



HSO SPOTLIGHT No. 02-2012: Homeland Security Presidential Directive-12 (HSPD-12) badge renewals

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| What is the issue? | Describe the process for renewing HSPD-12 badges |
| Why do we need this? | To keep HSPD-12 badges operating properly |
| Who is impacted? | Everyone with an HSPD-12 badge |
| What does the HSO need to do? | Understand the HSPD-12 badge renewal process |

NOTICE: The information in all *HSO Spotlights* applies only at DOE Headquarters facilities in the Washington, DC area. They are not intended to apply at DOE field sites, which may have entirely different local procedures.

Since October 2007, HQ has been issuing HSPD-12 badges to most HQ employees to serve as their security badge, operate the access control systems at HQ facilities, and grant access to HQ computers. All HSPD-12 badges contain an expiration date which appears in the center along the right hand side of the badge. The expiration date is normally 5 years from the date the individual last enrolled in the USAccess system. Since HSPD-12 badges were first issued in late 2007, their 5 year expiration dates are fast approaching and those badges will need to be renewed.

Appointment of HSPD-12 Renewal Officials:

Each HQ element needs to assign Federal personnel within their organization as USAccess sponsors to process HSPD-12 badge renewal requests for their contractor and Federal employees. This assignment should not be a problem for the contractor population with HSPD-12 badges since all HQ elements already have personnel appointed to sponsor contractors in USAccess. There may be a problem, however, in renewing the HSPD-12 badges of Federal employees. While newly hired Federal

employees were sponsored into USAccess by the Office of Human Capital (HC), HC will not process HSPD-12 badge renewals. The Administrative Officer of each HQ element must identify someone, *who must be a Federal employee*, to process HSPD-12 badge renewals for their Federal employees. Elemental Administrative Officers should work with Tim Gaines, in the Office of Information Management (HS-82) within the Office of Health, Safety and Security, to assign someone to process renewals for Federal HSPD-12 badges through USAccess. Tim can be reached at (301) 903-4893.

Once it is known who will be handling HSPD-12 badge renewals within each HQ element, those personnel will receive instructions in how to determine what HSPD-12 badges will be expiring in the future. It will be up to the elemental appointees to initiate the badge renewal process through USAccess.

HSPD-12 Badge Renewal Process:

No action is required on the part of the individual badge holder to begin the renewal process. Once the renewal process has begun, the individual will receive an e-mail to that effect from USAccess. Below is a copy of the actual e-mail sent to a HQ employee notifying him/her that the renewal process has started. The attachment has been edited to remove PII. No action needs to be taken on this e-mail as it is for information purposes only. See the “Special Considerations” section, below, for information on e-mails generated by USAccess that advise individuals to update the *certificates* associated with their expiring HSPD-12 badges.



Renewal e-mail
1.docx

In most cases, the individual will receive a second e-mail from USAccess within two weeks informing him/her that their new badge has arrived at either the Forrestal or Germantown badge office and is available for pick up. The second e-mail will also contain instructions on how the individual can make an appointment to activate and pick up the new badge. Below is a copy of the second e-mail sent to a HQ employee notifying him/her that the badge was ready for pickup. Again, the attachment has been edited to remove PII. ***Please note that this e-mail requires the recipient to make an appointment to pick up their badge. The individual must bring along to the appointment the special password included in the second e-mail and their expiring HSPD-12 badge. If an individual experiences difficulties in scheduling an appointment, they should report to the badge office for assistance.*** If the second e-mail is not received within two weeks, the individual may want to ask the personnel in their element who have been assigned to handle HSPD-12 badge renewals to check on the status of their renewal.



Renewal e-mail
2.docx

Special Considerations:

- If an individual often travels to DOE field sites, that individual should ask the badge office to encode the magnetic stripe on the back of their new HSPD-12 badge. This should be done at the time the individual is picking up and activating their new HSPD-12 badge. Please note that HQ does not use the magnetic stripe so it is not encoded by the badge office unless a specific request is made to do so. Many DOE field sites still use the magnetic stripe to operate their access control systems, so the new HSPD-12 badge will need it to be encoded if the individual intends to use the site's access control system.
- HSOs need to know how to address the issue of expiring *certificates*. When an HSPD-12 badge is due to expire, the *certificates* associated with it will expire at the same time. Because of the way USAccess works, the individual will receive a series of e-mails at various intervals telling him/her that their *certificates* are due to expire and he/she must take action to update them. If an individual receives a certificate update e-mail **and his/her badge is due to expire in the next 90 days, the certificate update e-mail should be IGNORED.** Certificates are always updated when a new badge is issued. If the individual receives a certificate update e-mail **and his/her badge is NOT due to expire in the next 90 days, then he/she must take action to update the certificates.**

Here is a link to the Powerpedia page that discusses HSPD-12 certificates and the process for updating them: https://powerpedia.energy.gov/wiki/HSPD-12_Certificates_FAQs

For additional information about the HSPD-12 badge renewal process, please contact Wayne Berkebile, the HSO Program Manager, at (301) 903-1163.