

For: FSA Employees and Non-Employees**Mandatory Use of the LincPass or AltLinc****Approved by:** Administrator**1 Overview****A Background**

For the last several years, FSA employees and non-employees (contractors, interns, and volunteers) have been issued either a LincPass or an AltLinc (temporary) card to use as a means of providing Personal Identification Verification (PIV) authentication of the card holder. The PIV card is used for both logical (computer) access and physical access to USDA facilities. Consistently, FSA employees and non-employees have led USDA in the percentage of employees and non-employees using their PIV card for logical access. Recent data shows approximately 82 percent of all FSA employees and non-employees are using their PIV card when accessing their computers.

The Office of Management and Budget (OMB) and the USDA Chief Information Officer (CIO) have recently set compliance timelines for the mandatory use of the PIV card for accessing computers. Under the new compliance timelines, the PIV card will be the only method available for accessing a government computer. All FSA employees and non-employees will be required to meet the timeframes outlined in subparagraph 2 A.

The phased approach will be used to bring all employees and non-employees into compliance with the mandatory requirement for using the PIV card for computer access. Mandatory means all user accounts will be modified to require a PIV card to log-in for computer access. Once the user's account has been modified, a username and password will no longer be required. If a user's PIV card encounters issues that cannot be quickly resolved, the LincPass or AltLinc for the user's account will be temporarily suspended and a temporary password will be provided until the issues are resolved.

Reasons that a temporary password may be required are:

- a lost PIV card,
- the user forgot their PIV card,
- a new employee or non-employee is in the process of obtaining a PIV card, or
- the PIV card is not working properly.

Disposal Date

September 1, 2015

DistributionAll FSA employees and non-employees; State
Offices relay to County Offices

Notice AO-1612

1 Overview (Continued)

B Purpose

This notice announces the mandatory use of the LincPass or AltLinc.

C Contact

For questions regarding this notice, contact Robert Haughton, EPD Director, by either of the following

- e-mail to **robert.haughton@wdc.usda.gov**, or
- telephone at 202-720-0135.

2 Achieving Compliance for Employees and Non-Employees Currently On-Board

A Phased Approach

A three-phase approach will be used to bring all FSA employees and non-employees into compliance for the mandatory use of their PIV card as follows.

Phase	Who Is Included	Timeframe
One	Includes all FSA employees and non-employees who currently do not have an FSA-issued mobile device (iPad, iPhone, BlackBerry, or those who use Citrix programs for making maps).	February 2, 2015
Two	Mobile device users	TBD
Three	Citrix users	TBD

Note: The timeline for phases two and three will be dependent on the mobile device and/or Citrix programs being able to be accessed without a username or password. When this is accomplished, the phase two and phase three employees will be notified they are being brought into the mandatory use of their PIV cards for computer access. ITS-TSD will be working to bring these devices and programs into compliance as soon as possible.

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2 Achieving Compliance for Employees and Non-Employees Currently On-Board (Continued)

B Identifying Which PIV Card Holders Will Be Included in Phase One

The following table provides instructions to identify employees who will be included in phase one.

Where Employed	Who Determines	Phase One
FSA national office employees and non-employees, including employees and non-employees who work outside of the national office but are a part of the national office. This would also include FSA employees working in Kansas City and Salt Lake City.	EPD will provide a list to the FSA Administrator, Associate Administrator, and Deputy Administrators or their designees which will identify the employees and non-employees in their area. Based on the list that is provided, employees should be identified who are included in the phase one conversion in accordance with the criteria in subparagraph A. The list must be returned to EPD by January 15, 2015.	Employees identified in this category will be converted to the mandatory use of their PIV card by COB January 30, 2015.
FSA federal, state, and county office employees.	State directors will be provided a list of all the employees and non-employees in their state and county offices, which includes temporary employees. Based on the list that is provided, the state director or designee should identify the employees and non-employees who are included in the phase one conversion in accordance with the criteria in subparagraph A. The list must be returned to EPD by January 15, 2015.	Employees identified in this category will be converted to the mandatory use of their PIV card by COB January 30, 2015.

3 Achieving Compliance for New and Temporary Employees and Non-Employees Process

A New Permanent Employees in State and County Offices

When a new permanent employee is hired, the state office LincPass sponsor must sponsor the employee for a LincPass or work with EPD for them to become the employee's sponsor. Once a LincPass is obtained, the new employee's temporary password will be disabled unless they are identified to be included in phase two or three. It is anticipated that the process of getting a LincPass for a new permanent employee will be completed within 30 calendar days of the Enter on Duty (EOD). The new permanent employee will be brought into the mandatory compliance in accordance with the table in subparagraph 2 B.

3 Achieving Compliance for New and Temporary Employees and Non-Employees Process (Continued)

B Temporary State and County Office Employees and Non-Employees

All temporary employees shall obtain an AltLinc in accordance with Notice SEM-33 so they can comply with the mandatory use of the PIV card. This applies only if they are expected to remain employed after December 31, 2014.

C New Employees and Non-Employees, Not State and County Office Employees

When a new employee or non-employee is hired who is not considered to be a state or county office employee, EPD will sponsor them for a PIV card, as appropriate. Once the PIV card is activated, the temporary password will be disabled.

4 What to Expect Regarding the Conversion to the Mandatory Use of the PIV Card

A Username and Password

When all the phases are implemented, the employee and non-employee user account will be modified to require the use of only the LincPass or AltLinc for computer access. Use of a username and password will no longer be required. If unforeseen issues are encountered that cannot be resolved quickly, the employee or non-employee account will be disabled and a temporary password will be provided.

To obtain a temporary username and password, a ticket will need to be generated by an ITS-TSD help desk representative. The temporary username and password will expire once the issues have been resolved. The expiration of the temporary username and password will also be dependent upon the circumstances that prevented the use of the PIV card.

B PIV Card Users Responsibilities

All PIV card users are responsible for using their government-issued PIV card to access the USDA computer systems. The following steps will help ensure that the mandatory LincPass requirement for USDA is a success:

- ensure that you have your PIV card with you and use it when accessing any USDA computer system whether working in the office, on telework, or in a travel status,
- always log-in to your computer and eAuthentication-enabled applications using your PIV card, and
- report any problems with the use of your PIV card to your IT support specialist or the help desk.