

For: State and County Offices

**Revising FSA Centralized Distribution Process**

Approved by: Deputy Administrator, Management



**1 Overview**

**A Background**

FSA has used the Centralized Distribution Location (CDL) as a tool to assist State Offices in coordinating the distribution of LincPasses that will be activated using a Light Activation Station (LAS). This process allows State Office sponsors to send the LincPass to CDL, which provides the LincPass holder a more convenient location to activate their LincPass. EPD has determined that because of the number of LincPasses they are getting at CDL, EPD needs to adjust the method of distributing the LincPasses.

**B Purpose**

This notice:

- revises the CDL process identified in Notice AO-1510
- explains the LincPass check-in process using the Credential Inventory Tool (CIT)
- requests information from State Offices on who in the State Office will become the point of contact (POC) for centralized distribution of LincPasses.

**C Contact**

Direct any questions or concerns related to this notice or procedures contained in the notice to David Porter, EPD, by either of the following:

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

**Note:** EPD is available to facilitate LincPass questions or concerns, as needed. If a conference call is needed to further explain the new process, the LincPass POC should e-mail David Porter under the subject title "Request LincPass POC Conference Call". The e-mail should include background information related to the subject to be addressed.

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

## Notice SEM-10

### 2 CDL Process

#### A Selecting CDL in EmpowHR and Shipping

Sponsors may continue to use CDL as the shipping location for LincPasses instead of sending the LincPasses to a fixed site. The CDL shipping location code in EmpowHR is **10311**. When the sponsor selects CDL, the LincPass comes to EPD for further distribution to the LincPass holder. Beginning **February 1, 2012**, when the LincPass arrives at the National Office, EPD will contact the State Office LincPass POC or designee to inform them that EPD will forward the LincPass to the State Office POC by UPS instead of directly to the LincPass holder or to a LAS site as in the past. The State Office POC will arrange to have the LincPass delivered to the LincPass holder or LAS site once they receive it.

**Note:** LincPasses cannot be mailed to a P.O. Box address.

#### B State Office Designation of a LincPass CDL POC

If a State Office wants to use the CDL process, the State Office must first designate a LincPass CDL POC and alternate to manage LincPasses received by the State Office and serve as POC contacted for LincPass CDL-related issues. The LincPass CDL POC's must have an active and functional LincPass and a functional card reader on their workstation. If the designee does **not** have a card reader, they should work with the Information Technology Services – Technical Support Division to obtain either an external reader or a keyboard card reader as they will need to inventory the LincPass once they receive it. CDL POC will be the CIT operator.

#### C Notification of State Office POC

If the State Office intends to designate a CDL operator, provide the information to the FSA LincPass POC under the subject title “**LincPass POC for State of Your State**”. The e-mail shall include the following:

- State's primary and alternate LincPass POC's full name
- telephone number
- work physical mailing address
- work e-mail address.

**Note:** The FSA Homeland Security Presidential Directive-12 Role Administrator will grant the role of CIT operator to the person or persons identified in subparagraph B.

#### D LincPass Check-In

When the LincPass is received, the CIT operator or designee must check the LincPass **within 24 hours** of receipt and appropriately secure it. When entering the LincPass into CIT, there is an option available to generate an e-mail to be sent to the LincPass recipient informing them of the LincPass arrival at the location and the method the LincPass will be delivered to the LincPass holder.

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### 2 CDL Process (Continued)

#### E Accessing CIT

The link <https://portal.identitymsp.com/ServicesPortal> will connect to a Government-only accessible portal requiring the LincPass login.

The CIT job aid:

- contains detailed instructions on how to access and properly check in the LincPass
- is located on the EPD SharePoint site at <https://fsa.sc.egov.usda.gov/camd/ep/Lite%20Activation%20Stations%20LAS/CredentialInventoryToolJobAid08-16-10.pdf>.