

Subchapter 3004.13 Personal Identity Verification.**3004.1301 Policy.**

(a) Homeland Security Presidential Directive-12 (HSPD-12), entitled, "Policy for a Common Identification Standard for Federal Employees and Contractors," was issued to enhance security and reduce identity fraud related to contractor physical access to Federally-controlled facilities and/or logical access to Federally-controlled information systems consistent with OMB Guidance No. M-11-11 dated February 3, 2011.

(b) The HSPD-12 requirements apply to all solicitations, contracts, or orders for services, including services incidental to supply contracts and orders where the contractor will require routine, recurring, or continuous physical access to DHS controlled facilities and/or logical access to DHS controlled information systems.

(c) The DHS Office of the Chief Security Officer (OCSO), Identity Management Division (IMD) and the DHS Office of Chief Information Officer (OCIO) have joint responsibility for agency-wide implementation of the HSPD-12 initiative.

(1) The DHS OCSO is responsible for agency-wide implementation of HSPD-12 related to the DHS personal identity verification (PIV) card and Physical Access Control Systems (PACS).

(2) The DHS OCIO is responsible for agency-wide implementation of the HSPD-12 initiative related to logical access control (LACS) using the DHS PIV card as the common means of authentication. The Department and DHS Components shall contact the DHS OCIO Identity Credential and Access Management Program Management Office (ICAM PMO) regarding implementation, agency instructions and compliance with HSPD-12 related to logical access control and access management.

3004.1301-70 Definition.

"*Logical access*" means providing an authorized user the ability to access one or more computer system resources such as a workstation, network, application, or database through automated tools. A logical access control system (LACS) requires validation of an individual's identity through some mechanism such as a personal identification number (PIN), PIV card, username and password, biometric, or other token. The system has the capability to assign different access privileges to different persons depending on their roles and responsibilities in an organization.

3004.1301-71 Other officials' responsibilities.

(a) DHS Components must develop processes and procedures to ensure compliance with the DHS implementing guidelines set forth by the OCSO - IMD, and OCIO. At a minimum, such procedures shall include:

(1) Conducting background checks/investigations on contractor personnel requiring routine, recurring, or continuous physical or logical access;

(2) Requiring contractors to pre-screen its employees, as appropriate consistent with the policy, practices, and procedures described in Acquisition Alert 11-23, Special Security Requirement – Contractor Pre-screening;

(3) Ensuring that contractors adhere to FAR 4.1301(d) regarding securing the return of DHS PIV cards.

(b) Component procedures should be consistent with DHS security requirements for contractor access (e.g., physical or logical), which are contained in DHS Directive Number 121-01 and Instruction Handbook Number 121-01-007, the Department of Homeland Security Personnel Suitability and Security Program as well as MD 140-01 Information Technology System Security as implemented in DHS 4300A Sensitive Systems Policy documentation. For additional information regarding security requirements, requiring office responsibilities, security office responsibilities and contracting officer responsibilities, see HSAR and HSAM 3004.470. The DHS HSPD-12 guidance and reference tools can be found on the DHS HSPD-12 webpage: <http://dhsconnect.dhs.gov/org/comp/mgmt/cso/imd/Pages/default.aspx>. Further guidance related to MD 140-01 can be found at: <http://dhsconnect.dhs.gov/policies/Pages/directives.aspx>. DHS 4300A Policy guidance can be found at: <http://dhsconnect.dhs.gov/org/comp/mgmt/cio/iso/Pages/sspolicy.aspx>.

3004.1302 Acquisition of approved products and services for personal identity verification.

(b) DHS contracting officers shall not procure HSPD-12 related products and services, available by the GSA Federal Supply Schedule 70 or through open market acquisitions, without the coordination of the DHS OCSO - IMD. The approved list of products and services is provided on the DHS HSPD-12 webpage. Additional information may also be obtained from the OMB Memorandum No. M-06-18, Acquisition of Products and Services for Implementation of HSPD-12 and website: <http://www.whitehouse.gov/sites/default/files/omb/assets/omb/memoranda/fy2006/m06-18.pdf>.

3004.1303 Contract clause.

The contracting officer shall follow the requirements at HSAR 3004.470-3(b) for inclusion of HSAR clause 3052.204-71 in solicitations and contracts when contract performance requires contractors to have routine physical access to a Federally-controlled facility and/or logical access to a Federally-controlled information system.