

# Department of Health and Human Services

Personal Identity Verification Training

SPONSOR

# Message to NIH/AO Sponsors

- The materials contained in this brief tutorial have been developed by the Department of Health and Human Services (HHS) and the NIH, 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.

# 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 is secure and reliable form of government identification. The Sponsor requests the issuance of an HHS ID Badge to the Applicant.
- If you are an Administrative Officer or equivalent at the NIH, you may be designated as a PIV Sponsor and are required to:
  - Review these slides
  - Print and sign the certificate (last slide)
  - Send your signed certificate to the NIH HSPD-12 Program Office

# The PIV Process: What is it?

- The HHS ID Badge 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...
  - 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

# Other Identification Credentials

AO sponsorship results in the issuance of one of three ID Badges: the HHS ID Badge (PIV Card); the Restricted Local Access (RLA) Badge; the NIH Legacy Badge.

## **The Restricted Local Access (RLA) Badge**

The RLA badge, like the PIV Card, provides both physical and logical (NIH Network) access. This badge is reserved for:

1. Short-term staff (at NIH less than six months)
2. Summer Students
3. Foreign nationals

When an AO requests an ID badge in the NIH Enterprise Directory (NED) for anyone in these categories, a request for an RLA Badge will automatically be generated.

# The NIH Legacy Badge

The NIH Legacy Badge is issued to Extended Visitors. These are individuals who are not directly or indirectly paid by the NIH nor do they conduct research at the NIH. The Sponsor for an NIH Legacy Badge must be a PIV-approved AO.

Extended visitors include: Service Providers, Construction Workers, Alumni, Board Members and Volunteers.

# The PIV Process: Who is it?

- **Applicant** – The individual to whom an HHS ID Badge needs to be issued. The Applicant status only applies when an individual is a current federal employee / contractor / affiliate 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 to be issued to the Applicant. The Sponsor requests the issuance of an HHS ID Badge 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 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 to an Applicant that cannot visit an agency's PIV Card Issuing Facility (PCIF).
- **Applicant Representative** – The individual who represents the interests of current or prospective federal employees, contractors or affiliates and others who are Applicants for an HHS ID Badge.

# Role of Form I-9 in the PIV Process

- Applicants will be required to provide identification on two occasions to verify that the Applicant is who s/he claims to be. 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 Applicant. To accomplish this, the agency will require the Applicant to provide two forms of identification, one of which must be an unexpired federal or state issued photo ID.
  - **HHS ID Badge (PIV Card) issuance** – Before receiving an HHS ID Badge, the Applicant will be required to show an unexpired federal or state issued photo ID.
- 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 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 PIV Card Issuing Facility (PCIF) is accredited by HHS in accordance with federal guidelines.

# Extended Visitor Badges

- An AO with PIV Sponsor authority [i.e., the authority to sponsor people for an HHS ID Badge (PIV Card)] approves Extended Visitor badge requests for individuals who are not registered in NED (e.g., Service Providers, Board Members, Volunteers, etc.).
- The Extended Visitor form must include a justification statement by the Sponsor as to why the individual requires employee-like access to the NIH campus. The justification statement must be mission-related and is subject to approval by the NIH Police and/or DPSAC. The Extended Visitor badge is issued by the NIH Police (not DPSAC). See p. 14 for a link to the Extended Visitor form.
- The Sponsor signs the form **ONLY AFTER** the applicant (individual) has completed his/her portion of the form. The Sponsor should never pre-sign the form.

# Summary

- To sum it all up:
  - The Sponsor substantiates the need for an HHS ID Badge to be issued to the Applicant and requests the issuance of a badge to the Applicant.
  - If you are an Administrative Officer or equivalent at the NIH, you may be designated as a PIV Sponsor (upon the completion of this training).
  - Only designated PIV Sponsors may be asked to approve Extended Visitor badge requests.

# Where To Go for NIH Help

- NIH Enterprise Directory (NED)
  - NIH Help Desk: <http://ithelpdesk.nih.gov>
  - NIH Help Desk: (301) 496-4357
- ID Badges (Access Control)
  - Help Desk: (301) 451-4766
  - Email Address: [facilityaccesscontrol@mail.nih.gov](mailto:facilityaccesscontrol@mail.nih.gov)
- Background Checks (Personnel Security)
  - Help Desk: (301) 402-9755
  - Appointment Line: (301) 496-0051
  - Email Address: [orspersonnelsecurity@mail.nih.gov](mailto:orspersonnelsecurity@mail.nih.gov)

# HSPD-12 References

- [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](#)

## Extended Visitor Badge Application Form

- [The NIH Extended Visitor ID Badge Application form](#)

# 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 (one for your records and one for the NIH HSPD-12 Program Office)
    - **Please e-mail a copy of your signed certificate to the NIH HSPD-12 Program Office at [hspd12@od.nih.gov](mailto:hspd12@od.nih.gov)**

## ***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*

Alex Salah \_\_\_\_\_  
*Trainer name (printed)*

\_\_\_\_\_  
*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.