

DOI Access Card Re-enrollment

Per FIPS 201-2, the biometric data in the chain-of-trust shall be valid for at most 12 years. In order to mitigate aging effects and thereby maintain operational readiness of a cardholder's PIV Card, agencies may require biometric enrollment more frequently than 12 years.



Re-enrollment Process:

Step 1: Sponsor initiates re-enrollment request and cardholder receives notification via e-mail from sender 'HSPD12Admin@usaccess.gsa.gov'

Step 2: Cardholder schedules re-enrollment appointment using URL: <https://portal.usaccess.gsa.gov/scheduler>

Step 3: Cardholder attends scheduled appointment with two forms of ID and gets re-enrolled

Step 4: Cardholder receives second email from sender 'HSPD12Admin@usaccess.gsa.gov', makes appointment and completes credential pick-up/activation

Step 5: Expiring credential is collected and physically destroyed by **Registrar** when new card is issued

Step 6: Expiring credential is certified as destroyed in the system by designated **US Access Security Officer**



Notification messages could be missed if

e-mail filters contain processing rules that send messages from unknown sources to "junk mail" or "auto-delete" bins!



Procrastination Consequences



Failure to complete the card re-enrollment process will result in existing PIV card termination, which would then also potentially effect the cardholder's network authentication and building access. This failure will:

- Automatically terminate the PIV card
- Deactivate granted access to controlled logical resources including VPN
- Deactivate granted access to controlled physical resources where the card reader accesses release codes from the embedded smart chip
- **Require a re-print of existing card record to replace the expired card**



DOI incurs a \$30 fee for every card replacement credential

U.S. Department of the Interior Interior Business Center

Interior Business Center
Personnel Security Branch
7401 W Mansfield Avenue D2050
Denver, CO 80235

Personnel Security Branch Office:
303-716-4005

Personnel Security Branch on IBC Intranet:
https://www3.ibc.doi.gov/services/hr/generalLibrary/personnel_security.cfm

Interior Business Center

Security Drug & Alcohol
Testing Division (SDATD)
Operations & Systems Branch

DOI Access Card 10—12 Year Re-enrollment Project



Need Help?

Call the SDAT OSB
Office Main
Number at

303-716-4005



General Re-enrollment Information

- ◆ FIPS 201 requires all staff to re-enroll for a new PIV card after 10—12 years.
- ◆ The re-enrollment request must be initiated by the US Access Sponsor before the existing PIV card has expired for the cardholder.
- ◆ Cardholders will receive an email advising they need to re-enroll.
- ◆ This email comes from sender 'HSPD12Admin@usaccess.gsa.gov' and provides needed information and instructions for completing this required cardholder action.
- ◆ Suspended cards (i.e. seasonal staff or lost/stolen cards) must be reactivated before a re-enrollment request is initiated.
- ◆ Expired cards will not work for logical or physical authentication.



PIV Card Re-enrollment Activation

After successfully completing the re-enrollment appointment, cardholders will receive a second email 5 to 10 business days following the re-enrollment. This second email contains the needed information and instruction to make an appointment to pick up the new PIV card. To schedule a PIV card pickup/activation appointment, visit the GSA Online Scheduling System at:

<https://portal.usaccess.gsa.gov/scheduler>

Select the site that the email you receive from sender 'HSPD12Admin@usaccess.gsa.gov' states your new replacement card is located.



Bring your current DOI Access PIV card to your scheduled re-enrollment appointment as this may be used as a second form of identification during the re-enrollment process.

Cardholders must have two forms of acceptable identification to complete a re-enrollment.

US Access email messages come from sender: HSPD12Admin@usaccess.gsa.gov



Card Expiration Date