

DPSAC News

Administrative Officers (AOs) who wish to obtain sponsor authority -- must complete the sponsor training (see: <http://www.ors.od.nih.gov/ser/dpsac/Training/Pages/administrators.aspx>) and e-mail a copy of your signed certificate to Alex Salah at salaha@ors.od.nih.gov. Upon receipt of the certificate, Mr. Salah will authorize the AO as a Sponsor.

Note: ONLY individuals with an Administrative Officer role in NED are eligible to be HHS ID Badge/PIV Card Sponsors.

ICs that want to add Lifecycle Work Station (LWS) operators to the approved roster -- send a written request to ORSPersonnelSecurity@mail.nih.gov. Your request should include:

- the new operator's name
- his/her Institute or Center (IC)
- his/her NED number
- the operator's e-mail address, building/room and phone number
- the hours of operation of the Lifecycle Work Station

Once ORS Personnel Security has approved the request, it will forward the name(s) to HHSIdentityAdmins@deloitte.com to complete the approval process, add the name(s) to the LWS operator roster, and inform the IC that the individual is now approved to operate the LWS.