



DIVISION OF PERSONNEL SECURITY & ACCESS CONTROL (DPSAC)

KIOSK GUIDE

DESCRIPTION

The DPSAC Kiosk hosts a custom software application allowing customers the opportunity to electronically complete and submit the OF 306 form directly to the DPSAC office. The customer simply logs into the kiosk, enters their NIH HHS ID number (this allows the kiosk program to validate the customer), completes the form, signs the form using the provided stylus, and then submits when finished. Before the form can be submitted, the program runs a validation check to minimize user error. Once the form is validated, the application automatically transmits to our case review team for processing.

WHO CAN USE IT?

The below NIH population can use the DSPAC kiosk to submit their OF 306 form:

- Contractors
- Fellows
- Collaborators
- Volunteers
- Special Volunteers
- Tenants
- Guest Researchers
- FTEs*

BENEFITS

- ✓ Embedded logic to reduce errors
- ✓ Securely transmits Personally Identifiable Information (PII)
- ✓ Timeliness
- ✓ Reduction in scanning
- ✓ Reduction in paper

LOCATIONS

The Kiosk is currently located in the DPSAC main office on the NIH Bethesda, MD main campus (building 31, room 1B03).

Possible future locations:

- Clinical Center - Building 10 – Bethesda, MD
- NIEHS Research Triangle Park (RTP) – Durham, NC
- NCI Shady Grove – Rockville, MD
- NCI Frederick, MD – Ft. Detrick
- Biomedical Research Center (BRC) – Baltimore, MD
- NIAID Fishers Lane – Rockville, MD

HOURS OF OPERATIONS

- Monday - Friday
- 8 AM – 5:00 PM

QUESTIONS

Helpdesk Phone: 301-402-9755

Helpdesk Email: orspersonnelsecurity@mail.nih.gov

Helpdesk Location: 31 Center Drive, Bethesda, MD, Building 31, Room 1B03, 20892

*Existing NIH FTEs requiring a Position Sensitivity Level (PSL) upgrade