

**U.S. Department of Agriculture
Homeland Security
Presidential Directive 12**

HSPD-12 Security Officer Info Session

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AGENDA

- ❑ Introduction
- ❑ Clearing I-9 Document Referrals
- ❑ Biometric Record Clearing
- ❑ Handling Cards
- ❑ Changing card status
- ❑ LincPass destruction
- ❑ Applicant Status Report
- ❑ Q&A's



INTRODUCTION

Security Officer is an essential role in the HSPD-12 Process.

Responsibilities of a Security Officer

- Clearing flagged I-9 Document Referrals in USAccess
- Clearing Biometric and Record Duplicates
- Changing the card status of a card (Suspend, Revoke, and Reactivate a LincPass)
- Collecting and Destroying Cards during termination of employment, revocation, loss, or theft.





Clearing I-9 Document Referrals

I-9 Documents are flagged during the enrollment process when

- source documents looks fraudulent
- Registrar suspects identity of individual is questionable
- I-9 document scanner misreads the I-9 source document

Document Validation in USAccess

- Utilize the Applicant Status Report to identify flagged document referrals and obtain Flagged Applicant's birth date to search their record
- Document Validation can now be done in the Security Officer Web Portal



Clearing I-9 Document Referrals

Card Status Document Validation

Jane Smith		
1/1/2000		
PIV Card Serial No.	PIV Card Status	Sponsor Agency

Card Status Document Validation

Biographic Data Address Data Photo

Current Home Address

Street Address 1 * 13600 EDS DRIVE

Street Address 2

City * HERNDON

State * ALASKA

Zip Code * 99999

Country * UNITED STATES

Begin Date

End Date Current

Birth Place

City

State NOT APPLICABLE

Country

Alien Registration No.

Document Icon Legend

More Validation - Failed	More Validation - Not Authenticated
More Validation - Passed	Valid - Failed
Valid - Passed	Valid - Not Authenticated
Invalid - Passed	Invalid - Not Authenticated
Invalid - Failed	

Document Image

? Document 1 ? Document 2

Front Back

MORE VALIDATION REQUIRED

Document Information

Title

Issuing Authority

State/Province

Number

Expiration Date

More Validation Required

Comments

Is this document valid YES NO

- **Document Validation** tab to clear document referrals
- Source Document tabs to view the documents
- Click the **Magnifying Glass** to view enlarged source document
- Click **YES** or **NO** to validate the Document.



Identifying Fake I-9 Documents

<http://www.i9employerguide.com>

- Able to help Identify fake I-9 badges.
- 66 tabbed pages of labeled reference material.
- Updated yearly, unless a significant change has occurred with an I-9 document, then it's updated as soon as possible.

Help/FAQ | Contact Us | Home

SPOT FAKE IDS I-9 EMPLOYER GUIDE

The Solution for Verifying Identification

GUIDE DETAILS | BUY NOW | OTHER PRODUCTS | RESOURCES | ABOUT US Print Page

Stay Out of Trouble! Don't Make a Costly Hiring Mistake.

This is the only publication available that makes sense of the IDs new employees use to prove they have the right to work in the United States. It shows how to easily spot fake IDs and protect your company.

Without this guide employers, hiring managers and human resources personnel are essentially operating blind!

The government has put the responsibility on companies to verify the employment eligibility and identity of new and recently hired employees. The Immigration and Customs Enforcement is increasing I-9 inspections of employers and the fines for hiring illegal immigrants have gone up substantially.

\$47.95 (ID Illuminator included)

Buy the Employer Guide with ID Illuminator NOW!

CLICK THE COVER TO GET AN INSIDE LOOK AT THE SPOT FAKE IDS - I-9 EMPLOYER GUIDE

SPOT FAKE IDS - I-9 EMPLOYER GUIDE

Did you know one of the most popular documents employees use to verify their work status is the most counterfeited of identification documents? The *Spot Fake IDs - I-9 Employer Guide* gives you critical knowledge and insight into this document and others new employees can use to prove their employment eligibility for the I-9.

Have you ever seen a fake Social Security card? What about a Permanent Resident card? Have you seen a fake one? Have you seen a real one? And how would you know the difference?

The *Spot Fake IDs - I-9 Employer Guide* provides clear, visual instructions on recognizing genuine documents. With full color images and illustrations, this guide shows the security features to look for on a driver's license, ID card, Permanent Resident card, Social Security

"It is an excellent tool and I recommend it to anyone who is faced with hiring people today."

-Glenn Welstad
CEO/President
Command Centers, Inc.

Inside I-9 Employer Guide

- Clear, Visual Examples of Documents
- Illustrations of Key Security Features
- Easy-to-Understand Instructions
- Checklists to Follow
- Helpful I-9 Guidance and Direction
- 66 Color Pages

SOCIAL SECURITY CARDS - WHAT TO LOOK FOR

A. Embossed Blister Printing
B. Perforated Edges

DRIVER'S LICENSES - WHAT TO LOOK FOR

MICHIGAN
C. Great Image
D. Hidden UV Element

PERMANENT RESIDENT CARDS - WHAT TO LOOK FOR

E. Hologram - reflective security card
F. Hologram
G. Microprinting
H. Optical Memory Strip



Clearing Duplicate Records

The system may flag an Applicant's record if their fingerprints match closely to fingerprints already in the system. This check is in place to ensure that an Applicant who has already enrolled does not try to enroll again under a separate identity.

The screenshot displays a software interface for fingerprint matching. At the top left, there is a dropdown menu set to 'All' and a table of applicants:

Select	ID	First Name	Last Name
Select	3000001456	BRIAN	WILLIAMS
Select	3000001545	JANE	DOE
Select	3000002548	W	STEELE
Select	3000002861	JOHN	DOE

Below the table are navigation buttons '1 2 3 4 5'. In the center, a 'Duplicate?' dialog box is open, showing two sets of fingerprints and their corresponding biographical data:

- Left: 3000002861, JOHN DOE, UNITED STATES, 9/21/1976
- Right: 3000001541, JOHN DOE, UNITED STATES, 9/21/1975

At the bottom, 'Duplicate Match Results' are shown for five different records, each with a photo, ID, and score:

- 3000001541, Score: 614.861
- 3000001023, Score: 1.15
- 3000000401, Score: 0.55
- 3000000737, Score: 0.537
- 3000001145, Score: 0.537

Each result has a 'Select' button. At the bottom right, a 'Live Match' button is highlighted with a red box and a blue dashed arrow pointing to it.

New Enrollment

- Fingerprints of the new enrollee match those of enrollees already in the system.

Re-Enrollment

- Expect to find a duplicate record since the Applicant is being re-enrolled. If the system finds a match, but the biographical data is different, it will return the match as a duplicate for your review.

Click on the **Live Match** button to see up-to-date results.

Match Score- A score of 5 or higher indicates the possibility of a fingerprint match. When the score is very high, it is very likely the same person. For that reason, even though the photos are different, you would probably consider this a match and investigate further.



Changing Card Status

Security Officer Portal @FEDIDCARD.GOV (Agency Se

Search

Card Status Document Validation

PIV Card Serial Nbr	PIV Card Status	Sponsor Agency	Suspend	Reactivate	Terminate	Destroyed
20505000118	ACTIVATED	DEPARTMENT OF AGRICULTURE	Suspend		Terminate	

SUSPEND when a LincPass is lost, stolen, or an event requiring the LincPass to be temporarily turned off

- Click on the **Suspend** button and indicate the reason for suspension when the drop down list appears
- Security Officer collects LincPass
- Security Officer must notify Sponsor

REACTIVATE when an event results in turning on the LincPass from suspension

- **Reactivate** button is not available until the credential is suspended
- Click on the **Reactivate** button and indicate the reason for reactivation when the drop down list appears.
- Return LincPass to the Cardholder
- Notify Sponsor of reactivation

TERMINATE when completely revoking a LincPass

- Click on the **Terminate** button and indicate the reason for termination when the drop down list appears
- Collect LincPass (if available) and destroy the card.
- Notify Sponsor of Termination



Lost Cards

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.





Destroying a LincPass

Before destroying a LincPass, be sure the LincPass has been revoked.

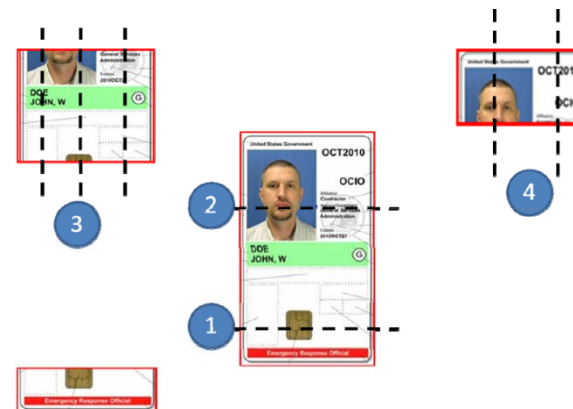
Security Officer Portal g-security.00301@dev.gsa.lab (Agency Security Officer, Sys

RECHE CALDWELL
1/1/1980

PIN Card Serial Nbr	PIN Card Status	Sponsor Agency	Suspend	Reactivate	Terminate	Destroyed
20509000110700036485	TERMINATED	GENERAL SERVICES ADMINISTRATION				Destroy

DESTROY when LincPass is lost or stolen, damaged, information displayed, or chip information has changed

- Click on the **Destroy** button and indicate the reason for destruction when the drop down list appears
- Physically destroy the LincPass
- Notify Sponsor if LincPass needs to be reissued to the Applicant.



Physically destroy the card as shown or place the LincPass in an industrial shredder



Handling Cards

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

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

****Document when the LincPass comes into your possession or out of your possession**



Applicant Status Report

Assess I-9 Document Referrals and Duplicate Records by Agency

Utilize the report by filtering records by Sub-Agency, I-9 Document Referrals, and Duplicate Check with the advanced Search Option

Sub-agency Abbreviation	ANY
Sponsorship Status	ANY
Employment Status	ANY
Work Email	ANY
Federal Emergency Response Indicator	ANY
UPN	ANY
Enrollment Search Options	
Enrollment Status	ANY
Document Referral	ANY
Duplicate Check Pending	ANY

<https://gsa.identitymsp.com/reportsportal>

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Security Officer Resources

USDA HSPD-12 Helpdesk

- Phone Number: Toll Free: 1-888-212-9309 Local: 703-245-7888
- Email Address: HSPD12@ftc.usda.gov
- Availability: Monday thru Friday (except Federal holidays/closures) from 8:30 AM – 4:30PM (EST)

USAccess Help Desk

- Phone Number: 866-493-8391
- Email Address: Usaccess.helpdesk@eds.com
- Availability: Monday thru Friday (except Federal holidays/closures) from 8AM – 5PM (EST).

USDA HSPD-12 LincPass Website

<http://LincPass.usda.gov>

