

Process for FiXs Certified Credentials

AFCEA Corporate Members Only

FiXs Certified Credentials Discount for AFCEA Corporate Members

Each Corporate member of AFCEA should forward a request to service@afcea.org for credentials under the AFCEA Basic Ordering Agreement. In turn, the AFCEA Service Center will forward a digitally signed email to ORC approving the request.

The Corporate member will then coordinate with FiXs (via ORC) to obtain a "company organization code". This requires vetting of the corporation to determine that it is in good standing and has a need to do business with the government. The vetting is processed via Lexis Nexis at a cost of \$695. The process requires a signature on the part of a corporate officer and an agreement to the terms of the credentialing program. Once a code has been assigned, the company can begin the process of requesting credentials for individuals. The company (corporate official) will identify an individual to be the program administrator for credentials. The program administrator is a company official (usually from Human Resources or Contracting) who will submit three (3) forms:

- Terms of Use Agreement
- F102-Point of Contact Designation
- F103-Credential Authorizations.

The F103 form identifies those individuals who are authorized to obtain credentials and the desired credential level.

Credential Levels

A Level 4 FiXs certified credential is currently issued to individuals who have an active DoD security clearance. A Level 3 credential is issued to those individuals who undergo a commercial background check equivalent to the DoD National Agency Check with Inquiries (NACI). A Level 2 credential is issued to individuals who undergo a background check at a slightly lesser standard than the NACI equivalent. All FiXs credentials issued through this program contain US Government External Certificate Authority (ECA) digital certificates and a General Services Administration Access for Electronic Services (ACES) certificate. These certificates allow for logical access across the DoD logical infrastructure using the ECA certificates and logical access across the Federal Civilian Government using the ACES certificate. ORC will have a customer service individual assigned to the AFCEA credential program to answer questions about the process.

Once authorized (the applicant's name is on the F103 form) by the Authorizing Official (a company representative on the F102 form), the applicant will fill out an on-line request for a FiXs certified credential.

The application/online pre-registration form requires two (2) forms of current (non-expired) Government-issued identification: one must include a photo (driver's license and passport are optimal as these two forms of identification satisfy all requirements). If you do not have 2 forms of Government-issued photo identification, a second Government-issued identification is required and you will need another form of photo identification. If you do not have a current non-expired passport, you will also need to provide proof of citizenship at enrollment time. If you have an active DoD security clearance, your security clearance will be verified by your company's Facility Security Officer to receive a Level 4 credential. If you do not have an active DoD security clearance, FiXs will perform a background check based on the information you submitted during the enrollment process.

Upon verification of your DoD security clearance (for Level 4) or satisfactory completion of your background check (for Level 2 and 3), you will be notified via email to schedule an appointment for enrollment. After scheduling an appointment you will need to arrive at the enrollment station with the identification you listed on your application/online pre-registration form. You will have your picture taken, your fingerprints collected, and you will self-select a personal identification number (PIN) to be embedded in the smart chip of your credential.

Your FiXs certified credential will be valid for one, two, or three years from the date of issue. The cost of the credential is contained in the AFCEA Basic Ordering Agreement and is based on the level of the credential, the validity period, and the number of credentials issued under the agreement.



For More Information
visit <http://fixs.org>