Personal Identity Verification (PIV) process, developed in response to the HSPD-12 mandate to establish a common standard for a secure and reliable form of identification for Federal employees and contractors. The new NED system incorporates several of the requirements outlined by HSPD-12 as NIH continues to move forward in meeting this initiative.

Progress toward establishing a common credentialing system, including the new HHS ID Badge (PIV card) has accelerated in recent months. At the same time, DPSAC, the HSPD-12 Program Office and CIT have stepped up its efforts to reach out to the NIH community to make sure everyone is prepared for the changes that are coming. These efforts have included briefings to Senior NIH OD and IC Staffs, Scientific Directors, Executive Officers, and Intramural and Extramural Administrative Officers and other senior IC staffs. In August, 2007, the HSPD-12 Program Office and DPSAC began publishing a bi-weekly newsletter, DPSAC News, aimed primarily at NIH Administrative Officers, Administrative Technicians and Project Officers, The newsletter continues to provide up-to-minute news about HSPD-12, badging and enrollment developments to NIH. More recently, on April 21, 2008 NIH went live with a new website -- http://idbadge.nih.gov – to give the entire NIH community a comprehensive resource for all things PIV (**See DPSAC News, May 7, 2008 at http://idbadge.nih.gov/resources/newsletter.asp** You should start seeing colorful table tents and fliers in cafeterias and bulletin boards announcing the launch of the new site.

Badge Issuance Guidelines for Summer Students Now Posted on the New Website

DPSAC is ready for the expected rush of Summer students who have started arriving at NIH to begin their stint as junior scientists, administrators and all-around general helpers. As part of a comprehensive plan to expedite the enrollment of the 2008 class of Summer students, DPSAC and the HSPD-12 Program Office streamlined the badge enrollment policies and procedures for this group and recently posted them on the new website, http://idbadge.nih.gov under "Getting a Badge". In addition, DPSAC will open a badging station and

customer service helpdesk reserved exclusively for Summer students in the South Lobby of Building 10 on Monday, May 12. The badging station and helpdesk will be open Monday-Friday from 8:00 – 4:00. Specialized personnel will staff the stations to assist students and help expedite the badging process. These efforts should make the required security check and badge issuance process quick and easy for the approximately 1,500 students arriving over the next few weeks.

Name Checks Only for Most Summer Students
The new NIH Summer Student Policy, which applies to NIH Summer Students for <u>calendar year 2008</u>, states that <u>Summer Students working in unrestricted areas with non-sensitive information</u> will undergo a name check against the National Crime Information Center (NCIC) operated by the Federal Bureau of Investigation in order to receive an NIH ID badge. The NCIC is a computerized index of criminal information (i.e., criminal record history, active warrants, etc.). Once the results of the name check have been successfully adjudicated by the DPSAC (usually 1-2 days), an ID badge will be issued to the Summer Student.

AOs Are a Key to Proper Routing of Students
AOs should be aware that most students will be working in unrestricted areas with non-sensitive information and will not require fingerprinting. **AOs should not send these students to DPSAC for fingerprinting.** Fingerprinting WILL be required **ONLY** for Summer Students working in restricted areas or with sensitive information. To determine if your Summer Student needs to be fingerprinted, please complete the [Security Checklist for Summer Student Appointments](#). If it is determined that your Summer Student needs to be fingerprinted (based on the checklist), please assign a CAN number and put a note in the 'Comments' section of the NED record stating that an investigation is required. Please note that <u>DPSAC will not process students arriving for fingerprinting appointments unless their NED record includes a CAN and has "Investigation Required" written in the comments field.</u>

All Summer students who require a full investigation (based on the checklist) must make a fingerprinting appointment **IN ADVANCE** of their arrival on campus (301-496-0051). This includes students who may have been fingerprinted in the past, as fingerprints are only valid for a short period of time.

AOs are urged to review the policies and procedures posted at http://idbadge.nih.gov/badge/students.asp to make sure they are directing their students to the correct destination to obtain the appropriate background check and badge. Summer Student badges will be valid for the duration of the summer appointment, but will expire no later than September 30, 2008.

If You Need Assistance with Summer Student Enrollment
Summer Students represent a special category for purposes of enrollment and issuance for an ID badge at NIH. Should you have questions about Summer Student enrollment and badge issuance, please contact one of DPSAC's Summer Student Coordinators – John Lorch or Ogom Eboagwu – at 301-443-3980 or via e-mail at ORSPersonnelSecurity@mail.nih.gov. If you e-mail John or Ogom, be sure to include "Summer Student" in the subject line.

Helpful Tips

- Applicants are urged to use the "fill-able" badge request forms located on the website at http://idbadge.nih.gov/background/forms.asp. Completing these forms on the desktop saves time and creates a legible document that helps minimize data entry errors.

- DPSAC reports that all Special Agreement Checks (SAC) and e-QIP initiations are currently up to date. Applicants who have not received notification to pick up their badges or an e-mail asking them to complete their e-QIP questionnaire should contact DPSAC.

- Omissions and incomplete answers to e-QIP questions can lead to serious delays in processing an applicant's background check and could result in the loss of physical and logical access privileges. Applicants are urged to provide COMPLETE answers to all questions that apply. Below is a sampling of these oversights:

  o Provide complete names and addresses for residences;

- o List 'time as a student', 'retired', or any other 'non-employment situation' as 'unemployed' rather than 'other';
- o List the **full** mailing address for universities;
- o Provide the selective service number. Applicants can go to the selective service website www.sss.gov to look up their number;
- o Write legibly on handwritten documents (signature forms, form OF-306, form 612);
- o Provide all required details in section 16 of form OF-306 (Declaration for Federal Employment). Applicants will need to read all instructions if they check 'yes' to any of the questions; they will need to provide all of the information that is asked of them (e.g., name and address of arresting agencies, addresses of any relevant courts, amount of Federal debts). It is important to provide complete information.

FAQs

Q. I have a few summer students who are either already working here at NIH or have received an investigation in the past but need to receive a full investigation according to the Security Checklist. Do these students need to be fingerprinted again?

A. Yes. Fingerprinting appointments need to be made in advance for ALL Summer Students requiring additional security as indicated on the security checklist. (**see Badge Issuance Guidelines above**). Since fingerprint checks are valid for 120 days, students who were fingerprinted last year will be required to get fingerprinted again. Should the student have an existing investigation on file with OPM, DPSAC will inform the student that a new investigation is not required.

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 that 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)