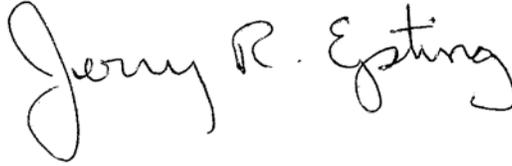


For: State and County Offices

FSA LincPass Routing Strategy

Approved by: Acting Deputy Administrator, Management



1 Overview

A Background

FSA recently implemented a Light Activation Station (LAS) strategy to make it more convenient for employees and contractors to:

- activate LincPass badges
- perform certificate renewals
- make PIN updates for forgotten PIN's or PIN changes.

Currently, employees and contractors pick-up LincPass badges from fixed activation centers. Some of the fixed activation centers are more than 3 hours away from employee work sites requiring significant travel time away from the office.

B Purpose

This notice will:

- explain the process for shipping LincPass badges to LAS locations
- identify the process for re-routing LincPass badges to be sent to another address.

C Contact

Contact David Porter, EPD Project Lead, by either of the following:

- e-mail at **david.porter@wdc.usda.gov**
- telephone at 202-720-9865.

Disposal Date	Distribution
May 1, 2012	State Offices; State Offices relay to County Offices

2 LincPass Distribution

A Centralized Distribution Process

During the sponsorship process, if the sponsor has determined that the LAS location is more convenient for the employee or contractor, the HSPD-12 sponsor may use the centralized distribution location as the shipping location within EmpowHR. The EmpowHR shipping location code for the centralized distribution location is “10311”. When the LincPass badge arrives at the centralized distribution location, the EPD designee will contact the State’s LincPass POC or designee to ask where the State Office wants the LincPass badge to be sent.

Notes: The State Office needs to provide the name, telephone number, and e-mail address of the State’s primary and alternate LincPass POC by e-mail to David Porter, EPD at **david.porter@wdc.usda.gov** under the subject title “LincPass POC for State of *Your State*”.

All LAS locations are listed at **www.fedidcard.gov**.

B LincPass Re-Route Process

The State Office may have a LincPass badge that is currently at a fixed site re-routed to an LAS location by contacting David Porter by e-mail at **david.porter@wdc.usda.gov** under the subject title “LincPass Re-Route Request”. The following information must be provided:

- full name that is on the LincPass badge
- location where the LincPass badge is currently located
- complete LAS location (address) to where the LincPass badge needs to be re-routed
- name of POC to where the LincPass badge needs to be re-routed
- telephone number of POC to where the LincPass badge needs to be re-routed
- e-mail address of POC to where the LincPass badge needs to be re-routed
- person requesting the re-route
- telephone number of the person requesting the re-route
- e-mail address of the person requesting the re-route
- active UPS or FedEx account number.

C EPD Support

EPD:

- is available for answering any questions about the Centralized Distribution Process and LincPass Re-Route Process
- will include information on SharePoint at <https://fsa.sc.egov.usda.gov/camd/ep/Lite%20Activation%20Stations%20LAS/Forms/AllItems.aspx>.