

REVISION CHART

Version	Primary Author(s)	Description of Version	Date Completed
1.0		Original	
1.1	Tavia Bazemore	Updated content to new template, removed HP information from footnote	05/15/19

Identity management has become an important part of our homeland security since September 11, 2001 and it directly affects you, the Federal employee, and Federal contractor. The 9/11 Commission Report recommended screening people with biometric identifiers across agencies and governments as one of its global strategies to protect against terrorist attacks.

As part of ensuring national security, Presidential Homeland Security Directive 12 (HSPD-12) mandates that Federal agencies screen their employees and issue credentials that adhere to Federal Information Processing Standard (FIPS) 201:

Personal Identity Verification (PIV) by October 2008. FIPS 201 was issued by the National Institute of Standards and Technology (NIST) and outlines the requirements for Federal credentials such as the USAccess Credential.

The U.S. General Services Administration (GSA) developed the USAccess credentialing program as an efficient way for Federal agencies to issue common HSPD-12 approved credentials to their employees and contractors. You will receive a USAccess Credential, as your agency has elected to participate in the USAccess program.

Why do I need this card?

As a Federal employee or contractor, you will soon need your USAccess Credential in order to gain access to buildings and systems for which you are authorized. Over time, all existing federally issued badges will be replaced with a PIV-compliant credential. Without a USAccess Credential, you may not be able to enter certain buildings, or will need to be registered as a guest.

What Information about me is stored on this card?

The USAccess Credential displays a printed picture of your face, your full name, agency, organization, credential expiration date, credential serial number, agency particular data, and an issuer identification number. The Credential also stores a Personal Identification Number (PIN), two electronic fingerprint templates, and digital certificates for functions such as authenticating the Credential Holder, digital signatures, and encrypting e-mail.



How does this Credential ensure my security?



An important mission of HSPD-12 and the USAccess program is to ensure that a person can easily and quickly identify him or herself reliably to any Federal agency using a single credential. With your USAccess Credential, you can easily identify yourself, and more importantly, trust the identity of other USAccess Credential Holders.

Your Roles and Responsibilities as a Credential Holder

As a USAccess Credential Holder, you have important responsibilities to do your part to safeguard the security of the nation, your fellow employees, and yourself.

1. Safeguard Your PIN: When your Credential is activated, you will be prompted to select a unique PIN. Your new PIN must:

- Contain 6-8 numbers
- Not be sequential (e.g., 1234)
- Not contain number strings (e.g., 4444)
- Be correctly confirmed

Never store your PIN with your USAccess Credential or share your PIN with others.

2. Report Lost or Stolen Cards Immediately: Contact your agency's Security Officer if you have lost your Credential or believe it has been tampered with. Your current Credential will be suspended, and the process for issuing you a new Credential will be initiated.

3. Know Your Privacy Rights: View the Privacy Act Statement and Acknowledgement of Obligations document located in the *Get A Credential* section on the USAccess Web site at www.fedidcard.gov. It is important that you understand how data for your

USAccess Credential is collected and stored not only for your security, but also as a reminder of how important it is to protect and safeguard your Credential. You will be asked to digitally sign this statement during the credential activation process.

Maintaining Your USAccess Credential

It is your responsibility to protect your USAccess Credential and exercise the same care with it as you do with other identification credentials. **For best protection, please keep your Credential in your badge holder when not in use.**



Other Protective Measures:

- Do not mark on, punch holes in, or bend your Credential, as this will void the card warranty and could cause the protective plastic covering to prematurely peel away.
- Do not scratch the magnetic strip on your Credential.
- Avoid storing your Credential in areas subject to excessive heat (e.g. clothes dryer) or in direct sunlight (e.g. car dashboards) as the Credential could warp.
- Do not allow the Credential near magnetic fields (e.g. stereo equipment, magnets, other magnetic stripe cards, etc.)

Renewing Your Credential: Your USAccess Credential is active for a period of five (5) years. As the expiration date of your Credential nears, you will be notified by e-mail to make an appointment at a nearby enrollment/activation center to renew your Credential.

Renewing Your Credential Certificate: Your USAccess Credential holds a digital certificate that must be renewed every three (3) years. As the certificate renewal date of your Credential nears, you will be contacted by e-mail to make an appointment at a nearby enrollment/activation center to renew the certificate.

Resetting Your PIN: If you've forgotten your PIN, or you have "locked" your card, you will need to make an appointment at your nearby enrollment/activation center in order to reset your PIN.