United States Department of Agriculture

Homeland Security Presidential Directive (HSPD) – 12 Agency Overview

Why Do I Need A LincPass

- It's a Presidential mandate – Homeland Security Presidential Mandate 12 (HSPD-12)
- The Federal government has been directed to establish a "Common Identification Standard for Federal Employees and Contractors"
  - Standardize the application/issuance process
  - Standardize the ID card
- All Departments and Agencies must comply with the mandate.

About the LincPass

- All applicable employees and contractors must possess the card
- Named “LincPass” in honor of President Abraham Lincoln
- Based on “smart card” technology – computer chip embedded in card with digital signatures and biometric information (i.e. Fingerprints and Photo).
- Card will eventually be used for building and computer system access.
  - Computer system access by **October 2008**
  - Building system access by **October 2011**

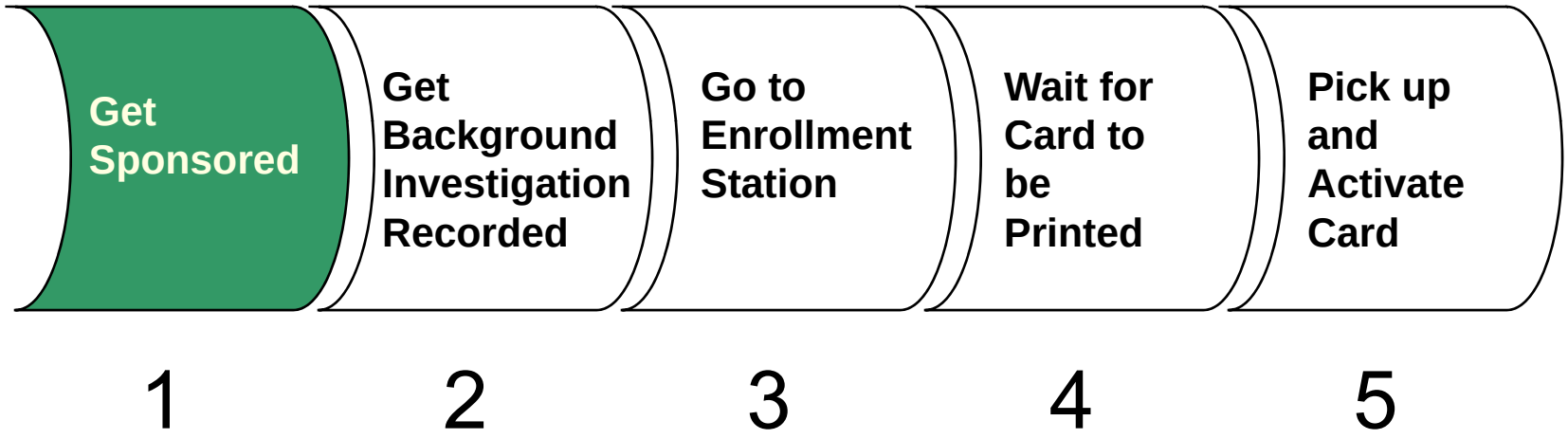
Current Status

- USDA Enrolled 62,000 Employees to Date – 60%
- Over 25,000 Applicants Have Working Cards
- OMB Goal for October Achieved – CONGRATULATIONS!!
- However, We Must Enroll Remaining Employees & Contractors by March 30, 2009

Enrollment Process

How you will get the LincPass

Step 1: Get Sponsored



Enrollment Process

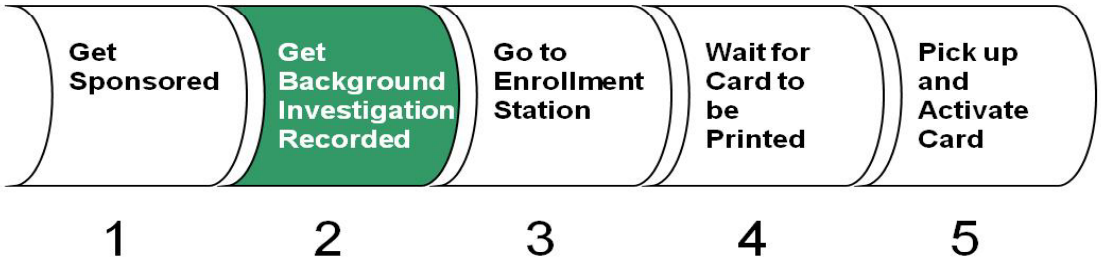
Step 1: Get Sponsored

What is Sponsorship?

The first step is getting Sponsored for your LincPass. This means that your Sponsor (most likely personnel from HR) substantiates your need for a LincPass and then sponsors you in USAccess.

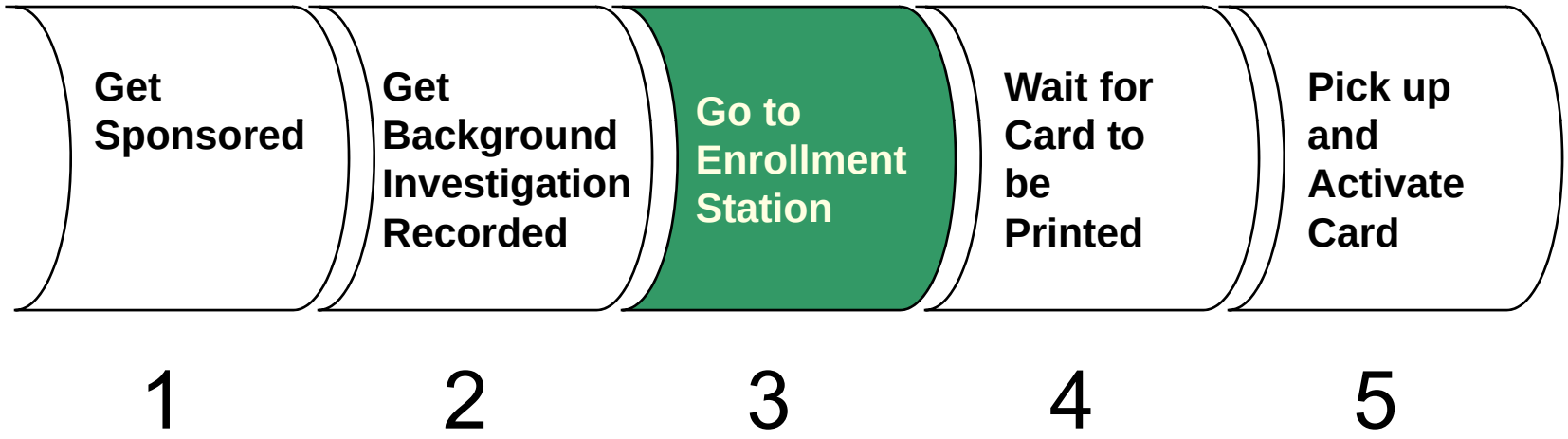
What Happens During Sponsorship?

Your Sponsor will prepare your sponsorship record for submission to USAccess by leveraging information from the HR systems. Once submitted, you will receive an email notification to go enroll for your LincPass at an enrollment station. Step 2: Additionally, if you do not have a NACI or higher background investigation on file, the Sponsor will initiated one for you.



Enrollment Process (cont.)

Step 3: Go to Enrollment Station



Enrollment Process (cont.)

Step 3: Enroll

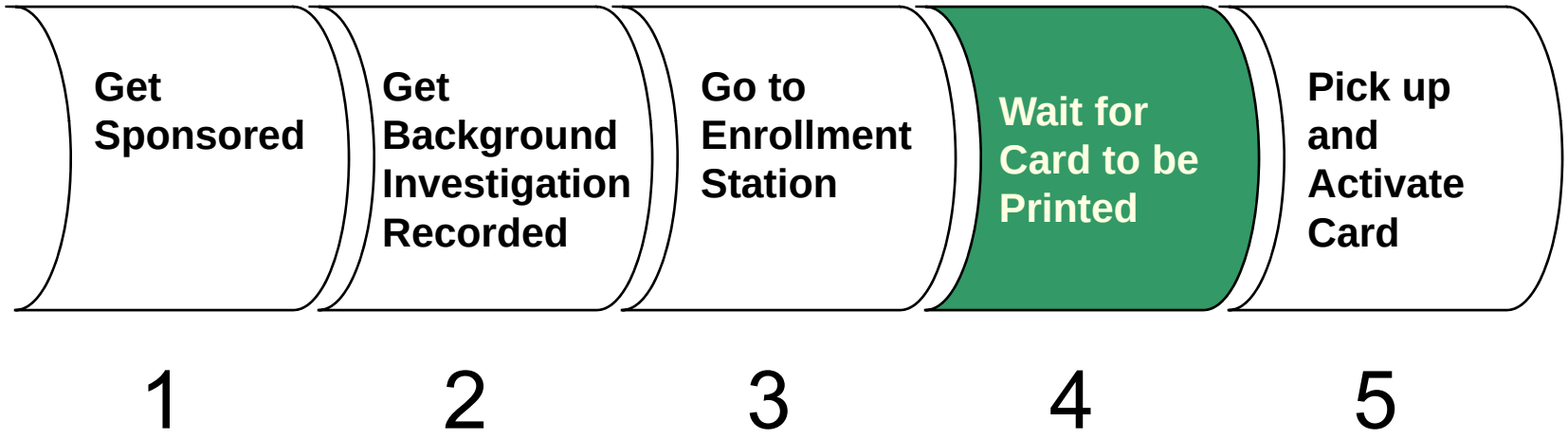
What is Enrollment?

Enrollment is the process by which you are identity proofed at an Enrollment Station and where biometric information is captured for placement onto your LincPass.

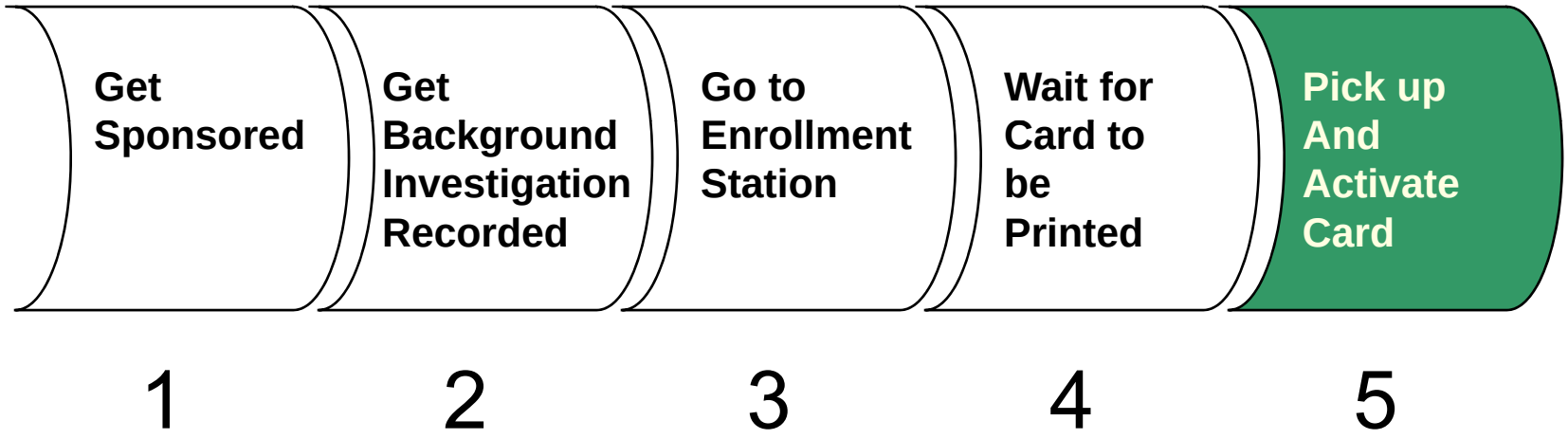
What Do I Have to Do?

1. You will receive an email notification informing you that you have been sponsored.
2. Visit the Enrollment Station locator website to find the closest station to you.
3. Verify that your information in the email is correct. If not, you need to contact your Sponsor to have your information updated.
4. Schedule an enrollment appointment at an Enrollment Station using the GSA Online Scheduling Tool.
5. Finally, appear for your scheduled appointment and bring two forms of ID.

Step 4: Wait for Card to be Printed



Step 5: Pick up and Activate Card



Enrollment Process (cont.)

Step 5: Activation

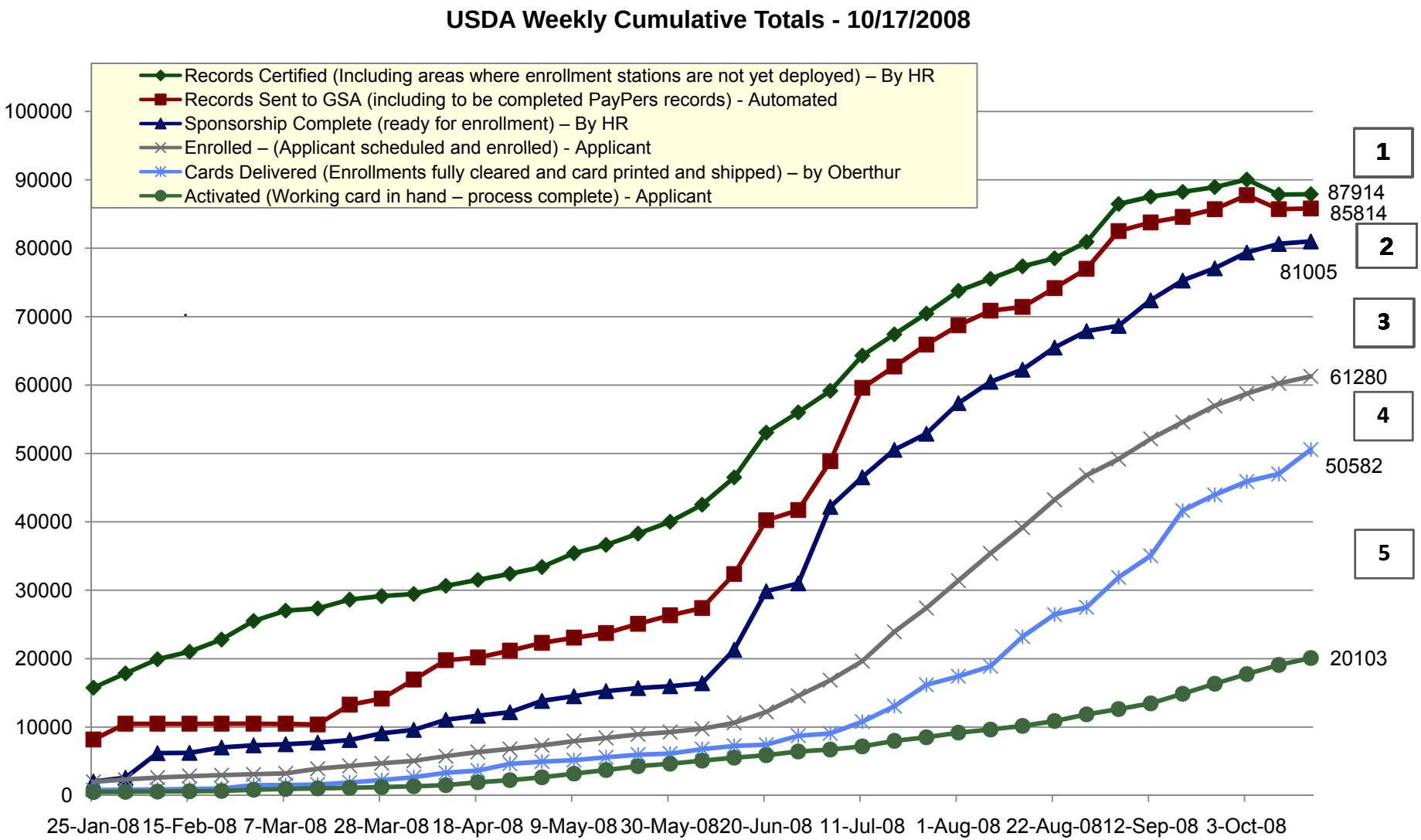
What is Activation?

Activation is the process by which you pick up your LincPass and activate it for use. You must activate your LincPass in person at an Activation Station so that you can be authenticated against the LincPass.

What Do I Have to Do?

1. You will receive an email notification informing you that your LincPass has been delivered along with a temporary PIN.
2. Next, schedule an activation appointment at an Activation Station using the GSA Online Scheduling Tool. Then appear for your scheduled appointment and bring ID.
3. Activate the LincPass using the online instructions at the Activation Station. This process involves loading digital certificates on your LincPass.
4. You will change the provided PIN number to one of your choice. YOU MUST REMEMBER THE PIN NUMBER YOU ENTER!!! Your PIN will be used for access to computers and buildings.

Current USDA HSPD-12 Status



Enrollment Station Deployment

- USDA Participate in GSA's USAccess Program Along with 70 Federal Agencies
- USDA One of the Top Performers in the Program
- 100 Permanent Locations Currently Operational
- Over 100 More to be Available by March/April
- Check for New Locations Each Week at:
  - www.fedidcard.gov
- Check Station Locator to Find a Station:
  - http://hspd12.usda.gov/StationsUtil/EnrollmentStations.aspx

Enrollment Station Deployment

Current Operational Fixed Stations

Enrollment Sustainment

- **Approximately 200 Enrollment Stations will be Available Permanently**
- **Registrars will no Longer be Provided at no Cost by GSA**
  - Agencies may Train Their Own Personnel or Purchase from GSA
- **New "Light" Activation Solution Available in January**
  - Easily Installed at Local Facilities on Existing Computers
  - No Special IT Requirements
  - No Space Requirements
  - Much More Affordable than Current Solution

Enrollment Sustainment

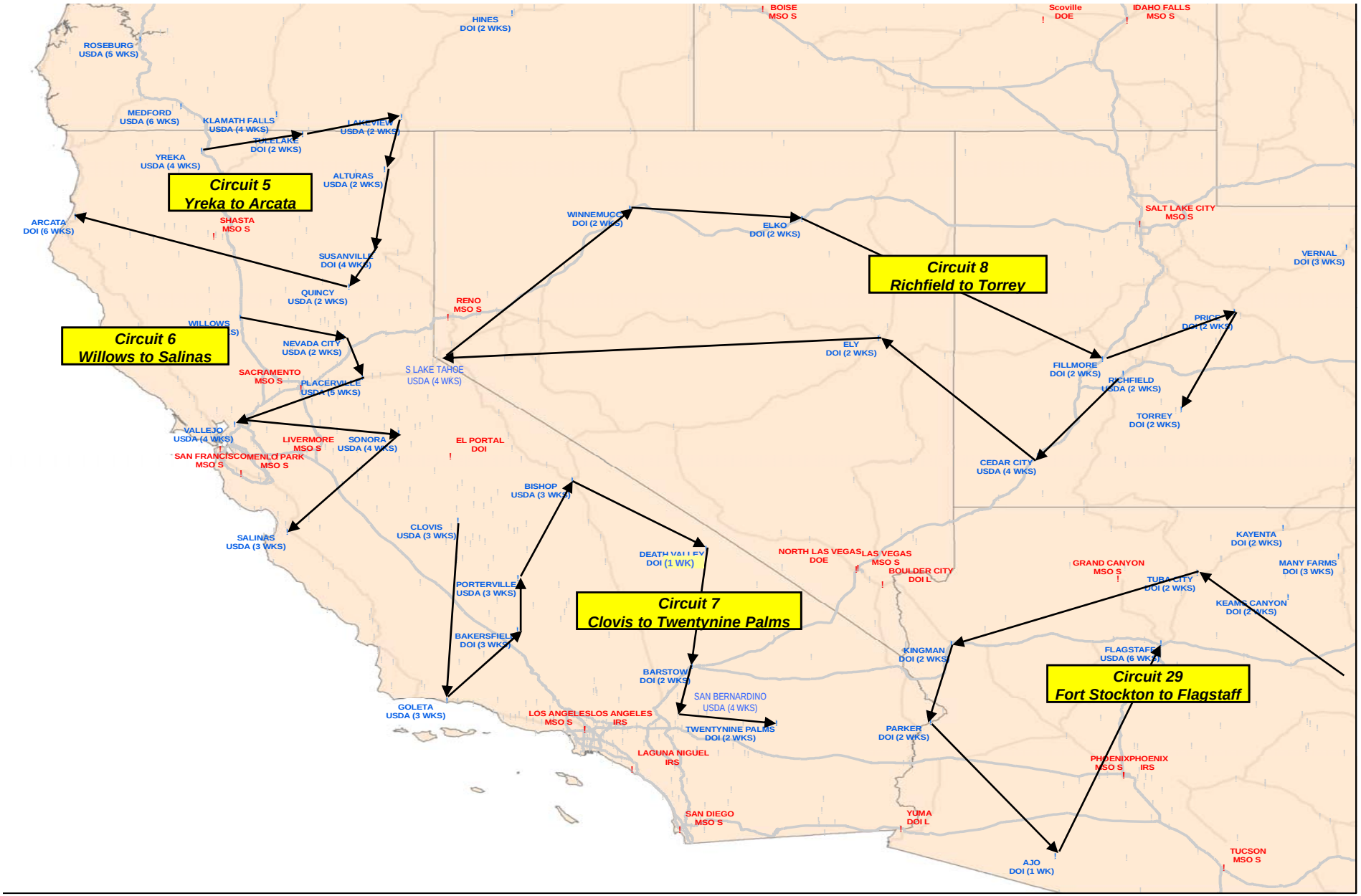
- **Your Location May Qualify for a Shared Enrollment Station**
  - You Need Office Space
  - You Need a Connection to the Internet
  - You Need to Identify & Train the Enrollment Personnel (Registrar(s))
  - You Must Allow other Federal Departments to Utilize the Site
- **You May Also Lease an Enrollment/Activation Station from GSA**
  - Station for Use Only by USDA Applicants
  - You Must Provide the Registrar
  - Approximately $14,000 per Year

Mobile Enrollment Station Deployment

- Over 160 Temporary Enrollment Stations setup this Summer
- Brought Stations Close to Employees to Reduce Travel Time/Costs
- Enrolled approximately 25,000 in Three Months

- One More Mobile Enrollment Initiative Began Oct. 20 – Ending April 2009
- 35 Stations Traveling to Over 220 Locations
- Need to Enroll Remaining Employees and Contractors
- This will be the Final Opportunity to Take Advantage of Stations Close to You

Example of Mobile Circuits



HR Background Investigations

- Agencies continue to process Background Investigations for employees
- A FBI fingerprint check is required to obtain a provisional LincPass
- A FBI fingerprint check and a NACI or higher background investigation is required to be issued a LincPass

HR Payroll Personnel

- **Any changes made to employee information must be done in Payroll Personnel.**
  - Please note that changes are effective based on the payroll transaction date
- **Agency Certification Portal Updates-**
  - The records validated page will now show the employee's status in obtaining a LincPass.
- **Haven't received an email to enroll?**
  - Update your email in eAuthentication
- **Enrollment Email**
  - An applicant will not receive an enrollment email until their record in USAccess is marked as LincPass Required and the card shipping address is selected

HR EmpowHR

- **Any changes made to employee information must be done in EmpowHR.**
- **If validated records do not move from the ACP to USAccess:**
  - Check the record to make sure everything has been inputted correctly
  - Records haven't moved over because the enrollment station is not opened yet.
- **Agency Certification Portal Updates-**
  - The records validated page will now show the employee's status in obtaining a LincPass.
- **Haven't received an email to enroll?**
  - Update your email are through eAuthentication or EmpowHR self service.

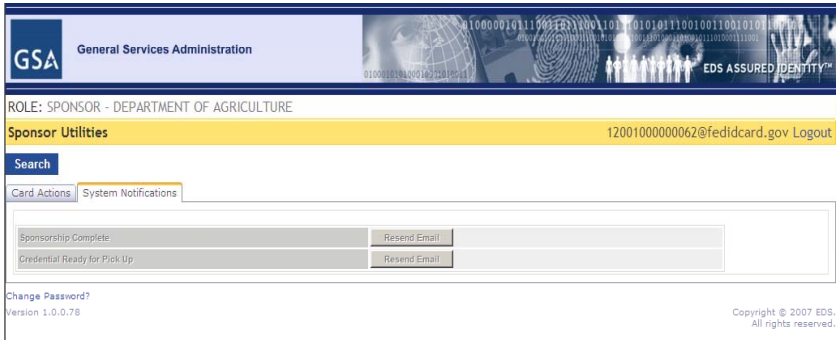
USAccess

Enrollment Reminder Emails

- Remind your applicant to go enroll

Activation Emails

- Reminder to pick up LincPass
- Applicant did not receive email
- Applicant forgets temporary pin



Reports Portal- Applicant Status Report

- Keep track of your agency's progress and LincPass status of your employees.
- Reports can be filtered to your agency by utilizing the Sub Agency Abr. Text utilizing the Advance Search button.

Lost / Damaged Card

Security Officers, when notified of a lost LincPass

immediately suspend LincPass to prevent security issues
can be suspended up to a maximum of 5 business days

When LincPass is Recovered by OSS: OSS will

- log the LincPass
- contact the Agency's Security Officer
- check the status of the LincPass in USAccess:
    - already suspended- LincPass is sent to the Agency Security Officer by registered mail.
    - not suspended- OSS suspends the LincPass. LincPass is sent to the Agency Security Officer by registered mail.
    - is revoked- LincPass Is sent to the Agency Security Officer by registered mail. Agency Security Officer destroys LincPass within 18 hours of receipt.

Lost / Damaged Card

LincPass Owner, Contents & Agency	Date & Method Received	LincPass Status (Active, Suspended, Revoked)	Recording Security Officer & Contact Information	Agency Security Officer & Contact Information	Date of Notification to Agency Security Officer	Date & Method of Sending LincPass to Agency Security Officer	Additional Information & Comments

Card Log

Keep a record of all lost and recorded LincPasses

- LincPass Owner
- LincPass Owner's Security Officer
- OSS officer
- Additional contents received with the LincPass
- Events and dates associated with actions taken

Lost/Recovered Cards

When Agency Security comes into possession of a Lost Card

- If they are not able to hand deliver the LincPass to the LincPass owner or their Security Personnel, the LincPass should be shipped to the return address (OSS) on the back or the LincPass

Alternate Card Shipping

- Applicant's LincPass was delivered to a different location, Security Officer will handle shipping the card to the Security Personnel at the alternate shipping location

**** Security Officers document when the LincPass comes into their possession or out of your possession**

Role Administrator

- **GoLearn Reports**
  - Request reporting access to GSA training administrator jim.schoening@gsa.gov
- **AgLearn Reports**
  - Request reporting from your Agency AgLearn Training Officer
- **Keep track of your Role Holders**
  - Role holders must complete training before being designated as a role holder in the USAccess System.
- **Report Viewer – Access to Applicant Status Report**
  - Can be assigned by Department Role Administrator
  - Check the status of where the Role Holders is in the process.
- **Department Role Administrator- Mike Schaum**
  - Mike.Schaum@da.usda.gov

Training

- **GoLearn:**
  - Sponsors
  - Adjudicators
  - Security Officers
  - Registrars/Activators
  - Assigned by your Agency Role Administrator
  - https://piv.golearnportal.org/ to start the registration process, the temporary password is 12345678
- **AgLearn**
  - EmpowHR Sponsors and Adjudicators
  - NEIS Sponsors and Adjudicators
  - Assigned by your Agency Role Administrator
  - http://www.aglearn.usda.gov/

USDA HSPD-12 Help Desk

To provide assistance to USDA agencies with the HSPD12 implementation process

❑ Location

- USDA Help Desk
  300 7th Street SW
  Washington DC 20024

❑ Hours of Operation

- Operating hours: 8:30AM – 4:30PM EST, Monday – Friday (Excluding Federal Holidays and Government Closures)

Customer Base

- **HSPD-12 Role Holders**
  - Role Administrator
  - Sponsor
  - Adjudicator
  - Security Officers

- **USDA Applicants receiving a LincPass**
  - Employees
  - Contractors

Methods of Contact

❑ Telephone

- Local: 202-720-0824
- Toll Free: 1-888-212-9309

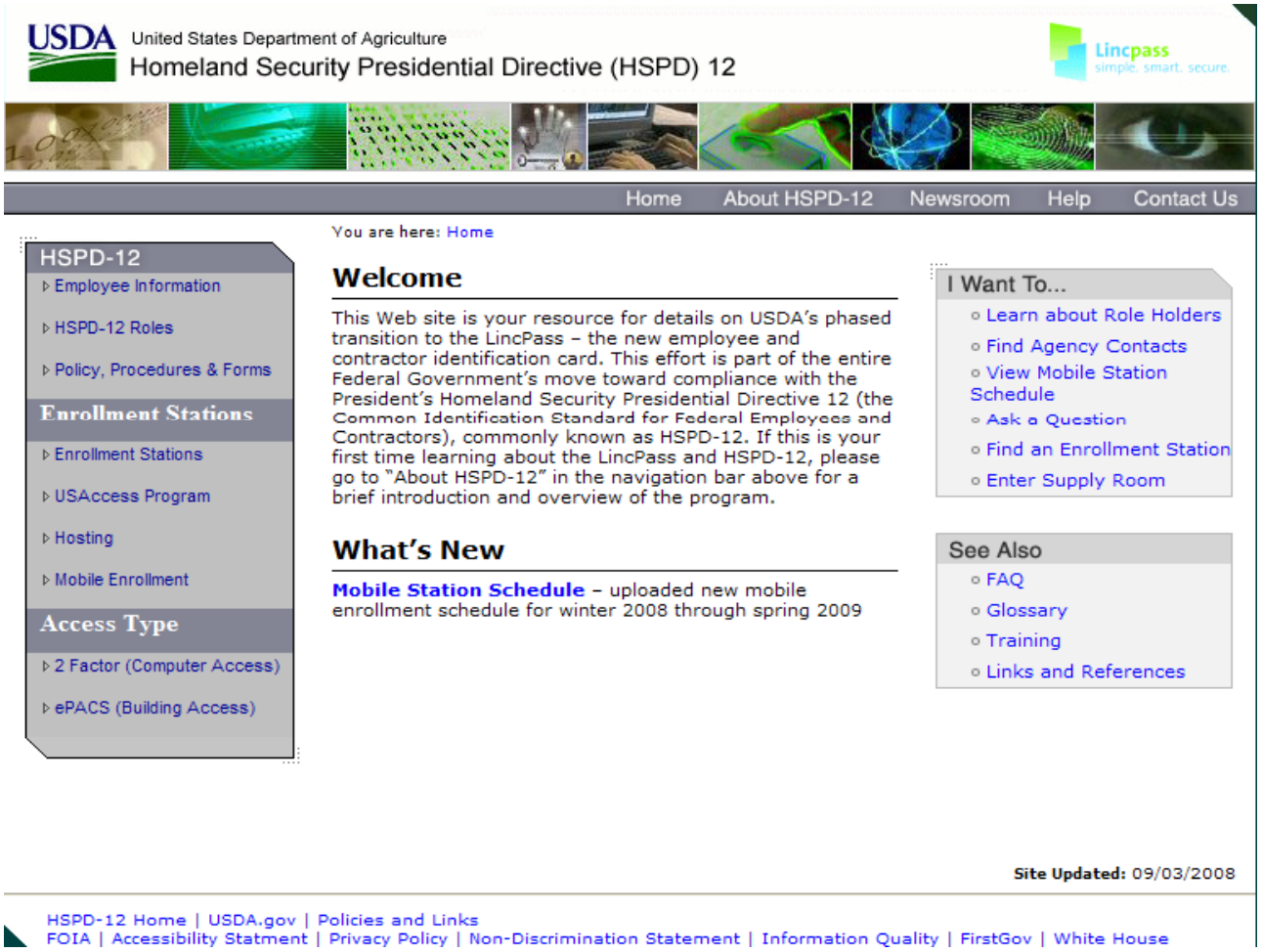
❑ Email

- HSPD12HelpDesk@usda.gov

❑ Website

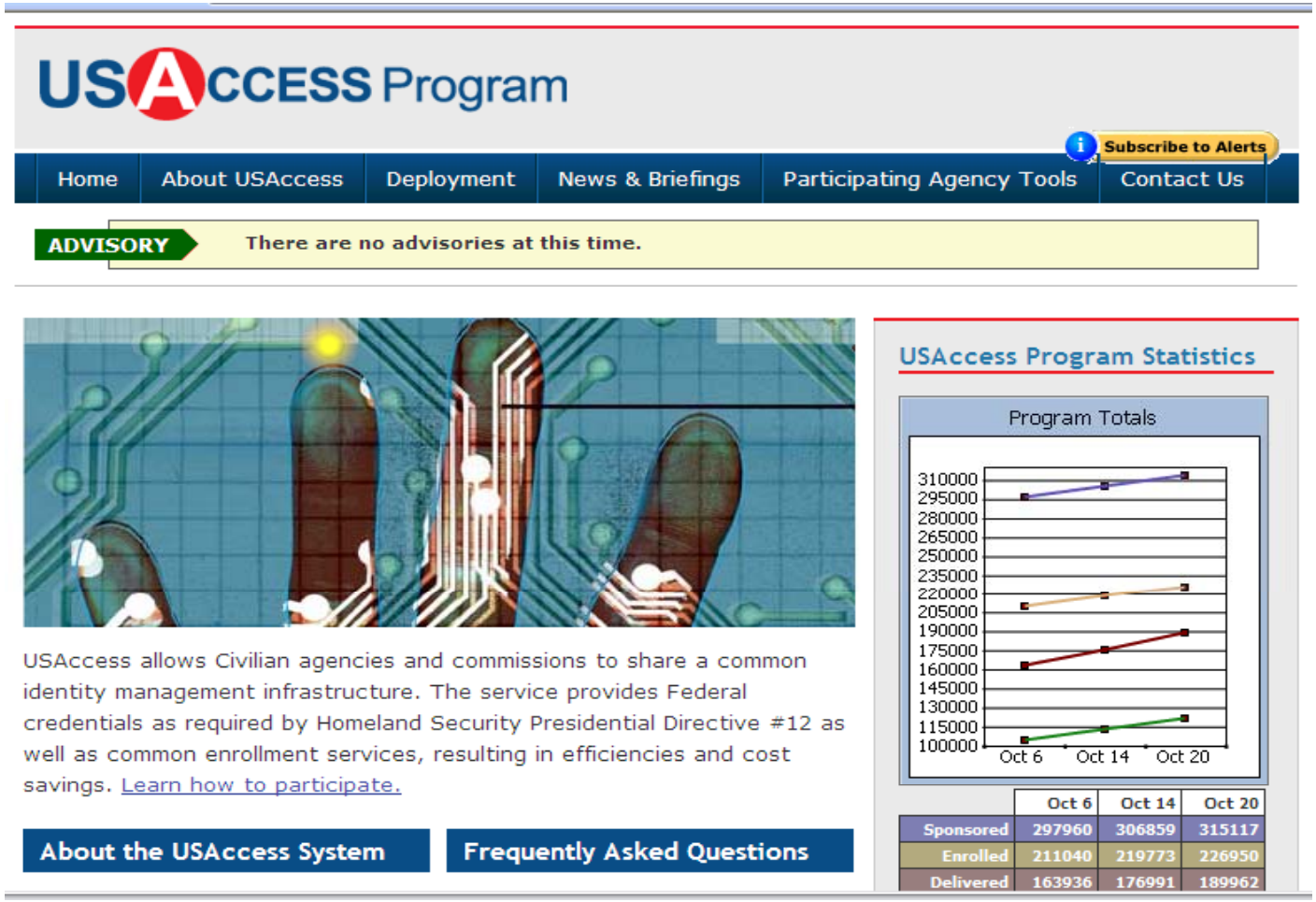
- http://lincpass.usda.gov

USDA HSPD-12 Website



To learn more about the USDA LincPass visit:
http://lincpass.usda.gov

GSA USAccess Website



USAccess Website:
http://www.fedidcard.gov

GSA USAccess Website

Find an Enrollment Station:
http://www.fedidcard.gov/centerlocator.aspx

FAQs

- **Do I have to get a LincPass?**
  - If your Sponsor determines via the USDA LincPass Risk Assessment that you need a LincPass
- **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.
- **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.
- **I am retiring soon, do I need a LincPass?**
  - If you have submitted you retirement paperwork and have less than 6 months before retirement you will not need to enroll for the LincPass.
- **How do I reset my PIN?**
  - Visit an Issuer/Activator at an Activation Station and they will help you reset your PIN.

FAQs

- **What if I do not have one of the required ID documents for Enrollment?**
  - You must have two forms of acceptable ID docs to enroll. If you do not have a driver's license, passport, military, or DOD ID you can apply for a state ID through your state's Department of Motor Vehicles.
- **What if my sponsorship information does not match my ID documents?**
  - When you are notified to enroll, you will be asked to verify your name with what is currently in USAccess. If it is incorrect and does not match any of your IDs you will need to notify your sponsor to have your information updated. It may be necessary to fill out an SF-52 name change form with HR.
- **What happens if the LincPass was delivered to a location that is different than where I work?**
  - There may be cases where your LincPass is delivered to a location other than where you work. If this applies to you, please follow the steps below:
    - Contact your Sponsor inform them the LincPass needs to be shipped to another location closer to where you work.
    - The Sponsor will arrange for the card to be sent to the activation station closest to where you work.
    - The Issuer/Activator at the station closest to where you work will inform you that your LincPass can be picked up when it has been delivered.

FAQs

- **I cannot access USAccess**
  - Make sure the role administrator has designated you. If they have not, contact your Role Admin for you agency.
  - If you have been designated, make sure USAccess sent you an email with your user name and password. If you have not received it and are sure you have been designated, have your agency role admin re-designate you. If you still have not gotten it after that, contact the GSA help desk at 202-501-4740.
  - If you have your user name and password and it doesn't seem to be working, contact the GSA help desk. Your password has likely expired and the GSA help desk can reset it for you.

- **My Applicant did not receive one of the system emails (either the enrollment or card delivery notice).**
  - Sponsors can now resend the email through USAccess. Search for the applicant in USAccess and then click "Sponsor Utility" to access these functions.

FAQs

- **When do you request a Reprint?**
  - Sponsors should request a reprint if the employee needs a new LincPass, but does not have to re-enroll. Situations that may require a reprint are:
    - Manufacturer caused defect with the LincPass (e.g. information printed wrong on card, card cannot activate)
    - Change to the Emergency Response Official designation
    - Change to the Employee Type
    - LincPass Damaged
- **When do you request a Reissuance?**
  - Sponsors should request a reissue if the employee needs a new LincPass and must re-enroll. Situations that may require a reissue are:
    - Applicant information change that would change what is printed on the LincPass or on the chip
    - Lost/Stolen LincPass
    - Manufacturer/Process defect that can only be corrected by re-enrolling (e.g. Registrar input wrong eye color, picture did not render well)

More Information

Resources

- GSA Scheduling Tool:
  https://www.schedulemsp.com/tc/login.do?url=10001

- Acceptable Forms of Identification:
  http://fedidcard.gov/viewdoc.aspx?id=109