

Division of Personnel Security and Access Control (DPSAC)

DPSAC NEWS – September 10, 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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[New Background Investigation Requirements for Public Trust Positions More Strict, More Costly](#)

In response to requirements imposed by HSPD-12 and Executive Order 13467, dated June 30, 2008, the Office of Personnel Management (OPM) has adopted a more stringent minimum background investigation policy for Public Trust Level 5 (PTL-5) positions, effective October 1. As of that date the new minimum investigation requirement for PTL-5 positions is the “Minimum Background Investigation (MBI)” replacing the National Agency Check with Inquiries and Credit Check (NACIC).

It is important that all administrative support professionals understand this change since it affects all ICs and applies to approximately 23% of all NIH positions (FTEs, contractors and affiliates). AOs will need to be able to explain the change to others within their respective organization. Please note that the MBI includes a face-to-face interview as well as a phone follow-up with selected former employers. Also note that the MBI is considerably more expensive than the NACIC (\$558 vs. \$124 in FY08). DPSAC News will announce the FY09 cost of the MBI and other background investigations once they are published by OPM.

[NIH’s Administrative Community Gets Ready for the ‘New’ NED \(NED 2.0\)](#)

In just over 3 weeks, on October 6, the new, enhanced NIH Enterprise Directory (NED), which will be named NED 2.0, will go live across NIH, signaling an important milestone in NIH’s ongoing efforts to implement HSPD-12 to better protect its people and secure its science. To date, over 1,000 AOs, ATs and Lab Managers have attended one of the introductory training or informational sessions on the new NED and HSPD-12. Yet many in the Administrative Community who will be required to have a working knowledge of the new NED system have not yet taken advantage of the NED Sandbox to practice working with the new NED applications.

DPSAC is urging all NED users to become familiar with the new system by logging onto the NED Sandbox at <https://nedtest.nih.gov/ned/>. A [step-by-step tutorial](#) takes the user through the steps of registering a new FTE; other

[practice exercises](#) help users hone their skills in Registering New People, Updating Records, Modifying Services, Deactivating People, Transferring People and Viewing a Record/Status.

Finding the time to practice in the Sandbox will undoubtedly be more challenging as end-of-fiscal-year responsibilities accelerate for AOs. Nevertheless, any time NED users are able to spend practicing their skills in the NED Sandbox will be helpful later.

NED users are also advised to review the HSPD-12 briefing and training materials that were handed out during the HSPD-12 Town Halls and Hands-On NED Training sessions. If you do not have these materials, you can find them posted on the website at: <http://idbadge.nih.gov/training/index.asp>.

Contact your IC Super User (<http://www.idbadge.nih.gov/training/docs/SuperUsers.pdf>) or the NIH Help Desk should you need help with these exercises.

[Supporting the Administrative Community a Priority As NIH Prepares to Roll Out NED 2.0](#)

Over the next 3-4 weeks, DPSAC, together with the NED Team, will continue to work with the Administrative Community to make sure they have the tools and resources they need to prepare for the launch of the new NED. Discussions with the AO Focus Group will continue to identify ways to support the administrative community during this important transition. NED users can contact their IC Super User <http://www.idbadge.nih.gov/training/docs/SuperUsers.pdf> for help with their questions.

During the week of October 6, HSPD-12 Program Manager Richie Taffet and NED Project Manager Jeff Erickson will conduct daily teleconference Q&A sessions to give the administrative community the opportunity to ask questions about NED, share concerns, and discuss issues that arise during the launch. Watch for details about these sessions toward the end of September. The HSPD-12 Program Office will notify you of other supporting activities as that information becomes available. Please feel free to share this information with other administrative staff in your IC.

[Training Sessions Planned for Administrative Staff Who Missed Earlier Classes](#)

Attention AOs, ATs and Lab Managers who missed earlier training/informational sessions on HSPD-12 and the new NED. HSPD-12 Program Manager Richie Taffet and NED Project Manager Jeff Erickson will offer a final series of training and informational sessions on HSPD-12 and the new NED before it goes live October 6.

On Wednesday, September 24, Taffet and Erickson will conduct two Town Hall sessions, from 9 a.m. to noon and 1p.m. to 4 p.m. in Natcher Building, Balcony A. These sessions will cover background information about HSPD-12 and NED, common misconceptions, and an introduction to the changes in NED. Pre-registration is not required.

On Monday, September 29, there will be two Hands-On Training sessions covering the new NED. These two classes will be held in the computer lab at 6120 Executive Blvd from 9 a.m. to 12 p.m. and 1 p.m. to 4 p.m. Participants will learn how to navigate the newly enhanced NED system using case examples that simulate the real work environment. Those who plan to attend should register with Dan Shumate. Simply drop him an e-mail shumated@mail.nih.gov indicating which hands-on session you plan to attend.

[Helpful Tips](#)

- **[AOs In the Role of PIV Sponsor Must Complete HHS PIV Sponsor Training](#)**
If you are an AO who will be sponsoring Applicants for the HHS ID Badge (PIV Card) and have not completed the mandatory HHS PIV Sponsor training, please click on the following link: <http://intranet.hhs.gov/pivcard/training/sponsor/>. Once you have completed the training module, please fax or mail the signed training certificate to:

The HSPD-12 Program Office
31 Center Drive
Room B4B03
Bethesda, MD 20892--2832.
Fax number: (301) 480-3364.

FAQs

- Q.** Can you review the roles required under the PIV process and who fills those roles at NIH?
- A.** There are four official roles specified within the PIV process at NIH. These roles are filled by either administrative staff within each IC, by DPSAC staff, or by Security Office personnel. They are:

Sponsor – The role of Sponsor is filled only by an AO. An AT, Lab Manager or any other individual can enter data into NED, but the AO must approve the data entry and “sponsor” the applicant for an ID badge. The AT, Lab Manager, or other may play a part in the process, but they do not have an “officially” named role.

Registrar – The role of Registrar is filled by DPSAC’s Personnel Security Office staff. The Registrar is responsible for fingerprinting and coordinating the necessary background check. This role is also often called the Enroller.

Issuer – The role of Issuer is filled by DPSAC staff. At Rocky Mountain Laboratories, Security Office personnel fill that role.

Applicant Representative – The role of Applicant Representative is filled by DPSAC staff.

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 \(NIEHS\) Research Triangle Park, NC](#)
- [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)