

Department of Health and Human Services

Personal Identity Verification Training

SPONSOR

Message to NIH/AO Sponsors

- The materials contained in this brief tutorial are designed for your review **prior to attending the Town Hall session** you signed up to attend.
- It has been developed by Health and Human Services (HHS), who has mandated that all Agencies under their purview **become familiar with this broad *Sponsor overview*** as defined in Homeland Security Presidential Directive (HSPD)-12.
- The specific application of the HSPD-12 initiative at the NIH will be explained in detail at your Town Hall session.

Purpose

- To introduce you to your role as a “Sponsor” in the Department of Health and Human Services (HHS) Personal Identity Verification (PIV) process
- Definition of a Sponsor:
 - The individual who substantiates the need for an HHS ID Badge (PIV Card) to be issued to the Applicant. An HHS ID Badge (PIV Card) is a secure and reliable form of government identification. The Sponsor requests the issuance of an HHS ID Badge (PIV Card) to the Applicant.
- If you are an Administrative Officer or equivalent at the NIH, you will be designated as a PIV Sponsor and are **required** to:
 - Review these slides
 - Print and sign the certificate (last slide) and
 - Bring it with you to the Town Hall session you’ve signed up to attend

The PIV Process: *What is it?*

- **The HHS ID Badge (PIV Card) is...**
 - A secure and reliable form of identification for all federal employees, contractors, and affiliates
 - Issued based on sound criteria for verifying an individual's identity
 - Strongly resistant to identity fraud, tampering, counterfeiting, and terrorist exploitation
- **The HHS ID Badge (PIV Card) ...**
 - Can be rapidly authenticated electronically
 - Is only issued by providers whose reliability has been established
 - Allows you to enter HHS facilities and
 - Provides more efficient access to other federal buildings

The PIV Process: *Who is it?*

- **Applicant** – The individual to whom an HHS ID Badge (PIV Card) needs to be issued. The Applicant status only applies when an individual is a current federal employee/contractor or when an individual has accepted an offer of employment.
- **Sponsor** – The Administrative Officer or equivalent at the NIH who substantiates the need for an HHS ID Badge (PIV Card) to be issued to the Applicant. The Sponsor requests the issuance of an HHS ID Badge (PIV Card) to the Applicant.

The PIV Process: *Who else is it?*

Division of Personnel Security and Access Control (DPSAC) Roles

- **Registrar** – The individual or entity responsible for identity proofing of the Applicant and ensuring the successful completion of the background checks.
- **Issuer** - The individual or entity that activates and issues an HHS ID Badge (PIV Card) to an Applicant following the positive completion of all identity proofing, background checks, and related approvals.
- **Remote Issuer** - The individual or entity that issues an HHS ID Badge (PIV Card) to an Applicant that cannot visit an agency's HHS ID Badge (PIV Card) Issuing Facility (PCIF).
- **Applicant Representative** - The individual who represents the interests of current or prospective federal employees, contractors, and others who are Applicants for an HHS ID Badge (PIV Card).

Role of Form I-9 in the PIV Process

- Applicants will be required to provide identification on two occasions.* Identification must be in original form and come from the list provided on [Form I-9: Employment Eligibility Verification](#).
- **Identity proofing** – Government agencies are required to verify the identity of each HHS ID Badge (PIV Card) Applicant. To accomplish this, the agency will require the Applicant to provide two forms of identification, one of which must be a federal or state issued photo ID.
- **HHS ID Badge (PIV Card) issuance** – Before receiving an HHS ID Badge (PIV Card), the Applicant will be required to show a federal or state issued photo ID.
- **To verify that the Applicant is who he/she claims to be.*
- Any Applicant identification information provided and retained by the Agency will be stored in ***secure information systems and/or secure facilities***. Please see your agency for additional information and operating procedures.

PIV Privacy, Security, and Protection

- Under [Title 18 of the U.S. Code](#), it is a federal offense to counterfeit, alter, or misuse the HHS ID Badge (PIV Card) and system.
- You have a responsibility to contribute to privacy, security, and protection in the PIV System.
- Your primary contribution to the privacy, security, and protection of the PIV system is to follow all federal and HHS guidelines on handling personal information in identifiable form (IIF).
- Each HHS ID Badge (PIV Card) Issuing Facility (PCIF) is accredited by HHS in accordance with federal guidelines.

Summary

- To sum it all up:
 - The Sponsor substantiates the need for an HHS ID Badge (PIV Card) to be issued to the Applicant and requests the issuance of a PIV Card to the Applicant.
 - If you are an Administrative Officer or equivalent at the NIH, you will be designated as a PIV Sponsor.
 - **To access the video cast HSPD-12/NED information session, please visit <http://videocast.nih.gov/summary.asp?file=14558>.**

Where To Go for NIH Help

NED (NIH Enterprise Directory) – (Fields & Data Entry)

- NIH Help Desk = <http://ithelpdesk.nih.gov>
- NIH Help Desk = (301) 496-4357 or 866-319-4357

ID Badges – (Access Control)

- Help Desk = 301-451-4766
- E-mail Address: facilityaccesscontrol@mail.nih.gov

Background Check – (Personnel Security)

- Help Desk = 301-402-9755
- Appointment Line = 301-496-0051
- E-mail Address = orspersonnelsecurity@mail.nih.gov

Where To Go for HHS Help

For HSPD-12 references, please visit:

- [Homeland Security Presidential Directive 12 \(HSPD-12\), Policy for a Common Identification Standard for Federal Employees and Contractors](#)
- [FIPS 201-1: Personal Identity Verification \(PIV\) of Federal Employees and Contractors](#)
- [NIST Special Publication 800-79: Guidelines for the Certification and Accreditation of PIV Card Issuing Organizations](#)
- [OMB Memorandum M-05-24: Implementation of Homeland Security Presidential Directive \(HSPD\) 12 - Policy for a Common Identification Standard for Federal Employees and Contractors](#)

Training Certification

In order to receive credit for satisfactorily completing this training:

- Go to the next slide
- Print and fill-out two copies of the Certificate slide: one for your records and one for the NIH HSPD-12 Program Office.
 - **Please fax a copy of your signed certificate to the HSPD-12 Program Office at 301-480-3364.**



National Institutes of Health

**Certificate of Completion
for
HSPD-12/NED Personal Identity Verification (PIV)
Sponsor Training
Is Presented To:**

Trainee name (printed)

Signature (trainee)

Date

Richard M. Taffet

Trainer name (printed)

Richie Taffet

Signature (trainer)

Date

This certifies that the person named above has successfully completed the role based training in relation to Homeland Security Presidential Directive 12 (HSPD-12), Policy for a Common Identification Standard for Federal Employees and Contractors.