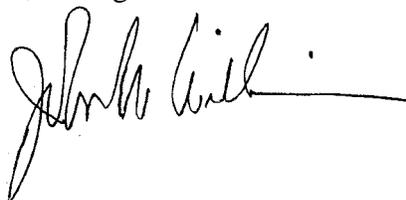


For: State Offices

Survey on the Procedures for Issuing Identification (ID) Cards

Approved by: Deputy Administrator, Management



1 Information for Departmental Database

A Background

The Federal Government has proposed using a new type of ID card called a Smart Card. The new Smart ID card will contain a microchip that will be able to store information relative to the ID holder's digital fingerprints, digital photograph, level of security clearance, pin number, and other information. The Smart ID card will be strongly resistant to identity fraud, tampering, counterfeiting, and terrorist exploitation. The same form and format shall be used across the government except for agencies' logos.

OMB has approved the Department's plan for implementation of the Homeland Security Presidential Directive -12 (HSPD-12) about the issuance of Smart ID cards.

The Department is planning to build a database on how States are currently issuing ID cards, performing finger printing, and processing National Agency Checks and Inquires (NACI) for employees and contractors. This database will be used to establish an infrastructure for issuing the new Smart ID cards.

B Purpose

This notice provides instructions for Administrative Officers to submit the survey (FSA-1053) information.

C Timeline

Tentatively, the new Smart ID cards will not begin to be issued until October 2006. Because the Smart ID card is a Departmental effort, additional information will be provided as decisions are made, such as, who will receive the cards.

Disposal Date	Distribution
January 1, 2006	State Offices

Notice AS-2097

1 Information for Departmental Database (Continued)

D State Office Action

For the purpose of this notice, the point of contact (POC) will be the Administrative Officer.

POC's shall:

- complete FSA-1053 (Exhibit 1) by October 14, 2005
- submit a consolidated response for their counties
- enter "N/A" for questions on the survey that are not applicable
- submit the information to Skip Mielwocki by fax to 202-690-2838.

If there are questions, contact Skip Mielwocki at 202-720-9395 or by e-mail to skip.mielwocki@wdc.usda.gov.

FSA-1053, Survey on Registration, Identity Proofing, and Issuing Procedures

Following is an example of FSA-1053.

This form is available electronically.

FSA-1053 (10-13-05)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency		1. State Office Name and Address:	
Survey On ID Registration, Identity Proofing, and Issuing Procedures (Homeland Security Presidential Directive-12-PIV-1)					
2A. Name of POC (Completing this Survey)		2B. Telephone Number of POC (Area Code)		2C. E-Mail Address of POC	
3. For each major location using electronic fingerprinting, list a POC and his/her telephone number and email address below:					
3A. Name of POC (At Major Location)		3B. Telephone Number of POC (Area Code)		3C. E-Mail Address of POC	
4. Estimate how many of your offices use ink or chemical-based fingerprinting			5. Estimate how many of your offices use electronic fingerprinting when submitting employee background investigation requests to the Office of Personnel Management (OPM)		
6. Estimate how many of your offices require applicants to obtain fingerprints from a local police department			7. How many OPM Submitting Office Numbers (SON) do your offices use to submit National Agency Checks and Inquires (NACI) to OPM? (List all the 4-digit SON's currently used.)		
8. What office receives the NACI results from OPM for your state office?			9. What office adjudicates your NACI results?		
10. What office maintains your NACI results?			11. Does your state office use contract employees on long-term contracts (e.g., a contract that lasts 6 months or more)? <input type="checkbox"/> YES (Complete Item 12) <input type="checkbox"/> NO (Go to Item 14)		
12. If the answer to Item 11 is "Yes", estimate the number of contract employees working under those contracts			13. Of the number of contractors shown in Item 12, estimate how many require long-term access (6 months or more) to your facilities and/or information systems.		
14. What office handles appeals/grievances concerning NACI related matters?			15. What office investigates allegations of misconduct by employees and/or contractors?		
16. What office issues I.D. Badges for employees and contractors?					
17. Additional comments or questions on registration, identity proofing, and issuance procedures:					
18. Submit To:					
<u>skip.mielwocki@wdc.usda.gov</u> or fax to 202-690-2838.					

Your cooperation in completing this survey is greatly appreciated.