

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

**Lenel Professional Engineering Services
Migration Procedures**

Version: 2.0

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





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Lenel Professional Engineering Services (PES) 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.

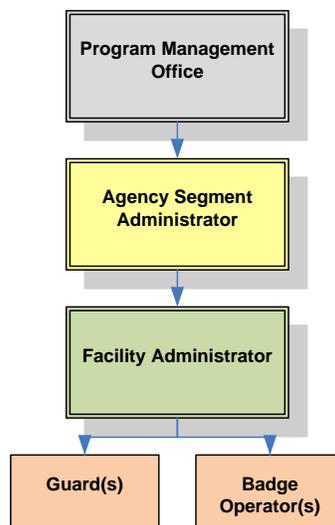


Figure 1 ePACS Designated Role Holders

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 Gersztoff	ePACS CRI Program Manager	sgersztoff@cri-solutions.com	703-245-4136
Chris Gibson	ePACS CRI Project Manager	cgibson@cri-solutions.com	703-245-7883
Andre Nelson	ePACS CRI Configuration Manager	anelson@cri-solutions.com	703-245-4120
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 PES 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.

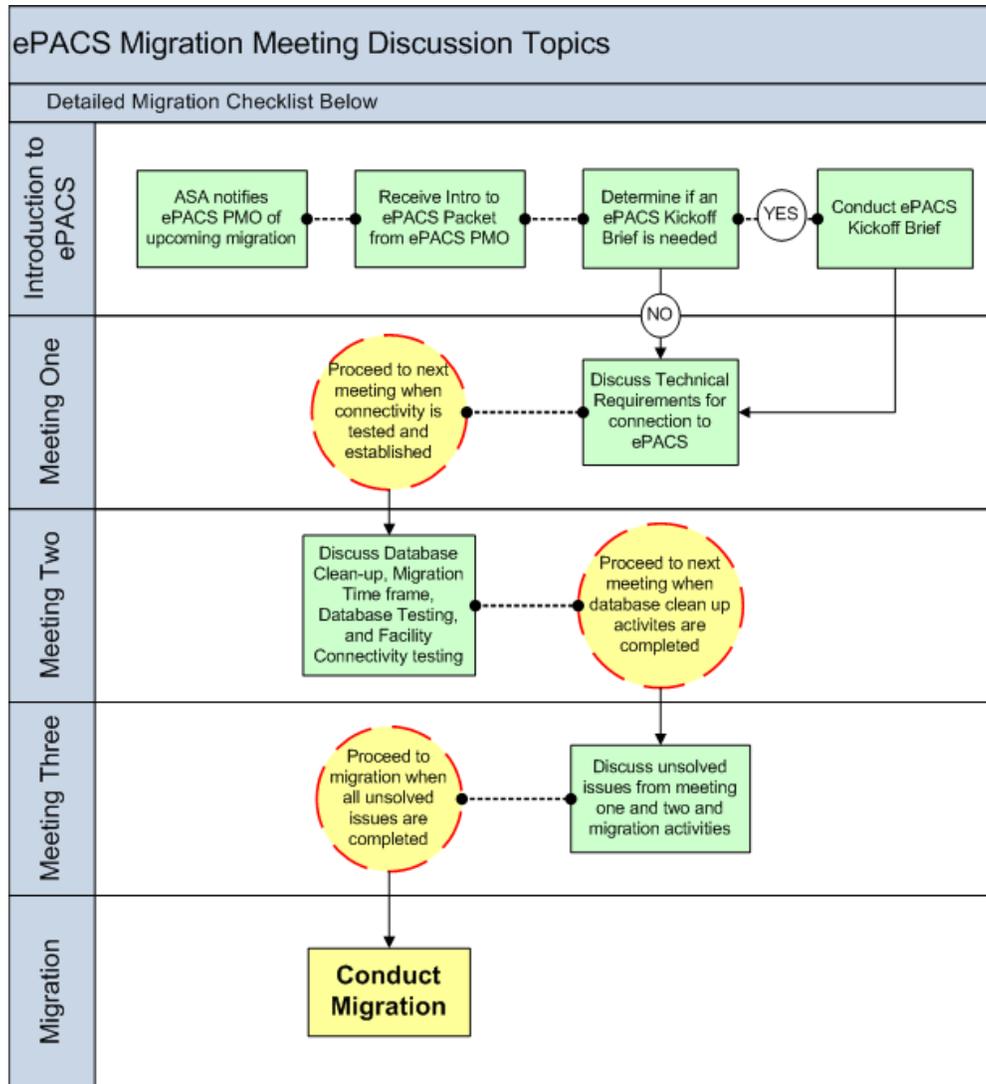


Figure 2 ePACS Migration Meeting Discussion Topics



3. 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 PES 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 PES 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 Database Handling Instructions to Facility Administrator (FA)	ASA			Provided in Introduction to ePACS Packet
9.	Provide Network Communication Breakdown document to Facility IT Representative (FIT)	ASA			



10.	Provide ePACS Change Management Request Documents to FA	ASA			
11.	Complete all ePACS Change Management Requests	FA/VAR			
12.	ePACS User Account Request (eUAR)/Rules of Behavior	FA			Contact ASA for documents
12.1	ePACS Hardware Change Request (eHCR)	FA/VAR			
12.2	ePACS Change Request (eCR)	FA/VAR			
13.	Send completed ePACS Change Management Requests to ASA	FA			
14.	Send completed ePACS Change Management Requests to ePACS PMO to process	ASA			ePACS PMO will process prior to Migration Meeting One
<i>Once steps 6-14 are complete; submit Introductory Phase Checklist to ePACS PMO to schedule Migration Meeting One</i>					ASA Initial: _____

ePACS Lenel PES Migration Checklist – Migration Meeting One Agenda

Step	Migration Meeting One Agenda Action Items	Responsible	Yes	No	Comments
15.	Coordinate Migration Meeting One attendance; scheduled by ePACS PMO	ASA			Mandatory attendance from; ASA, FA, FIT, and VAR
16.	Participate in Migration Meeting One	ASA, FA, FIT, VAR			
17.	Determine if facility has connectivity to the USDA Unified Telecommunication Network (UTN)	FIT			
18.	Determine IP addressing method for ePACS Devices (NAT vs. Direct IP)	FIT			
19.	Review Facility Migration Project Plan	ePACS PMO, FA, VAR			
20.	Receive ePACS FlexNet License Numbers from ePACS PMO	VAR			



21.	Identify Lenel Enterprise Certified VAR (System Programmer)	VAR			
22.	If required add VAR to ePACS Approved VAR List	ePACS PMO			
23.	Identify current ePACS OnGuard Version and Hot Fix to VAR	ePACS PMO			

This concludes Migration Meeting One Agenda Items

ePACS Lenel PES Migration Checklist – Technical Phase One

Step	Technical Phase One Action Items	Responsible	Yes	No	Comments
24.	Work with Lenel to transfer all license features from Facility License to ePACS FlexNet license	VAR			
24.1	Provide ePACS PMO with current facility license	VAR			
24.2	Contact Lenel Regional Sales Manager for a quote to move facility licenses	VAR			
24.3	Receive quote from Lenel Sales Manager to move facility licenses	VAR			
24.4	Process quote to move facility licenses	VAR			
24.5	Receive updated ePACS FlexNet license from Lenel	VAR			
24.6	Provide updated ePACS FlexNet license to ePACS PMO	VAR			
25.	Install/Update/Configure Local Facility Hardware which includes; Card Readers, Panels, DVR/NVR and Client Workstations	VAR			
26.	Client Workstations	VAR			
26.1	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			



26.2	Work with the FIT to ensure client workstations are agency imaged and/or FDCC compliant	VAR			
26.3	Work with the FIT to ensure client workstations have Anti-Virus Software installed	VAR			
26.4	Work with the FIT to ensure client workstations Anti-Virus Software has up to date Virus Definitions	VAR			
26.5	Work with the FIT to ensure client workstations Anti-Virus Software automatically updates its Virus Definitions	VAR			
26.6	Work with the FIT to ensure client workstations are patched with the latest Microsoft Windows Updates and Security Patches	VAR			
26.7	Work with the FIT to ensure client workstations are configured to receive future Microsoft Windows Updates automatically	VAR			
26.8	Ensure Lenel OnGuard Software is installed to match the ePACS current OnGuard Version and Hot Fix	VAR			
27.	Lenel DVRs/NVRs	VAR			
27.1	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			
27.2	Work with the FIT to ensure DVR/NVR's are Agency imaged and/or FDCC compliant	VAR			
27.3	Work with the FIT to ensure DVR/NVR's have Anti-Virus Software installed	VAR			
27.4	Work with the FIT to ensure DVR/NVR's Anti-Virus Software has up to date Virus Definitions	VAR			
27.5	Work with the FIT to ensure DVR/NVR's Anti-Virus Software automatically updates its Virus Definitions	VAR			



27.6	Work with the FIT to ensure DVR/NVR's are patched with the latest Microsoft Windows Updates and Security Patches	VAR			
27.7	Work with the FIT to ensure DVR/NVR's are configured to receive future Microsoft Windows Updates automatically	VAR			
27.8	Ensure the OnGuard Security Utility has been run on the DVR/NVR's	VAR			
27.9	Ensure DCOM settings are within the required ePACS range (60000-61000)	VAR			
27.10	Ensure DVR/NVR's have been updated to the latest firmware	VAR			
28.	Intelligent System Controllers (ISC)	VAR			
28.1	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			
28.2	Ensure the ISC secondary communications settings are disabled	VAR			
28.3	Ensure the default user names and passwords have been changed on all ISCs	VAR			
28.4	Ensure all web based interfaces on the ISC's have been disabled (i.e. Web Based Configuration Pages)	VAR			
28.5	Ensure all ISC's have been updated to the latest firmware	VAR			
28.6	Ensure all ISC's are using an encrypted connection	VAR			
29.	Card Readers	VAR			
29.1	Work with FA to replace existing hardware (if necessary) with HSPD-12 compliant, 200- bit multi-technology (PIV and proximity) card readers	VAR			
29.2	Work with FA so that the card readers should be 200-bit on the GSA Approved Products List (APL)	VAR			
30.	Make IP configuration changes required to communicate with ePACS	FIT, VAR			



31.	Work with ePACS PMO to conduct connectivity testing	FA, VAR			
31.2	Provide ePACS PMO with screenshots of successful connection from all devices (i.e. Workstations and DVR/NVR's)	FA, VAR			
32.	Notify ASA when successful connectivity testing is complete	FA			
Once steps 24-32 are complete; submit Technical Phase One Checklist to ePACS PMO to schedule Migration Meeting Two					ASA Initial: _____

ePACS Lenel PES Migration Checklist – Migration Meeting Two Agenda

Step	Migration Meeting Two Agenda Action Items	Responsible	Yes	No	Comments
33.	Coordinate Migration Meeting Two attendance; scheduled by ePACS PMO	ASA			Mandatory attendance from; ASA, FA, FIT, and VAR
34.	Participate in Migration Meeting Two	ASA, FA, FIT, VAR			
35.	Database clean-up procedures and requirements which include;	ePACS PMO			
35.1	Discuss final database copy for historic records retention	ePACS PMO			
35.2	Discuss use of USDA LincPass or USDA ePACS Corp 1000 Cards	ePACS PMO			
35.3	Discuss removal of all old records from existing database	ePACS PMO			
35.4	Discuss removal of all in-active records from existing database	ePACS PMO			
36.	Migration Time Frame	ASA,FA,VAR			
36.1	Set a completion date for all database clean-up activities	FA			
36.2	Discuss tentative migration date	ASA,FA,VAR			



37.	Database Testing	ePACS PMO			
37.1	Discuss necessity for ePACS PMO database testing	ePACS PMO			
37.2	Discuss process of shipping data to ePACS PMO	ePACS PMO			Follow Database Handling Instructions
37.3	Discuss process of database testing	ePACS PMO			
38.	Discuss successful connectivity testing	ePACS PMO, ASA, FA, VAR			
39.	Discuss outstanding issues	ePACS PMO, ASA, FA, VAR			
<i>This concludes Migration Meeting Two Agenda Items</i>					

ePACS Lenel PES Migration Checklist – Technical Phase Two					
Step	Technical Phase Two Action Item	Responsible	Yes	No	Comments
40.	Order USDA ePACS specific Corp1000 cards to replace all non-LincPass/site badges	ASA,FA,VAR			For information on card ordering contact ePACS PMO
41.	Database Clean-up	VAR/FA			
41.1	Ensure a copy of the original database is taken for historical records and sent to FA	VAR			
41.2	Place the original database back up in secure storage for safe keeping	FA			
41.3	Verify the badge format template is implemented	VAR			Included in the Introduction to ePACS Packet
41.4	Ensure LincPass credential cardholders are enrolled in Lenel OnGuard with their LincPass credential	VAR			



41.5	Ensure all non-LincPass users are enrolled in the Lenel OnGuard system with a USDA ePACS specific Corp1000 card	VAR			
41.6	Remove old records (non-LincPass and non USDA ePACS specific Corp1000 cards) from existing PACS database	VAR			
41.7	Ensure only cardholders with an active badge are part of the database	VAR			
41.8	Ensure all active cardholders are only LincPass or Corp1000 badges	VAR			
41.9	After database clean-up has been completed; submit final database backup on an encrypted hard drive to FA	VAR			
41.10	Notify ASA and ePACS PMO when database clean-up is complete	FA			
41.11	Send final database backup to ePACS PMO	FA			Follow Database Handling Instructions
42.	Notify ASA and FA with the receipt of drive	ePACS PMO			
43.	Validate the database clean-up is successfully completed	ePACS PMO			
44.	Ship the clean copy of the facility database and copies of the ePACS databases to Lenel PES	ePACS PMO			Follow Database Handling Instructions
45.	Notify ASA, FA and VAR when backups are sent to Lenel for PES testing	ePACS PMO			
46.	Discuss final database testing if required	ePACS PMO, ASA, FA, VAR, Lenel			Answer database migration questions
47.	Lenel PES performs final database migration testing and notifies VAR of results	N/A			
48.	Provide final database migration testing results to FA	VAR			
49.	Facility Administrator provides the final database migration testing results to the ASA	FA			
50.	ASA provides the final database migration testing results to the ePACS PMO	ASA			
51.	VAR requests a migration project plan from Lenel PES	VAR			



52.	VAR provides the Lenel PES migration project plan to the Facility Administrator	VAR			
53.	Facility Administrator provides the Lenel PES migration project plan to the ASA	FA			
54.	ASA provides the Lenel PES migration project plan to the ePACS PMO	ASA			
Once steps 40-54 are complete; submit Technical Phase Two Checklist to ePACS PMO to schedule Migration Meeting Three					ASA Initial: _____

ePACS Lenel PES Migration Checklist – Migration Meeting Three Agenda					
Step	Migration Meeting Three Agenda Action Items	Responsible	Yes	No	Comments
55.	Coordinate attendance to Migration Meeting Three scheduled by ePACS PMO	ASA			Mandatory attendance from; ASA, FA, FIT, and VAR
56.	Participate in Migration Meeting Three	ASA, FA, FIT, VAR, Lenel			
57.	Identify required Migration Representatives in Kansas City, MO	ASA			Agency POC, VAR, Lenel PES
58.	Exchange all required migration representatives contact information	ASA			Mobile phone number and email addresses
59.	Ensure Change Management requests are complete and accurate	ePACS PMO, ASA, FA			
60.	Final database migration test results	VAR			
60.1	Discuss any fields that will <u>not</u> migrate	VAR			
60.2	Discuss any cardholder records that will <u>not</u> migrate	VAR			
60.3	Discuss badge format mapping	VAR			



60.4	Discuss any other discrepancies or findings from the migration testing	VAR			
61.	Lenel PES Migration Project Plan	ePACS PMO, VAR, PES			
61.1	Discuss Migration minimum time frame of three (3) days on site	ePACS PMO			
61.2	Discuss Migration start time of 8:00 a.m. Central Time	ePACS PMO			
61.3	Discuss date when agency will stop all credentialing	ASA, FA, VAR			
61.4	Discuss final database back up procedures	ASA, FA, VAR			
61.5	Discuss final database back up transportation and delivery to Kansas City, MO	ASA, FA, VAR			Follow Database Handling Instructions
62.	Discuss any outstanding issues	ePACS PMO, ASA, FA,VAR			
<i>This concludes Migration Meeting Three Agenda Items</i>					

ePACS Lenel PES Migration Checklist – Pre Migration Phase					
Step	Pre- Migration Phase Action Item	Responsible	Yes	No	Comments
63.	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
64.	Distribute ePACS Client Workstation Configuration Utility to ASA, FA, FIT and VAR	ePACS PMO			Distribute ePACS Client Workstation Configuration Utility 10 business days prior to migration date
65.	Stop all Facility credentialing on the scheduled date discussed in Migration Meeting Three	ASA, FA, VAR			



66.	Create final database back up	FA, VAR			
67.	Ship/Transport Agency database backup to NITC, Kansas City, MO.	ASA, FA, VAR			Follow Database Handling Instructions
<i>Once steps 63-67 have been completed; please submit the Pre-Migration Checklist to the ePACS PMO prior to Migration</i>					<i>ASA Initial: _____</i>

ePACS Lenel PES Migration Checklist – Migration Phase					
Step	Migration Phase Action Items	Responsible	Yes	No	Comments
68.	Required Migration Representatives arrive in Kansas City, MO to conduct migration	ePACS PMO, ASA, FA, VAR, Lenel PES			
69.	Lenel PES conducts Migration	Lenel PES			
70.	VAR supervises PES Migration and provides assistance when needed	VAR			
71.	ePACS PMO ensures continuity of ePACS system during migration and distributes notifications of any outages to end users	ePACS PMO			
72.	ASA/FA communicates with agency facility to make decisions on the migration activities	ASA/FA			
73.	FIT will assist with network or IT related issues	FIT			
74.	Ensure all client workstations are configured using the ePACS Workstation Configuration Utility	ASA, FA, FIT, VAR			
<i>This completes a successful migration into ePACS</i>					<i>ASA Initial: _____</i>



ePACS Lenel PES Migration Checklist – Post Migration Phase					
Step	Post Migration Phase Action Items	Responsible	Yes	No	Comments
75.	Collect Facility Dongle and return to Lenel PES	VAR			
76.	Monitor the new segment for 10 business days to ensure system is functioning properly	ASA, FA, VAR			
77.	Notify ePACS PMO of any issues with the system within 10 business days of migration completion				
<i>This completes the Post Migration Phase</i>					<i>ASA Initial: _____</i>