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

**DPSAC NEWS – November 28, 2007**
*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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**After You've Been Fingerprinted**

You've begun the process of obtaining a new badge or renewing your expiring existing badge. You made your fingerprinting appointment with DPSAC or you showed up (without an appointment) at the DPSAC Enrollment Center to take advantage of after-hours enrollment (offered every Wednesday from 5:00 p.m. – 8:00 p.m. <http://security.nih.gov/PIV/fingerprints.htm>. When you showed up to be fingerprinted you presented two forms of acceptable identification along with your HHS ID Badge Request Form. You were then fingerprinted and advised to be on the lookout for an e-mail titled "ORS e-QIP".  What now?

Within 3-5 business days, DPSAC receives and reviews the results of your fingerprint check from the Office of Personnel Management (OPM).  Individuals are then sent an e-mail from DPSAC informing them they can come to the badging center (Building 31, 1B03) to receive their ID badge. **You must bring your badge authorization e-mail with you.  You will not be issued an ID badge without your e-mail.**  DPSAC will then take your photograph and print your new badge.

Within five days of being fingerprinted you should receive a second e-mail notification from DPSAC – this one containing instructions on linking to a secure website entitled "Electronic Questionnaires for Investigations Processing" or "e-QIP ". This site allows you to complete your personnel investigation form(s) online. If you have not received your e-mail notification within 5 days, call the DPSAC Help Desk at 301-402-9755 or write ORS Personnel Security to notify them that you have not yet received your e-QIP e-mail.

**Helpful Tip**: By collecting the required information in advance of logging on to e-QIP, you will save time and avoid the inconvenience of having to log off to find information and log back on to complete the forms.  You will need to provide information about your employment, education and residence history for at least the past five years (depending on your background investigation level). Foreign national applicants without a social security number must manually complete their personnel investigation forms.

Once you have been sent the link to the e-QIP site, you will have **7 business days** to complete the online form and submit the required signature pages to Personnel Security.  **If all of these steps are not accomplished, the applicant is locked out of e-QIP and DPSAC must 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.**

**Access Control -- Lost, Stolen or Broken ID Badges**

- Report Lost/Stolen ID Badges to Access Control (301-451-4766) and to your Administrative Officer (AO). Your AO will need to enter the necessary information into NED to authorize a replacement ID badge. Those who have not yet undergone the PIV process will need to

schedule an appointment with Personnel Security to be fingerprinted and have their background investigation initiated.

- Bring broken badges to the Badge Center in Building 31, Rm. 1B03 for replacement. If a broken badge has not expired and the badge can be authenticated, Access Control will issue you a new badge. The expiration date on the new badge will be the same as the date on your broken badge. **AO's: Please be sure to enter the expiration date of the broken badge into NED when authorizing a replacement badge for the applicant.**

## Helpful Tips

- Don't forget e-QIP. Get it done within the allotted time. If you didn't receive e-mail notification within five days of being fingerprinted and photographed contact ORS Personnel Security.

- Do you know someone at NIH who would like to receive *DPSAC News*?  Just send us their name and e-mail address and we will add them to our listserv.

- If your NIH ID Badge fails to grant access to the NIH campus or authorized buildings, call the Access Control Help Desk at 301-451-4766. We will research the issue and identify any problems. AO's, please do not authorize a replacement badge in NED until Access Control has verified that a new card is needed.

## FAQs

Q. I recently retired from NIH after 30 years of federal service at the National Library of Medicine. From time to time there are functions at NLM and NIH that I'd like to attend. Unfortunately, making arrangements to obtain a day-visitor pass every time I want to come on campus is tedious. I'm thinking it's not worth the effort. Is there some way I can enter the campus without having to always go to the Gateway Center for daily visitors?

A. As an NIH retiree who visits campus, you can receive an "Extended Visitor" ID badge.  An "Extended Visitor" badge remains valid for one year and allows you to access campus without having to go through the Gateway Center. Once you receive your badge you can enter the campus at any of the perimeter gates.

To apply for an "Extended Visitor" ID badge, contact the NIH Police Department (301-496-2387, Building 31, Room B3B17). They will process your request and will perform a minimal security check before issuing your "Extended Visitor" badge.

Q: What is 'position sensitivity level' and how is it determined?

A: Each position at NIH will be assigned a level of risk and sensitivity that determines the kind of background investigation required for that job. The NIH Personnel Security Subcommittee is developing a guide to assist IC's in determining job sensitivity levels. After final development and training, these worksheets will be rolled out as part of a NED enhancement. Currently, all individuals are being processed at a non-sensitive level unless IC's notify DPSAC that applicants need a higher level of clearance.

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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

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)*