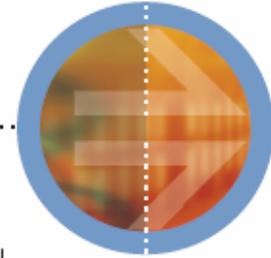


Division of

Personnel Security and Access Control



31 Center Drive
Bethesda, MD 20892
301-451-9381

DEPARTMENT OF HEALTH & HUMAN SERVICES

National Institutes of Health
Office of Research Services
Division of Personnel Security and Access Control

DPSAC Hours of Operation and Contact Information:

Monday thru Friday 7:00 a.m. – 5:00 p.m.
Wednesday evening walk-ins 5:00 p.m. – 8:00 p.m.

DPSAC Personnel Security Office:
(about background investigations)

Helpdesk: 301-402-9755
e-QIP Helpdesk: 301-496-1294
Appointment Line: 301-496-0051
Email: orspersonnelsecurity@mail.nih.gov

DPSAC Access Control Office:
(about your ID badge)

Helpdesk: 301-451-4766
Email: facilityaccesscontrol@mail.nih.gov

Appointment Information Guide

Welcome to the Division of Personnel Security and Access Control (DPSAC). You are about to undergo the Personal Identity Verification (PIV) Process as mandated by Executive Order 10450 and Homeland Security Presidential Directive 12 (HSPD-12). The information below describes what you're about to experience as your background investigation is processed.



What you can expect while you are here today:

If you have a favorable investigation on file

DPSAC will verify that an investigation is on file by checking the Office of Personnel Management's (OPM) Personnel Investigations Processing System (PIPS). If you have a favorable investigation on file, you will be allowed to proceed directly to the Badge Center to obtain an ID badge.

If there is no investigation on file

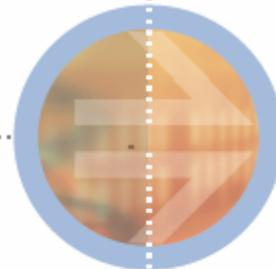
If an investigation is not on file with OPM, a DPSAC Personnel Security technician will electronically fingerprint you to initiate your background investigation.

Following Your Appointment Today:

To receive your ID badge

Personnel Security will review the results of your fingerprint check. The results of your fingerprint check are usually received in 3-5 days but may take up to 14 days. Once this review is complete, you will:

- 1 • Receive an e-mail notification from Personnel Security authorizing you to obtain an ID badge.
- 2 • Be instructed to print the e-mail and take it to the Badge Center (Bldg. 31, Rm. 1B03) to pick up your ID badge. No appointment is needed.
- 3 • Go to the Badge Center with your e-mail and be photographed.
- 4 • Receive your new ID badge.



To complete your background investigation

Personnel Security will also provide you with the security investigation forms that you will be required to complete. These forms must be completed within seven business days. You will:

- 1 • Receive an e-mail notification from Personnel Security entitled "DPSAC: Background Investigation Initiation." The electronic Questionnaires for Investigations Processing (e-QIP) system is a secure website which allows applicants to complete security investigation forms online. Detailed instructions are included.
- 2 • Complete the security investigation forms online via e-QIP **within 7 business days**. Failure to do so may result in badge termination and the initiation of an adverse action, as a background investigation is a condition of employment!
- 3 • Print, sign and deliver all appropriate forms from your e-QIP process (as identified in the e-QIP e-mail instructions) to Personnel Security (Bldg. 31, Rm. 1B03). No appointment is needed.

Congratulations...your work is done!

Once your investigation is complete, you will receive an e-mail from Personnel Security confirming the results of your investigation. At a minimum, it takes 75-120 days from the time your forms are sent to OPM to complete the investigation.

We recommend you keep this sheet handy for reference while you complete the investigation process.

Other Helpful Information

The Division of Personnel Security and Access Control (DPSAC) is responsible for processing background investigations and issuing ID badges for a variety of individuals who work for or come to the NIH. For more information, please visit our website at: <http://security.nih.gov/PIV/index.htm>.

Fingerprinting Options

Choose from three options to schedule your fingerprinting appointment.

I. Make an appointment

- Contact your Administrative Officer to schedule your appointment online
- Stop by the DPSAC Office (Bldg. 31, Rm. 1B03)
- Call the appointment line: 301-496-0051 (Hours: 8:00 a.m. – 4:00 p.m.)

II. Same day service

- Sign up starts at 7 a.m. in Bldg. 31, Rm. 1B03
- Registration will be limited to the first 14 people who sign up
- Service is available Monday through Thursday from 2:00 – 4:00 p.m.
- This service is not available on EOD days (first Monday of every pay period)

III. Wednesday Evening walk-in hours

- Evening hours are from 5:00 – 8:00 p.m. in Bldg. 31, Rm. 1B03
- No sign up is necessary
- Everyone who comes before 8:00 p.m. will be processed

Please remember to bring two forms of identification (driver's license, NIH ID, passport, etc.) and your completed HHS/NIH ID Badge Request Form when you are fingerprinted. Also, please verify that your AO has sponsored you for an ID badge and provided a Common Account Number (CAN) in NED.

Lost/stolen ID Badges or Broken Badges:

Lost or stolen badges

Report lost or stolen ID badges to Access Control (301-451-4766) and your Administrative Officer (AO). Your AO will need to enter the necessary information into NED to authorize a replacement ID badge.

Broken badges

Bring broken badges to the Badge Center in Bldg. 31, Rm. 1B03 for replacement. If a broken badge has not expired and the badge can be authenticated, Access Control will issue you a new badge. The expiration date on the new badge will be the same as the date on your broken badge.