

For: FFAS Employees

FFAS LincPass Certificate Expiration Process

Approved by: Deputy Administrator, Management



1 Overview

A Background

The LincPass:

- has been provided to USDA employees and contractors since 2007
- is USDA’s initiative and was established to comply with the guidelines of Homeland Security Presidential Directive (HSPD)-12, which requires Federal agencies to produce and issue Personal Identity Verification (PIV)-compliant credentials to employees and contractors.

An active LincPass provides USDA employees and contractors with a trusted and easily recognizable tool to identify themselves, access IT equipment and USDA facilities, and identify other HSPD-12 credential holders.

The LincPass has 2 expiration dates and will no longer be valid or functional if either expiration date lapses. One of the expiration dates covers the credential (the date on the front of the LincPass) and the other covers the digital certificate (imbedded on the gold chip on the front of the LincPass). When a LincPass expires, this creates a significant cost to the Agency to replace.

Note: The term “contractor” also refers to interns, volunteers, and all other non-employee affiliates of USDA.

Disposal Date	Distribution
December 1, 2012	All FAS, FSA, and RMA employees; State Offices relay to County Offices

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1 Overview (Continued)

B Purpose

This notice informs FFAS employees about:

- the importance of the LincPass expirations and the efforts implemented by the Agency to reduce expiration lapses
- LincPass expiration notification
- rekeying/updating the LincPass digital certificate
- locating operational Light Activation Stations (LAS)
- obtaining Certificate Expiration Reports (CER).

C Contact

Any questions about this notice should be directed to David Porter, EPD, by e-mail at either of the following:

- **FSA.EPD@wdc.usda.gov**
- **david.porter@wdc.usda.gov.**

Include “SEM Notice-5 Question” in the subject of the e-mail.

D FFAS HSPD-12 Contacts

Contact the following FFAS Agencies for questions about HSPD-12.

FSA HSPD-12 Contacts:

- Jerry Epting, EPD Director and FSA’s HSPD-12 Role Administrator by:
 - e-mail at **jerry.epting@wdc.usda.gov**
 - telephone at 202-720-7696
- David Tidwell, FSA HSPD-12 Security Officer by:
 - e-mail at **david.tidwell@wdc.usda.gov**
 - telephone at 202-720-4542
- David Porter, HSPD-12 Sponsor by:
 - e-mail at **david.porter@wdc.usda.gov**
 - telephone at 202-720-9865.

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1 Overview (Continued)

D FFAS HSPD-12 Contacts (Continued)

FAS Security Contacts:

- Kim Reid, FAS Security Officer by:
 - e-mail at securityofficer@fas.usda.gov
 - telephone at 202-720-1759
- Tiffanie Grooms, FAS Security Specialist by:
 - e-mail at securityofficer@fas.usda.gov
 - telephone at 202-720- 9180.

RMA HSPD-12 Contact:

- Steven Webster by:
 - e-mail at steven.webster@rma.usda.gov
 - telephone at 202-260-4724.

2 LincPass Certificate Expiration Rekey

A LincPass Expirations

The LincPass consists of 2 expiration dates; 1 for the badge expiration and the other for the digital certificate (on the gold chip) expiration. Both must be current for the LincPass to be valid and functional. The:

- **badge expiration date** (visible on the top right corner of the badge) expires approximately 5 years from date of issuance
- **digital certificate expiration date** (which is not visible but is embedded within the gold chip located in the lower-center of the card) expires approximately 3 years from the date the credential is issued.

Note: USDA employees are notified by e-mail at least 90 calendar days before the expiration of the certificate.

The LincPass digital certificate must be rekeyed/updated before the expiration date. If the LincPass digital certificate is not rekeyed/updated **before** the expiration date, the LincPass status will automatically change from “Active” to “Terminated”. This change is irreversible.

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2 LincPass Certificate Expiration Rekey (Continued)

B Digital Certificate Expiration Notification

Each employee/contractor that has a LincPass will receive an e-mail notification generated from the HSPD-12 system when the digital certificate on the LincPass is within 90 days of the expiration date. This notification serves as the employee's/contractor's reminder that the certificate is about to expire and will provide actions required by the employee to rekey/update the certificate. It is important that employees/contractors rekey/update their certificate **before** the expiration date. If the employee waits until on or after the expiration date, the LincPass will automatically be terminated.

It is vital that all employees/contractors ensure that their work e-mail address is accurate in eAuthentication and EmpowHR. If these systems are accurate but the employee is still not receiving e-mail notifications from HSPD-12, the employee shall provide changes to their e-mail address to the following individual as soon as possible to ensure accurate delivery of e-mail.

- National Office Employees shall contact David Porter at **david.porter@wdc.usda.gov** .
- State and County Employees shall contact the State Administrative Officer or designee.
- Contractors, shall contact their contractor program manager or lead to work with the Contracting Officer's Technical Representative (COTR).

The certificate expiration notifications are sent from **HSPD12Admin@identitymsp.com** under the subject, "USAccess - ACTION REQUIRED: Update Your USAccess Credential (PIV Card)". Active LincPass holders will continue to receive the reminder e-mails at the following intervals until their LincPass certificate is rekeyed:

- 90-60-30-15-and 7 calendar days **before** expiration
- if the LincPass has terminated because of certificate expiration, the employee will not continue to receive any additional notification.

FSA Deputy Administrators will receive notification of all personnel allowing their LincPass to expire and will follow-up with appropriate action.

FAS and RMA Security Officers will receive notification of all personnel allowing their LincPass to expire and will follow-up with appropriate action.

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2 LincPass Certificate Expiration Rekey (Continued)

B Digital Certificate Expiration Notification (Continued)

FAS Employees located overseas that currently cannot go to a stateside enrollment location within the 90-day window will have to be re-enrolled for a new badge when they return to an assignment location that provides this service.

Note: If these employees receive a certificate expiration notification e-mail, they should forward the e-mail to the FAS Security Officer according to subparagraph 1 D and provide their current assignment dates in the body of the forwarded message. This will assist in tracking when the employee may be available to have a new badge processed. The employee, as an exception, may still use the badge for physical access purposes until the 5-year credential expiration date displayed on the front of the badge.

C Credential Rekey/Update Process

Instructions for rekeying LincPass certificates are the same for all FFAS employees and contractors. The LincPass may be rekeyed/updated at a fixed or LAS location.

- **Fixed Location:** To update the credential at a fixed location, employees/contractors must schedule an appointment at <https://www.schedulemsp.com/tc/login.do?url=usaccess> and visit the nearest fixed USAccess credentialing center. See Exhibit 1.
- **LAS Location:** State and County Office employees may elect to use the LAS for rekeying their LincPass certificates. For alternative sites, visit the nearest LAS. Go to <http://hspd12.usda.gov/> for a list of LAS States by State. After accessing the web site, click the "Light Activation Solution" link for a list of site locations and points of contact (POC). Appointments for LAS must be made by contacting the POC. Online appointment scheduling is not available for LAS locations.

To complete the rekey/update, employees must bring their current LincPass. They will also be required by the system to enter the credential PIN created when they activated their LincPass. If the employee/contractor does not know their PIN, they can ask for assistance from the Activation Station Operator.

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2 LincPass Certificate Expiration Rekey (Continued)

D Certificates Not Rekeyed Before the Expiration Date

If a LincPass has been terminated for any reason (expiration, loss, name change, etc.) a new LincPass must be reissued. Each time a LincPass is re-issued, the expiration date is refreshed.

If a LincPass is damaged or defected and a new LincPass is provided by reprint, the expiration date is **not** changed.

LincPass re-enrollment consist of the employee going to the fixed enrollment location to present 2 forms of identification documentation, submit their fingerprints, and have their picture re-taken. After the successful re-enrollment, the employee **must** then wait for their new credential to be printed, delivered, and activated. During this time, the employee may **not** be able to log on to their work computer or gain unescorted access into Government buildings, if they currently use their LincPass for these purposes.

Notes: Employees receiving a reprinted LincPass within the 90-day expiration window must inform the activator of the rekey requirement so the reprinted LincPass may be rekeyed during the activation appointment.

If a LincPass holder attempted to rekey their certificate and still receive the reminder e-mail, their attempt was **not** successful and they should make another appointment to rekey/update their LincPass until successful.

E Using the LincPass After Reset

After the certificate is reset, users may be unable to log in using the LincPass card. The old certificate information **must** be cleared off the computer before the computer will allow log in with the LincPass card again.

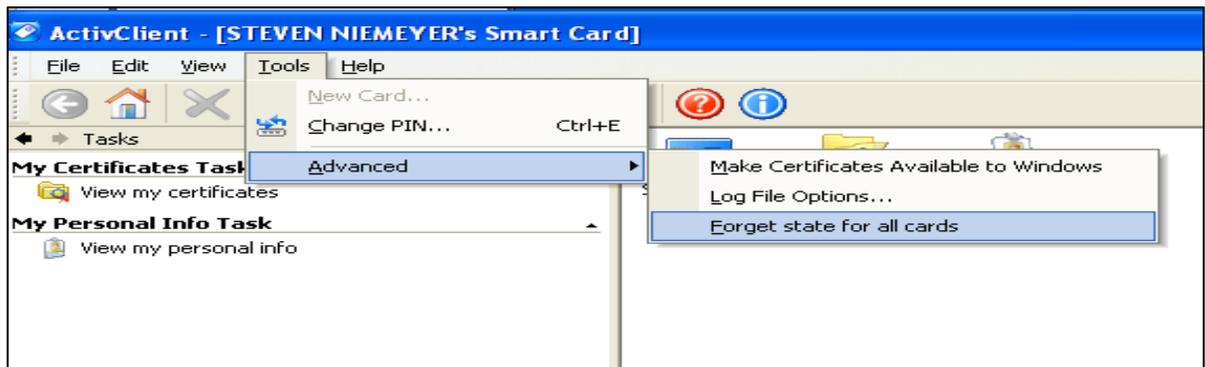
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2 LincPass Certificate Expiration Rekey (Continued)

E Using the LincPass After Reset (Continued)

Clear the old information off the computer according to the following steps:

- Step 1: Log in using the firstname.lastname and password and remember to change the Log in to “AGLO”- or whichever is appropriate
- Step 2: Open the ActivClient by clicking Start, All Programs, ActivIdentity, and ActivClient
- Step 3: After the ActivClient window opens, CLICK “Tools”, “Advanced”, and “Forget State for All Cards”
- Step 4: Log off the computer and try to log in again using LincPass.



3 Reports and Listing

A CER

In an effort to better anticipate, plan and coordinate USDA resources, State HSPD-12 sponsors may obtain a copy of a CER for their State. The CER is a report that identifies the expiration date of the certificate and credential and may be generated by either the State or by EPD.

State Generated CER: The State HSPD-12 sponsor may access CER's through the GSA Reports Portal.

EPD Generated CER: The State HSPD-12 sponsors may contact and work with David Porter, FSA, EPD (subparagraph 1 D), to obtain a CER for their State. Provide a list of the State/county employees and their date of birth in an e-mail with the subject title "CER Request for the State of (name of State)". The list shall include the employees' complete name as it is in EmpowHR by Last Name, Suffix, First Name, and Middle Name.

3 Reports and Listing (Continued)

A CER (Continued)

State HSPD-12 sponsors may access the report, after signing into the GSA Identity Reports Portal. Select “**report viewer**”, then select “**Certificate Expiration Report.rpt**”. Reports may be generated to show certificate expirations of up to 180 calendar days from the expiration date and may be sorted to remove data **not** associated with the State according to the following steps.

- Step 1 - Delete the first 2 rows of the report.
- Step 2 - Select a cell within the Table.
- Step 3 - From the Home tab at the top of the page, in the Editing group:

- CLICK “**Sort & Filter**”



- select “**Filter**”



- or from the **Data** tab Click “**Sort & Filter**”.

Note: AutoFilter buttons appear at the top of each column of the selected Table.

- Step 4 - In the “Work Email” column CLICK “” and then select “**Text Filters**” followed by checking the box next to “**Contains**”.

Note: The Custom AutoFilter dialog box appears. Within the dialog box, the column being filtered is called “Work Email”.

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3 Reports and Listing (Continued)

A CER (Continued)

- Step 5 - In the Comparison Operator drop-down list, ensure that a type of comparison is selected.

EXAMPLE: Select “**Contains**”.

- Step 6 - In the Corresponding drop-down list type a criteria value such as “@your state”.

EXAMPLE: For Washington DC type “@wdc”, for Texas type “@tx”; for Maryland type “@md; ett”.

B Operational LAS Listing

LAS within the vicinity of the employee’s location are available to perform rekey activities. To make an appointment contact the LAS POC or activator to schedule an appointment to arrange activation, to reset PIN, or schedule credential update appointment. The State HSPD-12 Sponsor may access the operational listing by accessing <http://hspd12.usda.gov/> for a list of LAS States by State. After accessing the web site at <http://hspd12.usda.gov/>, click the "Light Activation Solution" link.

4 LincPass Re-Route Process

A LincPass Re-Route Process

LincPass credential may be re-routed to another location as required. All re-route requests are coordinated and processed through the USDA HSPD-12 Helpdesk. Re-route requests are submitted as follows.

- FAS and FSA Re-Route Request. FAS and FSA Employees requiring a LincPass credential re-route should contact David Porter according to subparagraph 1 D and include the subject title “LincPass Re-Route Request for (Name on LincPass)”. See Exhibit 2.

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4 LincPass Re-Route Process (Continued)

A LincPass Re-Route Process (Continued)

- FSA State Office Re-Route Request for State and County Offices. FSA State and county employees requiring a LincPass credential re-route should contact their sponsor by e-mail and include the subject title “LincPass Re-Route Request for (Name on LincPass)”. See Exhibit 2.
- RMA Re-Route Request. RMA employees requiring a LincPass credential re-route should contact Steven Webster or Kim Morris, RMA Program Support, according to subparagraph 1 D.
- Contract employees requiring a LincPass credential re-route should contact their contractor program manager and their COTR by e-mail and include the subject title “LincPass Re-Route Request for (Name on LincPass)”. See Exhibit 2.

Note: All Re-Route Requests shall be submitted to USDA.

B LincPass Re-Route Request Template

The FSA LincPass Re-Route Request Template is located on the EPD SharePoint web site at <https://fsa.sc.egov.usda.gov/camd/ep/Lite%20Activation%20Stations%20LAS/Forms/AllItems.aspx>. CLICK “FSA LincPass Re-Route Request Form (Revised 09-15-2011) 1A.

Reminder E-Mail with Rekeying Instructions

The following is an example of the instructions received with the certificate expiration notification reminder e-mail.

Subject: USAccess - ACTION REQUIRED: Update Your USAccess Credential (PIV Card)

Our system indicates that the digital certificates loaded on to your USAccess credential must be updated. You must complete this update *by the close of business before Feb XX, 2011* or your credential will be terminated.

IMPORTANT: If you do not complete the update by the date indicated and your credential is terminated, you will have to re-enroll to obtain a new credential. To re-enroll, you must visit a USAccess enrollment center to present your identification documents, submit fingerprints and have your picture taken again. You must then wait for your new credential to be printed, delivered and activated.

During this time, you may not be able to log on to your work computer or gain access to government buildings if you currently use your USAccess credential for these purposes.

To avoid this inconvenience and delay, please follow the steps below for completing the certificate rekey/update process as soon as possible.

How to rekey/update your credential

To rekey the certificates on your credential, please visit an Activation station or USAccess credentialing center. You must bring your current credential with you, and you must know your PIN. You will be prompted by the system to enter in your PIN to complete the rekey process.

If you do not know your PIN, visit the PIN Credential page located on the USAccess Web site at <http://fedidcard.gov/credreset.aspx> for instructions on how to retrieve or reset it.

Once you have your PIN, please proceed with visiting an Activation station near you, or making an appointment at your local USAccess Credentialing Center. Instructions for making appointments at USAccess Centers are located on the USAccess Web site at <http://fedidcard.gov/credappointments.aspx>.

NOTE: The actual process for certificate rekey takes only a few minutes once the credential is inserted into the card reader if you have your PIN ready before you attempt renewal. If you do not know your PIN, you will need assistance from the Center operator which could add extra time to the process.

Questions?

If you have any questions on this process, please contact your USAccess/HSPD-12 Sponsor, your badge office, HSPD-12 help desk or agency HSPD-12 POC.

*** This email was generated by an automatic process. Please do not reply to this email.

If you have any questions or concerns, please contact your supervisor or your Agency's security office.***

FSA LincPass Re-route Request

Following is an example of the FSA LincPass re-route request.

FSA LincPass Re-route Request

Instructions: To request a LincPass Credential (badge/card) reroute provide the information below to the FSA LincPass POC (David Porter) by e-mail at david.porter@wdc.usda.gov under the subject title "LincPass Re-Route Request (*Name on LincPass*)".

Description of Information Required	Information Required
Full Name On The LincPass:	
Complete Facility Address (Location) Where The LincPass Is Currently Being Held:	
Complete Facility Address (Location) Of Where The LincPass Needs To Be Re-Routed To (No P.O. Box):	
POC To Where The LincPass Is Being Re-Routed:	
Telephone Number Of POC To Where The LincPass Is Being Re-Routed:	
E-Mail Address Of POC To Where The LincPass Is Being Re-Routed	
Agency Requesting LincPass Re-Route	
Person Requesting/Submitting The Re-Route Request:	
Telephone Number Of The Person Requesting The Re-Route:	
E-Mail Address Of The Person Requesting The Re-Route:	
Date Re-Route Request Submitted:	
Active UPS Account/Billing Zip Code:	
-----For HSPD-12 Helpdesk Use Only-----	
UPS Tracking #	Date Shipped/Delivered
	Date Received

Revised Date: 09/15/2011 (Porter)