

For: State and County Offices

**FSA Light Activation Station (LAS) Deployment and Implementation Strategy**

Approved by: Deputy Administrator, Management



**1 Overview**

**A Background**

The LincPass badge is the trusted identity credential used by USDA to easily identify, recognize, and authenticate employees and contractors who require access to USDA facilities, resources, and IT equipment, networks, and applications. The LincPass badge has been provided to over 22,000 FFAS employees and contractors in over 2,400 facilities around the U.S since 2007. The certificate on the LincPass badge expires approximately 3 years after the LincPass badge issuance date, although the LincPass badge is good for 5 years.

Currently, to obtain, update, and maintain the LincPass badge, employees and contractors are required to go to fixed enrollment centers. Some of these enrollment centers are several hours away, requiring significant travel time away from the office which reduces the productivity of the office and has associated travel cost. To address this concern, USDA is implementing and using the light activation approach.

The light activation approach is a process that allows FSA to install LAS's on local workstations that have secured access to Internet service and that are located closer to employee work locations. This approach provides FSA with a tool to re-key LincPass badge certificates, reset forgotten PIN's, and perform initial activation of a LincPass badge which reduces the travel time and cost for employees that would have to travel to fixed enrollment centers to perform these actions.

**Note:** Enrollment for a LincPass badge still **requires** employees to use fixed enrollment sites, but activation may be completed at fixed or LAS locations.

**B Purpose**

This notice:

- provides how LAS's are obtained
- identifies the minimum requirement to be an LAS activator
- identifies EPD level of support.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2011	State Offices; State Offices relay to County Offices

## Notice AO-1502

### 2 LAS Deployment and Usage

#### A Deployment and Installation

FSA, along with Service Center Agencies RD and NRCS, ordered and received approximately 175 LAS kits from the Department. LAS kits are now being deployed around the U.S. These kits are being sent to International Technology Services, Technical Support Division, Group Managers (GM's) servicing the States. When LAS's are received, GM's coordinate kit installation with the location's point-of-contact (POC) identified on the LAS request form previously submitted to EPD. Kits are generally installed about 3 weeks from the date received by GM. All LAS's are expected to be installed and operational by May 2, 2011.

#### B Appointment of LAS Activators

State Offices shall identify who will be serving as activators at each site. Activators will perform the following activities:

- receive and secure LincPass badges
- assist individuals using LAS-attended or unattended activities
- activate LincPass badges for individuals
- support post issuance activities.

To nominate an individual to be an activator, the State needs to provide the nominee's full name, LincPass enrollment ID, and phone number in an e-mail to David Porter, EPD Project Lead, at **david.porter@wdc.usda.gov** with the subject heading, "LAS Activator Request". Individuals identified as LAS activators **must**:

- have an active LincPass badge
- complete the Activator training on GoLearn at **<https://piv.golearnportal.org/>**

**Note:** To take the training on GoLearn, the individual needs to login with the user's work e-mail address and use the initial password, "**12345**".

- become familiar with the Credential Inventory Tool (CIT) that is the inventory management tool used to track the LincPass badges.

**Note:** The CIT job aid is located on the EPD SharePoint web site at **<https://fsa.sc.egov.usda.gov/camd/ep/Lite%20Activation%20Stations%20LAS/Forms/AllItems.aspx>**.

## 2 LAS Deployment and Usage (Continued)

### C EPD Support

EPD is available to answer any questions about LAS and provide training, if necessary. To facilitate FSA's LAS implementation, EPD is offering the following support.

- **Facilitate LAS Kick-Off Sessions.** EPD will facilitate several LAS briefings to answer questions and discuss issues or concerns about LAS deployments, utilization, and implementation. The sessions will be accessible by teleconference at **3 p.m. e.t.** on the following dates:

- **April 14, 21, and 28**
- **May 5, 12, and 19**, if needed.

The teleconference call-in number is 800-867-6144 and the participant code is "6761#". Only the first 30 callers are guaranteed access to the teleconference. If unable to access the teleconference, try another date.

**Note:** EPD highly recommends that LAS activators take the activator training online through GoLearn **before** the LAS Kick-off Sessions.

- **Provide Information on SharePoint.** EPD has established a document library on the EPD SharePoint web site at <https://fsa.sc.egov.usda.gov/camd/ep> that will provide employees with LincPass updates EPD receives from the HSPD-12 program office. The update folder is labeled "LincPass Updates for the Field". EPD has also included the following LAS information on the SharePoint web site at <https://fsa.sc.egov.usda.gov/camd/ep/Lite%20Activation%20Stations%20LAS/Form/AllItems.aspx> for State Offices:

- CIT Job Aid
- FSA LAS Training Briefing, Part 1
- FSA LAS Training Briefing, Part 2
- FSA LAS Training Briefing, Part 3
- FSA LAS Training Briefing, Part 4
- LAS Facility POC and Activation Listing.

### D EPD Contact

Additional questions to may be directed to David Porter, EPD Project Lead, by either of the following:

- e-mail at [david.porter@wdc.usda.gov](mailto:david.porter@wdc.usda.gov)
- telephone at 202-720-9865.