

**SUBJECT:** Homeland Security Presidential Directive 12 (HSPD-12)

**NEW MATERIAL:** On August 27, 2004, the President signed Homeland Security Presidential Directive 12, Policy for a Common Identification Standard for Federal Employees and Contractors. HSPD-12 directed the Secretary of Commerce to issue, by February 27, 2005, a Government-wide Standard for secure and reliable forms of identification to be issued by the Federal Government to its employees and contractors. The Secretary of Commerce issued the Standard, Federal Information Processing Standard 201 (FIPS 201): Personal Identity Verification for Federal Employees and Contractors, on February 25, 2005. HSPD-12 also directed the Director of the Office of Management and Budget to ensure agency compliance with this Directive. OMB provided guidance, specific instructions, and deadlines to all Federal Agencies on how to implement the Directive and the Department of Commerce Standard.

**EFFECTIVE DATE:** 10/17/2005

POLICY

USAID/General Notice  
M/AA  
10/18/2005

THIS NOTICE WAS INADVERTENTLY RELEASED AS AN INFORMATION NOTICE OCTOBER 12, 2005 AS GNERAL NOTICE 1040.

**SUBJECT:** Homeland Security Presidential Directive 12 (HSPD-12)

The processes and procedures to support USAID's HSPD-12 compliance affect ADS Chapters 545, 566 and 567.

On August 27, 2004, the President signed Homeland Security Presidential Directive 12, Policy for a Common Identification Standard for Federal Employees and Contractors. HSPD-12 directed the Secretary of Commerce to issue, by February 27, 2005, a Government-wide Standard for secure and reliable forms of identification to be issued by the Federal Government to its employees and contractors. The Secretary of Commerce issued the Standard, Federal Information Processing Standard 201 (FIPS 201): Personal Identity Verification for Federal Employees and Contractors, on February 25, 2005. HSPD-12 also directed the Director of the Office of Management and Budget to ensure agency compliance with this Directive. OMB provided guidance, specific instructions, and deadlines to all Federal Agencies on how to implement the Directive and the Department of Commerce Standard.

## OMB HSPD-12 Guidance

Agencies must effectively and efficiently implement a secure and reliable process to verify identity and provide credentials to all employees (i.e., Direct Hire, IC, PSC, RASA, etc.) to manage both physical and logical access into all Agency facilities, information systems, and data repositories, which will enhance security, increase government efficiency, reduce identity fraud, and support the fight against global terrorism.

The OMB guidance split the implementation into two phases: Personal Identity Verification I (PIV-I) and Personal Identity Verification II (PIV-II).

PIV-I - By October 27, 2005, Agencies must

- Establish an HSPD-12 program,
- Develop and implement policies and procedures for personal identity proofing, registration, and issuance for all trusted employees,
- Create and/or alter business processes to support the HSPD 12 requirements, and
- Vet all new employees through PIV-I procedures.

PIV-II - By October 27, 2006, Agencies must

- Develop policies, processes, and procedures for issuing credentials to all trusted employees,
- Deploy technologies that are FIPS 201-compliant,
- Provide both physical and logical access authentication, and
- Vet all new employees through PIV-II procedures.

## USAID Compliance with PIV-I

USAID, under the sponsorship of the Deputy Chief Information Officer (DCIO), established an Identity & Access Management (IAM) team. The IAM Team's overall goal is to strategically integrate the components of HSPD 12, e-Authentication, and Identity Data Management into USAID's enterprise-wide processes so that the Agency can be successful in meeting the OMB deadlines for HSPD 12, e-Authentication, and supporting Agency initiatives (e.g., IT Cost Recovery and Emergency Contact Information Survey).

The IAM Team, which consists of members from IRM, SEC, HR, AS, OAA, and GC, created a charter outlining the direction and milestones to comply with OMB guidance for HSPD-12, and e-Authentication. The IAM Team has identified and developed USAID's processes and procedures to comply with the OMB HSPD-12 PIV-I requirements.

The IAM Team has developed an automated agency-wide process, with agency roles and responsibilities, for employee identity proofing, registration, and credential

issuance, for granting both logical and physical access to all USAID facilities, networks, information systems, and data repositories. The automated process, to request/grant access for all new employees will go live on October 27th, 2005. This will bring the Agency to full compliance with the OMB PIV-I guidance.

**Additional HSPD-12 Information**

The processes and procedures to support USAID's HSPD-12 compliance fall within ADS Chapters 545, 566, and 567. These Chapters will be modified to include USAID's PIV I and PIV II compliance measures.

The IAM Team will be contacting and working closely with all stakeholders, both at USAID/W and the Missions, regarding their roles and responsibilities to successfully comply with OMB PIV-I guidance.

The IAM Team will work closely with both internal and external stakeholders on the necessary steps for successful compliance with OMB PIV-II guidance and FIPS 201.

The HSPD-12 documents can be found at the following hyperlinks.

**HSPD-12**

<http://www.whitehouse.gov/news/releases/2004/08/20040827-8.html>

**OMB Guidance for PIV-I and PIV-II**

[http://www.whitehouse.gov/omb/inforeg/hspd-12\\_guidance\\_040105.pdf](http://www.whitehouse.gov/omb/inforeg/hspd-12_guidance_040105.pdf)

**FIPS PUB 201**

<http://www.csrc.nist.gov/publications/fips/fips201/FIPS-201-022505.pdf>

Point of Contact: Questions or concerns regarding the information provided in this Notice, or requests for additional information, should be directed to Timothy Johnson, M/PMO/ETI, (202) 712-5198.

**Notice 1060**

<b>File Name</b>	<b>Notice Date</b>	<b>Effective Date</b>	<b>Editorial Revision Date</b>	<b>ADS CD No.</b>	<b>Remarks</b>
IU5_0511_101905_cd41	10/18/2005	10/17/2005		CD 41	This IU will remain active until the policy in it is incorporated into ADS chapters.

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