

Homeland Security Presidential Directive 12

HSPD-12: The One Card Solution

HSPD-12 is a presidential directive requiring all federal executive departments and agencies to implement a government-wide identification standard for employees and contractors who require access to federal facilities and information systems.

By October 2008, all Department of the Interior (DOI) employees will be required to carry HSPD-12 Personal Identification Verification (PIV) cards. PIV cards:

- indicate completion of a minimum background check
- enable access to computers and facilities (where required)
- have “smart” features that include cryptographic keys and digital fingerprints for identity verification
- are required for all federal employees
- are required for contractors, and others (e.g., temporary employees, volunteers) granted *unsupervised* access to federal computer systems and facilities.

For specific information on who should have a PIV card, see ‘Who Needs a Card’ on the Service’s HSPD-12 intranet site at <https://intranet.fws.gov/region9/bphr/hr/hspd12/hspd12.html>.

How to Obtain a Card

Your supervisor or Servicing Human Resources Office will ask you to go to the closest PIV enrollment station (locations to be determined). You will need to bring two forms of identification, including one that is a valid state or federally-issued photo identification. You cannot use your current government-issued identification badge as one of your picture IDs. You must also have a favorable background investigation on file. If you do not, you will be asked to provide information that will be used to complete a background investigation.

Card Enrollment Stations

DOI is currently negotiating with other federal agencies to share enrollment locations in an effort to reduce administrative costs. Your Servicing Human Resources Office will notify

you when enrollment stations have been established for your local area.

Implementation Plan

In order to meet the mandate, DOI will obtain its HSPD-12 “credential services” (i.e., PIV card issuance and management) from the General Services Administration’s (GSA) Managed Services Office. GSA’s HSPD-12 program is called USAccess. Details are available at <http://fedidcard.gov>.

DOI’s HSPD-12 Executive Steering Committee (ESC) and Bureau Implementation Team are working to address the HSPD-12 requirements in a phased approach:

Phase 1 Began June 2007, and includes implementation and issue of 300 PIV cards to Senior Executives and DOI and bureau employees in the Washington, D.C. area who are implementing the HSPD-12 initiative.

Phase 2 Will begin in February 2008. Cards will be issued in major cities where the DOI work force is greater than 200 employees.

Phase 3 Completion, September 2008. Issue cards in locations with less than 200 employees.

Privacy Notice

The PIV forms comply with the Privacy Act of 1974. The collected information will be used to satisfy the requirements of HSPD-12. Title 5 U.S.C. § 301 and 31 U.S.C. § 321 provide the authority for collecting this information and Executive Order 9397 (November 22, 1943) provides the authority for requesting your social security number.

Questions?

For more information please contact your Servicing Human Resources Office. You may also visit the Service’s HSPD-12 Intranet site at <https://intranet.fws.gov/region9/bphr/hr/hspd12/hspd12.html>.

Examples of Acceptable Documents for Proof of Identity

You are required to bring two forms of identification to the enrollment center. One form of identification must be a valid state or federally-issued photo identification. You cannot use a current government-issued employee identification badge as your picture ID.

Below are some examples of the types of documents that are acceptable for proof of identity.

- U. S. Passport
- Driver’s license with photograph
- ID card issued by Federal, State or local agencies with photograph
- School ID card with a photograph
- Voter’s registration card
- U.S. Military card or draft record
- Military dependent’s ID card
- U.S. social security card
- Birth Certificate - certified

The complete list of documents can be found in DOI’s PIV Policy and Guide document at https://intranet.fws.gov/region9/bphr/hr/hspd12/DOI_PIV_Guide.pdf

U.S. Fish & Wildlife Service
Division of Human Capital - Budget,
Planning, and Human Resources
<https://intranet.fws.gov/region9/bphr/hr>

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