



Hosting a LincPass Credentialing Center *Location Considerations & Setup Information*

USDA is participating in the GSA Managed Services Office (MSO) program designed to meet the standardized identification card guidelines set forth by HSPD-12. By utilizing this program (known as USAccess), USDA will be provided the equipment and personnel necessary to credential its employees and contractors at no cost. USDA is calling this credential “**LincPass.**”

Upon initiation of the GSA MSO enrollment program at a specified location, GSA will operate the Credentialing Center for a period of one year. At that time, USDA may choose to purchase the equipment and operate the stations with USDA personnel or lease the stations and personnel from GSA for an agreed upon period of time.

The USAccess Program offers an Agency the choice of either hosting a Credentialing Center that is shared with other participating Agencies (the primary model used by USDA) or leasing a Credentialing Center. Shared Credentialing Centers include an Enrollment Station and a separate, standalone Activation Station that can be used for self-service (Cardholder-performed) or manned (assisted) activations. Agencies that choose to lease a Credentialing Center also receive an Enrollment Station and separate, standalone Activation Station. This solution is provide at no charge. Additionally, Agencies may choose to purchase additional Activation Stations—either for use by sites with existing Credentialing Centers or sites with no other Program equipment.

Agencies that offer to host a shared Credentialing Center for use by all participating organizations may also request a GSA MSO-provided Registrar to operate the Enrollment Station for one year. Agencies that choose to lease a Credentialing Center also have the option to contract a Registrar (at an additional charge).

Building Requirements:

- The building is owned by the Federal Government or contains federally leased space.
- The room is approximately 300 square feet in size.
- The building is centrally located among high concentrations of Federal Government employees and/or contractors.
- The building is publicly accessible.
- The properties meet Federal requirements for disabled individuals under the Americans with Disabilities Act (ADA) requirements. This includes: parking, ramps, automatic entryway, elevators, etc.
- The building maintains at least a minimal level of physical security.

Credentialing Centers include:

Enrollment Stations - where employees and contractors will go to present their identification for verification and have fingerprints and a photo taken. Enrollment stations include:

- Computer with either a single or two flat screen monitors depending on final station configuration
- Document scanner



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- Fingerprint capture device
- Card reader
- Fingerprint reader
- Digital camera

Activation Stations - where employees and contractors will go, upon picking up their LincPass in the same room, to activate their card by setting a pin number and presenting a fingerprint. It includes:

- Computer
- Card reader
- Fingerprint reader

IT Requirements for Credentialing Centers

A Credentialing Center consists of at least one each of the following components:

- VPN Router – Approved eight-port router
- Enrollment Station
- Activation Station

There are really only two IT-related requirements for a site: to open up port 443 at the router and/or firewall and to provide IP address(es) (either Dynamic or Static) for the VPN device(s). Additionally:

- One physical (non-wireless) Internet/LAN connection must be provided for each VPN device.
- Once the connection has been established, a network IP address must be established for each VPN device. The IP address must be communicated to the GSA MSO Implementation Engineer prior to the deployment of the Credentialing Center.
- The Enrollment Stations and Activation Stations are remotely managed. Periodically, anti-virus definitions, operating system patches, and GSA MSO Assured Identity updates will be sent to the workstations to ensure security and performance are maintained.
- Administrative access is exclusive to the remote administrators at the Network Operating Center (NOC). The remote administrators will also run regular audit and production reports.
- No third-party software or hardware may be added to the enrollment workstations. Software is installed on all the stations that prevents the installation of any additional software or drivers.
- At no time is data ever stored on the local workstations. Captured enrollment data is encrypted using 256-bit AES symmetric keys, and sent to the IDMS. If an enrollment cannot be completed for any reason, no data is stored.
- Outside of local network connectivity and performance, no support will be expected from local network administrators. All support requests will be handled by the USAccess Help Desk.

Furniture Setup Requirements:

Each credentialing center must be equipped with a furniture setup that meets the following requirements:

- For the **Enrollment Station**, a large desk/table capable of handling two PC flat screens and several peripherals. The desk/table may be of a modular (part of a cubicle or wall

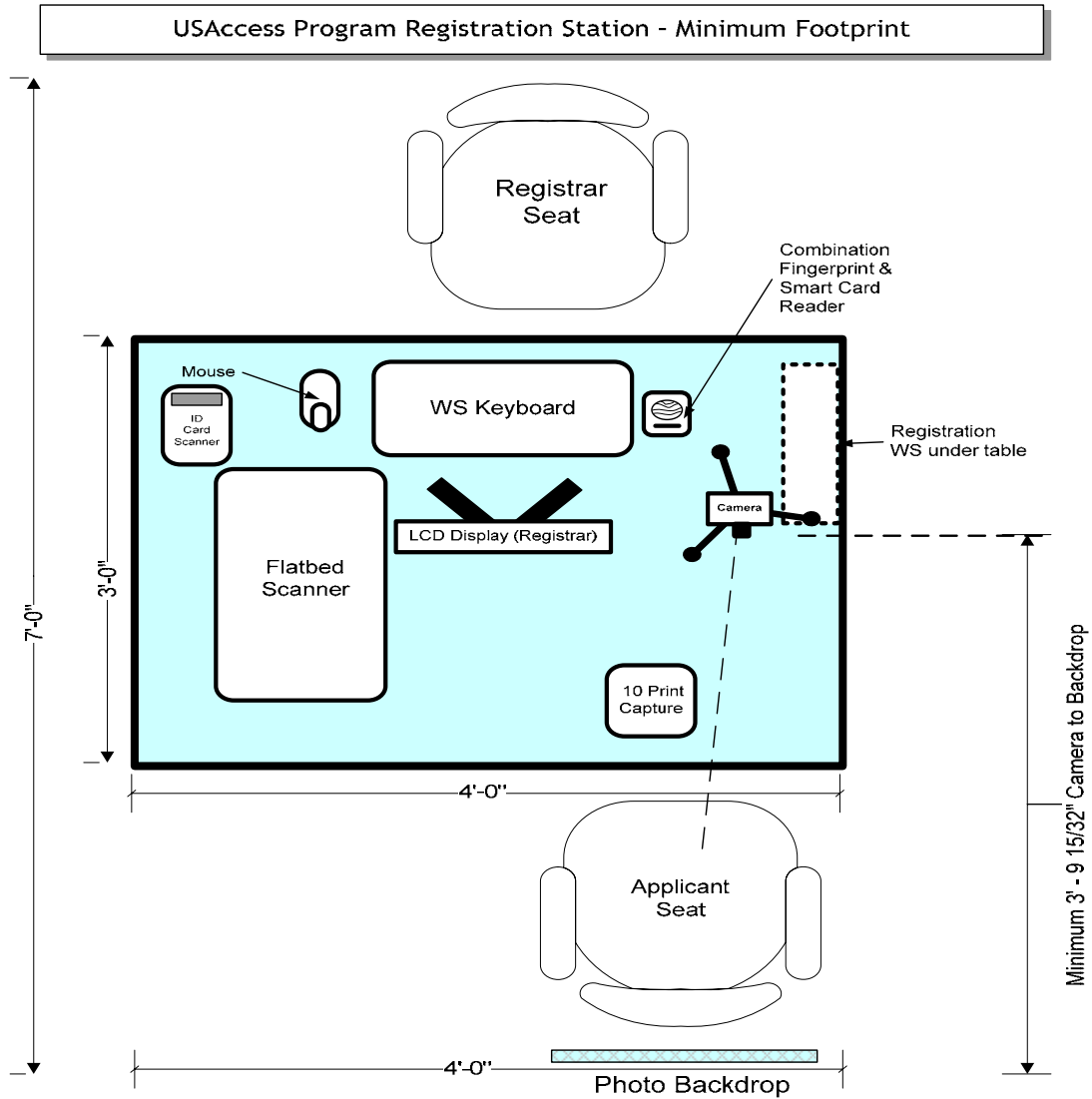


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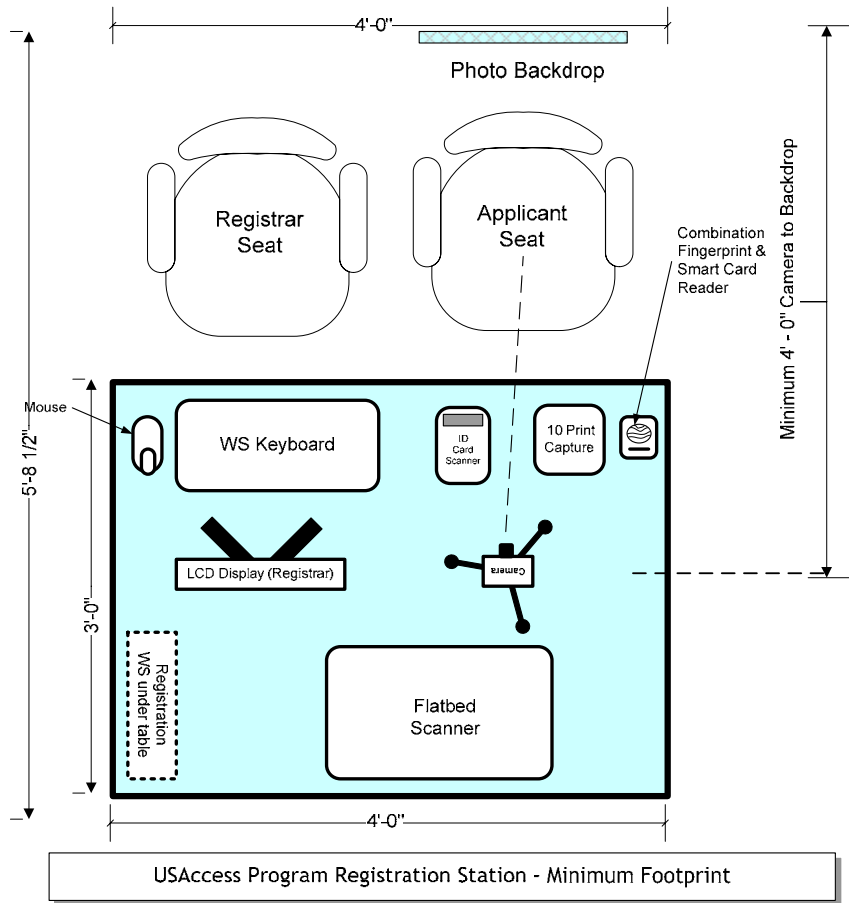
structure) or stand-alone. The Enrollment Station equipment takes up approximately 48" x 33" of desk space and weighs about 50 pounds.

- The Enrollment Station requires a minimum of two chairs: one for the Registrar and one for the Enrollee.
- Both the Enrollment and Activation Station desks/tables should meet height requirements for wheelchair access. This is defined as between 28" and 34" by the ADA.
- For the **Activation Station**, a second desk/table will be needed for activation services which includes computer hardware, fingerprint reader and card reader.
- In order to optimize photo quality, a light source and blue backdrop should be utilized. Allow added space behind the Applicant chair for the blue backdrop and stand.
- Excessive sunlight may have an effect on photo quality. If this is a concern, please plan to place station away from windows or to shade windows to block excessive sunlight.
- Approximately five chairs are required for each credentialing center. Two chairs will be for the Registrar running the station and the applicant being enrolled. The remaining three will be used as a queuing area away from the enrollment station.
- Whenever possible, a self-service Activation Station should be located near the Enrollment Station to allow cardholders easy access to the Registrars in case of questions during self-service activation.
- A barrier must be placed in a manner that shields both screens from the view of waiting room applicants. This is only necessary if the room configuration does not allow for this privacy to occur naturally.
- A safe or secure cabinet must be located at each of the shared credentialing centers. It will be used to store new credentials prior to issuing them to card holders prior to activation.

For a general idea of furniture and room configuration, please refer to graphics below.

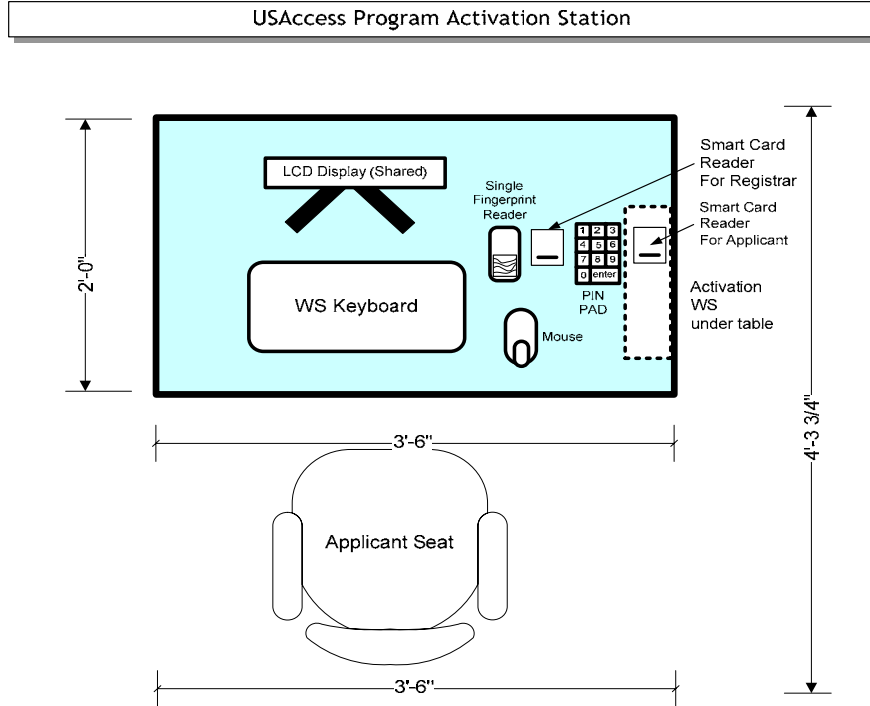


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Checklist of what is provided by GSA and what a site would need to provide for a Credentialing Center operation

Enrollment Station Preparation Checklist (GSA Shared Stations)				
(Based upon 1 Enrollment Station and 1 Activation Station)		Provided By		
	Quantity	GSA/MSO	Your ARS Facility	Date
Enrollment Station:				
Equipment				
PC	1	X		
Monitors	2	X		
Keyboard	1	X		
Mouse	1	X		
Camera	1	X		
Scanner	1	X		
Smart Card Reader	1	X		
Digital Signature Pad	1	X		
Fingerprint Scanner	1	X		



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Enrollment Station Preparation Checklist (GSA Shared Stations)				
(Based upon 1 Enrollment Station and 1 Activation Station)			Provided By	
	Quantity	GSA/MSO	Your ARS Facility	Date
Smart Card Reader	1	X		
Furniture				
Desk	1		X	
Partitions	3		X	
Chair	1		X	
Locating Furniture			X	
Activation Station:				
Equipment				
PC	1	X		
Monitor	1	X		
Keyboard	1	X		
Smart Card Reader	1	X		
Digital Signature Pad	1	X		
Pin Key Pad	1	X		
Fingerprint Scanner	1	X		
Furniture				
Desk	1		X	
Partitions	2		X	
Chair	1		X	
Finding Furniture			X	
Room:				
Room Location			X	
IT				
Surge Suppressors		X		
Data Drops	TBD		X	
Jumper Cables	TBD		X	
Security				
Safe or Lockable Cabinet	1		X	
Secured Room			X	
Relinquishing Old Cards			X	
Installation				
Electrical			X	
Data Drops			X	
Phone Line			X	
Furniture Installation			X	
Lighting Installation			X	



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Enrollment Station Preparation Checklist (GSA Shared Stations)				
(Based upon 1 Enrollment Station and 1 Activation Station)		Provided By		
	Quantity	GSA/MSO	Your ARS Facility	Date
Enrollment Stations		X		
Activation Stations		X		
Waiting Area:				
Furniture				
Chairs	6		X	
Communications:				
Phone	1		X	
LincPass Posters (Building, Waiting Area, Enrollment Room)			X	
Mailing Address			X	
Map to Enrollment Station			X	
Map to Activation Station			X	
Points of Contact			X	
Signage				
Create Directional Signs*			X	
Sign for the Enrollment Room*			X	
Map to Enrollment Station			X	
Map to Activation Station			X	
Flyers at guard stations?			X	
Privacy Statement Sign			X	
Labeling of Enrollment and Activation Stations			X	
Policies and Procedures:				
Handicap Accessible			X	
Security				
Relinquishing Old Cards			X	
Secured Mail Distribution		X	X	
Handling of Inactivated LincPass		X	X	



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Upon review of this information, should you have questions or need more information, please contact the USDA Office of Security Services Deployment Team:

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