

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

### DPSAC NEWS – June 4, 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.*

#### Contents

- [Town Hall Info Sessions on the “New” NED and HSPD-12 Begin June 4, 2008](#)
- [Helping Applicants Track Fingerprint Results and Background Checks](#)
- [Richie Taffet Named Acting Director of DPSAC](#)
- [DPSAC News Briefs](#)
- [Helpful Tips](#)
  - [New wording for “Badge Expiration Notification”](#)
- [FAQs – about e-QIP](#)

### [Town Hall Sessions to Provide Overview of the New NED and HSPD-12](#)

Wednesday, June 4, marks the beginning of a month-long series of town hall information sessions about HSPD-12 and the new NED for the NIH NED-user community. These sessions will be offered at locations across the NIH campus and at off-site facilities to help the administrative community prepare for the transition to the new NED system this July. If you are a NED user, please plan to attend one of these training sessions. There's still plenty of room to attend a session of your choice. **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!** We encourage you to 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.

#### [More about Town Hall Sessions: Friday the 13<sup>th</sup> is your Lucky Day ...](#)

to view a live videocast of a town hall information session featuring the “new NED” and HSPD-12. This session, held from 9 a.m. to 12 noon on Friday, June 13 in the Natcher Conference Center, will be broadcast to accommodate individuals who cannot attend in person. The program will include an overview of HSPD-12 and an introduction to the changes in NED that the administrative community will need to understand in order to help employees and contractors navigate the new HSPD-12 badging process. Access the videocast Friday morning directly by clicking: <http://videocast.nih.gov/summary.asp?live=6804>

## [Helping Applicants Track Fingerprint Results and Background Checks](#)

DPSAC News publishes this updated timetable of notifications to help applicants (new employees, new contractors, or individuals with expiring badges) stay on top of the Personal Identity Verification process. An applicant who has been fingerprinted on or before the date indicated in the timetable, but has not received the stated notification should contact the Personnel Security office in DPSAC for assistance (Helpdesk: (301) 402-9755 or [orspersonnelsecurity@mail.nih.gov](mailto:orspersonnelsecurity@mail.nih.gov)). A personnel security specialist will help expedite the process for the applicant.

Individuals fingerprinted on or before **May 21, 2008** should have received a badge authorization e-mail.

Individuals fingerprinted on or before **May 28, 2008** should have received notification to complete e-QIP.

If you were fingerprinted on or before the dates above and have not received your badge notice or e-QIP notification, please contact the Personnel Security office for assistance (Helpdesk: 301-402-9755 or [orspersonnelsecurity@mail.nih.gov](mailto:orspersonnelsecurity@mail.nih.gov))

**Remember to complete e-QIP and submit signature pages within 7 business days of receiving your e-QIP notification.**

## [Richie Taffet Named DPSAC Acting Director](#)

Dr. Alfred Johnson, Director, Office of Research Services recently announced the appointment of Mr. Richie Taffet as Acting Director of the Division of Personnel Security and Access Control (DPSAC), effective June 2, 2008. Mr. Taffet replaces long-time Acting DPSAC Director, Mr. Candelario Zapata, who held this demanding post while carrying out his full-time duties as Director of International Services at ORS.

Mr. Taffet will be responsible for overseeing the planning, development and implementation of personnel security processing requirements for applicants, employees, contractors, vendors and other individuals needing access to the NIH campus. In addition, he will oversee the access control automated systems and issuance of NIH IDs at the Bethesda campus.

Mr. Taffet will also continue in his current position as the NIH HSPD-12 Program Manager, implementing HSPD-12 under the Associate Director for Security and Emergency Response, while assuming the position of Acting Director of DPSAC.

In his e-mail to the ORS community announcing this appointment, Dr. Johnson expressed his appreciation to Mr. Taffet for "stepping up and assuming the duties of both positions" and to Mr. Zapata for serving "admirably...as the Acting Director of DPSAC, at various times, since April 2006." "His outstanding leadership was essential in energizing NIH's personnel security and access control program during a critical time period," Dr. Johnson added.

## [Helpful Tips](#)

### [New wording for "Badge Expiration Notification"](#)

NIH employees and contractors will receive a new notification when their badge is about to expire. The new wording underscores the need for the individual to have their AO authorize them for a new ID badge in NED, and include the appropriate CAN, prior to visiting DPSAC.

The following notification will be sent 45 days, 30 days and 15 days before the individual's badge will expire:

## **"Badge Expiration Notification**

*This message was automatically generated by the NIH Enterprise Directory (NED). Please do not reply.*

The information in the NIH Enterprise Directory (NED) shows that **your NIH ID badge is scheduled to expire in 45 days on 6/22/2008**. The badge renewal process takes time, so **please don't delay** in following the steps outlined on the ORS Division of Personnel Security and Access Control (DPSAC) web site:  
<http://www.idbadge.nih.gov/badge/4steps.asp>.

- **The first step in the process is to have your Administrative Officer authorize you for a new ID badge and provide a Common Account Number (CAN) in NED prior to your appointment with DPSAC.**

*Note: You may be asked to provide personal information, e.g., date of birth, city of birth, etc., during the badge renewal process.*

If you have any questions about this message or the badge renewal process, please contact the DPSAC by phone (301.402.9755) or email (<mailto:orspersonnelsecurity@mail.nih.gov>)."

## **DPSAC News Briefs**

- The new website, <http://idbadge.nih.gov>, appears to be a popular destination. For the month on May (through May 27, 2008) the site received over 75,000 hits on its various pages!!
- May 29 marked the last day of hands-on 'NED Super User' training which was conducted jointly by HSPD-12 Program Manager Richie Taffet and CIT NED Program Manager Jeff Erickson. Over 100 individuals representing every IC at NIH attended the 6-hour sessions. The Super Users will serve as early IC points of contact to assist others in the administrative community with their questions about the new NED and/or HSPD-12.

## **FAQs – about e-QIP**

- Q.** What is the process for completing my SF-86 using e-QIP?
- A.** Once you have been notified that you have access, log in by entering your social security number and answering the three Golden Questions. After logging in the first time, you will be prompted to change your Golden Questions to ensure the security of your data. After changing your Golden Questions, e-QIP presents you with the Main Menu. Select the link entitled "Enter Your Data" from the Main Menu screen.

After reading all instructions you can begin entering your personal data. In order to ensure the completeness of your data, a validation routine will run after each page is submitted. The validation routine will point out any errors and provide detailed instructions on how to satisfy each incorrect or missing item. When you are satisfied that your form is complete,

select the "Display Your Data" link from the Main Menu. After a final review of your data, select the "Certify/Submit" button to finish your form.

On the last screen make sure to print a copy for your records and print and sign each form that has a blank for your signature. Only after you have printed and signed the appropriate signature pages should you click on the final link entitled "Release Request/Transmit to Agency."

-----

**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](mailto:orspersonnelsecurity@mail.nih.gov)

Access Control

- Helpdesk: (301) 451-4766
- Fax: (301) 480-3364
- E-mail: [facilityaccesscontrol@mail.nih.gov](mailto: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)*