

Blue Top Newsletter

Upcoming Meetings and Training

Meeting/Training	Date & Time (EST)	Location	Dial-In Info
CAB	Thu, Feb 4 9:30 to 12:00	Grant Thornton 333 John Carlyle Dr., Alexandria, VA 4th Fl. Conf. Rm	No Telecon Provided
User Group	Wed, Feb 17 9:00 to 12:00	GSA Central Office 1800F St. NW Conf. Rm G143	888-455-1864 Passcode: 5887966
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	HPE 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 Alerts
- > 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

USAccess Software Release 9.9 and Light Installers v4.0

USAccess Software 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.

NOTE: The current Unattended and Attended Activation applications will still be available on Fixed and Light machines for use following Release 9.9. This will help ease the adoption of PCA to your role holders when you elect to roll it out to them.

Inside this issue:

Meetings and Training Calendar	1
Spotlight Articles	1-5
Service Enhancements	6
Security Tip	7

Release 9.9 Details continued

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.

Release 9.9 Timeline

- **Thursday/Friday, February 4-5:**
MSO UAT of Light Installers v4.0 and Release 9.9. Final prep of documents and Light installer for release.
- **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.

An email will be sent to agencies once the installers are 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 workstations will be updated on this date using the 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 Details continued

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, have been sent out to Agency Leads. It is the responsibility of Agency Leads to forward those invitations to the appropriate role holders within their agencies.

Note that the Sponsor Training will be covering the Sponsorship of Foreign Nationals without SSNs. 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	Personal Credential Assistant (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

Job Aid Update

The Sponsor Quick Reference Guide has been updated to account for changes in Release 9.9. The updated guide, which covers changes that Sponsors will not see in production until Release 9.9 is deployed in March, can be found on the Agency Lead Portal under the name of *Sponsor Quick Reference Guide GSA March 2016*.

Windows 10 Planning and Information Request

The USAccess MSO is updating its multi-year roadmap, which consists of technical, strategic and programmatic items. One of those items is upgrading the system and credentialing infrastructure to Windows 10. Several Customer Agencies have informed the MSO of their intent to move forward with this upgrade. The MSO and its core services provider are investigating the components of the system that are currently ready to upgrade and the components that need additional development efforts before moving forward with Windows 10.

The MSO understands that there are many factors involved with decisions such as this, and that our Agency Leads may not be the people making those decisions. In an effort to ensure we are moving at an appropriate pace with our Customer Agencies, the MSO needs to better understand agency plans for upgrading to Windows 10. Once we have this information, the MSO will add it to our draft roadmap and discuss with the Agency Leads at a future CAB meeting before scheduling release activities or committing major resources to development efforts.

Agency Leads have been sent an email requesting them to respond to the MSO with their agency's plans for upgrading to Windows 10 no later than March 18, 2016.

USAccess V8 PIV Card Testing

The USAccess MSO is considering moving from the Oberthur V7 PIV card to the V8 card. The V8 card comes in either low speed, already on the GSA Approved Products List (APL), or high speed, in development/testing and not yet on the APL. The high speed card offers many benefits, such as faster read times with Physical Access Control Systems (PACS) and additional features. One of the outstanding issues with the high speed card is that not all PACS are able to read it, and the card itself is not able to slow down for those readers.

The MSO and Oberthur have discussed preliminary testing needs and understand that this would be a heavy lift, both technologically and financially, for many USAccess Customer Agencies. Test cards will be available in packs consisting of a V7 (currently deployed USAccess PIV card), a V8 low speed and a V8 high speed.

Agency Leads have been sent a Test Card Order Form to request these cards. Please reference the email, sent by GSA MSO on Jan 27 for more information.

Oberthur will present information about the comparison between the card types at the March Customer Advisory Board (CAB). The March User Group meeting will include a discussion about the technical aspects of the cards and implications of implementation.

Collecting USAccess Site Manager Information

It is critical for security and potential core services provider transition purposes that USAccess has a complete record of all credentialing stations within the enterprise.

Customer Agencies must register all Light Credentialing and Light Activation equipment currently deployed and actively in use within their agency in Site Manager. All equipment not currently deployed or not actively in use must be inventoried and documented (type of equipment, number of LA or LCS, location, Agency/Sub-Agency, contact information for POC responsible for equipment).

Agency Leads are responsible for ensuring their agencies have:

- Accurately registered all deployed and active credentialing sites in Site Manager.
- Accurately documented non-deployed or inactive credentialing equipment.

Agencies must either register their credentialing sites in Site Manager or return non-deployed/inactive equipment inventory lists to the MSO no later than March 1, 2016. The MSO will only be able to consider sites for transition that are in Site Manager or inventoried with the MSO by March 1, 2016.

The MSO will consider requests for additional support on a case-by-case basis.

Ongoing Distribution List Cleanup

USAccess is currently undergoing our semi-annual distribution list cleanup. As part of this process, we reached out to Agency Leads via email to confirm Agency Lead Portal users, financial POCS, and the USAccess distribution list members. Agency Leads should respond to this email by January 29. The MSO appreciates your assistance in this effort.

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.

Service Enhancements

System Changes Since Last Blue Top

- Maintenance completed as scheduled on January 16
- Updated OPAC and SOI/SON codes for Treasury.

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.

- 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 being 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 scheduled for Saturday, February 13 for most of the day through the early morning (5am Eastern) of Sunday, February 14. The USAccess service and portals will be unavailable.
- 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

USAccess Role Holder Rules of Behavior Review

Access to USAccess requires that each Role Holder review and sign the USAccess Rules of Behavior. At a minimum the USAccess Rules of Behavior includes:

1. Safeguarding user ID's, passwords and personal identification numbers (PINs).
 - a. Role Holders are prohibited from disclosing this information to anyone, regardless of their position in or outside of your agency
 - b. However, Role Holders may be required to reveal this information to the Information System Security Officer (ISSO) or IT staff if so directed by with a written request form their agency management
2. Accountability for all entries and changes made to USAccess using their passwords and PINs. This means that Role Holders will not:
 - a. Permit others to use their user ID, personal passwords or PINs
 - b. Use another Role Holder's user ID, personal password or PIN.
3. Immediately report any misuse or compromise of user ID's, passwords or PINs to the ISSO or local Help Desk.
4. Ensure that a lost, stolen PIV card is immediately reported to their ISSO or local Help Desk.
5. Understand and agrees to USAccess and their agency regulations and security policies designed to ensure the confidentiality of all sensitive information.
6. Understand and acknowledge that any information concerning agency credential holders is confidential and protected from unauthorized disclosure by law.
7. Understand and acknowledge that unauthorized access or modification to USAccess records is not permitted
8. Understand and acknowledge that improper disclosure of USAccess credential related information to anyone not authorized to receive it may result in substantial fines and penalties under the Privacy Act of 1974.