

**Q: What is the purpose of HSPD-12?**

The purpose of HSPD-12 is to provide a common reliable identification verification for Government employees and contractors. It will help to protect against a variety of threats including:

- Unauthorized access to physical facilities or logical assets
- Improper issuance of valid credential to malicious holder
- Counterfeiting of credentials
- Use of stolen or borrowed credential to gain access
- Use of credential issued for access to lower sensitivity/criticality assets to achieve access to more sensitive/critical assets

**Q: What is the Federal Information Processing Standard (FIPS) 201?**

FIPS 201 is the technical standard that HSPD-12 required NIST to develop. FIPS 201 is entitled "Personal Identity Verification (PIV) for Federal Employees and Contractors." The standard requires the collection of fingerprint information and facial information for inclusion on the credential. (Government agencies already use such information to differing degrees depending on the agency.) The PIV credential will contain both a "contact" smart chip and a "contactless" chip, meaning that it can be read by devices that need direct contact with the credential and devices that can read the credential remotely. The final FIPS 201 was issued on February 27, 2005. The first revision of FIPS 201-1 was finalized in June 2006.

**Q: What is the difference between the LincPass and the PIV Credential?**

There is no difference. The LincPass is the PIV credential. USDA coined our PIV credential after Abraham Lincoln who founded the Department of Agriculture, hence the "LincPass".

**Q: Who decides if I require a LincPass?**

A sponsor will decide if you need a LincPass through the process of a LincPass Distribution Risk Assessment. Through the Risk Assessment, determining factors for the requirement of a LincPass include:

- The Employee requires a Level 2 eAuthentication account, a USDA email address, or access another protected IT resource
- If the Employee has access to sensitive information,
- If the Employee requires unescorted access to areas within Mission Critical or National Capital Region (NCR) facilities or as determined by an agency's local risk assessment process

Additionally, agencies may opt to apply additional criteria when determining if a LincPass is required.

**Q: Do I have to get a LincPass?**

If your Sponsor determines via the USDA LincPass Risk Assessment that you need a LincPass, then you need to obtain one.

**Q: What personal information is being stored on the PIV Credential?**

The PIV Credential is designed to securely store your identification verification data. It does not contain personal information such as your social security number, date of birth, or personal address. The only data stored in your credential are your digital photograph, fingerprints, and cryptographic keys. The back of your credential contains your height, eye color and hair color.

Cryptographic keys are methods for securely transmitting and authenticating information such



as emails and can be used to digitally sign and encrypt emails such that ensures your emails are kept confidential and only read by the intended receiver.

**Q: What do I have to do to get a LincPass?**

Contact your agency sponsor. If you don't know who your sponsor is, you might research this information on your agencies intranet to find the Agency USAccess program manager or lead, alternatively contact your agencies Human Resource department.

**Q: I am retiring soon, do I need a LincPass?**

If you have submitted your retirement paperwork and have less than 6 months before retirement you will not need to enroll for the LincPass.

**Q: Can I appeal denial or revocation of my LincPass?**

Yes, all Applicants have a right to appeal denial or revocation of your LincPass. Contact your Sponsor or Adjudicator.

**Q: When do my digital certificates have to be renewed?**

The digital certificates on your LincPass must be renewed every three years. You will receive a notification from USAccess when it is time to renew.

**Q: When does my LincPass expire?**

Your LincPass is good for 5 years. You will receive a notification from USAccess when it is time to renew your LincPass.

**Q: What do I do if I locked my PIN?**

Visit an Issuer/Activator at any Activation Station and they can unlock your PIN.

**Q: How do I reset my PIN?**

Visit an Issuer/Activator at any Activation Station and they will help you reset your PIN.

**Q: What is the difference between a PIN and a Password?**

The one time use system password is sent to the Applicant in an e-mail that notifies him or her that the credential has been delivered and is ready for pickup. The password is in the body of the e-mail and is used to activate the Applicant's credential for the first time.

The PIN is created by the Credential Holder during the activation of the LincPass. The PIN is six to eight digits long, and is used to protect the private information on your USAccess Credential.

**Q: What is the Self Service Password Reset Portal?**

The Self Service Password Reset portal is **ONLY** to reset the one time use System Password—it does not reset the Credential Holder's PIN.

The Self Service Password Reset Portal e-mails the Applicant a **NEW** one time use system password required for some of the Unattended Credential operations. A new password would be useful to an Applicant who did not receive the Credential Delivered e-mail, lost or deleted the e-mail, or forgot to bring the e-mail or password to the Activation appointment.

**Q: What do I do if I find a LincPass?**

Give the LincPass to the physical security personnel at your work location. If there are none, mail the LincPass to the address listed on the back of the LincPass.



**Q: What do I do if I lost my LincPass?**

Inform both your Sponsor and Security Officer as soon as you realize your LincPass is lost. The Security Officer will immediately suspend your LincPass for 72 hours. If it is not found within 72 hours, the LincPass will be revoked and you will need your LincPass reissued by your Sponsor.

**Q: What do I do if my LincPass is stolen?**

Follow the same instructions for a lost LincPass.

**Q: I damaged my LincPass, how do I get a replacement?**

Inform your Sponsor or Agency Security Officer; they can reissue your LincPass.

**Q: What are my LincPass cardholder responsibilities?**

For a list of cardholder responsibilities, please go to <http://www.fedidcard.gov/viewdoc.aspx?id=58>

**Q: How should I care for my LincPass?**

As a USDA LincPass holder, you must treat your LincPass with the same care you would with other identification credentials like your driver's license, a credit card or social security card. Always keep your LincPass in the approved cardholder. Do not alter the LincPass in anyway (i.e. do not scratch it or place holes in it).

**Q: I have forgotten my PIN. How do I reset my LincPass PIN?**

The LincPass PIN can be reset at any USAccess Activation station. Reset your one time use Activation Password and use Unattended Activation to reset your PIN. Visit the Password Reset Portal (<https://portal.identitymsp.com/AssuredIdentityApplicant>) and follow the directions to reset your Password.

If you do not know or have not reset your one time use Activation Password, the PIN must be reset with the assistance of an Activator using Attended Activation. Attended PIN Reset is required for credential holders who did not successfully capture fingerprints during Enrollment.

**Q: Does a card update require a visit to an activation station?**

To have your LincPass updated you must visit an Activation station at a credentialing center or visit a Light Activation station. You may use unattended or attended activation to update your card. Please schedule an appointment for a card update through the GSA's Scheduling Tool prior to your visit. <https://www.schedulemsp.com/tc/login.do?url=10001>. For information on the location of Light Activation stations, contact your Agency Lead.

**Q: How do I get a badge holder after I have activated my credential?**

Your agency will determine if you are to receive a badge holder. Your agency will also determine what kind of holder it will provide for your credential. If you did not receive one when you picked up your credential and think you should have, contact your Agency sponsor.

**Q: As an employee, do I need to get another credential if I change jobs within the same Agency?**

No. Your credential will remain active as long as the information on the face of the credential is not changed.

**Q: I need to change some information on my LincPass and was told I need to talk to my**



**sponsor. How do I find out who my sponsor is?**

You may contact your supervisor, local security officer, human resource manager or check with the HSPD-12 USDA helpdesk to find your sponsor. That individual will determine if the information that is needed to be changed will require you to re-enroll and receive a new credential.

**Q: I am getting married or divorced and changing my name, and have an appointment to enroll for my LincPass. Should I wait?**

Contact your sponsor for specifics about how you should proceed with regard to waiting. Prior to requesting a new LincPass and change in the USAccess system, please make sure you have the required acceptable forms of ID with your new name or relevant Personally Identifiable Information on it that has changed. Please read the Acceptable Forms of ID Guide for detailed instructions about what to bring to each appointment.

Next, you contact your sponsor to ensure that your name may be changed in the USAccess system. You will receive another sponsorship complete email. You must re-enroll, and get a new PIV Credential. You will need to bring you new forms of identification with you to your enrollment.

**Q: I am changing Departments, but staying within the Federal Government. I already have a PIV credential from one agency...do I have to get a new one? Do I have to reenroll?**

Yes, you have to get a new PIV Credential (USDA refers to PIV Credential as "LincPass") when transferring between Federal Departments. You will be out-processed and your sponsor upon receipt of your old PIV Credential will perform a termination action in the USAccess system which will electronically inactivate your PIV Credential. Upon arriving at the new Agency, you will be required to re-enroll and you will receive a new credential issued by your new agency.