

For: FSA Employees

Using LincPass for Access to Computers

Approved by: Acting Associate Administrator for Operations and Management



1 Overview

A Background

All FSA employees along with all other Federal employees are in the process of receiving a new employee badge to meet the requirements set forth in Homeland Security Presidential Directive 12 (HSPD-12) issued by President Bush on August 27, 2004. Additionally, OMB Memorandum M-06-16, Protection of Sensitive Agency Information, June 23, 2006, requires using a stronger method for confirming a user’s identity, known as “two-factor authentication”, to comply with the logical (computer access) requirements of HSPD-12.

USDA has begun implementing provisions of HSPD-12 to provide an interoperable identity card (LincPass) to all employees that have access to Government computers and systems. USDA is going to leverage the HSPD-12 credential (LincPass + pin or password) to meet the two-factor authentication requirement.

B Purpose

This notice advises FSA employees that:

- laptop computer users in all FSA facilities nationwide will be among the first to use their HSPD-12 credentials for accessing control to their laptop computers

Note: Current plans are that all laptop users will have a card reader installed on their computer by September 30, 2008.

- implementing two-factor authentication for all other FSA employees (nonlaptop users) will be a gradual roll out scheduled for FY 2009
- local IT system support staff will be contacting employees to arrange installing the card readers to enable computers for two-factor authentication

Disposal Date	Distribution
October 1, 2009	All FSA employees; State Offices relay to County Offices

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1 Overview (Continued)

B Purpose (Continued)

- all FSA employees will be required to take a short training course on AgLearn to learn how to use the LincPass to access their computer
- employees will still be able to access their computer with their network credentials (username and password) if they do not have the LincPass by targeted deadlines.

Note: Employees will receive an e-mail notification from the HSPD-12 program office to enroll and again when the LincPass is ready for pickup. E-mail notifications to enroll and pick up the LincPass are sent from **HSPD12Admin@eds.com**.

2 Two-Factor Authentication Training Instructions

A Course Participants

The following personnel are required to take the training:

- laptop computer users by September 30, 2008
- nonlaptop computer users should delay taking the training until they have been notified that their card reader is scheduled to be installed.

Note: This process should be completed for all FSA employees by September 30, 2009.

B Available Course

The Two-Factor Authentication for End Users Training Course is available on AgLearn and takes approximately 15 to 20 minutes to complete.

C Accessing Training

Employees shall access the training through AgLearn at <http://www.aglearn.usda.gov>.

Users will have to enter their eAuthentication ID and password and complete training according to the following.

Step	Action
1	Access AgLearn at http://www.aglearn.usda.gov .
2	Under the "Learner Center" tab, CLICK: <ul style="list-style-type: none">• "Learner Login"• "Continue".

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2 Two Factor Authentication Training Instructions (Continued)

C Accessing Training (Continued)

Step	Action
3	On the eAuthentication Login Screen: <ul style="list-style-type: none">• enter user ID and password• CLICK “Login”.
4	Click “Catalog” located at the top of the screen.
5	Click on the ► next to AgLearn Original Courseware Structure.
6	Click on the ► next to Farm Service Agency.
7	Click on Technology Management.
8	Locate Two-Factor Authentication for End Users.
9	Have the speakers turned on and CLICK “Launch Content”. This takes a moment to load.
10	At the end of the course click on Learning History to verify that the course is complete.

3 Additional Information

A HSPD-12 Contacts

Direct any questions about this process to FSA’s HSPD-12 Role Administrator Jerry Epting by:

- e-mail at jerry.epting@wdc.usda.gov
- telephone at 202-720-7696.

For questions about Two-Factor Authentication for End Users Training:

- contact Bessy Plaza by:
 - e-mail at bessy.plaza@wdc.usda.gov
 - telephone at 202-401-0365
- in St. Louis, and Kansas City contact Tammi Parrott by:
 - e-mail at tammi.parrott@kcc.usda.gov
 - telephone at 816-926-7992 or by.

3 Additional Information (Continued)

B Related Resources

For additional information, visit the following web sites:

- <http://hspd12.usda.gov>
- <http://hspd12.usda.gov/twofactor.htm>.

Downloadable documents are available at:

- http://hspd12.usda.gov/docs/TwoFactorAuth-LaptopNearYou_ForUsers.pdf
- http://hspd12.usda.gov/docs/TwoFactorAuth-HSPD12_Overview_ForUsers.pdf.