



EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

October 26, 2007

MEMORANDUM TO AGENCY CHIEF INFORMATION OFFICERS

FROM: Karen S. Evans   
Administrator  
E-Government and Information Technology

SUBJECT: Updated Instructions for Public Reporting of Homeland Security  
Presidential Directive 12 (HSPD-12) Implementation Status

This memo provides updated instructions for your agency public reporting of HSPD-12 implementation status. OMB M-07-06, "Validating and Monitoring Agency Issuance of Personal Identity Verification Credentials," required agencies to publicly post a quarterly status report as follows:

- Beginning March 1, 2007 and each quarter thereafter, agencies will post to their federal agency public website a report on the number of Personal Identity Verification credentials issued. Agencies must use the attached report template to distinguish between credentials issued to employees, contractors, and others (e.g., visiting scientists). The website address should be provided to OMB at [eauth@omb.eop.gov](mailto:eauth@omb.eop.gov).

Based on publicly posted information, a number of agencies will have difficulty meeting their original timetable. As requested in OMB M-08-01, "HSPD-12 Implementation Status," we request you either confirm your current plan is still on target or update your plan with a revised schedule under which your agency will meet as soon as possible the requirements of HSPD-12 and associated policy memoranda.

Please ensure your agency's HSPD-12 implementation status report is publicly posted and is current. Additionally, OMB has modified the template previously distributed with M-07-06 (see Attachment) to include additional information on status of background investigations and major milestones as outlined in agencies' HSPD-12 implementation plans. For consistency and clarity regarding the data in these reports, OMB is requiring agency's report their status as of the 1st day of the 3rd month in each fiscal quarter. Agencies must post these reports within 30 days of this date to ensure the public status is available by the end of each fiscal quarter. OMB will release quarterly, a government-wide status summary, on E-Gov.gov, using this information.

We will continue to work with you in meeting the goals outlined in HSPD-12. If you have questions regarding HSPD-12 or need to update your HSPD-12 implementation plan, please contact Carol Bales at 202-395-9915 or [eauth@omb.eop.gov](mailto:eauth@omb.eop.gov).

Attachment

HSPD-12 Implementation Status Report

| Updated Date: | Number of Employees requiring PIV credentials* | Number of Employees requiring a NACI (or at least equivalent) that have not previously undergone a background check* | Number of Employees requiring a NACI (or at least equivalent) with background investigation in process* | Number of Employees with completed/ adjudicated NACI (or equivalent background investigation) * | Total Number of PIV credentials Issued to Employees * | Number of Contractors requiring PIV credentials | Number of Contractors requiring NACI (or at least equivalent) that have not previously undergone a background check | Number of Contractors requiring a NACI (or at least equivalent) with background investigation in process | Number of Contractors with completed/ adjudicated NACI (or equivalent background investigation) | Total Number of PIV credentials Issued to Contractors | Number of other individuals (e.g. guest researchers) requiring PIV credentials | Number of other individuals (e.g. guest researchers) requiring NACI (or at least equivalent) that have not previously undergone a background check | Number of other individuals requiring a NACI (or at least equivalent) with background investigation in process | Number of other individuals with completed/ adjudicated NACI (or equivalent background investigation) | Total Number of PIV credentials issued to individuals other than employees or contractors (e.g. guest researchers) |
|---------------|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------|--------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| Mar/2007      |                                                |                                                                                                                      |                                                                                                         |                                                                                                 |                                                       |                                                 |                                                                                                                     |                                                                                                          |                                                                                                 |                                                       |                                                                                |                                                                                                                                                    |                                                                                                                |                                                                                                       |                                                                                                                    |
| Jun/2007      |                                                |                                                                                                                      |                                                                                                         |                                                                                                 |                                                       |                                                 |                                                                                                                     |                                                                                                          |                                                                                                 |                                                       |                                                                                |                                                                                                                                                    |                                                                                                                |                                                                                                       |                                                                                                                    |
| Sept/2007     |                                                |                                                                                                                      |                                                                                                         |                                                                                                 |                                                       |                                                 |                                                                                                                     |                                                                                                          |                                                                                                 |                                                       |                                                                                |                                                                                                                                                    |                                                                                                                |                                                                                                       |                                                                                                                    |
| Dec/2007      |                                                |                                                                                                                      |                                                                                                         |                                                                                                 |                                                       |                                                 |                                                                                                                     |                                                                                                          |                                                                                                 |                                                       |                                                                                |                                                                                                                                                    |                                                                                                                |                                                                                                       |                                                                                                                    |

| Implementation Plan Summary           |  |                                                                                                                  |  |                                                                                                   |
|---------------------------------------|--|------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------------------------|
| [Planned Date of Full Implementation] |  | [Planned Total Number of NACIs to be verified/completed for current employees and contractors by Oct. 27, 2007*] |  | <div>Next Major Milestone:<br/>([MM/DD/YYYY] – "brief description of next major milestone")</div> |

## HSPD-12 Implementation Status Report

- **Updated Date:** (representing day-1 of the 3<sup>rd</sup> month of each fiscal quarter, updates should be published on a publicly accessible website by the end of each quarter)
  - Each public update should represent agency status as of the indicated date. This report should contain all historical updates thru full implementation.
- **Planned Date of Full Implementation:**
  - This is your agency's date for full compliance as indicated in your agency/OMB mutually agreed-upon implementation plan.
- **Planned Total Number of NACIs (or at least equivalent) to be verified or completed and adjudicated for current employees by Oct. 27, 2007\*:**
  - This represents the total number of NACIs (or at least equivalent) planned for completion by October 27, 2007.
- **Next major milestone:**
  - Briefly describe your next major milestone and include the milestone date (e.g. 10/27/2008 - 60% of employees, contractors, and other individuals received credentials).
- **Number of Employees requiring PIV credentials\***
  - This represents the total number of Federal employees within the agency that require PIV credentials but have not yet been issued the credentials
- **Number of Employees requiring a NACI (or at least equivalent) that have not previously undergone a background check\***
  - This represents the total number of Federal employees that have not previously undergone a background check.
- **Number of Employees requiring a NACI (or at least equivalent) with background investigation in process \***
  - This represents the number of Federal employees with background investigation currently in process.
- **Number of Employees with completed/adjudicated NACI (or equivalent background investigation)\***
  - This represents the number of Federal employees within the agency that require PIV credentials with completed/adjudicated NACI (or equivalent with background investigation).
- **Total Number of PIV credentials Issued to Employees\***
  - This represents the number of Federal employees with PIV credentials issued. (This amount plus the “Number of Employees requiring PIV credentials” should represent the agency's full Federal workforce requiring routine access to Federal facilities and information systems.)
- **Number of Contractors requiring PIV credentials**
  - This represents the number of contractors within agency that require PIV credentials but have not yet been issued the credentials
- **Number of Contractors requiring NACIs (or at least equivalent) that have not previously undergone a background check**
  - This represents the total number of contractors that have not previously undergone a background check.
- **Number of Contractors requiring a NACI (or at least equivalent) with background investigation in process**
  - This represents the number of contractors with background investigation currently in process.
- **Number of Contractors with completed/adjudicated NACI (or equivalent background investigation)\***
  - This represents the number of Contractors that require PIV credentials with completed/adjudicated NACI (or equivalent with background investigation).
- **Total Number of PIV credentials Issued to Contractors**
  - This represents the number of contractors with PIV credentials issued
- **Number of other individuals (e.g. guest researchers) requiring PIV credentials**
  - This represents the number of other individuals within agency that require PIV credentials but have not yet been issued the credentials.
- **Number of other individuals (e.g. guest researchers) requiring NACIs (or at least equivalent) that have not previously undergone a background check**
  - This represents the total number of other individuals that have not previously undergone a background check.
- **Number of other individuals requiring a NACI (or at least equivalent) with background investigation in process**
  - This represents the number of other individuals with background investigation currently in process.
- **Number of other individuals with completed/adjudicated NACI (or equivalent background investigation)\***
  - This represents the number of other individuals that require PIV credentials with completed/adjudicated NACI (or equivalent background investigation).
- **Total Number of PIV credentials issued to individuals other than employees or contractors (e.g. guest researchers)**
  - This represents the number of other individuals with PIV credentials issued.