UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

For: FSA Employees and Non-Employees

Mandatory Use of the LincPass, Phase Three

Approved by: Deputy Administrator for Management

1 Overview

A Background

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 (Personal Identification Verification) card for accessing computers. Under the new compliance timelines, the PIV card will be the only method available for accessing a government computer.

In accordance with Notice AO-1612, Mandatory Use of the LincPass or AltLinc, the third phase of the planned approach will bring all personnel into compliance. Phase three is comprised primarily of CITRIX program users who will be required to use a PIV on all computers for log-in; however, some individuals in phase three are mobile users and/or require simultaneous log-ins and will require a username and password. These users will be required to use a PIV on their primary machine and will need to provide their computer name.

FSA previously transitioned approximately 4,000 users to mandatory use of the PIV for network access. However, a significant number of personnel were not transitioned because CITRIX applications were not accessible using PIV for log-on requirements. Since then, the CITRIX farm has been updated and CITRIX applications now support log-ons using the PIV; therefore, these employees will now be transitioned.

B Purpose

This notice provides instructions for users to submit the required information for the phase three mandatory use requirement for the LincPass.

Disposal Date	Distribution
September 1, 2015	All FSA employees and non-employees; State Offices relay to County Offices

1   Overview (Continued)

C   Contact

For questions regarding this notice, contact:

- Robert Haughton, Director, EPD, by either of the following:

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

- Nicole Curran, Security Specialist, EPD, by either of the following

  - e-mail to **ffaslincpass@wdc.usda.gov**, or
  - telephone at 202-720-9865.

2   Achieving Compliance for Employees and Non-Employees in Phase Three

A   Standard Users Included in Phase Three

Standard users are identified as any personnel not using a government-issued mobile device and personnel not requiring simultaneous log-ins. Standard users will also include most CITRIX program users.

EPD will provide a list of personnel not yet transitioned to Deputy Administrators, State Executive Directors (SED's), or their designees. Designees will ensure that individuals are equipped with a LincPass or AltLinc and are ready for mandatory use, in accordance with the timeline outlined in subparagraph E.

B   Mobile Users Included in Phase Three

Mobile users are identified as any personnel using a government-issued mobile device (cell phone or tablet). Mobile users will be required to use a PIV card on their primary computer and will use a username and password to access their mobile devices.

EPD will provide a list of personnel not yet transitioned to Deputy Administrators, SED's, or their designees. Designees will ensure that individuals are equipped with a LincPass or AltLinc and are ready for mandatory use. Users will need to identify their primary computer names by the method detailed in subparagraph D, in accordance with the timeline outlined in subparagraph E.

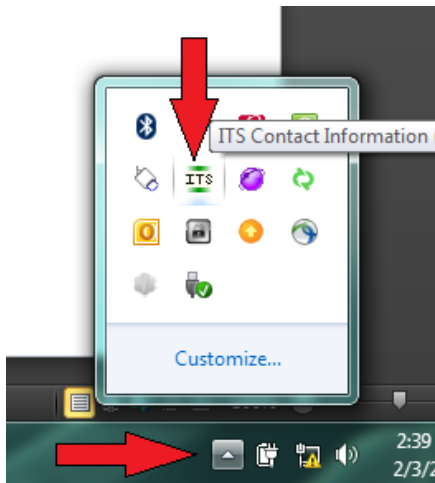**2   Achieving Compliance for Employees and Non-Employees in Phase Three (Continued)**

C Dual Log-On Users Included in Phase Three

Dual log-on users are identified as any personnel requiring routine access to multiple computers simultaneously. Dual log-on users will be required to use a PIV card on their primary computer and use a username and password to access additional machines simultaneously.

EPD will provide a list of personnel not yet transitioned to Deputy Administrators, SED's, or their designees. Designees will ensure that individuals are equipped with a LincPass or AltLinc and are ready for mandatory use. Users will need to identify their primary computer names by the method detailed in subparagraph D, in accordance with the timeline outlined in subparagraph E.

D Method to Identify Computer Names for Mobile and Dual Log-On Users Included in Phase Three
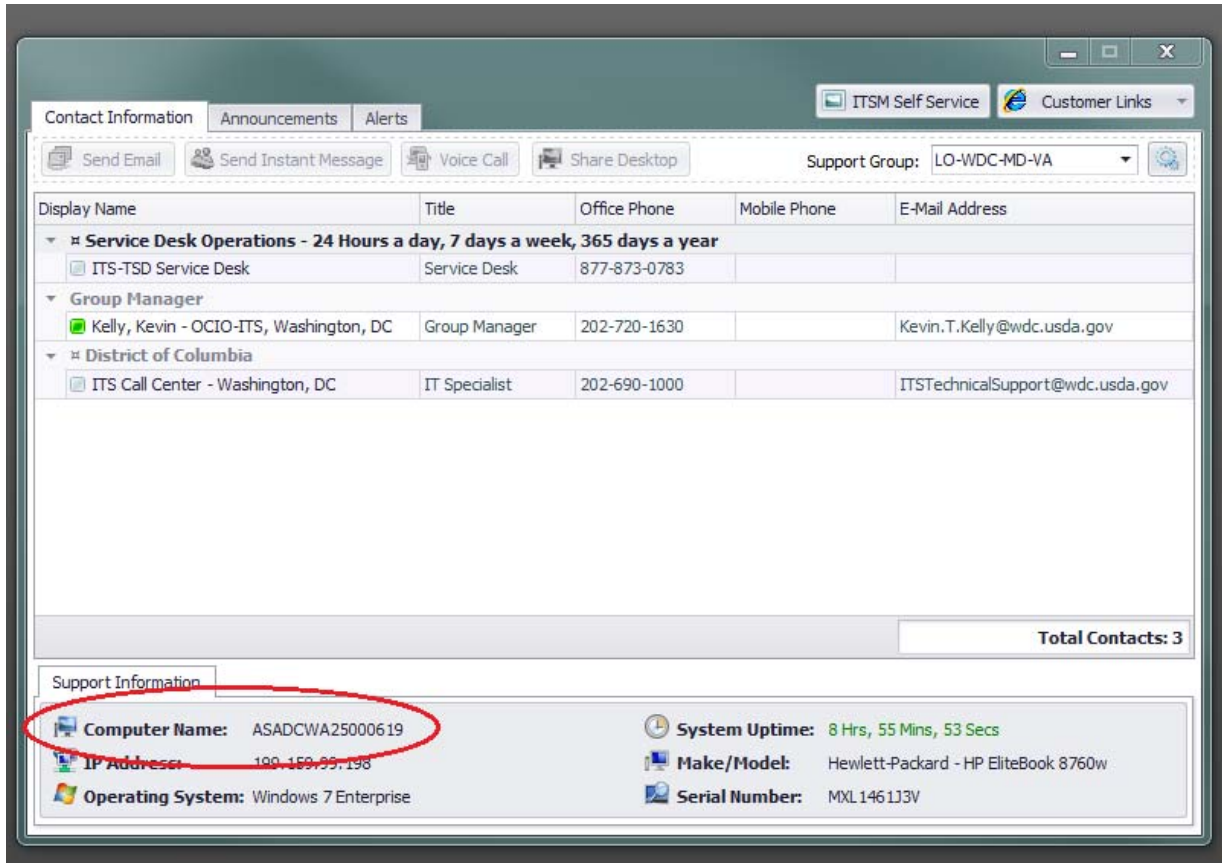
Designees identified in subparagraphs B and C must ensure that users provide accurate computer names. The computer name can be found via the ITS Contact Information icon, which is located in the hidden icons on the user's system tray. Once ITS contact information is displayed, the computer name will be found in the bottom tab labeled Support Information.

2   Achieving Compliance for Employees and Non-Employees in Phase Three (Continued)

D   Method to Identify Computer Names for Mobile and Dual Log-On Users Included in Phase Three (Continued)

Example: The computer name in this example is ASADCWA25000619.

2   Achieving Compliance for Employees and Non-Employees in Phase Three (Continued)

    E   Timeline for Technical Mandatory Conversion of Users Identified in Phase Three

       This table provides a timeline for technical mandatory conversion of users identified in phase three.

Where Employed	Submission Deadline	When Converted
FSA national office personnel, including those at alternate worksites. This includes FSA employees working in Kansas City and Salt Lake City.	Deputy Administrators or designees will return standard, mobile, and dual log-on user lists to EPD via **ffaslincpass@wdc.usda.gov** by April 2, 2015.	Employees will be converted to mandatory use of their PIV card on April 6, 2015.
FSA federal, state, and county office employees in AK, AL, AR, AZ, CA, CO, CT, DE, FL, GA, HI, IA, and ID.	SED's will return standard, mobile, and dual log-on user lists to EPD via **ffaslincpass@wdc.usda.gov** by April 2, 2015.	Employees will be converted to mandatory use of their PIV card on April 6, 2015.
FSA federal, state, and county office employees in IL, IN, KS, KY, LA, MA, MD, ME, MI, and MN.	SED's will return standard, mobile, and dual log-on user lists to EPD via **ffaslincpass@wdc.usda.gov** by April 6, 2015.	Employees will be converted to mandatory use of their PIV card on April 13, 2015.
FSA federal, state, and county office employees in MO, MS, MT, NC, ND, NE, NH, NJ, NM, NV, NY, OH, and OK.	SED's will return standard, mobile, and dual log-on user lists to EPD via **ffaslincpass@wdc.usda.gov** by April 6, 2015.	Employees will be converted to mandatory use of their PIV card on April 20, 2015.
FSA federal, state, and county office employees in OR, PA, PR, RI, SC, SD, TN, TX, UT, VA, VT, WA, WI, WV, and WY.	SED's will return standard, mobile, and dual log-on user lists to EPD via **ffaslincpass@wdc.usda.gov** by April 6, 2015.	Employees will be converted to mandatory use of their PIV card on April 27, 2015.