

October 26, 2005

DIRECTIVE: JOB CORPS INFORMATION NOTICE. NO. 05-13

TO: ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING CONTRACTORS
ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

FROM: GRACE KILBANE
National Director
Office of Job Corps

SUBJECT: Announcement of Implementation of Homeland Security
Presidential Directive HSPD-12 for Contractor Employees

1. Purpose. To announce implementation of Homeland Security Presidential Directive (HSPD)-12, and to provide guidance regarding its applicability for Job Corps.
2. Background. On August 27, 2004, the President signed HSPD-12, "Policy for a Common Identification Standard for Federal Employees and Contractors". HSPD-12 mandates a common standard for personal identity verification (PIV) with interoperable identity credentials for all Federal and contract employees. These credentials will allow physical and logical access to Federal government facilities and information systems. The full transition to the new requirements for personal identity verification and interoperable credentials will not be completed until October 2006. Beginning October 27, 2005, all Federal agencies are expected to adapt their entry-on-duty procedures for new Federal employees and contractor staff coming on board to the minimum requirements of HSPD-12 for identity proofing and background checks. The Department of Labor's **DRAFT** policy for PIV Card Issuance for new Federal employees and contractors is attached.

Briefly summarized, the new requirements provide that new Federal employees and contract staff, on and after October 27, 2005, will be required to:

- Provide two forms of acceptable identification;
- Provide a current photograph;
- Be finger-printed; and
- Have a National Agency Check with Inquiries (NACI)—a brief form of background check that goes through the Office of Personnel Management—completed before they can receive a permanent DOL Identification badge.

Effective October 27, 2005, Job Corps staff with contractor oversight responsibilities (Contracting Officer's Technical Representatives-COTRs) will be required to work closely with their servicing Human Resources staff to manage the new process. The new responsibilities of COTRs will include:

- Ensure that the new employee/contractor is escorted throughout the process;
- In remote locations, ensure that a Federal employee accompanies the new employee/contractor to obtain fingerprints and send them to the servicing HR Office; and
- In remote locations, examine and certify the identification documents for authenticity.

3. Coverage. The HSPD-12 requirements apply to individuals under contract to the Department of Labor/Job Corps who require routine access (for more than 6-months) to a Federal facility such as the Frances Perkins Building, or a Job Corps Regional Office.

Excluded from these requirements are (1) individuals on appointments that are short-term (less than 6 months), intermittent, or seasonal, and (2) guest researchers, volunteers, and occasional visitors to facilities to whom the Department would issue a temporary identification (3) Job Corps Center Operations, Outreach Admission, Career Transition Services and Data Center contract staff.

The Department will issue guidance regarding current Federal employees and contractors at a future date.

4. Action

- Job Corps Regional Offices will be contacted by their Building Management

Office or servicing Office of Human Resources regarding HSPD-12 procedures specific to their facility.

- ETA's Office of Human Resources will coordinate with National Office staff to implement HSPD-12 requirements established for the Frances Perkins Building.
- ETA's Division of Contract Services will coordinate with all National Office contractors covered by the HSPD-12 requirements to modify their contracts to include all applicable provisions, clauses and forms.

5. Inquiries. Direct any inquiries to Renee Evans, at (202)693-3091, e-mail to Evans.renee@dol.gov.

Attachment