

U.S. DEPARTMENT OF AGRICULTURE  
WASHINGTON, D.C. 20250

<b>DEPARTMENTAL REGULATION</b>	NUMBER: DR 4620-002
SUBJECT: Common Identification Standard for U.S. Department of Agriculture	DATE: June 24, 2021
OPI: Office of Safety, Security, and Protection	EXPIRATION DATE: June 24, 2026

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1. PURPOSE

This Departmental Regulation (DR) prescribes the policies, roles, and responsibilities necessary to implement and maintain Homeland Security Presidential Directive ([HSPD](#)) 12, *Policy for a Common Identification Standard for Federal Employees and Contractors*, within United States Department of Agriculture (USDA) controlled work environments.

2. SPECIAL INSTRUCTIONS/CANCELLATIONS

- a. This regulation supersedes DR 4620-002, *Common Identification Standard for U.S. Department of Agriculture*, dated March 22, 2021.
- b. The issuance of the HSPD-12 credential, referred to now as the USDA LincPass, AltLinc, or MobileLinc is mandatory and applies to all employees, as defined in [5 United States Code \(U.S.C.\) §2105](#), “Employee,” within a Department or agency.

“Employee” means a person, other than the President and Vice President, employed by, detailed or assigned to, the USDA, including members of the Armed Forces; an expert or consultant to USDA; an industrial or commercial contractor, licensee, certificate holder, or grantee of USDA, including all subcontractors; or any other category of person who acts on behalf of a Mission Area, agency, or staff office as determined by the Mission Area, agency, or staff office head. In addition, all contractors requiring routine access to federally controlled facilities or federally controlled information systems will be subject to HSPD-12 requirements.

- c. No provision in this DR shall have the effect of nullifying or limiting protections for equal employment opportunity as provided in Title VII of the *Civil Rights Act, Equal Employment Opportunities*, [42 U.S.C. § 2000e](#), *et seq.*, and [Executive Order \(E.O.\) 11478](#), *Equal Employment Opportunity in the Federal Government* and [E.O. 13087](#). USDA prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program (not all prohibited bases apply to all programs). Persons with disabilities who require alternative means for communication of program information (e.g., Braille, large print, audiotape) should contact USDA's TARGET [Technology and Accessible Resources Give Employment Today] Center at (202) 720-2600 (voice and Telecommunications Device for the Deaf (TDD)). To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC 20250-9410 or call 1-800-795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.
- d. Outside of the Personal Identity Verification (PIV) credentials, Personal Identity Verification Interoperability (PIV-I), Personal Identity Verification Derived (PIV-D) credentials and site badge referenced in Departmental Manual [\(DM\) 4620-002](#), *Common Identification Standard for U.S. Department of Agriculture Employees and Contractors*, the only authorized badges and credentials issued by USDA will be for law enforcement; investigations; food inspection; the Animal and Plant Health Inspection Service (APHIS) Plant, Protection and Quarantine program; animal care; and physical security use. This authority will remain in the control of Mission Areas, agencies, and staff offices such as the Office of the Inspector General, the Forest Service, the Secretary’s Personal Protection Team, the Food Safety and Inspection Service, APHIS, the Office of Operations, and the Office of Safety, Security, and Protection (OSSP).
- e. This policy conforms with *Federal Information Security Modernization Act of 2014* ([FISMA](#)), 44 U.S.C. § 3551, *et seq.* and National Institute of Standards and Technology (NIST) Federal Information Processing Standards Publication [\(FIPS PUB\) 201-2](#), *Personal Identity Verification (PIV) of Federal Employees and Contractors* guidelines.

### 3. SCOPE

This DR applies to all Mission Areas, agencies, and staff offices.

### 4. BACKGROUND

- a. HSPD-12 establishes the general requirements for a common Federal identification system. The President has mandated that all Federal departments provide a process for identity proofing and credentialing employees and contractors to increase security and provide greater interoperability between departments and Federal facilities.
- b. For further information on HSPD-12 and its related requirements and standards, please see sources in Appendix C.

### 5. POLICY

This policy is established to enhance security, increase Government efficiency, reduce identity fraud, and protect personal privacy by establishing a mandatory, USDA-wide standard for secure and reliable forms of identification to its employees and contractors.

- a. Departmental Mission Areas, agencies, and staff offices must comply with HSPD-12 for all applicable USDA Federal and non-Federal employees who work for USDA. Detailed procedures are described in DM 4620-002.
- b. Employees as defined by 5 U.S.C § 2105, and non-Federal employees working for USDA will be required to follow procedures in FIPS 201-2, the NIST Special Publication (SP) series related to HSPD-12, and DM 4620-002, if they require routine unaccompanied access to USDA controlled facilities or information systems.
- c. Employees who are stationed outside the United States at Government facilities may be issued a Department of State credential.
- d. Retired USDA employees will no longer be issued retirement badges and must be issued Visitor badges when visiting USDA facilities. Previously issued retirement badges must be revoked, collected from the former employees, and destroyed.

### 6. CREDENTIAL ISSUANCE

USDA has three types of credentials to address HSPD-12 requirements. The LincPass is USDA's PIV credential for long term Federal employees and non-Federal employees. The AltLinc is USDA's PIV-I credential for short term Federal employees and non-Federal employees. The MobileLinc is USDA's PIV-D credential which is issued for use on USDA

authorized mobile devices. Individuals must have an issued PIV card prior to being eligible for MobileLinc.

## 7. CREDENTIAL UTILIZATION

- a. See DR 3505-003, Access Control for Information and Information Systems (logical access requirements), DR 3640-001, *Identity, Credential, and Access Management [ICAM]*, and DM 4620-002 for further clarification on logical access requirements.
- b. See DM 4620-002, Section 11a, *Physical Access Control Systems (PACS)* for physical access requirements.

## 8. ROLES AND RESPONSIBILITIES

- a. The Director of OSSP will:
  - (1) Develop, in consultation with the USDA CIO and the Office of the Chief Information Officer (OCIO), policies, standards, and procedures for implementing and administering the HSPD-12 program throughout the Department;
  - (2) Work with Mission Areas, agencies, and staff offices to maintain policies and procedures to support the identity proofing, registration and credentialing of employees;
  - (3) Maintain an enterprise Physical Access Control System (ePACS) environment to support Mission Area, agency, and staff office physical access control systems;
  - (4) Oversee and assist with migrating all physical access control systems into HSPD-12 compliance;
  - (5) Support role holder training module development; and
  - (6) Support Mission Areas, agencies, and staff offices with the roles and responsibilities for managing non-Federal employees including the establishment and implementation of the appeal and removal procedures for those denied a LincPass or AltLinc in accordance with [DM 4620-002](#).
- b. The USDA Chief Information Officer (CIO) will:
  - (1) Assist OSSP with maintaining connectivity to the various enterprise systems that support HSPD-12 requirements; and

- (2) Work with OSSP to ensure personal information collected for employee and contractor identification purposes is handled consistent with the *Privacy Act of 1974*, [5 U.S.C. § 552a](#) and all FISMA requirements (see [44 U.S.C. § 3551](#), *et seq.*).
- c. The Director of the Office of Human Resources Management (OHRM) will:
- (1) Develop, maintain, and disseminate on-boarding policies and procedures for Mission Area, agency, and staff office Human Resources staff; and
  - (2) Develop, maintain, and disseminate off-boarding policies and procedures that include the collection of identification credentials for Mission Area, agency, and staff office Human Resources staff.
- d. The Director of the Office of Contracting and Procurement (OCP) will:
- (1) Provide HSPD-12 procurement and contracting guidance to the acquisition workforce through OCP PGI 404.1301 and 411.107 of the USDA Contracting Desk Book; and
  - (2) Prepare guidance and Blanket Purchase Agreements (BPA) to ensure that HSPD-12 compliant equipment is purchased.
- e. The Chief Financial Officer (CFO) will:
- (1) Maintain and update EmpowHR/Person Model in a timely manner; and
  - (2) Provide financial oversight and management of HSPD-12 funding.
- f. Mission Area, Agency, and Staff Office Deputy Administrators (DAM) will:
- (1) Comply with all relevant HSPD-12 requirements such as NIST FIPS PUB 201-2, NIST SPs, DR 3505-003, DR 3640-001, and DM 4620-002;
  - (2) Utilize the HSPD-12 risk assessment credential matrix for all Federal and non-Federal employees to determine eligibility for LincPass and AltLinc. To access the credential matrix, see DM 4620-002;
  - (3) Remove from Federal service any employee denied a LincPass or AltLinc. The appeal process for a removal from Federal service is already established in law and regulation see [5 U.S.C. § 7513\(d\)](#), *Cause and Procedure*; [5 Code of Federal Regulations \(CFR\) § 752.405](#), *Appeal and Grievance Rights*; employees can appeal to the Merit Systems Protection Board;
  - (4) Comply with Departmental policies and procedures to support registration, identity proofing, and issuing LincPasses, AltLincs, and MobileLincs and other appropriate badges;

- (5) Ensure Mission Area, agency, and staff office applicants complete the enrollment and activation process for their LincPasses, AltLincs, or MobileLincs in a timely manner;
  - (6) Comply with USDA physical and logical control policies and procedures;
  - (7) In consultation with Mission Area, Staff Office, or Agency contracting office, ensure HSPD-12 products and services are compliant with FIPS PUB 201-2 and Office of Management and Budget (OMB) guidance;
  - (8) Assign a point of contact and alternate to the HSPD-12 Program Office that can provide outreach to Mission Area, agency, and staff office personnel;
  - (9) Ensure HSPD-12 role holders are assigned such roles as Sponsor, Security Officer, Adjudicator, Role Administrator, as further described in DM 4620-002, Section 6, to ensure employees receive their USDA credential in a timely manner; and
  - (10) Identify all personnel requiring Federal Emergency Response Official (FERO) designation and ensure designations are printed on LincPasses by providing a list of names to the sponsor.
- g. Employees will comply with Departmental policies and procedures related to LincPass, AltLinc, MobileLinc issuance and maintenance. This includes adhering to deadlines for credential and certificate renewal.

## 9. INQUIRIES

Questions regarding this DR should be directed to OSSP at 202-690-6777 or [securityservicehelp@usda.gov](mailto:securityservicehelp@usda.gov).

-END-

## APPENDIX A

### ACRONYMS AND ABBREVIATIONS

APHIS	Animal and Plant Health Inspection Service
BPA	Blanket Purchase Agreement
CFO	Chief Financial Officer
CFR	Code of Federal Regulations
CIO	Chief Information Officer
DAM	Deputy Administrator
DM	Departmental Manual
DR	Departmental Regulation
ePACS	Enterprise Physical Access Control System
E.O.	Executive Order
FERO	Federal Emergency Response Official
FIPS PUB	Federal Information Processing Standards Publication
FISMA	Federal Information Security Modernization Act
HSPD-12	Homeland Security Presidential Directive 12
ICAM	Identity, Credential, and Access Management
IT	Information Technology
LACS	Logical Access Control System
NIST	National Institute of Standards and Technology
OCIO	Office of the Chief Information Officer
OCP	Office of Contracting and Procurement
OHRM	Office of Human Resources Management
OMB	Office of Management and Budget
OSSP	Office of Safety, Security, and Protection
PACS	Physical Access Control System
PIV	Personal Identity Verification
PIV-D	Personal Identify Verification Derived
PIV-I	Personal Identity Verification Interoperable
SP	Special Publication
TARGET	Technology and Accessible Resources Give Employment Today
TDD	Telecommunications Device for the Deaf
U.S.C.	United States Code
USDA	United States Department of Agriculture

## APPENDIX B

### DEFINITIONS

- a. Access Control. The process of granting or denying requests to access physical facilities or areas, or to logical systems (e.g., computer networks or software applications). See also “logical access control system” and “physical access control system.”
- b. Access (Routine). Entry into and use of a facility and/or information system on a regular basis without an escort and/or continuous monitoring by a USDA official. The Mission Area, agency, and staff office determination should be based upon the support to successfully complete USDA’s mission functions. Routine access requires a mandatory PIV or PIV-I credential to be issued.
- c. Access (Unaccompanied). Entry into and use of a facility and/or information system without an escort and/or continuous monitoring by a USDA official. The Mission Area, agency, and staff office’s determination for unaccompanied access should be based upon the support to successfully complete USDA’s mission functions. Unaccompanied access requires a mandatory LincPass to be issued.
- d. AltLinc. USDA has named their common identity PIV-I card the AltLinc, as it is designed to link a person’s identity to an identification card and the card to a person’s ability to access Federal buildings and computer systems. This card will be used to service short-term personnel (less than 6 months) requiring limited Information Technology (IT) or physical access. The spelling of the AltLinc PIV-I card is derived from the word alternative as it is meant to serve as an alternative to the LincPass.
- e. Contractor. An individual under contract to USDA (for the purpose of HSPD-12 implementation).
- f. Credential. An identity card (“smart card”), also known as LincPass or AltLinc, that contains stored identity credentials. The card is issued to an individual and the claimed identity of the cardholder can be verified against stored credentials by another person or by an automated process. Other approved forms of a credential may be issued when applicable.
- g. Employee. Defined in 5 U.S.C. § 2105, “Employee,” within a department or Mission Area, agency, and staff office. “Employee” means a person, other than the President and Vice President, employed by, detailed or assigned to, USDA, including members of the Armed Forces; an expert or consultant to USDA; an industrial or commercial contractor, licensee, certificate holder, or grantee of USDA, including all subcontractors; or any other category of person who acts on behalf of an Mission Area, agency, and staff office as determined by the Mission Area, agency, and staff office head.



- h. Federal Facility. The term “Federal facility” means any building, structure, or fixture or part thereof which is owned by the United States or any Federal agency or which is held by the United States or any Federal agency under a lease-acquisition agreement under which the United States or a Federal agency will receive fee simple title under the terms of such agreement without further negotiation. Such term also applies to facilities related to programs administered by Federal agencies.
- i. LincPass. USDA has named their common identity card the LincPass, as it is designed to link a person’s identity to an identification card and the card to a person’s ability to access Federal buildings and computer systems. The spelling of LincPass is a tribute to President Abraham Lincoln, who created the Department of Agriculture , also known as the People’s Department, in 1862.
- j. Logical Access Control System (LACS). Protection mechanisms that limit a user’s access to information and restrict their forms of access on the system to only what is appropriate for them. LACS may be built into an operating system, application, or an added system.
- k. MobileLinc. A derived PIV (or PIV-D) credential that can be used for logical access for individuals within USDA who have already been issued a PIV.
- l. Physical Access Control System (PACS). Protection mechanisms that limit users' access to physical facilities or areas to only what is appropriate for them. These systems typically involve a combination of hardware and software (e.g., a card reader), and may involve human control (e.g., a security guard).

## APPENDIX C

### AUTHORITIES AND REFERENCES

*Appeal and Grievance Rights*, [5 CFR § 752.405](#)

*Cause and Procedure*, [5 U.S.C. § 7513\(d\)](#)

Title VII of the *Civil Rights Act, Equal Employment Opportunities*, [42 U.S.C. § 2000e](#), *et seq.*

*Employee*, [5 U.S.C. § 2105](#)

[Executive Order \(E.O.\) 11478](#), *Equal Opportunity Employment in the Federal Government*, August 8, 1969

*Federal Information Security Modernization Act of 2014 (FISMA)*, 44 U.S.C. § 3551, *et seq.*

Homeland Security Presidential Directive ([HSPD](#)) 12, *Policy for a Common Identification Standard for Federal Employees and Contractors*, August 27, 2004

NIST, [FIPS PUB 201-2](#), *Personal Identity Verification (PIV) of Federal Employees and Contractors*, August 2013

*Privacy Act of 1974*, [5 U.S.C. § 552a](#)

USDA, [DM 4620-002](#), *Common Identification Standard for U.S. Department of Agriculture Employees and Contractors*, January 14, 2009

USDA, [DR 3505-003](#), *Access Control for Information and Information Systems*, July 19, 2019

USDA, [DR 3640-001](#), *Identity, Credential, and Access Management*, June 8, 2021

USDA, [DR 4300-003](#), *Equal Opportunity Public Notification Policy*, October 17, 2019

USDA, OCP, [Procurement Advisory No. 115](#), *Continued Implementation of LincPass at USDA*, August 7, 2013