



NIH ENTERPRISE DIRECTORY (NED)

Release v4.1 – Customer Guide

NED Team
nedteam@mail.nih.gov

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NED v4.1 Release Overview

Business Justification:

The system changes in this release are to support HHS and Division of Personnel Security and Access Control (DPSAC) badge policy changes that better align NIH ID badge policy with National Institute of Standards and Technology (NIST) guidance.

Summary of Changes:

- [Foreign National ID Badges](#)
 - Foreign nationals (non-US citizens) living in the U.S. for 3 years or longer receive PIV badges with a blue stripe.
 - Foreign nationals living in the U.S. for less than 3 years receive RLA badges.

- [NIH FTE – Special Government Employees \(SGEs\)](#)
 - SGEs requiring both physical and logical access receive RLA badges (otherwise, NIH ID “legacy” badges).
 - SGEs are no longer identified as long-term or short-term.
 - AOs/ATs enter position information.

- [Non-FDA Tenants and Volunteers \(other than Special Volunteer\)](#)
 - Receive RLA badges rather than NIH ID “legacy” badges.
 - There is a new “NIH Facilities/IT Systems Access” field to identify a person as “intermittent” or “non-intermittent.”
 - DPSAC conducts a Special Agreement Check (SAC) for short-term and long-term, intermittent people.
 - DPSAC conducts a Position Sensitivity Level (PSL)-based background investigation for long-term, non-intermittent people.
 - Division of International Services (DIS) validates foreign nationals other than Lawful Permanent Residents (LPRs).
 - AOs/ATs enter position information.

- [FDA Tenants](#)
 - No longer receive NIH ID badges. (Note: DPSAC can program FDA-issued PIV cards for NIH physical access.)
 - Currently issued badges will be disabled.

- [ID Badge Reissuance](#)
 - All badge reissuances have the same expiration dates as the badges they are replacing.
 - Badge reissuances include replacements for lost/stolen badges, name changes, and reclassifications from NIH FTE to non-FTE or vice versa when badge type is not changing.

- [One Badge Request at a Time](#)
 - NED prevents multiple pending badge requests for the same person.

➤ [User Confidentiality Agreement](#)

- NED Portal AO/AT users must annually accept a NED Confidentiality Agreement to maintain system privileges.

Refer to the remainder of this guide for more details about Release 4.1 changes.

Release Details

Foreign National ID Badges

➤ Changes

- Foreign nationals¹ living in the U.S. for three years or longer receive a PIV badge with a blue stripe rather than an RLA badge.
- Foreign nationals living in the U.S. for less than three years receive an RLA badge.
- Division of International Services (DIS) staff continue to enter a foreign national's Date Entered US (DEUS) in the NED Portal unless the person is a Lawful Permanent Resident (LPR).
- LPRs receive a PIV badge with a blue stripe rather than RLA.

NIH FTE – Special Government Employees (SGEs)

➤ Changes

- SGEs requiring both physical and logical access receive an RLA badge rather than an NIH ID “legacy” badge.
- SGEs requiring only physical or logical access receive an NIH ID “legacy” badge.
- AOs/ATs no longer identify SGEs as long-term or short-term. The NED Portal does not display this field for SGEs.
- AOs/ATs enter position information.

Non-FDA Tenants and Volunteers (other than Special Volunteer)

➤ Changes

- Receive RLA badges rather than NIH ID “legacy” badges.
- New required field (“NIH Facilities/IT Systems Access”) identifies a person as “intermittent” or “non-intermittent.”
- DPSAC conducts a Special Agreement Check (“SAC”) for short-term and long-term intermittent people.
- DPSAC conducts a position sensitivity level (PSL)-based investigation for long-term, non-intermittent people.
- DIS validates foreign nationals other than LPRs (as already being done for NIH FTEs, contractors, fellows, etc.).
- Rules for badge sponsorship have changed. To see whether sponsorship is required, please check your NED Portal Inbox or “View Badge History”.

¹ Non-U.S. citizens

➤ **Register/Activate Task**

When registering/activating a non-FDA tenant or Volunteer (other than Special Volunteer) in NED, Portal users with the AO or AT role are required to indicate how often the applicant requires access to NIH facilities and/or IT systems:

- 2 or more times per week (intermittent)
- 3 or more times per week (non-intermittent)

An AO/AT provides this information on the “Pre-Registration” screen:

Register - NED Record Required?

Pre-Registration Information

All fields marked with an asterisk (*) are required.

Classification Information

*1. What is the applicant's classification? Tenant (non-FDA)

Includes Child Care Center Employees, Credit Union Employees, R&W Employees, Children's Inn Employees, Cafeteria Workers, Sign language interpreters

Access Information

*2. Will the applicant need an ID Badge? Yes No

*2a. Will the applicant need access to any restricted areas at the NIH? Yes No

*3. Will the applicant need an NIH network account? Yes No

*3a. Will the applicant need an Exchange Mailbox? Yes No

*4. How long will the applicant need their badge and account? More than six months

*5. How often will the applicant require access to NIH facilities and/or IT systems? -- Select Anticipated Access to NIH Facilities/IT Systems --

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[Terminate Task](#)

Figure 1 - NED Portal "Pre-Registration" Screen for a non-FDA Tenant

The value selected, in conjunction with how long the applicant needs an ID badge and NIH network account, automatically determines the maximum ID badge expiration date and the required background investigation type:

Duration ²	Facility/IT System Access	Max. Badge Exp. Date	Investigation Type
Short-Term ³	Intermittent	6 months	SAC
Short-Term	Non-Intermittent	6 months	SAC
Long-Term ⁴	Intermittent	1 year	SAC
Long-Term	Non-Intermittent	3 years	PSL-based

² How long the applicant requires an ID badge and/or NIH network account
³ Person requires an ID badge and/or network account for 6 months or less.
⁴ Person requires an ID badge and /or network account for more than 6 months.

The following screen shot shows that an AO/AT selected “non-intermittent,” indicating a non-FDA tenant requires access to NIH facilities and/or IT systems 3 or more times per week.

Register - NED Record Required?

Pre-Registration Information

All fields marked with an asterisk (*) are required.

Classification Information

*1. What is the applicant's classification? Tenant (non-FDA) ▼

Includes Child Care Center Employees, Credit Union Employees, R&W Employees, Children's Inn Employees, Cafeteria Workers, Sign language interpreters

Access Information

*2. Will the applicant need an ID Badge? Yes No

*2a. Will the applicant need access to any restricted areas at the NIH? Yes No

*3. Will the applicant need an NIH network account? Yes No

*3a. Will the applicant need an Exchange Mailbox? Yes No

*4. How long will the applicant need their badge and account? More than six months ▼

*5. How often will the applicant require access to NIH facilities and/or IT systems? 3 or more times per week (non-intermittent) ▼

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[Terminate Task](#)

Figure 2 - NED Portal "Pre-Registration" screen for a long-term, non-intermittent non-FDA Tenant

After advancing to the Position Organization / Contact Information screen, an AO/AT can change the previously selected “non-intermittent” NIH Facilities/IT Access value by clicking the “2 or less times per week (intermittent)” radio button.

The screenshot shows the 'Register New Person - Position Organization / Contact Information' screen. At the top, there are tabs for POSITION INFO, PERSONAL INFO, WORK INFO, SERVICES, and REGISTRATION. The current screen is 'Position Organization / Contact Information'. A progress bar at the top indicates the current step. The 'Classification Information' section has a dropdown menu set to 'Tenant (non-FDA)'. Below it, a text box lists various employee types. The 'Badge/Account Duration Information' section has two radio buttons: 'Six months or less' and 'More than six months'. The 'NIH Facilities/IT Systems Access Information' section is highlighted with a red box and contains two radio buttons: '2 or less times per week (intermittent)' and '3 or more times per week (non-intermittent)'. The 'Organization Information' section has a dropdown menu for 'SAC/Org. Unit' set to 'HNAMST3@HNAX4 - CHILDREN'S INN'.

Figure 3 - NED Portal "Position Organization/Contact Information" screen for a long-term, non-intermittent non-FDA Tenant

After advancing to the Register New Person – Overall Summary screen, an AO/AT can change the previously selected NIH Facilities/IT Access value by clicking the Position Organization / Contact Information “Edit” button.

Register New Person - Overall Summary

POSITION INFO PERSONAL INFO WORK INFO SERVICES REGISTRATION

Beam, Jimmy (200-0411-393): Tenant (non-FDA) - HNAM5T32@HNAX4

Requested Action(s): Request ID Badge And NIH Network Account

Position Organization / Contact Information [Edit](#)

Classification Information	
Classification:	Tenant (non-FDA)
Summer Student:	No
IC:	OD
SAC:	HNAM5T32@HNAX4 - CHILDREN'S INN
Badge/Account Duration Information	
Length of Employment:	More than 6 months
NIH Facilities/IT Systems Access Information	
NIH Facilities/IT Systems Access:	Non-Intermittent
Position Contact Information	
Supervisor:	Regone, Testod (200-0322-122)
Point-of-Contact (POC):	[None]
Servicing AO:	Test User, Ned (100-1653-262)

Position Information [Edit](#)

Figure 4 - NED Portal "Overall Summary" screen for a long-term, non-intermittent non-FDA Tenant

➤ Legacy Records⁵ for NIH non-FDA Tenants and Volunteers (other than Special Volunteer)

Anticipated access to NIH Facilities/IT Systems for legacy records is initially set to “None.”

Position Organization / Contact Information Edit

Warning: The following information has not been collected. Please edit this section and provide the following information:
Please select a value for NIH Facilities/IT Systems Access Information.

Classification Information

Classification:

Summer Student:

IC:

SAC:

Badge/Account Duration Information

Length of Employment:

NIH Facilities/IT Systems Access Information

Anticipated Access to NIH Facilities/IT Systems:

Position Contact Information

Figure 5- NED Portal "Position Organization / Contact Information" for a legacy long-term, non-FDA Tenant

The first time an AO/AT initiates a Portal Update, Badge Renewal or Modify task involving a legacy record, s/he must select a value for Anticipated Access to NIH Facilities/IT Systems on the Portal “Position Organization / Contact Information” screen.

Position Organization / Contact Information

All fields marked with an asterisk (*) are required.

Classification Information

*Classification:

Includes Child Care Center Employees, Credit Union Employees, R&W Employees, Children's Inn Employees, Cafeteria Workers, Sign language interpreters

Badge/Account Duration Information

*Anticipated Appointment Length: Six months or less More than six months

NIH Facilities/IT Systems Access Information

*Anticipated Access to NIH Facilities/IT Systems: 2 or less times per week (intermittent) 3 or more times per week (non-intermittent)

Organization Information

IC: OD

*SAC/Org. Unit:

Position Contact Information

Figure 6 – NED Portal “Position Organization / Contact Information” screen for a long-term, legacy non-FDA Tenant

⁵ Non-FDA Tenant and Volunteer (other than Special Volunteer) records active in NED at time of NED v4.1 deployment.

After selecting a value for Anticipated Access to NIH Facilities/IT Systems, the Portal requires the AO/AT to enter position information and provide a CAN in the event DPSAC needs to conduct a background investigation.

After advancing to the “Overall Summary” page, the AO/AT sees two warnings. The first indicates that changes in the person’s position information may require a DPSAC background investigation. The second indicates that because the person’s badge type is changing to RLA, his/her NIH ID “legacy” badge will be immediately revoked.

Requested Action(s): Renew ID Badge

Warning: As a result of the updates made, the position sensitivity level has changed. This sensitivity level change may result in new fingerprint and/or background investigation requirements per the Division of Personnel Security and Access Control's (DPSAC) policies for determining such requirements. In the event a new investigation is required, charges will be made to the CAN supplied during the NED Update process. Please ensure this action is desired prior to continuing or authorizing these changes.
 Old Position Sensitivity Level: [None]
 New Position Sensitivity Level: 1
 CAN: 1234567

Warning: This update contains changes that if approved, will result in the immediate revocation of the individual's current ID badge and require the issuance of a new badge. The individual will need to be re-enrolled per Division of Personnel Security and Access Control (DPSAC) policy. Please ensure this is the action you desire prior to approving this update.
 Current Badge Type and Expiration Date: NIH ID badge 9/21/2017
 Requested Badge Type and Expiration Date: NIH RLA ID badge 9/18/2020

Position Organization / Contact Information [Edit](#)

Classification Information	
Classification:	Tenant (non-FDA)
Summer Student:	No
IC:	OD
SAC:	HNAM55@HNAX1 - EUREST DINING
Badge/Account Duration Information	
Length of Employment:	More than 6 months

Figure 7 – Warning messages on the NED Portal “Overall Summary” screen

If an AO approves/submits the Update, Badge Renewal or Modify task, NED revokes the non-FDA tenant’s NIH ID “legacy” badge and initiates a request for an RLA badge.

- **Update, Badge Renewal, or Modify Task for “intermittent” person with an RLA badge**
 - An AO/AT can change a person’s “Anticipated Access to NIH Facilities/IT Systems” from intermittent to non-intermittent.
 - Changing to non-intermittent does not revoke the person’s current RLA badge. However, if the person is long-term, NED initiates a new badge request with a three-year expiration date and DPSAC may conduct a new background investigation.

- **Update, Badge Renewal, or Modify Task for “non-intermittent” person with an RLA badge**
 - An AO/AT cannot change “Anticipated Access to NIH Facilities/IT Systems” from non-intermittent to intermittent.

FDA Tenants

➤ **Changes**

- NIH no longer issues ID badges to FDA tenants. (Note: DPSAC can program FDA-issued PIV cards for NIH physical access. Contact the DPSAC Help Desk for assistance.)
- Currently issued badges will be disabled.

➤ **Register/Activate Task**

- An ID badge cannot be requested for an FDA tenant during a Register/Activate task.

Register - NED Record Required?

Pre-Registration Information

All fields marked with an asterisk (*) are required.

Classification Information

*1. What is the applicant's classification? Tenant (FDA)

Food and Drug Administration (FDA) Tenant. Includes FDA Full-time Employees, FDA Contractors, and all other FDA Affiliates.

Access Information

*3. Will the applicant need an NIH network account? Yes No

You may not need to register this individual in NED. Please contact the NIH Help Desk for assistance.

Terminate Task

Figure 8 - NED Portal "Pre-Registration Information" screen for an FDA Tenant

➤ Modify Task

- An ID badge cannot be requested for an FDA tenant via a Modify task.

Manage Services

Ritz, Carlton (200-0411-416): Tenant (FDA) - HNAM55@HFD

NIH Services

All fields marked with an asterisk (*) are required.

Physical Access / Badge Information

Current Badge Type: None

[+] View Badge History

NIH Network / Account Information

Username: ritzcarton

Active Directory Account:

Exchange Mailbox:

NIH VPN Remote Access:

Figure 9 - NED Portal "Manage Services" screen for an FDA Tenant

ID Badge Reissuance

➤ Changes

- All badge reissuances have the same expiration date as the badge they are replacing.
- Badge reissuances include replacements for lost/stolen badges, name changes, and reclassifications from NIH FTE to non-FTE or vice versa when badge type is not changing.

One ID Badge Request at a Time

➤ Summary of Changes

- NED prevents multiple simultaneous badge requests for the same person.

Prior to NED v4.1, a person could have more than one pending badge request. For example, consider the following scenario:

1. AO approves/submits an Update task to change a person's legal name.
2. NED generates a new badge request.
3. Prior to the person receiving their new badge, another AO approves/submits a second name change task (or updates a different field such as classification or country of citizenship).
4. NED generates an additional new badge request.

In NED v4.1, prior to completing step 3 the Portal warns the AO/AT of the pending badge request.

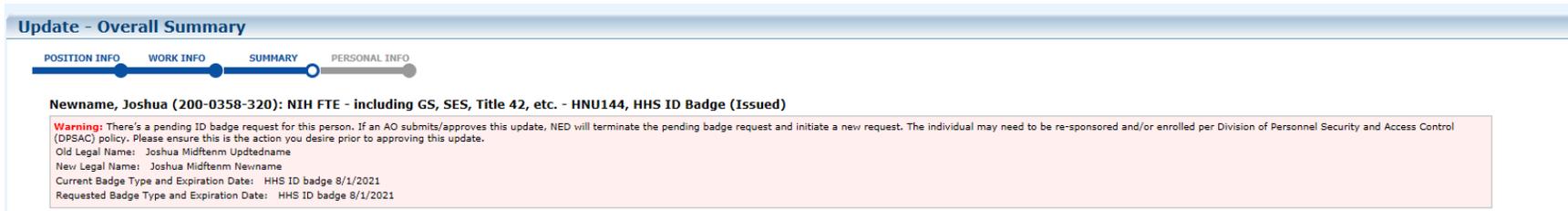


Figure 10 - NED Portal "pending badge request" warning message

If an AO approves/submits the second Update task, NED terminates the first badge request, and the second badge request is pending. If an AO/AT terminates the second Update task prior to AO approval, the first badge request remains pending.

Also, prior to NED v4.1, an AO/AT could initiate a badge request via a Modify task if a previously submitted request for the person was not sponsored. In NED v4.1, if there is a pending request for a person and an AO/AT attempts to request a badge via a Modify task, the Portal "NIH Services" page displays the current badge type as "Badge Requested" and the AO/AT is unable to request a badge. The AO/AT can only view details of the pending request by clicking the "View Badge History" link.

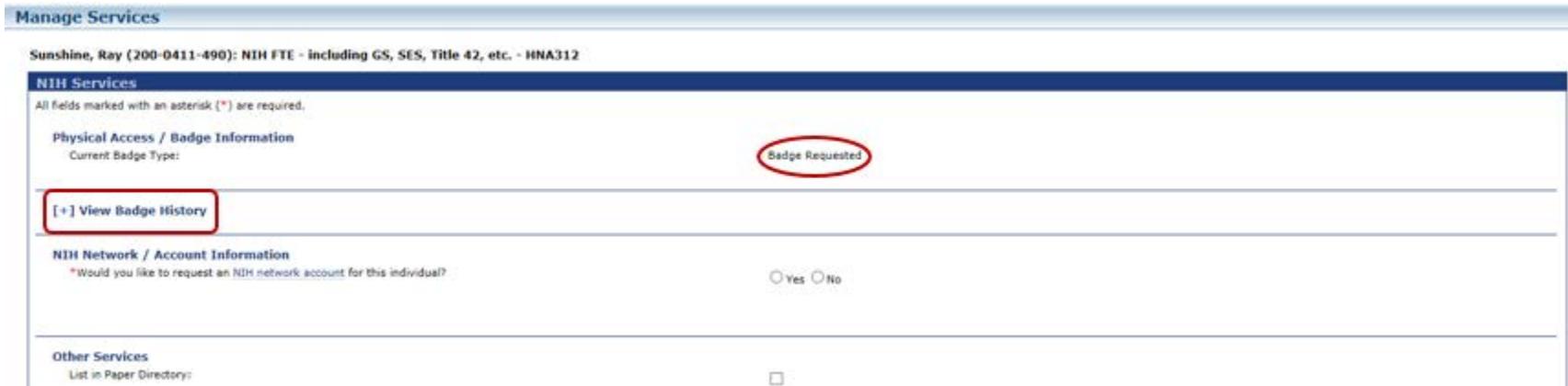


Figure 11 - NED Portal "NIH Services" page when there is a pending badge request

Manage Services

Sunshine, Ray (200-0411-490): NIH FTE - including GS, SES, Title 42, etc. - HNA312

NIH Services

All fields marked with an asterisk (*) are required.

Physical Access / Badge Information

Current Badge Type: Badge Requested

[-] View Badge History

Current Badge Type: None
 Requested Badge Status: Requested
 Requested Badge Type: HHS ID Badge (Requested)
 Requested Badge Expiration Date: 08/24/2022

Badge Activation

Date	Time (EST)	Who	What
August 24, 2017	01:58:19 PM	NED System	Waiting for Sponsor to substantiate the need for the ID badge
August 24, 2017	01:58:18 PM	NED System	AO/AT completed registration/activation of the NED record
August 24, 2017	01:57:57 PM	Niams Aotwentyfive, OD (000-0001-244)	AO approved request
August 24, 2017	01:55:53 PM	Niams Aotwentyfive, OD (000-0001-244)	AO/AT entered individual's personal information
August 24, 2017	01:53:16 PM	Niams Aotwentyfive, OD (000-0001-244)	Awaiting collection of personal information
August 24, 2017	01:52:54 PM	Niams Aotwentyfive, OD (000-0001-244)	AO/AT updated position information
August 24, 2017	01:50:39 PM	Niams Aotwentyfive, OD (000-0001-244)	AO/AT started a NED registration process

Figure 12 – NED Portal “NIH Services” page displaying details of a pending badge request

User Confidentiality Agreement

➤ New Functionality:

- NED Portal users with the AO or AT role are required to annually accept a confidentiality agreement to maintain system privileges.

NED Confidentiality Agreement

NIH Enterprise Directory (NED)

CONFIDENTIALITY AGREEMENT for access to NED sensitive data

By checking the box below, I acknowledge that I have reviewed and understand the following pertaining to NED sensitive data:

- NED sensitive data (e.g., SSN, date and place of birth, personal contact information) is maintained in a Privacy Act system of records and should not be used or disclosed for any purposes and routine uses not described and published in the following System of Records Notice (SORN): 09-25-0216 NIH Electronic Directory, HHS/NIH <https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0216.htm>
- I have an ethical and legal obligation to protect the NED sensitive data to which I have access.
- Unauthorized use or sharing of NED sensitive data is strictly prohibited and may result in discipline up to and including termination of employment. Violation of confidentiality may also create civil and criminal liability.
- I will contact the NED team (ned-ops@list.nih.gov) for guidance if in doubt regarding what constitutes NED sensitive data or any of the above.

Agree *

Continue

Figure 13 - NED Portal User Confidentiality Agreement

After providing their login credentials, an AO/AT must agree to the NED Confidentiality Agreement the first-time s/he attempts to access the NED Portal by checking an “Agree” box, then clicking “Continue.” NED requires this agreement annually thereafter so that an AO/AT to maintain his/her NED Portal access.