

Division of Personnel Security and Access Control (DPSAC)

DPSAC NEWS – August 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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[AOs & ATs – Revised EOD \(Tentative and Final\) Offer Letters Coming Soon](#)

The administrative community will soon be receiving an e-mail from the HR Benefits & Payroll Liaison Branch detailing recent changes to EOD tentative and final offer letters. The e-mail includes copies of the newly revised letters and advises the HR community to “use these new letters immediately and delete all earlier versions.” The new letters will be uploaded onto the OHR e-Induction site soon. Changes in the letters include:

1. New instructions for entering campus through the Gateway Center which opened August 23
2. Adding information and links regarding the new fingerprint and badge process
3. Alternate paragraph under BENEFITS for transfer employees. Please choose correct paragraph
4. Add the supervisor’s name and phone number to the final offer letter
5. Other edits to clarify information

The e-mail goes on to describe other new procedures that will be required now that NED has been incorporated into tracking the fingerprint and badge processes. For example, administrative officers will be responsible for entering some basic information into NED and inviting the new employee to complete their personal information in a secure NED website. It is hoped that new employees will begin this process prior to their EOD. The e-mail stresses that **“in order for the AO to begin this process they MUST be carbon copied on both the tentative and final offer e-mail. This is a new requirement to assist in expediting the fingerprint and badge process.”**

AOs will be notified once the Standard Operating Procedure (SOP) is updated to include this new requirement.

[‘New’ NED Launch on October 6 Leaves 5 Weeks for ‘Sandbox’ Practice](#)

With the ‘new’ NED scheduled to go live across NIH on **October 6**, AOs, ATs, Lab Managers and others who regularly work with NED still have time to gain valuable hands-on experience via the “NED Sandbox,” an online test environment designed especially for users to practice working with the system’s many new applications.

Unfortunately, many in the Administrative Community who will be required to have a working knowledge of the new NED system have not yet taken advantage of this test environment. Before the final rollout date, all NED users are urged to become familiar with the new system by logging on to the NED Sandbox at <https://nedtest.nih.gov/ned/>.

A [step-by-step tutorial](#) takes the user through the sequential steps of registering a new FTE; other [practice exercises](#) help users hone their skills in Registering New People, Updating Records, Modifying Services, Deactivating People, Transferring People and Viewing a Record/Status.

Contact your IC Super User or the NIH Help Desk should you need help with these exercises. A list of IC Super Users is posted at: <http://www.idbadge.nih.gov/training/docs/SuperUsers.pdf>.

[The Privacy Act Helps Protect Us All](#)

(excerpt from “Protecting Your Privacy”, <http://idbadge.nih.gov>)

The Privacy Act establishes safeguards for the protection of records that NIH maintains on its workforce. Protecting personnel privacy and maintaining applicant rights are of paramount importance to NIH. This includes background investigation records, which are subject to the [Privacy Act of 1974](#). It is important to remember that the people investigating your background have themselves received clearance to review sensitive information. The OPM e-QIP application also is subject to Federal law governing records maintained on individuals. Upon leaving the Federal government, your information is retained according to the “schedule of records retention” and then it is destroyed. NIH will ensure that all applicant records are secured against unauthorized access, accessed by only those whose official duties require such access, and stored in secure facilities

Examples of personal data include: financial, credit, and medical data; Social Security Number; Security clearance level; leave balances and types of leave used; home address and telephone numbers; home web addresses; family data; mother's maiden name; other names used; drug test results; participation in rehabilitation programs; performance ratings; religion, race, national origin.

Protecting personal privacy of all individuals is also a requirement for the issuance of the new HHS ID badge (PIV card). Badge issuance will be implemented in accordance with the spirit and letter of all privacy controls specified in [Federal Information Processing Standard 201-1: Personal Identity Verification \(PIV\) of Federal Employees and Contractors \(PDF, 91 Pages\)](#) as well as those specified in Federal privacy laws and policies, including but not limited to, the [E-Government Act of 2002 \(PDF, 72 Pages\)](#), the [Privacy Act of 1974](#), and [OMB Memorandum M-03-22: OMB Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002](#), as applicable.

Privacy breaches cost money, can cause embarrassment and lead to identity theft. There are civil remedies and criminal penalties for illegally maintaining, collecting, using, and disseminating personal information.

[Helpful Tip](#)

- **NIH Form 2866 – A Powerful New Tool for Determining Position Sensitivity Levels**
Accurately determining an individual's Position Sensitivity Level is the essential first step in ensuring that the person being enrolled for an HHS ID Badge (PIV Card) receives a background check that is appropriate for his or her position. Developers of the new NED are currently refining a new tool – NIH Form 2866 -- that will be integrated with the new NED system when it launches on October 6. With the new form, administrators will be led through a series of queries that will help guide them in determining the appropriate Position Sensitivity Level. Administrators will also be able to easily track pending actions and know when they are completed. In addition, all employees and contractors will now be able to enter their personal information directly into NED, thus shortening the chain of custody and making the process more secure.

[News Briefs](#)

- *DPSAC News* will have a new look beginning with the September 10 issue. Hopefully our readers will find the new look more pleasing to the eye and easier to navigate. We also anticipate that the new format will make it easier for our readers to provide feedback so that we can better serve them.

FAQs

- Q.** I'm an AO and I know that with the new fiscal year comes a new Common Account Number (CAN). Do I need to do anything different when I use this new CAN?
- A.** You will indeed be receiving a new CAN to reflect the new fiscal year. Remember to use only the final seven digits of the new account number when entering the CAN onto forms or submitting purchase orders.
- Q.** If an employee changes positions, will position sensitivity level need to be recalculated?
- A.** Yes. When an employee takes a new position, a new NIH Form 2866 needs to be completed to determine whether the new position has a level of sensitivity higher than his/her current position. If the sensitivity level of the new position is indeed greater, the individual will need to undergo a background investigation commensurate with that new level.

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)