

For: FSA Employees

Employee Use of LincPass Badges

Approved by: Deputy Administrator, Management



1 Overview

A Background

Homeland Security Presidential Directive-12 (HSPD-12) requires issuance and routine use of Federal Personal Identity Verification (PIV) smartcard credentials (LincPass) for applicable employees and nonemployee staff.

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 network, information systems, and Government facilities.

On February 3, 2011, OMB issued Memorandum M-11-11, “Continued Implementation of HSPD-12 – Policy for A Common Identification Standard for Federal Employees and Contractors”. The memorandum was sent from OMB to all Heads of Executive Department and Agencies. This memo continued stressing Agencies’ planning for and implementing procedures for adopting the LincPass credentials as a way to ensure personal and property security, as required. On March 7, 2011, USDA’s Chief Information Office and the Director of Homeland Security and Emergency Coordination passed the OMB mandate to Agency Chief Information Officers and Deputy Administrators for Management to ensure that agencies comply with the OMB directive.

FSA is and will continue to be a leader in the issuance and usage of the LincPass credential within USDA. FSA has been aggressively developing plans for implementing LincPass into our workplace functionality. EPD 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 have a LincPass. States have done a remarkable job in implementing HSPD-12 in their State. EPD will continue to work to ensure that using the badge for its intended purpose (logical access and physical access) is fully executed in a timely manner to meet OMB requirements.

| Disposal Date | Distribution |
|----------------------|--|
| January 1, 2012 | All FSA employees; State Offices relay to County Offices |

Notice SEM-3

1 Overview (Continued)

B Purpose

This notice instructs FSA employees that:

- all applicable Federal employees, non-Federal employees, and contractors (as determined by the risk assessment for employees found in 1-SEM) should have and shall use their LincPass by **December 1, 2011**, if technology exists on their computer
- LincPass must be used immediately for an employee Two-Factor verification ID, 1 for access to FSA facilities and 1 for computer access **as technology permits**.

2 Responsibilities

A EPD

EPD is responsible for ensuring that FSA equipment, including desktops and laptops, has the capability to read the LincPass credential. EPD is in the process of acquiring additional card readers for desktop computers to allow for LincPass use and is also responsible for:

- ensuring that completion of all employee's enrollment for acquiring LincPass, based on risk assessments in 1-SEM, is accomplished
- ensuring that all new systems are developed to use LincPass credentials
- working with ITSD to ensure that new card readers are installed and functional.

Note: Employees who have a laptop or their desktop has an external card reader installed, may now use their LincPass to sign on to applications currently using eAuthentication protocols as well as gain initial access to their computers.

For more information on Two-Factor Authentication, visit the HSPD-12 web site at <http://hspd12.usda.gov/twoFactor.html>. See Exhibit 1 for additional information on LincPass.

Notice SEM-3

2 Responsibilities (Continued)

B Managers

All managers are responsible for:

- ensuring that FSA employees in their State have acquired their LincPass or are in the process of acquiring their LincPass
- communicating to their employees the requirement for LincPass use
- ensuring that their employees are aware of the requirements to protect their LincPass credential
- working with EPD staff to complete processing and enrollment of new and current employees in a timely manner to ensure that LincPass credentials are approved and received.

C Additional Responsibilities

All employees shall store their LincPass in an approved badge holder (previously provided by EPD to States for distribution to employees) and fasten it to either an item of clothing or an approved chain or lanyard worn around the neck when not in use in their computer. In cases where a person works in a hazardous environment, caution should be taken to ensure personal safety. Employees should put their LincPass in their pocket or a safe area when working near or around equipment that could entangle the chain or lanyard. EPD has additional quantities of badge holders if States need more.

3 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 leads should contact either of the following:

- Jerry Epting, Director, EPD, by either of the following:
 - e-mail at jerry.epting@wdc.usda.gov
 - telephone at 202-720-7696
- David Tidwell, Emergency Specialist, by either of the following:
 - e-mail at david.tidwell@wdc.usda.gov
 - telephone at 202-720-4542.

Frequently Asked Questions

Question: Why is October 1, 2011, such an important date with HSPD-12 procedures?

Answer: OMB is ensuring that all Government Departments and Agencies be aware that transitioning to a Two-Factor authentication for system access is a top priority.

Question: After December 1, 2011, may I still access my computer using my user ID and password?

Answer: Yes, after December 1, 2011, computers may still be accessed with ID's and passwords. The 2 sign-in options (LincPass and user ID) will continue to be available until OMB directs us to no longer accept the user ID sign on to Government computers. However, the sooner FSA employees position themselves to meet this HSPD-12 policy, the less likely our business functionality will be affected when the cutoff date comes. At this time, USDA has not set a specific date.

Question: I do **not** have a LincPass card reader on my computer, what will happen after October 1, 2011, if I still do not have a card reader?

Answer: FSA is in the process of determining the best method of acquiring additional card readers for dissemination to State and county personnel. When these readers are received and installed, users should use their LincPass badge to sign on to their computer. LincPass also allows for access to sites that require eAuthentication verification.

Question: If my LincPass badge is damaged or does not work in the card reader, what do I do to correct this problem?

Answer: If the LincPass is damaged and will not allow computer access, contact the State HSDP-12 Sponsor or the National Office Sponsor. The sponsor will work with the IT specialist to determine if the problem is computer related, all necessary software is installed, or if a replacement badge is needed because the badge is damaged.

Question: If I no longer remember my LincPass PIN, how can I get it reset?

Answer: Users can take their LincPass to either a fixed enrollment site or a lite activation site (LAS) and have their PIN reset.

Question: I cannot find my LincPass badge, what do I do to get a replacement?

Answer: Each lost LincPass is a cost to the agency. LincPass is a secure form of identification that is accepted throughout the Government. A lost or stolen LincPass is a serious breach of security and should be reported immediately to the State HSPD-12 Sponsor or the National Office Sponsor.