



EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

January 11, 2007

M-07-06

MEMORANDUM FOR CHIEF INFORMATION OFFICERS

FROM: Karen S. Evans   
Administrator E-Government and Information Technology

SUBJECT: Validating and Monitoring Agency Issuance of Personal Identity  
Verification Credentials

This memorandum discusses validation and monitoring agency issuance of Personal Identity Verification (PIV) compliant identity credentials. In support of Homeland Security Presidential Directive 12 (HSPD-12), guidance requires by October 27, 2007, agencies complete background checks on all current employees and contractors and issue PIV credentials with one exception. For individuals who have been Federal department or agency employees over 15 years, a new investigation and PIV credential issuance may be delayed, commensurate with risk, but must be completed no later than October 27, 2008. Identity credentials should be provided as outlined in Federal Information Processing Standard (FIPS) 201 and associated technical specifications.

By October 27, 2006, agencies were to begin issuing compliant credentials either through the services of the General Services Administration (GSA) and Department of Interior (Interior) or by performing this function internally.

**Requirements**

1. Ensuring agency credentials meet FIPS 201 requirements. All agencies must provide to GSA by January 19, 2007, a credential with their agency's standard configuration. The credential will be tested by GSA who will provide test results and report any configuration problems requiring correction to the agency within three weeks of receipt. Should configuration problems exist, the agency must resubmit their standard credential for re-testing once required corrections are made. The resubmission should be within three weeks of receiving the initial test results from GSA. Otherwise, the agency needs to be able to demonstrate substantial progress is being made to address any test failures. Agencies should consider not issuing new credentials until all problems identified in testing are resolved.

The initial testing services are being provided by GSA at no cost to the agency. However, agencies may be responsible for reimbursing GSA if substantial GSA support is necessary to help agencies resolve any technical issues.

Agencies not using a shared service program should access the FIPS 201 Evaluation Program website at <http://fips201ep.cio.gov/dce.php> for directions on submitting test credentials and necessary information to GSA for testing.

Agencies should contact April Giles at 202-501-1123 or [April.Giles@gsa.gov](mailto:April.Giles@gsa.gov) to arrange for delivering credentials to GSA at 1800 G Street, NW, Washington, D.C. Either Ms. Giles or David Temoshok ([David.Temoshok@gsa.gov](mailto:David.Temoshok@gsa.gov) or 202-208-7655) can be reached for any questions.

2. Quarterly status reports. Beginning March 1, 2007 and each quarter thereafter, agencies will post to their federal agency public website a report on the number of PIV credentials issued. Agencies must use the attached report template to distinguish between credentials issued to employees, contractors, and others (e.g., visiting scientists). The website address should be provided to OMB at [eauth@omb.eop.gov](mailto:eauth@omb.eop.gov) by the due date.

For agencies using GSA or Interior shared services, you may elect to have your service provider post your quarterly status to their public website.

### **Additional Information**

We have asked the President's Council on Integrity and Efficiency to review agency processes and help ensure they are consistent with HSPD-12 and FIPS 201. We want to ensure business processes are being followed in order to foster the trusted environment needed for the credentials to be accepted by Departments and agencies when deemed appropriate. Agencies will be contacted by their Inspector General as to the timing and other details of any review.

We appreciate your efforts as we continue to work with you on your HSPD-12 implementation. If you have questions about these requirements, please contact Carol Bales, Senior Policy Analyst, Information Policy and Technology Branch, Office of Management and Budget at (202) 395-9915 or [eauth@omb.eop.gov](mailto:eauth@omb.eop.gov).

Attachment

[AGENCY NAME]

Last Updated: [DATE]

Total Number of Employees requiring PIV cards	Total Number of Employees requiring a NACI (or at least equivalent) that have not previously undergone a background check	Total Number of PIV cards Issued to Employees	Total Number of Contractors requiring PIV cards	Total Number of Contractors requiring NACIs (or at least equivalent) that have not previously undergone a background check	Total Number of PIV cards Issued to Contractors	Total Number of other individuals (e.g. visiting scientists) requiring PIV cards	Total Number of other individuals (e.g. visiting scientists) requiring NACIs (or at least equivalent) that have not previously undergone a background check	Total Number of PIV cards issued to individuals other than employees or contractors