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	Process Domain: IAD
	Version Number: 0.2
Applicable Organization: OA/OCIO/IAD	Effective Date:
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G U I D E

Notice: A hardcopy of this document may not be the version currently in effect. The current version is always the version on the IAD SharePoint and supersedes all previous versions.

Table of Contents

Tables

1. Introduction

Strong passwords are a key line of defense for information assurance. The use of encryption and passwords (combined) provides greater protection towards preventing inappropriate and unauthorized use of sensitive information maintained within documents.

2. Purpose and Scope

The purpose of this document is to provide Food Safety and Inspection Services (FSIS) employees, contractors, volunteers and partners with guidance on encryption and password protection to safeguard sensitive and private information, with the use of Zip Crypt, Adobe Acrobat PDFs, Word documents and Excel Spreadsheets.

This guide is intended for all persons within the Agency and not limited to security administrators, managers, and staff who are responsible for the technical aspects of enterprise password management.

3. Point(s) of Contact

The Points of Contact (POCs) for this document are the Information Assurance Division (IAD) Chief Information Security Officer (CISO)/Information System Security Program Manager (ISSPM) and Network/Security Operations Center (NSOC).

Table 3-1: Points of Contact

Contact	Role	Email	Phone
Elamin Osman	IAD Chief Information Security Officer (CISO) / Information Systems Security Program Manager (ISSPM)	Elamin.Osman@fsis.usda.gov	202-720-5164
Rodney Sallie	Network/Security Operations Center (NSOC) Branch Chief (Acting)	Rodney.Sallie@fsis.usda.gov	(202)772-6077

4. References

The following document(s) support or are related to this procedure

- FSIS Directive 1300.7 Managing Information Technology (IT) http://www.fsis.usda.gov/wps/wcm/connect/b3406ba7-305f-4ff9-b513-ef212423afb8/1300.7.pdf?MOD=AJPERES
- USDA Department Regulation 3580-003 Mobile Computing https://www.ocio.usda.gov/sites/default/files/docs/2012/DR3580-003_Mobile_Computing.pdf
- National Institute of Standards and Technology (NIST) Special Publication (SP) 800-53 Revision 4, Security and Privacy Controls for Federal Information Systems and Organizations http://csrc.nist.gov/publications/PubsSPs.html#800-53
- National Institute of Standards and Technology (NIST) Special Publication (SP) 800-132, Password-Based Key Derivation Part 1: Storage Applications http://dx.doi.org/10.6028/NIST.SP.800-132

- New NIST Guidelines for Organization-Wide Password Management
  https://www.nist.gov/news-events/news/2009/04/new-nist-guidelines-organization-wide-password-management

5. Procedure Description

This document illustrates step by step instructions on how to employ an encrypted password using ZipCrypt on documents created in the Adobe Acrobat PDFs, Microsoft Word and/or Excel formats.

5.1. Entry Criterion

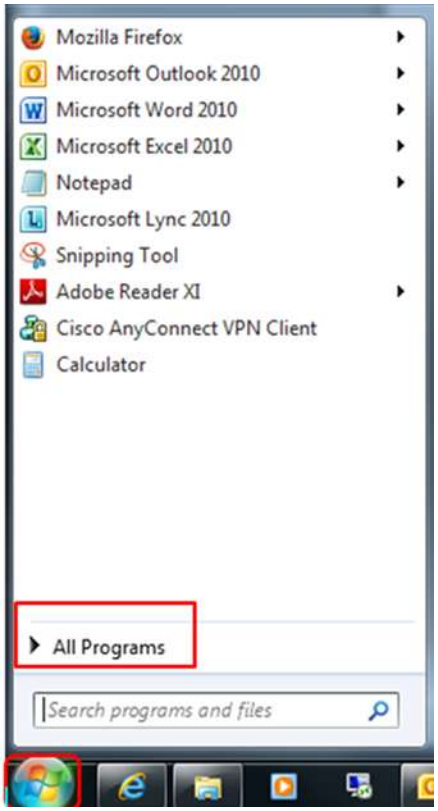
The decision is made that to password protect and encrypt a document.

ZipCrypt

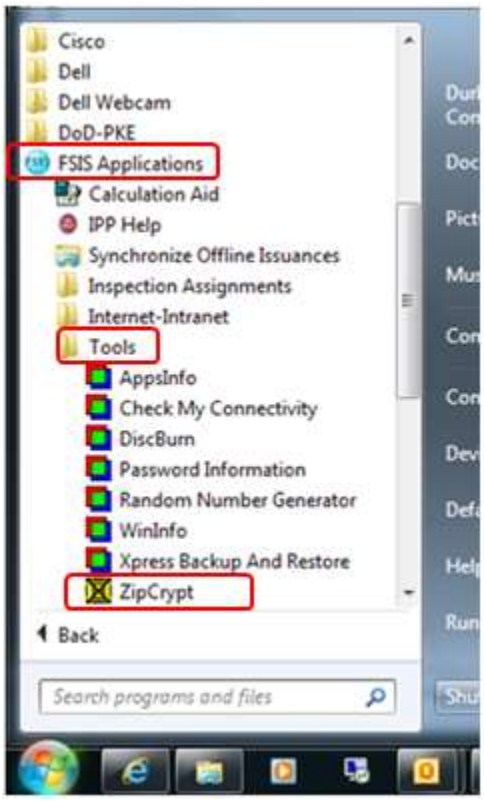
If you do not have Adobe Professional you will need to use this ZipCrypt method, to password protect and encrypt a PDF file in Adobe Reader.

Instructions:

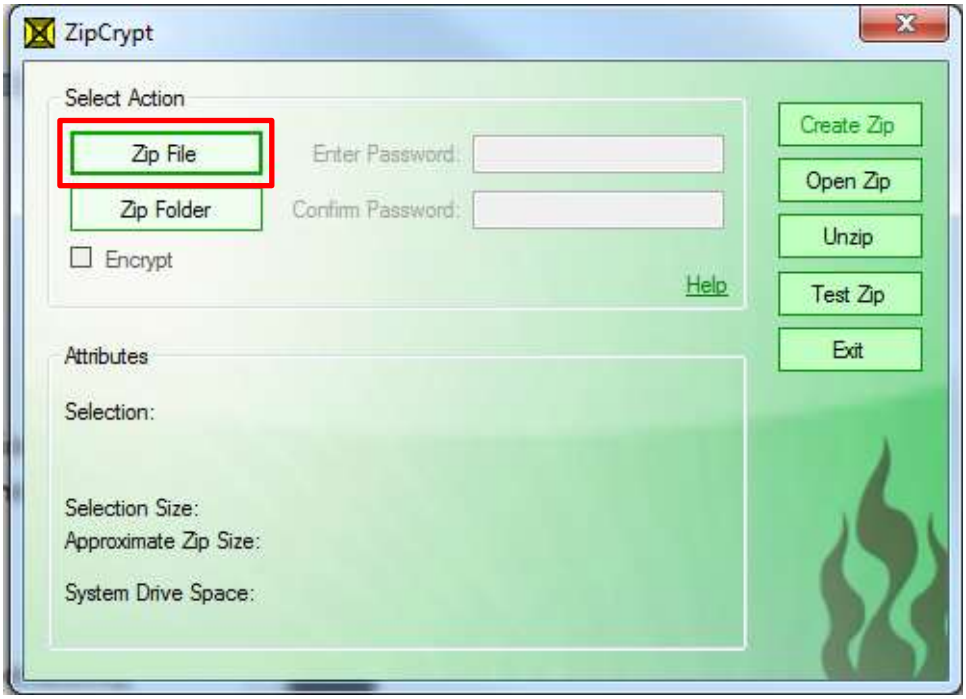
1. Click on Start Button -> All Programs



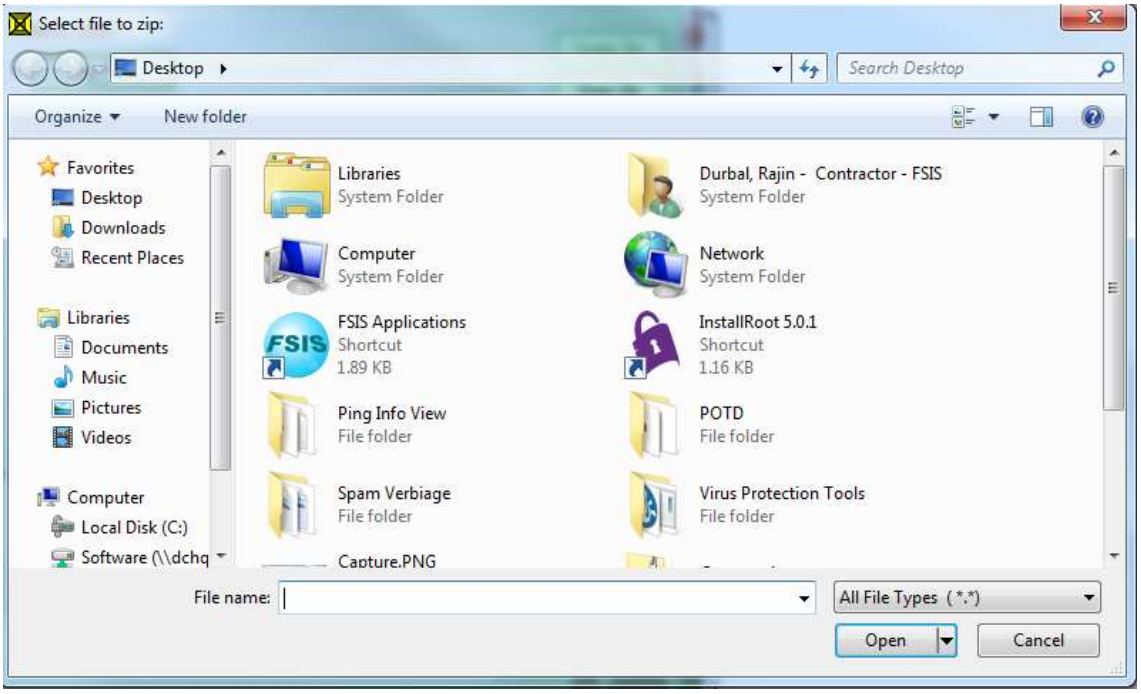
2. Click on FSIS Applications -> Tools -> ZipCrypt



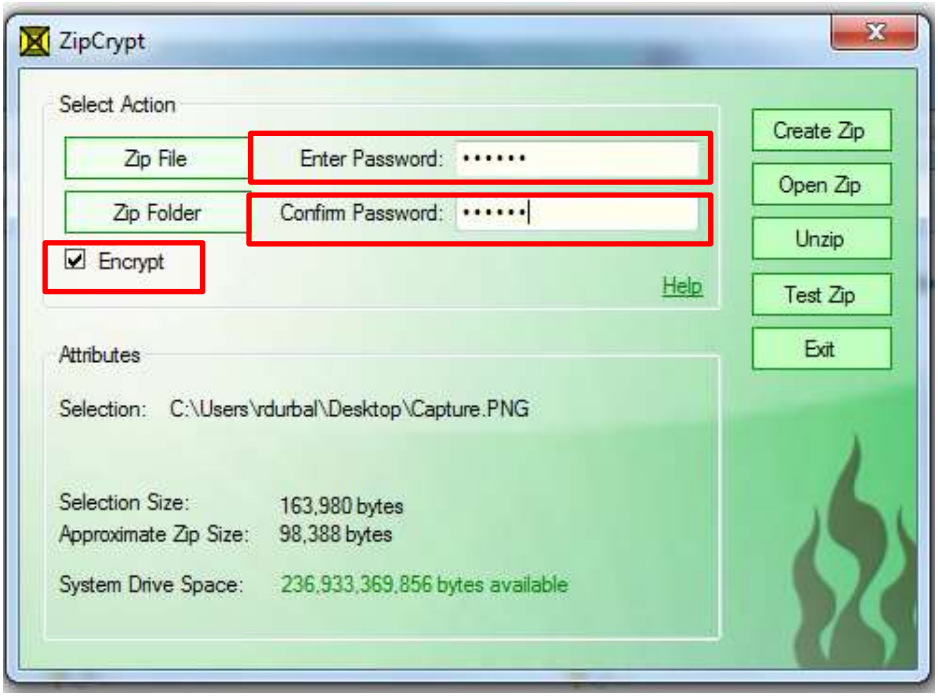
3. Click on Zip File



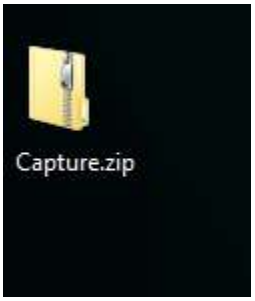
4. Select the file you want to password protect.



5. Click on Encrypt. Then type in your password and confirm it. The password must be longer than 5 characters.



6. Click Create Zip. You will see the folder show up on your desktop.

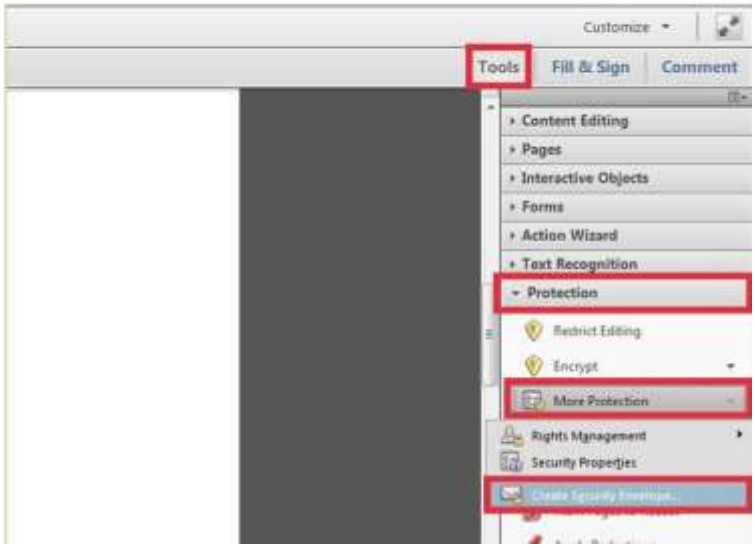


Adobe Acrobat

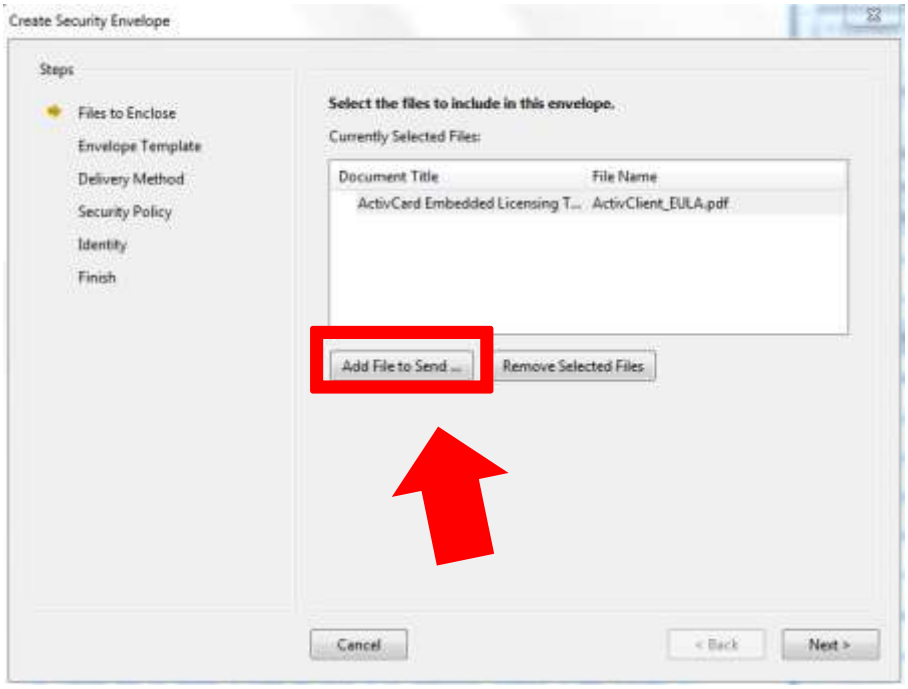
This will only work for Adobe Acrobat. This will not work with the free Adobe Reader program.

Instructions:

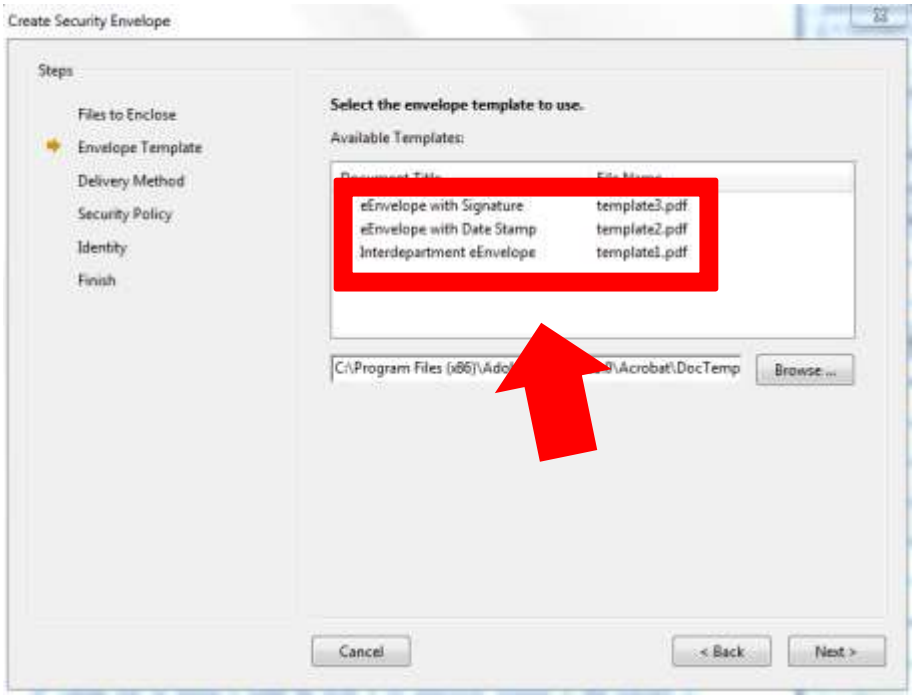
1. Click tools -> “Protection” -> “More Protection” -> “Created Security Envelope”



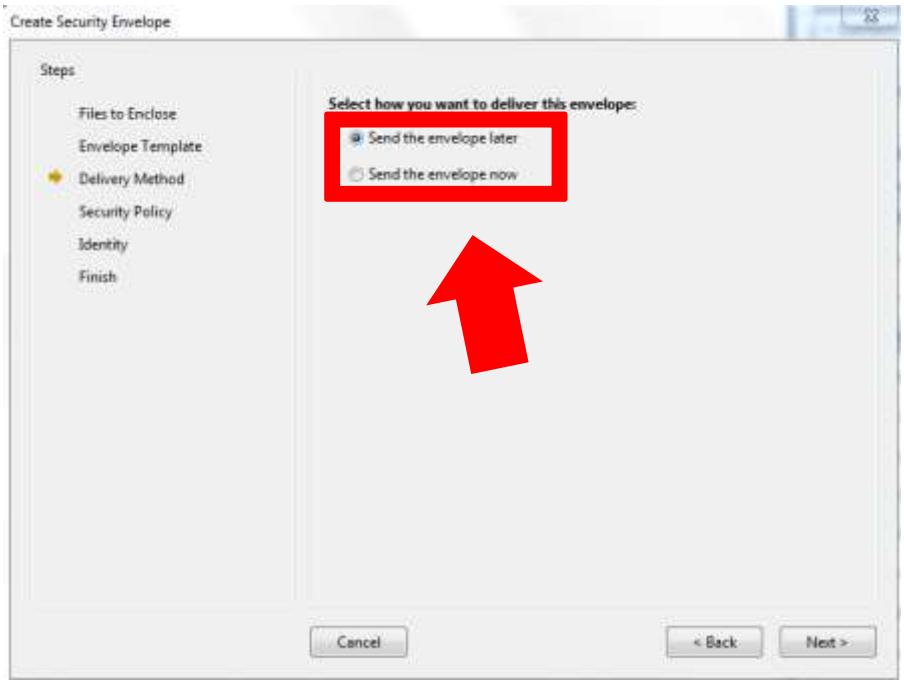
2. Add files to send in the envelope. Your [current] open file will automatically be added and you can add other PDFs, Word documents or other types of files.



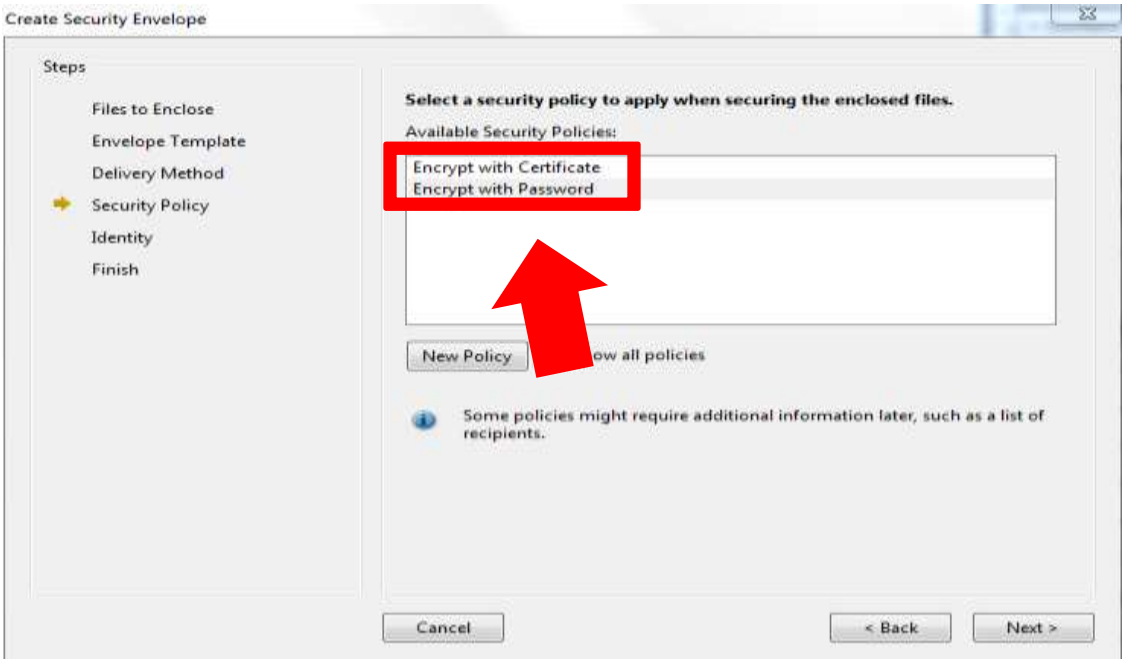
3. Select an envelope template. Acrobat comes with three different envelope templates.



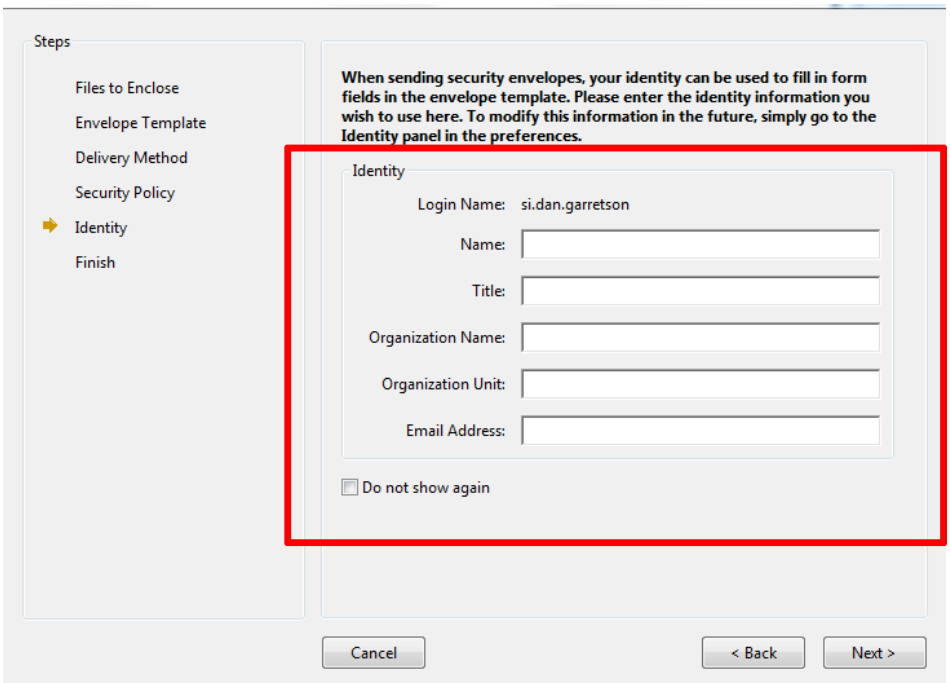
4. Choose how you want to send the envelope. You can choose to send it immediately, which will open your email client after the envelope is created. If you choose to send it later, Acrobat will create the envelope file in PDF format, allowing you to send it when you are ready.



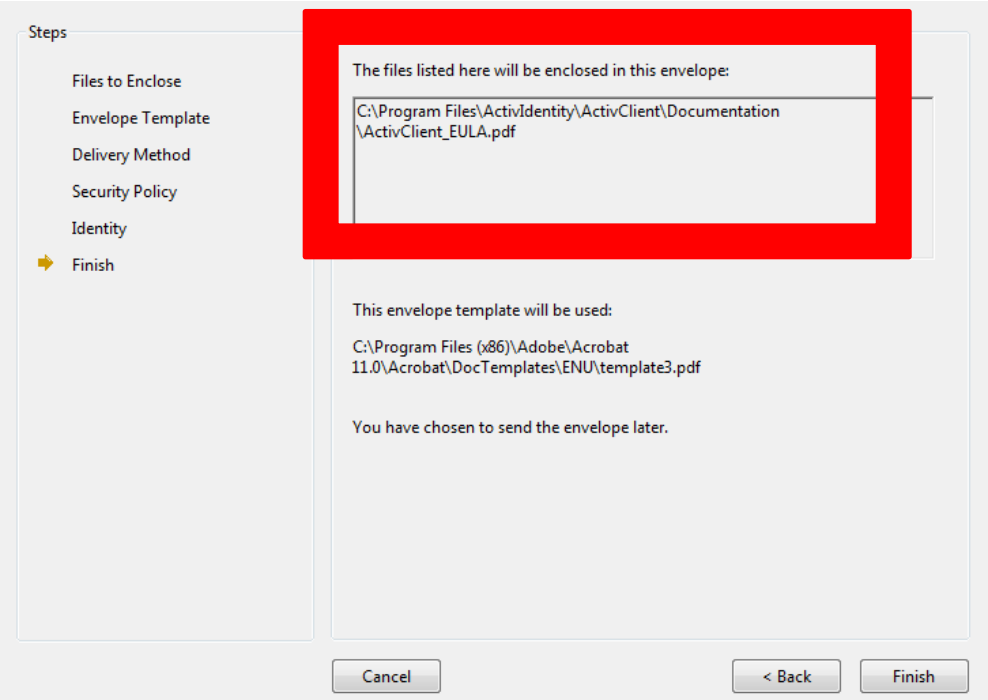
5. Check the "Show all policies" box and select "Encrypt with Password". This will allow you to add a password to the envelope. You won't be prompted to create the password until the process is finished.



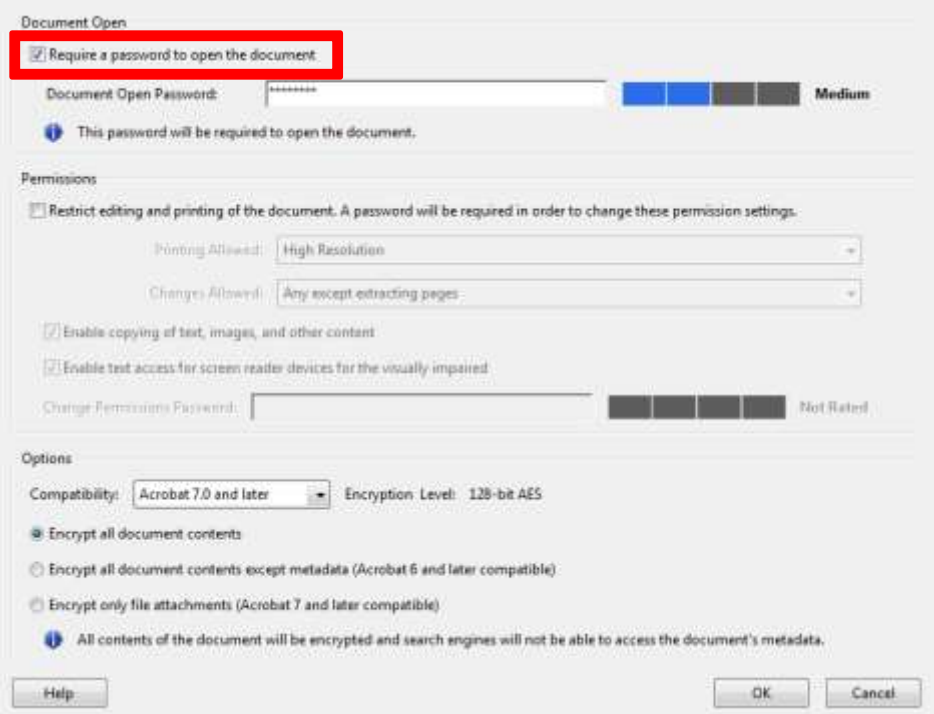
6. Enter your sender information.



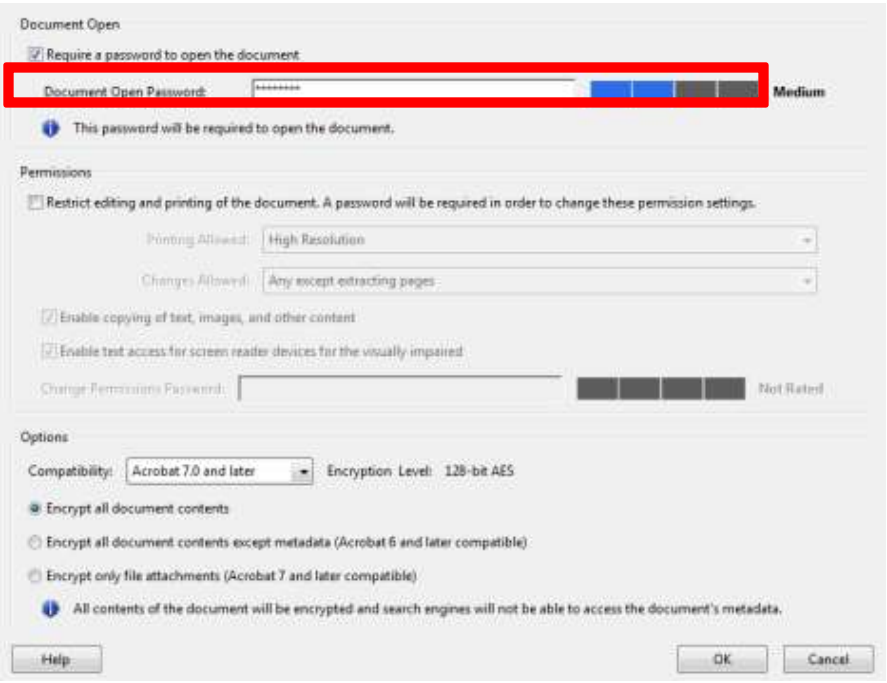
7. Review your settings and click “Finish”



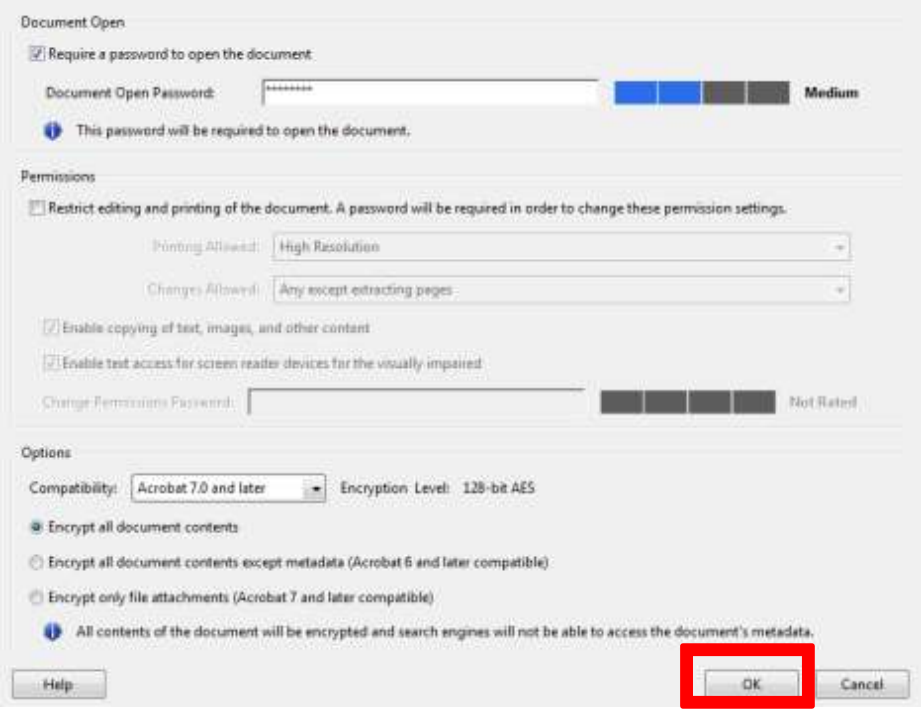
8. Check the “Require a password to open the document” box.



9. Create a password for the envelope.



10. Finish the creation process.



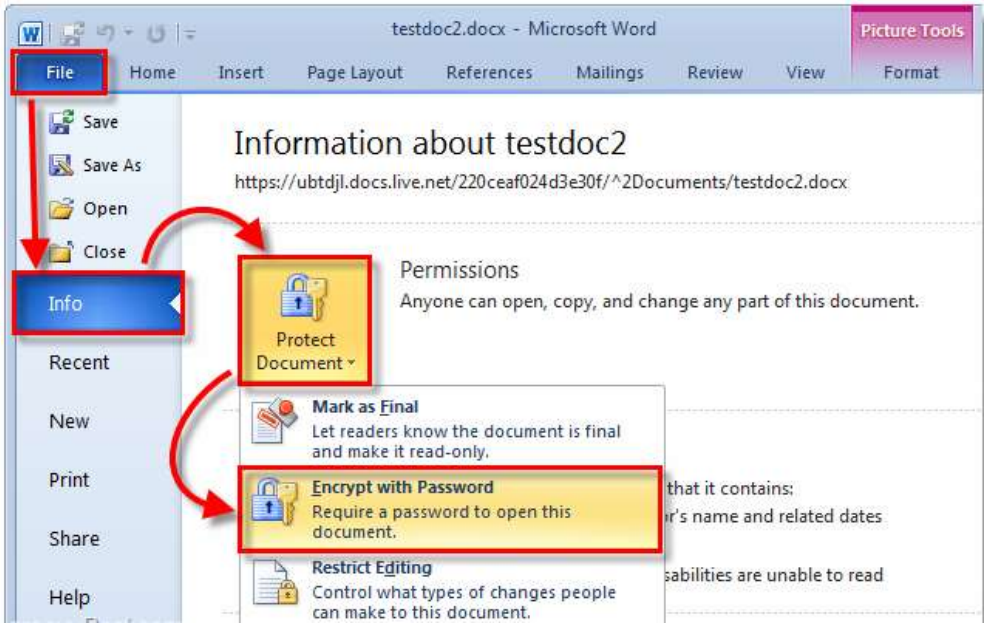
11. Complete final edits to the envelope. After you finish the creation process, you'll see your security envelope. You can continue to revise the fields, and fill in the appropriate information. You can include instructions for the recipient in the "To" box, but make sure you do not put the password here.

12. Save the file. Once you're finished, save the file to your computer. It will save as a regular PDF file. Once the file is saved, you can send it to anyone as an email attachment.

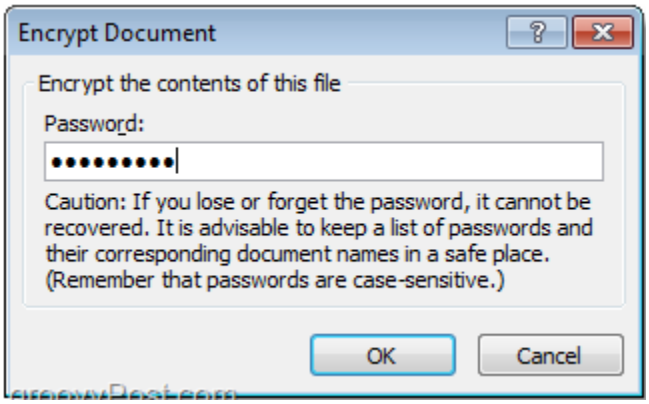
Microsoft Word and Excel

Word Instructions:

1. Click on File -> Info -> Protect Document -> Encrypt with Password



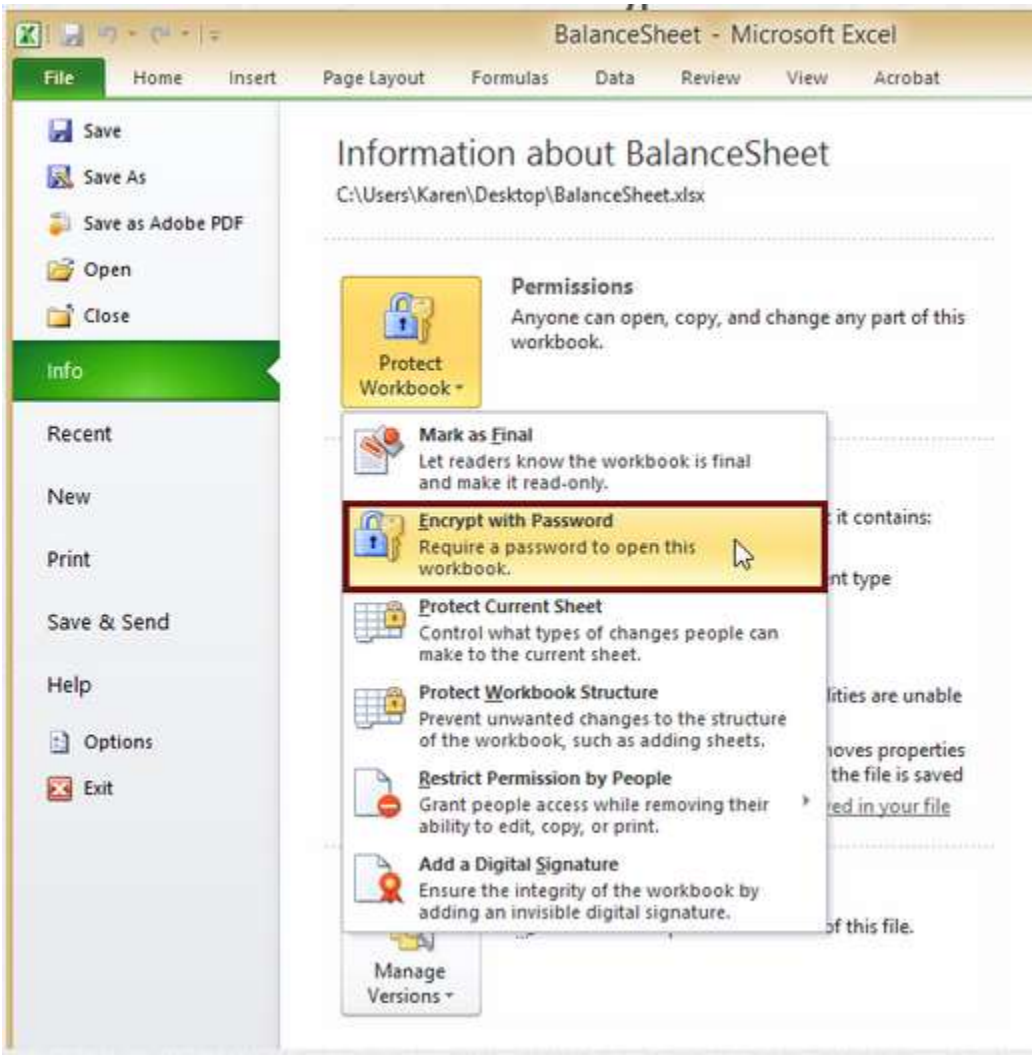
2. Set the password for the Document. And Type it again in the confirmation.



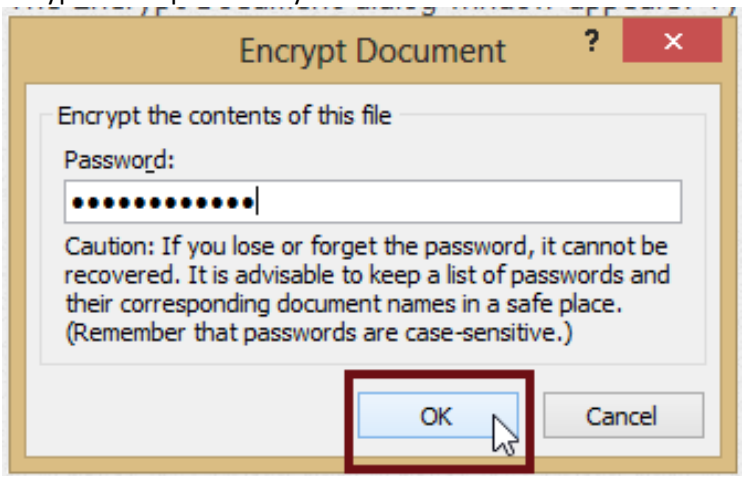
3. You will see that the Document is Password Protected.

Excel Instructions:

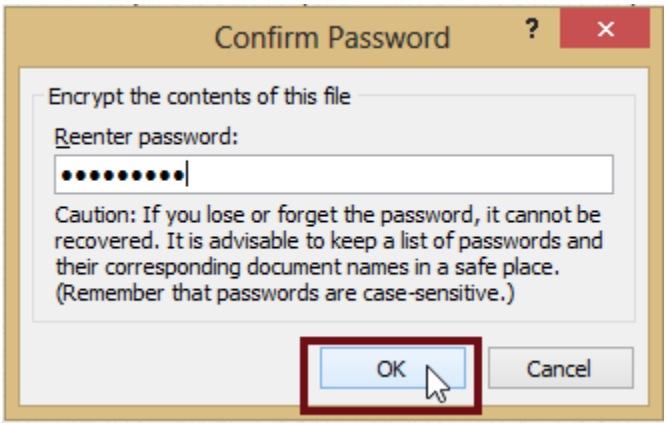
1. Go to File -> Info -> Protect Workbook -> Encrypt with Password



2. Type in the password you want to use for the Document.



3. Confirm the password you typed in.



4. You will see that the document is password protected.

5.2. Exit Criterion

The document is ready to be saved and/or published when a strong password is applied and the encryption process is complete.

6. Supporting Methods, Tools, and Resources

Table 6-1, *Supporting Methods, Tools, and Resources,* lists supporting or supplemental methods, tools, and resources to be used in the performance of this procedure.

Table 6-1: Supporting Methods, Tools, and Resources

Methods, Tools, and Resources	Description
Resources	• FSIS Directive 1300.7 Managing Information Technology (IT) http://www.fsis.usda.gov/wps/wcm/connect/b3406ba7-305f-4ff9-b513-ef212423afb8/1300.7.pdf?MOD=AJPERES • USDA Department Regulation 3580-003 Mobile Computing https://www.ocio.usda.gov/sites/default/files/docs/2012/DR3580-003_Mobile_Computing.pdf • National Institute of Standards and Technology (NIST) Special Publication (SP) 800-53 Revision 4, Security and Privacy Controls for Federal Information Systems and Organizations http://csrc.nist.gov/publications/PubsSPs.html#800-53 • National Institute of Standards and Technology (NIST) Special Publication (SP) 800-132, Password-Based Key Derivation Part 1: Storage Applications http://dx.doi.org/10.6028/NIST.SP.800-132 • New NIST Guidelines for Organization-Wide Password Management https://www.nist.gov/news-events/news/2009/04/new-nist-guidelines-organization-wide-password-management

7. Training, Implementation and Sustainment

7.1. Training

Training is not required for the instructions provided within this guide.

7.2. Implementation

IAD team members will follow the guidelines laid out in this document when protecting and encrypting documents.

7.3. Sustainment

This document serves as a guide for Password Protection. To ensure sustainment of this document, it will receive biennial review on overall content, format and to address areas which may require improvement.

7.3.1. Dissemination

The link for final document should be emailed to all IAD personnel by the SOP POC. Additionally, all current versions of this guide will be disseminated and stored through FSIS SharePoint.

8. Tailoring

Contact the FSIS NSOC Branch Chief via email for tailoring assistance.

9. Document Version History

Provide the document version history below.

Date	Version	Section(s)	Description	Author or Approver
11/21/2016	0.0	All	Document Creation	G. Clement
11/21/2016	0.1	All	Initial Draft Updated	S. Matthews
01/24/2017	0.2	All	Tech Edit	D. Lewis
			Branch Chief Review	

10. Appendix A: Acronyms

Table A-1: Acronyms

Acronym	Definition
CISO	Chief Information Security Officer
FSIS	Food Safety and Inspection Service
IAD	Information Assurance Division
ISSPM	Information Systems Security Program Manager
NIST	National Institute of Standards and Technology
NSOC	Network Security Operations Branch
OA	Office of the Administrator
OCIO	Office of the Chief Information Officer
PDF	Portable Document Format
POC	Point of Contact
USDA	United States Department of Agriculture