

General Services Administration
Washington, DC 20405

ADM 2800.12B, Change 93
October 2, 2018

GSA ORDER

Subject: GSAM Case 2016-G512, Implementation of HSPD-12 Requirements
(Change 93)

1. **Purpose.** This U.S. General Services Administration (GSA) order transmits a revision to the General Services Administration Acquisition Manual (GSAM) to provide guidance for the acquisition workforce to implement the Homeland Security Presidential Directive 12 (HSPD-12) and corresponding credentials and access management requirements within the Federal Acquisition Regulation (FAR) clause at 52.204-9 entitled, "Personal Identity Verification of Contractor Personnel" and the GSAR clause at 552.204-9 entitled, "Personal Identity Verification Requirements."
2. **Background.** This GSA order was issued in part to address the GSA Office of Inspector General's report entitled "GSA Facilities at Risk: Security Vulnerabilities Found in GSA's Management of Contractor HSPD-12 PIV Cards." This report found GSA that does not consistently collect and destroy inactive GSA contractor PIV cards. In addition, this GSA order was issued to provide more detailed guidance for implementing the FAR and GSAR clauses. While these clauses outline the general requirements for HSPD-12, detailed guidance regarding how projects teams should implement these requirements is found in the current version of GSA Order CIO P 2181.1 entitled, "GSA HSPD-12 Personal Identity Verification and Credentialing". GSA Order CIO P 2181.1 includes the HSPD-12 Handbook, providing guidance to GSA's workforce on implementing the FAR and GSAR clause requirements.
3. **Effective date.** October 2, 2018.
4. **Explanation of changes.** This amendment includes non-regulatory changes. For full text changes of the amendment see Attachment A, GSAM Text Line-In/Line-Out. This amendment revises the language of the following GSAM subparts, as follows:
 - 504.13 (Personal Identity Verification of Contractor Personnel)
 - 504.1370 - Adds new section to provide guidance for implementing GSA requirements for compliance with HSPD-12 and validating GSA contractor compliance with these requirements. Also included references

to new standard delegation letter language and other resources on the Acquisition Portal's Credentials and Access Management webpage.

- 542.3 (Contract Administration Office Functions)
 - 542.302(h) - Revised to reference new contract administration requirements for HSPD-12, which are being added to Subpart 504.13.

5. Cancellations and Rescissions. None.

6. Point of Contact. Any questions regarding this Order should be directed to Kevin Funk, General Services Acquisition Policy Division, at (202) 357-5805, or via email to kevin.funk@gsa.gov.



Jeffrey A. Koscs
Senior Procurement Executive
Office of Acquisition Policy
Office of Government-wide Policy

Attachment A

GSAM Case 2016-G512

"Implementation of HSPD-12 Requirements"

GSAM Text, Line-In/Line-Out

GSAM Baseline: Change 91 effective 09/04/2018

- Additions to baseline are indicated by **[bold text in brackets]**
- Deletions to baseline made by final rule are indicated by ~~strikethroughs~~
- Five asterisks (*****) indicate that there are no revisions between the preceding and following sections
- Three asterisks (***) indicate that there are no revisions between the material shown within a subsection

Part 504 - Administrative Matters

Subpart 504.13 - Personal Identity Verification of Contractor Personnel

[504.1370 Credentials and Access Management.

(a) Procedures.

- (1) The CIO P 2181.1 - GSA HSPD-12 Personal Identity Verification and Credentialing Handbook details the credentials and access management procedures for contracts or orders including FAR clause at 52.204-9, Personal Identity Verification of Contractor Personnel and GSAR clause at 552.204-9, Personal Identity Verification Requirements.
- (2) The CIO P 2181.1 - GSA HSPD-12 Personal Identity Verification and Credentialing Handbook includes guidance for-
 - (i) Managing credentials;
 - (ii) Ensuring credentials are returned to the GSA Office of Mission Assurance when a contractor employee leaves the contract or when a contract ends; and
 - (iii) Ensuring access to information technology is disabled when a contractor employee leaves the contract or when a contract ends.
- (3) The CIO P 2181.1 - GSA HSPD-12 Personal Identity Verification and Credentialing Handbook, as well as additional resources for implementing the credentials and access management requirements, can be found on the

Acquisition Portal at: <https://insite.gsa.gov/hspd12inprocurement>.

(b) Delegating Responsibilities. Contracting officers must ensure any contracting officer's representative delegation letter includes language for credentials and access management responsibilities. Standard delegation language can be found on the Acquisition Portal at: <https://insite.gsa.gov/hspd12inprocurement>.]

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Part 542 - Contract Administration and Audit Services

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Subpart 542.3 - Contract Administration Office Functions

542.302 Contract administration functions.

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[(h) Credentials and Access Management. See section 504.1370 for credentials and access management contract administration requirements on contracts or orders including FAR clause at 52.204-9, Personal Identity Verification of Contractor Personnel and GSAR clause at 552.204-9, Personal Identity Verification Requirements.]

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