

For: FSA Offices

**Alternative Card for Short Term Employees, Interns, Volunteers, and Contractors**

Approved by: Deputy Administrator for Management



**1 Overview**

**A Background**

Since 2007, FSA has used the LincPass card to meet the identification requirements of Homeland Security Presidential Directive-12 (HSPD-12). HSPD-12 requires federal agencies to provide common and reliable Personal Identity Verification (PIV) for federal employees and contractors. All USDA federal employees and contractors are **required** to have a LincPass card to access government facilities and to access government information technology (IT) systems. If a federal employee or contractor is expected to be employed with the Farm Service Agency (FSA) longer than one year, then a LincPass card is **required**.

To meet the requirements of HSPD-12 and the Federal Information Processing Standards (FIPS)-201 for Personal Identity Verification for Federal Employees and Contractors, USDA has developed an alternative card for short term employment of less than one year. The alternative card is identified as the AltLinc card and it captures all the same information and security features as the LincPass card, including a picture of the employee and a chip which stores all the employee data. The AltLinc card will be utilized for short term employees, volunteers, interns, and contractors that will be employed less than one year. The AltLinc card will only give limited access to government facilities and government IT systems.

**B Purpose**

This notice informs FSA offices that an AltLinc card will now be used for short term employees, interns, volunteers and contractors that require access to government facilities and government IT systems for a period not to exceed one year. The LincPass card will no longer be used for short term employees, interns, volunteers and contractors. The steps that offices need to take to obtain an AltLinc card for short term employment are contained within this notice.

**Note:** Contractors only refers to short term contractors performing FSA work and it does **not** include janitors or building owners.

Disposal Date	Distribution
January 1, 2015	All FSA Offices; State Offices relay to County Offices

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### 1 Overview (Continued)

#### C Contact

For questions regarding this notice or the procedures to obtain an AltLinc card, contact Jerry Epting, EPD, by either of the following:

- e-mail at [jerry.epting@wdc.usda.gov](mailto:jerry.epting@wdc.usda.gov), or
- telephone at 202-380-5010.

### 2 Process for Obtaining an AltLinc Card

#### A Obtaining an AltLinc Card for Short Term Employees

Utilize the following steps to obtain an AltLinc card:

Step	Action
1	The human resources (HR) personnel for the state office will on-board short term employees in EmpowHR under normal procedures.
2	<b>Do not select the action for “LincPass card Required” or a pickup location in EmpowHR.</b> If “LincPass card Required” or a pickup location is checked in EmpowHR, an AltLinc card <b>cannot</b> be issued.
3	In the “LincPass card Required”, “Notes” section, ENTER “ <b>AltLinc Card Requested</b> ”.
4	Obtain copies of two acceptable forms of ID according to Exhibit 1.
5	Obtain a current picture of the short term employee according to subparagraph C.

#### B Obtaining AltLinc Card for Short Term Interns, Volunteers, and Contractors

EPD will process the requests for short term interns, volunteers, and contractors, through the USDA Person Model System since the states do **not** have access to the Person Model System. Offices shall contact the EPD AltLinc Sponsor in subparagraph 2E who is responsible for on-boarding short term interns, volunteers and contractors and processing them for an AltLinc card

#### C Obtaining a Current Picture of a Short Term Employee, Intern, Volunteer or Contractor for the AltLinc Card

A current picture can be obtained either by a digital camera or a cell phone for the AltLinc card. The picture **must** be saved in the file by the person’s name. The picture requirements are as follows:

- Image should be in .jpg format,
- Include a full face, front view, upright head and open eyes,
- Picture should present full head from top of hair to shoulders,
- Picture should include a plain white or off-white background,

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### 2 Process for Obtaining an AltLinc Card (Continued)

#### C Obtaining a Current Picture of a Short Term Employee, Intern, Volunteer, or Contractor for the AltLinc Card (Continued)

- Avoid shadows on the face or background,
- Face in picture should have a natural expression (closed mouth),
- Picture should not include sunglasses or hats,
- If glasses are worn, glare on glasses is not acceptable,
- Picture should be in color, and
- The contrast and lighting in the picture should be normal.

#### D Submission to EPD

After the short term employee has been processed through EmpowHR or information submitted to the AltLinc sponsor in subparagraph 2E for interns, volunteers and contractors and their pictures have been obtained, HR personnel shall submit the following to the EPD AltLinc sponsor at [ffaslincpass@wdc.usda.gov](mailto:ffaslincpass@wdc.usda.gov):

- FSA-791, Alternative (AltLinc) Card for Short Term Employees, Interns, Volunteers, and Contractors (Exhibit 2), and
- a picture of the short term employee, intern, volunteer or contractor.

#### E EPD AltLinc Sponsor

For questions regarding the sponsorship of short term employees, interns, volunteers, and contractors, contact the EPD AltLinc sponsor at [ffaslincpass@wdc.usda.gov](mailto:ffaslincpass@wdc.usda.gov).

### 3 Receiving and Activating the AltLinc Card

#### A Receiving the AltLinc Card

When the AltLinc card is received by the short term employee, intern, volunteer or contractor, they shall:

- check the AltLinc card to ensure the name is correct,
- activate the AltLinc card according to instructions provided with the AltLinc card and subparagraph 3B,
- protect the AltLinc card from damage or theft, and
- notify EPD security of any problems with the AltLinc card.

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### 3 Receiving and Activating the AltLinc Card (Continued)

#### B Activating the AltLinc Card

When the short term employee, intern, volunteer or contractor receives their AltLinc card, it will need to be activated. To activate the AltLinc card, at least one computer in the office with either an external or internal card reader needs to be available to download an Active-X file from the Information Technology-Technical Service Division (IT-TSD).

The office where the computer is located will need to contact the IT-TSD lead for their office, so the Active-X file can be installed. The six to eight digit PIN will be set during activation.

**Note:** The Active-X file for activation of the AltLinc card is available for all IT-TSD field staff in the application catalog, and on ITR under pending for installation; therefore, work with IT-TSD to obtain the Active-X file for AltLinc card activations.

#### C Using the AltLinc Card to Access to IT Equipment

The two factor identify verification (card plus PIN) will be used for the AltLinc card in the same manner the card plus PIN is used for the LincPass card. Once activated, the AltLinc card will **not** require any additional IT-TSD installs on the computer or printer where it will be used.

### 4 AltLinc Card Security

#### A Revoking the AltLinc Card

When the short term employee, intern, volunteer, or contractor is separated from FSA, the AltLinc card shall be revoked. The AltLinc card is to be shredded and the revocation reported **immediately** to the EPD AltLinc security officer at [ffaslincpass@wdc.usda.gov](mailto:ffaslincpass@wdc.usda.gov).

**Acceptable Forms of Identification**

The following table provides a list of acceptable forms of identification for the AltLinc.

<p><b>During the AltLinc credentialing process, you will need to validate your identity during the onboarding process as well as during card issuance. You must present two (2) acceptable forms of identification during the AltLinc Identity Establishment and Eligibility Process and one (1) acceptable form of identification during the Issuance Process. For AltLinc Identity Establishment and Eligibility, one ID must be any one of items 1 through 5 in the list below (Primary ID). The other ID may be any of the forms if ID listed below (Primary or Secondary ID types). For AltLinc Issuance, one ID must be any one of items 1 through 5 in the list below (Primary ID).</b></p>	
<p><b>Primary Forms of Identification (Items 1 through 5)</b></p>	<p>13. Certificate of Naturalization (Form N-550 or N570)</p>
<p>1. U.S. Passport (unexpired or expired)</p>	<p>14. U.S. Citizen ID Card (Form 1-197)</p>
<p>2. Driver's license or ID card issued by a state or possession of the United States provided it contains a photograph (unexpired)</p>	<p>15. Unexpired foreign passport, with I-551 stamp or attached Form I-94 indicating unexpired employment authorization</p>
<p>3. U.S. Military ID card (unexpired)</p>	<p>16. ID Card for use of Resident Citizen in the United States (Form I-179)</p>
<p>4. U.S. Military dependent's ID card (unexpired)</p>	<p>17. Permanent Resident Card or Alien Registration Receipt Card with photograph (Form I-151 or I-1551)</p>
<p>5. Department of Defense Common Access Card (CAC) (unexpired)</p>	<p>18. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)</p>
<p><b>Secondary Forms of Identification (Items 6 through 25)</b></p>	<p>19. Unexpired Temporary Resident Card (Form I-668)</p>
<p>6. U.S. Social Security Card issued by the Social Security Administration</p>	<p>20. Unexpired Employment Authorization Card (Form I668-A)</p>
<p>7. Original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying possession of the United States bearing an official seal</p>	<p>21. Unexpired Reentry Permit (Form I-327)</p>
<p>8. ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph</p>	<p>22. Unexpired Refugee Travel Document (Form I-571)</p>
<p>9. School ID with a photograph</p>	<p>23. Unexpired employment authorization document issued by DHS</p>
<p>10. Voter's registration card</p>	<p>24. Unexpired Employment Authorization Document issued by DHS with photograph (Form I-668-B)</p>
<p>11. U.S. Coast Guard Merchant Mariner card</p>	<p>25. Driver's license issued by a Canadian government authority</p>
<p>12. Certificate of U.S. Citizenship (Form N-560 or N-561)</p>	<p>26. Native American tribal document</p>
<p>For example, the following are all acceptable combinations of ID that will successfully validate your identity:</p> <p>Example 1:</p> <ul style="list-style-type: none"> <li>a) Virginia State Driver's license (from Primary list, item 2)</li> <li>b) US Social Security Card (from Secondary list, item 5)</li> </ul> <p>Example 2:</p> <ul style="list-style-type: none"> <li>a) U.S. Passport (expired) (from Primary list, item 1)</li> <li>b) Maryland State Driver's license (from Primary list, item 2)</li> </ul> <p>Example 3:</p> <ul style="list-style-type: none"> <li>a) U.S. Military ID Card (from Primary list, item 3)</li> <li>b) Department of State ID Card (from Secondary list, item 7)</li> </ul>	

Documentation To Be Submitted to the EPD AltLinc Card Sponsor

HR personnel shall submit the following document, by e-mail **only**, to the EPD AltLinc sponsor at **ffaslincpass@wdc.usda.gov**, along with the picture for each short term employee, intern, volunteer, or contractor for which they are submitting a request to obtain an AltLinc card.

This form is available electronically.

<b>FSA-791</b> 04-23-14)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency		1. Submitting Office Name and Address	3. Date Submitted
<b>ALTERNATIVE (ALTLINC) CARD FOR SHORT TERM EMPLOYEES, INTERNS, VOLUNTEERS, AND CONTRACTORS</b>				2. Telephone Number (Area Code)	
<p><i>To meet the requirements of Homeland Security Presidential Directive-12 (HSPD-12) and Federal Information Processing Standards (FIPS)-201 for Personal Identity Verification for Federal Employees and Contractors, USDA has developed an alternative card for short term employment of less than one year. The alternative card is identified as "the AltLinc card" and it captures all the same information and security features as the LincPass card, including a picture of the employee and a chip that stores all the employee data. The AltLinc card will be utilized for short term employees, volunteers, interns, and contractors that will be employed less than one year. Contractors only refer to short term contractors performing FSA work and it does not include janitors or building owners. The AltLinc card will only give limited access to government facilities and government IT systems. The LincPass will no longer be used for short term employees, interns, volunteers, and contractors.</i></p>					
<p><b>INSTRUCTIONS:</b> Onboarding human resources personnel shall submit this form by e-mail only to the EPD AltLinc card sponsor at <a href="mailto:ffaslincpass@wdc.usda.gov">ffaslincpass@wdc.usda.gov</a>, along with the picture for each short term employee, intern, volunteer, or contractor for which they are submitting a request to obtain an AltLinc card. <b>Revoking the AltLinc Card</b> - When the short term employee, intern, volunteer, or contractor is separated from FSA, the AltLinc card shall be revoked. The AltLinc card is to be shredded and the revocation reported immediately to the EPD AltLinc security officer at <a href="mailto:ffaslincpass@wdc.usda.gov">ffaslincpass@wdc.usda.gov</a>.</p>					
4. Employee's Full Name as Entered in EmpowHR or to be Entered in Person Model System		5. Duty Station Name and Address		6. Duty Station Telephone Number (Area Code)	
7. Employee Type: (select one)					
<input type="checkbox"/> Short Term Employees <input type="checkbox"/> Interns <input type="checkbox"/> Volunteer <input type="checkbox"/> Contractors					
8. Service Start Date			9. Employee's ID obtained from EmpowHR, if a temporary employee		
10. Send AltLinc card to the immediate supervisor information below:					
A. Immediate Supervisor Name		B. Duty Station Name and Address		C. Telephone No. (Area Code)	D. E-Mail Address
11. Remarks:					
12. FOR FSA-EPD COMPLETION ONLY:					
12A. EPD AltLinc Sponsor Signature (Acknowledging Receipt)				12B. Date Signed	
13A. AltLinc Revocation (EPD AltLinc Security Officer Signature)				13B. Date Revoked	
<p><i>The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited basis will apply to all programs and/or employment activities.) Persons with disabilities, who wish to file a program complaint, write to the address below or if you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint, please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).</i></p>					
<p><i>If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at <a href="http://www.ascr.usda.gov/complaint_filing_cust.html">http://www.ascr.usda.gov/complaint_filing_cust.html</a>, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at <a href="mailto:program.intake@usda.gov">program.intake@usda.gov</a>. USDA is an equal opportunity provider and employer.</i></p>					