



Personnel Management



Biosafety and Biosecurity Awareness Training
For Afghan and Pakistani Bioscientists
December 7 to 9, 2009



“Somebody once said that in looking for people to hire, you look for three qualities: integrity, intelligence, and energy. And if they don't have the first, the other two will kill you. You think about it; it's true. If you hire somebody without the first, you really want them to be dumb and lazy.”

- Warren Buffett



Which Personnel to Vet?

- **Insiders**
 - Have authorized access to the facility, dangerous pathogens, and/or restricted information
 - The insider depends on a facility's access controls and visitor controls
- **Not all positions present the same risk**
 - Consider the potential consequences
 - Consider not just the researchers but those also with access like the security force, system/network administrators, locksmith, etc.

Approaches for Vetting Individuals



- **Public records**

- Use governed by Fair Credit Reporting Act
- May also be applicable state and local regulations

- **Interviews**

- **Personality testing**

- **Skill testing**

- **Drug testing**

- **Considerations**

- Accuracy of information obtained during vetting process
- Have applicant sign “release of information” statement
- If periodic reinvestigations will be required, notify applicant during hiring process
- Legal constraints on use of information for employment decisions





National Checks

- **Individual's can obtain a National Police Criminal History Record**
 - E.g. FBI Identification Record
- **Institutions can pay commercial investigators to conduct background screening on potential/current employees**
- **Institutions can run background checks using publically accessible information**
 - Educational Records
 - Profession Credentials
 - Military Records
 - Court Records
 - Criminal Checks
 - Financial Checks





Reinvestigations

- **A security reinvestigation establishes any security related changes in a person's life**
 - The same checks are typically run as in initial investigation
 - Timeline from last investigation to present
 - Identifies changes like
 - **New personal contacts**
 - **New financial situations**
 - **Situations which should have been reported**
 - **Discrepancies from past investigations**
- **Federal Requirements**
 - Select agent
 - **Reinvestigation every 5 years**





- **What additional components should you include in a personnel reliability program?**



In-Processing

- **Program should document the steps necessary prior to granting an individual authorized access, e.g.**
 - Background investigation
 - Safety and security training
 - Job –specific briefing
 - Immunizations
- **Where do new hires work until vetting process and trainings are complete?**
 - Can take months to years depending on process





Out-Processing

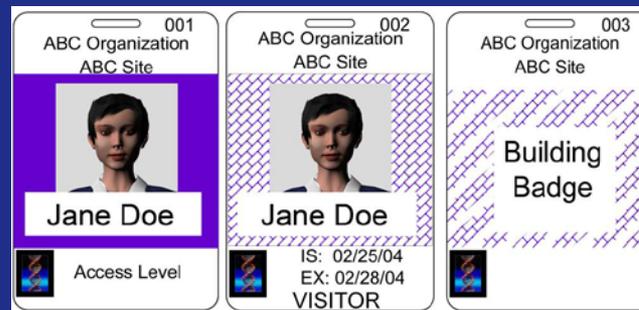
- **Change access**
 - Do combination locks need to be changed?
- **Retrieve property, including**
 - Badges, keys
 - Laboratory notebooks
 - Pathogenic materials
 - Laptops, PDAs, cell phones, pagers
 - Library materials
- **Deactivate computer and electronic access accounts**
- **If appropriate, notification of Responsible Official to change Select Agent program registration**





Badges

- **Badges should be issued to those individuals authorized to be in restricted areas**
- **Badge information should include**
 - Individual's name
 - Individual's photograph
 - Expiration date
 - Indication of areas where individual has authorized access
- **Badge return**
 - Upon employee termination
 - Daily or at the conclusion of a limited term for visitors
- **Report lost or stolen badges**





Visitor Controls

- **Types**
 - Personal Visitors
 - Family members
 - Casual Visitors
 - Tours, seminars
 - Equipment repair technicians
 - Working Visitors
 - Visiting researchers
 - Facility maintenance personnel
- **Controls**
 - All visitors should have a host at the facility
 - Visitors should be escorted in restricted areas
 - Institution needs to establish policy on amount advance notice required for each type of visitor

