

DPSAC Prescreening for New Hires and Classification Changes -- Guidance for Administrators

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The NIH Division of Personnel Security and Access Control (DPSAC)'s core mission is to ensure the NIH workforce is comprised of **suitable** federal employees, contractors and affiliates, per governing federal authorities and directives.

In order to carry out its mission, DPSAC manages tasks that are essential to ensuring the security of the NIH workforce, as well as the integrity and efficiency of the NIH.

Included in those tasks, DPSAC is charged with prescreening employment applications, submitting background investigation requests, authorizing and issuing Personal Identity Verification (PIV) and Restricted Local Access (RLA) credentials, and adjudicating background investigations in order to make suitability determinations for much of the NIH workforce.

Please click [here](#) to read more about the DPSAC prescreening process

DPSAC prescreening process

DPSAC begins the prescreening process after a candidate has been issued a conditional offer for employment, and once the Administrative Officer has sponsored the individual for a badge in the NIH Enterprise Directory (NED).

Due to current processing delays, DPSAC encourages administrators to sponsor employees at least six (6) weeks ahead of their Entry on Duty (EOD) date to ensure DPSAC has enough time to process all personnel successfully.

All new federal applicants, contractors, affiliates and current NIH personnel converting to federal positions must undergo DPSAC prescreening prior to being authorized for EOD, issued a Final Offer Letter, issued a PIV/RLA badge, or granted access to NIH Facilities/Information Systems.

The following must be completed as part of DPSAC prescreening:

- Declaration for Federal Employment (OF-306)
 - Federal applicants must complete the OF-306 in 'Onboarding Manager' prior to the AO sponsoring the FTE badge
 - Contractors/affiliates will receive the OF-306 for completion from DPSAC during the prescreening process
- Current fingerprinting

- Completion of all background investigation requirements if a new background investigation is required (i.e. electronic questionnaires for Investigation Processing and all associated forms)

If an individual does not pass the DPSAC prescreening process, fails to respond to DPSAC requests for information or is found unsuitable for their position, DPSAC will deny/revoke the PIV/RLA badge and notify HR or the program office. These individuals should not be allowed to continue working at NIH.

Individuals undergoing a classification change from non-federal to federal employment at NIH
Individuals converting from non-federal positions (e.g. contractor, fellow, etc.) to federal positions at NIH must be treated as if they were brand new to NIH with regard to DPSAC Prescreening.

DPSAC cannot begin prescreening non-federal to federal conversions **until the Administrative Officer performs an 'Update' task" in the NIH Enterprise Directory (NED) to change the classification to "FTE."** Once the update is made, a case will be opened in DPSAC's system to start prescreening.

Warning: Administrative/Program staff or HR staff should never grant authorization for Entry on Duty (EOD) or send a Final Offer Letter to an individual converting to a federal position until DPSAC has satisfactorily prescreened the individual for his/her **new federal position**. AO's/HR/Program staff are not authorized to grant EOD or send Final Offers based on a previously issued non-FTE badge or favorable determination on a background investigation for the non-FTE position.

The newly converted federal employee will undergo prescreening as if they were brand-new to NIH and will be required to submit a new set of fingerprints, a new Declaration for Federal Employment (OF-306) in 'Onboarding Manager' and submit all requirements for the background investigation if a new investigation is required. Upon favorable completion of all these steps, and once DPSAC makes a favorable prescreening determination, DPSAC will send a manual notification to HR to notify that the individual has passed prescreening clearance.

Performing an 'update' task to change the classification to FTE in NED will not disrupt the current non-FTE badge. The current badge will be active until:

- The new FTE badge is issued
- The expiration date is reached
- The NED account/badge manually is disabled by the AO