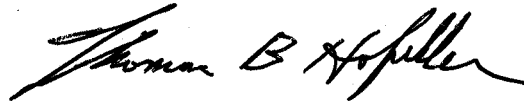


For: FSA Employees

Procedure for Obtaining LincPass

Approved by: Acting Administrator



1 Overview

A Background

On August 27, 2004, the President issued Homeland Security Presidential Directive 12 (HSPD-12). HSPD-12 mandated that all Federal employees and contractors that routinely have unescorted access to a Federally-controlled facility or have logical access to Federally-controlled information systems must have a record of or undergo a background check that positively identifies the employee or contractor.

Additionally, HSPD-12 established a government-wide standard for agencies to follow to ensure secure and reliable identification is obtained on all employees and contractors within the Federal Government to obtain positive identification badges. USDA has determined that USDA’s personal identification badge for all USDA employees will be called a LincPass.

After an initial pilot project in the National Office was completed, HRD and State Offices are now sponsoring enrollments of all remaining FSA Federal and County Office employees to ensure that those employees receive their LincPass by the target completion dates. In preparing for sponsorship of an employee to obtain a LincPass, HRD may request additional information to complete the personnel records or may request a background investigation (BI) be conducted if there is not a recent BI to complete the employee’s records for sponsorship.

BI’s are required for all new and current employees to be eligible for a LincPass. Employees who have not had previous or recent BI’s completed will have to provide information needed to meet these requirements set-forth in both HSPD-12 and Departmental requirements. In many cases, employees may have the required BI information in their official personnel records and, therefore, will be notified to schedule an appointment to obtain their LincPass.

Disposal Date	Distribution
January 1, 2009	All FSA employees; State Office relay to County Offices

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1 Overview (Continued)

B Purpose

This notice informs all FSA employees of procedures to follow when:

- an employee is notified to schedule an appointment to complete the appropriate BI forms
- an e-mail notice is received to schedule an enrollment appointment to obtain a LincPass
- an e-mail notice is received to pick-up and activate their LincPass.

C Related Web Site

Employees may also find helpful information about the processes required to obtain their LincPass at the following web sites:

- <http://lincpass.usda.gov/>
- <http://hspd12.usda.gov/>.

D HSPD-12 Roles and Contact Information

FSA has established the following roles within the agency. Questions about this notice should be directed to the appropriate contact.

Note: County Office shall contact their State Office HSPD-12 Administrator. State Offices shall contact Kathy Williams with questions.

Employee	HSPD-12 Role	Employees Serviced	E-mail	Phone
Jerry Epting	Agency Role Administrator	All FSA Employees	jerry.epting@wdc.usda.gov	202-720-7696
Randall Hawkinson	KC, St. Louis, Salt Lake City Role Administrator	Kansas City, Salt Lake City, St. Louis Employees	randall.hawkinson@kcc.usda.gov	816-926-6513
Toni Coley	Lead HR Sponsor and Liaison	National Office Employees	toni.coley@wdc.usda.gov	202-401-0209
Kathy Williams	Lead HR Sponsor and Liaison	Kansas City, Salt Lake City, St. Louis, State and County Office Employees	kathy.williams@kcc.usda.gov	816-926-1392
Carol Fleming	Security Officer	All FSA Employees	carol.fleming@wdc.usda.gov	202-720-9865
Star Bryant	State/Co Offices Liaison	State and County Office Employees	star.bryant@wdc.usda.gov	202-720-0183
Arthur Greene	Security Officer	Kansas City, Salt Lake City, St. Louis Employees	arthur.greene@kcc.usda.gov	816-926-1714
John Underwood	Security Officer	Kansas City, Salt Lake City, St. Louis Employees	john.underwood@kcc.usda.gov	816-926-6513

Notice AO-1415

2 Obtaining a LincPass for FSA Employees

A Employees Having No or Insufficient BI on File

Employees who have no record of BI or an insufficient investigation will be notified by HRD or the State Office to schedule an appointment to complete the required forms. Employees should **immediately** respond to ensure that BI is completed by the target dates.

B Employees Having All Information Needed to Obtain LincPass

Employees who have **all** HSPD-12 required information currently on record with HRD or the State Office will receive an e-mail to schedule an appointment to obtain their LincPass. The overall process of station enrolling and activation of a LincPass is a government-wide undertaking, and GSA serves as the lead agency. GSA has contracted the enrollment and the activation of the LincPass to Electronic Data Systems (EDS). Because EDS is handling all Federal employees, the e-mail to enroll will be sent from EDS with the sender as "HSPD12Admin@eds". This e-mail will instruct employees on the process to schedule an appointment to enroll. Employees should **immediately** schedule an appointment to enroll at their designated enrollment station according to the instructions. Enrollment should take around 20 minutes to complete. See Exhibit 1 for an example of the e-mail employees will receive from EDS.

C LincPass Activation

Within a few weeks or less of successfully enrolling, the employee should receive another notification from "HSPD12Admin@eds" with subject line: "USAccess - Credential Ready For Pick Up", which notifies the employee that their LincPass is ready for pick-up and to schedule an appointment to return to the enrollment station to pick-up and activate their LincPass. Employees should immediately schedule an appointment to pick-up and activate their LincPass. Pick-up and activation normally takes around 15 minutes. See Exhibit 2 for an example of the e-mail to schedule an appointment to pick-up the LincPass.

Example of Notification to Enroll for LincPass

From: HSPD12Admin@eds.com [mailto:HSPD12Admin@eds.com]
Sent: Wednesday, March 19, 2008 8:06 AM
To: XXXXXXXXXXXX- Washington, DC
Subject: USAccess - Sponsorship Complete

******PLEASE READ THIS MESSAGE IN ITS ENTIRETY. It contains important details on how to acquire your USAccess identification credential.******

Congratulations XXXXXXXXX.

Your application for an USAccess credential has been sponsored in the USAccess credentialing system. There are 3 steps to complete prior to you visiting the enrollment center for registration.

STEP 1: Review Your Data

Please review the following information to verify it is correct. If it is incorrect, please contact your Sponsor, XXXXXXXXX, who will need to make these changes. Your sponsor can be reached at XXXXX.XXXXXX@usda.gov. (Your Sponsor is the person who either informed you of your need for a USAccess credential, or who first collected your information.)

First Name: XXXXX

Middle Name: M

Last Name: XXXXX

Suffix:

STEP 2: Make An Appointment

1. Visit the GSA Online Scheduling System at <https://www.schedulemsp.com/tc/login.do?url=usaccess>
2. Create an account in the scheduling system by clicking on the First Time Users Click Here to Register link. You will be prompted to create a userid and password. This will only take a few moments to complete.
3. **KEEP THIS ACCOUNT INFORMATION IN A SAFE PLACE as you will need it once again to schedule an appointment to pick up your USAccess credential.**
4. To start to make an appointment, select a credentialing center near you. When selecting a center in the GSA Online Scheduling System, make sure it is available for your use. Centers that are open to all USAccess Applicants will have "Open" in their location description. Centers that limit use to only their employees and contractors will have "Only" in their location description. If you are not affiliated with an Agency who has a restricted site, you should select another center near you.
5. In the Activity drop down box, select "1) Enrollment" and find a day and time that suits your schedule.

STEP 3: What To Bring To Your Appointment

Please bring two forms of ID to register for your USAccess credential. Two forms are required to validate your identity, one of which must be a Government-issued photo ID.

NOTE: Your first and last names MUST match the names on the identity documents you submit for registration.

To review a complete list of acceptable forms of identity documentation and policies regarding presentation of names on these documents, please visit www.fedidcard.gov/deploytrain.aspx.

Need to Reschedule?

You must reschedule your appointment at least 24 hours prior to your original appointment. To reschedule, please visit the GSA online Scheduling System at <https://www.schedulemsp.com/tc/login.do?url=usaccess>

NOTE: You will need to delete your existing appointment before selecting a new day and time.

If your email system does not support URL links, simply copy this link and paste it into your web browser.

*** This email was generated by an automatic process. Please do not reply to this email.

If you have any questions or concerns, please contact your supervisor or your Agency's security office.***

The USAccess program is a government-wide initiative to issue common, federal ID credentials to all federal employees and contractors. These credentials provide federal employees with an easily recognizable way to identify themselves as well as trust the identity of other USAccess credential holders.

The GSA Managed Service Office (MSO) established the program in response to Homeland Security Presidential Directive-12 that requires federal agencies to produce and issue PIV-compliant credentials to employees starting in October 2006.

For more info, visit www.fedidcard.gov.

Example of Letter of Notification to Pick-Up and Activate a LincPass

Dear XXXXXXXX,

**Your new USAccess credential is ready for pick up at
1400 Independence Avenue SW SM7-A , Washington, DC 20250**

There are 2 steps to complete in order to pick-up your credential.

STEP 1: Make An Appointment

- A. Visit the GSA Online Scheduling System at <https://www.schedulmsp.com/tc/login.do?url=usaccess>
- B. Use the same account for the Scheduling system that you used when you scheduled your enrollment appointment.
 - a. **Don't know your username?** Please call the helpdesk at 866-493-8391 and they can provide your username.
 - b. **Don't know your password?** Visit the Scheduling site and click on the link for password help on the login page.
 - c. **Don't have a Scheduling account?** Visit the Scheduling site and click on the First Time User link to create your account.
- C. Search for the USDA Center
- D. In the Activity drop down box, select "2) credential Pick Up" and find a day and time that suits your schedule.

STEP 2: USAccess PIN: PLEASE BRING TO APPOINTMENT

Please bring this PIN to your appointment, as you will need it to activate your new credential. When you arrive at the site, please ask one of the operators where to pick up your credential. Once you get your credential, you'll need to "Activate" it. Activating the credential basically turns on the credential for usage. The chip on the credential will be initialized and loaded with your particular data. During the activation sequence you will be prompted for this one time PIN. This PIN will simply allow the credential to be unlocked, initialized, and loaded with data. At the end of the loading of data, you will be prompted to submit a new PIN which will be used for day to day operations with your new credential.

One time credential initialization PIN: XXXXXXXX

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