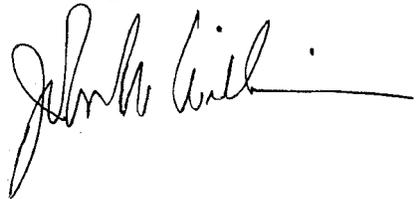


For: FFAS Employees

Common Identification Standard for FFAS Employees (GS and CO) and Contractors

Approved by: Deputy Administrator, Management



1 Overview

A Background

Wide variations in the quality and security of forms of identification used to gain access to secure Federal and other facilities where there is potential for terrorist attacks need to be eliminated. Homeland Security Presidential Directive 12 (HSPD-12), dated August 27, 2004, mandates the development and implementation of a mandatory, government-wide standard for secure and reliable forms of identification issued to Federal employees and contractors. HSPD-12 establishes the general requirements for a Federal identification system to obtain physical access to Federally-controlled facilities and logical access to Federally-controlled information systems.

HSPD-12 will be implemented in the following 2 phases.

- Personal Identity Verification (PIV) I, which became effective October 27, 2005, requires an identity proofing and registration process. PIV I does not require implementation of any new systems or technology. Offices that currently issue ID badges will continue to issue existing badges under PIV-I, only the application process and issuance will change to include identity proofing and background investigation.
- PIV II describes the technology and interoperability requirements of an HSPD-12 compliant system that must be in place by October 27, 2006. It also requires the initial issuance of PIV-II compliant badges, the policy of which will be issued at a later date.

Individuals working in USDA, FFAS facilities who are not Federal employees or contractors are considered to be affiliates under HSPD-12. Affiliates are not automatically subject to HSPD-12. See subparagraph 1 C for applicability of HSPD-12 to these employees.

Disposal Date February 1, 2007	Distribution All FAS, FSA, and RMA Employees and Contractors; State Offices relay to County Offices
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Notice PM-2524

1 Overview (Continued)

B Purpose

This notice advises offices about the:

- PIV I identity proofing and registration process required for new Federal employees, contractors, and affiliates hired as of October 27, 2005
- tasks and deadlines to fully implement HSPD-12 PIV I for all FFAS Federal employees, contractors, and affiliates.

C Applicability

PIV I applies to the following employee affiliations who began work at USDA as of October 27, 2005, who require long-term access (6 months or longer) to Federally-controlled facilities and/or information systems.

- A **Federal employee** is defined as any individual employed by, detailed to, or assigned to USDA under the Authority of Title 5 U.S.C. Section 2105 “Employee”, and receives appropriated funding for services rendered.
- A **contractor** is defined as any individual under contract (prime or sub) to USDA, requiring routine unaccompanied access to USDA controlled facilities and/or USDA controlled information systems and paid from appropriated funds.
- An **affiliate** is a non-Federal (non-Title 5) employee who requires unaccompanied access to USDA controlled facilities and/or information systems who is hired for longer than 6 months in any one 12 month period. For the purpose of implementing HSPD-12, non-Federal (CO) grade employees will be known as “affiliates”.

Others who will be covered under the affiliate classification are defined as persons who are not contractors or Federal (Title 5) employees, but have legal personality and are subject to the same organizational, political, and regulatory schemes as USDA and who do not receive appropriated funding for services rendered but have an operational need for unaccompanied daily access into USDA facilities and/or information systems.

- **Foreign Nationals** are defined as individuals who are not U.S. citizens and are working for USDA under a USDA sanctioned sponsorship program. This would include green card holders who are lawfully admitted to the U.S. for permanent residence.

Each agency may make a determination during the implementation of PIV II whether individuals will receive compliant or non-compliant ID Badges based upon employee affiliation. For example, retirees will receive non-compliant I.D. badges.

Notice PM-2524

1 Overview (Continued)

D Implementation Schedule

Following is the implementation schedule for PIV.

Date	Required Action
October 27, 2005	Create and implement a PIV I-compliant process.
October 27, 2006	Begin issuing PIV ID badges to those individuals who have completed the PIV I process. (Details will be forthcoming.)
October 27, 2007	Identity proof and successfully adjudicate National Agency Check With Inquiries (NACI) or higher level investigation for all FFAS long-term employees with less than 15 years of Federal service and all contractors.
October 27, 2008	Identity proof and successfully adjudicate NACI or higher level investigation for all FFAS long-term employees with more than 15 years of Federal service.

E Labor-Management Obligations

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

2 PIV I, Identity Proofing and Registration Process

A Requirements for Individuals Subject to PIV I

Individuals subject to PIV I will be required to:

- undergo a background investigation (BI) which will include an FBI National Criminal History Check (fingerprint check)

Note: NACI is the minimum investigation required.

- have a successfully adjudicated fingerprint check before a permanent offer of employment and issuance of a permanent ID badge
- provide in original form, 2 identity source documents listed on Form I-9, Employment Verification
- appear in person during various stages of the PIV I registration process (specific guidance on where and when to appear will be provided).

Notice PM-2524

2 PIV I, Identity Proofing and Registration Process (Continued)

B PIV Enrollment Package

Federal employees and affiliates subject to PIV I will be issued a PIV enrollment package by their Servicing Human Resources Office (HRO) before a permanent offer of employment. These individuals will be required to complete and submit the documents in this package to the Servicing HRO before an offer of employment and establishing their Entrance-On-Duty (EOD) date. The PIV enrollment package consists of:

- FAQ's for new USDA employees and contractors
- appropriate BI forms (SF-85, SF-85P, SF-86)
- OF-306, Declaration of Federal Employment
- a Fair Credit Release form
- 2 SF-87's, Fingerprint Charts.

Contractors subject to PIV I will be issued a PIV enrollment package by their Contracting Officer's Technical Representative (COTR) before a permanent offer of employment. These individuals will be required to complete and submit the documents in this package to the COTR before an offer of employment and establishing their EOD date. The PIV enrollment package consists of:

- FAQ's for new USDA employees and contractors
- appropriate BI forms (SF-85, SF-85P, SF-86)
- OF-306, Declaration of Federal Employment
- a Fair Credit Release form
- 2 FD-258, Fingerprint Charts.

C Servicing HRO's Action

The Servicing HRO's are responsible for implementing the provisions of PIV I, that is, identity proofing and registering new Federal employees hired as of October 27, 2005, who require long-term access to Federally-controlled facilities or information systems.

No action is required **at this time** for Federal employees needing this access who began work at USDA before October 27, 2005.

Notice PM-2524

2 PIV I, Identity Proofing and Registration Process (Continued)

D COTR Action

COTR is responsible for implementing the provisions of PIV I, that is, identity proofing and registering new contractors hired as of October 27, 2005, who require long-term access to Federally-controlled facilities or information systems.

No action is required at this time for contractors needing this access who began work at USDA before October 27, 2005.

Specific instructions will be provided at a later date about the registration process for contractors based on where the contractors are located. For example, MSD will coordinate the identity proofing and registration process with COTR for all individuals under contract to FFAS within the National Capital Region. The Administrative Services Division in Kansas City will handle the identity proofing and registration process for Kansas City as well as the registration process for APFO in Salt Lake City.

3 Additional Information

A USDA Guidance

Draft documents outlining USDA's requirements to implement HSPD-12 can be found on the USDA Web site at <http://hspd12.usda.gov>.

Once USDA requirements to implement HSPD-12 have been finalized, information will be provided to Servicing HRO's and COTR's to implement PIV I provisions.

Notice PM-2524

3 Additional Information (Continued)

B Contacts

Employees with questions about PIV I shall contact the appropriate individual according to this table.

IF question about...	THEN contact...
HSPD-12	Skip Mielwocki at 202-720-9395.
PIV I requirements for Federal FFAS employees in the Washington metropolitan area	Sheila Bruce at 202-401-0142, TTY 202-205-9057.
PIV I requirements for Federal FFAS employees in Kansas City, St. Louis, or APFO	Kathy Williams, KCHRO at 816-926-1392, TTY 800-735-2866 or 816 283-4719.
PIV I requirements for contractors in the Washington metropolitan area	COTR.
PIV I requirements for contractors in Kansas City and St. Louis	Randall Hawkinson, KCAO, Administrative Services Division at 816-926-6513.
PIV I requirements for contractors in APFO	Richard Rozsa, AFPO at 801-975-3500, ext 201.
PIV I requirements for Federal FFAS employees and contractors in State and County Offices	the State Administrative Officer.
affiliates (CO)	