



USACCESS Program

Blue Top Newsletter

Upcoming Meetings and Training

Meeting/Training	Date & Time (EST)	Location	Dial-In Info
User Group	Wed, Jan 20 9:00 to 12:00	GSA Central Office 1800F St. NW Conf. Rm 6044	888-455-1864 Passcode: 5887966
CAB	Thu, Feb 4 9:30 to 12:00	Grant Thornton 333 John Carlyle Dr., Alexandria, VA 4th Fl. Conf. Rm	No Telecon Provided
Registrar Refresher Training	Thu, Feb 11 2:30 to 3:30	Telecon/Webinar	888-455-1864 Passcode: 3611044
Registrar Classroom Training	Wed and Thu Feb 10-11 Mar 9-10 Apr 13-14	HP Chantilly, VA	Contact Jim Schoening for information or to Register
Release 9.9 Training	See Release 9.9 Training Schedule on page 3 for more information		

Special Points of Note:

Now found on
www.fedidcard.gov:

- > Service Order Requests and Test Card Orders
- > Role Holder Web Based Training Registration
- > Deployment Activities and USAccess Center Status Alert
- > Contact Ken Bandy (Kenneth.bandy@gsa.gov) to be added to User Group (UG) distribution list.
- > Contact Jim Schoening (jim.schoening@gsa.gov) for Registrar Classroom Training sign up

New Release date: USAccess Software Release 9.9 and Light Installers v4.0

During the January 7th CAB, the MSO communicated that USAccess Software Release 9.9 and the Light Installers v4.0 have been pushed back a month. Release 9.9 will go to production on Saturday, March 5. The Light Installers v4.0 will be posted to the SFTP server for Agency download on Monday, February 8. This will give Agencies almost a full month to test and later deploy the installer before Release 9.9 moves in to production.

The releases were pushed back to allow for changes to enhance PCA for Agency role holders and allow for training sessions on PCA and how to sponsor foreign nationals in USAccess prior to the release going to production.

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Release 9.9 Details continued

NOTE: The current Unattended and Attended Activation applications will still be available on Fixed and Light machines for use following Release 9.9. This plan has not changed. This will help ease the adoption of PCA to your role holders when you elect to roll it out to them.

USAccess Software 9.9 and Light Installer v4.0 Release Notes available

An Excel document titled “USAccess Software Release 9.9 Details 12.30.15_INITIAL DRAFT ” is posted on the Agency Lead Portal and outlines the changes planned for this release. It also details the documents that will be updated and/or created for this release and role holder training planned.

A Light Installer v4.0 Release Notice is also posted on the ALP.
(“USAccess Software Release Light Installers v4.0 Release Notes DRAFT 1.7.16”)

Once available, the final version of the Release Notes will be posted on ALP in place of the drafts.

New Timeline

- **Wednesday, January 20 User Group:**
 - * Show proposed text of PCA “processing/encoding” messages; Comments due from Agencies NLT end of day, 1/20. An email with proposed text was sent before the holidays to User Group attendees asking for comment.
 - * Review PCA training and Sponsor training dates.
 - * Updated Sponsor Quick Reference Guide available by week of January 18 that discusses how to sponsor a foreign national using USAccess.
- **Thursday/Friday, February 4-5:**
MSO UAT of Light Installers v4.0 and Release 9.9. Final prep of documents and installer or re-lease.
- **Monday, February 8: Light 4.0 released to field via SFTP.**
These files are for Agency testing purposes only. PCA and the ability to credential foreign nationals will only be enabled once Release 9.9 goes in to production. Agencies can update machines with these installers prior to Release 9.9 as this new software works within our existing infrastructure.

Release 9.9 Details continued

An email will be sent to agencies once it is posted. A PCA user guide and PCA install and Light install guides will also be available and posted on this date. In-classroom Registrar training documents will also be updated.

- **Saturday, March 5:**

Release 9.9 goes to production. Fixed Activation workstation will be updated on this date using automated update system (no Agency action required other than to keep workstations powered on.) Light installers v4.0 should be implemented on LA and LCS machines to take advantage of Release 9.9 and PCA features.

Release 9.9 Training Schedule

The Release 9.9 Training Schedule is shown below. The format of the training will be similar to the Release 9.8 Adjudicator Training, with a web-based presentation followed by Q&A. We will be doing a dry run of the training for Agency Leads prior to the actual training. Invitations to the Training Sessions, including teleconference and webinar information, will be sent out to Agency Leads next week. It is the responsibility of Agency Leads to inform their Role Holders of the training dates and times.

Note that the Sponsor Training will be covering the new Foreign ID fields and that the intended audience for PCA training is Activators.

Date	Time	Event
Thursday, February 25	10:00-11:30am	Release 9.9 Training Overview for Agency Leads
Tuesday, March 1	1:00-2:00pm	PCA Training Session 1
Wednesday, March 2	1:00-2:00pm	Sponsor Training Session 1
Thursday, March 3	2:30-3:30pm	PCA Training Session 2
Saturday, March 5	Release 9.9 Deployed to Production	
Tuesday, March 8	1:00-2:00pm	PCA Training Session 3
Wednesday, March 9	10:00-11:00am	Sponsor Training Session 2
Thursday, March 10	2:30-3:30pm	Refresher Training – will use this time for PCA Training

Site Manager Notice

Security and transition planning requires a complete record of all credentialing stations within the enterprise, whether it is agency-owned or MSO provided. **All LCS and LAS equipment must be registered in Site Manager no later than March 1, 2016.** Any site not registered in Site Manager by this date is not eligible for transition activities.

Agency Leads should work with their sites to ensure all credentialing stations are accurately registered in Site Manager.

Upcoming Distribution List Cleanup

USAccess will be performing our semi-annual distribution list cleanup in January. As part of this process, we reach out to every agency to confirm Agency Lead Portal users, financial POCS, and the USAccess distribution list members. Agency Leads should be on the lookout for an email from the MSO on this topic. The email will include an attachment listing all agency representatives on the USAccess distribution lists and all agency ALP users. Agency Leads will be asked to review the lists and notify the MSO of any necessary changes.

Reminder—Invoice Dates Changing

Due to changes to GSA's finance system, IPAC billing dates for the HSPD-12 program will be shifting from the 20th to the end of the month. In order to accommodate this change, the MSO will be sending agency invoices on the 25th of each month. This change will take effect starting with the December Invoice cycle, taking place in February 2016.

Fedidcard.gov Scheduled Maintenance

Fedidcard.gov will be unavailable due to scheduled maintenance Saturday, January 16, 2016: 09:00am - 05:00pm . This has no impact on USAccess services.

Service Enhancements

System Changes Since Last Blue Top

- Maintenance completed as scheduled on January 9-10

Planned changes

For any maintenance downtime periods, please schedule some buffer time to resume enrollment and activation appointments to account for any unanticipated delays in service.

- Entrust maintenance Saturday January 16 from 7:30am-11:00am Eastern. USAccess services will be offline during this period.
- Routine maintenance and security scans are scheduled for January 30-31. The USAccess portals will be unavailable for most of the day on Saturday, Jan. 30 for maintenance, and on Sunday, Jan. 31, role holders may experience issues with be-ing logged out. An advisory will be posted and emails sent out per usual process
- Light Installers v4.0 will be released for Agency testing on February 8th. Please see the Release 9.9 section for more details.
- Routine maintenance is tentatively scheduled for Saturday, February 27th. The USAccess portals will be unavailable for most of the day.
- USAccess Release 9.9 is scheduled for March 5.

Security Tip

Laptop Security When Traveling

When traveling with your agency assigned laptop, or your personal laptop, don't let it out of sight! Laptops, when out of sight, are very attractive targets for theft. If you have to step away from your belongings in any public access locations (i.e. an airport) make sure that you take your laptop and bag with you. The only exception is if you are traveling with someone you know and trust. It is a good practice to remind them to not leave your laptop unattended as well. While going through the Security/Customs screening also try to keep visual contact with your laptop if you are required to set it down for any reason.

When using your agency assigned laptop while away from the office, if possible make sure that you connect it to the network at least weekly for security updates and other patches provided by your IT Department. This will ensure that your assigned laptop is current with the latest security updates and avoid problems in the future.