Minutes of the 14 July 2009 Meeting
Department of State Annex 44 (SA-44)
Conference Room 840
301 Fourth Street, SW, Washington, DC 20547
9:30 a.m. – 11:46 a.m.

A. AGENDA

1. Welcome / Introductions
2. Discuss/Vote on 9 June 2009 FPKIPA Minutes
3. FPKI PA Chair Nomination Process
4. FPKI Certificate Policy Working Group (CPWG) Report
5. FPKI Management Authority (FPKI MA) Report
6. White Paper: The Realized Value of FPKI
7. ICAM Update
8. Other Agenda Items
9. Adjourn Meeting

B. ATTENDANCE LIST

VOTING MEMBERS

The meeting began with a quorum of 14/15 (or 93.3%) where a two-thirds majority was required.

We redacted contact information in the published FPKIPA minutes at the request of FPKIPA members. This information will be posted to a secure web site for FPKIPA members only at some point in the future. FPKIPA minutes already posted on the website have been redacted to remove POC information. FPKIPA members needing POC information on other members and participants should contact the Secretariat at Judith.fincher@pgs.protiviti.com.

Organization	Name	Telephone
Department of Commerce (NIST)	ABSENT	
Department of Defense –Proxy to Treasury	Proxy to Treasury	
Department of Health & Human Services	Slusher, Toby	Teleconference
Department of Homeland Security - revolving proxy	Miller, Tanyette	Teleconference
Department of Justice-	Morrison, Scott	
Department of State	McCoy, Mark	
Department of Treasury	Schminky, Jim	
Drug Enforcement Administration (DEA CSOS)	Jewell, Chris	Teleconference

Organization	Name	Telephone
GPO – Proxy to GSA	Proxy to GSA	
GSA	Spencer, Judith	
NASA	Levine, Susan	Teleconference
Nuclear Regulatory Commission- NRC	Sulser, David	
SSA – Proxy to GSA	Proxy to GSA	
USPS	Stepongzi, Mark	Teleconference
USPTO	Lindsey, Daniel	Teleconference

OBSERVERS

Organization	Name	Telephone
Cipher Solutions, Inc.	Ahuja, Vijay	Teleconference
FPKIPA Support/Secretariat (Contractor, Protiviti Government Services)	Fincher, Judy	
SAFE Bio-Pharma	Schoonmaker, Jon	
IdenTrust	Schambach, Marco	Teleconference
Treasury	Robinson, Michael	Teleconference
Department of State/ Co-chair, CPWG (Contractor, ManTech)	Froehlich, Charles	
GSA/OGP Support (RJ Schlecht Consulting)	Schlecht, R.J.	
GSA (Contractor, PGS)	Louden, Chris	Teleconference
GSA FPKI MA(Contractor, PGS)	Pinegar, Tim	
GSA FPKI PA (Contractor, PGS)	McBride, Terry	Teleconference
FPKI MA Technical Liaison (Contractor, Protiviti Government Services)	Brown, Wendy	
DoE	Lonnerdal, Nils	
DoE	Varghese, Jebby	
DoE	Olson, Evan	
DHS (Contractor, Protegus)	Shomo, Larry	Teleconference
USPTO	Kless, Patricia	Teleconference
FAA (Contractor, Covenant Security Solutions)	Kraus, Larry	
FAA (Contractor, Covenant Security Solutions)	DSouza, Darin	
FAA (Contractor, Covenant Security Solutions)	Patterson, David	
USPTO	Kless, Patricia	Teleconference

C.   MEETING ACTIVITY

Agenda Item 1

Welcome / Introductions—Judith Spencer, Interim Chair

The FPKIPA met at The Department of State Annex 44 (SA-44), Conference Room 840, 301 Fourth Street, SW, Washington, DC 20547. Judith Spencer, Interim Chair, called the meeting to order at 9:30 a.m. and conducted introductions of those present in

person and via teleconference. We wish to thank Mark McCloy and Charles Froehlich of the DoS for hosting this meeting.

Agenda Item 2

Discuss/Vote on 9 June 2009 FPKIPA Minutes— Judy Fincher

The FPKIPA approved the redline 9 June 2009 FPKIPA minutes, unanimously (14/14) or 100%, where a 50% majority vote was required. Commerce was absent.

Approval vote for 9 June 2009 FPKIPA Minutes – red line version			
	Vote (Motion- Treasury, 2nd-USPS)		
	Yes	No	Abstain
Department of Commerce	ABSENT		
Department of Defense -Proxy to Treasury	√		
Department of Health & Human Services	√		
Department of Homeland Security	√		
Department of Justice	√		
Department of State	√		
Department of the Treasury	√		
Drug Enforcement Administration (DEA CSOS)	√		
GPO – Proxy to GSA	√		
GSA	√		
NASA	√		
Nuclear Regulatory Commission (NRC)	√		
SSA –Proxy to GSA	√		
USPS	√		
USPTO	√		

Agenda Item 3

FPKI PA Chair Nomination Process—Judith Spencer

Ms. Spencer reported that Jim Schminky of Treasury in an email to the FPKIPA had declined the nomination for Chair. Mr. Schminky made a motion, seconded by DoS (Mark McCloy), that GSA/Office of Governmentwide Policy (OGP) be appointed chair for the next two years. At the end of the two years, the FPKIPA would either vote to elect a new chair or continue with the existing arrangement. Ms. Spencer said she was willing to accept the nomination as the OGP representative (chair) if the FPKIPA votes in favor of OGP stewardship.   She noted she would be retiring in 18 months and by then, she hoped to streamline the operations of the FPKIPA so the chair's role is not so demanding. Currently, the role requires 85% FTE. Ms. Spencer also said we need a good policy in place regarding external entities, such as the Financial Services Industry, which she anticipates will cross-certify with the FBCA.

ACTION: The Secretariat will conduct an e-vote of the voting membership on the motion for OGP to assume the role of chair for the next two years. (Done)

Agenda Item 4

FPKI Certificate Policy Working Group (CPWG) Report—Charles Froehlich

1. Cross certification applications:
   a. GPO: Policy mapping is still in progress to resolve remaining issues with Medium Hardware and Medium mapping tables
   b. Entrust: Policy mapping has been completed, however the "White Space" review, Operational Parameters review, interoperability (with FBCA) testing, compliance audit review must be completed prior to CPWG recommendation. This will then be followed by completion of the MOA
   c. State of Illinois: Two issues remain to be resolved: (1) providing hardware tokens to RAs to satisfy the requirement for Medium Assurance; and, (2) providing the public keys for device certificates
2. Two special development teams have been formed:
   a. The Cross-Certification Policy Mapping Team to review, and attempt to simplify, the cross-certification policy mapping process. The existing process is overly difficult—both for the CPWG and the applicant—and time consuming. The team is exploring a concept of identifying operational processes, and then grouping policy requirements by those processes, rather than simply in RFC 3647 order. A next step will be to determine if the processes and individual policy requirements could and should be prioritized. (Refer questions to RJ Schlecht)
   b. The Audit Working Group has been reconstituted to review the criteria and procedures for compliance audits as currently outlined in Section 8 of the FBCA CP. The intent is to identify a methodology for improving the content of compliance audits without necessarily increasing their cost, duration, or frequency as currently outlined. (Refer questions to Jim Schminky)
3. Antecedent Identity Proofing: The Antecedent Identity Proofing team led by Jon Schoonmaker has developed a methodology to allow for the remote proofing of Applicant identities. This document will be published on the CIO/FPKIPA web site as an addendum or definition to the FBCA CP, rather than as a CP Change Proposal. There will be a reference to the Antecedent definition from within the FBCA CP. This will be an administrative change which does not require a Change Proposal. The CPWG recommended acceptance of the proposed definition and methodology.

   The FPKIPA discussed the Antecedent Definition document and made several edits, in response to questions posed by David Sulser and Chris Jewell. The most important change was the edition of "Medium Assurance (all policies)" to make it clear that the definition applied to all the Medium

policies. Ms. Spencer and Charles Froehlich captured the comments in a revised version of the document, which the FPKIPA then voted on.

The FPKIPA voted unanimously (14/14 or 100%) to approve the Antecedent Definition document, as revised during the meeting. The Secretariat distributed the final version of the Antecedent Definition document to the FPKIPA listserv (Done)

Approval vote for the Antecedent Definition Document			
	Vote (Motion- Treasury, 2nd-State)		
	Yes	No	Abstain
Department of Commerce	ABSENT		
Department of Defense -Proxy to Treasury	√		
Department of Health & Human Services	√		
Department of Homeland Security	√		
Department of Justice	√		
Department of State	√		
Department of the Treasury	√		
Drug Enforcement Administration (DEA CSOS)	√		
GPO – Proxy to GSA	√		
GSA	√		
NASA	√		
Nuclear Regulatory Commission (NRC)	√		
SSA –Proxy to GSA	√		
USPS	√		
USPTO	√		

Agenda Item 5

FPKI Management Authority (FPKI MA) Report—Tim Pinegar

Business Impact Analysis
Our condolences go out to Cheryl Jenkins on the death of her aunt. Tim Pinegar, Program Manger of the FPKI MA support contract, made this presentation in her place.

Mr. Pinegar displayed a PowerPoint presentation reporting on the Business Impact Analysis (BIA) performed on the plan for the FPKIPA back-up (Secondary Production) site. Mr. Pinegar said the BIA evaluated 3 types of potential sites to determine the most cost-effective, low risk approach: Dedicated Site Owned and operated by the Government, 2) Reciprocal Agreement between Government Agencies, 3) Commercially Owned Site, in all three approaches the Systems will be Operated by the FPKI MA.

After stepping through the advantages and disadvantages of alternative solutions, he recommended a mix of commercial and dedicated sites for the back-up and primary sites, respectively.

Ms. Spencer said that we have to move both sites. The existing primary site (Willowwood) is in a leased building that has been vacated by the Government.

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The backup site will have to be moved from 7th and D, where it is currently housed, to another location because the GSA ceded its space there to the DHS. Ms. Jenkins is currently considering a Federal site in Richmond, as well as commercial space (secured data centers) in Chantilly, VA, and Lynchburg. Renting space and basic service infrastructure services (electricity, a/c, etc), from a Federal Data Center is also being considered.

Ms. Spencer raised the issue with moving operations to a commercial facility. In the past, the FPKIPA and its predecessor organizations, ruled that both facilities had to be in "federal space," e.g., located in a government owned or leased facility. She noted that the FPKIPA can reverse this decision, but no vote will be taken today. She wants to postpone this discussion until August 11 with DoD in the room. She is looking at a "co-lo" space in a Federal Data Center with DoD. Jim Schminky raised the issue of whether federal space was required because of the FBCA CP "citizenship" requirements. Ms. Spencer said we would revisit the requirement for "federal space" either at next month's FPKIPA meeting or at a government only meeting prior to next month's FPKIPA meeting.

Agenda Item 6

White Paper: The Realized Value of FPKI—Judith Spencer

Ms. Spencer reminded the FPKIPA members that comments on the White Paper are due COB, Friday, July 17. She asked that FPKIPA members pay particular attention to the chapters on the qualitative and quantitative value of FPKI and determine whether or not FPKI is valuable to the Federal Government. Tell us if the case has been made. If not, what's missing?

Agenda Item 7

ICAM Update—Judith Spencer

Ms. Spencer said that comments on the "ICAM Roadmap" are due July 15, COB, and that there will be no extensions. The Roadmap lays out the ICAM Segment architecture. It's "light" on PKI, but the use cases adequately capture PKI. The Implementation Guide will be a separate document, she said. Ms. Spencer said that OMB will not require the agencies to write segment architectures of their own for Identity Management because we have the ICAM Roadmap, which is government-wide. She noted that if you have an initiative that you cannot tie back to the segment architecture, it will not be funded. She stressed this "segment architecture" is very high-level. For example, the specifics of biometrics are not addressed because that is in the weeds. Likewise, the FPKIA re-design is not mentioned for the same reason.

Agenda Item 8

Other Agenda Items—Judith Spencer

1) Ms. Spencer is organizing a mandatory, government only meeting on FPKI to be held in late July or early August, 2009. The Secretariat will schedule the meeting, to be held at GSA, and notify FPKIPA reps of the logistics.

Agenda Item 9

Adjourn Meeting—Judith Spencer

Ms Spencer adjourned the meeting at 11:46 a.m.

CURRENT ACTION ITEMS

No.	Action Statement	POC	Start Date	Target Date	Status
285	Judith Spencer and DoD will go off-line to discuss name uniqueness. She suspects there is name collision.	Judith Spencer, Debbie Mitchell	8 May 2007	22 May 2007	Open
316	Judith Spencer said we should post an explanation of the purpose of the C4CP to the FPKIPA website, explaining that the FPKIPA needs this policy for those entities who cannot meet Federal Bridge cross-certification requirements, but who need an E-Authentication Level 2 credential.	??	13 Nov. 2007	26 Nov. 2007	Open
327	Cheryl Jenkins will send the annotated Implementation Plan to Judy Fincher for distribution to all cross-certified members of the FPKIPA.	Cheryl Jenkins	11 Dec. 2007	January 2008	Open
331	Dr. Alterman will draft language for the FBCA policy change procedure to do some "reality testing" and distribute it to the FPKIPA.	Dr. Peter Alterman	8 April 2008	13 May 2008	Open
366	Debbie Mitchell will share the finalized DoD Test Plan; the FPKIPA will then review it and decide what pieces they can and cannot do. Then Cheryl Jenkins will follow up to make sure the test plan includes testing at the application level,--not just the PKI level.	Debbie Mitchell, FPKIPA, Cheryl Jenkins	13 May 2008	10 June 2008	Open
371	Dr. Alterman will inform Verizon Business Systems (VBS) that their application was approved and will ask for the ETA for the Policy.	Dr. Peter Alterman	8 July 2008	15 July 2008	Open
373	Deborah Gallagher will check with DHS to verify the FRAC requirement.	Deborah Gallagher	9 Sept. 2008	14 Oct. 2008	Open
375	The FPKIPA Chair will take the enduring proxy and meeting schedule issues under advisement and will notify non-attendees that they risk losing their voting privileges if they persist in unexplained absences and do not designate a proxy when they cannot attend.	Judith Spencer	14 October 2008	12 November 2008	Open
376	Debbie Mitchell will ask Camie Webster if the PKITHING tool and other tools used in the testing are available to the FPKIPA community	Debbie Mitchell	10 Feb. 2009	19 Feb. 2009	

No.	Action Statement	POC	Start Date	Target Date	Status
377	Judith Spencer will send out the organizational "wiring diagram" from Ms. Mitchell to the FPKIPA voting members before the next FPKIPA meeting (14 July 2009).	Judith Spencer	9 June 2009	15 June 2009	Open
378	Cheryl Jenkins will send out guidance to the agencies on how to use the various root stores.	Cheryl Jenkins	9 June 2009	14 July 2009	Open
379	Cheryl Jenkins will provide a milestone and timeline sheet for the redesign effort. This will be provided as a dashboard on a monthly basis to the FPKIPA.	Cheryl Jenkins	9 June 2009	14 July 2009 and monthly afterwards	Open
380	R.J. Schlecht will re-convene the defunct Audit Working Group (AWG) in the July timeframe.	R.J. Schlecht	9 June 2009	14 July 2009	Open
381	Judith Spencer will check with NIST for additional guidance on device certificates.	Judith Spencer	9 June 2009	18 June 2009	Open
382	Judith Spencer will talk with Bill Macgregor at NIST about guidance for Key Management history.	Judith Spencer	9 June 2009	18 June 2009	Open