

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

### DPSAC NEWS – February 27, 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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#### [Update on Streamlined Badge Issuance Procedures for Summer Students](#)

In the February 13 issue of DPSAC News, we announced the streamlined procedures for enrolling Summer Students arriving in 2008. Starting this summer individuals who come on board as Summer Students will not be required to undergo fingerprinting, although they will undergo an NCIC (name) background check administered by the NIH Police. The new Summer Student policies can be found at the following link: <http://security.nih.gov/PIV/badgeProcess.htm#newEmployeesSummer>.

Direct any questions you may have regarding Summer Students to the Personnel Security helpdesk at: [Orspersonnelsecurity@mail.nih.gov](mailto:Orspersonnelsecurity@mail.nih.gov). Please indicate “Summer Students” on the subject line. See [Helpful Tips](#) below for additional information about [Summer Student Enrollment Forms](#)

#### [An Applicant’s Position Category Determines Who Issues the ID Badge – DPSAC or NIH Police](#)

Everyone gaining access to the NIH campus is issued an ID badge. Whereas most full-time employees and contractors fall within position categories that will require them to undergo a PIV-based background investigation and be issued a new HHS ID badge (PIV card), some individuals will fall into categories that require a different process to get a non-PIV NIH ID badge. DPSAC administers the PIV-based background investigations; the NIH Police administers a different background check. The complete table identifying all 12 position categories at NIH and their corresponding Badging Authority (DPSAC or the NIH Police) is now posted on the PIV website.

Click on the following link to view a complete list of [Position Categories and Corresponding Badging Authorities](#). We recommend that you visit this site from time to time as the information on this table is updated regularly.

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

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:

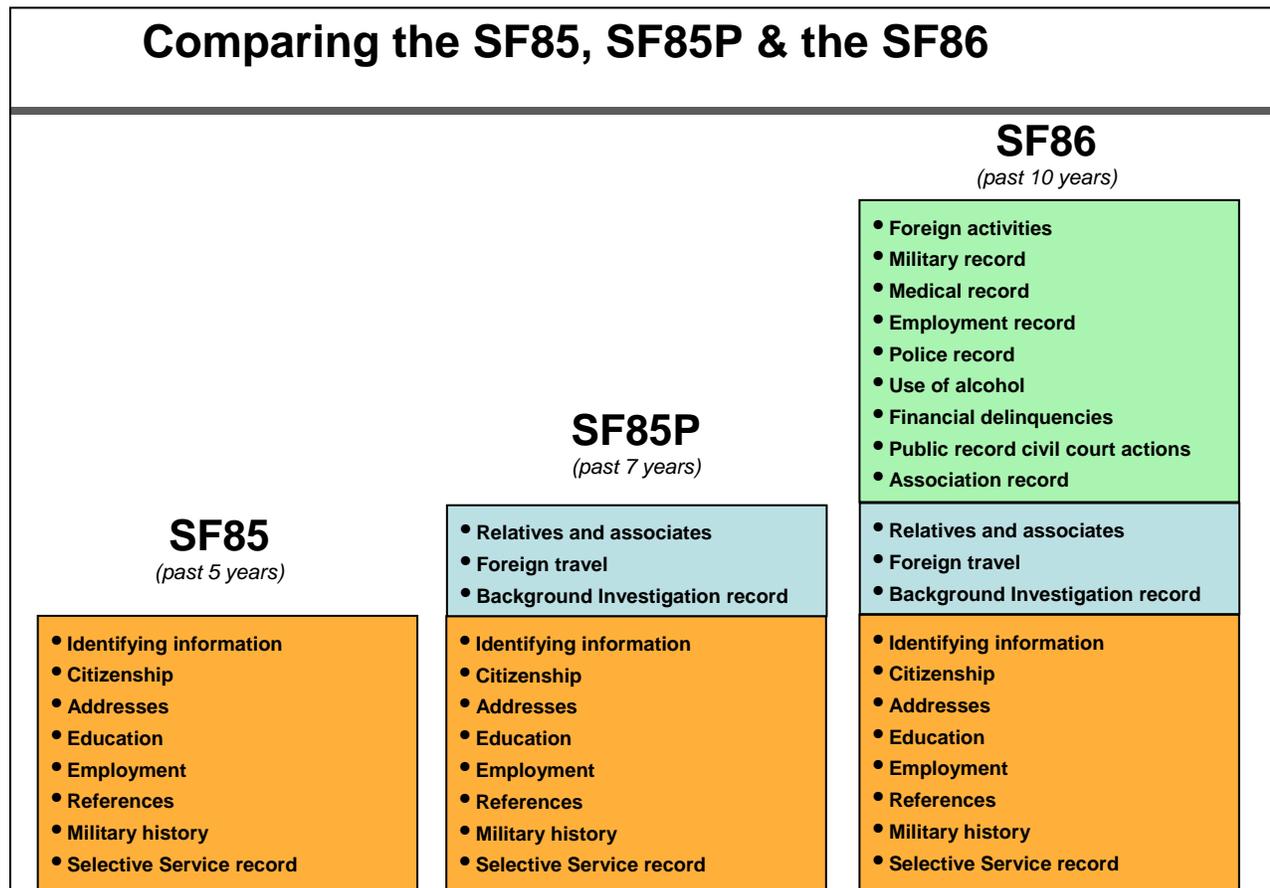
- Cancellation of eligibilities
- Debarment
- Removal

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.



### Helpful Tips

- **Summer Students** can link to the following sites to access the forms required to initiate their application and background checks for summer employment.
  - [Online Application for Summer Students.](#)
  - [HHS 745; Identification Badge Request Form](#) This form is to be mailed to the student and mailed back to the IC Coordinator. This form is required in order to perform the NCIC background check on incoming students.

- **e-QIP questionnaires** are still arriving with missing sections, or not at all. Please be sure to complete all sections of the questionnaire. Once you have completed your online e-QIP application, print a copy for yourself. Also, print the required signature pages and then...hit the “**submit/transmit**” button. Your application is now complete and submitted for processing by DPSAC. Remember, the printed Signature forms **MUST** be delivered to DPSAC (Bldg. 31, Rm. 1B03) in order to complete the background investigation process.
- You are required to **wear your ID Badge at all times** when you are on the NIH Bethesda campus.
- **Do not to lend your ID Badge** to another individual. This is a misuse of the ID Badge and is a violation of sec. 499 and 701 of title 18 of the U.S. Code.
- **AOs and POs** – DPSAC is concerned that many contractors are failing to turn in their badges at the conclusion of their employment at NIH and the badges are remaining active. Contractors who terminate their employment with NIH should return their ID badge to their Project Officer (PO); the PO can then bring the badge to the appropriate AO and request that the NED record for the contractor be deactivated. This will in turn deactivate the ID badge. Employees who leave NIH service will have their badges deactivated automatically once their NED record is disabled, however contractors leaving NIH service must depend on the PO to inform the AO to deactivate the NED record. To avoid the risk of a security breach, POs should collect the badge from the contractor and notify the AO to deactivate the NED record. Once the AO disables the NED record, the ID badge will be deactivated. The AO should then return the badge to DPSAC (Bldg. 31/Rm. 1B03).

## FAQs

### Q: **What is FIPS 201?**

- A. [FIPS 201](#) is the standard identified in HSPD-12 that sets out the requirements for a Federal government-wide identity credential for employees and contractors.

### Q. **Why is the FIPS 201 Standard divided into 2 parts?**

- A. The standard is divided into two parts so agencies can make an orderly migration, in terms of both technology and "identity proofing" from their current systems to the requirements established by the standard and meet the deadlines established by the President under HSPD 12. Part 1 deals with the security objectives as they apply to uniform personnel identity proofing and vetting activities, while Part 2 focuses on the technical interoperability requirements, including the issuance of compliant identity badges and the implementation of the government-wide infrastructure to support the effective use of the badges.

### Q. **Can you explain what is meant by the adjudication process?**

- A. The **adjudication process** is the careful weighing of a number of variables known as the “whole person concept.” Available, reliable information about the person, past and present, favorable and unfavorable, should be considered in reaching a determination. The final suitability determination will be based on good judgment and common sense after consideration of all these variables.

#### **Criteria:**

The criteria to use in making a suitability decision, including the specific factors to consider as a basis for finding an individual unsuitable for federal employment, are found in 5 CFR Part 731.

#### **Tips on Adjudication:**

- Voluntarily report any unfavorable information
- Be truthful and complete in responding to questions
- Seek assistance and follow professional guidance, where appropriate
- Demonstrate positive changes in behavior and employment

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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](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 who 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 \(NIEHS\)](#)
- [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)*