

**Enterprise Physical Access Control System
(ePACS)**

Manual Migration Procedures

Version: 4.0

United States Department of Agriculture
Office of Homeland Security and Emergency
Coordination (OHSEC)
300 Seventh Street SW, Washington DC 20024





Contents

1. Overview	3
1.1 ePACS Program Management Office.....	3
2. Purpose	4
2.1 ePACS Migration Meeting Overview	4
3. Manual Migration Checklist.....	5
Figure 1 ePACS Designated Role Holders	3
Figure 2 ePACS Migration Meeting Discussion Topics.....	4
Table 1 ePACS Program Management Office.....	3
Table 2 System Information/Identified Migration Representatives.....	5



Lenel Manual Migration Procedures

1. Overview

The Enterprise Physical Access Control System (ePACS) personnel are critical to the operations and maintenance of ePACS. An Agency Segment Administrator (ASA) is the agency point of contact and liaison between the ePACS Program Management Office (PMO) and the segment's Facility Administrators and end users. The Figures below reflects the ePACS designated role holders.

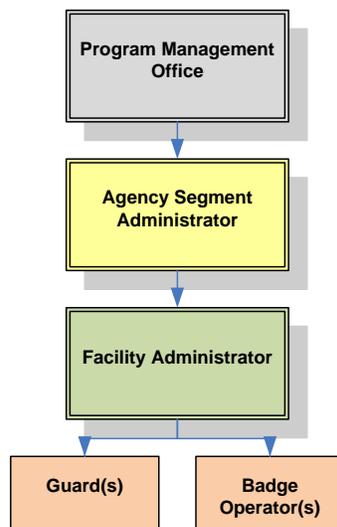


Figure 1 ePACS Designated Role Holders

1.1 ePACS Program Management Office

ePACS PMO	Title	Email Address	Phone Number
Rick Holman	ePACS System Owner	Richard.Holman@dm.usda.gov	202-720-3901
Mike DeFrancisco	ePACS Change Control Board Chair	Mike.Defrancisco@dm.usda.gov	202-401-0665
Mike Schaum	ePACS Program Manager	Mike.Schaum@dm.usda.gov	202-401-0662
David Swineford	ePACS IT System Admin	David.Swineford@dm.usda.gov	202-401-0474
Stephanie Gersztzoff	ePACS CRI Program Manager	sgersztzoff@cri-solutions.com	703-245-4136
Jackie Kelly	ePACS CRI Project Manager	jkelly@cri-solutions.com	703-245-4146
Robert Player Jr.	ePACS CRI Configuration Manager	rplayer@cri-solutions.com	703-245-4157
Eric Stewart	ePACS CRI System Administrator	wstewart@cri-solutions.com	703-245-7851
Jim McCarthy	ePACS CRI System Architect	jmccarthy@cri-solutions.com	703-245-4141

Table 1 ePACS Program Management Office



2. Purpose

The purpose of this document is to provide agencies guidance for a Lenel Manual Migration.

2.1 ePACS Migration Meeting Overview

Each Agency ASA is responsible for monitoring the status and completion of an Agency's Migration into ePACS. The below figure is a high level overview of discussion topics for each Migration Meeting.

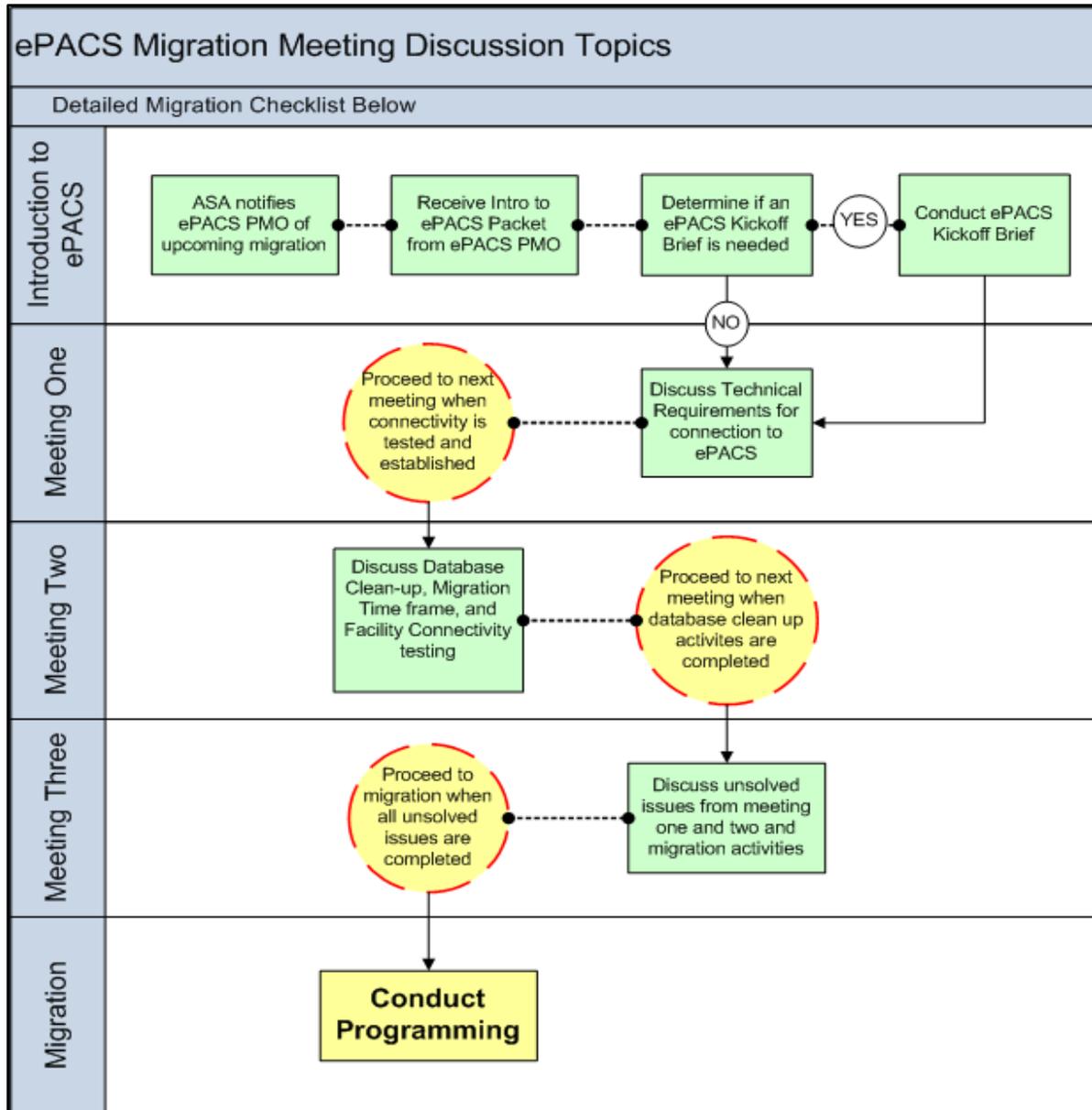


Figure 2 ePACS Migration Meeting Discussion Topics



3. Manual Migration Checklist

The ePACS PMO requires the completed below table, titled, the System Information and Identified Migration Representatives.

System Information/Identified Migration Representatives				
Agency Name:				
Facility/Site Name:				
OnGuard Version:		Hotfix Version:		Dongle ID:
Desired Date of Migration:				
Date:	Point of Contact	Email Address	Phone Number	
1	Agency Segment Administrator (ASA)			
2	Facility Administrator (FA)			
3	Facility IT Representative (FIT)			
4	Value Added Reseller (VAR)			

Table 2 System Information/Identified Migration Representatives



ePACS Lenel Manual Migration Checklist – Identification Phase					
Step	Identification Phase Action Item	Responsible	Yes	No	Comments
1.	Notify Agency Segment Administrator (ASA) of intent to migrate into ePACS	FA			
2.	Contact ePACS PMO to discuss initial steps for integration into ePACS	ASA			
3.	Identify all migration representatives to ePACS PMO	ASA			Complete Table 2 titled, System Information/Identified Migration Representatives
4.	Confirm completion of Cost Benefit Analysis (CBA)	ASA			
5.	Develop facility migration project plan	VAR			
<i>Once steps 1-5 are complete; submit Identification Phase Checklist to ePACS PMO to receive Introduction to ePACS Packet</i>					<i>ASA Initial: _____</i>

ePACS Lenel Manual Migration Checklist- Introductory Phase					
Step	Introductory Phase Action Item	Responsible	Yes	No	Comments
6.	Receive Introduction to ePACS Packet from ePACS PMO	ASA			
6.1	Contact the ePACS PMO if an Introduction to ePACS kickoff brief is necessary for migrating facility	ASA			If needed, ePACS PMO and ASA will schedule prior to step 7
7.	Ensure Agency has signed Interconnection Security Agreement (ISA) and Service Level Agreement (SLA) with ePACS	ASA			For more information, contact ePACS PMO
8.	Provide Network Communication Breakdown document to Facility IT Representative (FIT)	ASA			
9.	Provide ePACS Programming Guide to VAR	ASA			
10.	Provide ePACS Change Management Request Documents to FA	ASA			



11.	Complete all ePACS Change Management Requests	FA/VAR			
11.1	ePACS User Account Request (eUAR)/Rules of Behavior	FA			Contact ASA for documents
11.2	ePACS Hardware Change Request (eHCR)	FA/VAR			
11.3	ePACS Change Request (eCR)	FA/VAR			
12.	Send completed ePACS Change Management Requests to ASA	FA			
13.	Send completed ePACS Change Management Requests to ePACS PMO to process	ASA			ePACS PMO will process prior to Migration Meeting One
<i>Once steps 6-13 are complete; submit Introductory Phase Checklist to ePACS PMO to schedule Migration Meeting One</i>					<i>ASA Initial: _____</i>

ePACS Lenel Manual Migration Checklist – Migration Meeting One Agenda					
Step	Migration Meeting One Agenda Action Items	Responsible	Yes	No	Comments
14.	Coordinate Migration Meeting One attendance; scheduled by ePACS PMO	ASA			Mandatory attendance from; ASA, FA, FIT, and VAR
15.	Participate in Migration Meeting One	ASA, FA, FIT, VAR			
16.	Determine if facility has connectivity to the USDA Unified Telecommunication Network (UTN)	FIT			
17.	Determine IP addressing method for ePACS Devices (NAT vs. Direct IP)	FIT			
18.	Receive ePACS FlexNet License Numbers from ePACS PMO	VAR			
19.	Identify Lenel Enterprise Certified VAR (System Programmer)	VAR			
20.	If required add VAR to ePACS Approved VAR List	ePACS PMO			
21.	Identify current ePACS OnGuard Version and Hot Fix to VAR	ePACS PMO			



This concludes Migration Meeting One Agenda Items

ePACS Lenel Manual Migration Checklist – Technical Phase One

Step	Technical Phase One Action Items	Responsible	Yes	No	Comments
22.	Work with Lenel to add all license features to ePACS FlexNet license	VAR			
22.1	Receive updated ePACS FlexNet license from Lenel	VAR			
22.2	Provide ePACS PMO summary of license features being transferred over	VAR			
22.3	Provide updated ePACS FlexNet license to ePACS PMO	VAR			
23.	Install/Update/Configure Local Facility Hardware which includes; Card Readers, Panels, DVR/NVR and Client Workstations	VAR			Refer to ePACS Programming Guide for more information
24.	Steps to configure Client Workstations:	VAR			
24.1	Work with FA to ensure the client workstations are (a) located in a secure room, (b) Compliant with NIST SP 800-53 and (c) USDA requirements for physical and environmental security (e.g. locked enclosure (CTX or NEMA) and strong access control, intrusion detection)	VAR			
24.2	Work with the FIT to ensure client workstations are agency imaged and/or FDCC compliant	VAR			
24.3	Work with the FIT to ensure client workstations have Anti-Virus Software installed	VAR			
24.4	Work with the FIT to ensure client workstations Anti-Virus Software has up to date Virus Definitions	VAR			
24.5	Work with the FIT to ensure client workstations Anti-Virus Software automatically updates its Virus Definitions	VAR			
24.6	Work with the FIT to ensure client workstations are patched with the latest	VAR			



	Microsoft Windows Updates and Security Patches				
24.7	Work with the FIT to ensure client workstations are configured to receive future Microsoft Windows Updates automatically	VAR			
24.8	Ensure Lenel OnGuard Software is installed to match the ePACS current OnGuard Version and Hot Fix	VAR			
25.	Steps to configure Lenel DVRs/NVRs:	VAR			
25.1	Work with FA to ensure the DVR/NVR's are (a) located in a secure room, (b) Compliant with NIST SP 800-53 and (c) USDA requirements for physical and environmental security (e.g. locked enclosure (CTX or NEMA) and strong access control, intrusion detection)	VAR			
25.2	Work with the FIT to ensure DVR/NVR's are Agency imaged and/or FDCC compliant	VAR			
25.3	Work with the FIT to ensure DVR/NVR's have Anti-Virus Software installed	VAR			
25.4	Work with the FIT to ensure DVR/NVR's Anti-Virus Software has up to date Virus Definitions	VAR			
25.5	Work with the FIT to ensure DVR/NVR's Anti-Virus Software automatically updates its Virus Definitions	VAR			
25.6	Work with the FIT to ensure DVR/NVR's are patched with the latest Microsoft Windows Updates and Security Patches	VAR			
25.7	Work with the FIT to ensure DVR/NVR's are configured to receive future Microsoft Windows Updates automatically	VAR			
25.8	Ensure the OnGuard Security Utility has been run on the DVR/NVR's	VAR			
25.9	Ensure DCOM settings are within the required ePACS range (60000-61000)	VAR			
25.10	Ensure DVR/NVR's have been updated to the latest firmware	VAR			
25.11	Provide ePACS PMO with DVR/NVR host name and public IP address	VAR			
25.12	Add DVR/NVR host name and public IP address to all ePACS servers host files	ePACS PMO			



26.	Steps to configure Intelligent System Controllers (ISC):	VAR			
26.1	Work with FA to ensure the ISC's are (a) located in a secure room, (b) Compliant with NIST SP 800-53 and (c) USDA requirements for physical and environmental security (e.g. locked enclosure (CTX or NEMA) and strong access control, intrusion detection)	VAR			
26.2	Ensure the ISC secondary communications settings are disabled	VAR			
26.3	Ensure the default user names and passwords have been changed on all ISCs	VAR			
26.4	Ensure all web based interfaces on the ISC's have been disabled (i.e. Web Based Configuration Pages)	VAR			
26.5	Ensure all ISC's have been updated to the latest firmware	VAR			
26.6	Ensure all ISC's are using an encrypted connection	VAR			
27.	Steps to configure Card Readers:	VAR			
27.1	Work with FA to replace existing hardware (if necessary) with HSPD-12 compliant, 200- bit multi-technology (PIV and proximity) card readers	VAR			
27.2	Work with FA so that the card readers should be 200-bit on the GSA Approved Products List (APL)	VAR			
28.	Make IP configuration changes required to communicate with ePACS	FIT, VAR			
29.	Work with ePACS PMO to conduct connectivity testing	FA, VAR			
30.	Notify ASA when successful connectivity testing is complete	FA			
<i>Once steps 22-30 are complete; submit Technical Phase One Checklist to ePACS PMO to schedule Migration Meeting Two</i>					<i>ASA Initial: _____</i>



ePACS Lenel Manual Migration Checklist – Migration Meeting Two Agenda					
Step	Migration Meeting Two Agenda Action Items	Responsible	Yes	No	Comments
31.	Coordinate Migration Meeting Two attendance; scheduled by ePACS PMO	ASA			Mandatory attendance from; ASA, FA, FIT, and VAR
32.	Participate in Migration Meeting Two	ASA, FA, FIT, VAR			
33.	Database clean-up procedures and requirements which include;	ePACS PMO			
33.1	Discuss final database copy for historic records retention	ePACS PMO			
33.2	Discuss use of USDA LincPass or USDA ePACS Corp 1000 Cards	ePACS PMO			
33.3	Discuss removal of all old records from existing database	ePACS PMO			
33.4	Discuss removal of all in-active records from existing database	ePACS PMO			
34.	Migration Time Frame	ASA,FA,VAR			
34.1	Set a completion date for all database clean-up activities	FA			
34.2	Discuss tentative migration date	ASA,FA,VAR ePACS PMO			
35.	Discuss successful connectivity testing	ePACS PMO, ASA, FA,VAR			
35.1	Discuss outstanding issues	ePACS PMO, ASA, FA, VAR			
35.2	Order USDA ePACS specific Corp1000 cards to replace all non-LincPass/site badges	ASA,FA,VAR			For information on card ordering contact ePACS PMO
36.	Database Clean-up	VAR/FA			
37.	Ensure a copy of the original database is taken for historical records and sent to FA	VAR			



38.	Place the original database back up in secure storage for safe keeping	FA			
<i>This concludes Migration Meeting Two Agenda Items</i>					

ePACS Lenel Manual Migration Checklist – Technical Phase Two					
Step	Technical Phase Two Action Item	Responsible	Yes	No	Comments
39.	Ensure all non-LincPass users are enrolled in the Lenel OnGuard system with a USDA ePACS specific Corp1000 card	VAR			
40.	Ensure only cardholders with an active badge are part of the database	VAR			
40.1	Ensure all active LincPass cardholders are only using their LincPass for physical access	ASA, FA, VAR			
40.2	Ensure all active cardholders without a LincPass are only using the USDA ePACS Corp1000 card for physical access	ASA, FA, VAR			
40.3	Ensure Change Management requests are complete and accurate	ePACS PMO, ASA, FA			
40.4	Discuss any outstanding issues	ePACS PMO, ASA, FA, VAR			
40.5	Distribute ePACS Client Workstation Configuration Utility to ASA, FA, FIT and VAR	ePACS PMO			
40.6	Ensure all client workstations are configured using the ePACS Workstation Configuration Utility	ASA, FA, FIT, VAR			

ePACS Lenel Manual Migration Checklist – Migration Meeting Three Agenda



Step	Migration Meeting Three Agenda Action Items	Responsible	Yes	No	Comments
41.	Coordinate attendance to Migration Meeting Three scheduled by ePACS PMO	ASA			Mandatory attendance from; ASA, FA, FIT, and VAR
42.	Participate in Migration Meeting Three	ASA, FA, FIT, VAR			
43.	Ensure Change Management requests are complete and accurate	ePACS PMO, ASA, FA			
44.	Identify regional and communication servers migrating hardware to communicate with	ePACS PMO			
45.	Discuss any outstanding issues	ePACS PMO, ASA, FA, VAR			
<i>This concludes Migration Meeting Three Agenda Items</i>					

ePACS Lenel Manual Migration Checklist – Pre Migration Phase					
Step	Pre- Migration Phase Action Item	Responsible	Yes	No	Comments
46.	Prior to final migration, conduct connectivity testing to validate devices can still connect to ePACS and provide screenshots reflecting successful test results to the ASA and ePACS PMO	FA, VAR			Conduct re-testing at least ten business days prior to migration date
47.	Distribute ePACS Client Workstation Configuration Utility to ASA, FA, FIT and VAR	ePACS PMO			Distribute ePACS Client Workstation Configuration Utility ten business days prior to migration date
48.	Create final database back up	FA, VAR			
<i>Once steps 46-48 have been completed; please submit the Pre-Migration Checklist to the ePACS PMO prior to Migration</i>					<i>ASA Initial: _____</i>



ePACS Lenel Manual Migration Checklist – Migration Phase					
Step	Migration Phase Action Items	Responsible	Yes	No	Comments
49.	ePACS PMO ensures continuity of ePACS system during migration and distributes notifications of any outages to end users	ePACS PMO			
50.	ASA/FA communicates with agency facility to make decisions on the migration activities	ASA/FA			
51.	FIT will assist with network or IT related issues	FIT			
52.	Ensure all client workstations are configured using the ePACS Workstation Configuration Utility	ASA, FA, FIT, VAR			
53.	Ensure all ISC are communicating with the appropriate ePACS communication servers	ePACS PMO, VAR			
54.	Ensure all DVR/NVRs are communicating with the appropriate ePACS communication servers	ePACS PMO, VAR			
<i>This completes a successful migration into ePACS</i>					<i>ASA Initial: _____</i>

ePACS Lenel Manual Migration Checklist – Post Migration Phase					
Step	Post Migration Phase Action Items	Responsible	Yes	No	Comments
55.	Monitor the new segment for 10 business days to ensure system is functioning properly	ASA, FA, VAR			
56.	Notify the ePACS PMO that migration has been completed	ASA, FA, VAR			
<i>This completes the Post Migration Phase</i>					<i>ASA Initial: _____</i>

