

PERSONAL IDENTIFICATION VERIFICATION CARDS (10P)

I. PURPOSE: To provide policy and procedures regarding Personal Identification Verification (PIV) cards for all employees.

II. POLICY: To provide PIV for all employees, volunteers, contractors, and for temporary emergency healthcare providers during disaster emergencies for security purposes and for patient's knowledge of caregivers' identities.

III. PROCEDURES:

A. All employees will be issued an official VA Butler Healthcare PIV card upon initial appointment. This includes all regular employees, medical staff, consultants, students, trainees, and volunteers. Contractors will be issued PIV cards upon discretion of the VA Police Service dependent upon expected length and scope of service.

1. Physical access is controlled to information systems by authenticating visitors before authorizing access to facilities or areas other than areas designated as publicly accessible. All visitors, contractors, maintenance, and housekeeping personnel are required to establish pre-planned appointments with Office of Information and Technology (OI&T) prior to receiving access to sensitive areas. Visitors to restricted OI&T areas will be monitored and escorted. Each facility maintains a visitor access log that minimally includes:

- a. Name and organization of the person visiting;
- b. Signature of the visitor;
- c. Form of identification;
- d. Date of access;
- e. Time of entry and departure;
- f. Purpose of visit; and
- g. Name and organization of person visited.

B. PIV cards must be worn on an outer garment and must be visible at all times while an employee is on duty on facility property. The VA PIV issued cards will be the only acceptable identification. Employees must immediately notify VA Police when a PIV card is lost or stolen and a replacement is necessary. A bill of collection may be issued for lost or stolen PIV cards based on individual circumstances. If the original PIV card is located after it was reported lost, no refund will be issued for the new card.

C. The apparatus for making PIV cards will be maintained by the VA Police. All employees and others required by this policy to have a PIV card will have the appropriate card prepared on their first duty day by a member of the VA Police as part of the initial orientation procedure.

D. PIV cards will have the individual's name with color coded stripes indicating emergency responders, volunteers, contractors, or affiliates.

E. These PIV cards are the property of the VA on loan to employees; therefore, PIV cards will be turned in to the VA Police when the employee terminates his/her services with the VA as part of the normal clearance procedure. Failure to turn in a card may delay issuance of the employee's final salary check.

F. The PIV card process is initiated by a Sponsor within each Program Line. The Sponsors will work with each new selected employee, fill out VA form 0711, and forward the completed form to the Registrar. The Registrar, located in Human Resources will verify the identity, capture facial image, capture fingerprints, and biometrics as required for each employee, volunteer, contractor, or affiliate. The VA Police will issue the appropriate type of badge; PIV, Non-PIV, or flash badge. All employees are responsible to turn in their badge ending the employment of this facility. The VA Police will collect and destroy badges of employees, volunteers, contractors, and affiliates no longer needing access to this facility. The VA Police will terminate access of badges in the PIV system.

IV. RESPONSIBILITY:

A. The Supervisory Police Officer is responsible for implementation and enforcement of the program.

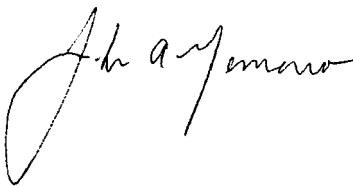
B. Supervisors will ensure all staff under their supervision will receive and wear proper identification while on duty. Supervisors will also refer vendors and contractors to the VA Police for processing of identification cards. Supervisors will ensure that contractor identification cards are maintained on site.

V. REFERENCE:

MP-5, Part I, Chapter 790, Paragraph 11.

Personal Identification Verification User Guide, dated April 13, 2011.

VI. RESCISSION: Medical Center Memorandum SC-25 dated March 20, 2009.



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Director

DISTRIBUTION: A

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