

For: State Offices

FSA LincPass Card Reader Survey on SharePoint

Approved by: Deputy Administrator, Management



1 Overview

A Background

The intent of the LincPass is to:

- positively identify personnel as being Federal Government employees
- gain employee access to Federal facilities
- require a 2-factor entry (something you have, something you know) to log into Federal Government information technology (IT) systems.

To use the LincPass to gain access to the FSA IT system, the workstation (laptop and/or desktop) require a functional card reader. EPD is performing a survey through SharePoint to identify the number of card readers still needed by FSA State and County Office employees to allow for full compliance with the LincPass intent. The Card Reader Survey **must** be completed by the State Offices on SharePoint, by close of business **April 27, 2012**.

Note: This is **only** a survey and does **not** guarantee that card readers will be provided, but will help identify the number of card readers needed for planning purposes.

B Purpose

This notice provides State Offices the process for reporting the number of card readers still required to support FSA’s mission. See Exhibit 1.

C FSA LincPass Point of Contact (POC)

Any questions or concerns about this notice shall be directed to David Porter, EPD, by either of the following:

- e-mail at **david.porter@wdc.usda.gov**
- telephone at 202-720-9865.

Disposal Date	Distribution
May 1, 2012	State Offices

Notice SEM-15

2 Card Reader Survey

A Card Reader Survey Required Information

The State Offices shall identify and determine the State's card reader requirement by identifying how many card readers are still needed for FSA employees in State and County Offices. Recently, ITSD began acquiring laptop and desktop computer workstations as part of the 2011 acquisition program for each State. These new workstations have built in card readers, thereby reducing the number of external card readers needed for older desktop computers. In an effort to better plan and clarify the current FSA card reader requirement, State Offices shall capture the required information identified in the following table on the designated SharePoint site.

Item	Information	Information Description
1	Name of the State Office	Select State abbreviation from the drop-down menu.
2	Number of FSA staff in your State (counties and State Office)	Number of FSA staff assigned to State and County Offices, as applicable.
3	As of the date of this survey, how many computers that are in use (desktops and laptops) in your State do not have a LincPass Card Reader?	This is the number of computers (desktops and laptops) that are currently being used, but do not have a card reader (external or slot).
4	Of the computers that are in use that do not have a LincPass Card Reader, how many will be replaced with computers that were purchased for your State in FY 2011 computer acquisition but have not been installed yet by OCIO/ITS?	This is the number of computers replacing the current computers in use that do not have a card reader.
5	Number of card readers still needed	Number of card readers that are still needed for FSA computers within the State and County Offices. Formula subtract item 4 from item 3.
6	Comments	Any relevant comments. If no comments, ENTER "N/A".
7	How easy was the survey to use?	Rate the ease of using the survey.

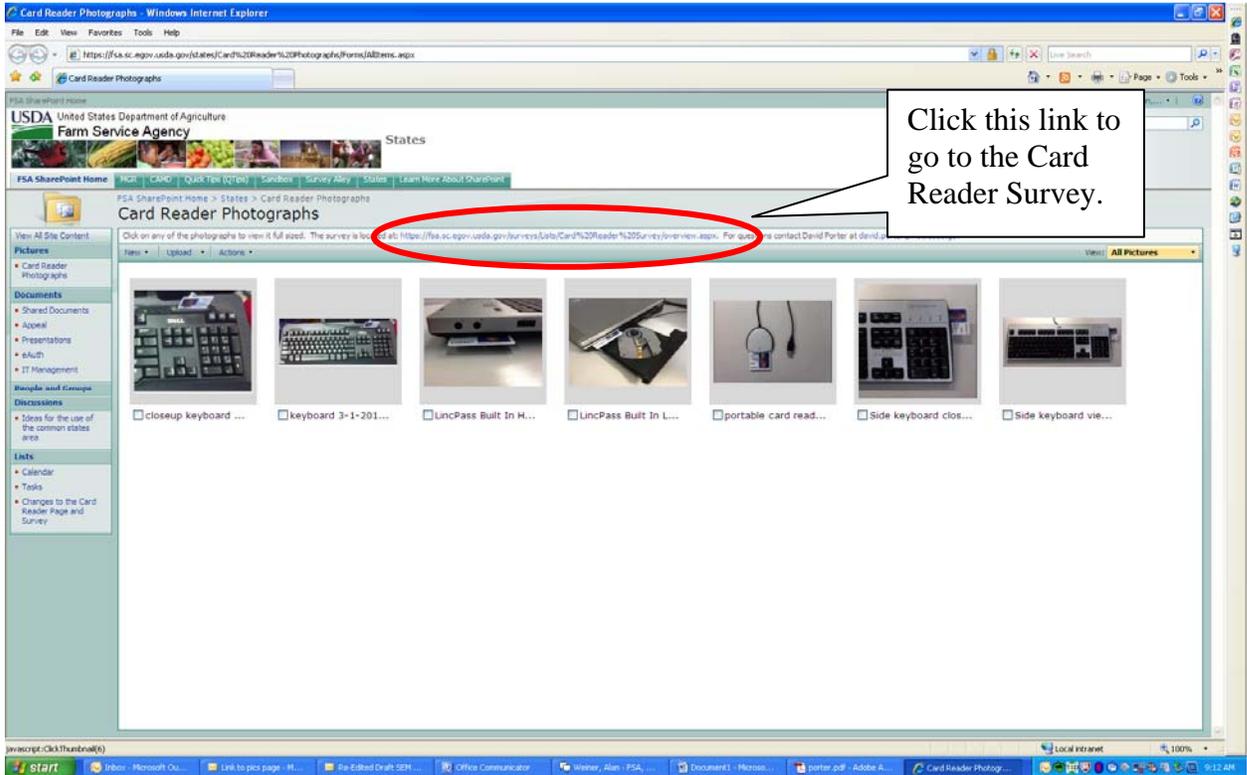
Note: Most laptop computers have a built-in card reader, normally located on the front right-side, under the lid of the computer. The card reader slot is only large enough for the LincPass to slide into the slot. Pictures of possible card slots are included on the SharePoint site.

B Card Reader Survey Process and Due Date

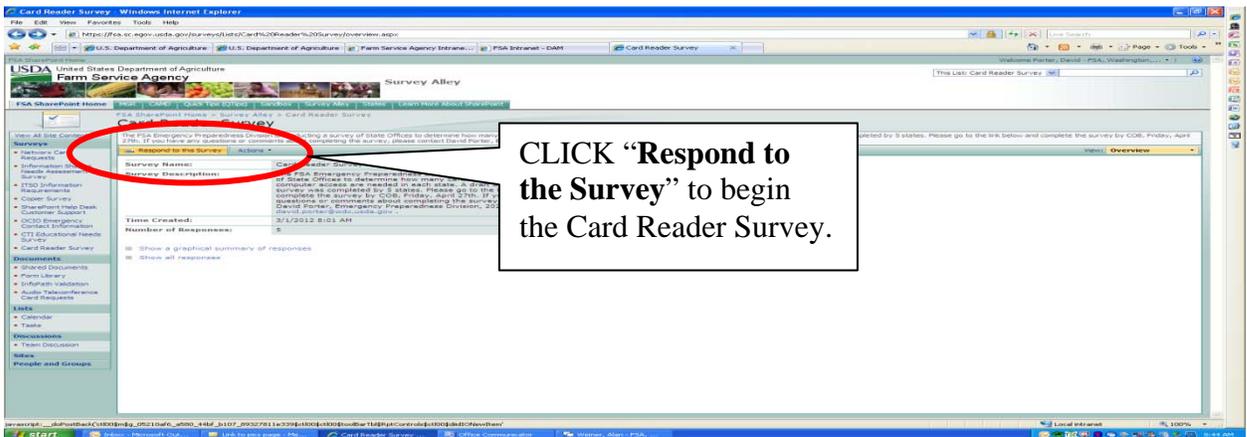
The State Office LincPass POC's shall enter the information into the SharePoint site at <https://fsa.sc.egov.usda.gov/states/Card%20Reader%20Photographs/Forms/AllItems.aspx> according to Exhibit 1.

Card Reader Survey Process

When users open the SharePoint site at <https://fsa.sc.gov.usda.gov/states/Card%20Reader%20Photographs/Forms/AllItems.aspx>, the following Card Reader Photographs Screen will be displayed with pictures of the potential locations of the card reader slots. Click the survey link as follows.

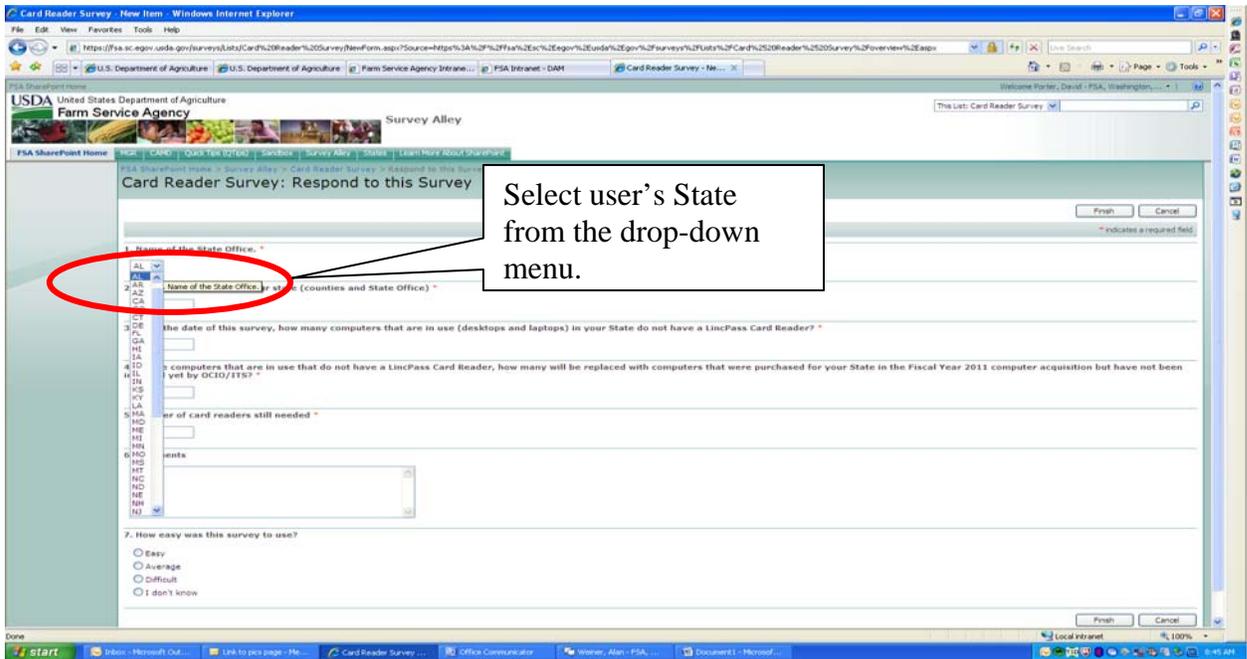


The following Card Reader Survey Screen will be displayed. CLICK “Respond to the Survey” to begin the Card Reader Survey as follows.

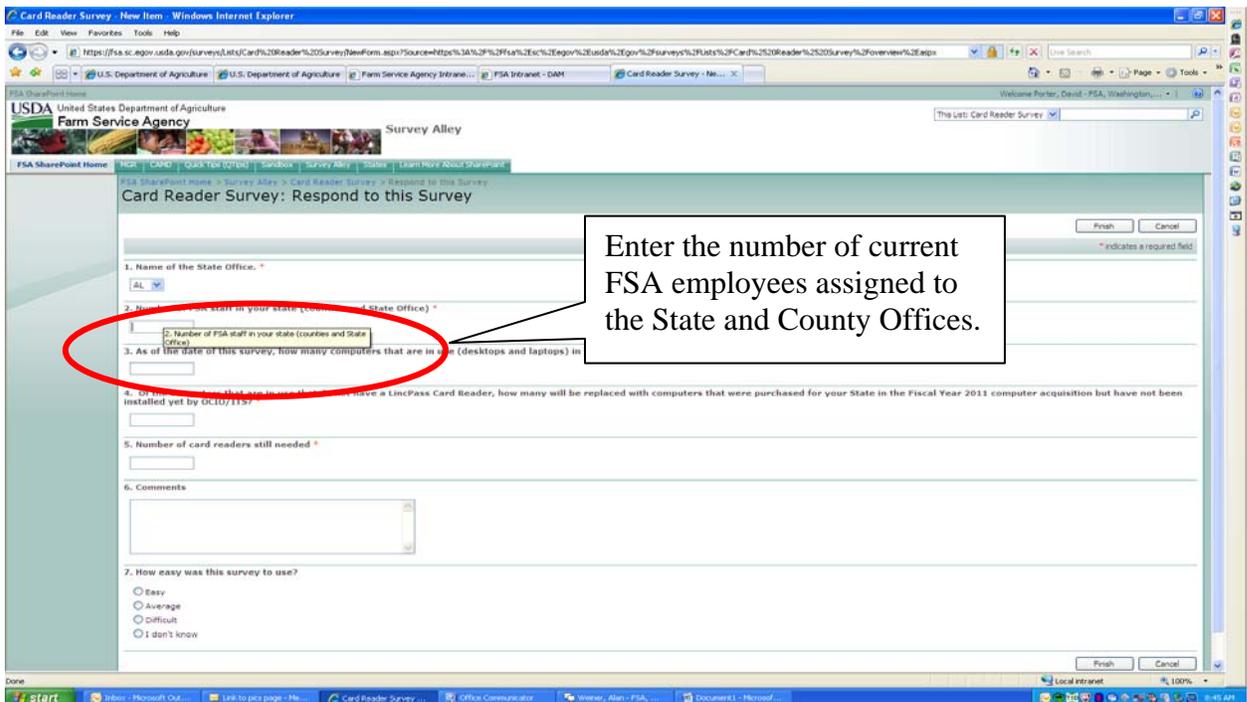


Card Reader Survey Process (Continued)

The following Card Reader Survey: Respond to this Survey Screen will be displayed. Select the user's State abbreviation from the drop-down menu as follows.

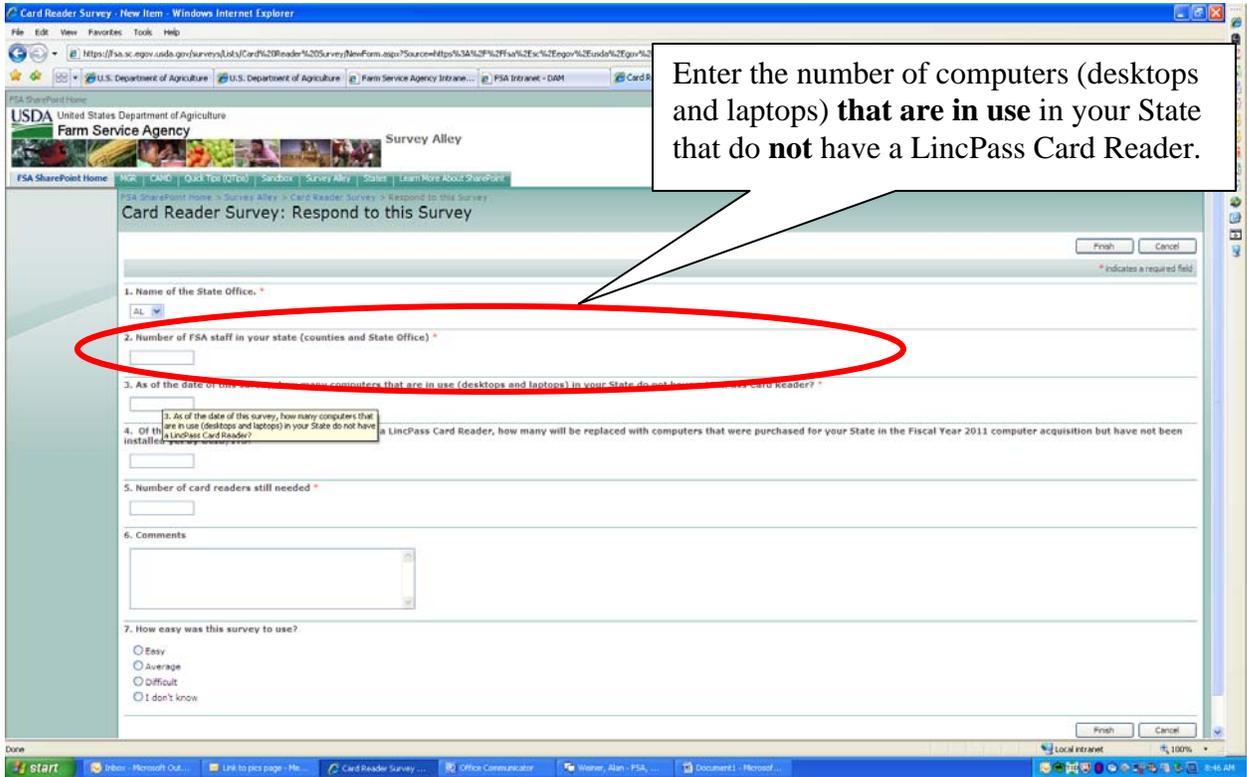


Enter the current number of FSA employees assigned to the State and County Offices as follows.

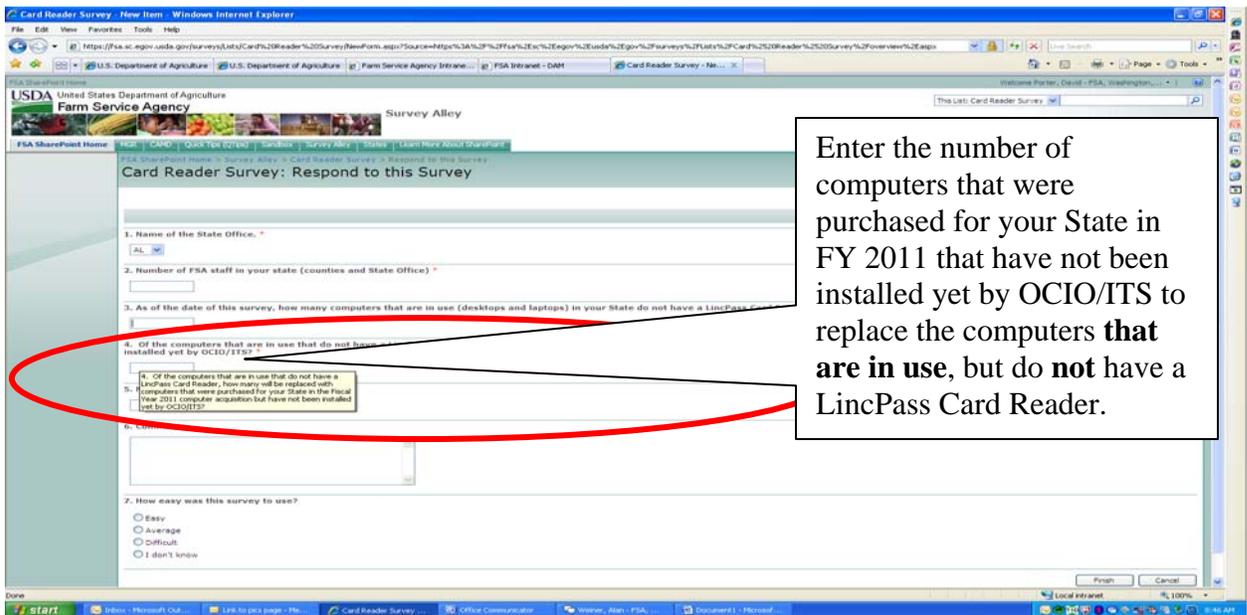


Card Reader Survey Process (Continued)

Enter the number of computers (desktops and laptops) **that are in use** in your State that do **not** have a LincPass Card Reader, as follows.

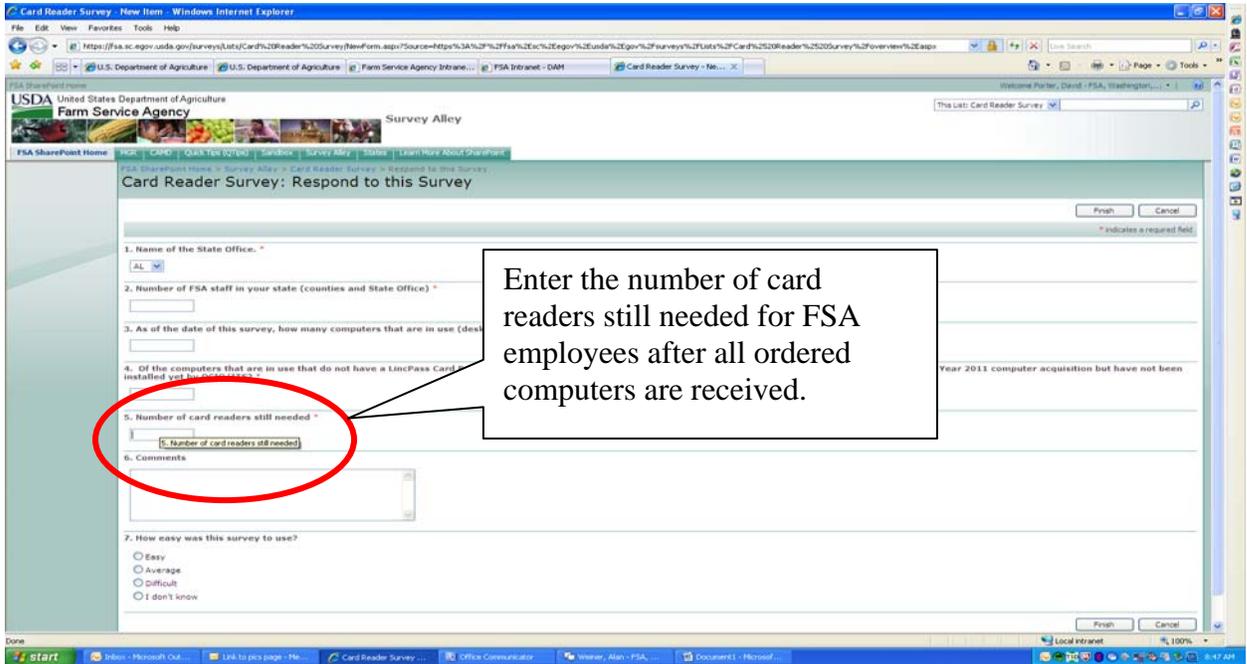


Enter the number of computers that were purchased for your State in FY 2011, but have not been installed yet by OCIO/ITS that were designated to replace the computers **that are in use**, but do **not** have a LincPass Card Reader, as follows.

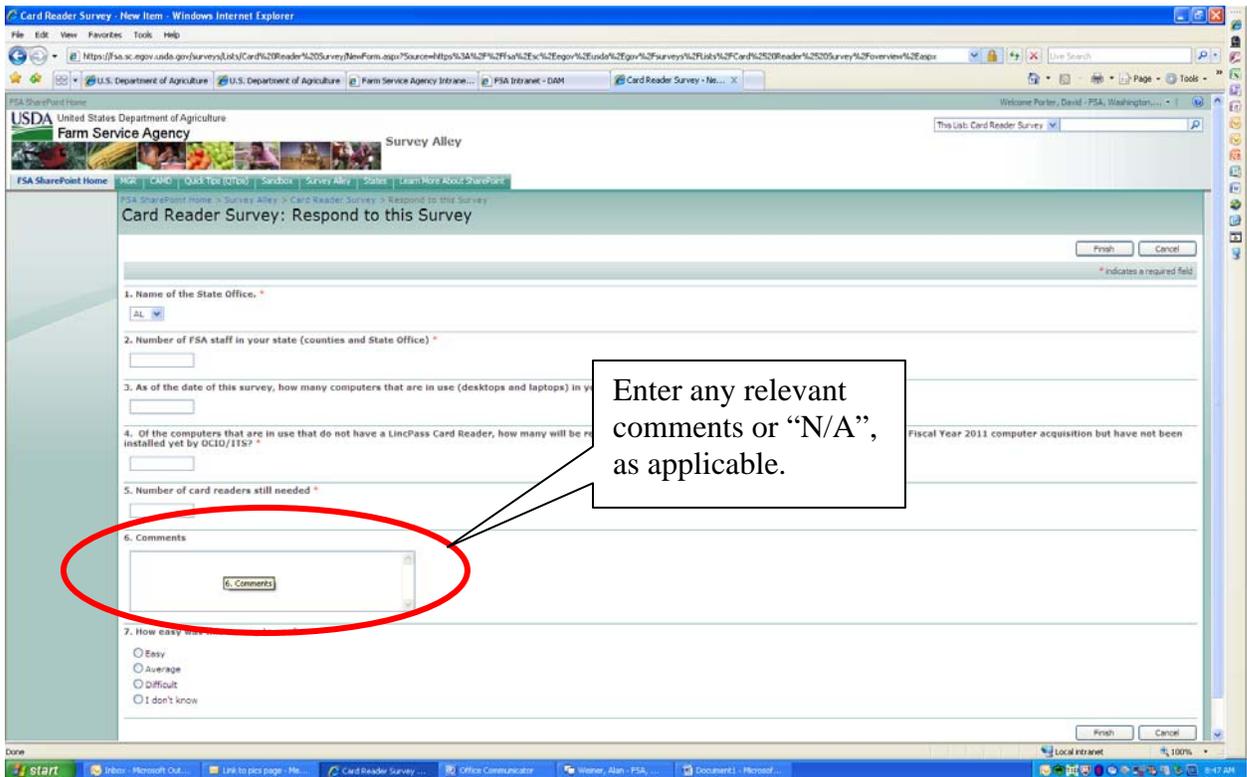


Card Reader Survey Process (Continued)

Enter the number of card readers still needed for FSA employees after all ordered desktop and laptop computers are received as follows.



Enter any relevant comments as follows. If no comments, ENTER "N/A".



Card Reader Survey Process (Continued)

Rate the ease of using the Card Reader Survey and CLICK “**Finish**” as follows.

