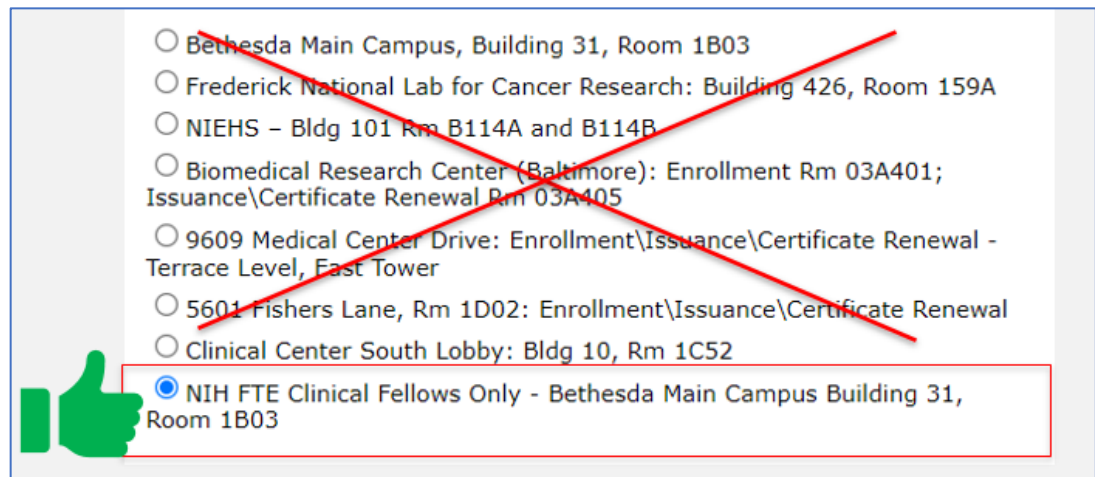


National Institutes of Health (NIH)  
Division of Personnel Security and Access Control (DPSAC)  
Clinical Fellow Orientation Appointment Information (2022)

**Please review the following DPSAC Appointment instructions:**

- DPSAC does not accept walk-ins. To schedule your appointment, see the following options:
  - Use the scheduling link sent to you in the appointment notification email (please see note below regarding which options to choose)
  - Call the DPSAC office at 301- 402-9755 (please identify yourself as a Clinical Fellow)
- On **July 1<sup>st</sup>, 2022**, the **DPSAC Main Office at Building 31** will only service Clinical Fellow appointments:
  - Clinicals Fellows who EOD on July 1<sup>st</sup> , and plan to schedule an appointment at DPSAC's Main Office/Building 31, please use the **Clinical Fellow** option within DPSACs appointment calendar:



- Clinical Fellows who do not EOD on July 1<sup>st</sup>, or wish to schedule at another location, please do not use the Clinical Fellow option within the DPSAC Appointment Calendar
- Please arrive **on-time** for your appointment:
  - Ensure you plan ahead and allot additional time to complete the security screening at the NIH Visitors Center upon your arrival to Campus.
  - If you are unable to make your scheduled appointment time or will be greater than 10 minutes late, please contact our office at 301-402-9755 or email [orspersonnelsecurity@mail.nih.gov](mailto:orspersonnelsecurity@mail.nih.gov).

**You must bring the following to your Appointment:**

- **Two (2)** forms of **valid, unexpired, government-issued identification**, one of which contains a **photo**.

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- Your identifying information on both forms of ID must **match exactly**, no exceptions (i.e. first name, middle name and last name, date of birth, etc.).
- Please visit <https://ors.od.nih.gov/ser/dpsac/services/enrollment-services/Documents/ID%20enrollment%20g-2-20.pdf> to view a complete list of approved identification.
- **Please remember to bring a print-out of your appointment confirmation with you as it will be required at security screening.**
- The DPSAC Main Office is located at 9000 Rockville Pike Building 31 Room 1B03 (1st floor, B-Wing – not in the basement). For more information on our locations, please visit our [Contact page](#) here <https://www.ors.od.nih.gov/ser/dpsac/contact/Pages/service-hours-and-contact-info.aspx>.
- For a campus map and schedule of the Red Line Campus Shuttle service that travels to Building 31 (where the DPSAC office is located), please see below.

#### Redline Campus Schedule



New Employee  
Campus Map.pdf

Additional information and a **Campus Map** can be found on the DPSACs website:  
<https://www.ors.od.nih.gov/ser/dpsac/services/enrollment-services/Pages/default.aspx>

Thank you,  
NIH DPSAC Personnel Security Office  
31 Center Drive Room 1B03 (1<sup>st</sup> floor, B-Wing ) (Not B1, which is the basement level)  
Personnel Security Help Desk: (301) 402-9755  
Fax: (301) 480-0108  
E-mail: [ORSPersonnelSecurity@mail.nih.gov](mailto:ORSPersonnelSecurity@mail.nih.gov)