



# **Enterprise Physical Access Control System (ePACS)**

**Corporate 1000 Card Stock Acquisition**

**Version: 3.0**

**United States Department of Agriculture  
Office of Homeland Security and Emergency  
Coordination (OHSEC)  
300 Seventh Street SW, Washington DC 20024**





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## Corporate 1000 Card Stock Acquisition Overview

### 1. Overview

Upon admission to the Enterprise Physical Access Control System (ePACS) program, each agency must convert their non-PIV-II badges to the Corporate 1000 badge process. This format provides each agency in ePACS with unique access card number identities, which prevents duplication of card identities within the OnGuard software used by ePACS. All Agencies are required to contact the ePACS PMO to get started with the Corporate 1000 Badge Acquisition process.

#### 1.1 ePACS Points of Contact

ePACS PMO	Title	Email Address	Phone Number
Mike DeFrancisco	ePACS Change Control Board Chair	<a href="mailto:Mike.Defrancisco@dm.usda.gov">Mike.Defrancisco@dm.usda.gov</a>	202-401-0665
Mike Schaum	ePACS Program Manager	<a href="mailto:Mike.Schaum@dm.usda.gov">Mike.Schaum@dm.usda.gov</a>	202-401-0662
David Swineford	ePACS IT System Admin	<a href="mailto:David.Swineford@dm.usda.gov">David.Swineford@dm.usda.gov</a>	202-401-0474

**Table 1 ePACS Program Management Office**



## 2. Corporate 1000 Card Stock Acquisition Procedure

Agencies migrating into ePACS are required to utilize HID Corporate 1000 badges. This section below describes the procurement process in detail.

### Corporate 1000 Card Stock Checklist

Step	Corporate 1000 Card Stock Order	Responsible	Yes	No	Comments
1.	The Agency Segment Administrator (ASA) submits the HID Corporate 1000 request form to the ePACS PMO	ASA			
2.	The ePACS PMO approves the HID Corporate 1000 request	PMO			
3.	The ASA contacts the Value Added Reseller (VAR) and places the Corporate 1000 order	ASA			
4.	The Agency request is forwarded to the VAR for procurement	ASA			
5.	VAR contacts HID and species format #H50409 and requests the next available card number	VAR			
6.	The VAR validates HID Corporate 1000 request	VAR			
7.	Corporate 1000 card stock are ordered and forwarded to Agency				
8.	The VAR arranges for delivery of card stock to Agency	VAR			

*Please contact the ePACS PMO for guidance or assistance (Refer to Table 1)*