



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

April 1, 2013

IOWA BULLETIN NO. IA360-13-12

SUBJECT: PER – LINCPASS RENEWAL PROCESS

PURPOSE: To provide information to all Iowa NRCS employees regarding the renewal process for LincPass cards (USAccess Credential).

EXPIRATION DATE: September 30, 2014

LincPass cards expire five years after issuance. Many of the LincPass cards in Iowa will be expiring this year. Jill Clothier, Human Resources Assistant, who serves as the Iowa NRCS HSPD-12 Sponsor, will be monitoring the expiration dates of all Iowa LincPass cards.

Jill will be submitting LincPass card renewal requests two months prior to the employees' expiration dates. She will designate that each new LincPass card be delivered to the Light Activation Station (LAS) closest to each employee's official duty station. Once these requests are processed, employees will receive an informational email (Enclosure 1).

When the new LincPass card is ready to be picked up, employees will receive a second email (Enclosure 2) which provides information on scheduling an appointment at the LAS. Employees have a limited amount of time in which to pick up and activate the new LincPass card; please read this email carefully. **Failure to follow the guidelines in a timely manner will result in the employee's LincPass card being terminated. This will then require the employee to begin the re-enrollment process.**

When the new LincPass card is activated, the LAS Coordinator will instruct the employee how to dispose of the old LincPass card. State Office employees should return their old LincPass cards to Jill Clothier.

We have been notified that there may be a problem with some LincPass cards currently in use. If an employee is experiencing a problem, contact the HSPD-12 Help Desk at 1-888-212-9309. If they are unable to help, then contact IT for assistance. If IT cannot resolve the issue, Dale Bruce will be notified by IT and he will contact Jill to expedite an immediate renewal of the LincPass card.

Additional information is included (Enclosure 3) regarding the LincPass renewal process and LincPass access issues.

/s/Jay T. Mar
State Conservationist

Enclosures

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Enclosure 1 – IA360-13-12

From: HSPD12Admin@usaccess.gsa.gov [<mailto:HSPD12Admin@usaccess.gsa.gov>]

Sent: Wednesday, February 06, 2013 10:56 AM

Subject: USAccess Credential Renewal Notification

Dear Employee,

Your current credential is going to expire on DATE. This is the date that appears on the front of your credential. After this date, your credential will be invalid and cannot be used to log in to computer systems or gain access to government buildings. A new credential has been requested for you. Once it has been printed, you will be notified where to pick it up and activate it. When you pick it up, please be sure to bring your existing credential with you so you can turn it over to the Activator/Operator.

IMPORTANT: Once you receive the notification that your new credential is ready for pick-up, you will need to do so before DATE or the new credential will expire and you will have to re-enroll to obtain a valid credential. To re-enroll, you must visit a USAccess Credentialing Center to present your identification documents, submit fingerprints and have your picture taken again. You must then wait for your new credential to be printed and delivered, before returning to the Credentialing Center to pick it up.

To avoid this inconvenience and delay, please take action to pick up and activate your new credential when you receive email notification telling you it is ready for pick up.

*** This email was generated by an automatic process. Please do not reply to this email. If you have any questions or concerns, please contact your supervisor or your Agency's security office.***

The USAccess program is a government-wide initiative to issue common, federal ID credentials to all federal employees and contractors. These credentials provide federal employees with an easily recognizable way to identify themselves as well as trust the identity of other USAccess credential holders.

The GSA Managed Service Office (MSO) established the program in response to Homeland Security Presidential Directive-12 that requires federal agencies to produce and issue PIV-compliant credentials to employees starting in October 2006.

For more info, please visit the USAccess Program site at <http://www.fedidcard.gov/>

This document contains Personal Identifying Information (PII) and is For Official Use Only (FOUO). It shall not be disclosed outside any agency who is affiliated with the GSA Managed Service without written assurance from the agency Privacy Officer or responsible office that the provisions of FOIA under Exemptions 2 of the Act 5 U.S.C. para 552(b)(2) (2000) have been observed. Users are reminded that printed copies of this data requires handling IAW agency privacy directives. Questions may be directed to the GSA MSO.

Enclosure 2 – IA360-13-12

From: HSPD12Admin@usaccess.gsa.gov [mailto:HSPD12Admin@usaccess.gsa.gov]

Sent: Wednesday, March 20, 2013 9:14 AM

Subject: USAccess Renewal Credential Ready for Pick Up

Dear Employee,

In this email, you will learn where to pick up your new USAccess Credential, including special instructions on where to pick it up, how to make an appointment to activate it, and what you need to bring to the appointment. You also need to bring your existing credential to the appointment so it can be turned over to the Activator/Operator.

IMPORTANT: Please pick up and activate the new credential before DATE or the new credential will expire and you will have to re-enroll to obtain a new credential. To re-enroll, you must visit a USAccess Credentialing Center to present your identification documents, submit fingerprints and have your picture taken again. You must then wait for your new credential to be printed, delivered and activated. During this time, you may not be able to log on to your work computer or gain access to government buildings if you currently use your USAccess credential for these purposes. To avoid this inconvenience and delay, please follow the instructions below and take action to pick up and activate your new credential.

1. Your New USAccess Credential Is Ready For Pick Up At:

Address
Address
Address

Note: If you need your new credential shipped to a different location than the one listed above, please contact your Sponsor JILL CLOTHIER. Shipping locations are limited to those registered in the USAccess System.

2. Special Instructions:

Please contact Name/Phone Number for any questions.

3. PLEASE BRING EXISTING CREDENTIAL AND ONE-TIME PASSWORD, LISTED BELOW, TO APPOINTMENT

Password: #####

There are two easy steps to complete the activation process.

4. Make an Appointment to Activate Your New Credential

If your agency uses the GSA Online Scheduling System to schedule appointments, visit <https://app3.timetrade.com/tc/login.do?url=usaccess>

For more information or instructions about how to schedule an appointment, visit the USAccess website at www.fedidcard.gov/credappointments.aspx.

*** This email was generated by an automatic process. Please do not reply to this email.

If you have any questions or concerns, please contact your supervisor or your Agency's security office.***



HSPD-12 NEWSFLASH

SUBJECT: Credential Renewal Process Q&A for Applicants

As part of your LincPass Card holder responsibilities, please review these tips below in order to prepare for a card renewal, when the need arises.

1. What is a card renewal?

A card renewal pertains to the physical expiration date on the front of the LincPass. A LincPass will physically expire every five years and will need to be renewed prior to the date of expiration. When an applicant goes through a card renewal, a new card will be printed and shipped to the selected ship-to address which is selected by the applicants Sponsor. When printed, the new card will contain the new physical card expiration date on the front of the card, and the applicant will have to activate the card upon receipt.



2. What is the difference between a card rekey (aka certificate update) a card renewal, and a card update?

A card rekey deals with an applicant's certificates within the LincPass, which expires every 3 years. These certificates are an encrypted set of electronic credentials loaded on the chip (the part that makes the card a "smart" card). They include digital signature PIV Authentication Key (for accessing the network), Digital Signature Key (future use, for digitally signing emails and files), Key Management Key (future use, for encryption), and Card Authentication Key (for allowing the system to access the card).

Your LincPass will physically expire 5 years after the issue date (the expiration month and year are shown on the face of your card). This is a card renewal. You'll keep your old LincPass until your new one arrives and is activated, then turn in your old card to your designated HSPD-12 Security Officer for disposal.

A card update can any type of data such as ship-to code, physical address, or email address, that needs to be updated in the system. Name updates will require a re-enrollment.

3. How do I know if I am ready to have my LincPass renewed?

You will receive a message from HSPD12Admin@identitymsp.com stating your new LincPass has been printed and is ready for pick up and Activation.

4. What if I didn't receive an email and my card is about to expire?

It could be a couple different reasons, for example, the email may have ended up in your junk mail box, your email address on your record is incorrect and needs to be updated, or your Sponsor needs to start the renewal process. Please contact either the USDA HSPD-12 helpdesk or your Sponsor ASAP.

5. What if I need a card renewal and my name has changed?

Since your name has changed, most likely your I-9 documents have been updated to reflect your new name. A name change will require a re-enrollment, which would be a different process than card renewal. You will need to contact your Sponsor and ensure they are aware of the name change in order to start your re-enrollment process. When you receive the email that you need to re-enroll, please bring with you to the appointment your new I-9 documentation along with a linking document such as a marriage certificate in order to link your old documents with your new documents.

6. How early can I have my card renewed?

A card renewal can be done up to a year in advance of the physical expiration date on the card. While many agencies are in the habit of processing applicant's month-to-month, please note the volume of cards may vary throughout the year. It is advised to start looking ahead and preparing records earlier to avoid any card terminations. Preparing records in advance can help prevent the possibility of additional costs to the agencies and help avoid applicants having to re-enroll due to card termination.

7. Will I be able to use the card that I currently have if my Sponsor requests a card renewal?

Yes, your current card will stay active and you can continue to use the current card until you activate your new card. However, if your card has been printed, it is highly encouraged to pick up your new card as soon as possible. If your current card expires, the Non-Activated renewal card will be terminated 60 days after prior card expiration (reissue will be required for new card).

8. Will I be notified when my new card is available?

Yes, you will receive an email from HSPD12Admin@identitymsp.com that your LincPass is ready for pick up and Activation.

9. I received an email that my card has been delivered to a location that is too far for me to drive. How do I go about getting the card sent to a closer Activation station?

Please contact the USDA HSPD-12 helpdesk in order to assist with a card reroute.

10. What do I do with my old LincPass once my new LincPass has been activated?

Depending on your location, you must turn in your old LincPass to your Security Officer, Registrar, or Sponsor for destruction. Please do not hold onto it.

11. My Sponsor performed a card renewal but I haven't received any emails to pick up my new LincPass. Who should I contact?

Please contact either your Sponsor or the USDA HSPD-12 helpdesk.

12. How do I find my Sponsor?

Contact the USDA Helpdesk.

13. My current card has physically expired. Can I still go through the card renewal process and receive a new card?

No, a renewal request cannot be created after card expiration (Requests must be made 1 day prior to expiration). The applicant will need to re-enroll.

Please contact the USDA HSPD-12 helpdesk for further instructions and guidance on the renewal process.

USDA HSPD-12 Website: <http://lincpass.usda.gov>

Contact the USDA HSPD-12 Help Desk:

Toll Free: 1-888-212-9309

Local: 703-245-7888

Email: USDAHSPD12HELP@dm.usda.gov

