

Division of Personnel Security and Access Control (DPSAC)

DPSAC NEWS – June 18, 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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[Town Hall Sessions on the 'New' NED and HSPD-12 Conclude Soon](#)

NED users who work in and around the Bethesda campus have just three more chances to attend a live information session on the new NED and HSPD-12. Two sessions are planned for Thursday June 19 in the Building 10 Masur auditorium -- one in the morning and one in the afternoon. A final session is scheduled for the morning of Friday June 20 in Building 31, 6C, Conference Room 10.

As we've reported in the *DPSAC News*, these sessions are designed to help the administrative community prepare for the transition to the new NED system this July. NED users should plan to attend one of these training sessions.

Click on the link <http://training.cit.nih.gov?702-08G> to view the schedule and reserve your space to attend one of these sessions!

Please share this information with your fellow AOs and ATs.

[For AOs Planning to Attend a Town Hall Session](#)

Administrative officers only are required by HHS to review the following slides in accordance with the HSPD-12 initiative:

[HHS PIV Town Hall Pre-Work for NIH AO Sponsors](#). Bring the printed signed certificate to your scheduled session.

[Town Hall Session Coming to Baltimore](#)

NIA, NIDA and NHGRI administrative personnel working at the Baltimore Intramural Research Programs (IRP) facility will have an opportunity to attend a town hall session on July 22. *DPSAC News* will announce time and location in the next issue.

[Past Town Hall Session Can Now Be Viewed On Line](#)

The June 13 town hall session has been recorded and archived on the NIH Videocast website. Individuals unable to attend a live session can click on <http://videocast.nih.gov/Summary.asp?File=14558> to follow along with HSPD-12 Program Manager Richie Taffet and NED Program Manager Jeff Erickson as they describe HSPD-12 and the 'new' NED.

[Clinical Fellows Appointment Scheduling](#)

Clinical fellows will begin arriving on campus next Monday (June 23, 2008) and will continue throughout the next two weeks. DPSAC is currently in the process of sending out e-QIP initiation e-mails to all of these incoming personnel, who must complete their questionnaires, 'release' the files electronically and print the signature pages. Clinical fellows arriving on campus will need to deliver their signature pages to DPSAC. Linda Mongelli will be coordinating the appointment scheduling for all incoming clinical fellows.

Before they can be processed at DPSAC, each clinical fellow must have an active NED record. If this record is not complete, DPSAC will not be able to send the e-QIP link or issue a badge on the day of arrival. The Clinical Fellow NED record must include the following fields:

- **Applicant Name**
- **Social Security Number**
- **Date of Birth**
- **Place of Birth (City, State, Country)**
- **Common Account Number (CAN)**
- **Position Sensitivity Level**
- **Current Active non NIH E-mail Address**

For more information on scheduling fingerprinting appointments for clinical fellows, please contact Linda Mongelli (LindaM@Mail.nih.gov) by Friday June 20, 2008.

[Suitability - A Standardized Requirement for All Federal Workers and Contractors](#)

(This article was originally published in "DPSAC News, March 12, 2008")

The civil service requires high standards of integrity and trust to promote the interests of the public. The Office of Personnel Management (OPM) established a suitability program in the Federal competitive service to reduce the potential for abuse of the public trust, to ensure government-wide uniformity and fairness for applicants, appointees, and employees, and to determine suitability for employment. The requirements of this program apply to applicants for employment and to individuals already employed.

Suitability refers to identifiable character traits and conduct sufficient to decide whether an individual is likely or not likely to be able to carry out the duties of a Federal job with appropriate integrity, efficiency, and effectiveness. Suitability is distinguishable from a person's ability to fulfill the qualification requirements of a job, as measured by experience, education, knowledge, and skills. Suitability actions include the following:

- Cancellation of eligibilities
- Debarment
- Removal

A non-selection for a specific position is not a suitability action unless one or more of the above actions is taken.

As part of an applicant's background check, he or she will be required to fill out one of the forms listed in the table below.

- SF-85 (Questionnaire for Non-Sensitive Positions) is generally used by applicants in Non-Sensitive positions;
- SF-85P (Questionnaire for Public Trust Positions) is generally used for applicants in Low Risk, Moderate Risk, High Risk which are Public Trust positions.
- SF-86 (Questionnaire for National Security Positions) is the form that is used by military personnel, government contractors, and government employees to apply for a Security Clearance (Confidential, Secret, Top Secret).

As the degree of sensitivity for a position increases, so does the amount of information requested as well as the applicable time frame. The chart below shows the items covered on each form and the applicable time frame.

Extent of Background Check

SF85 <i>(past 5 years)</i> Non-Sensitive (NAC)	SF85P <i>(past 7 years)</i> Public Trust (NAC/MB/LB/B)	SF86 <i>(past 10 years)</i> National Security (ANAC/SSB)
	<ul style="list-style-type: none"> • Relatives and associates • Foreign travel • Background Investigation record • Financial record 	<ul style="list-style-type: none"> • Foreign activities • Military record • Medical record • Employment record • Police record • Use of alcohol • Financial delinquencies • Public record civil court actions • Association record
<ul style="list-style-type: none"> • Identifying information • Citizenship • Addresses • Education • Employment • References • Military history • Selective Service record • Use of illegal drugs 	<ul style="list-style-type: none"> • Identifying information • Citizenship • Addresses • Education • Employment • References • Military history • Selective Service record • Use of illegal drugs 	<ul style="list-style-type: none"> • Identifying information • Citizenship • Addresses • Education • Employment • References • Military history • Selective Service record • Use of illegal drugs

Helpful Tips

The NIH Badging Authority by Classification table is a useful tool for determining which badging authority -- DPSAC or the NIH Police – is responsible for coordinating the necessary background check required to receive an ID Badge. Please note that this table recently underwent a minor change in which the Full Time Equivalent (FTE) description of “Clinical Research Support Program (Title 42) (AD)” will now read “Title 42 (AD).” [Click here](#) for a complete list of position categories and the appropriate badging authority.

FAQs – e-QIP

Q. I cannot log into e-QIP. What should I do?

A. After verifying all system requirements listed in the e-QIP e-mail, contact the Personnel Security Help Desk at (301) 402-9755 or ORSPersonnelSecurity@mail.nih.gov. They will re-set your e-QIP account so you can log into the system.

Q. When I try to log in, e-QIP displays golden questions that I have never created, or that I don't know the answers to. What should I do?

A. If you are getting ‘bogus’ Golden Questions that you do not recognize or are unable to answer, please contact the Personnel Security Help Desk to verify that you currently have an active account in the system or to request that your Golden Questions be re-set to the default values.

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)