UNITED STATES DEPARTMENT OF AGRICULTURE
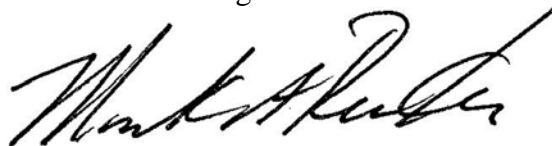Farm Service Agency
Washington, DC 20250

For: FSA Employees and Contractors

**Farm Service Agency (FSA) Credentials for State Committee (STC) and
County Committee (COC) Members and Affiliates That Represent FSA**

Approved by: Deputy Administrator for Management

1 Overview

A Background

Proper credentials are an essential and necessary part of Homeland Security Presidential Directive 12 (HSPD-12). HSPD-12 issued in 2004 directed U.S. government agencies to issue verifiable credentials to official representatives that are either an employee, contractor, intern, or affiliate of a federal agency.

To meet this requirement FSA has issued either a LincPass or an AltLinc verifiable credential card to all permanent and temporary employees, contractors, and interns. Upon request, FSA has optionally issued site badges to STC and COC members for use at FSA facilities where a Personal Identify Verification (PIV) card is required for access to the facility.

FSA has not been requiring a verifiable credential card for FSA affiliates. FSA affiliates may serve in the following positions:

- farm loan program (FLP) contract appraisers or contract chattel inspectors,
- noninsured crop disaster program (NAP) loss adjusters (LA's), and
- temporary intermittent field assistants without computer access to USDA networks.

B Purpose

This notice informs state and county offices that effective immediately, EPD will begin issuing a USDA-FSA photo identification site badge to FSA affiliates. Site badges will also be an option made available, upon request, to STC and COC members during their appointment to an STC or COC. The site badge will require that a favorable Federal Bureau of Investigation (FBI) fingerprint adjudication is received before being issued.

Disposal Date	Distribution
May 1, 2016	All FSA employees and contractors; State Offices relay to County Offices

1   Overview (Continued)

   C   Contact

   For questions regarding:

   - policy contact Robert Haughton, Emergency Preparedness Division (EPD) Director by either of the following:

     - e-mail to **robert.haughton@wdc.usda.gov**, or
     - telephone at 202-720-0135

   - procedures contact Jerry Epting by either of the following:

     - e-mail to **jerry.epting@wdc.usda.gov**, or
     - telephone at 202-380-5010.

2   Procedures for Obtaining a USDA-FSA Site Badge

   A   Determining Whether the Site Badge Will Be Required or Optional

   The following must be used to determine if a USDA-FSA **site** badge is required or optional for FSA affiliates.

Type of Affiliate or Appointment	Required	Optional	Process for Obtaining a Site Badge
NAP LA, FLP contract appraiser, FLP contract chattel inspector, and temporary intermittent field assistants without computer access to USDA networks. **Note:** If an affiliate has computer access to USDA networks they are required to have either a LincPass or AltLinc badge.	Yes		Subparagraph 3 A
COC or STC member.		Yes	Subparagraph 3 B

   B   Determining When to Request a USDA-FSA Site Badge and the Expiration Date

   Obtaining site badges will be an on-going process, which will require coordination with the state or county requester. The requester will be responsible for submitting all the required information to EPD for obtaining a site badge.

2   Procedures for Obtaining a USDA-FSA Site Badge (Continued)

B   Determining When to Request a USDA-FSA Site Badge and the Expiration Date (Continued)

The following shows a request date and expiration date for a **site** badge.

Type of Affiliate or Appointment	Request Date	Expiration Date Printed on Site Badge
NAP LA, FLP contract appraiser, and FLP contract chattel inspector.	When a new contract is executed or CCC-455, Loss Adjuster Service Agreement, is signed. **Note:** A new site badge will not need to be requested when a contract or CCC-455 is renewed, unless the site badge has expired.	Three years from the date the site badge is printed.
Temporary intermittent field assistants without computer access to USDA networks.	Upon appointment to the temporary position or if currently on board, then immediately.	End of appointment not to exceed three years.
STC or COC member.	Optional upon appointment.	End of appointment not to exceed three years.

3   Obtaining a Site Badge

A   Affiliates

Before a USDA-FSA badge can be obtained, affiliates will be required to have a favorable FBI fingerprint background check prior to either their next contract renewal or new CCC-455 being signed. State office personnel must complete the process for obtaining an FBI fingerprint background check according to the instructions in subparagraphs 4 A and B. A favorable FBI fingerprint check remains in effect if there is no break in continuous renewals of contracts or CCC-455's.

After notification that the affiliate has been cleared by EPD, a site badge must be requested according to this notice by completing form AD-1197, Request for USDA Identification (ID) Badge, according to instructions in Exhibit 1. The completed AD-1197 and a current photo of the affiliate must be provided according to subparagraph 4 D. The completed AD-1197 and a current photo must be e-mailed to **EPD@fsa.usda.gov**. When EPD receives the completed AD-1197 and current photo, the site badge will be developed and sent to the state office point-of-contact that is listed on AD-1197.

Important: Affiliates must display the site badge while conducting FSA business.

3   Obtaining a Site Badge (Continued)

B   STC and COC Members

STC and COC members may obtain a USDA-FSA site badge if the procedures in subparagraphs 4 A and B are followed for obtaining an FBI fingerprint background check. If a county office requests a site badge for a COC member, the state office must work with the county office to process the request in accordance with this notice. An SED may request a site badge for an STC member in accordance with this notice.

C   Intermittent Temporary Field Assistants

Intermittent temporary field assistants should have already been cleared to work for FSA according to employee on-boarding procedures. The state office must request a site badge according to this notice and complete the AD-1197 according to Exhibit 1.

4   State and County Office Action for Obtaining Fingerprint and Submission

A   Process for Obtaining a FBI Fingerprint Investigation

State and county offices must follow the procedures below for the submission of the required investigative forms.

State and county offices must submit the following:

*   FSA-789, Applicant Background Investigation Processing Checklist,

*   OF-306, Declaration of Federal Employment, and

*   two completed FD-258's or SF-87 Fingerprint Charts with the signatures and dates of both the applicant and the individual trained in the fingerprinting process.

Note: Due to EPD's transition to electronic fingerprint submissions, the FD-258 and SF-87 are both acceptable for electronic processing. The fingerprint charts and OF-306 must be dated within 120 calendar days of submission to EPD.

4   State and County Office Action for Obtaining Fingerprint and Submission (Continued)

B   Submission of Required Documents

State offices must work with county offices to ensure that all required documents in subparagraph A are submitted to EPD electronically to the personnel security mailbox at **EPD@fsa.usda.gov**.

All documents must be encrypted with the password provided to the state by EPD.

If documents cannot be sent electronically, state offices must submit documents using the United Parcel Service (UPS) to the following address.

> USDA, FSA, EPD
> ATTN: Director, EPD
> 1400 Independence Ave SW
> South Building, Room 0092-S
> STOP 0543
> Washington, DC 20250-0543

C Obtaining a Current Picture of Affiliate for the USDA-FSA Site Badge

A current picture can be obtained either by a digital camera or a cell phone for the USDA-FSA site badge. The picture **must** be saved in the file by the person's name. The picture requirements are as follows:

- image should be in .jpg format,
- include a full face, front view, upright head and open eyes,
- picture should present full head from top of hair to shoulders,
- picture should include a plain white or off-white background,
- avoid shadows on the face or background,
- face in picture should have a natural expression (closed mouth),
- picture should not include sunglasses or hats,
- if glasses are worn, glare on glasses is not acceptable,
- picture should be in color, and
- the contrast and lighting in the picture should be normal.

The picture should be submitted to EPD along with the AD-1197.

5   Tracking USDA-FSA Site Badges

A   Affiliates

The state office must notify EPD when an issued site badge from an affiliate is not renewed or the temporary intermittent appointment, contract, or agreement expires and the site badge is returned. After the site badge is returned it must be destroyed and documented on FSA-1065, Report of Lost, Stolen, or Damaged LincPass or Site Badge for Employees and Contractors. The completed FSA-1065 must be e-mailed to EPD according to subparagraph C.

B   STC and COC Members

For STC's and COC's members, the site badge must be returned after completion of their term, resignation from the position, or expiration of the site badge. The state office is responsible for tracking site badges issued to STC and COC members. County Executive Directors must notify the state office when a site badge from a COC has been returned and shredded. The collection and destruction of the site badge must recorded by the state office using FSA-1065. The completed FSA-1065 must be e-mailed to EPD according to subparagraph C.

Note: After expiration of a site badge, a reprinted site badge may be obtained without additional information being provided if all the affiliate information is the same as originally submitted.

C   Reporting Lost, Stolen, or Destroyed Site Badges

State and county office personnel responsible for obtaining site badges for STC or COC members and affiliates must immediately notify EPD using the form FSA-1065. The completed FSA-1065 must be submitted by e-mail to **EPD@fsa.usda.gov** using the subject line, Lost, Stolen, or Damaged Site Badge. The fillable FSA-1065 can be downloaded from the FFAS Employee Forms/Publications Online Website at **http://fsaintranet.sc.egov.usda.gov/dam/ffasforms/forms.html**.

Completing AD-1197

The following provides instructions for completing the AD-1197. The AD-1197 is a fillable form that can be downloaded at **http://fsaintranet.sc.egov.usda.gov/dam/ffasforms/forms.html**.

Item	Action
	A. Source Document Confirmation
1	Check the box indicating if the request for a site badge is a replacement of a previously issued site badge. If yes, explain the reason for the replacement.
2	Check the box indicating if the FBI fingerprint check has been submitted and cleared by EPD.
3	Check the box for: • contractor, if the site badge is for a contractor affiliate, or • affiliate, if the site badge is for a STC or COC member, NAP LA, or temporary intermittent field employee.
3a	Check the box for site badge.
3b	Enter an expiration date according to the date determined in subparagraph 2 B.
4	Enter the name as it will appear on the site badge. This must match the name submitted on the background investigation documents.
5	Enter the phone number for the point-of-contact that requested the site badge for the contractor or affiliate.
5a	Enter the social security number for the contractor or affiliate.
6	Enter contractor, COC member, STC member, NAP loss adjuster, or temporary intermittent field employee.
7	Enter the date of birth for contractor or affiliate.
8	Enter USDA-FSA.
9 through 12	Enter the address to which the site badge is to be mailed. This should be the state or county office address for further distribution to the card holder.
13	Enter the e-mail address of the requester, not the contractor or affiliate.
14 through 24	Enter the information from the source documents reviewed according to Exhibit 2.
	B. USDA Identification Badge Request (To be completed by sponsor.)
24 through 27	Enter information of the requester. This will be either a state or county employee that is sponsoring the contractor or affiliate.
27a	If card reader access to a facility is needed, then enter yes or no. **Note:** This will determine the type of card stock EPD will use for the site badge. Some facilities have access controls whereby the site badge card may be programmed to allow entrance to the facility. Most of these facilities are GSA federal buildings or state offices with a physical access control system.
28	Enter name of the sponsor.
29	Enter date completed.
30 through 39	This section will be completed by EPD.
	D. USDA Identification Badge Details **(To be completed by issuer, after sections A, B, [and C, if required] are completed.)**
40 through 48	This section will be completed by EPD.
	E. Applicant Acknowledgement (To be completed by applicant, after section D is completed.)
49 and 50	Applicate must sign and date.

Acceptable Forms of Identification

The following provides a list of acceptable forms of identification for the site badge.

During the USDA-FSA site badge credentialing process, you will need to validate your identity during the onboarding process as well as during card issuance. You must present two (2) acceptable forms of identification during site badge identity establishment and eligibility process and one (1) acceptable form of identification during the issuance process. For site badge identity establishment and eligibility, one ID must be any one of items 1 through 5 in the list below (Primary ID). The other ID may be any of the forms of ID listed below (Primary or Secondary ID types). For site issuance, one ID must be any one of items 1 through 5 in the list below (Primary ID).

Primary Forms of Identification (Items 1 through 5)	13. Certificate of Naturalization (Form N-550 or N570).
1. U.S. Passport (unexpired or expired).	14. U.S. Citizen ID Card (Form 1-197).
2. Driver's license or ID card issued by a state or possession of the United States provided it contains a photograph (unexpired).	15. Unexpired foreign passport, with I-551 stamp or attached Form I-94 indicating unexpired employment authorization.
3. U.S. Military ID card (unexpired).	16. ID Card for use of Resident Citizen in the United States (Form I-179).
4. U.S. Military dependent's ID card (unexpired).	17. Permanent Resident Card or Alien Registration Receipt Card with photograph (Form I-151 or I-1551).
5. Department of Defense Common Access Card (CAC) (unexpired).	18. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350).
Secondary Forms of Identification (Items 6 through 25).	19. Unexpired Temporary Resident Card (Form I-668).
6. U.S. Social Security Card issued by the Social Security Administration.	20. Unexpired Employment Authorization Card (Form I668-A)
7. Original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying possession of the United States bearing an official seal.	21. Unexpired Reentry Permit (Form I-327)
8. ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph.	22. Unexpired Refugee Travel Document (Form I-571)
9. School ID with a photograph.	23. Unexpired employment authorization document issued by DHS.
10. Voter's registration card.	24. Unexpired Employment Authorization Document issued by DHS with photograph (Form I-668-B).
11. U.S. Coast Guard Merchant Mariner card.	25. Driver's license issued by a Canadian government authority.
12. Certificate of U.S. Citizenship (Form N-560 or N-561)	26. Native American tribal document.

For example, the following are all acceptable combinations of ID that will successfully validate your identity:
Example 1:
    a) Virginia State Driver's license (from Primary list, item 2)
    b) US Social Security Card (from Secondary list, item 5)
Example 2:
    a) U.S. Passport (expired) (from Primary list, item 1)
    b) Maryland State Driver's license (from Primary list, item 2)
Example 3:
    a) U.S. Military ID Card (from Primary list, item 3)
    b) Department of State ID Card (from Secondary list, item 7)