

UNITED STATES DEPARTMENT OF THE INTERIOR ROUTE SLIP

DI-535
(REV. 8/06)

Indicate routing order by number. Strike out office when cleared.

TO			MAIL STOP	TO			MAIL STOP
S	SECRETARY		7229	PMB	ASST SECY. - POLICY, MGMT. & BUDGET		5113
OC	Office of Congressional and Legislative Affairs		6242	PIO	Office of the Chief Information Officer	4	5312
OCO	Office of Communications		6013	PTP	Take Pride in America		3559
OEI	Office of External and Intergovernmental Affairs		6216				
OES	Office of Executive Secretariat and Regulatory Affairs		7229		DEPUTY ASST. SECY. - POLICY, AND INTERNATIONAL AFFAIRS		5120
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OST	Office of the Special Trustee for American Indians		5140	PNR	Natural Resource Damage Assessment and Restoration		3548
OHT	Office of Historical Trust Accounting		5140	PPA	Office of Policy Analysis		3530
				PHI	Office of Hawaiian Relations		3543
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					DEPUTY ASST. SECY. - INSULAR AFFAIRS		4311a
SOL	SOLICITOR		6352	PIA	Office of Insular Affairs		4311a
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SOL-PW	Division of Parks and Wildlife		3210		DEPUTY ASST. SECY. - PERFORMANCE, ACCOUNTABILITY, AND HUMAN RESOURCES	1	5120
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SOL-LW	Division of Land and Water Resources		5530	PPP	Office of Planning and Performance Management		5258
SOL-MR	Division of Mineral Resources		6312	PHA	Office of Hearings and Appeals		QC300
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				PCR	Office of Civil Rights		5230
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LLM	Bureau of Land Management		5628	PHC	Office of Strategic Development of Human Capital		5230
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LSM	Office of Surface Mining Reclamation & Enforcement		233-SIB	PAC	Indian Arts and Crafts Board		2058
WS	ASST. SECY. - WATER AND SCIENCE		6640				
WBR	Bureau of Reclamation		7654		DEPUTY ASST. SECY. - BUSINESS MANAGEMENT AND WILDLAND FIRE	2	5123
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FNP	National Park Service		3112	PSD	Office of Small & Disadvantaged Business Utilization		2252
FWS	U.S. Fish and Wildlife Service		3238	NBC	National Business Center		1346
				PWF	Office of Wildland Fire Coordination		2660
IA	ASST. SECY. - INDIAN AFFAIRS		4141				
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OIG	INSPECTOR GENERAL		5341				

The attached communication has a due date or deadline of _____ Please call _____ on _____ for PICKUP.
REMARKS: (Include a description of communication attached.)

FROM <i>Judy Snovich</i>	BUREAU/OFFICE SYMBOL <i>OS/HR</i>	MAIL STOP/BLDG. <i>5225</i>	TELEPHONE NUMBER <i>202-219-0867</i>	DATE <i>11/21/06</i>
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U.S. Department of the Interior (DOI)

**Homeland Security Presidential Directive –
12 (HSPD-12)**

Personal Identity Verification (PIV) Program

Program Charter

October 12, 2006

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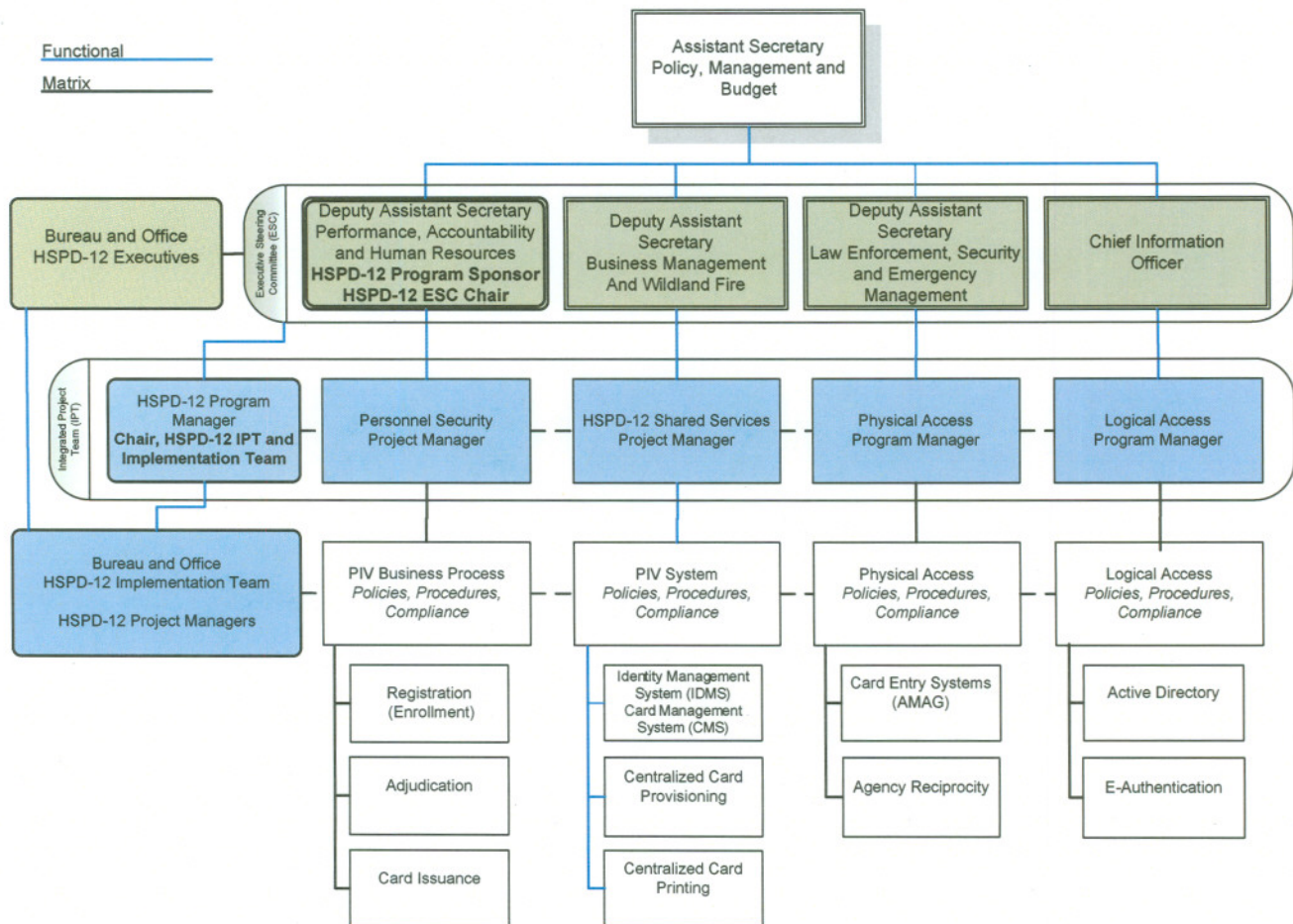
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I. Sponsoring Program Identification

Homeland Security Presidential Directive – 12 (HSPD-12) impacts four key business lines in the Department of the Interior (DOI). To ensure the development of a collective and effective solution, the Assistant Secretary for Policy, Management and Budget assigned the following program executives to collectively address HSPD-12 compliance as the HSPD-12 Executive Steering Committee (ESC): Deputy Assistant Secretary for Performance, Accountability, and Human Resources; Deputy Assistant Secretary, Law Enforcement, Security and Emergency Management; Deputy Assistant Secretary, Business Management and Wildland Fire; and the Chief Information Officer. The ESC members selected the Deputy Assistant Secretary for Performance, Accountability and Human Resources to be the HSPD-12 Program Sponsor and chair of the HSPD-12 ESC.

This Program Charter outlines both functional and projectized organizations to establish a balanced matrix HSPD-12 project organization for the Department of the Interior (DOI). The HSPD-12 Program Manager will chair the HSPD-12 Integrated Project Team and coordinate activities with managers in Personnel Security, Shared Services, Physical Access and Logical Access business lines. The HSPD-12 Program Manager will also lead the projectized HSPD-12 Implementation Team, comprised of Bureau and Office HSPD-12 Leads, with the joint goal of developing an optimal, automated and accredited PIV business process for DOI. This Charter establishes the purpose, scope, and direction for the PIV program and authorizes the HSPD-12 program manager to expend resources. This Program Charter will be used as the baseline for all HSPD-12 project plans and changes required to comply with the Presidential Directive.

II. Organizational Context and Description



III. Program Purpose

A. HSPD-12

The President signed Homeland Security Presidential Directive -12 (HSPD-12) on August 27, 2004, to enhance security, increase Government efficiency, reduce identity fraud, and protect personal privacy by establishing a mandatory, Government-wide standard for secure and reliable forms of identification issued by the Federal Government to its employees and contractors (including contractor employees).

B. Office of Management and Budget

On August 5, 2005, the Director of the Office of Management and Budget (OMB) issued M-05-24, "Implementation of Homeland Security Presidential Directive (HSPD) 12 – Policy for a Common Identification Standard for Federal Employees and Contractors". M-05-24 requires the development and agency implementation of a mandatory, government-wide standard for secure and reliable forms of identification for Federal employees and contractors. As required by M-05-24, the Department of Commerce issued Federal Information Processing Standard 201 (the Standard). The Standard does not apply to identification associated with national security systems as defined by 44 U.S.C. 3542(b) (2).

The Standard, required by HSPD-12, contains two parts to guide agency implementation. The requirements of part 2 build upon the requirements of part 1. M-05-24 set the dates for compliance with the Standard, as follows:

10/27/05: Comply with FIPS 201, Part 1: Common Identification, Security and Privacy Requirements – minimum requirements for a Federal personal identification system that meets the control and security objectives of M-05-24, including the personal identity proofing, registration, and card issuance process for employees and contractors. The Personal Identity Verification, Part 1 (PIV-I) process requires separation of duties between the applicant's Sponsor, Registrar, and identity card Issuer. This separation of duties ensures one person alone cannot generate an identity credential.

10/27/06: Comply with FIPS 201, Part 2: Government-wide Uniformity and Interoperability – Detailed specifications to support technical interoperability among departments and agencies, including card elements, system interfaces, and security controls required to securely store and retrieve data from the card. The Personal Identity Verification, Part 2 (PIV-II) establishes the interoperability requirements for an agency or Shared Service Provider's PIV system and the compliant identity credential (PIV-II card), including the design, color, layout, and personal identity and credential content required on the card.

C. Connections to the Strategic Plans, E-GOV Strategy, PMA, Agency Mission, and Legal Mandates

HSPD-12 supports the strategic goal to manage the Department to be highly skilled, accountable, modern, functionally integrated, citizen-centered and result-oriented, with the performance measure of providing the leading Federal implementation of HSPD-12.

This program is also a Presidential mandate for all agencies..

D. Business Goals

- To adopt and maintain an accredited Personal Identity Verification (PIV) card issuing process.
- To provide secure and reliable forms of identification to DOI employees and contractors upon receipt of a successful National Agency Check with Inquiries (NACI).

E. Business Objectives

- Implement DOI-wide an accredited identity proofing, registration, and issuance process that assures the following:
- Identification is issued based on sound criteria for verifying an individual employee's identity.
- Identification is strongly resistant to identity fraud, tampering, counterfeiting, and terrorist exploitation.
- Identification can be rapidly authenticated electronically.
- Identification is issued only by providers whose reliability has been established by an official accreditation process.

F. Technical Goals

- Implement DOI-wide a certified and accredited identity proofing, registration and issuance system, compliant with the Federal Service Provider Architectural Model and interoperability interface standards.
- Develop Federal PKI architecture under the HSPD-12 and FIPS 201 guidelines.
- Integrate PIV Shared Services solution with FPPS for enhanced services.

G. Technical Objectives

- Issue PIV-II compliant identity credentials to DOI employees and contractors.
- PIV data remains secure and protected in accordance with OMB, NIST and DOI IT security and Privacy policies.

IV. Proposed Program Funding

A. Sources

- DOI funding shall be provided through the DOI Working Capital Fund Consortium (WCFC) based on an established funding algorithm.
- Funds contributed through the WCFC shall represent pre-paid PIV II cards based on an ESC approved final unit cost per card.
- Additional funding will be provided by other agencies who have signed up with NBC as their HSPD-12 Shares Services Provider.

B. Assumptions

- PIV-II compliant cards will be purchased for every permanent employee and contractor cumulatively employed for more than 180 days. Visitors, temporary employees and affiliates will be evaluated for PIV-II card issuance in accordance with DOI policies.
- OMB will grant DOI/NBC permission to function as a Federal Shared Service Provider.
- DOI will require a solution for both on-line and off-line bureaus and offices.

- The HSPD-12 project will be funded through bureau funds designated for this effort, and all costs will be calculated as card purchases.
- Funding from other agencies will reduce the overall cost per card for all NBC customers.
- DOI HSPD-12 requirements will be defined at the completion of RFP task order one, and DOI will enter into a Service Level Agreement (SLA) with NBC for required HSPD-12 services.
- DOI Enrollment services providers will be identified, and the mobile solution costs are included in cost estimates.
- HSPD-12 management and operations will be hosted at the NBC.
- HSPD-12 program management funding at the appropriate budget level will be available to the Program Manager.
- HSPD-12 project personnel are available.
- SLA will determine timeline for the trial issuance for existing employees and contractors, as well as issuance for new employees and contractors.
- DOI bureaus and offices may have existing SLAs with other DOI offices for PIV services (i.e.; registrar, issuer). Bureaus will evaluate the cost effectiveness of continuing these SLAs after the IT solution is implemented.

C. Constraints

- Funding must be available for project execution at appropriate time and budget level.
- Identity credential system interfaces for Federal interoperability must be completed.
- Federal system architecture must be completed.
- DOI HSPD-12 architecture reference models must be fully developed.
- A sufficient amount of products and services are available on the mandatory project and services purchase lists.
- The approved vendor community will be able to support all Federal agencies procurement needs.
- DOI compliant project planning documents will be developed and approved for this project, including the Exhibit 300 and HSPD-12 Project Plan.

V. Scope Summary

The HSPD-12 ESC has defined the scope of HSPD-12 to include all activities required to meet the demands of the Presidential Directive and Office of Management and Budget (OMB) memoranda OMB 05-24, maintain compliance with evolving NIST standards for HSPD-12 cards and systems, and align the PIV automated process with Federally approved FICC HSPD-12 Architecture Working Group requirements. This includes all work required to:

- Provide a single, accredited, agency-wide PIV automated solution for all bureaus and offices within the Department of the Interior and NBC HSPD-12 customers.
- Achieve and maintain accreditation of a PIV business process;
- Verify and/or complete background investigations for all employees and contractors;
- Achieve and maintain accreditation of an automated PIV card issuing system;
- Develop Enterprise Architecture reference models for HSPD-12
- Develop and implement the PIV Business Transition Plan
- Develop a successful Exhibit 300 for submission to the OMB;
- Develop an approved process for issuance of PIV cards to all DOI employees and contractors, and
- Comply with Federal system interface requirements.

The Entry on Duty workflow, including electronic forms data collection, processing, storage and reuse for both on-boarding and off-boarding of personnel is also within the scope of this project.

Other HR LoB expanded services are outside the scope of this project.

The ESC will manage the scope of the PIV project, by approving changes in scope, resources or schedule with a formal vote, and providing strategic input on future project requirements.

VI. Governance Framework

A. Executive Steering Committee Authority

The Deputy Assistant Secretary for Performance, Accountability, and Human Resources (DAS PAHR) has been assigned as the sponsor for the Homeland Security Presidential Directive - 12 Program by the Assistant Secretary for Policy, Management and Budget. The DAS PAHR chairs the HSPD-12 Executive Steering Committee (ESC) and is responsible for implementing a mandatory, government-wide standard for secure and reliable forms of identification for DOI employees and contractors.

The HSPD-12 Executive Steering Committee provides cooperation, collaboration and consensus-driven direction and oversight to reach DOI compliance with HSPD-12 requirements.

B. ESC Membership

The Executive Steering Committee is composed of four (4) business executives who collectively represent the business lines impacted by HSPD-12. These executives represent the permanent, voting ESC membership:

- Deputy Assistant Secretary, Performance, Accountability and Human Resources (chair)
- Deputy Assistant Secretary, Business Management and Wildland Fire
- Deputy Assistant Secretary, Law Enforcement, Security and Emergency Management
- Chief Information Officer

To ensure continuity for HSPD-12 decisions if a member is unable to attend a committee meeting, each member will identify a delegated voting proxy for their business area(s).

The Executive Steering Committee is supported by an Executive Secretary to schedule meetings, develop the agenda based on input from the members, review and approve presentation materials; record minutes, and maintain official records of the committee. The HSPD-12 Program Manager will serve as the Executive Secretary.

ESC non-voting members are:

- Deputy Chief Human Capital Officer
- Director, Office of Human Resources
- Assistant Director for Human Resources Systems
- HSPD-12 Program Manager

- NBC Director
- Office of Budget
- Office of Acquisition and Property Management
- HSPD-12 Integrated Project Team Members

C. ESC Scope and Purpose

The ESC will evaluate HSPD-12 compliant solutions for both the accredited business process and automated solution based on sound enterprise architectural analysis, including recommendations from the business, data, performance, service, and technology reference model analysis.

The ESC will manage scope, schedule, resources, prioritization, performance management and program management to achieve stated goals and objectives. Duties include:

- Approve DOI's business and technical requirements
- Approve DOI's HSPD-12 Project Plan
- Approve NBC's Shared Services Project Plan
- Approve DOI's implementation strategy
- Select the most beneficial alternative for an automated HSPD-12 system
- Approve the HSPD-12 business case (Ex. 300) and Implementation Plan
- Approve funding and cost distribution models
- Ensure the appropriate HSPD-12 implementation schedule has been established, with well-understood priorities, all within the context of the OMB mandated timelines and definition of "success".
- Review yearly the HSPD-12 accredited business process and issuance of an accreditation decision (authorized to operate; authorized to operate on an interim basis; or not authorized to operate)
- Champion HSPD-12 program to facilitate a smooth transition to the new identity credential.
- Facilitate communication and resolve issues between HSPD-12 stakeholders
- Establish and monitor performance measures for the HSPD-12 compliance accredited business process
- Establish and monitor performance measures for the automated HSPD-12 solution throughout the system lifecycle.

D. Key Stakeholders

The HSPD-12 Executives from each DOI bureau and office, the National Business Center, and the ESC members represent the key stakeholders for this project. The Stakeholders meeting is held once a month for information sharing, implementation scheduling, and status reporting. The list of HSPD-12 stakeholders is provided as attachment A to this document. Of course, each employee or contractor receiving a card is also a stakeholder of HSPD-12. This broad community will receive HSPD-12 information from their bureau and office HSPD-12 leads, through DOI marketing brochures and documents, and through HSPD-12 training available on DOI University.

VII. Project Staff

A. HSPD-12 Program Manager

Development and implementation of a certified PIV process within the Department of the Interior is assigned to the DOI HSPD-12 Program Manager, who reports directly to the HSPD-12 ESC. This position must be filled with a full-time Project Management Professional (PMP), and resources will be available to ensure successful management of the project.

HSPD-12 impacts business processes in three business lines: Human Resources (personnel identification validation), Physical Security (physical access to identified buildings) and Information Technology (logical access to identified systems) and requires coordination with the HSPD-12 Shared Services Provider.

Similar to the HSPD-12 ESC, the HSPD-12 Program Manager will coordinate activities across business lines through the HSPD-12 Integrated Project Team, which includes the HSPD-12 Program Manager – Chair, Personnel Security Program Manager, HSPD-12 Shared Services Project Manager, Physical Access Program Manager, and Logical Access Program Manager. The HSPD-12 Program Manager will report to the ESC on full project constraints (budget, schedule and scope) and project variances, but the ESC will maintain full authority over the project and project funding.

The HSPD-12 Program Manager will also lead the HSPD-12 Implementation team, comprised of Bureau and Office subject matter experts. Implementation of the M-05-24 requires leadership and support from each business area to develop integrated business solutions with defined dependent workflow, policies and procedures to ensure data required for employee identification processing and validation is managed and protected.

***Note:** Only one organization or individual should have overall responsibility for leading and managing DOI's HSPD-12 program, recognizing its importance as a foundation for shared identity information in both logical and physical access control systems, even where these systems are managed independently. Within DOI, this individual is the DOI HSPD-12 Program Manager.*

B. Personnel Security Manager

The Personnel Security Manager is responsible for the leading Department-wide business modernization efforts within the Human Resources community to comply with HSPD-12. The Personnel Security Manager manage accreditation of DOI PIV business process in accordance with NIST 800-79.

C. HSPD-12 Shared Services Project Manager

Development and implementation of a certified PIV system within the Department of the Interior is assigned to the National Business Center (NBC) Shared Services Manager. NBC is using a projectized approach to develop a cost effective, accredited and efficient automated system that fully supports DOI's PIV business process, secures and protects PIV data, and delivers PIV-II compliant identity credentials.

The PIV Shared Service project will be managed by a certified project manager using a Project Management Office (PMO) for planning, testing, implementing, and maintaining the PIV system. The PIV Shared Services Manager reports to the HSPDS-12 ESC through the HSPD-12 Program Manager. Collaboration and coordination between the PIV Shared Service Manager and the HSPD-12 Program Manager is essential to the success of the overall project.

The formal project name is the NBC Shared Service solution is Secure On-and-Off-Boarding and Access Management System (SOAMS).

D. Physical Access Program Manager

The Physical Access Program Manager provides policies and guidance for physical security in relation to HSPD-12 compliance and agency access reciprocity. The Physical Access Program Manager will provide status reports on the implementation of card readers at facilities requiring use of the PIV II Card for access.

E. Logical Access Program Manager

The Logical Access Program Manager provides coordination between HSPD-12 and other DOI programs that require the use of identity management credentials or have technical solutions that require coordination and alignment with emerging HSPD-12 solutions, such as Active Directory and E-Authentication. The Logical Access Program Manager will provide status reports on the IT systems requiring use of the PIV II Card for secure access

F. HSPD-12 Integrated Project Team

The HSPD-12 Integrated Project Team is comprised of Project Managers for Personnel Security, the Shared Services solution, Physical Access and Logical Access, and key members from the HSPD-12 Implementation Team. The HSPD-12 Program Manager will lead project coordination meetings to ensure the project constraints (cost, scope, schedule) are within acceptable limits and risks are mitigated on all interrelated projects.

G. HSPD-12 Implementation Team

The HSPD-12 Implementation Team members is responsible for developing system and business requirements, defining the business processes to implement HSPD-12, and managing compliance to accredited business processes. The Implementation team includes subject matter experts at both the Department and Bureau level in Human Resources (personnel identification validation), Physical Security (physical access to identified buildings) and Information Technology (logical access to identified systems). The IPT also include NBC representatives to ensure the Shared Services solution supports DOI business requirements. The IPT is chaired by DOI HSPD-12 Program Manager.

VIII. Amendments

This Charter may be amended at any time by a unanimous vote of the ESC.

IX. Execution

This Charter shall become effective on the date of the last signature below.

Name Paul Hoffman
Title Deputy Assistant Secretary, Performance, Accountability and Human Resources

Signature 

Date 11/21/06

Name Nina Hatfield
Title Deputy Assistant Secretary, Business Management and Wildland Fire

Signature 

Date 12/6/06

Name Larry Parkinson
Title Deputy Assistant Secretary, Law Enforcement, Security and Emergency Management

Signature 

Date 11/21/06

Name Hord Tipton
Title Chief Information Officer

Signature 

Date 12/6/06