

HR NEWSLETTER

NATIONAL INTERAGENCY FIRE CENTER

DOI ACCESS CARDS (PIV WHITE CARDS)

The DOI Access cards (PIV white cards) are valid for 5 years. However, the certificate embedded in the "smart chip" expires after 3 years. Cardholders will begin to receive email notifications from HSPD12Admin@identitymsp.com approximately 90, 60 and 30 days from expiration. **Cardholders can not update their card early, they must wait for the notification.**

Although the notification message has a nongovernment electronic mail address, it is not spam, phishing or spoof. It is a legitimate request for you to take action.

Cardholders are **required** to complete the certificate update within the allotted timeframe. **Failure to update the certificate 24 hrs BEFORE the certificate expiration date will result in a termination of the card (certificate expiration date is not visible on your card).** Upon termination of the card, the cardholder will have to start the enrollment and activation process again, as well as incur a \$30 replacement fee which will be charged to your agency.

NOTE: NIFC has a Light Activation Station (LAS) and cardholders can do their certificate update right on base. Contact Jeff Lake at x5886 for office hours or an appointment. If you are not located in the Boise area, visit the website below to find a credentialing center in your area.

www.fedidcard.gov

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SEPTEMBER 2011

SEPTEMBER 5TH IS A
FEDERAL
HOLIDAY,
THE HUMAN
RESOURCES
OFFICE WILL
BE CLOSED.



FEDERAL BENEFITS OPEN SEASON

The Federal Benefits Open Season is November 14th thru December 12th.

During this time, employees can enroll or change their benefit elections for dental, vision

and health benefits.

During this time, employees can also enroll or reenroll for the Flexible Spending Account.

The NIFC Benefits Fair will be November 16th in

the Multi Purpose Room in the Jack Wilson Building.

More information will be sent to employees as we get closer to the date.

**BLM/BIA/NPS/FWS-
NIFC**

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EAP CONSULTANTS INC.

EAP Consultants, Inc. has made improvements to their website, which includes easier access and additional resources.

The EAP program is available to NIFC employees working for BLM, BIA, NPS and FWS.

In the Employee Resources page, you will find valuable information such as: Request Confidential Counseling Services; Stress Management - Learn useful tips for managing life's stressful events; Healthy Exchange - Online library provides practical information to help with relationships, stress, job issues, parenting issues, and more;

To visit the EAP website, go to <http://www.eapconsultants.com/>

In the right hand corner, click on Member Access, this will bring up a page that will ask you for our password.

The password is nifc