

USDA HSPD-12 Role Administrator Guide

Prepared for



**United States Department of Agriculture
Office of Security Services
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Section 1 Introduction

This document serves as a guide to the HSPD-12 Role Administrator processes and procedures. It details the role's major responsibilities and provides instructions on performing various HSPD-12 Role Administrator duties. Specifically this document covers:

- Training Control
 - Initiating Placement of Training on AgLearn Training Plans
 - Verify Successful Completion of Training
- Role Holder Designation
 - Assigning New Roles
 - Editing Existing Roles
- Maintaining Role Separation within Domain
- Generate Role Administrator Reports

Before proceeding, please make sure that you have met all the pre-requisites for performing HSPD-12 Role Administrator Duties:

1. Sponsored in the USAccess system
2. Successfully completed the USAccess Role Administrator training in AgLearn
3. Certified and designated in USAccess by the USDA Department Role Administrator via GSA MSO
4. Received your USAccess user ID and password

Section 2 Training Control and Verification

2.1 Training Overview

Part of the HSPD-12 Role Administrator responsibilities is to coordinate the training and to verify the certification requirements were met. This is critical to the designation of role Holders because Role Administrators must first establish that potential role holders have successfully completed training. The Role Administrator communicates with the AgLearn Training Officer to ensure that training is placed on the role holder's learning plan in AgLearn and then verify that the role holder completed the assigned training.

2.2 Assign Training

Follow the subsequent steps to ensure training is placed on the role holder's learning plan in AgLearn:

- Step 1.** Identify the role holders who require AgLearn training.
- Step 2.** Contact the Agency specific AgLearn Training Officer. Provide a list of the identified role holders and the particular training modules to be completed. Provide the first name, last name, and email address of the role holder to the Training Officer.
- Step 3.** The Role Administrator must contact the role holder via email that training is available. Be sure to use the standard email notification template, as shown in Figure 1a on the next page.

Visit the AgLearn Website (<http://www.aglearn.usda.gov/>) to find more information about specific courses and AgLearn Training Officers.

2.3 Verify Training Completion

For the Role Administrator to verify that role holders have completed the assigned training in AgLearn, the AgLearn Training Officer supplies a Training Completion Report. Take note that this report is agency specific, so ensure that the corresponding role holder agency is correct when requesting the report. Scheduled Training Completion Reports can also be automatically sent to the Role Administrator. It is up to the Agency to determine a consistent reporting schedule between the Agency Role Administrator and the AgLearn Training Officer. Adhere to the following steps:

- Step 1.** Role Administrator should contact the AgLearn Training Officer to request a Training Completion Report for the specific agency. See a sample of the report below.
- Step 2.** Identify which role holders have successfully completed the required courses.
- Step 3.** Proceed to designate those identified role holders in USAccess. The next section details USAccess role designation.

XXXXXXX,

The HSPD-12 (enter here the specific course) Training Module has been assigned to your learning plan. Please complete this training by XX/XX/XXXX.

Please check your system requirements. The training modules require you to have the latest versions of

- Internet Explorer 6.0
- Windows 2000, XP (Home, Professional, Media Center) and later.
- Flash 7.0 or higher
 - o <http://www.macromedia.com/software/flash/about/>
- Java 1.6 or higher
 - o <http://www.java.com/en/download/installed.jsp>

Please contact your IT support to install these applications to your computer.

The instructions are also in the Training Online Content Structure in the minimum system requirements document (the first link).

If you have any questions regarding the training module please contact (Enter your AgLearn Training Officer Information).

Thank you,

NAME
Agency Role Administrator

Figure 1a: Role Holder Training Notification Email Template

Item Status			
Items			
Item:	Web Based USDA-HSPD12-RoleAdmin-01 (Rev 9/12/2007 04:52 PM EST)		
Description:	HSPD-12: PIV Role Administrator Training		
Users			
User ID	User Name	Completion Date	Status
MXI1234	JOHN DOE	9/19/2007 05:17 PM EST	Web Based Complete
AVC1234	MARY POPPINS	9/20/2007 10:50 AM EST	Web Based Complete
BCC1234	SNOW WHITE	9/25/2007 01:54 PM EST	Web Based Complete
DEE1234	JACK BAUER	10/1/2007 03:40 PM EST	Web Based Complete
RRR1234	ELVIS PRESLEY	10/1/2007 11:43 AM EST	Web Based Complete
GGG1234	MARSHA BRADY	9/28/2007 09:41 AM EST	Web Based Complete
HOL1234	PARIS HILTON	9/28/2007 03:51 PM EST	Web Based Complete
JKL1234	JULIA ROBERTS	9/25/2007 12:52 PM EST	Web Based Complete

Figure 1b: Sample Training Completion Report

Section 3 USAccess Role Administration

3.1 Overview

HSPD-12 Role Administrators are responsible for overseeing the role hierarchy within their domain. USDA has two domain levels: the USDA Department Role Administrator, and beneath that, the Agency Role Administrator. The Department Role Administrator is responsible for the designation of Agency Role Administrators. The Agency Role Administrators are responsible for the designation of the HSPD-12 role holders within their agency. Additionally, Agency Role Administrators must verify appropriate separation of roles. For example, a Sponsor cannot be a Registrar, too. This guide only describes Agency Role Administrator procedures and responsibilities.

3.1.1 HSPD-12 Roles

For every step in the LincPass issuance process, there is a corresponding role held by role holders. These roles are assigned to role holders when they are designated in USAccess. Some role holders can be assigned multiple roles, however, keep in mind that the separation of duties rules must be upheld. The separation rules are detailed in Section 3.4. The following list briefly describes each the roles:

- Sponsor: Sponsor the employee in the USAccess System.
- Adjudicator: Determine if Applicant is eligible to receive LincPass based on Background Investigation results, records the BI results in USAccess.
- Registrar: Identity proofs Applicants via ID document validation, fingerprints, and photo capture at an enrollment station.
- Issuer/Activator: Stores LincPass and physically issues to the Applicant, performs activation of LincPass in an attended activation.
- Security Officer: Maintains LincPass status for security events, clears flagged enrollment records, and runs reports.
- Role Administrator: Responsible for designating role holders and ensuring the separation of duties.
- Report Viewer: Only possesses the ability to view reports similar to the Sponsor role.

Agency Role Administrators can only designate the six other non-Role Administrator roles in USAccess. Agency Role Administrators cannot designate new Role Administrators. To designate a new Role Administrator, the Agency Role Administrator must make a request to the Department Role Administrator, who then notifies the GSA MSO to perform the action.

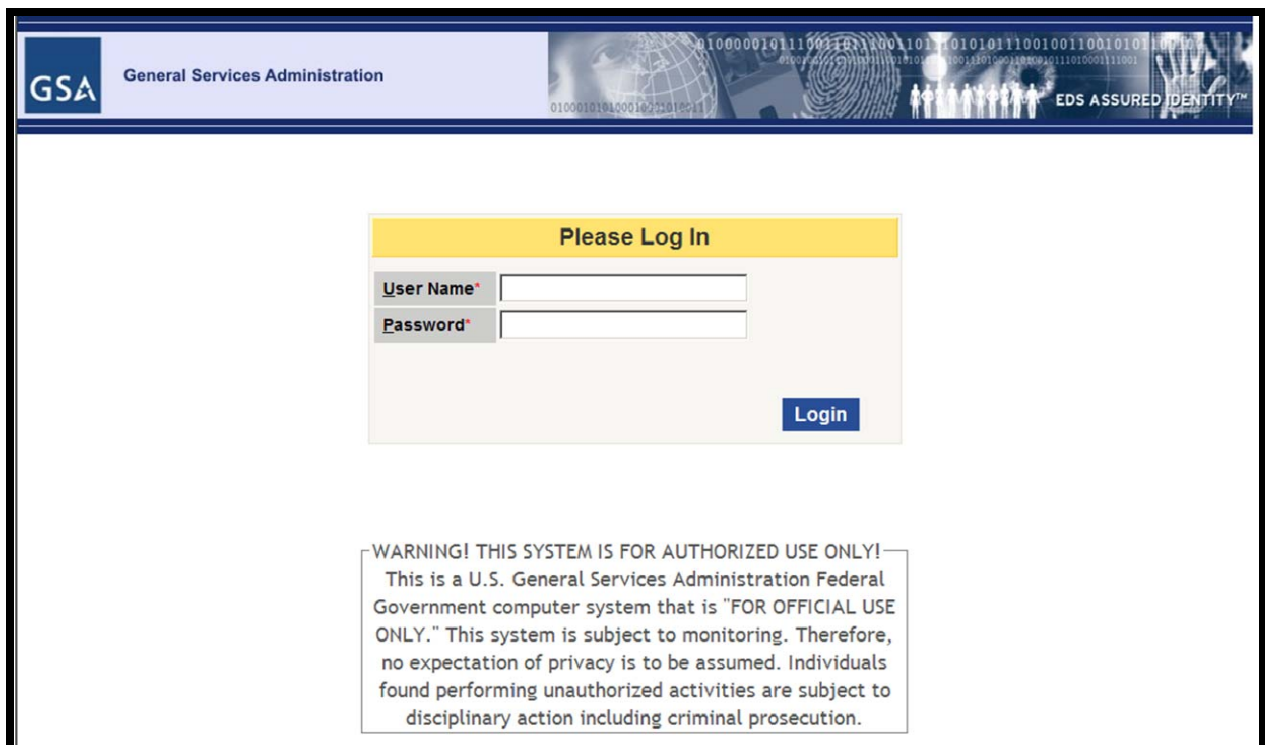
3.2 Designating New Role Holders

Before starting their HSPD-12 duties, role holders must be designated as a role holder by the Role Administrator via the USAccess Role Administrator portal. This can only occur after all the role specific prerequisites are satisfied. Each of the HSPD-12 roles has certain criteria to meet. Mainly, each role holder must be sponsored and successfully complete the appropriate training. The Role Administrator must ensure that all prerequisites are met before continuing with role designation.

3.2.1 Assign Roles in USAccess

The Agency Role Administrator normally assigns roles to their corresponding Agency staff. However, Role Administrators can obtain permission to assign roles across different Agencies or sub-agencies.

Step 1. To begin designating role holders, log into the Role Administration Portal: <https://gsa.identitymsp.com/rolesadmin>. Use the User Name and Password for the agency for which you will assign the role. The User Name is usually the User Principle Name (UPN).



The screenshot shows the login interface for the Role Administration Portal. At the top, there is a header for the General Services Administration (GSA) with the text "GSA General Services Administration" and "EDS ASSURED IDENTITY™". Below the header is a yellow box with the text "Please Log In". Underneath this box are two input fields: "User Name*" and "Password*", each followed by a text box. To the right of these fields is a blue "Login" button. Below the login fields is a warning box with the text: "WARNING! THIS SYSTEM IS FOR AUTHORIZED USE ONLY! This is a U.S. General Services Administration Federal Government computer system that is 'FOR OFFICIAL USE ONLY.' This system is subject to monitoring. Therefore, no expectation of privacy is to be assumed. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution."

Figure 2: RA Portal Login Screen

Step 2. Search for the employee who will be assigned as the role holder. Type the last employee's last name in the search field and click the **Search For User** button.

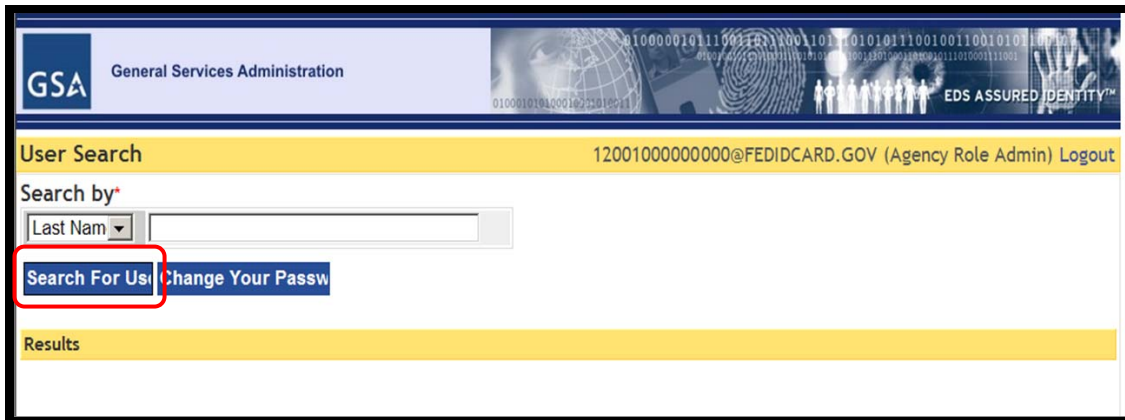


Figure 3: Card Holder Search Screen

Step 3. Ensure that the correct name is selected if more than one name appears. Click the **Assign Roles** button by the corresponding name to go to the **Role Assignment Home** page.

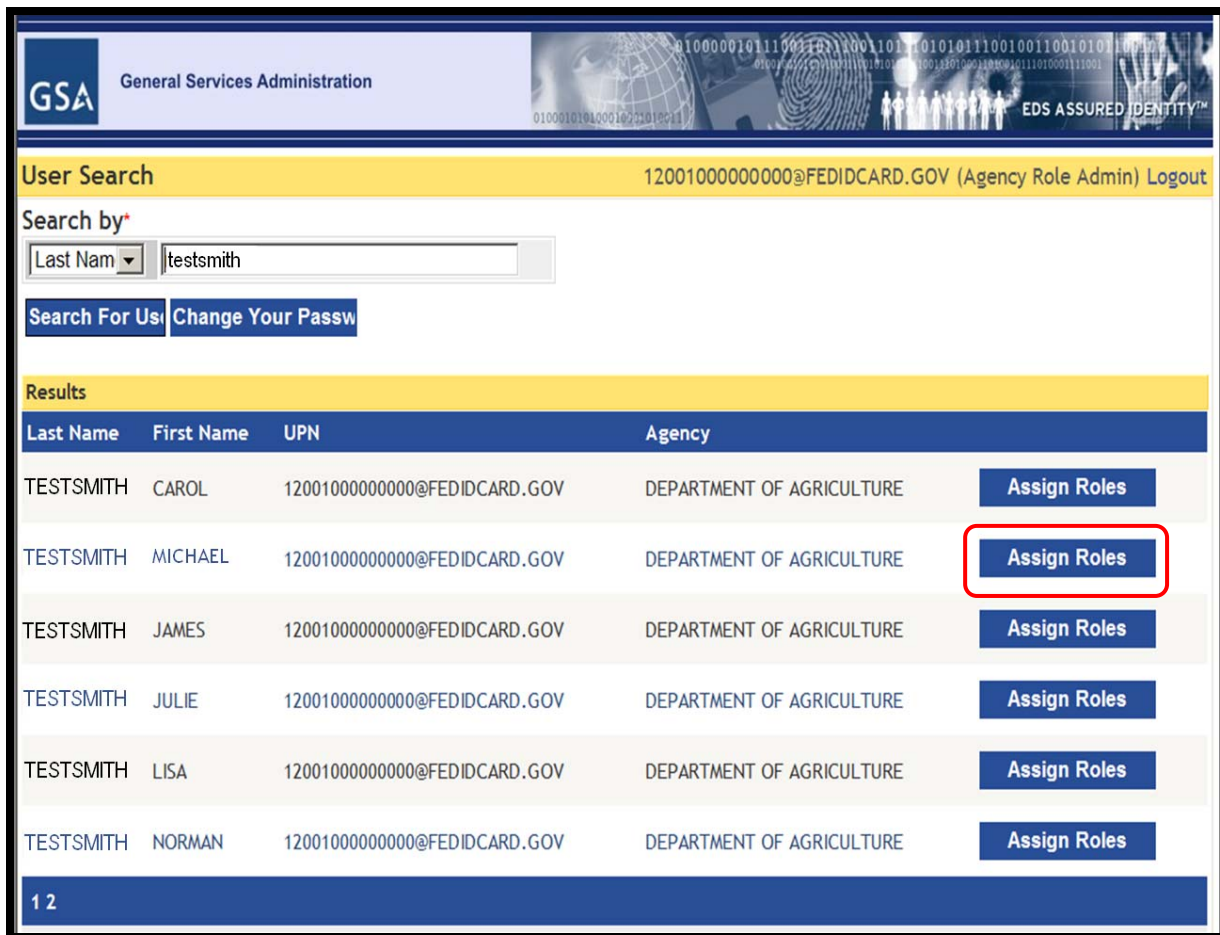


Figure 4: Card Holder Search Screen

Step 4. Chose which role to assign the employee from the list. Click the **Edit Scope** button next to the role to be assigned.

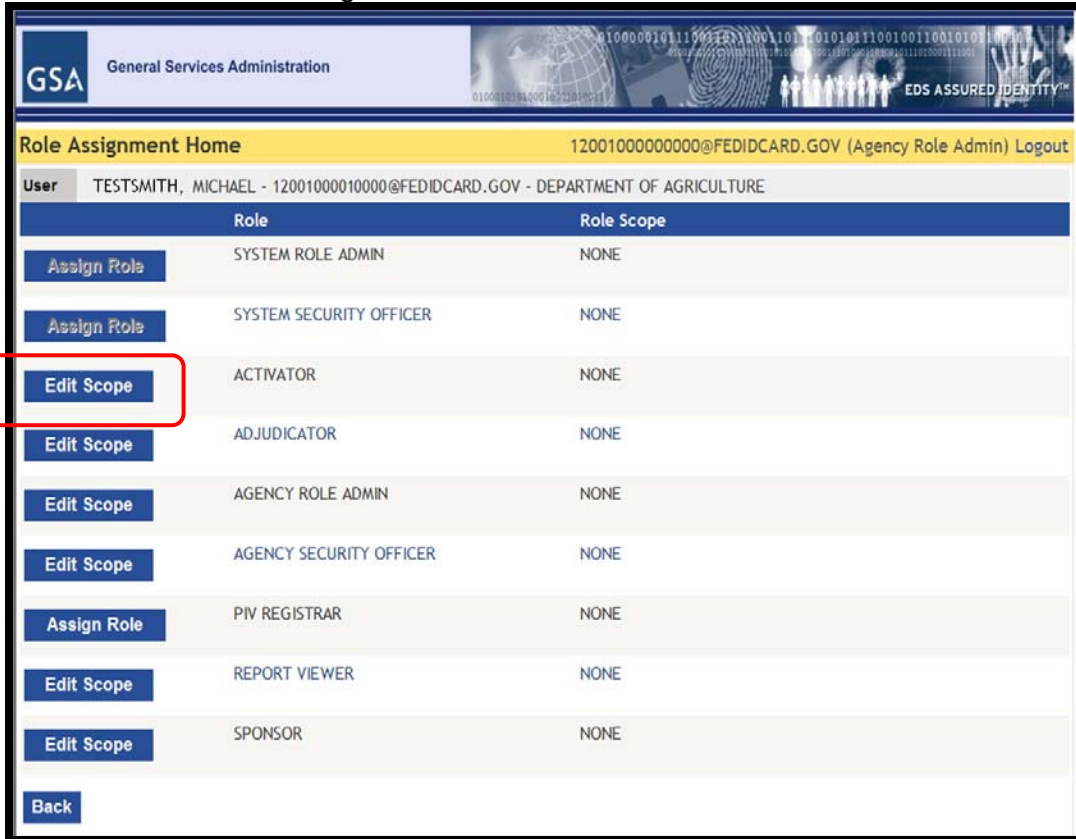


Figure 5: Role Assignment Home Screen

NOTE: The System Role Admin and System Security Officer Roles are not available for assignment. Disregard these two roles.

Step 5. Select the role scope assignment for the role holder. There will never be a sub-agency available. Select both **check boxes** to assign the role scope. Click the **Next** button to view the new role assignment.



Figure 6: Role Scope Assignment Screen

Step 6. The new role assignment is displayed for review. Make sure the correct role was designated. If everything is correct, click the **Back** button to return to the User Search page to complete the role designation. If multiple roles will be assigned to the same user, click another **Edit Scope** button to designate the corresponding role and repeat step 5 and 6. Make sure the duty separation rules are upheld. The separation rules are detailed in Section 3.4.

If the current role assignment is incorrect, click the **Edit Scope** button of the role that needs to be corrected. This will bring back the role scope assignment check boxes for update and repeat step 5 and 6 to finish the process.

Role Assignment Home 12001000000000@FEDIDCARD.GOV (Agency Role Admin) Logout

User: TESTSMITH, MICHAEL - 12001000010000@FEDIDCARD.GOV - DEPARTMENT OF AGRICULTURE

	Role	Role Scope
Assign Role	SYSTEM ROLE ADMIN	NONE
Assign Role	SYSTEM SECURITY OFFICER	NONE
Edit Scope	ACTIVATOR	DEPARTMENT OF AGRICULTURE NO SUB-AGENCY
Edit Scope	ADJUDICATOR	NONE
Edit Scope	AGENCY ROLE ADMIN	NONE
Edit Scope	AGENCY SECURITY OFFICER	NONE
Assign Role	PIV REGISTRAR	NONE
Edit Scope	REPORT VIEWER	NONE
Edit Scope	SPONSOR	NONE

[Back](#)

Figure 7: View Role Assignment Screen

Step 7. USAccess will then automatically send the role holder an email with their name and password. This will notify the role holder that they have been successfully designated. The provided name and password will permit the role holder access to the Role Holder Portal and the Reports Portal.

3.3 Editing Designated Role Holders

There may be situations that arise where a current role holder's designation needs to be changed. Perhaps a second role needs to be added, or the primary role needs to be switched. Furthermore, the role holder may need to be completely removed from the current role. To carry out these role alterations, the basic process is identical to designating a new role holder.

3.3.1 Modify Roles in USAccess

Step 1. Follow Steps 1–3 in the Section 3.2.1 - Assign Roles in USAccess.

Step 2. Chose the Card Holder's role to modify from the list. Click the **Edit Scope** button next to the role that will be affected.

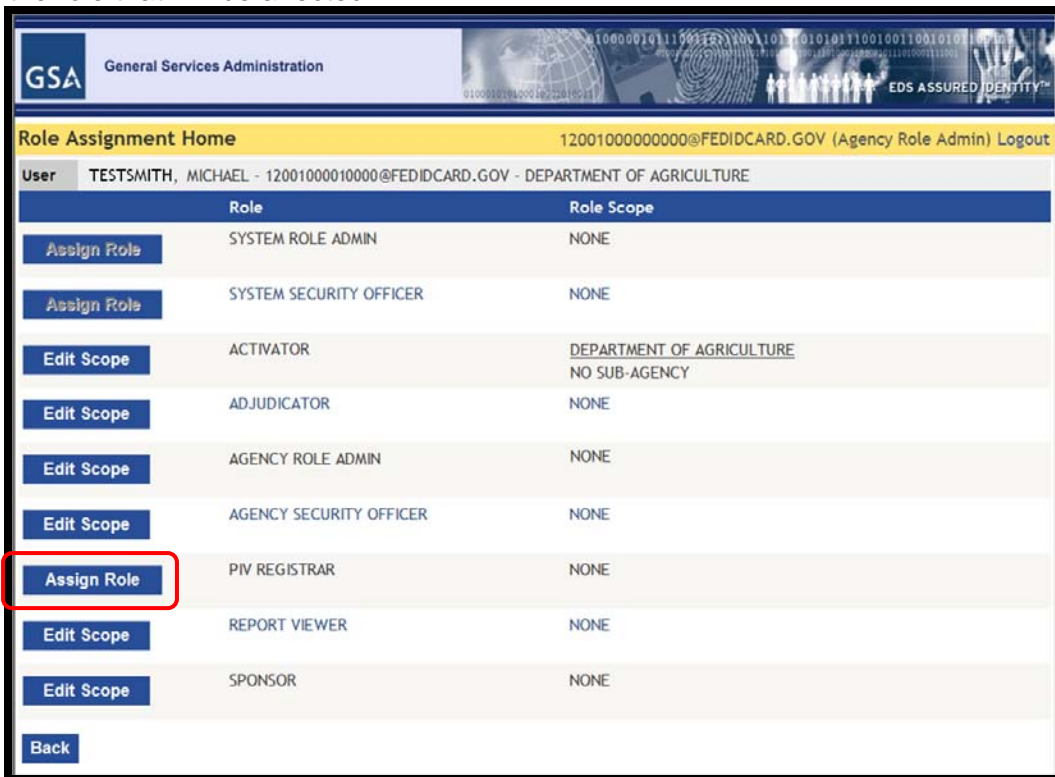


Figure 9: View Role Assignment Home Screen

Step 3. Select the role scope assignment for the role holder. Click the respective **check boxes** to change the role assignments according to the intended modification. Click the **Next** button to view the new role assignment.

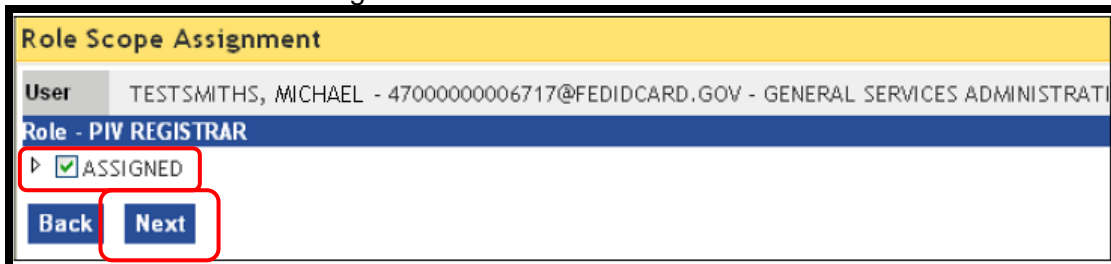


Figure 10: Role Scope Assignment Screen

Step 4. The modified role assignment is displayed for review. Make sure the correct role was designated. If everything is correct, click the **Back** button to return to the User Search page to complete the role designation.

If the role assignment is incorrect, click the **Edit Scope** button of the role that needs to be corrected. This will bring back the role scope assignment check boxes for update and repeat step 5 and 6 to finish the process.

Role Assignment Home		12001000000000@FEDIDCARD.GOV (Agency Role Admin) Logout
User: TESTSMITH, MICHAEL - 12001000010000@FEDIDCARD.GOV - DEPARTMENT OF AGRICULTURE		
Role	Role Scope	
Assign Role	SYSTEM ROLE ADMIN	NONE
Assign Role	SYSTEM SECURITY OFFICER	NONE
Edit Scope	ACTIVATOR	<u>DEPARTMENT OF AGRICULTURE</u> NO SUB-AGENCY
Edit Scope	ADJUDICATOR	NONE
Edit Scope	AGENCY ROLE ADMIN	NONE
Edit Scope	AGENCY SECURITY OFFICER	NONE
Assign Role	PIV REGISTRAR	ASSIGNED
Edit Scope	REPORT VIEWER	NONE
Edit Scope	SPONSOR	NONE
Back		

Figure 11: View Role Assignment Screen

IMPORTANT: Only an Activator role holder can be assigned the PIV Registrar Role. No other roles can be assigned to a role holder who is assigned the PIV Registrar Role, except Activator. The PIV Registrar is not an agency role, it is a USAccess Program role.

NOTE: Registrar roles and Issuer/Activator roles are generally designated by GSA MSO since they provide most of the Registrars. Usually, USDA designates Registrars on an exception basis.

3.4 Role Holder Separation of Duties

3.4.1 Separation Rules Overview

The Role Administrator has the important responsibility of maintaining the appropriate separation of roles within their domain by assessing the impact of assigning new roles. The intention of keeping certain duties separate is to ensure that no single official in the LincPass process may issue a credential.

IMPORTANT: The most sensitive roles of Security Officer and Role Administrator can only hold their respective single role. They cannot hold any additional roles other than their one role.

Some roles can be held in combination with other roles by a single role holder. The role of Sponsor and Adjudicator can be held by a single role holder. The role of Activator and Registrar can be held by a single role holder.

However, the duty separation rules dictate that no single role holder can perform multiple roles for an individual applicant. For example, the same person who sponsored an applicant cannot adjudicate that applicant, and visa versa. The chart below indicates which role holders can hold multiple roles simultaneously in the system:

	Role Administrator	Sponsor	Adjudicator	Security Officer	Activator	Registrar	Report Viewer
Role Administrator	X						X
Sponsor		X	X				X
Adjudicator		X	X				X
Security Officer				X			X
Activator					X	X	X
Registrar					X	X	X
Report Viewer	X	X	X	X	X	X	X

Figure 12: Role Holder Duty Separations Chart

3.4.2 Report Viewer Role

Role Administrators can assign the Report Viewer Role to anyone in the USAccess system. This means that any of the six roles can be assigned the Report Viewer Role, as well. The Report Viewer Role can see reports similar to what the Sponsor can see.

NOTE: If a Role Administrator needs access to the Applicant Status Report, they must be assigned to the Report Viewer Role. This requires that another Role Administrator assign the Report Viewer Role to the first Role Administrator since they cannot assign themselves a Role.

Section 4 Role Administrator Reports

The USAccess Reports Portal offers Role Administrators several reports for role designation tracking. (<https://gsa.identitymsp.com/reportsportal>) A Role Administrator has access to the following reports:

- Role Assignment Report - shows the current role holders within the system for a particular agency. It is useful for viewing which personnel have been assigned roles within the Role Administrator's scope. The report includes role, name, email address, and the date the role was assigned.

If Role Administrators are assigned the additional Report Viewer role, the following reports will be accessible:

- Applicant Status Report - displays several status and sponsorship information data elements for individual applicants in a report style format.
- Bulk Upload Information Report – provides information for formatting the bulk upload of sponsorship data into the system. It provides the USDA unique values to place into the various bulk upload spreadsheet columns. In general, USDA does not bulk upload new applicants and does not need to reference this report.

NOTE: Role holders will see only the reports within their role's scope. When role holders log in to the Reports Portal, they will need to select their role and then select the report that they would like to run.