

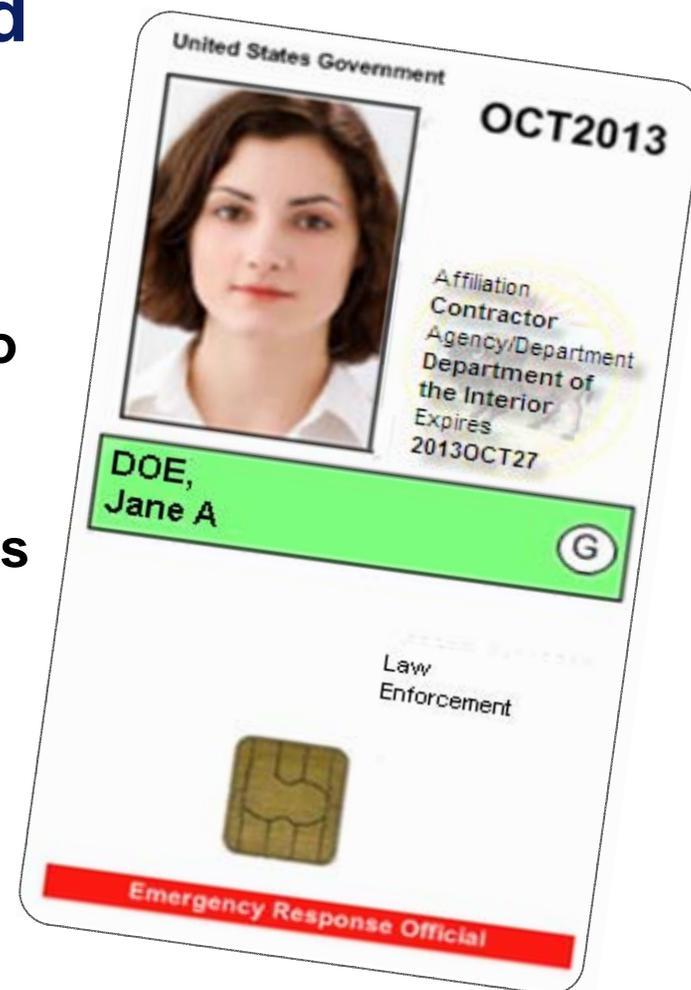


Your New ID: *DOI-Access*



Why you are getting a new ID card

- ▶ It's a Presidential mandate – Homeland Security Presidential Directive 12 (HSPD-12)
- ▶ The Federal government has been directed to establish a “Common Identification Standard for Federal Employees and Contractors”
 - Standardize application/issuance process
 - Standardize the ID card
- ▶ All Departments and Agencies must comply with the directive
- ▶ DOI has selected the GSA USAccess shared solution to issue all DOI cards

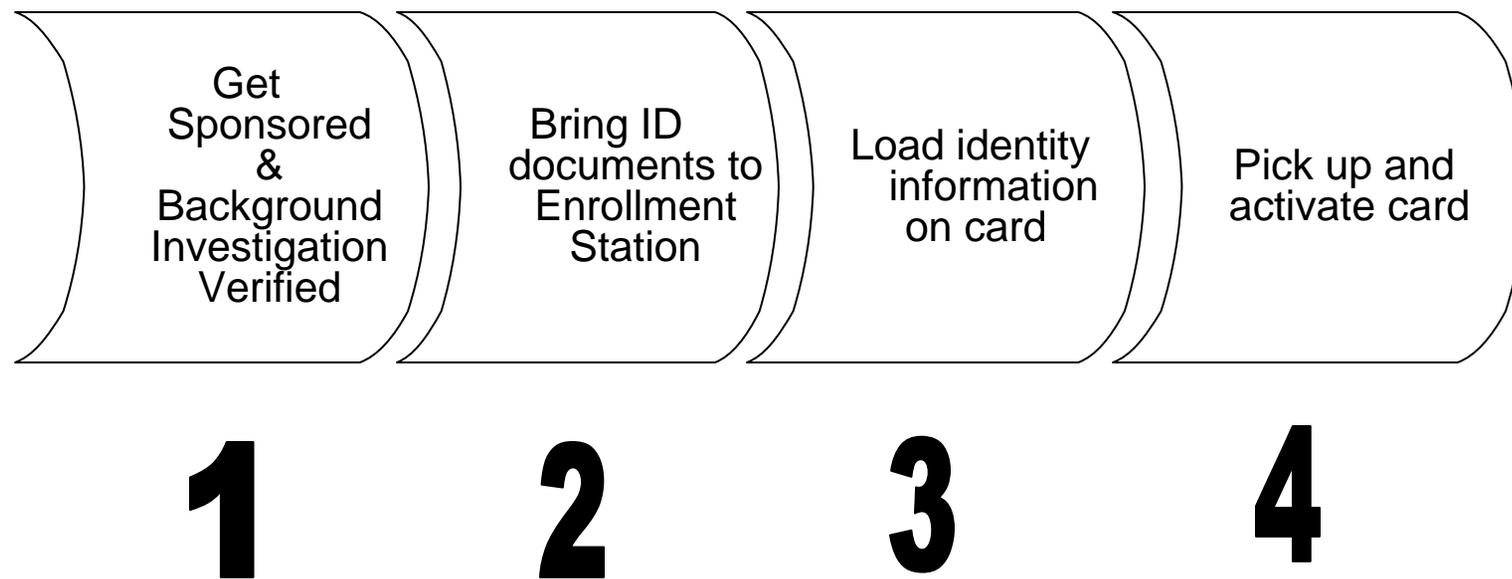


About DOI-Access

- ▶ All applicable employees, contractors and affiliates who will work more than 180 days must possess the card by October 27, 2010.
- ▶ Phased implementation based on when Enrollment and Activation Stations are established
- ▶ Based on “smart card” technology – computer chip embedded in card.
- ▶ Card will eventually be used for building and computer system access.

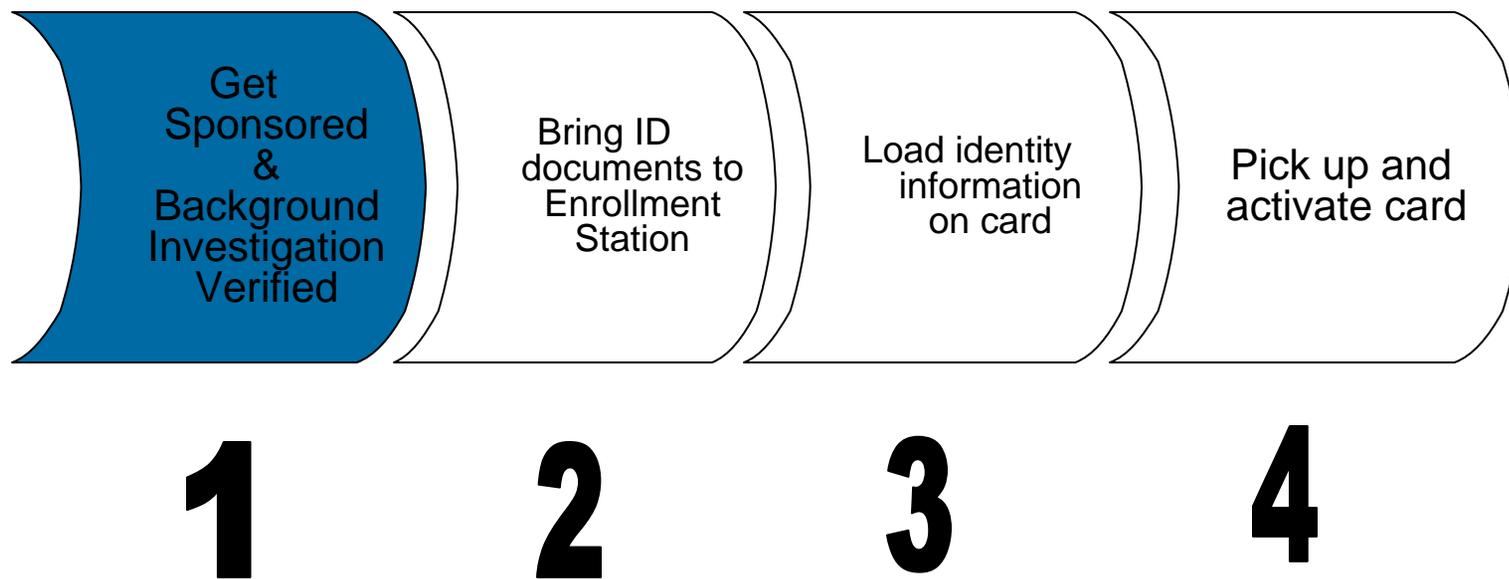
How you will get your DOI-Access

4-step process:



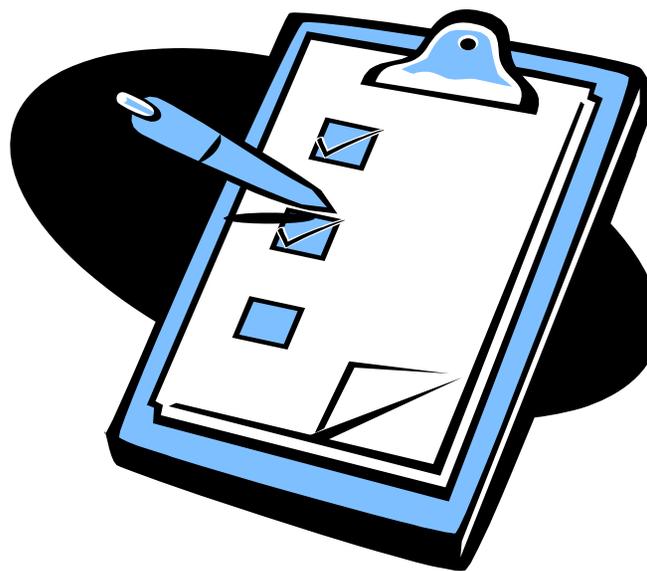
How you will get your DOI-Access

Step 1: Get Sponsored & Background Investigation Verified



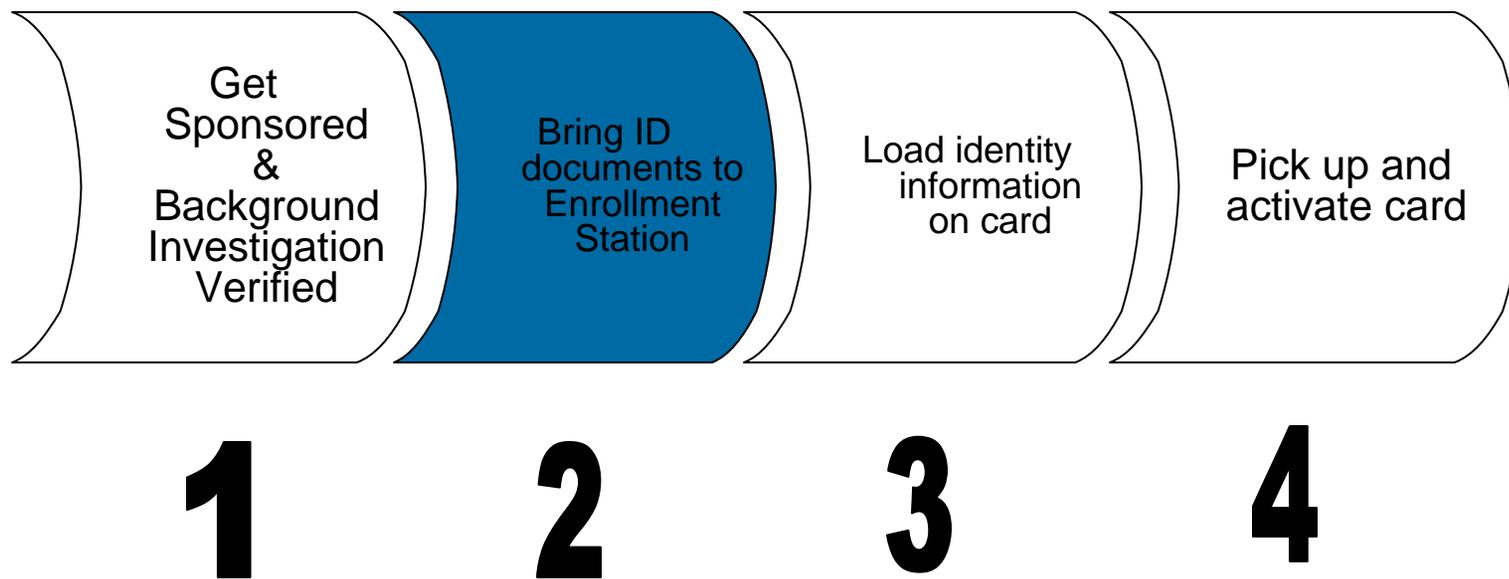
Step 1: Get Sponsored & Background Investigation Verified

- ▶ Sponsorship is done “behind the scenes”
- ▶ Generally, Human Resources (for employees) and Security (for contractors) will be confirming all required data is present and in the right format to be transmitted
- ▶ HSPD-12 requires card holders to have a completed fingerprint check prior to issuance of a card. In addition, if you do not have a background investigation on record, one must be initiated. You will be contacted if you need to complete a background investigation.



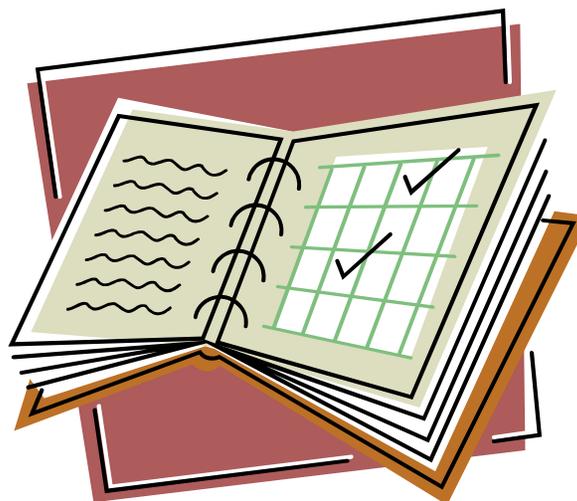
How you will get your DOI-Access

Step 2: Bring identity documents to Enrollment Station



Step 2: Bring ID documents to Enrollment Station

- ▶ Once your sponsorship data has been transmitted to the HSPD-12 system, you will receive an email from HSPD12Admin with a link to the scheduling tool
- ▶ You will be able to select the enrollment station location and a time slot for your appointment. Most appointments are made for 15-30 minute increments.



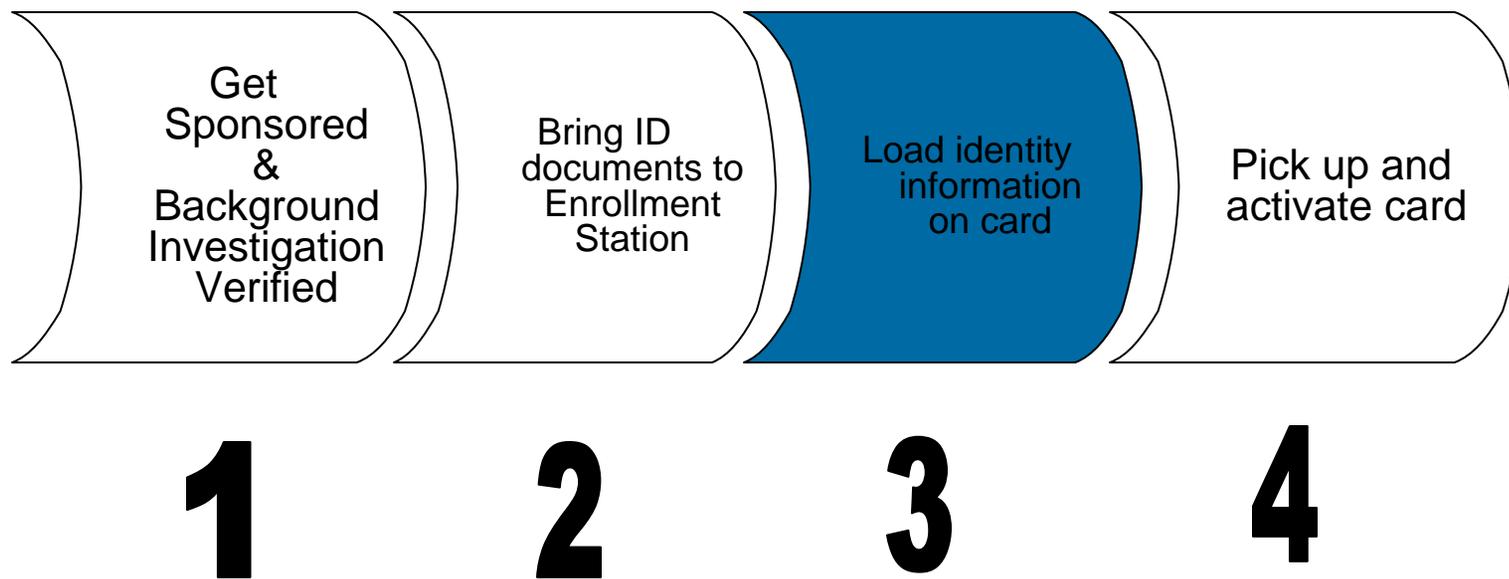
What Happens at an Enrollment Station?

- ▶ You will be asked to provide 2 forms of ID (see list of acceptable forms)
 - One must be a government issued photo ID (i.e., passport, state drivers license, military ID)
 - Documents will be scanned into HSPD-12 system
- ▶ You will be asked to submit fingerprints for scanning
 - Everyone submits full 10 finger “slap”
 - Everyone submits 10 “rolled” fingerprints”
 - Two prints “minutia” are stored electronically in the chip



How you will get your DOI-Access

Step 3: Load identity information on 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

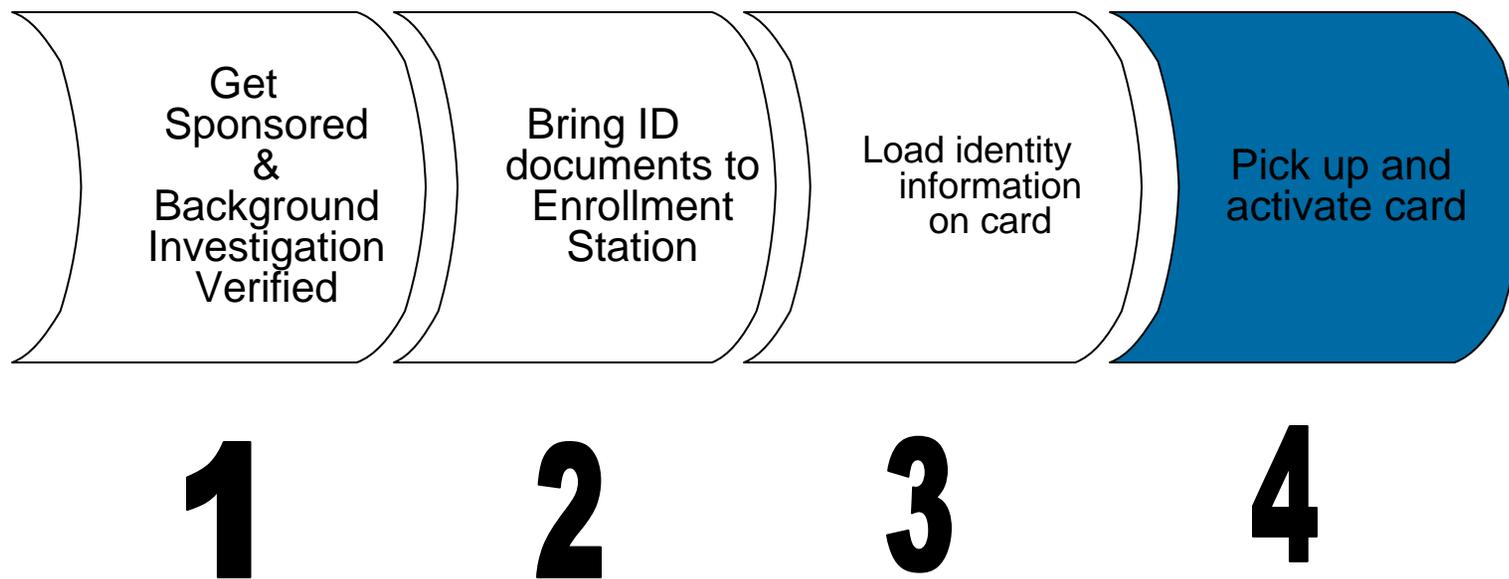
Step 3: Continued

- ▶ 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 you will get your DOI-Access

Step 4: Pick up and activate card



Step 4: Pick up and activate card

- ▶ You will be notified by email when your new DOI-Access card is available for pickup and activation. You will need to make an appointment for activation which typically takes 15 minutes or less.
- ▶ You must show 1 form of photo ID to retrieve your DOI-Access card
- ▶ To activate the card you will:
 - Insert card into reader
 - Submit single fingerprint for comparison to encrypted image on chip
 - Create a 6-8 digit numerical PIN
 - Digitally sign receipt for card



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

When you will get your DOI-Access card?

There are approximately 75,000 DOI employees and 20,000 Contractors nationwide... FWS goal is to badge 3,164 employees by Oct 2008.

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...

US Department of the Interior
In other words, **please be patient!**

When you will get your DOI-Access card

- ▶ The deadline for compliance with HSPD-12 is October 27, 2010. All employees and contractors in each department and government agency are required to have a valid badge by that time.
- ▶ FWS pilot locations include Portland, Arlington, Albuquerque, and Patuxent.
- ▶ When an EAS opens near a FWS population, the process of sponsoring employees and contractors will be coordinated with local management, the servicing HR office, and contractor support staff.
- ▶ See the listing of currently open and planned EAS locations at <http://www.fedidcard.gov/deployoss.aspx> (updated weekly)

GSA Managed Service Office (MSO) Solution



Operational:
47 Shared Enrollment/Activation Stations

**Supports 5,598 DOI employees
 (7% coverage)**

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

**Supports 37,958 DOI employees
 (50% coverage)**



Need More Information?

- ▶ Contact:

Julia Bumbaca (703) 358-2349; julia_bumbaca@fws.gov

- ▶ Visit GSA's USAccess website at <http://www.fedidcard.gov>
- ▶ FWS HSPD-12 website at <https://intranet.fws.gov/region9/bphc/hc/hspd12/hspd12.html>