

**Office of Research Services (ORS)  
Security & Emergency Response (SER)**

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

**Clinical Fellow Screening Requirements**

**2024**

# Prescreening: What do applicants need to do?

1. Look for emails from [ORSPrescreening@mail.nih.gov](mailto:ORSPrescreening@mail.nih.gov) and [ORSeApp@mail.nih.gov](mailto:ORSeApp@mail.nih.gov) after they have been sponsored for a Badge
2. Complete DPSAC actions requested **within 7 days of notice:**
  - **eApp** (if new investigation required)
  - **OF-306 Declaration of Federal Employment** (FTE new hire will complete in USA Staffing)
  - **Resume**
  - **Fingerprinting** (options available)
  - **Enrollment** (when prompted & when NED says “Awaiting Enrollment”)

## Prescreening: What emails should applicants expect and when?

|                                                                 | From                                                                                  | Subject Line                                                           | What do you need to do?                                                                                                                                                                                                                                                                                                                                                                   | When is this sent?                                                                                                                                                                                                       |
|-----------------------------------------------------------------|---------------------------------------------------------------------------------------|------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sent to applicants that have a prior inv DPSAC is trying to use | #1<br><a href="mailto:ned@mail.nih.gov">ned@mail.nih.gov</a>                          | Getting your ID badge at NIH: You have been sponsored for a badge      | No action required (this notification is informational).                                                                                                                                                                                                                                                                                                                                  | Once AO completes Badge Sponsorship in NED                                                                                                                                                                               |
|                                                                 | #2a<br><a href="mailto:ORSPrescreening@mail.nih.gov">ORSPrescreening@mail.nih.gov</a> | ACTION REQUIRED* NIH PIV/RLA Badge Prescreening Requirements           | <b>For applicants undergoing Reciprocal Acceptance Prescreening:</b><br><b>Requires completion of the DPSAC prescreening requirements within 7 days</b>                                                                                                                                                                                                                                   | <b>1-4</b> business days after AO badge sponsorship ( <b>for individuals with prior investigation DPSAC is trying to accept</b> )                                                                                        |
| Sent to applicants that need a new background inv               | #2b<br><a href="mailto:ORSeApp@mail.nih.gov">ORSeApp@mail.nih.gov</a>                 | ACTION REQUIRED for your NIH ID Badge and/or Background Investigation* | <b>For applicants undergoing new background investigation:</b><br><b>Requires completion of eApp ( &amp; other requirements) within 7 days</b>                                                                                                                                                                                                                                            | <b>1-4</b> business days after AO badge sponsorship ( <b>for individuals who need a new investigation</b> )                                                                                                              |
|                                                                 | #2c<br><a href="mailto:ORSeApp@mail.nih.gov">ORSeApp@mail.nih.gov</a>                 | ACTION REQUIRED for your NIH ID Badge and/or Background Investigation  | <b>Requires completion of corrections to submitted information within 3 business days.</b>                                                                                                                                                                                                                                                                                                | <b>1-7</b> days from applicant completion of e-QIP                                                                                                                                                                       |
|                                                                 | #3<br><a href="mailto:DPSACScheduler@mail.nih.gov">DPSACScheduler@mail.nih.gov</a>    | NIH Enrollment Appointment Notice NAME (NIH ID)                        | <b>Schedule your PIV/RLA badge Enrollment as soon as possible.</b><br><br><i>If you are not located near an NIH PCIF, you can contact <a href="mailto:ORSFingerprintService@mail.nih.gov">ORSFingerprintService@mail.nih.gov</a> to complete fingerprints (not enrollment) at a location closer to you. If you use this, you are still required to complete Enrollment at an NIH PCIF</i> | Sent as soon as DPSAC determines investigation requirements for individuals with no prior acceptable investigation ( <b>1-4 days</b> ); or when DPSAC completed reciprocal acceptance prescreening ( <b>7-25 days</b> ). |
|                                                                 | #4<br><a href="mailto:DPSACScheduler@mail.nih.gov">DPSACScheduler@mail.nih.gov</a>    | NIH Badge Issuance Appointment Confirmation NAME (NIHID)               | <b>Congratulations!</b> You have been approved for your NIH Badge. <b>Schedule your PIV/RLA badge Issuance Appointment on, or after, your Enter on Duty date (start date) in the NED system (badge cannot be issued prior to EOD).</b>                                                                                                                                                    | Sent when the DPSAC prescreening process is complete, which takes an average of ~ <b>25 days</b> from AO badge sponsorship.                                                                                              |



## New Background Investigation Required: What do applicants have to do?

1. Look for emails from [ORSeApp@mail.nih.gov](mailto:ORSeApp@mail.nih.gov) after being sponsored for a Badge
2. Complete the actions required within **7 days** of notice, including fingerprinting (required for eApp submission and badge)
3. Helpful tips to complete eApp and avoid delays:
  - Missing/Incomplete information will be rejected and result in badge delays
  - Read all instructions carefully. Provide exactly what is requested or it will be rejected
  - Acronyms & P.O Boxes are not permitted
  - COMPLETE postal addresses including building/room numbers are required
  - Do not select "Supervisor Information Same as Employer"
  - If you **do not know the information** off the top of your head, please **research, ask or track down the documentation** instead of selecting 'I dont know' as the **request will be rejected back to you**
  - Complete the forms attached to the initiation email and read instructions. Corrections to forms will also cause delay.
  - Password protect PDF or fax documents to DPSAC office securely (do not send PII over unsecure channels)
  - **After eApp submission, check your email for correction requests from DPSAC office!**

# Fingerprint & PIV Enrollment Requirements

# ENROLLMENT

## Local

## What is PIV Badge Enrollment?

- Enrollment **MUST** be completed in order to receive a PIV/RLA Badge
- Includes ***Identity Proofing***, ***Photograph*** and ***Fingerprinting*** for the PIV/RLA Badge – must be conducted at an **NIH PIV Card Issuance Facility (PCIF)**
- **When will applicants be notified to complete Enrollment?**
  - Applicants will receive an email from [DPSACScheduler@mail.nih.gov](mailto:DPSACScheduler@mail.nih.gov) to schedule their **Badge Enrollment** appointment
  - ~**1-4 days** after AO Badge Sponsorship in NED for new-hire individuals who do not have a prior investigation on file that DPSAC can use
  - ~**7-25 days** after AO Badge Sponsorship in NED for new-hire individuals who have a prior suitable investigation



Biometrics

+



Photograph

+



Identity  
Proofing



**Fingerprinting  
Options for non-  
local staff**



Fingerprints Only

## Fingerprinting Options:

**What if I cannot travel to an NIH PCIF for Fingerprinting or Enrollment right now?**

Applicants that cannot travel to an NIH PIV Card Issuance Facility for Enrollment and/or Fingerprinting can utilize *Fieldprint*:

1. Wait for the email requesting **Fingerprinting or Enrollment**
2. Contact [ORSfingerprintservice@mail.nih.gov](mailto:ORSfingerprintservice@mail.nih.gov) and provide your name, Zip Code, and NIH ID
3. DPSAC will send instructions for your Fieldprint appointment at a location near you
4. Bring two forms of Government issued ID (one must be a photo ID)
5. After Fieldprint, don't forget to schedule your NIH Badge Enrollment Appointment





## ENROLLMENT

### Local

## Acceptable Identification for Enrollment

Applicants **must** bring two (2) forms of valid, unexpired, government-issued identification with you to your appointment; **one of which must contain a photo.**

The name and biometrics on the ID's must match exactly, and the ID's must be an **original document** (photocopies are not accepted). **DPSAC will not enroll you without the correct forms of ID.**

Please see [FIPS 201-3](#) form for a full list of acceptable forms of ID.

**Some common examples of acceptable identification include:**

- Driver's License
- Passport
- Military ID
- State ID card
- Social Security card
- Birth Certificate
- Native American tribal document
- Voter's registration card





## Prescreening Review & Determination

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Once applicants Prescreening/eApp and Fingerprinting are complete, **DPSAC will determine eligibility** for PIV/RLA badge, and/or suitability for employment at NIH

- **If Prescreening results are favorable, DPSAC will:**
  - **Authorize the PIV Badge** (badge cannot be issued prior to EOD). If Enrollment was not yet completed, it is required prior to issuance
  - **Authorize Prescreening Clearance for Entry on Duty**, notify HR
- **If a new background investigation was required:**
  - **PIV badge eligibility and employment suitability** are contingent on the **results of the final suitability determination** made once your background investigation is completed
  - Applicants may be contacted by a DCSA investigator to schedule their subject interview (required). To verify DCSA investigator credentials, go to <https://www.dcsa.mil/Personnel-Security/Background-Investigations-for-Aplicants/Verify-Your-Investigator/>
  - Applicants should keep an eye on their email for correspondence from DPSAC adjudicators anywhere from 1-24 months from the date your badge was authorized
- **If Prescreening and/or background investigation adjudication results are **unfavorable**:**
  - Applicant will be found ineligible for PIV/RLA badge and/or unsuitable for their NIH position. DPSAC will communicate this with applicant and program office.
  - DPSAC applies federal suitability guidelines to attempt to mitigate issues on prescreening & background investigations



## BADGE ISSUANCE

### Badge Issuance:

1. Applicants should wait for the email authorizing badge issuance (they will not be able to pick up the badge prior to their start date in NED)
2. Schedule an Issuance appointment for on /after EOD
  - I. Use the appointment scheduler link in the email to select your desired location, date, and time
  - II. Contact the DPSAC helpdesk for scheduling assistance: (301) 402-9755 or [ORSPersonnelSecurity@mail.nih.gov](mailto:ORSPersonnelSecurity@mail.nih.gov)
3. Bring one form of US Government issued photo ID to the appointment
4. Select a PIN (6-8 numerical digits)



Pin



Badge



## Post-Issuance BADGE Maintenance

### PIV/RLA Badge Maintenance Information

**Please note:** Applicants that receive their badge for the first time may need to contact the NIH IT Service Desk at <https://myitsm.nih.gov/sp> (301-496-4357) for assistance logging in with their PIV for the first time.

#### PIV/RLA Rules of Behavior

- PIV/RLA badges are government property and must be always secured from unauthorized access
- NEVER share your PIV Badge or let others use it to access facilities/doors or information systems
- NEVER share your PIN. If you need to reset your PIN, you can do so at an NIH badging office or LWS station (scan QR above)
- If you leave NIH, you must return your PIV/RLA badge to your AO or DPSAC as it is government property.

#### If your PIV is LOST/STOLEN

- If your PIV is STOLEN, report it to the police, your Administrative Officer, and your supervisor immediately, and no later than 1 hour
- If your PIV is LOST, report it to your Administrative Officer and supervisor within 1 hour

#### If your PIV/RLA Badge is Broken/Malfunctioning

- If your PIV/RLA badge is broken or malfunctioning, call DPSAC to troubleshoot or make an appointment to have us look

#### Renewing the Certificates on your Badge (not to be confused with Badge Expiration Renewal)

- Your certificates will be renewed every 1 year (non-FTEs) or 2.5 years (FTEs). You can self-renew before the certificates expire using the Access Card Utility (ACU) software on your computer (<https://ocio.nih.gov/Smartcard/Pages/certificate-renewal.aspx>). You will receive a notice prior to. If your certs are already expired, you must visit one of DPSAC's badging offices to renew them (please make an appt).
- Please contact the NIH IT Service Desk <https://myitsm.nih.gov/sp> (301-496-4357) after renewing your certificates if you need assistance updating/publishing your certs to websites or to the GAL.

#### Renewing your PIV/RLA Card

- Your administrative officer will receive a task to start your badge renewal 42 days prior to the date of expiration listed on your PIV card. If your badge is not renewed within that time, it will expire, and your AO will need to put in a new request.
- FNs who received an RLA Badge and are now transitioning to Blue Stripe PIV (after 3 years of US residency) must carefully coordinate with their AO to prevent loss of access once AO sponsors the Blue Stripe PIV Badge (RLA badge will be immediately revoked upon sponsorship of Blue Stripe PIV)

## Adjudication & Reinvestigation

# Adjudication & Reinvestigation

- DPSAC conducts **Reinvestigations** as required by federal guidelines at intervals determined by the Defense Counterintelligence and Security Agency (DCSA)
- **Employees continued Badge eligibility and employment suitability at NIH is contingent on the results of the suitability investigations and reinvestigations conducted by DPSAC**
- DPSAC will contact employees by email (personal and NIH) when you need to complete a reinvestigation



LOOKING FOR  
INFORMATION?



[www.idbadge.nih.gov](http://www.idbadge.nih.gov)



Building 31, Room 1B03



[ORSPersonnelSecurity@mail.nih.gov](mailto:ORSPersonnelSecurity@mail.nih.gov)  
*(for general inquiries)*

[ORSeApp@mail.nih.gov](mailto:ORSeApp@mail.nih.gov) *(for e-QIP inquiries)*



(301) 402-9755  
(301) 480-0108 (Fax)