

Appendix 1: Security Checklist

SECURITY CHECKLIST FOR SUMMER STUDENT APPOINTMENTS

Summer Student Name (Full legal name): _____ IC: _____
(E-mail): _____

NED ID: _____

Location (Building/room number, address if off campus): _____

Functional Title: Summer Student

U.S. Citizen or Permanent Resident: Y / N (Circle Y or N; if N, contact your AO/Program POC)

Appointment:

Returning FTE Returning Non-FTE Previous NIH summer appt date (year): _____
 New FTE New Non-FTE

If any of the following boxes are checked, the student will require a full background investigation:
(Check all boxes that apply)

- Working in labs adjacent to Authorized Select Agent Users.
- Working in high risk facility areas (example: BSL-3 labs (Age requirement: 18 years or older).
- Working with proprietary data with limited direct monitoring (example: technology transfer work with proprietary data from drug companies).
- IT work with data systems in a way that would allow them to compromise the integrity of the system (example: ability to independently make system changes to NBS).
- Having unmonitored access to IT data systems that contain Privacy Act data or to financial systems when their ability to obligate or disburse funds is not subject to higher level approvals (example: unmonitored work with EHRP to change data or approving procurements in ADB).
- Other circumstances as determined by the IC.

Please describe: _____

Approval:

1) AO or Program POC (Name): _____
(Phone): _____
(E-mail): _____

Initial

Date

2) Supervisor (Name): _____
(Phone): _____
(E-mail): _____

Instructions for Completing the
SECURITY CHECKLIST FOR SUMMER STUDENT APPOINTMENTS

- Summer Student Name: Include full, legal name.
- Position vs. Functional Title: Functional Title must always be “summer student,” whether the summer student is working in the capacity of a clerk, summer IRTA, biologist, chemist, special volunteer, etc.
- POC for NCIC Check Results: POC must always be the designated person from each IC who is the liaison with Personnel Security.
- Prior Security Investigation/Clearance: Circle Y or N. Include investigations from any federal government agency and provide date.
- Assignments Requiring an Additional Level of Background Screening: If any boxes are checked which requires an additional level of security investigation, summer student will require a National Agency Check with Inquiries (NACI) level.
- Examples for the items which require the NACI investigation are not all-inclusive.
- Initiation of the background screening process may begin the day the student Enters on Duty or previous to that date.
- Approval and Routing: Route through IC and Personnel Security office. A copy of the Checklist is sent to IC Client Services Branch for FTE’s only.