

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

Manual Migration Procedures

Version: 2.0

United States Department of Agriculture
Office of Homeland Security and Emergency
Coordination (OHSEC)
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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.

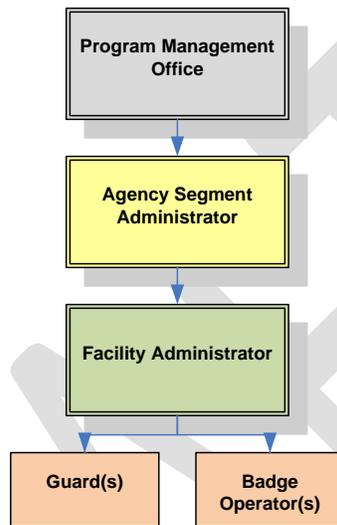


Figure 1 ePACS Designated Role Holders

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
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 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.

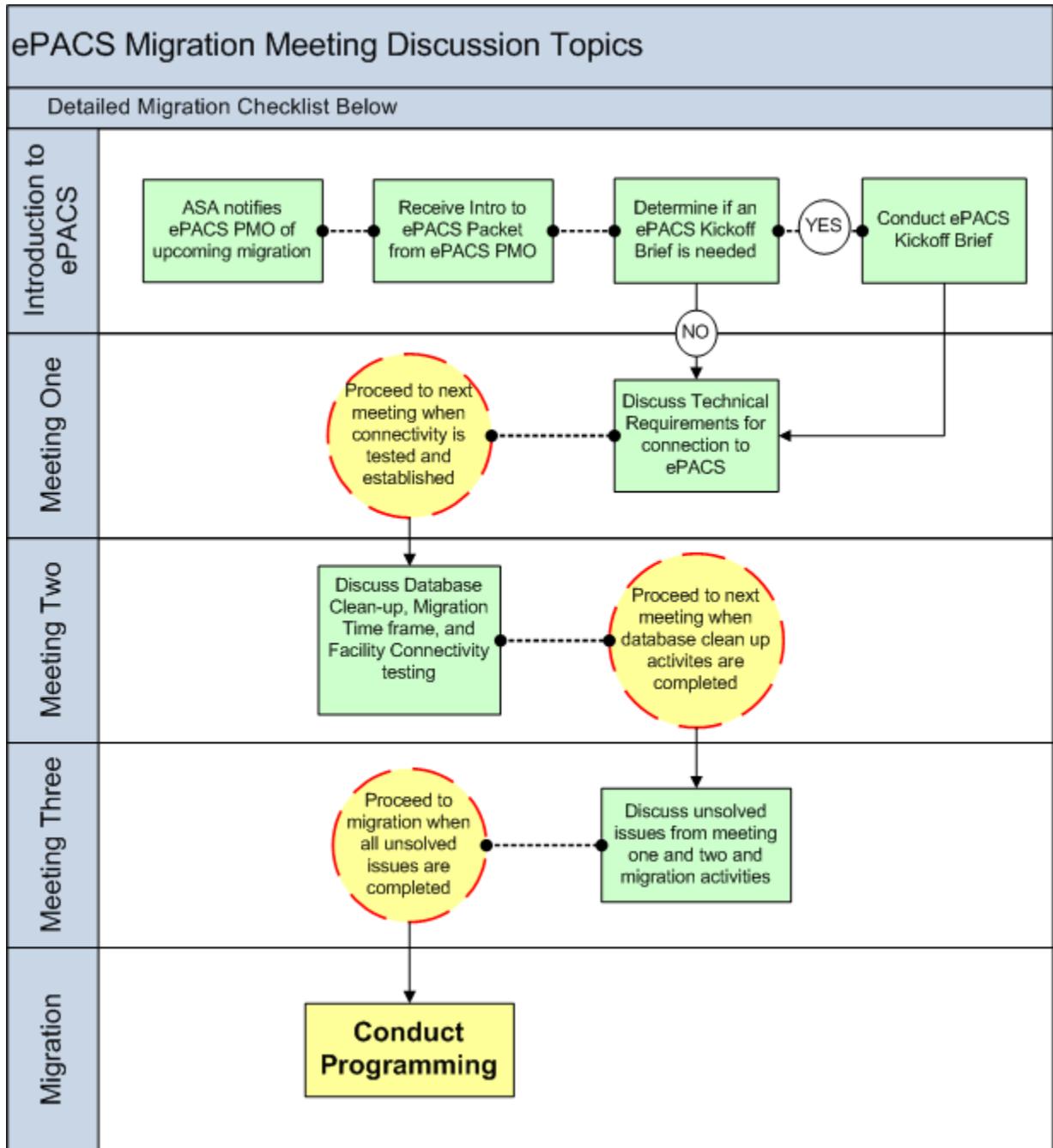


Figure 2 ePACS Migration Meeting Discussion Topics



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 Change Management Request Documents to FA	ASA			



10.	Complete all ePACS Change Management Requests	FA/VAR			
10.1	ePACS User Account Request (eUAR)/Rules of Behavior	FA			Contact ASA for documents
10.2	ePACS Hardware Change Request (eHCR)	FA/VAR			
10.3	ePACS Change Request (eCR)	FA/VAR			
11.	Send completed ePACS Change Management Requests to ASA	FA			
12.	Send completed ePACS Change Management Requests to ePACS PMO to process	ASA			ePACS PMO will process prior to Migration Meeting One
<i>Once steps 6-12 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
13.	Coordinate Migration Meeting One attendance; scheduled by ePACS PMO	ASA			Mandatory attendance from; ASA, FA, FIT, and VAR
14.	Participate in Migration Meeting One	ASA, FA, FIT, VAR			
15.	Determine if facility has connectivity to the USDA Unified Telecommunication Network (UTN)	FIT			
16.	Determine IP addressing method for ePACS Devices (NAT vs. Direct IP)	FIT			
17.	Receive ePACS FlexNet License Numbers from ePACS PMO	VAR			
18.	Identify Lenel Enterprise Certified VAR (System Programmer)	VAR			
19.	If required add VAR to ePACS Approved VAR List	ePACS PMO			
20.	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
21.	Work with Lenel to add all license features to ePACS FlexNet license	VAR			
21.1	Receive updated ePACS FlexNet license from Lenel	VAR			
21.2	Provide updated ePACS FlexNet license to ePACS PMO	VAR			
22.	Install/Update/Configure Local Facility Hardware which includes; Card Readers, Panels, DVR/NVR and Client Workstations	VAR			
23.	Client Workstations	VAR			
23.1	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			
23.2	Work with the FIT to ensure client workstations are agency imaged and/or FDCC compliant	VAR			
23.3	Work with the FIT to ensure client workstations have Anti-Virus Software installed	VAR			
23.4	Work with the FIT to ensure client workstations Anti-Virus Software has up to date Virus Definitions	VAR			
23.5	Work with the FIT to ensure client workstations Anti-Virus Software automatically updates its Virus Definitions	VAR			
23.6	Work with the FIT to ensure client workstations are patched with the latest Microsoft Windows Updates and Security Patches	VAR			



23.7	Work with the FIT to ensure client workstations are configured to receive future Microsoft Windows Updates automatically	VAR			
23.8	Ensure Lenel OnGuard Software is installed to match the ePACS current OnGuard Version and Hot Fix	VAR			
24.	Lenel DVRs/NVRs	VAR			
24.1	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			
24.2	Work with the FIT to ensure DVR/NVR's are Agency imaged and/or FDCC compliant	VAR			
24.3	Work with the FIT to ensure DVR/NVR's have Anti-Virus Software installed	VAR			
24.4	Work with the FIT to ensure DVR/NVR's Anti-Virus Software has up to date Virus Definitions	VAR			
24.5	Work with the FIT to ensure DVR/NVR's Anti-Virus Software automatically updates its Virus Definitions	VAR			
24.6	Work with the FIT to ensure DVR/NVR's are patched with the latest Microsoft Windows Updates and Security Patches	VAR			
24.7	Work with the FIT to ensure DVR/NVR's are configured to receive future Microsoft Windows Updates automatically	VAR			
24.8	Ensure the OnGuard Security Utility has been run on the DVR/NVR's	VAR			
24.9	Ensure DCOM settings are within the required ePACS range (60000-61000)	VAR			
24.10	Ensure DVR/NVR's have been updated to the latest firmware	VAR			
25.	Intelligent System Controllers (ISC)	VAR			
25.1	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	VAR			



	environmental security (e.g. locked enclosure (CTX or NEMA) and strong access control, intrusion detection)				
25.2	Ensure the ISC secondary communications settings are disabled	VAR			
25.3	Ensure the default user names and passwords have been changed on all ISCs	VAR			
25.4	Ensure all web based interfaces on the ISC's have been disabled (i.e. Web Based Configuration Pages)	VAR			
25.5	Ensure all ISC's have been updated to the latest firmware	VAR			
25.6	Ensure all ISC's are using an encrypted connection	VAR			
26.	Card Readers	VAR			
26.1	Work with FA to replace existing hardware (if necessary) with HSPD-12 compliant, 200- bit multi-technology (PIV and proximity) card readers	VAR			
26.2	Work with FA so that the card readers should be 200-bit on the GSA Approved Products List (APL)	VAR			
27.	Make IP configuration changes required to communicate with ePACS	FIT, VAR			
28.	Work with ePACS PMO to conduct connectivity testing	FA, VAR			
29.	Notify ASA when successful connectivity testing is complete	FA			
<i>Once steps 21-29 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
30.	Coordinate Migration Meeting Two attendance; scheduled by ePACS PMO	ASA			Mandatory attendance from; ASA, FA, FIT, and VAR



31.	Participate in Migration Meeting Two	ASA, FA, FIT, VAR			
32.	Database clean-up procedures and requirements which include;	ePACS PMO			
32.1	Discuss final database copy for historic records retention	ePACS PMO			
32.2	Discuss use of USDA LincPass or USDA ePACS Corp 1000 Cards	ePACS PMO			
32.3	Discuss removal of all old records from existing database	ePACS PMO			
32.4	Discuss removal of all in-active records from existing database	ePACS PMO			
33.	Migration Time Frame	ASA,FA,VAR			
33.1	Set a completion date for all database clean-up activities	FA			
33.2	Discuss tentative migration date	ASA,FA,VAR ePACS PMO			
34.	Discuss successful connectivity testing	ePACS PMO, ASA, FA,VAR			
34.1	Discuss outstanding issues	ePACS PMO, ASA, FA, VAR			
34.2	Order USDA ePACS specific Corp1000 cards to replace all non-LincPass/site badges	ASA,FA,VAR			For information on card ordering contact ePACS PMO
35.	Database Clean-up	VAR/FA			
36.	Ensure a copy of the original database is taken for historical records and sent to FA	VAR			
37.	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
38.	Ensure all non-LincPass users are enrolled in the Lenel OnGuard system with a USDA ePACS specific Corp1000 card	VAR			
39.	Ensure only cardholders with an active badge are part of the database	VAR			
39.1	Ensure all active cardholders are only LincPass or Corp1000 badges	VAR			
39.2	Ensure Change Management requests are complete and accurate	ePACS PMO, ASA, FA			
39.3	Discuss any outstanding issues	ePACS PMO, ASA, FA,VAR			
39.4	Distribute ePACS Client Workstation Configuration Utility to ASA, FA, FIT and VAR	ePACS PMO			
39.5	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
40.	Coordinate attendance to Migration Meeting Three scheduled by ePACS PMO	ASA			Mandatory attendance from; ASA, FA, FIT, and VAR
41.	Participate in Migration Meeting Three	ASA, FA, FIT, VAR, Lenel			
42.	Ensure Change Management requests are complete and accurate	ePACS PMO, ASA, FA			



43.	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
44.	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
45.	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
46.	Create final database back up	FA, VAR			
<i>Once steps 47-51 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
47.	ePACS PMO ensures continuity of ePACS system during migration and distributes notifications of any outages to end users	ePACS PMO			
48.	ASA/FA communicates with agency facility to make decisions on the migration activities	ASA/FA			
49.	FIT will assist with network or IT related issues	FIT			



50.	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 Manual Migration Checklist – Post Migration Phase					
Step	Post Migration Phase Action Items	Responsible	Yes	No	Comments
51.	Monitor the new segment for 10 business days to ensure system is functioning properly	ASA, FA, VAR			
<i>This completes the Post Migration Phase</i>					<i>ASA Initial: _____</i>