

For: FSA State Office Employees

**Entering Light Activation Station (LAS) and Light Credential Station (LCS) Locations
Into USAccess**

Approved by: Deputy Administrator, Management



1 Overview

A Background

In 2009, State Offices that requested additional ways to process LincPass badge actions, other than using a GSA fixed locations, were provided with LAS and/or LCS stations. Today, FSA partnering with RD and NRCS, the 3 Service Center Agencies (SCA's) host LAS's and LCS's in over 220 locations throughout the U.S.

Users of LAS's are allowed to:

- activate LincPass badges
- perform PIN resets
- perform LincPass certificate updates

Users of LCS's are allowed to:

- perform all LAS actions
- enroll for LincPass badges.

Previously, "pickup locations" could **not** be selected in EmpowHR for LAS and LCS. Currently EPD, through working with GSA, is now authorized to enter LAS and LCS locations in USAccess. By authorizing EPD to input LAS and LCS locations into USAccess, State Office sponsors will have the capability to select and send, through EmpowHR, newly requested, reissued, or card renewal LincPass badges directly to LAS or LCS locations. Previously, badges were being sent to fixed or centralized distribution locations.

Disposal Date	Distribution
October 1, 2013	All FSA State Office employees

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1 Overview (Continued)

B Purpose

This notice:

- informs State Offices that LAS's and LCS's can now be added as pickup locations within EmpowHR
- requires State Office sponsors to notify EPD if LAS or LAS location for their State needed to be added to USAccess.

Note: EPD shall be the contact entity used for requesting additional LAS and LCS locations to be entered into USAccess.

C Contact

Direct questions about this notice to Jerry Epting, EPD, by either of the following:

- e-mail to jerry.epting@wdc.usda.gov
- telephone at 202-720-7696.

2 Adding LAS and LCS Locations to USAccess

A Considerations Before Adding LAS or LCS Locations to USAccess

To add LAS and LCS locations to USAccess, the following conditions for the locations **must** be met:

- be available to all USDA Agencies to select as a pickup location for their employees
- include other USDA Agencies that have their LAS and/or LCS locations added into USAccess, because all LAS and LCS locations will be available as pickup locations for SCA employees, if that location is selected
- be available for appointments at least 8 hours per week to perform LincPass functions for USDA employees that schedule appointments
- be required to check in LincPass badges, when received, using the Credential Inventory Tool.

Note: LAS and LCS locations will be able to schedule and control their own calendars.

State Offices should coordinate with the other SCA Offices to ensure that there is adequate manpower available to share the additional responsibilities.

Note: States do **not** have to enter all locations within their State into USAccess.

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2 Adding LAS and LCS Locations to USAccess (Continued)

B Adding Locations to USAccess

State Office sponsors may e-mail the locations they want entered to Jerry Epting using the contact information in subparagraph 1 C. For locations to be entered, State Offices should send the following:

- location of LAS and/or LCS to be entered into USAccess
- point-of-contact (POC) for each location
- POC's e-mail address
- POC's phone number.

Note: EPD is only allowed to enter 5 locations into USAccess on a weekly basis.