



EDS ASSURED IDENTITY™

# Initial Agency Set Up

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July 25, 2007

# Initial Process to Load MSO & Agency Data

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- System Roles
- MSO System Specific Initialization
- Relationship between MSO & Agency
- Agency Specific Initialization
- Open Full Enrollment Timeline
- Dependencies

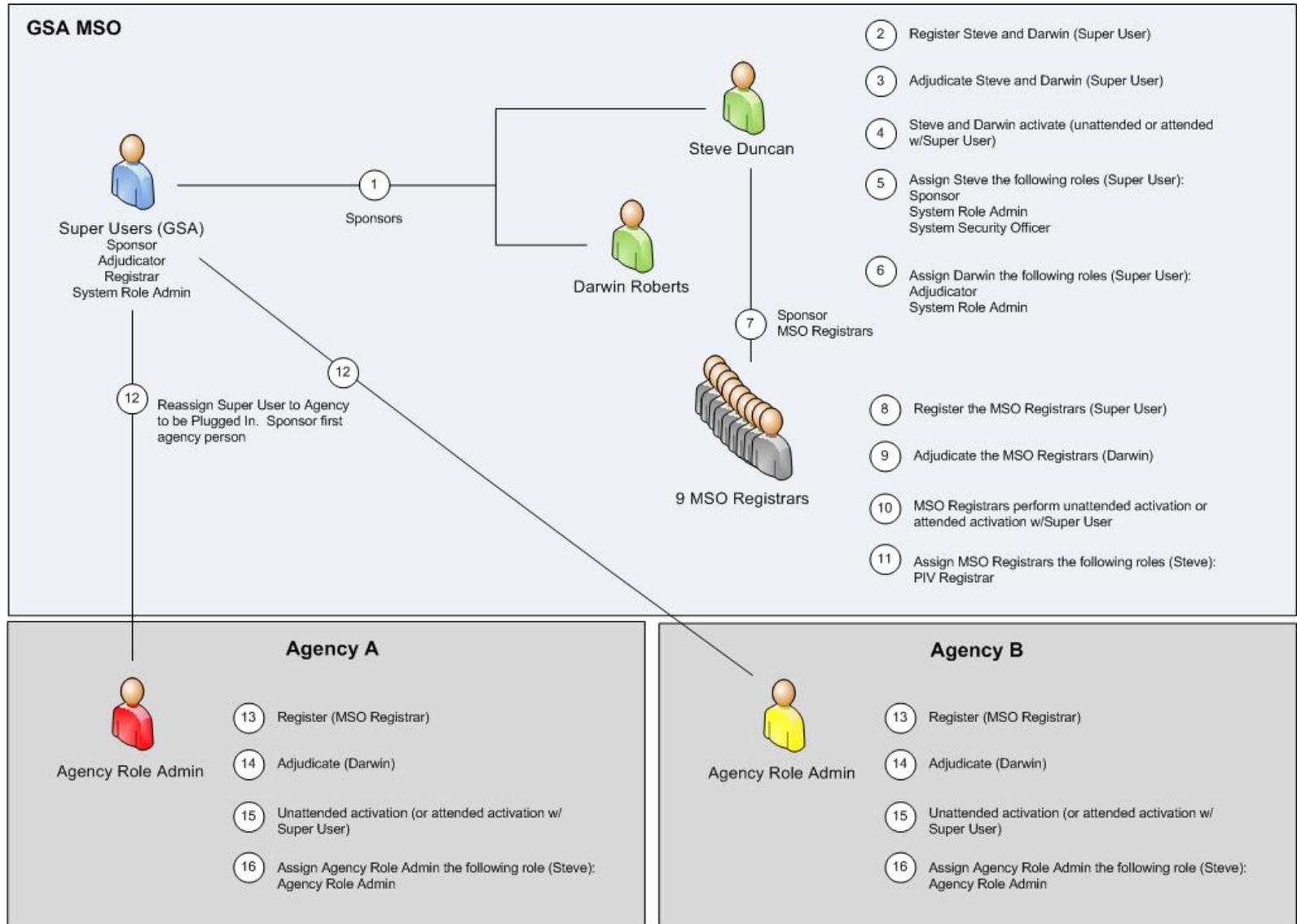
# System Roles

Role	Description
Agency Role Administrator	The Agency designated individual responsible for managing the Agency's Sponsor, Adjudicator, Registrar (if applicable), and Activator roles. The scope of the Agency Role Administrator is bound to the Agency configuration in the managed service system. The Agency Role Administrator will verify that the appropriate separation of duties are followed and will verify that all training certification requirements have been met.
Agency Security Officer	The Security Officer can suspend or terminate an Applicant's PIV Card. In addition, the Security Officer is responsible for validating identity documents in question and authorizing the process to continue. The Security Officer has the ability to run reports and view system audit logs.
Agency Sponsor	The individual who substantiates the need for a PIV Card to be issued to the Applicant. The Sponsor is also the individual responsible for entering the Applicants' primary biographic information as well as required sponsorship data elements. The Sponsor remains aware of the Applicant's status and associated continuing need for holding a PIV Card. The Sponsor is responsible for managing the employment status of the PIV Cardholder in the managed service system through a web interface when a PIV Cardholder retires, terminates, or for another reason no longer requires a PIV Card. The Sponsor can make corrections or changes to an Applicant/Cardholders primary biographic information in the system.

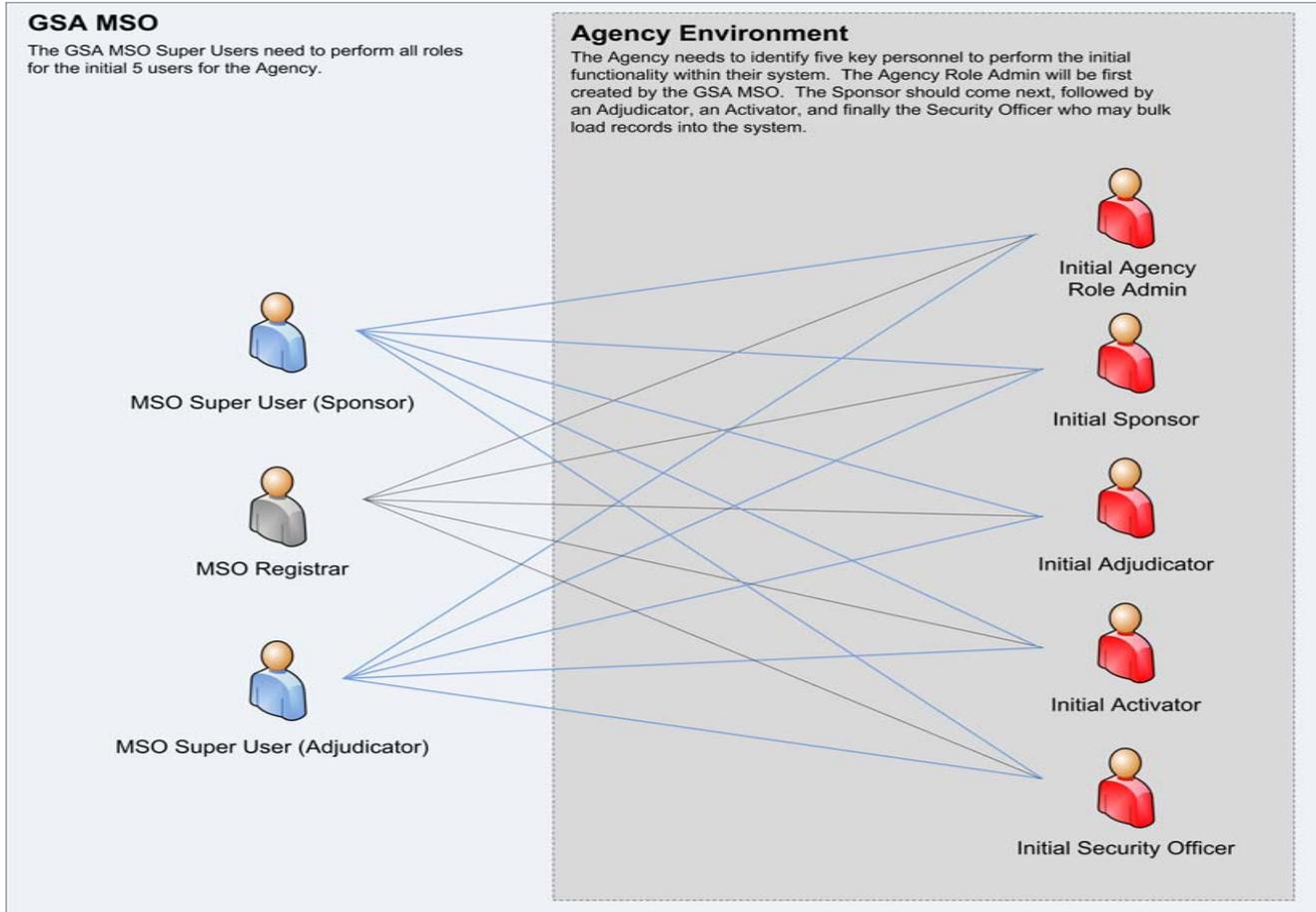
# System Roles

Role	Description
Agency Adjudicator	The individual who is authorized to record the adjudication result for an Applicant. The Adjudicator enters or updates the status of adjudication result for all Applicants through a web enabled interface in the managed service system. A positive adjudication result will initiate the PIV Card issuance process.
Registrar	The individual responsible for identity proofing the Applicant and collecting biographic information, a photo, and fingerprints. This role does not specifically contain the title "AGENCY". Registrars may be provided by the MSO, may be a government employee of an Agency, or may be a contract employee of an Agency. All Registrars are controlled and supervised by the MSO in terms of their qualifications and ability to act in this role.
Agency Activator	The individual responsible for processing PIV Card activations. The Activator verifies that the Applicant is the person to whom the PIV Card is to be issued and guides the Applicant through the activation process.
Applicant	The individual who has a need for a federal credential under the requirements of FIPS 201-1. The Applicant is responsible for providing proper identity information at sponsorship and enrollment and for expeditiously performing the PIV process of enrollment and activation.

# MSO System Specific Initialization

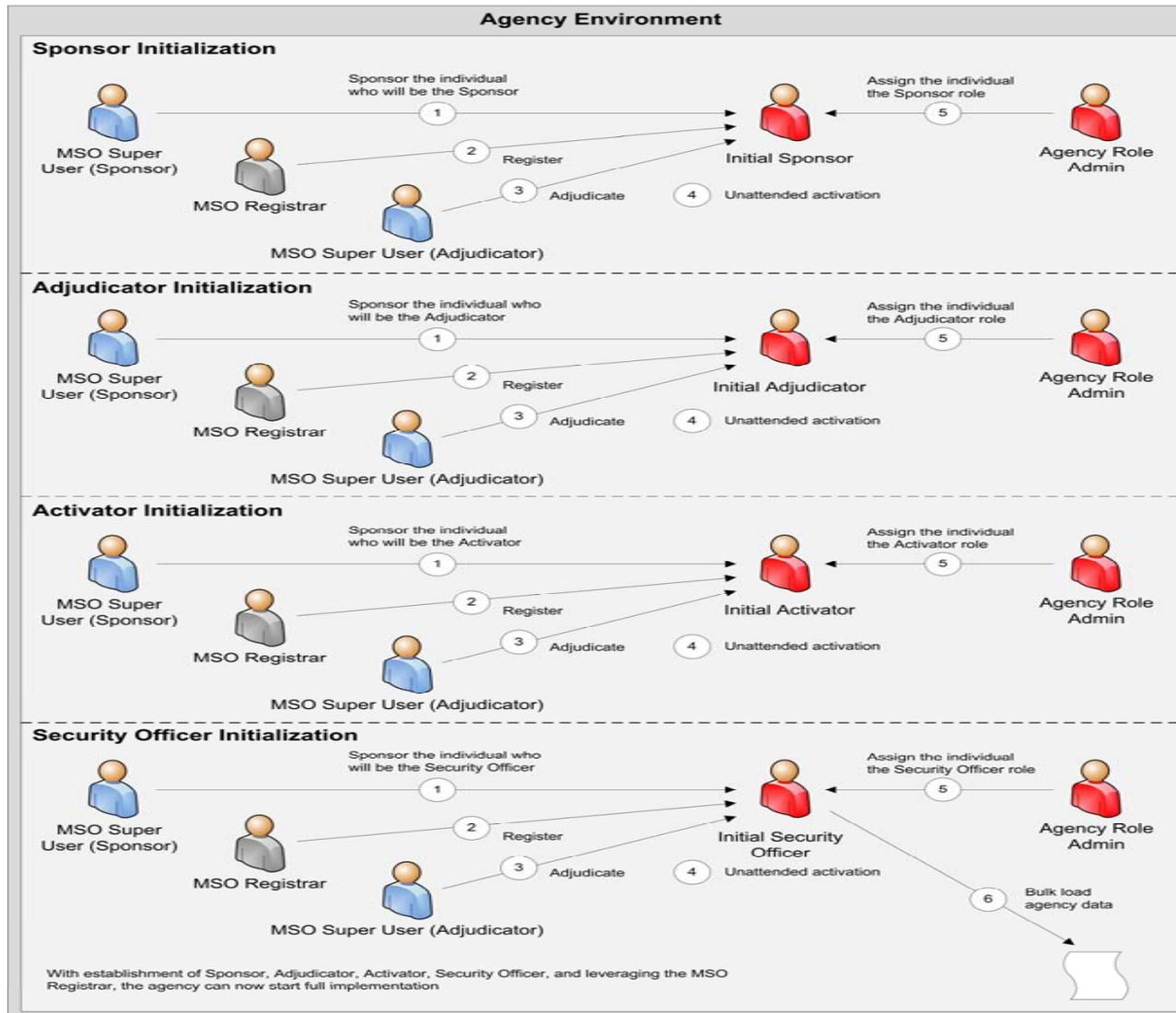


# GSA MSO to Agency Relationship



- MSO sponsors the initial Agency Role Admin, Sponsor, Activator, Adjudicator & Security Officer
- This will allow agencies to facilitate sponsorship for their entire organization

# Agency Specific Initialization



# Agency Specific Initialization

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- Agency Role Admin Initialization
  - MSO Super User (Sponsor Role) will sponsor Agency Role Admin
  - MSO Registrar enrolls the individual
  - MSO Super User (Adjudicator Role) will adjudicate the individual
  - Person performs unattended activation
  - MSO Super User assigns them into the Agency Role Admin
- Similar process is followed to enroll for the initial Agency Sponsors, Adjudicators, Security Officers & Activators
  - The Agency Role Admin assigns each of these roles within the each Agency
- **End Result** - Agency has a firm footing and should be able to start processing a higher number of Applicants through the system

# Open Full Enrollment Timeline

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- Enroll of GSA MSO & Registrars – Week of July 23<sup>rd</sup>
  - Enrollments at GSA Enrollment Location
- Initial Agency Setup – Week of August 13<sup>th</sup>
  - Enroll of Agency Role Admin/Sponsors
  - Enroll of Agency Security Officers & Adjudicators
  - Bulk upload
  - Enrollments at GSA Enrollment Location
- Open first 8 sites – August 20<sup>th</sup>
  - Agency Specific

# Dependencies

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- ATO Received
- IAA in Place
- Card Proofs Approved for each agency
- Agency Configuration finalized
- Identification of Key Agency Roles (Agency Role Admin, Sponsor, Adjudicator, Security Officer)
- Agency to SIP specification finalized