



## **Homeland Security Presidential Directive 12**

### **USDA Enrollment Deployment Guide**





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# USDA ENROLLMENT DEPLOYMENT GUIDE

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## 1.0 HSPD-12 OVERVIEW

Issued in August of 2004, Homeland Security Presidential Directive 12 (HSPD-12) mandates that each Executive Agency begin issuing a standard form of identification to employees and contractors. Unlike many past Agency ID cards the new identification credential contains several robust security features, requires a stringent, standardized process for issuance, and contains a data chip that will eventually be used to access government buildings and information centers. Comprehensive regulations and policies have been developed to dictate what the credential looks like, which personal information it contains, and how it may be used.

In order to receive one of these new Smartcard credentials, known in USDA as a LincPass, an applicant must be sponsored by an authorized Agency official, complete a successfully adjudicated minimal background investigation, and go through enrollment and activation processes. These processes include the following steps:

- A review of two accepted forms of ID for identification verification purposes
- The digital scan of an applicant's fingerprints
- The capture the applicant's facial image for the card face
- The downloading of digital certificates and selection of a PIN at the time of credential issuance

While the sponsorship and adjudication processes can be completed through Web-based interfaces, the enrollment and activation processes require each individual applicant to appear, in person, at a credentialing center. These credentialing centers are strategically located throughout the United States in order to meet the geographic and capacity needs of the USDA's employee and contractor workforce. USDA has elected to work with the General Services Agency Managed Services Office (GSA MSO) which provides a comprehensive service for producing the USDA LincPass. This program is entitled the USAccess Program.

In order to meet the needs of its customer base, the GSA MSO is working with individual partner agencies including USDA, DOE, DOC, GSA, and Treasury among others, to identify credentialing center locations that can effectively serve the needs for the Federal employee and contractor workforce, while meeting a set of minimal building and room requirements. This document is intended to be a guide for deploying enrollment stations at USDA-hosted locations.

### At a Glance: Process for Deployment

*(What you need to do!)*

1. Receive Ready Guide and associated documents from the Deployment Team upon expressing interest in hosting a facility.
2. Fill out and return the "Credentialing Center Questionnaire," Attachment 3.
3. You will then be given a confirmed date for equipment installation.
4. Fill out and return the Set! Guide.
5. Sign and return ISA agreement included with your package prior to equipment installation.
6. Use Attachments 1 & 2 to prepare your site according to the Ready Guide and, upon confirmation, the necessary equipment will be installed.

Your Credentialing Center is ready to go!



## 2.0 CREDENTIALING CENTER OVERVIEW

Over the course of the upcoming months, several hundred shared credentialing centers will be opened across the United States. To ensure the facility complies with GSA MSO guidelines, please complete the “Credentialing Center Questionnaire” (**Attachment 3**) and return it to your vendor contact as soon as possible. Additionally, **Attachment 1** and **Attachment 2** are provided to assist with equipping and configuring the facility.

These credentialing centers will contain the enrollment and activation stations that are required to issue and activate the LincPass credential.

1. Enrollment Stations contain the following components:
  - Computer with either a single or two flat screen monitors depending on final station configuration
  - Document scanner
  - Fingerprint capture device
  - Card reader
  - Fingerprint reader
  - Digital camera
2. Activation Stations contain the following components:
  - Computer
  - Card reader
  - Fingerprint reader

## 2.1 TYPES OF CREDENTIALING CENTERS

The GSA MSO offers the choice of either hosting a Credentialing Center that is shared with other participating Agencies or leasing a Credentialing Center. Shared Credentialing Centers include an Enrollment Station and a separate, standalone Activation Station that can be used for self-service (Cardholder-performed) or manned (assisted) activations. This solution is provided at no charge. Agencies that choose to lease a Credentialing Center also receive an Enrollment Station and a separate, standalone Activation Station. Leased Stations are used primarily where an Agency cannot allow others access to the building for security reasons. Additionally, Agencies may choose to purchase additional Activation Stations—either for use by sites with existing Credentialing Centers or sites with no other Program equipment. USDA-hosted Credentialing Centers will primarily be Shared facilities.

Agencies that offer to host a shared Credentialing Center for use by all participating organizations may also request a GSA MSO-provided Registrar to operate the Enrollment Station for one year. However, the number of Registrars is limited and priority will be given to Agency locations committing to host early in the deployment process. Agencies that choose to lease a Credentialing Center also have the option to contract a Registrar (at an additional charge) or designate and train someone from their facility to perform that role.



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There will also be several temporary or “mobile” Credentialing Centers that will function in the same way as Shared Credentialing Centers but will be deployed for only short periods of time to customer Agency locations. The GSA MSO has contracted for 25 temporary stations to be moved up to 8 times over the first year of the contract. Facilities must meet the same requirements to host a temporary Credential Center as a regular shared facility.

## 3.0 BUILDING REQUIREMENTS

As GSA MSO finalizes its Enrollment Deployment Schedule, potential locations for credentialing centers must be evaluated and selected based on a detailed set of specifications. The following building attributes are sought by GSA MSO during building selection:

- The building is owned by the Federal Government or contains federally leased space.
- The building is centrally located among high concentrations of Federal Government employees and/or contractors.
- The building is publicly accessible.
- The properties meet Federal requirements for disabled individuals under the Americans with Disabilities Act (ADA) requirements. This includes: parking, ramps, automatic entryway, elevators, etc.
- The building maintains at least a minimal level of physical security.

Additionally, **shared** Credentialing Centers should also:

- Be centrally located among high concentrations of Federal Government employees and/or contractors, and
- Be able to accommodate the general public.

A building should meet or exceed the above outlined requirements in order to be identified as a potential location to house a GSA MSO Shared Credentialing Center. Once a building has been identified by the GSA MSO as a potential credentialing center, space within the building should meet the following room requirements and recommendations.

## 3.1 ROOM REQUIREMENTS & RECOMMENDATIONS

An identified space within a potential credentialing center location must be evaluated for the following requirements before finalizing the location of a credentialing center.

- The space is centrally located for easy access near a main entryway or elevator.
- The space has adequate, accurate, and visible signage navigating from the main entrance(s).
- The space is of adequate size to accommodate the enrollment station, furniture, privacy counters and a queuing/waiting area.
- Where possible, it is best to have the waiting area physically separated from the enrollment workstations to allow for 1:1 privacy between a Registrar and an Applicant.



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- Ideally, the space should be used for credentialing only. If that is not possible, the Enrollment Station should be segregated from any other hardware used for other purposes.
- The space must be lockable from the outside.
- The space has functioning electrical outlets, telephone with local contact number, and Internet connections with appropriate network capability (see Telecom and Network Requirements below).
- The space is well-lit, clean, and secure.
- A copy of the Privacy Statement should be posted in clear view, identifying what information is being collected, why, and where it will be stored.

After determining that the building and enrollment space meet the respective requirements, the shared credentialing center location is finalized. Now that the location has been determined, the space must be set up appropriately for credentialing to begin.

## 3.2 POWER REQUIREMENTS

Enrollment and Activation stations and VPN communications equipment require standard 120V AC power.

- Enrollment Station with all of its equipment requires a minimum of 3.3 amps of power.
- Activation Station with all of its equipment requires a minimum of 2.1 amps of power.
- Site VPN Router requires a minimum of 1.8 amps of power.
- Site VPN Firewall requires a minimum of 1.8 amps of power.

Given that a standard 120V AC 20 amp circuit should not be loaded to more than 80% (16amps) of its capacity (20 amps), it is recommended that there be at least one dedicated 20amp 120V AC circuit for each group of not more than two Enrollment Stations with two Activation Stations, one Site VPN router, and one site firewall. See below for an example:

Enrollment Station	3.3 amps	x2	=	6.6 amps
Activation Station	2.1 amps	x2	=	4.2 amps
Site VPN Router	1.8 amps	x1	=	1.8 amps
Site VPN Firewall	1.8 amps	x1	=	1.8 amps
			Total	= 13.4 amps

This would also allow for the addition of one additional Enrollment or Activation Station later if needed.

## 3.3 TELECOM REQUIREMENTS

Telecom requirements include:

- At least a single telephone line must be installed in each room. Each line should have a local contact number and a voicemail setup.



### 3.4 IT REQUIREMENTS

Please refer to the **Interconnection Security Agreement (ISA)** included with this deployment package for details on network configuration and IT security. *This document must be signed and returned prior to network connectivity.*

A Credentialing Center consists of at least one each of the following components:

- VPN Router – Cisco 3002
- Linksys 2008 switch
- Enrollment Station
- Activation Station

The network requirements for standing up a USAccess Credentialing Center are as follows:

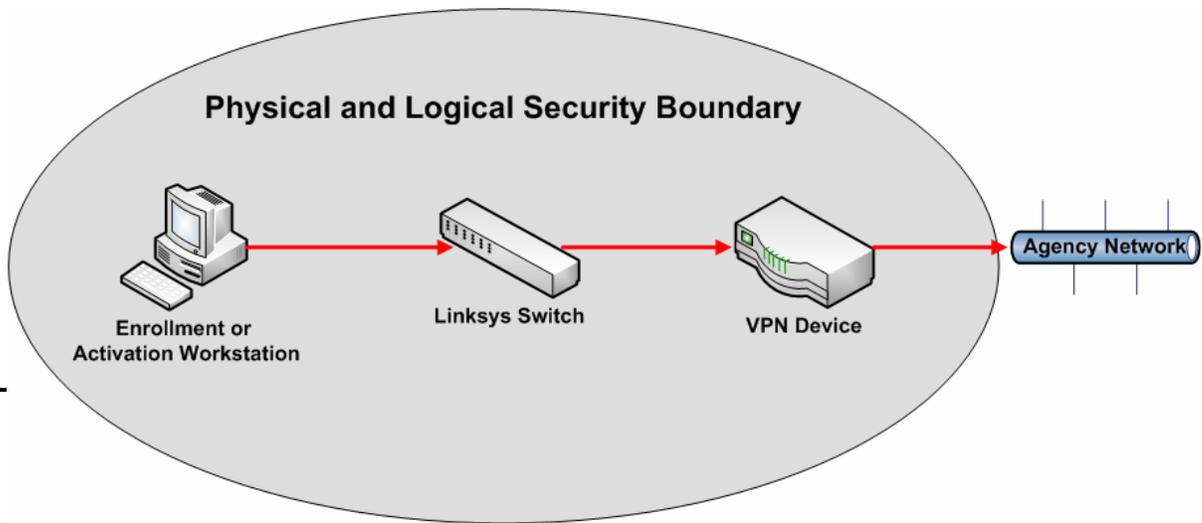
- One physical (non-wireless) Internet/LAN connection must be provided for each VPN device.
- A Public IP address must be established for each VPN device. The IP address must be communicated to the USAccess Implementation Engineer, via the SET! Worksheet, prior to the deployment of the Credentialing Center.
- The Enrollment Stations and Activation Stations are remotely managed. Periodically, anti-virus definitions, operating system patches and EDS Assured Identity™ updates will be sent to the workstations to ensure security and performance are maintained.
- Administrative access is exclusive to the remote administrators at the USAccess Program Network Operations Center (NOC). The remote administrators will also run regular audit and production reports.
- No third-party software or hardware may be added to the Enrollment Workstations. Software is installed on all the stations that prevent the installation of any additional software or drivers.
- No data is stored on the local workstations.. If an enrollment cannot be completed for any reason, no data is stored.
- Outside of local network connectivity and performance, no support will be expected from local network administrators. All support requests will be handled by the USAccess Help Desk.
- The architecture calls for IPSEC over SSL Port 443 VPN transport only between the Credentialing Center workstations (Enrollment and Activation Stations) and the Service Infrastructure Provider (SIP). Communication is always initiated from the Enrollment and Activation Stations and must be allowed through any outbound firewalls or network security devices from the VPN device(s). In addition, the workstations run endpoint security agents with a centrally managed, host-based firewall with tight control of both ingress (none) and egress (IDMS, realm controller, etc.).
- From a network perspective, the workstations are clients initiating a TCP 443 (IPSEC) connection to the outside world.

- The architecture is designed to isolate the Credentialing Center devices from all other devices on the host site's network (if applicable). Proximity of the Credentialing Center VPN device(s) to the edge device (switch or router) may be an issue for some older networks. If you prefer to use your current address space, you must allow the VPN device to connect outside the firewall(s). If the VPN device is to reside behind a firewall, port 443 must be opened outbound.
- Optionally, a separate circuit (i.e. DSL, T-1, etc.) may be used. Recommended bandwidth for this option is 1.5mbps up and down. Although a line provisioned less than 1.5mbps will work, it may increase processing time for enrollments. The minimum bandwidth is 168Kbps per pair of workstations (1 Enrollment Station and 1 Activation Station).
- Upload speed is important as the Registrars will be sending 1-3MB of data for each enrollment processed. The USAccess Program does not provide a dedicated circuit.

The ideal configuration, as defined by the C&A documentation, is that all deployed terminals

Configuration	Characteristics/Requirements
Installed on Agency WAN	<ul style="list-style-type: none"> <li>• Site must provide an IP address, which is configured in to the VPN device prior to deployment</li> <li>• Port 443 must be opened to outbound communications</li> <li>• If site utilizes a non-stateful firewall, ports 1024 and above must be opened to receive incoming traffic</li> <li>• Proxies and internet monitoring tools (such as Web Sense and Web Inspector) may interfere with workstation authentication and must be changed to permit traffic flow across Port 443.</li> </ul>
Dedicated circuit (DSL, SDSL, T1, etc.)	<ul style="list-style-type: none"> <li>• Site must obtain IP address from network provider and provide it to Deployment Team prior to deployment</li> <li>• Recommend symmetrical networks</li> </ul>

are directly connected to the Linksys switch, and that the Linksys switch is directly connected to the VPN device. All of these components should exist within the same physical boundary (i.e. within the same room, behind locked doors). The diagram below illustrates the C&A configuration for installing Credentialing Center equipment on an existing agency's network.

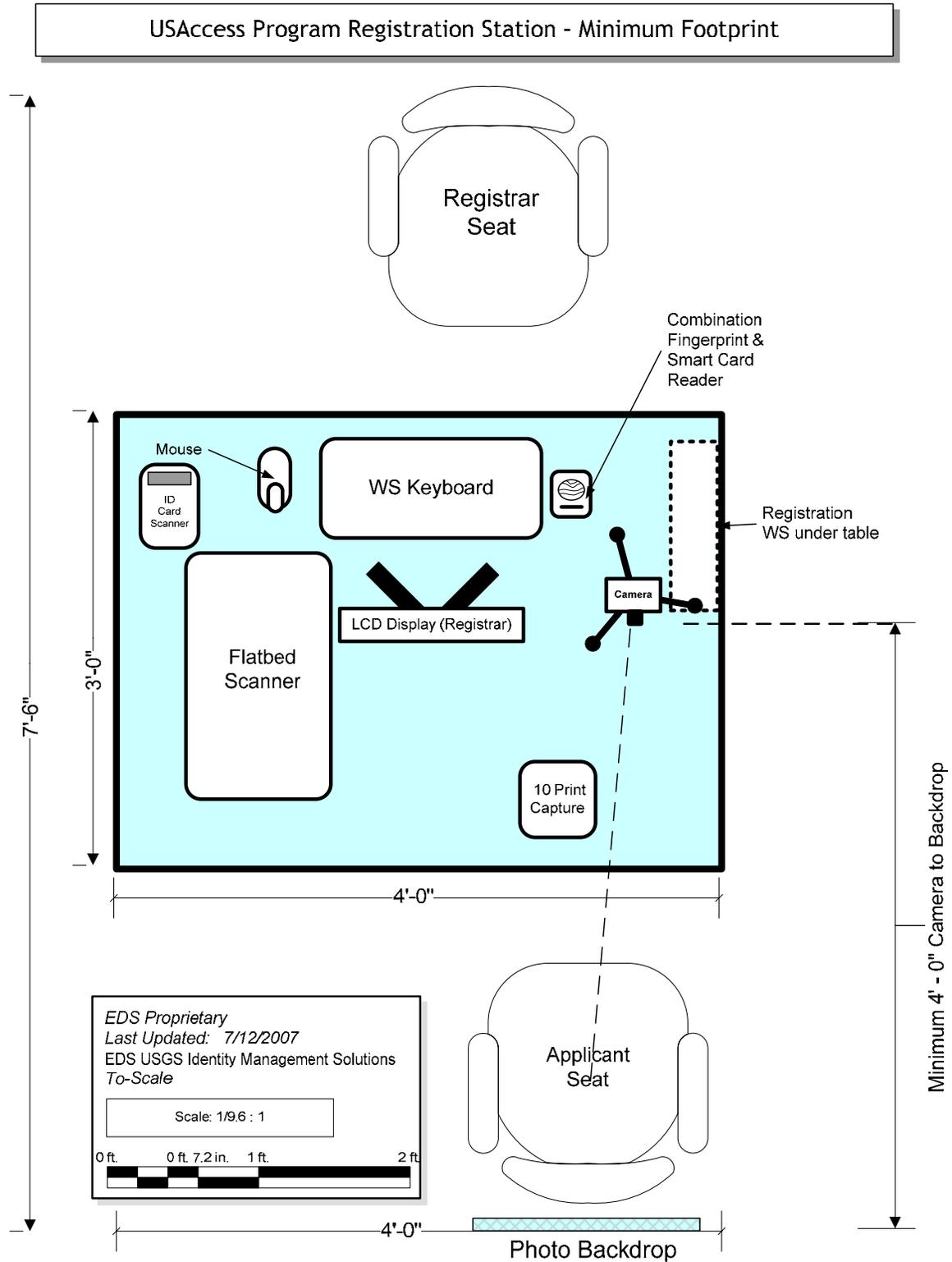


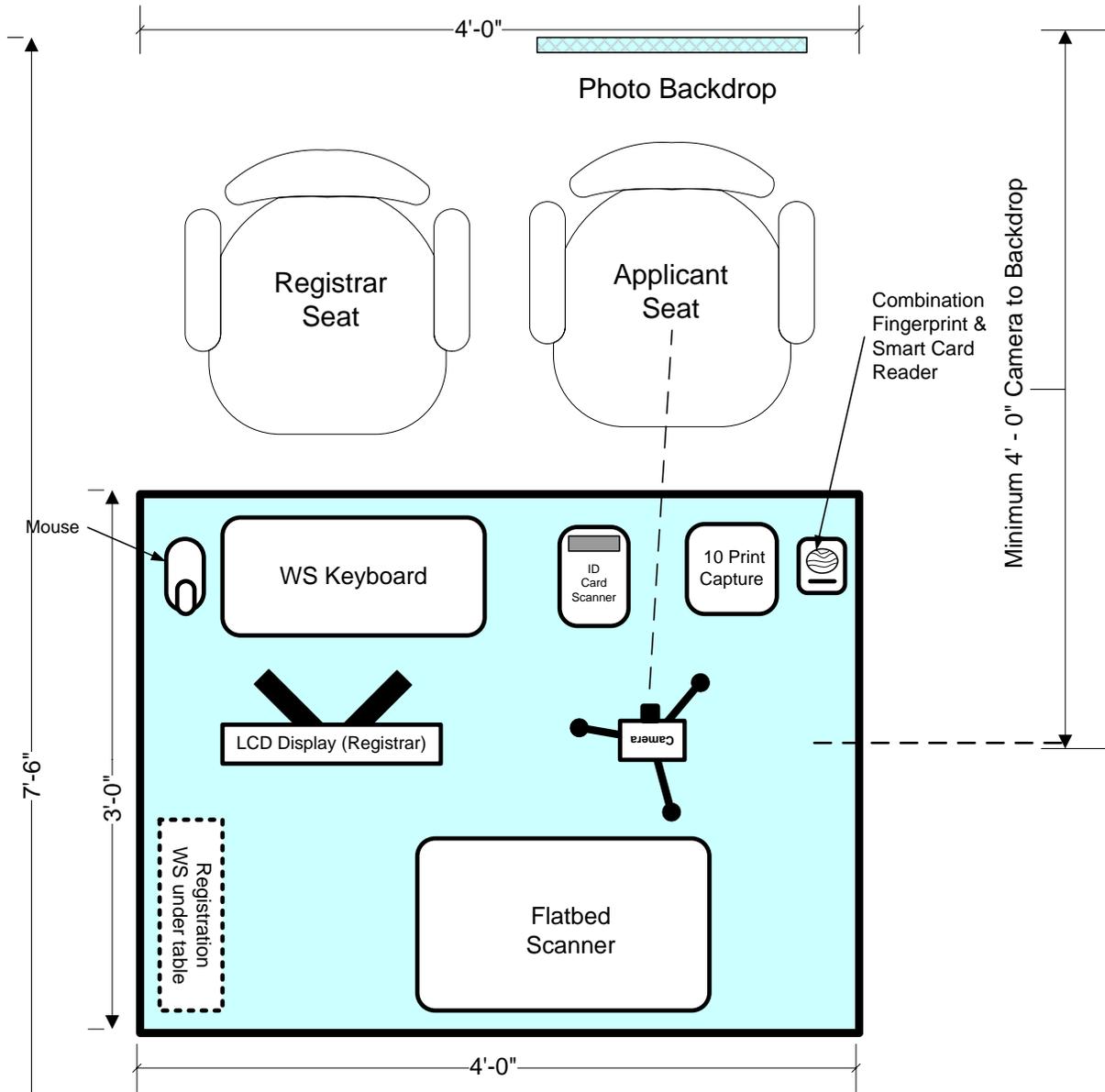


### 3.5 FURNITURE SETUP REQUIREMENTS

See Attachments 1 & 2 for details on obtaining the necessary equipment for the Credentialing Center. Each credentialing center must be equipped with a furniture setup that meets the following requirements:

- For the **Enrollment Station**, a large desk/table capable of handling two PC flat screens and several peripherals. The desk/table may be of a modular (part of a cubicle or wall structure) or stand-alone. The desk/table must be accessible by seated users from both ends. The desk/table should be accessible by seated users from both ends. The Enrollment Station equipment takes up approximately 48" x 33" of desk space and weighs about 50 pounds.
- The Enrollment Station requires a minimum of two chairs: one for the Registrar and one for the Enrollee.
- Both the Enrollment and Activation Station desks/tables should meet height requirements for wheelchair access. This is defined as between 28" and 34" by the ADA.
- For the **Activation Station**, a second kiosk will be needed for activation services which will require computer hardware, fingerprint reader and card reader.
- In order to optimize photo quality, a light source and blue backdrop should be utilized. Allow added space behind the Applicant chair for the blue backdrop and stand.
- Excessive sunlight may have an effect on photo quality. If this is a concern, please plan to place station away from windows or to shade windows to block excessive sunlight.
- Approximately five chairs are required for each credentialing center. Two chairs will be for the Registrar running the station and the applicant being enrolled. The remaining three will be used as a queuing area away from the enrollment station.
- Whenever possible, a self-service Activation Station should be located near the Enrollment Station to allow cardholders easy access to the Registrars in case of questions during self-service activation.
- A barrier must be placed in a manner that shields both screens from the view of waiting room applicants. This is only necessary if the room configuration does not allow for this privacy to occur naturally.
- A safe or secure cabinet must be located at each of the shared credentialing centers. It will be used to store new credentials prior to issuing them to card holders prior to activation.
- The MSO has procurement vehicles in place for purchasing the necessary furniture. For a general idea of station setup, please use the graphics below.





EDS Proprietary  
 Last Updated: 7/12/2007  
 EDS USGS Identity Management Solutions  
 To-Scale

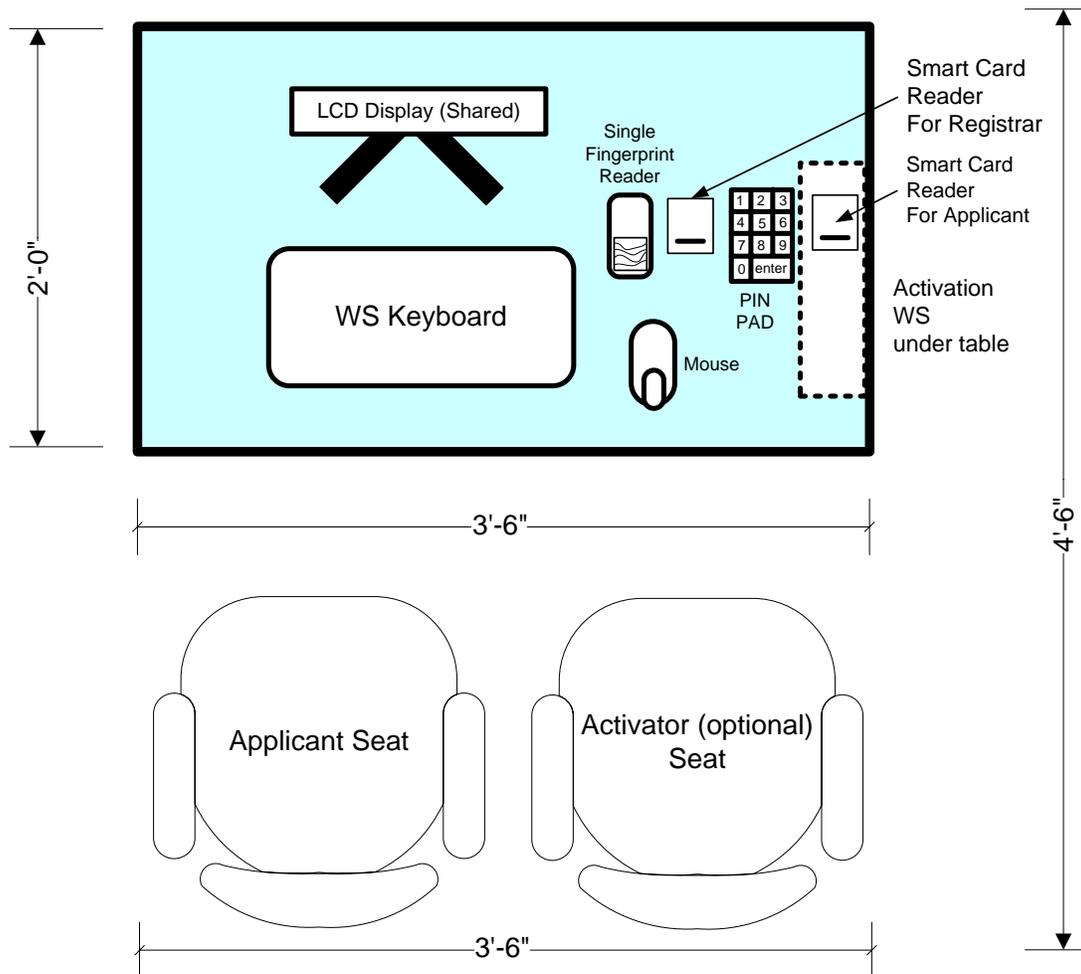
Scale: 1/9.6 : 1

USAccess Program Registration Station - Minimum Footprint



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USAccess Program Attended Activation Station  
(Allows for self-activation or manned activation)



*EDS Proprietary*  
*Last Updated: 7/12/2007*  
EDS USGS Identity Management Solutions  
*To-Scale*

Scale: 1/9.6 : 1

0 ft. 0 ft. 7.2 in. 1 ft. 2 ft.



## 3.6 SECURITY REQUIREMENTS

The following minimum security requirements apply to all Credentialing Centers, whether Shared or Leased:

- A safe or a secured cabinet must be utilized to secure the credentials until activated.
- The Credentialing Center must be able to be locked when not occupied.
- The space containing the Credentialing Center must safe guard against accidental disclosure of sensitive information and equipment tampering.
- Enrollment Stations, Activation Stations, and the Credentialing Center VPN router may not be tampered with, added to, or changed in any way.
- Enrollment Stations, Activation Stations, and the Credentialing Center VPN router may not be moved unless it is done so by the vendor. Requests to move, add, or remove Credentialing Center equipment must be made through the GSA MSO Help Desk.
- Only the trained Registrars(s) will have access to the Credentialing Center equipment. This does not include the Activation Station.

## 4.0 ENROLLMENT STATION PERSONNEL REQUIREMENTS

USDA will be responsible for identifying at least two individuals to fill a minimum of two roles associated with operating the Credentialing Center depending on whether the stations are shared or leased:

1. A building representative to act as a point of contact between the Credentialing Center site, the GSA MSO and USDA's Office of Security Services (OSS). This individual will help to ensure that the requirements and guidelines outlined in this guide are met. This includes coordinating enrollment station delivery and setup, overseeing necessary facility management and maintenance, and working with LAN administrators to provide the necessary network access.
2. A Registrar to operate the enrollment stations and distribute credentials for activation. The Registrar will be either a contractor hired through the MSO vendor, a contractor provided by USDA, or an existing Federal employee. USDA will provide the Registrar at leased locations. USDA has the option of providing the Registrar or utilizing the GSA MSO provided Officer at shared locations. The Registrar must obtain a LincPass credential and successfully complete training in order to operate the enrollment station.
3. A third role, an Issuer/Activator, may also be required in high volume locations where the Registrar may be too busy to assist enrollees that need help self-activating their LincPass credential. The Issuer/Activator will also need to have training, be vetted through building security to obtain a location-specific building credential, and be provided keys to the credentialing center space (if necessary).



### 4.1 LINC PASS CARD RECEIVING PROCESS (MAIL)

Shared Credentialing Centers also act as locations for credential pickup and activation. Credentials will be mailed on a weekly basis from the card production facilities to the Credentialing Center. Packages will require a signature at the time of receipt. The Registrars and building facility managers must work together to define shipping receipt requirements to ensure that packages are signed for and reach the Credentialing Center in a timely manner.

Even though the LincPass cards do not contain any electronically stored personal information at the time they are shipped from the manufacturer, they are still considered controlled media. As such, a “chain of trust” must be maintained from the time it is received on site until the time it is turned over to the cardholder for activation.

Each site must define and document a process for receiving and handling the LincPass cards after they are received from the manufacturer. This process should take into consideration any site-specific receiving processes.

**At no time prior to the activation of the credentials should they be left unsecured or unattended.** A hand-receipt and/or logging process should be implemented to track any internal transfers of the cards (i.e., from loading dock personnel to Primary Card Receiving POC).

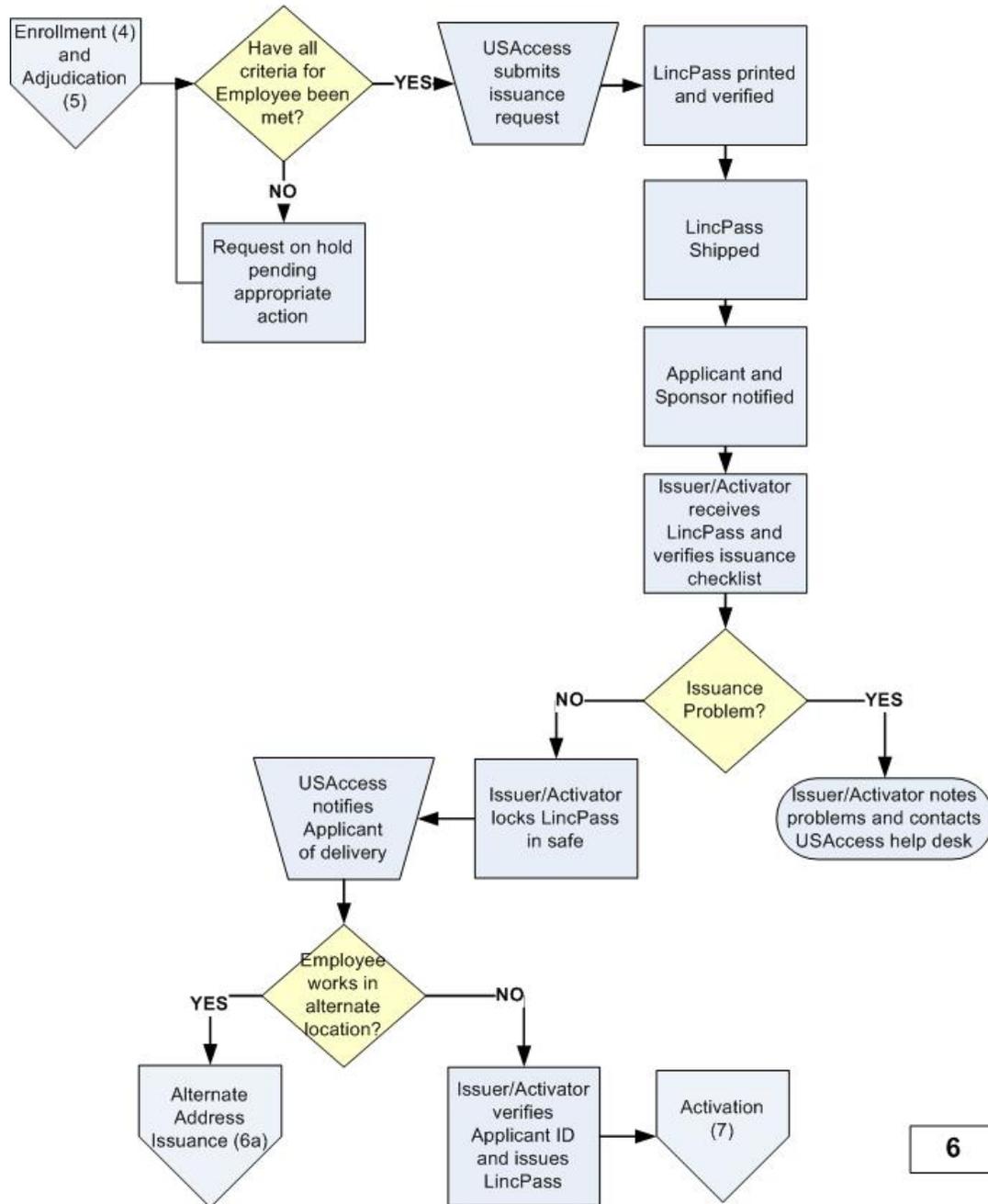
During the Site Preparation Process, the site POC will be asked to provide a Primary Credential Receiving POC and a Secondary Credential Receiving POC and contact information. This information will be provided to the LincPass credential production facility for use as the “Ship To” name and phone number for credentials being shipped back to the site.

### 4.2 ESCORT PROCESS

Depending on site-specific visitor policies, a Credentialing Center POC may also have to devise a process to provide access to non-Agency personnel using the Credentialing Center to register for or activate their LincPass credential. For instance, the POC may choose to print out a list of all Applicants with appointments for that day and deliver it to the front desk who will allow scheduled Applicants access to the Credentialing Center.

## 4.3 DETAILED ISSUANCE PROCESS

The following diagram details the workflow of the LincPass issuance process in the USAccess System. The system flow and the steps described in this section cover the following use cases: (a) Normal Valid Card Issuance Process, (b) Pre-issuance Request with Security Issues (c) Pre-issuance Request with Criteria Issues (d) Invalid Card Printing Check (e) Invalid Address (f) Wrong Cards Shipped to Valid Address and (g) No Applicant Match for a Shipped Card.



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1. Have all of the issuance criteria been met? If so, continue to step 2; otherwise no LincPass is issued.
  - a. The Applicant has been approved for a PIV Credential (“PIV Card Required” flag is set to yes in USAccess).
  - b. The Applicant has a completed sponsorship record in USAccess (including a work email address and a system assigned Unique Person Number (UPN)).
  - c. A complete, digitally signed enrollment package exists (with all document flags cleared).
  - d. The Applicant has at least one of the BI checks (either FP Check or NACI (or higher) BI) favorably adjudicated and recorded in USAccess.
  - e. Applicant is an active Federal Employee, Contractor Employee, or Affiliate.
  - f. No impersonation matches result from 1 to many biometric checks.
2. USAccess submits the issuance request to the card printing facility.
3. The LincPass is printed and verified to ensure that the data on the LincPass is accurate.
4. The LincPass is shipped via FedEx to the Shipping address specified in the Applicant’s identity record. The shipment will be tracked electronically utilizing the FedEx tracking system.
5. USAccess emails the Applicant and Sponsor to inform them a LincPass has been printed and shipped.
6. The Issuer/Activator receives the LincPass and reviews the issuance checklist to verify that the correct LincPasses were received.
7. If there is a problem detected during the issuance process the Issuer/Activator notes the problem and reports it to the USAccess Help Desk; otherwise go to step 8.
8. If the Issuer/Activator does not detect any problems during the issuance process, they lock the LincPass in a safe until picked up by the Applicant.
9. USAccess emails the Applicant to inform them the LincPass has been delivered and is ready for pick-up.
10. If the Applicant’s work location is different than the location the LincPass was shipped to (as detailed in the delivery email), the Applicant must contact the Issuer/Activator where the LincPass was delivered to have it shipped to a location near them; otherwise, go to step 11.
11. The Applicant goes to the Issuer/Activator to pick-up their LincPass.
12. Issuer/Activator verifies Applicant’s photo ID and issues LincPass to Applicant.
13. Applicant Activates their LincPass

### **5.0 HSPD-12 GENERAL OPERATING PROCEDURES**

Upon the full deployment of the shared station, the GSA MSO will be responsible for training the Registrar, maintaining the enrollment stations, and providing a 24/7 help desk to resolve most administrative, business, and technical support issues.

Enrollment Stations will be maintained remotely by the MSO. Periodically, anti-virus, operating system patches, and other required updates will be made via the system vendor. No additional software may be added to the station without vendor approval.



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The station may not be used for any purposes other than its intended use. This includes checking personal email, storing files, and operating file sharing or other programs. Enrollment Stations will be periodically audited to ensure compliance with this requirement.

## 5.1 HSPD-12 ROLES & RESPONSIBILITIES

The following table provides a high-level overview of the various roles and responsibilities within the system. With the exception of Registrar, all roles are filled by Agency employees or contractors.

Role	Responsibility
Sponsor	<ul style="list-style-type: none"><li>• Initiate the applicant data entry process</li><li>• Approve/Deny an applicant's application</li><li>• Update applicant information and maintain employment status info</li><li>• Re-issue or reprint a card</li><li>• Initiate re-enrollment</li></ul>
Registrar	<ul style="list-style-type: none"><li>• Verify the claimed identity of the applicant</li><li>• Validate the identity source documents presented at the time of registration</li><li>• Collect biographical documents</li><li>• Capture photo</li><li>• Capture biometric information</li><li>• Flag any issues during enrollment</li><li>• Signs and sends enrollment packet</li><li>• Verifies minutiae templates</li></ul>
Adjudicator	<ul style="list-style-type: none"><li>• Receives the decision in the completed background check</li><li>• Record whether an applicant has been approved or denied for a Personal Identity Verification (PIV) card</li></ul>
Issuer/Activator (for unattended Activation stations)	<ul style="list-style-type: none"><li>• Manage secure storage and deployment of printed PIV cards</li><li>• Receive PIV cards, verify correct cards were shipped and log them into a spreadsheet; log any discrepancies</li><li>• Verify the applicant's identity by checking their photo ID and their LincPass</li><li>• Facilitates Activation of the card</li><li>• Verify the data on the screen and on the PIV card matches the applicant present</li><li>• Instruct the applicant on use, privacy, and security of PIV card</li><li>• (All USDA Activators are Issuer/Activators)</li></ul>
Security Officer	<ul style="list-style-type: none"><li>• Perform auditing and reporting</li><li>• Vet services to resolve impersonation conflicts and investigate ID document issues during enrollment</li><li>• Perform PIV Card and certificate suspensions/reactivations/and revocations</li><li>• Batch import new Applicants (not sure if USDA does this though)</li></ul>



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Role	Responsibility
	<ul style="list-style-type: none"><li>• Destroy revoked cards</li><li>• Document destroyed card</li><li>• Log a security event</li></ul>
Role Administrator	<ul style="list-style-type: none"><li>• Ensure separation of roles within the Agency</li><li>• Approve privs for users in the Agency</li><li>• Revoke rolls privs for users in the Agency</li></ul>
PIV Cardholder	<ul style="list-style-type: none"><li>• Use the PIV card for physical and logical access</li><li>• Maintain the integrity of the PIV card with regard to Agency and HSPD-12 privacy and security standards</li><li>• Informs Sponsor of information changes</li><li>• Schedules enrollment and activation</li><li>• Appears for Enrollment and Issuance/Activation</li><li>• Sets new PIN</li></ul>



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## ATTACHMENT 1 – ENROLLMENT STATION PREP LIST

Enrollment Station Preparation Checklist (GSA Shared Stations)						
Based upon 1 Enrollment Station and 1 Activation Station			Provided By			
Enrollment Station	Quantity	GSA/MSO	EDS	Your USDA Facility	Date	
<b>Equipment</b>						
PC	1	X	X			
Monitors	2	X	X			
Keyboard	1	X	X			
Mouse	1	X	X			
Camera	1	X	X			
Scanner	1	X	X			
Smart Card Reader	1	X	X			
Digital Signature Pad	1	X	X			
Fingerprint Scanner	1	X	X			
Smart Card Reader	1	X	X			
<b>Furniture</b>						
Desk	1			X		
Partitions	3			X		
Chair	1			X		
Filing Cabinet	1			X		
Finding Furniture				X		
<b>Activation Station</b>						
<b>Equipment</b>						
PC	1	X	X			
Monitor	1	X	X			
Keyboard	1	X	X			
Smart Card Reader	1	X	X			
Digital Signature Pad	1	X	X			
Pin Key Pad	1	X	X			
Fingerprint Scanner	1	X	X			
<b>Furniture</b>						
Desk	1			X		
Partitions	2			X		
Chair	1			X		
Finding Furniture				X		
<b>Room</b>						



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<b>Enrollment Station Preparation Checklist (GSA Shared Stations)</b>						
Based upon 1 Enrollment Station and 1 Activation Station			Provided By			
Enrollment Station	Quantity	GSA/MSO	EDS	Your USDA Facility	Date	
Room Location				X		
<b>IT</b>						
Surge Suppressors				X		
Data Drops				X		
LAN phone	1			X		
USDA Dedicated PC?	1			X		
Jumper Cables				X		
<b>Security</b>						
Safe	1			X		
Secured Room				X		
Relinquishing Old Cards				X		
<b>Installation</b>						
Electrical				X		
Data Drops				X		
Phone Line				X		
Furniture Installation				X		
Lighting Installation				X		
USDA Dedicated PC?				X		
Enrollment Stations			X			
Activation Stations			X			
<b>Waiting Area</b>						
<b>Furniture</b>						
Chairs	6			X		
<b>Communications</b>						
LAN Phone	1			X		
LincPass Posters (Building, Waiting Area, Enrollment Room)				X		
Mailing Address?				X		
Map to Enrollment Station				X		
Map to Activation Station				X		
Point of Contacts				X		
<b>Signage</b>						
Create Directional Signs*				X		
Sign for the Enrollment Room*				X		
Map to Enrollment Station				X		



## USDA ENROLLMENT DEPLOYMENT GUIDE

<b>Enrollment Station Preparation Checklist (GSA Shared Stations)</b>					
Based upon 1 Enrollment Station and 1 Activation Station		Provided By			
Enrollment Station	Quantity	GSA/MSO	EDS	Your USDA Facility	Date
Map to Activation Station				X	
Flyers at guard stations?				X	
Labeling of Enrollment and Activation Stations				X	
<b>Policies and Procedures</b>					
Handicap Accessible				X	
<b>Security</b>					
Relinquishing Old Cards				X	
Secured Mail Distribution		X	X	X	
Handling of Inactivated LincPass		X	X	X	

\* Depending on building security policy



# USDA ENROLLMENT DEPLOYMENT GUIDE

## ATTACHMENT 2 – AGENCY PREP CHECKLIST

<b>Agency Preparation Checklist</b>			
<b>Enrollment Station</b>		<b>Quantity</b>	<b>Date</b>
<b>Furniture</b>			
	Desk		
	Partitions		
	Chair		
	Filing Cabinet		
	Finding Furniture		
<b>Activation Station</b>			
<b>Furniture</b>			
	Desk		
	Partitions		
	Chair		
	Finding Furniture		
<b>Room</b>			
	Room Location		
<b>IT</b>			
	Surge Suppressors		
	Data Drops		
	IT Contact/Help Phone Number		
	Jumper Cables		
<b>Security</b>			
	Safe		
	Secured Room		
	Relinquishing Old Cards		
<b>Installation</b>			
	Electrical		
	Data Drops		
	Phone Line		
	Furniture Installation		
	Lighting Installation		
	Enrollment Stations		
	Activation Stations		
<b>Waiting Area</b>			
<b>Furniture</b>			
	Chair		
<b>Communications</b>			
	Phone Line Installation		



## USDA ENROLLMENT DEPLOYMENT GUIDE

<b>Agency Preparation Checklist (cont.)</b>			
	LincPass Posters (Building, Waiting Area, Enrollment Room)		
	Mailing Address?		
	Map to Enrollment Station		
	Map to Activation Station		
	Point of Contacts		
<b>Signage</b>			
	Create Directional Signs*		
	Display Privacy Statement Sign in Room		
	Sign for the Enrollment Room*		
	Map to Enrollment Station		
	Map to Activation Station		
	Flyers at guard stations?		
	Labeling of Enrollment and Activation Stations		
<b>Policies and Procedures</b>			
	Handicap Accessible		
<b>Security</b>			
	Relinquishing Old Cards		
	Secured Mail Distribution		
	Handling of Inactivated LincPass		

\* Depending on building security



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## ATTACHMENT 3—CREDENTIALING CENTER QUESTIONNAIRE

CREDENTIALING CENTER ADDRESS		
Building Name:		
Street Address:		Room Number:
City:	State:	ZIP:
BUILDING CONTACTS		
Building Security POC:		Title:
Email:		Phone:
Space Management Officer:		Title:
Email:		Phone:
IT LAN Admin:		Title:
Email:		Phone:
Other Contact:		Title:
Email:		Phone:
Credentialing Center Mailing Address:		
CREDENTIALING CENTER INFORMATION		
Feature	Present	Comments
Building Open during Normal Business Hours	<input type="checkbox"/>	
Building Hours of Operation:		Enrollment Center Hours of Operation:
Access to Center from Building Entrance	<input type="checkbox"/>	
Center Accessible to Credentialing Population	<input type="checkbox"/>	
Handicap Accessible	<input type="checkbox"/>	
Mail Room Facilities on site	<input type="checkbox"/>	
Enrollment Room Number	<input type="checkbox"/>	
Appropriate Furniture Available (Ready Guide)	<input type="checkbox"/>	
Privacy Area (Waiting Area)	<input type="checkbox"/>	
Secure Space (Lockable after Hours)	<input type="checkbox"/>	
Safe or Lockable Filing Cabinet	<input type="checkbox"/>	
Suitable Power & Lighting in Room	<input type="checkbox"/>	
Port 443 Opened	<input type="checkbox"/>	
IP Addresses Assigned	<input type="checkbox"/>	
Telephone Number & Number with Voicemail	<input type="checkbox"/>	



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High Speed Internet Available (256K per sec)	<input type="checkbox"/>	
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