

Division of Personnel Security and Access Control (DPSAC)

DPSAC NEWS – November 14, 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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Avoiding Premature Disabling of ID Badges

One day you're full of optimism, whistling a tune and navigating campus without a care because you know that your ID badge will get you through the perimeter and into any building you've been granted access to. The next day your badge fails to work. This must be a mistake you think. You're stopped at the gate, directed to show your driver's license and perhaps a second form of ID. Your car is searched, and you end up late for a meeting because of an expired badge. But this doesn't make sense since your badge says it's good for another year, right? Wrong.

Not To Exceed Date: The Heart of the Problem

The NIH Employee Directory (NED) – the database from which all PIV ID Badge requests are initiated – requires that the records of all individuals with limited appointments include a 'not to exceed' date, or NTE. The NTE indicates the last day that individuals can be at NIH. Once your NTE date expires, you lose all facilities access privileges --you can't log on to the computer or access your email and your ID badge is deactivated. **This means your ID badge won't work even though the expiration date on the front of your badge may be a year away!** The Administrator of the NED record (i.e., the AO) must extend your NTE date to reinstate your access privileges.

Please note: once your AO reinstates your access privileges in NED, your ID badge will not automatically start working again. You must come to DPSAC to get a new ID badge! You will be required to undergo the new badging process in order to receive a new badge. If you don't have an existing background investigation on file, you will be fingerprinted and have a background investigation initiated. You will receive your new ID badge only after DPSAC has received the results of your fingerprint check. This usually takes 3-5 business days, but could take longer based on the volume of requests currently flooding the Office of Personnel Management (OPM).

For Continued Carefree Access to NIH

To avoid interruption of your access privileges at NIH, ask your AO to check your NTE and make sure he/she extends your NTE date in NED **BEFORE** it expires. As long as you haven't reached your NTE date, your ID badge will continue to work until the expiration date printed on the badge. **Please note: that Security Guards or the NIH Police have been asked to confiscate ID badges once the expiration date printed on the front of the badge lapses.**

Helpful Tips

Avoid Delays

- Avoid the surge. DPSAC is anticipating a large number of requests for badge renewals in January and February. To avoid getting caught in the surge, sign up for renewal in November and December.

- Plan ahead. AOs....New Hires should be put into NED and authorized for badge issuance **BEFORE** EOD to avoid badge delays. Better yet, if possible, schedule their fingerprint appointment **BEFORE** EOD....this could result in them getting a badge on EOD date.
- Don't forget e-QIP. Get it done within the allotted time. Didn't get the link after five days? Contact ORS Personnel at orspersonnelsecurity@mail.nih.gov.

Fingerprint Results

- If you were fingerprinted before November 6th and have not received an update on the status of your badge request, please e-mail ORS Personnel orspersonnelsecurity@mail.nih.gov. Enrollment team staff will check the status of your fingerprint check and send you an update.

Reminders to Administrative Officers (AOs)

- Processing Transferees - For employees or contractors who are transferring and being reassigned to a different Institute or Center, it is the responsibility of the "receiving" AO to enter that individual into NED.
- Updating NED Records - Although e-mail alerts are going out to individuals automatically from NED advising them that their ID badge will be expiring, some applicants are showing up at the Enrollment Center without an updated NED record. Please be advised that DPSAC will be **unable to issue them a new badge unless the NED record is updated.**
- More about Updating NED Records – DPSAC has an opportunity to initiate the badge process before an individual shows up for his/her fingerprinting appointment, but only if the NED record has been fully populated, especially the person's Legal Name, Social Security Number, Date-of-Birth, and Place of Birth. Unfortunately less-than-fully-populated NED records will lead to delays. The goal of DPSAC is to begin the badge process before fingerprinting, but full NED information is needed.
- DPSAC continues to receive requests for badge renewals with missing Common Account Numbers (CANs). **Please remember to include the appropriate CAN when you are renewing or updating someone in NED to help us avoid delays in submitting investigations.**

Reminders to Project Officers (POs)

- Group requests for badge processing, fingerprint results, or background investigation status should be sent to Barbara Hardy, Personnel Security Team Leader within DPSAC (hardybl@mail.nih.gov).

FAQs

- Q. I will be planting flowers as a volunteer at the Children's Inn over the next three months and have been entered into NED by my AO. In NED it says I can have an ID badge that won't expire until October 15, 2009. Because I will be here for less than six months I was instructed to go to the NIH police for an ID badge. However, since NED says I can have an ID badge that's good until 2009, the NIH police won't issue me a badge. What should I do?
- A. At the present time, the NIH police are responsible for issuing badges to some individuals (depending on category) who will need access to campus for less than six months. DPSAC issues ID badges to individuals who will be on campus for more than six months. The length of time you are authorized to have an ID badge in NED is the criterion by which the NIH police and DPSAC determine who will issue your ID badge.

If you have been authorized for an ID badge and you will be here for more than six months, you will be required to undergo fingerprinting and a background investigation

through DPSAC. The IC will be required to pay all costs associated with the issuance and maintenance of that new ID badge.

If you have been authorized for an ID badge and you'll be at NIH for less than six months, you will be processed for a badge by the NIH police. This means that you will not be fingerprinted or undergo a background investigation, both of which are part of the standard badge issuance process for workers who will be at NIH for more than 6 months. You will, however, undergo a criminal history check prior to being issued an ID badge.

Please note – If you need access for more than six months, you will be required to undergo fingerprinting and a background investigation.

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)