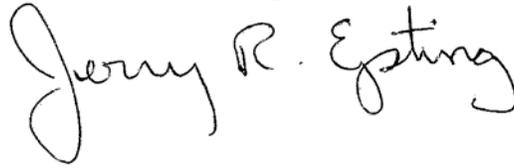


**For:** State and County Offices

**Using the FSA LincPass Centralized Distribution Process**

**Approved by:** Acting 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 that provides the LincPass holder a more convenient location to activate their LincPass.

**B Purpose**

This notice:

- restates the CDL process provided in Notice SEM-10
- explains the LincPass check-in process using the Credential Inventory Tool (CIT).

**C Contacts**

Direct any questions or concerns about this notice or procedures contained in the notice to either of the following:

- Patrick Inscho by either e-mail to **patrick.inscho@wdc.usda.gov** or telephone at 202-720-3438
- Silvia Flores by either e-mail to **silvia.flores@wdc.usda.gov** or telephone at 202-260-8165.

|                      |  |
|----------------------|--|
| <b>Disposal Date</b> | <b>Distribution</b>                                  |
| December 1, 2012     | State Offices; State Offices relay to County Offices |
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## Notice SEM-18

### 2 CDL Process

#### A Selecting CDL in EmpowHR and Shipping

Sponsors may 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 is sent to EPD for further distribution to the LincPass holder. When LincPasses arrive at the National Office, EPD contacts the State Office LincPass POC, or designee, to inform them that EPD will forward the LincPass to the State Office POC by UPS. The State Office POC will arrange to have the LincPass delivered to the LincPass holder or LAS site after they receive the LincPass.

**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 have first designated 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 because they will need to inventory the LincPass after they receive the LincPass. CDL POC will be the CIT operator.

#### C Notification of State Office POC

If the State Office intends to designate a CDL operator, provide by e-mail, the information to the FSA LincPass POC's listed in subparagraph 1 C under the subject title, “**LincPass POC for State of [User's 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 at the State Office, the CIT operator or designee must check in the LincPass **within 24 hours** of receipt and appropriately secure the LincPass. 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.

## Notice SEM-18

### 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>.