

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS DIRECTIVE	2300.1	5/27/16
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FSIS LINCPASS LIGHT ACTIVATION STATION PROCEDURES

I. PURPOSE

This directive establishes the FSIS Office of Administrative Services Physical Security (OASPS) Light Activation Station (LAS) program. It provides instructions and maintenance requirements related to LAS operations for designated Agency LAS Activators.

II. BACKGROUND

A. The LAS program provides FSIS with an alternative to the standard Fixed Credentialing Center. The LAS enables card activations and it only facilitates LincPass post-issuance activities. Enrollments will still require an employee to travel to a Fixed or Light Credentialing Center. LAS Activators use an internet web portal to access the General Services Administration's (GSA) USAccess system directly and do not require use of the FSIS Virtual Private Network (VPN).

B. Identity characteristics of LincPass holders such as last names or e-mail addresses are subject to change. These changes create a significant demand for activation and post-issuance activities, such as card activations, Personal Identification Number (PIN) resets, and certificate updates. FSIS can use and relocate LAS units as the need arises providing additional convenience for employees.

C. The LAS program is managed by the OASPS team. Under [Department Regulation 4620-002](#), *Common Identification Standard for U.S. Department of Agriculture*, a LincPass is a condition of employment for unaccompanied logical and physical access to Federal facilities and Government networks. Employees have a responsibility to maintain a valid LincPass at all times. To facilitate this requirement, FSIS/OASPS deployed one Fixed Credentialing Station at the George Washington Carver Center (GWCC) and strategically deployed 23 LAS stations throughout FSIS with the majority deployed to field locations. These units facilitate Pin Resets, Certificate Renewal and Card Activation capabilities. Please note that an LAS station cannot be used for enrollment; the employee must travel to a Credentialing Station to accomplish this task. The attachment to this directive reveals the location of the LAS stations supporting the mission and minimizing burden to employees. The majority of these stations are located at Office of Field Operations (OFO) and District Offices where the demand is high. FSIS employees, including field inspectors, benefit from deployment of LAS stations because these units reduce extensive travel, mileage, and costs associated with travel to and from fixed enrollment stations to perform routine and maintenance activities (e.g., card activations, PIN resets, and certificate updates).

III. PROCEDURES

A. The LAS Program Lead is the OASPS employee responsible for managing the overall LAS program from FSIS Headquarters. The lead completes the following actions:

1. Identifies the site point of contact (POC) for the designated site locations of the LAS units;

2. Coordinates with the site POC to identify employees for official designation as LAS Activators (in some cases the site POCs may hold the Activator role as well);
3. Informs the Agency Role Administrator, who is a designated employee within the Office of Administrative Services (OAS), to assign the designated employees with the Activator role in USAccess;
4. Coordinates with the Office of the Chief Information Office (OCIO) for shipment of the LAS computer and equipment to the designated FSIS location for the LAS;
5. Coordinates with the Site POC and GSA Advantage which is the GSA web-based system for the acquisition and shipment of the LAS units to designated FSIS locations;
6. Notifies the site POC when system updates and annual refresher trainings are available; and
7. Provides the POC with initial startup packet, which includes help guides, online training instructions, information on the Tracks & CIT Tool software, and the [Secure File Transfer Protocol \(SFTP\) website](#) with the username and password.

B. The site POC manages the LAS program and serves as the liaison between the LAS Program Lead and the LAS Activators. The following duties are to be performed:

1. Identifies LAS Activators at designated locations (Primary and Secondary);
2. Ensures LAS Activators have an active LincPass and password in order to operate the system; and
3. Ensures LAS Activators complete the appropriate training prior to assuming LAS Activator duties;
4. Provides LAS Activators with the initial startup packet mentioned above; and
5. Works with the LAS Program Lead to notify the LAS Activator when system updates are available.

C. The LAS Activators manage the LAS units at designated locations by performing the following duties:

1. Upon receipt of the LAS unit, review and confirm a complete package list (i.e., two LincPass card readers, single fingerprint scanner, etc.);
2. Follow the installation guide provided as part of the initial startup packet, and work with the OCIO and OASPS team to ensure proper installation and connectivity of the designated workstation;
3. Coordinate with Agency IT staff to conduct installation and software updates when necessary. Technical support ensures full administrative access rights to access and install the necessary files. The software package is available at the USDA [SFTP website](#). Login information for the SFTP website is included in the startup packet sent by the LAS Program Lead;
4. If IT staff is onsite, the LAS Activator may simply provide them with the USDA SFTP Log-in information to begin the download. If IT staff is not available, the LAS Activator is to call Footprints and request a temporary administrative password to complete the download or upgrade. Login information for the SFTP website is the same as indicated in section C.3;
5. Successfully complete an initial AgLearn training course and participate in annual refresher training to maintain LAS access and User Permissions;

6. Report to the OASPS team via email on the last business day of each month the numbers of PIN resets, certificate updates, and card activations performed; and
7. Contact the main points of contact from the LAS operation support listing (See section IV.) as appropriate when there are operational issues, concerns, or questions.

IV. FSIS LAS ACTIVATOR OPERATION SUPPORT LISTING

Role	Contact Information	Areas/Activities Supported
FSIS OASPS Staff	oasphysicalsecurityteam@fsis.usda.gov	LAS distribution and project management
USDA HSPD-12 Help Desk	1-888-212-9309	Assistance with LAS software upgrades
FSIS Footprints Service Desk	1-800-473-9135	Technical issues with laptop issues, logical access, obtaining admin rights for LAS software configuration or troubleshooting
USAccess Help Desk	1-866-493-8391 Usaccess.helpdesk@eds.com	Questions regarding the USAccess System

V. QUESTIONS

For questions regarding the LincPass Light Activation Station program, please contact the OASPS staff at oasphysicalsecurityteam@fsis.usda.gov.



Assistant Administrator
Office of Policy and Program Development

Attachment-Light Activation Station Locations

Program Area or District Office	LAS Stations	Activator	Email	Contact Number	Address
Atlanta District Office		Gayle Yantzi (POC)	gayle.yantzi@fsis.usda.gov	404-562-5900	100 Alabama St, SW Suite 3R90 Atlanta, GA 30303
House of Raeford	1	Michael Draughon	michael.draughon@fsis.usda.gov	303-236-9800	14 Latherton Ct., Greenville, SC 29607
Uncle John's Pride	1	Christopher Wagstaff	christopher.wagstaff@fsis.usda.gov	404-562-5900	10250 Woodbury Rd. Tampa, FL 33619
Beltsville, MD GWCC	1	Cyril Chandler	cyril.chandler@fsis.usda.gov	301-344-0491	5601 Sunnyside Ave Beltsville, MD 20705 Rm #2-1115
Albany/Alameda District Office	1	Joan Wu (POC)	joan.wu@fsis.usda.gov	510-769-5721	800 Buchanan St. Albany, CA 94710
		Suyin Cai	suyin.cai@fsis.usda.gov	510-337-5000	
Chicago District Office	1	Wendy Ferguson (POC)	wendy.ferguson@fsis.usda.gov	630-620-9782	1919 South Highland Avenue, Suite 115C Lombard, IL 60148
		Candi McChesney	candi.mcchesney@fsis.usda.gov	630-620-7474	
		Karen Higgs	karen.higgs@fsis.usda.gov	630-620-9810	
		Michelle Bentley	michelle.bentley@fsis.usda.gov	630-620-7494	
Dallas District Office	1	Marc Coudriet	marc.coudriet@fsis.usda.gov	214-767-1271	1100 Commerce St. Room 516 Dallas, TX 75242
		Samuel Dragoi (POC)	samuel.dragoi@fsis.usda.gov	214-767-9116	
Denver District Office	1	Dennis Depperschmidt (POC)	dennis.depperschmidt@fsis.usda.gov	303-236-9802	1 Denver Federal Center Bldg 45 Door S-3 P.O. Box 25387 Denver, CO 80225
Des Moines District Office	1	Rose Blackford (POC)	rose.blackford@fsis.usda.gov	515-727-8988	210 Walnut Street Room 985 Des Moines, IA 50309
Jackson District Office					
Hampton's Meat	1	Kathleen McAnally	kathleen.mcanally@fsis.usda.gov	601-927-9920	216 Breeden Lane Decatur, TN 37322
Tyson P164	1	Lorraine Dozier	lorraine.dozier@fsis.usda.gov	601-469-7670	1225 Jack Lee Dr forest, MS 39074
Koch Foods	1	Winston Felton	winston.felton@fsis.usda.gov	601-927-9921	3500 West Blvd Montgomery, AL 36108
Peco Foods	1	Philip Aman	philip.aman@fsis.usda.gov	662-7385771	559 W Main St Brooksville, MS 39739
Marc-Jac Poultry	1	William Calloway	william.calloway@fsis.usda.gov	601-927-9899	1301 James St Hattiesburg, MS 39401

Tyson	1	Maria Foster-Owens	Maria.fosterowens@fsis.usda.gov	205-429-2059	67240 Main St Blountsville, AL 35031
Pilgrims P192	1	Larry Royer	larry.royer@fsis.usda.gov	205-582-4306	3500 Lake Guntersville Park Dr. Guntersville, AL 35976
Golden Flake Snack Foods Inc.	1	Singh Guraya	singh.guraya@fsis.usda.gov	601-927-9911	1 Golden Flake Dr. Birmingham, AL 35205
C&F Meats	1	Akilah Brooks	akilah.brooks@fsis.usda.gov	601-559-7897	5247 Murfreesboro Rd College Grove, TN 37046
Philadelphia District Office	1	Yvonne Maldonado	Yvonne.Maldonado@fsis.usda.gov	215-430-6244	701 Market St. Suite 4100A Philadelphia, PA 19106
		Tamika Johnson-Traynham	Tamika.JohnsonTraynham@fsis.usda.gov	215-430-6228	
		Robin Way (POC)	robin.way@fsis.usda.gov	215-430-6238	
Raleigh District Office	1	Regginald Tillman (POC)	regginald.tillman@fsis.usda.gov	919-844-8400	6020 Six Forks Rd, Raleigh, NC 27609
Springdale District Office	1	Suzanne Nelsen (POC)	suzanne.nelsen@fsis.usda.gov	479-751-0924	4700 S. Thompson Ave. Bldg 201-B, Springdale, AR 72764
		Liz Meersman	liz.meersman@fsis.usda.gov	479-770-0924	
		Justin Churchill	justin.churchill@fsis.usda.gov	800-457-6505	
Eastern Lab (Athens) (TBD)	1				Russell Research Center, Suite PB-23, Room 1, Athens, Ga 30605
Mid Western Lab (St. Louis)	1	Kathy Holland (POC)	kathleen.holland@fsis.usda.gov	314-263-2680 Ext 329	4300 Goodfellow Bldg., 105D Federal Ctr. St. Louis 63120
Financial Services Center (Urbandale)	1	Rebecca Williams (POC)	rebecca.williams@fsis.usda.gov	515-783-6447	4520 114th Street Urbandale, IA 50322
		Ray Sheridan	Ray.Sheridan@fsis.usda.gov	515-334-2035	