



HSPD-12

DOI Access Card

Federal Health and Safety Presentation
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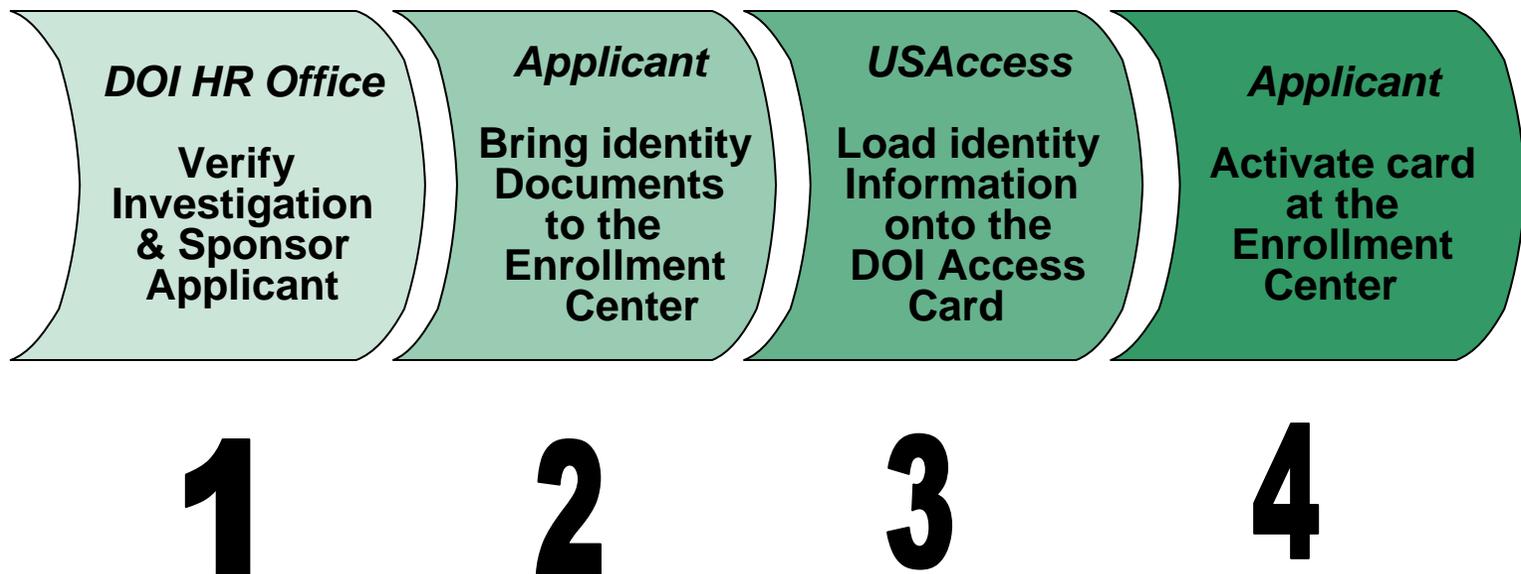
Why are you getting a new identity card?

- ▶ Homeland Security Presidential Directive 12 (HSPD-12)
 - Federal government mandate to establish a “Common Identification Standard for Federal Employees and Contractors”
 - Standard identity verification and issuance process
 - Federally recognized identity card
- ▶ DOI has designed the DOI Access Card to meet HSPD-12 requirements
 - DOI Access Card is in use at Main Interior Building for authorized employees and contractors
 - Future use to login for remote access to DOI IT networks and applications
- ▶ DOI has selected the GSA USAccess shared solution to issue DOI Access Cards



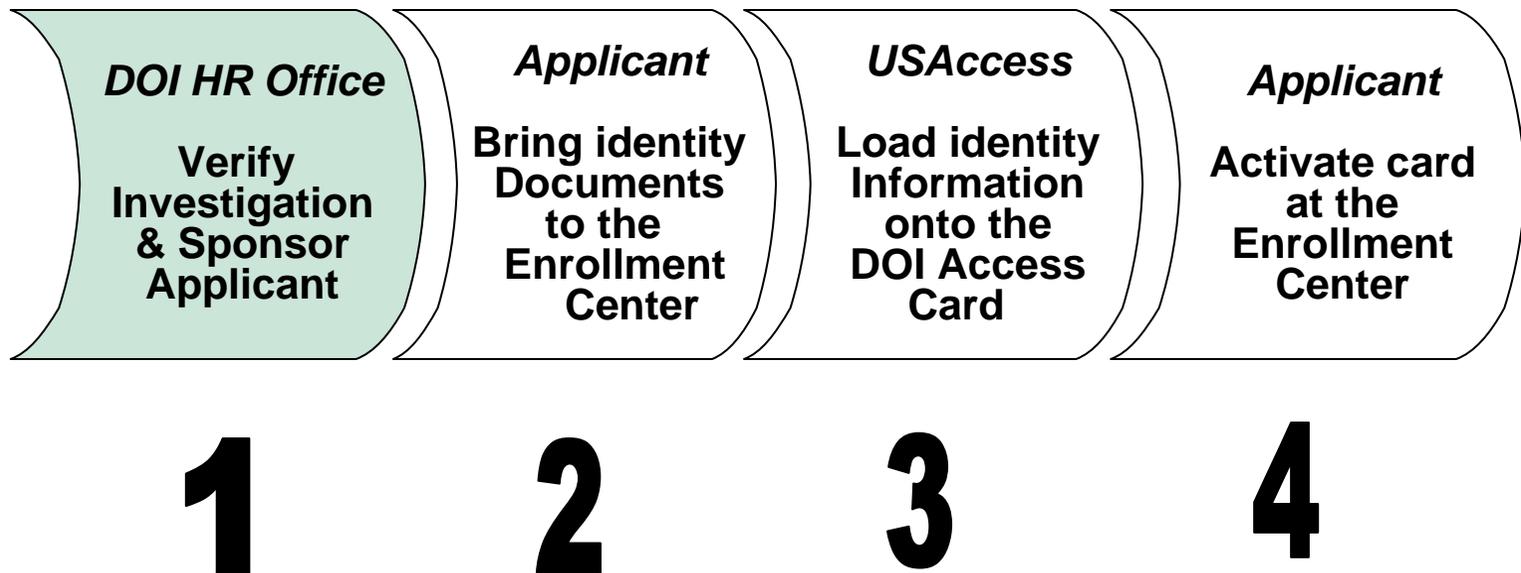
How do you get a new DOI-Access card?

Four-step process:

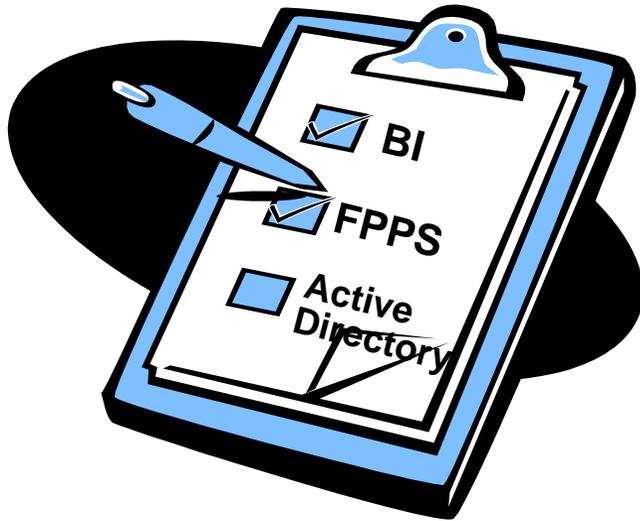


How do you get a new DOI-Access card?

Step 1: HR Office will Verify Background Investigations and Sponsor Existing Employees



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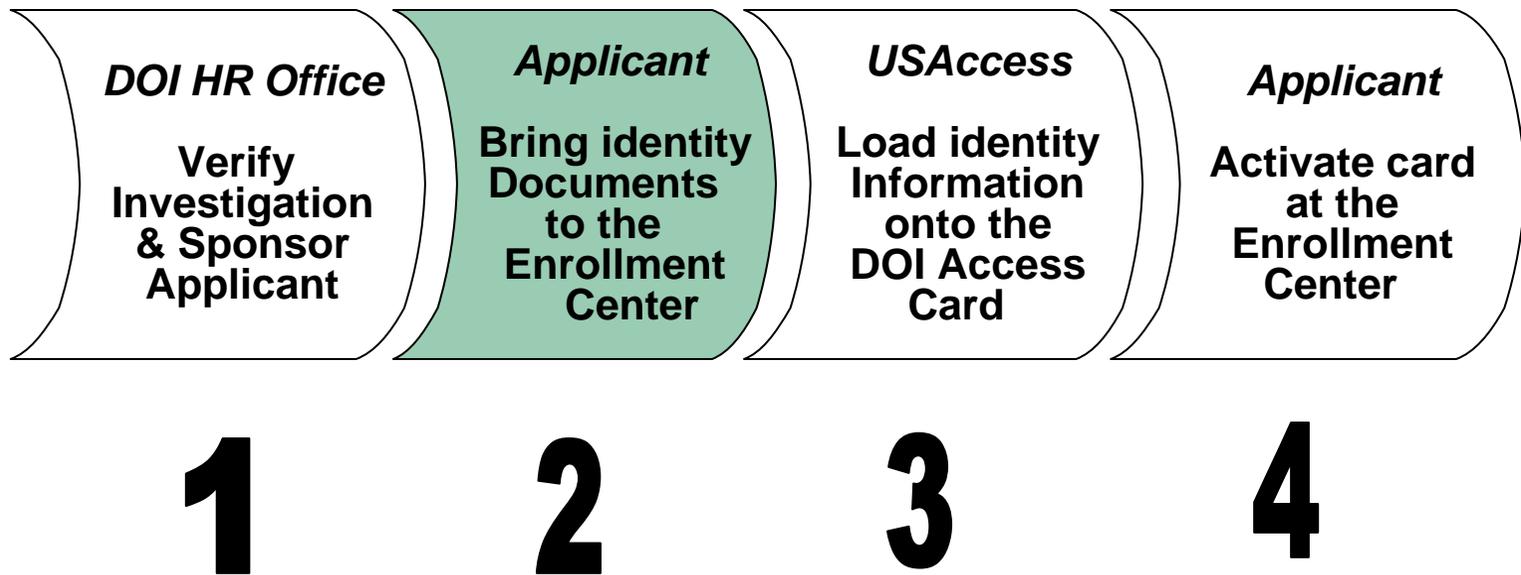
Applicants must have a successfully adjudicated background investigation (BI) on record

You will be contacted if you need to complete or update a background investigation

- ▶ HR Offices *VERIFY* Background Investigation information
- ▶ HR Offices *SPONSOR* existing employees by uploading data to the GSA USAccess system
 - Data sources: Federal Personnel and Payroll System (FPPS) and Active Directory
- ▶ HR Offices *SPONSOR* employees by office and geographic location
 - Only where USAccess Enrollment Centers are operational

How do you get a new DOI-Access card?

Step 2: Applicants bring Identity Documents to the Enrollment Center



Step 2: Applicants bring Identity Documents to the Enrollment Center

- ▶ Applicants *SCHEDULE* a 15 minute enrollment appointment
 - You will receive an email from HSPD12Admin with a link to the scheduling tool
- ▶ Applicants *BRING* two forms of identification to validate your identity
 - One must be a Government-issued photo ID (i.e., passport, state drivers license, military ID)
 - Documents will be scanned into USAccess HSPD-12 system



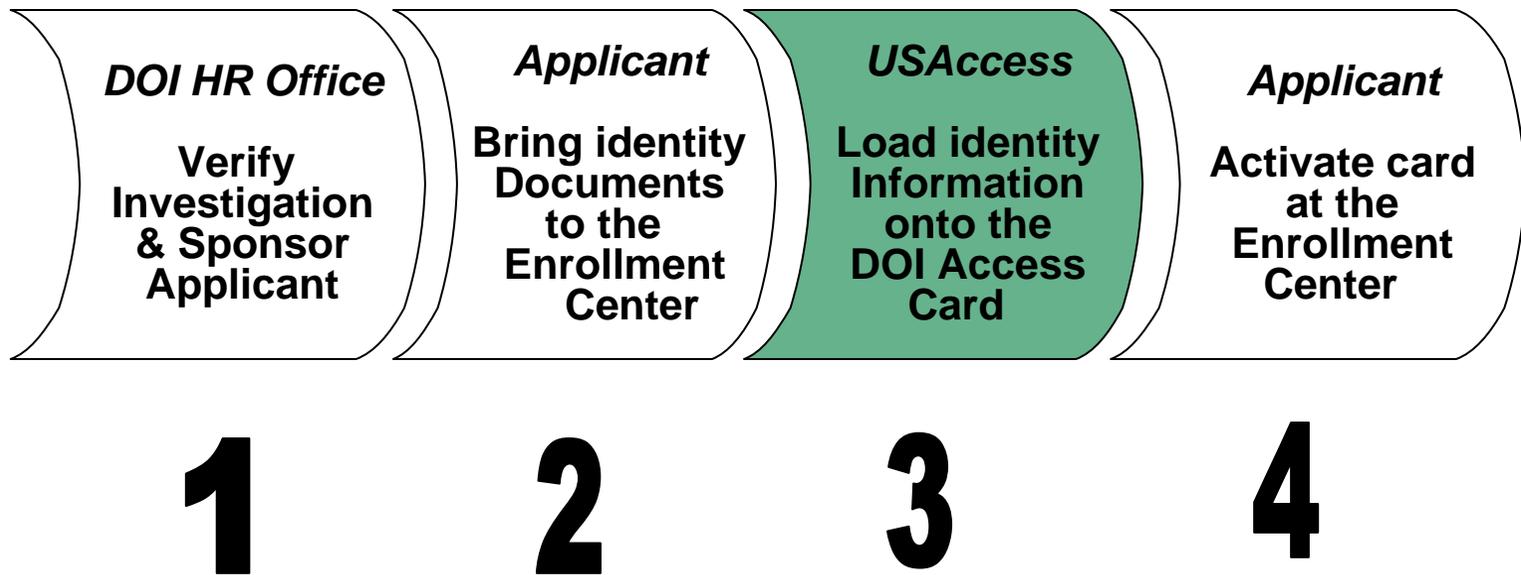
Step 2: Continued

- ▶ Applicants have a new photo taken for your DOI Access card
- ▶ Have your fingerprints scanned for your DOI Access card
 - Everyone submits 10 finger “slap”
 - Everyone submits 10 finger “rolled”
 - Two prints “minutia” are stored electronically in the chip



How do you get a new DOI-Access card?

Step 3: USAccess will load your identity information onto the DOI Access card



Step 3: USAccess will load your identity information onto the DOI Access card



▶ Agency Information

- Expiration date, Affiliation, Department
- Color bar designating Employee (white) or Contractor (green)

▶ Personal Information

- Photo (on front)
- Height, hair and eye color (on back)
- Encrypted electronic information:
 - Biometrics (photo and two fingerprint minutia)
 - Applicant and card status
 - Applicant's PIN number
- Emergency Response Official stripe

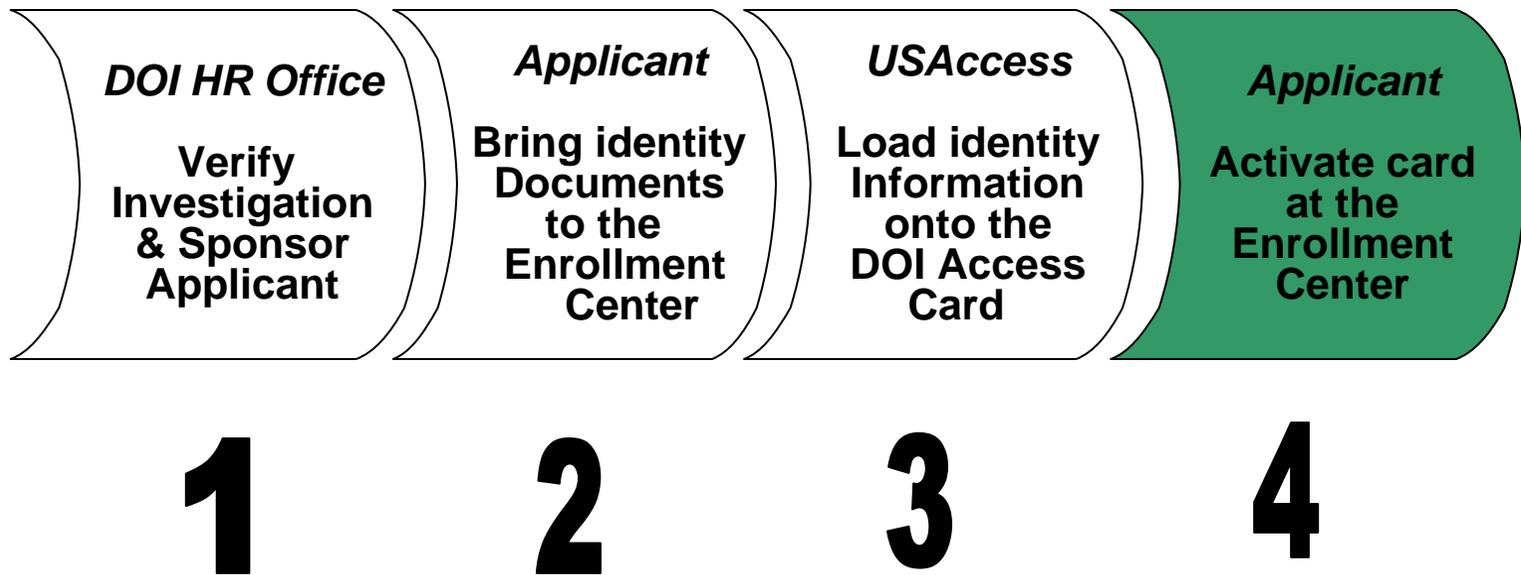
Step 3: Continued

- ▶ USAccess *PRINTS* DOI Access cards from a central facility and mails them back to the Enrollment Center
 - Cards will not be printed until:
 - All sponsorship data is transferred
 - Background investigation data is loaded
 - Identity documents and fingerprints are scanned
- ▶ USAccess *PRINT* turnaround time is approximately 2 weeks



How do you get a new DOI-Access card?

Step 4: Applicants will Activate card at the Enrollment Center

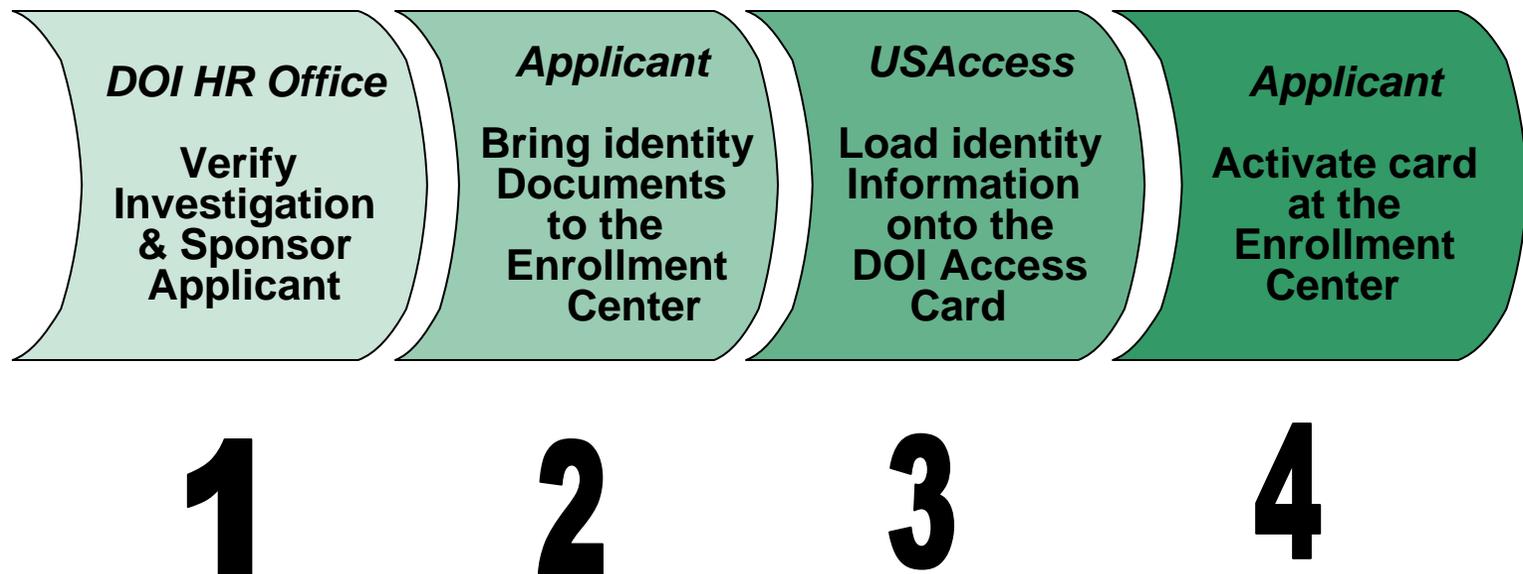


Step 4: Applicants will Activate their card at the Enrollment Center

- ▶ Applicants *SCHEDULE* a 15 minute activation appointment
 - HSPD12Admin email shows when and where your card has been shipped
- ▶ Applicants *BRING* the PIN provided in the email
- ▶ Applicants *ACTIVATE* their DOI Access card
 - Enter in PIN from email
 - Scan fingerprint for identity verification
 - Create a new PIN number
 - Load electronic identity and certificate information
- ▶ Applicants *DIGITALLY SIGN* documents using their new DOI Access card

How do you get a new DOI-Access card?

Four-step process:



DOI Access Card Holder Responsibilities

- ▶ Wear your DOI Access card while in a Federal facility
- ▶ Keep your DOI Access card inside protective shield
 - Hard plastic protects your card
 - Shield protects your data
- ▶ DO NOT PUNCH A HOLE IN THE DOI ACCESS CARD
- ▶ Safeguard your Personal Identity Number (PIN)
- ▶ Report lost or stolen cards immediately to your supervisor / sponsor

Where is your Enrollment Center? (in a city near you)



Operational:
47 Shared Enrollment/Activation Stations

End-state:
200 Shared Enrollment/Activation Stations
25 Shared Mobile Stations

HR Offices will SPONSOR employees as Enrollment Centers open near DOI offices.



When you will get your DOI-Access card?

There are approximately 75,000 DOI employees and 20,000 Contractors nationwide...

10/28/08 Phase I – High Risk, Major Cities, Existing Shared Enrollment Centers
10/28/09 Phase II – Medium Risk, Shared Mobile or DOI Leased Centers
10/28/10 Phase III – Low Risk, Offline Bureaus/Offices, Other Countries

40+ other Departments and Agencies are also using the GSA USAccess enrollment stations...

In other words, **please be patient!**

- ▶ Thousands of employees will receive a card every month
- ▶ It will take time to get everyone through the process

***DOI Access Card provides an
advanced level of
protection to:***

DOI People

DOI Facilities

and

DOI IT Systems and Data