



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240



Memorandum

NOV 23 2009

To: Bureau Directors

From: DOI Access Executive Steering Committee

Copy to: Assistant Secretaries

Subject: Bureau DOI Access Implementation and Operations Plan

I. EXECUTIVE SUMMARY

The purpose of this memorandum is to inform you of the Office of Management and Budget (OMB) mandate for Homeland Security Presidential Directive 12 (HSPD-12), and request your assistance to comply with DOI Access (HSPD-12) Program implementation within your bureau. DOI provides OMB quarterly updates against the DOI Access Program milestones and compliance is also reported on the DOI e-GOV scorecard.

Background: This Presidential Directive mandates the implementation of a government-wide standard for the Federal identification issued to employees and contractors. DOI has directed the issuance of the DOI Access Card to comply with this mandate. DOI issued Personal Bulletin 09-06 on June 1, 2009, to establish the policy for DOI compliance with HSPD-12.

Action: Bureau Directors are encouraged to delegate authority to your SES DOI Access Executive to enable cooperation, collaboration and consensus-driven direction and oversight to achieve compliance with DOI Access Program objectives. Follow up with the monthly reporting on the Implementation and Operations Plan to ensure successful completion of the DOI Access milestones reported to OMB.

Impact: OMB is reviewing data at the bureau level. If a bureau is behind schedule, their negative status will likely prompt questions by OMB staff. Bureau employees and contractors without a DOI Access Card may be denied physical access to Federal facilities, including their official duty station, other government facilities, and secure rooms requiring authorized access. In addition, the DOI Access Card will be required for secure login to departmental information technology (IT) equipment (e.g. desktops, laptops, etc.), networks, and applications starting in December 2009. The DOI Access Card can also be used for digitally sign electronic documents and encrypt electronic documents.

II. POLICY DIRECTIVE

Personal Bulletin 09-06, signed June 1, 2009. A copy is enclosed for your reference.

OCIO Bulletins have been issued to announce mandatory changes for the creation of identity accounts in Active Directory and email systems, and requiring use of the DOI Access Card for Two-factor authentication to DOI networks.

OLE policies have been issued to replace 310 DM 3 with the PB 09-06, and define other acceptable identification cards for visitors and personnel requiring only temporary access to DOI facilities.

DOI Acquisition has updated the DOI Acquisition Policy Release (DIAPR) to address the PB 09-06 requirements for determining which contractors need a card and managing card issuance and recovery at the end of the contract period.

III. DOI ACCESS CARD ISSUANCE STATUS FOR YOUR BUREAU

All DOI employees will be issued a DOI Access Card. The original goal for completing card issuance to employees was extended to December 31, 2009. DOI contractors requiring access to a secure facility or the DOI Network will be issued a DOI Access Card. The DOI goal for completing contractor card issuance is June 25, 2010.

The DOI Access Dashboard below provides the current status of your employees and contractors.

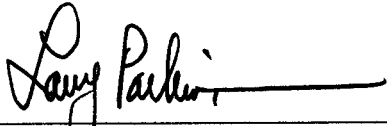
DOI ACCESS DASHBOARD										
Status as of September 30, 2009										
EXISTING EMPLOYEES						CONTRACTORS/AFFILIATES				
Bureau or Office	Source: FPPS	NCHC or NACI	SPONSOR	ENROLL	ACTIVATE		Source: Bureau	NCHC or NACI	SPONSOR	ACTIVATE
	Population	% Complete	% Complete	% Complete	Revised Goal	% Complete	Population	% Complete	% Complete	% Complete
BIA/BIE	9,177				4,612		2,850	88%		
BLM	10,874				5,971		3,750			
BOR	4,961				4,274		200			
FWS	9,309			80%	4,936		1,000			
MMS	1,645				1,447		251			
NBC	1,245				1,090		600			
NPS revised	16,697	87%			13,037		3,750			
OHTA	30				30	87%	430			
OIG	280				256		96			85%
OS	875				875		354			
OSM	529				460		61			
OST	644			89%	518	81%	700			
SOL	415				414		36			
USGS	8,839			87%	6,896	88%	1,379	81%		
Total	65,520				44,816		15,461			

IV. SES DOI ACCESS EXECUTIVE RESPONSIBILITIES

Your Bureau SES-level Executive is responsible for the monthly submission of the Bureau Implementation and Operations Plan, enclosed, beginning on December 1, 2009. Subsequent submissions are due the first Friday of each month.

Thank you for your support to meet these Presidential Directive goals. If you have questions regarding the DOI Access Program, please contact Judy Snoich, DOI Access Program Manager. Judy can be reached at 202-219-0897 and via email at judith_snoich@ios.doi.gov.

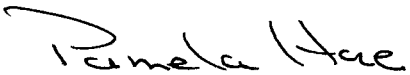
Sincerely,



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

11-19-09

Date



Pamela K. Haze
Deputy Assistant Secretary
Budget and Business Management

11-19-09

Date



Sanjeev (Sonny) Bhagowalia
Chief Information Officer

11-20-2009

Date



Andrew Jackson
Deputy Assistant Secretary
Human Capital, Performance and Partnerships

11/2/09

Date