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

Notice AO-1450

For: FSA Employees

LincPass Security

Approved by: Deputy Administrator, Management

1 Overview

A Background

Homeland Security Presidential Directive 12 (HSPD-12) established a government-wide requirement for agencies to implement and maintain a standard, secure, and reliable employee identification process for all Federal employees and contractors that have access to FSA's IT systems. By issuing identification badges known as a LincPass, USDA is fulfilling the requirements of HSPD-12.

In response to the recognized importance of accountability within the LincPass program, FSA has developed the following procedures for employees and contractors to follow about LincPass protection and security. These procedures provide standards for acceptable control, use, care, reporting requirements for lost/stolen/damaged LincPasses, and management's responsibilities for implementing and administering the provisions of LincPass.

B Purpose

This notice provides the following procedures:

- minimizing the potential for lost/stolen/damaged LincPasses
- reporting lost/stolen/damage LincPasses on FSA-1065 (Exhibit 1)
- removing privileges associated with the LincPass program
- reducing the potential for criminal acts against FSA personnel, facilities, and IT systems.

Disposal Date	Distribution
October 1, 2010	All FSA employees; State Offices relay to County Offices

2 LincPass Accountability and Use

A Accountability

The LincPass, although issued to FSA employees and contractors (custodians), is considered the property of the U.S. Government and is categorized as accountable personal government property. As such, custodians must ensure that the LincPass is adequately protected and cared for at all times. Custodians may be held financially liable for the loss of, theft of, damage to, or compromise of the LincPass if found negligent in its use, care, or protection.

B Use

The LincPass will be used for Logical Access Control Systems (LACS) to allow custodian access to computer systems (through card readers) and Physical Access Control Systems (PACS) to allow entry into secure Federal facilities. The loss or malfunction of the LincPass may result in lost time because of the inability to perform required job functions.

3 LincPass Protection

A FSA Employees and Contractors

All custodians with a LincPass shall:

- protect their LincPass at all times by treating it as valuable personal property and ensure their Personal Identification Numbers (PIN) are kept safe, secure, and not disclosed

- never leave the LincPass unattended in an unsecure environment such as public places, dry cleaners, in checked baggage while on travel, unlocked vehicles, or on your person while **not** in or on a Federal facility or campus requiring the display of Federal identification

- not write on, deface or scratch, punch holes in, replicate, loan out, store in places that are subject to excessive heat or moisture, or allow strong magnetic fields next to their LincPass

- accurately represent themselves in all communications with the LincPass/PIN issuing authorities, to include sponsor and authorizing, enrollment, and issuance officials

- notify their immediate supervisor, or next in line if their immediate supervisor is not available, of the loss, theft, or compromise of the valid LincPass and/or disclosure of the associated PIN, complete FSA-1065, Part A (Exhibit 1), and forward to their immediate supervisor, FSA State HSPD-12 sponsor, or FSA HSPD-12 Security Officer, as appropriate

- upon termination of employment with USDA or upon demand by a registered authority, surrender LincPass to their supervisor or designee.

3 LincPass Protection (Continued)

B SED, DD and CED LincPass Security Responsibilities

SED's, DD's and CED's shall:

- immediately notify their FSA State HSPD-12 sponsor of the loss, theft, or compromise of the issued LincPass and/or disclosure of the associated PIN by their staff member(s)

  Note: If the FSA State HSPD-12 sponsor is unavailable, SED's, DD's and CED's shall contact an FSA HSPD-12 Security Officer according to paragraph 4.

- ensure FSA-1065, Part A is completed and is forwarded to the FSA State HSPD-12 sponsor when informed of compromised LincPass.

Headquarters supervisors shall immediately notify an FSA HSPD-12 Security Officer of the loss, theft, or compromise of the issued LincPass and/or disclosure of the associated PIN when informed by their staff member(s) and forward completed FSA-1065 to an FSA HSPD-12 Security Officer, as appropriate.

C FSA State HSPD-12 Sponsor Responsibilities

FSA State HSPD-12 sponsors shall:

- review circumstances of each report of unserviceable, lost, stolen, damaged, or compromised LincPass and determine whether there was negligence involved and to what degree of negligence, if appropriate

- manage employees' "LincPass status", investigate incidents, and resolve any discrepancies

- complete FSA-1065, Part B and FAX to the Emergency Preparedness Division (EPD) at 202-205-0014

- coordinate with an FSA HSPD-12 Security Officer to ensure that the affected LincPass has been changed to terminated or suspended status and that unserviceable, damaged, or compromised LincPasses have been destroyed

- coordinate with an FSA HSPD-12 Security Officer to obtain replacement LincPass for the affected employee/contractor

- maintain file copies of all submitted FSA-1065's.

3 LincPass Protection (Continued)

D Other LincPass Security Responsibilities

The following are examples of other events that require actions to maintain the security of the LincPass after the LincPass has been delivered to the employee and activated.

IF LincPass Cardholder…	THEN LincPass Must be Returned to the Supervisor Upon Departure for….
retires, resigns, or is removed from employment	destruction.
changes agencies outside USDA	
changes from contractor to USDA employee	destruction and reissuance.
changes from an USDA CO employee to USDA Federal employee **Note:** When changing from CO to Federal, the personnel system will automatically terminate the LincPass.	
changes names (i.e. marriage, divorce)	
change within USDA (FSA to NRCS, FSA to APHIS, etc.), contact the receiving agency HSPD-12 sponsor for instructions.	

Important: An FSA HSPD-12 Security Officer **must** be notified **immediately** and will terminate user in LACS and PACS and destroy LincPass for cases that require LincPass destruction.

Destruction of a LincPass must be completed through shredding. If this action cannot be completed by the supervisor, then the LincPass must be sent by FedEx to an FSA HSPD-12 Security Office for proper destruction. Contact the appropriate EPD staff member according to paragraph 4 to obtain the mailing address.

4 Additional Information

A HSPD-12 Contacts

Direct questions about this process to any of the following:

- Jerry Epting, EPD, FSA HSPD-12 Role Administrator, by:
  - e-mail at **jerry.epting@wdc.usda.gov**
  - telephone at 202-720-7696
  - cell phone at 202-380-5010
- David Tidwell, EPD, FSA HSPD-12 Security Officer, by:
  - e-mail at **david.tidwell@wdc.usdga.gov**
  - telephone at 202-720-4542
  - cell phone at 202-579-6216
- Carol Fleming, EPD, FSA HSPD-12 Security Officer, by:
  - e-mail at **carol.fleming@wdc.usda.gov**
  - telephone at 202-720-9865
- Arthur Greene, EPD, FSA HSPD-12 Security Officer, by:
  - e-mail at **arthur.greene@kcc.usda.gov**
  - telephone at 816-926-1714.

FSA-1065, Report of Loss, Stolen, or Damaged LincPass

A FSA-1065 Instructions

Complete FSA-1065 according to the following.

Item	Instructions
For FSA State HSPD-12 sponsor use only.	
1	FSA State HSPD-12 sponsors will enter the calendar year.
2	FSA State HSPD-12 sponsors will assign a control number to include their State FIPS code, and consecutive number, such as "05-001". The control number will be maintained by each FSA State HSPD-12 sponsor.
Part A - To be Completed by Employee/Contractor	
3	Enter employee's name that has lost, damaged, or had their LincPass stolen.
4	Check (✓) employee's status.
5	Enter employee's permanent facility location with city/State.
6	Enter employee's organizational unit to the lowest level (i.e. Timbuktoo FSA Office, South Dakota, FSA-DAFP-PDDC).
7	Enter employee's room number or mail stop code.
8	Enter employee's telephone number.
9	Enter employee's position title (i.e. Program Technician, CED, AO).
10	Check (✓) status of employee's LincPass.
11	Enter date LincPass was lost, stolen, or damaged.
12	Check (✓) if the appropriate HSPD-12 contact has been notified.
13	Provide explanation detailing the circumstances involved in the lost, stolen, or damaged LincPass.
14A and 14B	Employee shall sign, date, and submit to the appropriate FSA HSPD-12 Security Officer or FSA State HSPD-12 sponsor.
Part B - To be Completed by FSA HSPD-12 Security Officer or FSA State HSPD-12 Sponsor	
15A, 15B, and 15C	If LincPass was **lost**, enter the following: • date lost • date reported lost • action taken by FSA HSPD-12 Security Officer or FSA State HSPD-12 sponsor.
16A, 16B, and 16C	If LincPass was **stolen**, enter the following: • date stolen • date reported stolen • action taken by FSA HSPD-12 Security Officer or FSA State HSPD-12 sponsor.
17A, 17B, and 17C	If LincPass was **damaged**, enter the following: • date damaged • date reported damaged • action taken by FSA HSPD-12 Security Officer or FSA State HSPD-12 sponsor.

FSA-1065, Report of Loss, Stolen, or Damaged LincPass (Continued)

A FSA-1065 Instructions (Continued)

Item	Instructions
18A	Check (✓) either "Yes" or "No" if was a temporary site badge issued.
18B	Check (✓) either "Reactivated" or "Reissued" if a LincPass was reactivated or reissued.
18C	Enter date if LincPass was revoked.
19	Enter any additional information on circumstances involved in the LincPass being stolen, lost, or damaged.
20A, 20B, and 20C	FSA HSPD-12 Security Officer or FSA State HSPD-12 sponsor shall enter their name, signature, and date.
Part C - FSA HSPD-12 Security Officer or FSA State HSPD-12 Sponsor Followup (To be completed only if LincPass is recovered.)	
21	FSA HSPD-12 Security Officer or FSA State HSPD-12 sponsor shall enter the recovery date
22	FSA HSPD-12 Security Officer or FSA State HSPD-12 sponsor shall check (✓) how LincPass was recovered.
Part D - To Be Completed by Emergency Preparedness Division (EPD) National Office Official	
23	Enter any additional comments.
24A, 24B, 24C, and 24D	EPD Reviewing Official shall enter their name, title, signature, and date.

FSA-1065, Report of Loss, Stolen, or Damaged LincPass (Continued)

B FSA-1065 Example

This form is available electronically.

FSA-1065 (09-02-09) U.S. DEPARTMENT OF AGRICULTURE, Farm Service Agency

REPORT OF LOST, STOLEN, OR DAMAGED LINCPASS

1. Calendar Year: 2010
2. Control Number (State Office Use Only): 48-009

INSTRUCTIONS: To report a lost, stolen or damaged LincPass, cardholder shall complete Part A of this form and submit to their immediate supervisor. State and County office Supervisors shall submit this record to their FSA State HSPD-12 Sponsor. State Sponsors shall complete Part B and submit to EPD National Office Official. WDC employees shall complete Part A and submit to their EPD National Office Official.

PART A – TO BE COMPLETED BY EMPLOYEE/CONTRACTOR

3. Employee's Name (Last, First, Middle Initial): Fred Running
4. Employee's Status: ☐ FSA-FED ☐ FSA-Contractors ☒ FSA-CO ☐ Other:
5. Facility Location (City/State): Buffalo, TX
6. Organizational Unit (Show State/County name or provide full acronym, highest to lowest structure levels; i.e., FSA-ITSD-ADC-PARMO): FSA-Texas-Leon CO
7. Room No., Cube Assignment, or Mail Stop Code (As applicable): Rm - 3A
8. Telephone Number (include Area Code and Extension): 936-231-9999
9. Position Title: Program Assistant
10. LINCPASS Status (Check One Below): ☒ Lost ☐ Stolen ☐ Damaged
11. Date (MM-DD-YYYY) LINCPASS Lost/Stolen/Damaged: 09/01/2009
12. Sponsor Notified (i.e., Supervisor or COR/COTR)? ☒ YES ☐ NO
13. Statement Explaining How LINCPASS Was Lost/Stolen/Damaged: LincPass was lost while moving from one permanent residence to another.

14. By signing, I certify that the above statement is true, complete, and correct to the best of my knowledge.

14A. Employee/Contractor Signature: /s/ Fred Running
14B. Date (MM-DD-YYYY): 09/02/2009

PART B – TO BE COMPLETED BY FSA HSPD-12 SECURITY OFFICER OR FSA STATE HSPD-12 SPONSOR

15. LOST LINCPASS

15A. Date LINCPASS Lost (MM-DD-YYYY): 09/01/2009
15B. Date LINCPASS Reported Lost (MM-DD-YYYY): 09/02/2009
15C. Action Taken by FSA HSPD-12 Security Officer/FSA State Sponsor: Card terminated in USAcess. Initiated re-issurance of card.

16. STOLEN LINCPASS

16A. Date LINCPASS Stolen (MM-DD-YYYY):
16B. Date LINCPASS Reported Stolen (MM-DD-YYYY):
16C. Action Taken by FSA HSPD-12 Security Officer/FSA State Sponsor:

17. DAMAGED LINCPASS

17A. Date LINCPASS Damaged (MM-DD-YYYY):
17B. Date LINCPASS Reported Damaged (MM-DD-YYYY):
17C. Action Taken by FSA HSPD-12 Security Officer/FSA State Sponsor:

18A. Was Temporary Site Badge Issued? (Check one below): ☐ YES ☐ NO
18B. LINCPASS Reactivated/Reissued (Check one below): ☐ Reactivated ☐ Reissued
18C. Date LINCPASS Revoked (MM-DD-YYYY):

19. Comments: Employee stated that during move, he threw away a lot of boxes and thinks the LincPass might have been in one of these boxes, but wasn't absolutely sure.

20A. Name of FSA HSPD-12 Security Officer/ FSA State Sponsor: Carol Fleming
20B. Signature of FSA HSPD-12 Security Officer/ FSA State Sponsor: /s/ Carol Fleming
20C. Date (MM-DD-YYYY): 09/02/2009

PART C – FSA HSPD-12 SECURITY OFFICER OR FSA STATE SPONSOR FOLLOWUP *(To be completed only if LINCPASS is recovered.)*

21. Date LINCPASS Recovered (MM-DD-YYYY):
22. How Was the LINCPASS Recovered? ☐ Found by employee/contractor ☐ Turned into a Security Officer ☐ Turned into "Return To" Address ☐ Other (Explain):

PART D – TO BE COMPLETED BY EMERGENCY PREPAREDNESS DIVISION (EPD) NATIONAL OFFICE OFFICIAL

23. Comments: Card terminated on 09/02/2009 in the USAccess system. Sponsor will re-issue the employee a LincPass.

24A. Name of EPD Reviewing Official: David Tidwell
24B. Title of EPD Reviewing Official: FSA Security Officer
24C. Signature of EPD Reviewing Official: /s/ David Tidwell
24D. Date (MM-DD-YYYY): 09/03/2009

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