



United States Department of the Interior

NATIONAL PARK SERVICE
1849 C Street, N.W.
Washington, D.C. 20240

IN REPLY REFER TO:

October 17, 2007

H30(2450)

Memorandum

To: Regional Directors
Superintendents

Through: Associate Director, Partnerships and Visitor Experience /s/ **Chris Jarvi**

From: **Acting** Assistant Director, Workforce Management /s/ **Nathaniel M. Deutsch**

Subject: Guidance on Applicability of Background Investigations and Issuance of
Credentials to Non-federal Staff at National Park Service Duty Locations

For purposes of this Memorandum, "Non-federal Staff" includes Volunteers in Parks and Employees of National Park Service (NPS) Cooperating Associations.

HSPD-12 mandates the creation of a common ID for use by all government agencies; requires that the ID system be integrated; and requires that the integrated ID system be used by all federal employees and non-federal staff members who have access to federally-controlled space not open to the public and federally-controlled information systems. Those with jobs requiring them to have a federally-issued HSPD-12-compliant ID must have a favorably adjudicated background check as a requirement for getting the ID.

HSPD-12 is a Presidential Directive and has the force of law which requires compliance by all federal agencies. NPS was given a rather lengthy window for achieving full compliance (target deadline October 2008) which contributed to the misconception on the part of some that HSPD-12 was not fully in effect. However, we are expected to prepare for and achieve full compliance as soon as possible.

On February 13, 2006, a memorandum was sent to NPS managers saying that for the time being, NPS would focus all efforts on complying with the federal employee portion of HSPD-12 and would not worry about our partners and non-federal employees (except contractors) until further guidance was received from the Department. On August 3, 2006, Department of the Interior (DOI) issued additional guidance verifying the applicability of HSPD-12 to non-Federal Staff affiliated with DOI for more than 180 days, thereby requiring NPS to proceed in achieving compliance with non-federal Staff members as well.

Coincidentally, on June 5, 2007, the Office of the Chief Information Officer (OCIO) issued policy to the field (OCIO Policy 2007-0010) with respect to the need for increased security associated with users (federal and non-federal) of federal data systems. NPS has defined its federal data systems to include “NPS LAN, email, basic office applications, and personal data records.” Those who have jobs that require access to the NPS data system are required to have a favorably adjudicated background check as a requirement for being allowed access to the NPS data system.

HSPD-12 and OCIO Policy 2007-0010, while two independent policies, both concern security of federal property and both require background checks. NPS must proceed to implement procedures that will ensure compliance with the background check requirements of both policies as soon as possible. We have developed the attached guidance so that we have one clear consistent approach for all parks, offices, regions and WASO to use with respect to the applicability of HSPD-12 and OCIO Policy 2007-0010 to both volunteers and employees of cooperating associations.

In an effort to ensure that the new policies were implemented with the full understanding of our cooperating associations, a telephone conference call was held with representatives of Eastern National, Western National, and the Association of Partners for Public Lands on July 12, 2007. Three important conclusions came out of that conference call:

1. NPS must clearly identify the applicability of HSPD-12 and OCIO 2007-0010 to both volunteers and cooperating association employees and the circumstances under which security clearance should apply. However, it was made clear that there could be no blanket exemptions for volunteers and cooperating association employees.
2. NPS, working collaboratively, should make every effort to identify ways in which volunteers and cooperating association employees can perform their specific duties so that these requirements do not apply to a large number of volunteers and cooperating association employees. Examples discussed in the conference call included:
 - a. The possibility of devising a means by which access by non-federal staff to the Internet can be attained without requiring access to federal data systems on shared telecommunications lines. This might be possible without requiring establishment of entirely separate computing and telecommunications systems in remote locations.
 - b. The clear delineation of what is defined “restricted or controlled work space” so that non-federal staff could be easily excluded, thereby not being subject to HSPD-12.
3. NPS must issue the requirements of HSPD-12 and OCIO 2007-0010 in understandable language so that field managers (both civil service and cooperating association) are able to immediately assess the specific needs for security clearances. This same assessment should also consider the applicability and the viability of

workplace adjustments on the part of the facility or program manager which would allow as many non-federal staff members to continue working without the need for a security clearance if such an arrangement is possible.

Prior to its release, the HSPD-12 Policy Guidance was once again shared with our partners on an October 17, 2007, conference call in an effort to explain the changes made to the original draft to address their concerns.

This memorandum with attached HSPD-12 Policy Guidance for non-federal staff requests that each region provide to their Regional HSPD-12 contacts the following:

(1) An updated list of outstanding National Agency Check with Inquiries (NACI) for volunteers and cooperating association employees and a "Yes or No" if your region will complete these actions by October 27, 2007.

(2) Submit your schedule for completing all remaining NACI's for employees by the October 27, 2007 deadline.

The Regional HSPD-12 contacts are:

Alaska Region:	Naomi Mitchell
Intermountain Region:	Cathy Leach
National Capital Region:	Charles Richardson
Northeast Region:	Charley Ansty
Midwest Region:	Carol Solnosky
Southeast Region:	Gloria Mitchell
Pacific West Region:	Pauline Jue

Please ensure that the Regional Volunteer Coordinators and Cooperating Association Coordinators are copied on the list provided. We ask for everyone's cooperation through the coming weeks and months as we strive to achieve an acceptable approach that meets the needs of our cooperating associations and volunteers while addressing the spirit of our statutory requirements.

We will continue to jointly explore the approaches mentioned above and will communicate what we find as quickly as possible to the affected organizations. Thank you for your continued patience.

Attachment

bcc: HSPD-12 Project Manager - Ms. K. Martinez
Personnel Security Officer - Ms. P. Platz
Chief, Office of Human Resources - Mr. N. Deutsch
Regional HSPD-12 contacts
Regional and Park VIP Coordinators
Executive Directors, Cooperating Associations