



February 29, 2024

Dear Tribal Leader:

I am writing to inform you that the Indian Health Service (IHS) is updating Agency procedures for approving access by Tribal employees and Tribal contractors who require logical access to IHS network systems or physical access to IHS-controlled facilities.

Homeland Security Presidential Directive 12 (HSPD-12): *Policy for a Common Identification (ID) Standard for Federal Employees and Contractors*, requires all Federal employees, contractors, volunteers, and affiliates (including Tribal employees and/or contractors), to use standard forms of identification to gain access to federally controlled facilities and Federal Information Technology (IT) systems. The purpose of this Government-wide mandate is to enhance security, reduce identity fraud, and protect personal privacy.

To comply with HSPD-12 requirements, the IHS must issue an HSPD-12 compliant access card, in this case a Personal Identity Verification (PIV) card, to individuals who need to access IHS-controlled space or IHS IT networks. Prior to being issued a PIV card, each individual seeking access must undergo a criminal fingerprint check and a Federal background investigation. There are different levels and costs for background investigations. All Federal background investigations are conducted by the Defense Counterintelligence and Security Agency (DCSA).

Interim access and PIV cards can be granted to individuals through pre-employment investigative screening prior to full completion of the background investigation. After completing the Federal background investigation, the DCSA sends the results to the IHS Personnel Security Office. The IHS Personnel Security Office reviews the results and issues a final adjudication determination of all background investigations. If the final adjudication is favorable, the individual will be issued a Certificate of Investigation and PIV card access will continue. If the final adjudication is not favorable, the individual's PIV card will be revoked by the IHS Personnel Security Office and further access will be denied.

To ensure compliance with the HSPD-12 directive, the IHS is developing an Agency-wide implementation plan for Tribal employees and Tribal contractors who require logical access to IHS network systems or physical access to IHS-controlled facilities to obtain the required PIV card, including how to address the associated cost. As the IHS develops this plan, it is essential that we communicate directly with Tribes and Tribal Organizations that have employees who will require a PIV card to perform work in IHS-controlled facilities and/or IHS network systems.

Within 30 days of this letter, your Area Director will provide you with a list of your Tribal employees and/or contractors who currently have access to IHS IT networks and the cost associated with obtaining the required background checks and PIV cards. The IHS will work with you to identify Tribal employees and contractors who require access to IHS-controlled facilities to perform their duties, but do not require access IHS IT systems.

The IHS will convene a virtual HSPD-12 for Background Investigations Information Session to detail next steps with regard to updating HSPD-12 requirements. Please make your plans to join us online on the date and time indicated below.

HSPD-12 for Background Investigations Information Session	
Date:	March 20, 2024
Time:	3:30 p.m. – 5:00 p.m. (Eastern Time)
Zoom Link	https://ihs-gov.zoomgov.com/j/1609380674

Thank you in advance for your attention to this important matter. Additional information will be shared with you when the implementation plan is finalized.

Sincerely,

Roselyn Tso
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Roselyn Tso
Director