



DEPARTMENT OF THE TREASURY
UNITED STATES MINT
WASHINGTON, D.C. 20220

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MEMORANDUM FOR MS. SIOBHAN M. SMITH

FROM: Dennis P. O'Connor 
Chief, United States Mint Police

SUBJECT: Contractor Employees

Recently it was reported that contractor employees were sponsored by a Human Resources (HR) official, as opposed to the applicable Contracting Office (CO) or Contracting Officer's Technical Representative (COTR). The correct protocols, per Homeland Security Presidential Directive 12 (HSPD 12) implementation requirements, are that an HR sponsor formally submits a PIV application on behalf of a prospective federal employee, and a CO or COTR sponsor formally submits a PIV application on behalf of a prospective contract employee. In this case, an HR sponsor submitted PIV applications for three contractor employees. Although the correct protocol was not followed, the integrity of the PIV process was still preserved because the PIV application for the subject contractor employee in each case was submitted by a United States Mint (federal) employee. To ensure the integrity of this process in the future, the following measures will be taken:

- 1) The Personnel Security Branch (PSB) will conduct a review of all PIV applications submitted over the past two years. Upon completion of this review, any and all incorrect applications will be annotated and corrected. As a corrective measure, the PSB shall request the Office of Procurement to include PIV processing and protocols as part of the annual COTR refresher training.
- 2) The PSB will restate the existing HSPD-12 protocol via the United States Mint Intranet. The target audience for this posting is all sponsors (HR and CO/COTR) and all United States Mint managers. The PSB will also make a special note, via the United States Mint Intranet, that there is no such thing as an "expedited" clearance. The purpose of this note will be to correct any misconception that the PSB has the authority to modify the steps to completion that are specified in the Department of the Treasury's HSPD-12 policies and procedures. This will also remind all stakeholders of the HSPD-12 requirements, as well as the protocols, procedures and processes that federal regulations require the PSB to follow.

These actions will confirm that the PIV process has been correctly followed in most cases, and all future PIV applications will be processed strictly by the letter of the HSPD-12 policy, as promulgated by the Department of the Treasury.