

MAST Training: Job Aid

PIV Card Maintenance



Objective

To provide supervisors and employees with steps on how to maintain and track PIV Card requests.



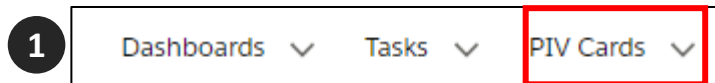
Audience

User: Supervisors and employees

Instructions

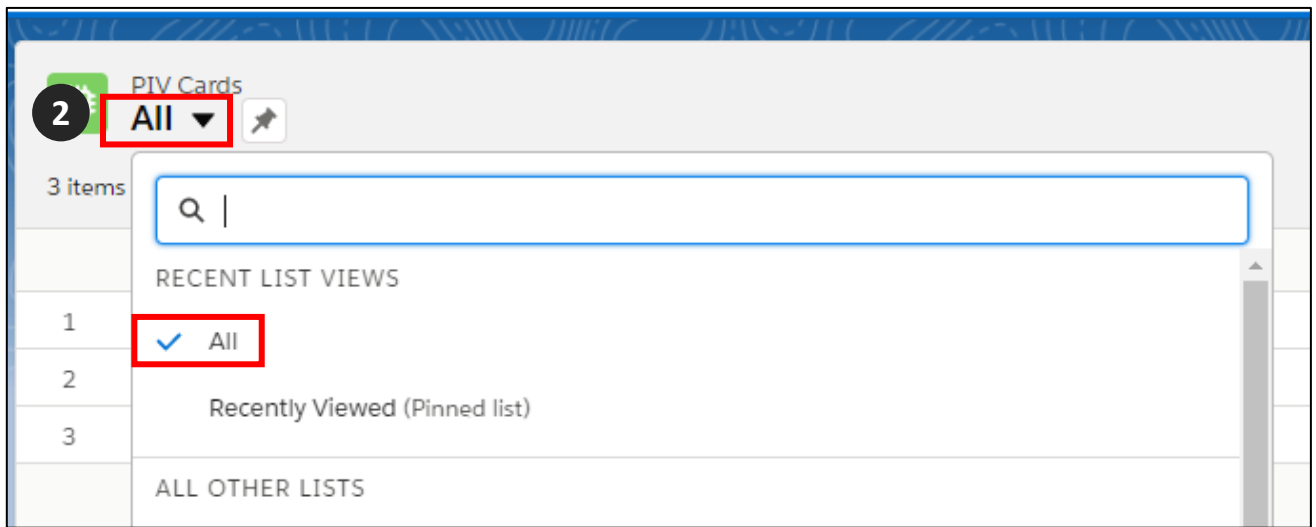
Pre-Step: Access the **MAST** Homepage via <https://va.my.salesforce.com/>

1. Click on the **PIV Cards** object on the top of the screen.



2. Use the **drop-down arrow** to select the appropriate records queue to review (**Recently Viewed** or **All**).

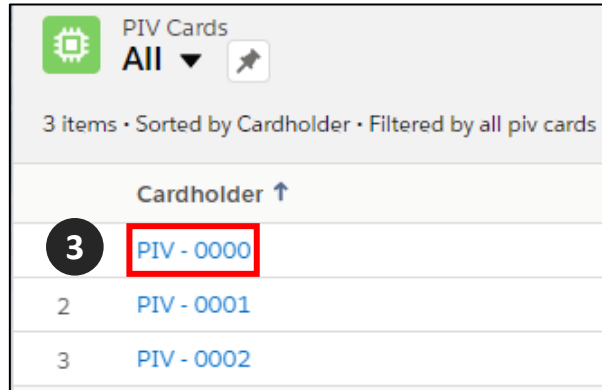
Note: PIV Card records are listed as PIV - ####. User will select the record number to open the request.



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3. Select the desired PIV Card record to review.

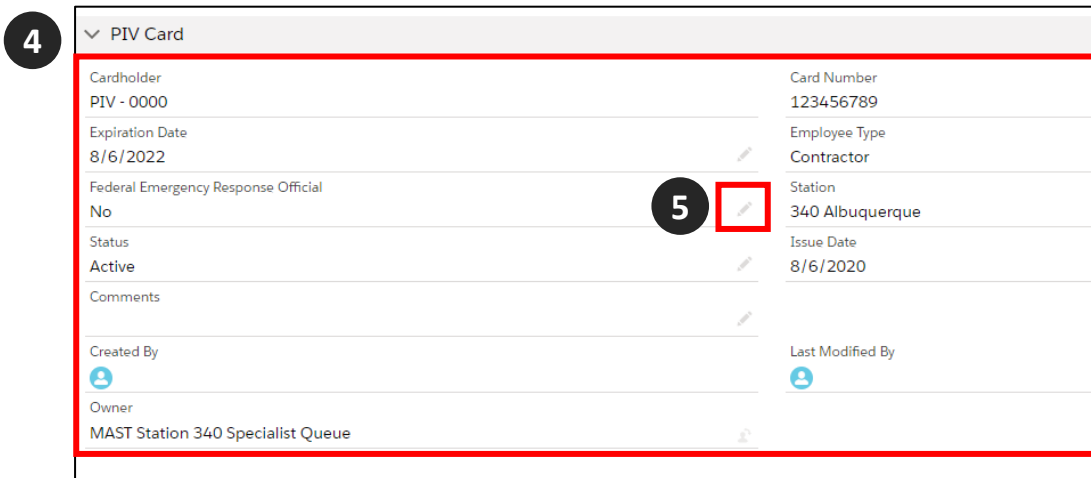


PIV Cards	
All	
3 items • Sorted by Cardholder • Filtered by all piv cards •	
Cardholder ↑	
3	PIV - 0000
2	PIV - 0001
3	PIV - 0002

4. Review PIV Card record (Expiration date, employee type, etc.)

5. Click the Pencil icon next to data field to make any edits or adjustments.

- Expiration Date:** Allows the user to adjust the expiration date of the selected PIV card in the MAST system
- Federal Emergency Response Official:** User can select Yes or No to indicate whether the PIV card holder is a FEMA official.
- Status:** Allows user to adjust the current status of the selected PIV card to Active, Inactive, or Terminated.
- Card Number:** Allows user to adjust the PIV Card number for the selected PIV card.
- Employee Type:** Allows user to identify the PIV Card holder as an Employee, Contractor, Volunteer, Affiliate, or VA Temporary Employee.
- Station:** Allows user to adjust the assigned station for the PIV Card from a drop-down list.
- Issue Date:** Allows user to adjust the issuance date of the selected PIV Card.
- Comments:** Allows user to enter in any additional information that may be relevant to the PIV Card selected by typing in free text in the box.



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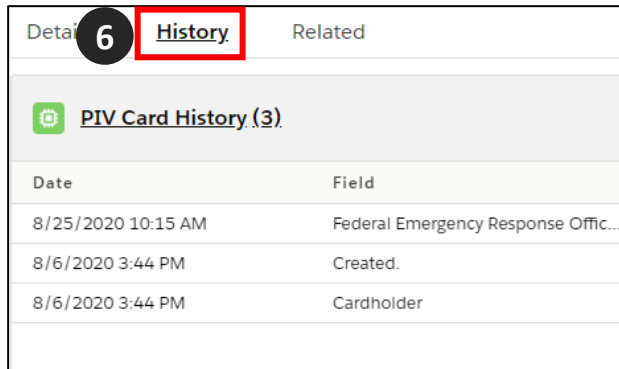
PIV Card	
Cardholder	Card Number
PIV - 0000	123456789
Expiration Date	Employee Type
8/6/2022	Contractor
Federal Emergency Response Official	Station
No	340 Albuquerque
Status	Issue Date
Active	8/6/2020
Comments	
Created By	Last Modified By
Owner	
MAST Station 340 Specialist Queue	

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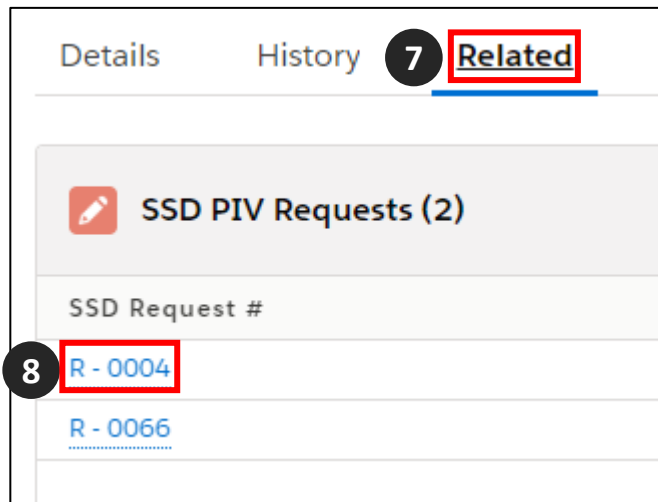
PIV Card Maintenance

6. Click the **History tab** to show record of the history of the currently selected PIV Card.



Date	Field
8/25/2020 10:15 AM	Federal Emergency Response Offic...
8/6/2020 3:44 PM	Created.
8/6/2020 3:44 PM	Cardholder

7. Click on the **Related tab** to show list of PIV card specific change history to include requests tied to that specific PIV Card.
8. Click the **request number** under “SSD PIV Requests” to review any requests tied to currently selected PIV card.



SSD Request #
R - 0004
R - 0066

Post-Step: There is 1 potential post step

- (1) User can enter a request after reviewing the PIV request(s) tied to the currently selected PIV Card. User can then make any required adjustments to the selected request.

✓ You have completed PIV Card Maintenance in MAST!