MEMORANDUM TO HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Guidance on Executive Branch-Wide Requirements for Issuing Personal Identity Verification (PIV) Credentials and Suspension Mechanism

In the fall of 2013, at the direction of the President, the U.S. Office of Management and Budget (OMB) undertook a 120 day assessment of, and recommended improvements to, the processes governing the determination of suitability or fitness; eligibility for access to classified information or assignment to a national security sensitive position; and eligibility for logical or physical access to agency systems and facilities. These processes apply to Federal employees and employees of government contractors performing work on behalf of Federal agencies.

The resulting report, issued in February 2014, entitled Suitability and Security Process Review Report to the President (the 120-Day Report) found that existing basic credentialing standards for evaluating whether an individual should be issued a Federal credential did not adequately address the full panoply of risks to people, property, and information. The 120-Day Report recommended that the U.S. Office of Personnel Management (OPM) mandate a uniform set of criteria for issuing PIV credentials to all employees and contractors, which should include the optional supplemental credentialing standards documented in the July 31, 2008, OPM Memorandum, entitled Final Credentialing Standards for Issuing Personal Identity Verification Cards under HSPD-12 (the 2008 Credentialing Memo). The 120-Day Report also found that there were no standard processes used by agencies for suspending the PIV credential of a Federal employee or employee of a government contractor performing work on behalf of a Federal agency. Thus, the 120-Day Report recommended that OPM "Revise the Final Credentialing Standards to establish a suspension mechanism" ... "when an issue concerning character or conduct emerges after the credential has been issued." The President accepted both of these 120-Day Report recommendations, and they were incorporated into the Administration's Insider Threat and Security Cross-Agency Priority Goal.

Accordingly, effective immediately, all Executive departments and agencies will apply both the basic and supplemental credentialing standards specified in the 2008 Credentialing Memo to determine initial eligibility for a PIV credential of all personnel who require a PIV, but who are not otherwise subject to a suitability determination or a determination of eligibility for access to classified information or assignment to a sensitive national security position. This includes both Federal employees and employees of government contractors who are performing work on behalf of a Federal agency as well as agency unique or specific categories of individuals such as guest researchers, volunteers, or intermittent or seasonal employees unless they are short-term (i.e., less
than 6 months) employees per OMB Memorandum M-05-24 of August 5, 2005. The remaining provisions of the 2008 Credentialing Memo are unchanged, with one addition to the provision that states, "If an individual who otherwise meets these standards is found: (1) unsuitable for the competitive civil service under 5 CFR part 731, (2) ineligible for access to classified information under E.O. 12968, or (3) disqualified from appointment in the excepted service or from working on a contract, the unfavorable decision is a sufficient basis for non-issuance or revocation of a PIV [credential]." To the types of outcomes in this provision we add a fourth—a determination that the individual is ineligible to hold a national security sensitive position—which covers those designated national security sensitive positions where the individual could bring about a material adverse impact to national security, even when he or she does not require access to classified information in the position.

Not later than 60 days from the date of this memorandum, with the advice and assistance of the Director of National Intelligence, the Secretary of Homeland Security, the Secretary of Defense, and the Administrator of the U.S. General Services Administration, the Director of OPM will develop and issue interim guidance on the criteria for issuing credentials and procedures for immediate suspension of personal identity verification credentials, when appropriate, when there is a credible concern that the credential holder poses an unacceptable risk, pending any necessary investigation and resolution of the concern.

Andrew Mayock
Senior Advisor to the Director for Management
U.S. Office of Management and Budget
Chair, Performance Accountability Council

Beth F. Cobert
Acting Director
U.S. Office of Personnel Management
Suitability Executive Agent

James R. Clapper
Director of National Intelligence
Security Executive Agent
Distribution:

Secretary of Agriculture, Department of Agriculture
Secretary of Commerce, Department of Commerce
Secretary of Defense, Department of Defense
Secretary of Education, Department of Education
Secretary of Energy, Department of Energy
Secretary of Health and Human Services, Department of Health and Human Services
Secretary of Homeland Security, Department of Homeland Security
Secretary of Housing and Urban Development, Department of Housing and Urban Development
Secretary of the Interior, Department of the Interior
Attorney General, Department of Justice
Secretary of Labor, Department of Labor
Secretary of State, Department of State
Secretary of Transportation, Department of Transportation
Secretary of the Treasury, Department of the Treasury
Secretary of Veterans Affairs, Department of Veterans Affairs
Director, Central Intelligence Agency
Director, Defense Intelligence Agency
Director, Office of Intelligence and Counterintelligence, Department of Energy
Under Secretary, Intelligence and Analysis, Department of Homeland Security
Assistant Secretary, Bureau of Intelligence and Research, Department of State
Assistant Secretary, Intelligence and Analysis, Department of Treasury
Chief of Intelligence/Senior Officer (SOIC), Drug Enforcement Administration
Executive Assistant Director, Intelligence Branch, Federal Bureau of Investigation
Director, National Geospatial-Intelligence Agency
Director, National Reconnaissance Office
Director, National Security Agency
Deputy Chief of Staff-G2, Headquarters, United States Army
Director of Naval Intelligence, United States Navy
Deputy Chief of Staff for Intelligence, Surveillance and Reconnaissance, United States Air Force
Director of Intelligence, Headquarters, United States Marine Corps
Assistant Commandant for Intelligence and Criminal Investigations, United States Coast Guard
Director, United States Secret Service
Undersecretary of Defense for Intelligence, Department of Defense
Chairman, Joint Chiefs of Staff
Secretary of the Air Force, United States Air Force
Secretary of the Army, United States Army
Secretary of the Navy, United States Navy
Commandant of the Marine Corps, United States Marine Corps
Chief, National Guard Bureau
Director, Defense Information Systems Agency
Director, Defense Logistics Agency
Director, Missile Defense Agency
Director, Defense Threat Reduction Agency
Inspector General, Department of Defense
Director, Defense Security Service
Director, Defense Advanced Research Projects Activity
Distribution (cont.)

Director, Defense Contract Audit Agency
Director, Defense Finance and Accounting Services
Director, Bureau of Alcohol, Tobacco, Firearms and Explosives
Director, Broadcasting Board of Governors
Administrator, Drug Enforcement Agency
Administrator, Environmental Protection Agency
Administrator, Equal Employment Opportunity Commission
Chairman, Federal Reserve Board, Federal Reserve System
Chairman, Federal Communications Commission
Chairman, Federal Maritime Commission
Chairman, Federal Trade Commission
Administrator, General Services Administration
Director, Information Security Oversight Office
Chairman, International Trade Commission
Director, Office of Management and Budget
Administrator, National Aeronautics and Space Administration
Archivist, National Archives and Records Administration
Director, National Science Foundation
Commissioner, Nuclear Regulatory Commission
Director, Office of Government Ethics
Director, United States Peace Corps
Director, Office of Personnel Management
Chief Postal Inspector, United States Postal Inspection Service
Chairman, Securities and Exchange Commission
Director, Office of Science and Technology Policy
Director, Selective Service System
Administrator, Small Business Administration
Commissioner, Social Security Administration
Administrator, United States Agency for International Development
Commissioner, United States Customs and Border Protection
United States Trade Representative
Director, White House Office of the National Drug Control Policy
Office of Board of Governors, United States Postal Service