

FINAL 08/04/2016

## Department of the Interior Acquisition, Assistance, and Asset Policy (DOI-AAAP)

<b>Title</b>	Implementation of Homeland Security Presidential Directive-12 (HSPD-12) at DOI for Contractors and Recipients
<b>Reference Number</b>	DOI-AAAP-0081
<b>Version Number</b>	01
<b>Function(s)</b>	Acquisition and Financial Assistance
<b>Point of Contact</b>	Judy Snoich and Binita Sharma
<b>Source of this Requirement</b>	N/A
<b>Regulatory Reference</b>	<ul style="list-style-type: none"><li>• <a href="#">Homeland Security Presidential Directive 12: Policy for Common Identification Standard for Federal Employees and Contractors</a></li><li>• <a href="#">DOI Personnel Bulletin 09-06 dated June 1, 2009</a></li><li>• <a href="#">OPM Memorandum: Final Credentialing Standards for Issuing Personal Identity Verification Cards under HSPD-12 dated July 31, 2008</a></li><li>• <a href="#">DOI Memorandum: Policy for the Issuance, Management, and Use of Federal Personal Identity Verification (PIV) Cards (DOI Access Cards) dated March 31, 2011</a></li><li>• <a href="#">Federal Acquisition Regulation clause 52.204-9, Personal Identity Verification of Contractor Personnel</a></li></ul>

### Version Detail

This section is completed in the following situations: (1) policies issued with versions greater than 01 or (2) the initial use of the DOI-AAAP to convert previous DOI Acquisition Policy Releases (DIAPR), DOI Property Policy Releases (DIPPR), or DOI Guidance (DIG) Releases.

Version Number	Date	Author	Description of update
00	10/18/2005	Unknown	Original document; <a href="#">DIAPR 2006-03</a> ; Implementation of Homeland Security Presidential Directive-12 (HSPD-12), Policy for a Common Identification Standard for Federal Employees and Contractors
00	12/03/2009	Tiffany Schermerhorn	<a href="#">DIAPR 2010-04, Implementation of Homeland Security Presidential Directive-12 (HSPD-12) Part 2, DOI Access Program Implementation</a>
01	08/04/2016	Whitney, Kristin	DOI-AAAP-0081, v1, consolidates and updates all previous policy guidance on Implementation of Homeland Security Presidential Directive-12 (HSPD-12) Part 2, DOI Access Program Implementation and rescinds <a href="#">DIAPR 2006-03</a> and <a href="#">DIAPR 2010-04</a> .

### Purpose:

This policy describes actions required by acquisition, financial assistance, and program office personnel to implement HSPD-12 security requirements for contractors and recipients at DOI. In addition, this policy rescinds the following Department of the Interior (DOI) Acquisition Policy Release documents:

- [DIAPR 2006-03](#); Implementation of Homeland Security Presidential Directive-12 (HSPD-12), Policy for a Common Identification Standard for Federal Employees and Contractors
- [DIAPR 2010-04](#); Implementation of Homeland Security Presidential Directive-12 (HSPD-12) Part 2, DOI Access Program Implementation

**Scope:**

This policy applies to acquisition and financial assistance awards throughout the DOI.

**Effective date:**

This policy is effective upon signature.

**Background:**

[HSPD-12](#), issued on August 12, 2004, established a new federal standard for secure and reliable identification issued by federal agencies to their employees, recipients, and contractors, including all tiers of subrecipients and subcontractors. DOI implemented a standard process using the DOI Access System for on-boarding and off-boarding all contractor personnel who require access to DOI computers, networks and facilities. This process includes the issuance and management of DOI Access Cards, which are required for network and facility access.

**Action:**

Bureaus and offices must implement the actions described below.

Contracting Officers are responsible for the following actions:

- Ensure the Contracting Officer's Representative (COR) Appointment letter includes duties and responsibilities outlined in this Policy
- Ensure the [Federal Acquisition Regulation clause 52.204-9](#), Personal Identity Verification of Contractor Personnel is included in all acquisition awards when contract performance requires contractors to have routine physical access to a federally-controlled facility and/or access to a federally-controlled information network or system
- Ensure contract period of performance start date allows sufficient time to comply with personnel security and on-boarding requirements
- Ensure [Attachment D- IT Security and Facility Access Instructions](#) are in the Statement of Work (SOW) or Special Requirements/Instructions of all IT product/service acquisitions/awards and in awards when contractor employees will have routine physical access to a federally-controlled facility and/or access to a federally-controlled information network or system.

For all assigned contracts and orders, the COR is responsible for the following actions:

- Use [Attachment A - DOI Access Card Decision Flowchart](#) to determine which contractors require DOI Access Cards.

- Use the DOIAccess System for on-boarding and off-boarding of all contractor personnel who require routine physical access for more than 180 calendar days or access to DOI computers and networks, [Attachment B - DOI Access Card Requestors Guide](#) assists with additional information.
- Initiate, update, and maintain the DOIAccess System with contractor records, this includes maintaining the contract number, period of performance, end date, employment status, etc.
- Ensure DOI Access Cards are managed in accordance with bureau and office onboarding and offboarding procedures, including the return and destruction of terminated cards.
- Comply with bureau and office specific policies and guidance for contractors and associates, to include additional system entries or documentation as required.

The Financial Assistance Agreement Officer is responsible for the following actions:

- Use [Attachment A - DOI Access Card Decision Flowchart](#) to determine which recipients require DOI Access Cards
- Ensure that language substantially similar to the [Federal Acquisition Regulation clause 52.204-9](#), Personal Identity Verification of Contractor Personnel is included in all financial assistance awards when performance requires recipients to have routine physical access to a federally-controlled facility and/or access to a federally-controlled information network or system
- Use the DOIAccess System for on-boarding and off-boarding for all personnel who require routine physical access for more than 180 calendar days or access to DOI computers and networks, [Attachment B - DOI Access Card Requestors Guide](#) assists with additional information
- Initiate any additional changes in the DOIAccess system required to maintain the recipient personnel's DOI identity and access accounts
- Ensure DOI Access Cards are managed in accordance with bureau and office onboarding and offboarding procedures, including the return and destruction of terminated cards.
- Comply with bureau and office specific policies and guidance for contractors and associates, to include additional system entries or documentation as required.

The Program Office is responsible for ensuring appropriate language is included in the statement of work or performance work statement. The following attachment provides an example of security language: [Attachment C - Example Statement of Work/Performance Work Statement Language for HSPD-12 Requirements](#).

#### **Attachments:**

The following attachments apply to this policy:

- [Attachment A - DOI Access Card Decision Flowchart](#)
- [Attachment B - DOI Access Card Requestors Guide](#)

- [Attachment C - Example Statement of Work/Performance Work Statement Language for HSPD-12 Requirements](#)
- [Attachment D- IT Security and Facility Access Instructions](#)

**Approval Signature:**

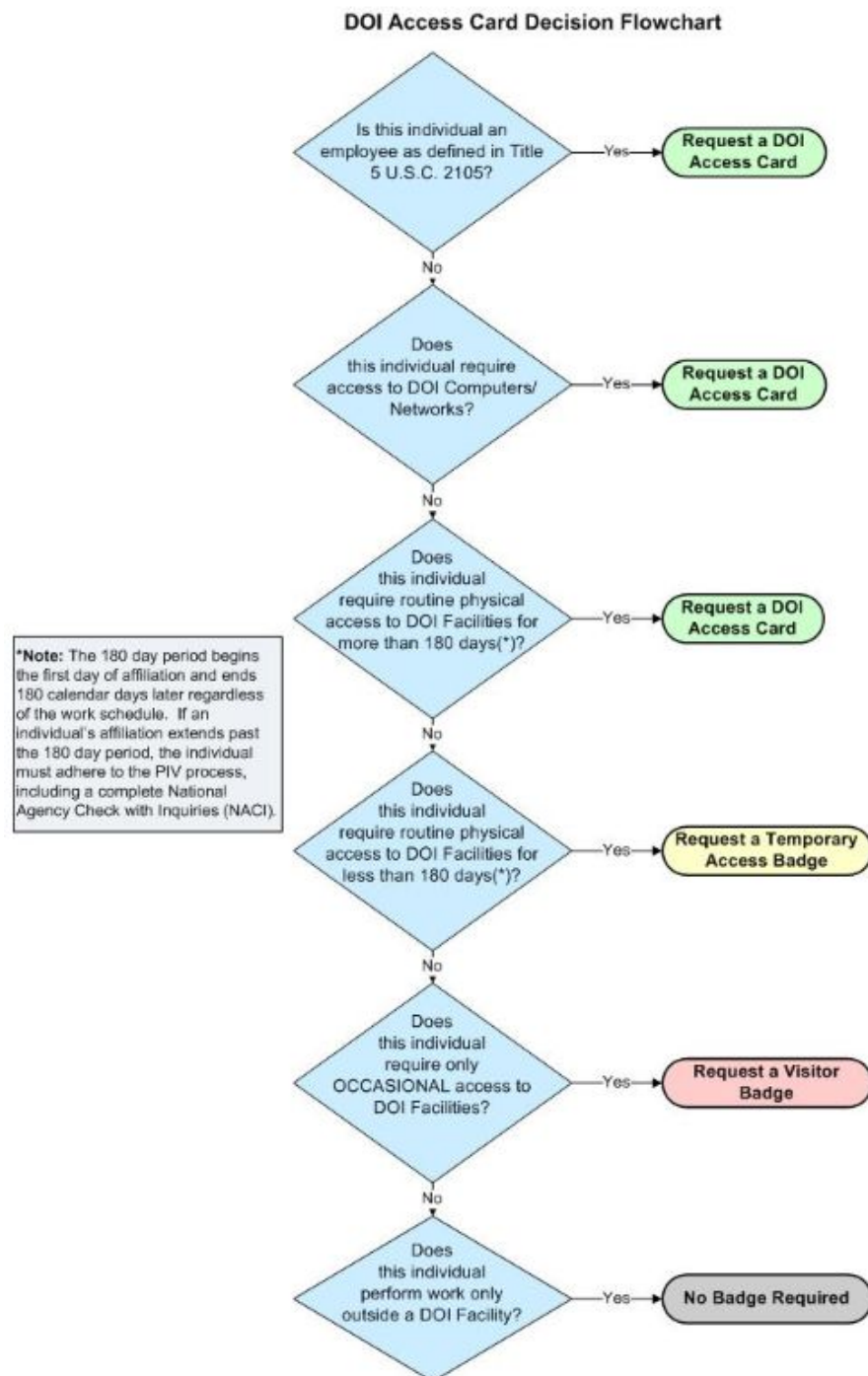
The signature provided in the table below serves as the digital signature for this document. By replacing the Block 1 with a name and Block 2 with date, the Deputy Director, Office of Acquisition and Property Management approves the policy described in this document. (Use the following method to check signature authentication via revision history: on keyboard, press and hold Ctrl+Alt+Shift+H)

James McCaffery	8/4/2016
Deputy Director, Office of Acquisition and Property Management	Date

## Attachment A - DOI Access Card Decision Flowchart

### Which contractor or recipient personnel require a DOI Access Card?

Contractor and recipient personnel, including subcontractors and subrecipients, requiring routine physical access (supervised and unsupervised) for more than 180 calendar days, or access to DOI computers/networks, must obtain a DOI Access Card per the decision tree below:



## **Attachment B - DOI Access Card Requestors Guide**

DOI Access Card Requests are initiated by the COR or Program Office through the [DOIAccess System](#). The [DOI Access Card Requestors Guide](#) provides a quick reference to using the system for card requests and to check on the status of card issuance.