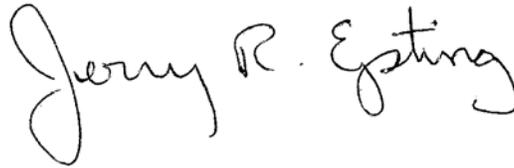


For: FFAS Employees

HRD-Emergency Preparedness Division (EPD) LincPass Transition

Approved by: Acting Deputy Administrator, Management



1 LincPass Transition

A Background

HRD in Washington, DC, and Kansas City, MO, has been responsible for initiating LincPass sponsorship for all FFAS employees for those locations. As part of creating EPD, personnel security functions will transition to EPD as resources permit an effective transition to occur. During the next phase in this transition, the LincPass sponsorship and adjudications, as well as other administrative functions associated with LincPass, will transition to EPD.

B Purpose

This notice informs all employees serviced by HRD in Washington, DC and Kansas City, MO that effective immediately, EPD will:

- begin sponsoring new employees for their LincPass
- be able to change pickup locations, complete name change requests (e.g. marriage/divorce), and add/remove the Emergency Response Official designation from the LincPass
- order replacements for damaged, lost, or stolen LincPasses.

C State and County Office Actions

State and County Offices will continue to process LincPass in the current manner. If a State or County Office has any questions, they are to contact EPD according to subparagraph E.

Disposal Date	Distribution
September 1, 2010	All FAS, FSA, and RMA Employees; State Offices relay to County Offices

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1 LincPass Transition (Continued)

D Federal Office Actions

For all offices serviced by HRD in Washington, DC and Kansas City, MO, HRD will send EPD a list of all new FFAS employees during the on-boarding process in the current pay period. EPD will sponsor and adjudicate these individuals in the EmpowHR and USAccess systems.

E Contact

If there are any questions about this notice, contact either of the following:

- Jerry Epting, EPD Director by:
 - e-mail at **jerry.epting@wdc.usda.gov**
 - telephone at 202-720-7696

- Josh Bornstein, EPD Deputy Director by:
 - e-mail at **josh.bornstein@wdc.usda.gov**
 - telephone at 202-690-4770.