

## **HSPD-12: ROLES AND RESPONSIBILITIES**

Homeland Security Presidential Directive 12 (HSPD-12) directs all federal departments and agencies to issue Personal Identification Verification (PIV) Cards to all employees and contractors accessing federal space and/or information systems. To meet HSPD-12 requirements, Peace Corps must establish the reliability of its PIV Card enrollment and issuance process through an official accreditation process. All PIV Cards must be issued by providers whose reliability has been established by an official accreditation process. To meet the standard's requirements for both physical and logical controls, specific required responsibilities are established by Peace Corps and reported to the Office of Management and Budget.

For the purposes of implementation, management, and oversight of Peace Corps' PIV Card initiative, the following roles and responsibilities have been established by Peace Corps in accordance with HSPD-12 and its associated National Standards (National Institute of Standards and Technology (NIST) Federal Information Processing Standards Publication (FIPS) 201 and Special Publication (SP) 800-79):

1. The Office of Safety and Security shall serve as the Personal Identity Verification Card Issuer (PCI) for Peace Corps responsible for the issuance of HSPD-12 compliant PIV Cards to agency employees, contractors, and other parties as defined in FIPS 201;
2. The Associate Director for Safety and Security shall serve as the Senior Authorizing Official responsible for the establishment, budget, and oversight of the PIV functions and services;
3. The Associate Director for Safety and Security shall serve as the Designated Accreditation Authority with the authority to formally accredit the reliability of the PCI;
4. The Chief of the Emergency Preparedness, Plans, and Training Exercise Division of the Office of Safety and Security, shall serve as the PCI Manager responsible for ensuring that all the services specified in FIPS 201 are provided reliably and that PIV Cards are produced and issued in accordance with its requirements;
5. The Management Analyst, Office of Management, shall serve as the Certification Agent responsible for performing certification and accreditation activities as specified per NIST SP 800-79;
6. The Chief of Employee Labor Relations, Human Resource Management Division, Office of Management, shall serve as the PIV Card Applicant Representative responsible for representing the interests of current or prospective employees and contractors who are the Applicants for PIV Cards;
7. The Associate Director for Management shall serve as the Agency Official for Privacy responsible for overseeing privacy-related matters in the PIV system;
8. The Human Resource Specialists, Human Resource Management Division, Office of Management, shall serve as the PIV Sponsors responsible for substantiating the need for and requesting the issuance of a PIV Card to Peace Corps employees;
9. All Contracting Officer's Technical Representatives shall serve as the PIV Sponsors responsible for substantiating the need for and requesting the issuance of a PIV Card to contractors serving on their respective contracts;

10. The responsible Contract Specialist, Office of Acquisitions and Contract Management, shall serve as the PIV Sponsor responsible for substantiating the need for and requesting the issuance of a PIV Card to all Federal Work Study Students;
11. The Information and Personnel Safety and Security Division, Office of Safety and Security, shall serve as the PIV Registrar responsible for identity proofing of the Applicant, ensuring the successful completion of the background checks, and providing the final approval for the issuance of a PIV Card to the Applicant;
12. The Administrative Officers at all Regional Offices, Office of Volunteer Recruitment and Selection, serve as deputy PIV Registrars at Regional Offices responsible for assisting in the identity proofing of the Applicant;
13. The Emergency Preparedness, Plans, Training, and Exercise Division of the Office of Safety and Security, shall serve as the PIV Issuer responsible for credential personalization operations and issuance of the identity credential to the Applicant after all identity proofing, background checks, and related approvals have been completed, as well as maintaining records and controls for PIV Card stock to ensure that it is only used to issue valid credentials; and
14. The Emergency Preparedness, Plans, Training, and Exercise Division, Office of Safety and Security, shall serve as the PIV Digital Signatory responsible for digitally signing the PIV biometrics and Cardholder Unique Identifier (CHUID) of the Applicant.