

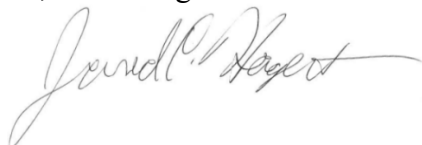
UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

**Loss Adjuster Management
2-NAP (Revision 1)**

Amendment 17

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reason for Amendment

Paragraph 25 has been amended to provide policy for required credentials for LA's.

Paragraph 26 has been amended to update agreement file requirements.

Paragraph 27 has been withdrawn.

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--25 Credentials*A Overview**

In 2004, the White House issued Homeland Security Presidential Directive 12 (HSPD-12) which directed U.S. government agencies to issue standard, secure, and reliable credentials to official representatives including employees, contractors, interns, and affiliates. LA's are considered contractors and are required to obtain a USDA credential.

Note: The LA credentials will not be configured to allow access to any federally owned facility or system.

Reliable credentials for LA's will include a USDA-FSA provided LincPass to be displayed when conducting USDA FSA business. LincPass will require a low risk (1N) favorable background check and FBI fingerprint determination.

B Obtaining Non-Federal Employee LincPass

The following documentation is required to obtain a non-federal employee LincPass:

- AD-2109
- OF-306
- Resume
- Non-Federal data form
- CCC-455.--*

C Service Now

Once the required documents in subparagraph 25 B are complete, the State Office administrator will complete the background investigation request in ServiceNow (SNOW) and the LA will receive an e-mail notification to schedule an appointment to complete the fingerprints at a USAccess credentialing center.

Important: A uniform naming convention must be used when creating the contract ID in Person Model that includes the State identifier. Use "FSA Loss Adjuster XX" to indicate the individual is a LA, and replace XX with your State abbreviation.

Notes: Expect to wait up to 2 weeks to receive a response from HSD about the results of the fingerprint investigation.

A favorable FBI fingerprint check remains in effect as long as there is no break in continuous renewals of CCC-455.--*

--25 Credentials (Continued)*D Monitoring**

The State Office administrative staff will serve as the contract USDA POC in Person Model, responsible for:

- creating the LA contract
- extending period of performance dates
- maintaining LA assignments to the contract
- monitoring LincPass credential issuance.

These functions must be done:

- annually upon renewal of the CCC-455
- upon LA separation, to include Person Model termination and credential destruction as required.

E Resources

For questions or issues related to LincPass, submit a SNOW ticket or email LincPass-FPAC@usda.gov for assistance.

Sponsorship duties require EmpowHR and USAccess permissions. Requests should be submitted to ECC HR Systems through a SNOW ticket to ensure appropriate EmpowHR roles; ECC will engage HSD to provide required AgLearn training and assign the USAccess Sponsor role.

Note: The AgLearn course “HSPD-12 Sponsorship of Non-Employee Personnel Training” offers refresher details on creating and maintaining contracts and non-federal assignments in Person Model. Handouts provided by HSPD-12 are available on the NAP SharePoint home page.--*

26 LA Agreement File

A Agreement File

*--The State Office will maintain an agreement file for each LA containing a copy of the following:

- approved CCC-455
- FSA-1065-2, optional
- FSA-454B
- FSA-577 (see 2-CP, subparagraph 43D).--*

27 (Withdrawn—Amend. 17)

28 FSA-454B, Loss Adjuster's Crop Training Certification

A Using FSA-454B

The State Office shall use FSA-454B to document LA's training information and place in LA's folder. Provide a copy of FSA-454B to each County Office that LA may serve.

Note: Crop training data is used to determine the skill level and crops LA's are authorized to appraise.

B Completing FSA-454B

Complete FSA-454B according to the following table.

Item	Instructions
1	Enter crop year.
2	Enter LA's name.
3	Enter LA's mailing address.
4	Enter LA's telephone number.
5	Enter LA's county of residence.
6A	Enter initial or 1st crops LA is certified to adjust.
6B	Enter date LA was certified to adjust the crops in item 6A. Note: Draw solid, double lines beneath each training period or type and sign beneath the lines.
6C	Enter additional crops LA is certified to adjust, in addition to the initial crops. Note: Number the pages and file the most recent in front.
6D	Enter date LA received update training or was certified to adjust crops in item 6C.
7	State Office loss adjustment specialist or authorized representative shall: • provide name • sign, denoting approval • date.
8	Enter State Office name, mailing address, and telephone number.