

For: FSA Employees and Nonemployees

Employee and Nonemployee Use of the LincPass Badge

Approved by: Deputy Administrator, Management



1 Overview

A Background

Homeland Security Presidential Directive-12 (HSPD-12) and applicable OMB Memorandums require issuance and routine use of Federal Personal Identity Verification (PIV) smartcard credentials (LincPass) for employees and nonemployee staff as a way to ensure logical (computer network) and physical (building/facility) security.

HSPD-12 also requires that:

- agencies use the LincPass to the maximum extent practical (i.e., encryption, digital signature, and multi-factor authentication)
- the LincPass is the common means of authentication for access:
 - (login) to FSA’s information systems
 - to Government facilities in larger offices.

FSA is responsible for HSPD-12 implementation and has worked extensively with the National Office and State Office HSPD-12 Administrators since early 2008 to ensure that all employees and nonemployees have and use their LincPass. EPD will continue to work to ensure that using the badge for its intended purpose (logical and physical access) is fully executed in a timely manner to meet Presidential and OMB requirements.

For the required functionality of LincPass, FSA will continue to develop plans for implementing LincPass in our workplace. Daily about 50 percent of FSA's employees and nonemployees use their LincPass badges for logical access. LincPass usage for FSA employees and nonemployees needs to increase to 95 percent and efforts will continue to reach this number in the near future.

Disposal Date	Distribution
September 1, 2013	All FSA Employees and Nonemployees; State Offices relay to County Offices

Notice SEM-26

1 Overview (Continued)

A Background (Continued)

In the future, USDA will transition from multiple access methods (user name and password) to a single access system using the LincPass as the two-factor authentication and for logical access.

Note: All employees and nonemployees are required to have their LincPass displayed when the LincPass is not being used in their computer.

B Purpose

This notice instructs all employees and non employees (as determined by the risk assessment for employees found in 1-SEM, Exhibit 7) to immediately begin using their LincPass for building physical (when applicable) and logical (computer network) access.

Note: For State and County Offices there is no requirement for the leasing contracts to change in regards to the security levels that already exist.

2 Contacts

A State and County Office Contacts

State and County Offices should contact the HSPD-12 lead in their State Office with questions.

B National Office Contacts

National Office managers and State Office HSPD-12 specialists with questions should contact Jerry Epting, Special Assistant to the Director, EPD, by either of the following:

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

Note: For additional card readers, contact John Sianez at 816-926-1988.

C Newly Established LincPass E-Mail Address

For questions about LincPass the following e-mail account has been established ffaslincpass@wdc.usda.gov. This e-mail account is monitored by EPD personnel who are responsible for LincPass.