

For: FSA Employees

Temporary Program Technicians (PT's) Selected as Permanent Employees

Approved by: Deputy Administrator for Management



1 Overview

A Background

With recent approvals to hire additional permanent employees, many offices are selecting current temporary PT's who were hired to assist with the implementation of the 2014 Farm Bill. Timely on-boarding of employees is essential for executing agency operations. The Emergency Preparedness Division's (EPD's) goal is to streamline the processes to facilitate employee on-boarding as early as possible, while maintaining the integrity of the agency.

B Purpose

This notice provides guidelines for the following:

- coordination with EPD for temporary PT's selected for permanent PT positions within the current state,
- EPD approval notification requirements for temporary PT's selected for permanent PT positions in a different state,
- conversion from AltLinc to LincPass for newly hired PT's who have an AltLinc, and
- obtaining a LincPass when an AltLinc had **not** been previously obtained for the temporary PT who is selected for a permanent PT position.

Disposal Date November 1, 2015	Distribution All FSA employees; State Offices relay to County Offices
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1 Overview (Continued)

C Contact

For questions regarding this notice, contact the appropriate point of contact (POC) as follows.

IF for...	THEN contact...
county office employees	the state office.
state offices or HRD personnel	<ul style="list-style-type: none">• Robert Haughton, EPD Director, by either of the following:<ul style="list-style-type: none">• e-mail to robert.haughton@wdc.usda.gov, or• telephone at 202-720-0135• EPD customer service help line at 202-720-7696.

2 State Office Action

A Permanent PT Selection Within the Current State of Employment

If a **temporary** or **intermittent** PT was hired:

- **before** January 1, 2014, the state office shall submit the FSA-790, Central Verification System (CVS) Check Request, and the Office of Personnel Management Certification of Investigation (COI), if available, or
- **after** January 1, 2014, will be selected for a permanent PT position **within** the current state that they are employed, **no** action is required to establish an entry on the duty date and no notification will be required to EPD.

No approvals will be required from EPD or the FSA Information Security Office when a temporary PT is hired as a permanent PT, because they have previously been approved to work. **This applies only if they will be working within the same state that they worked for in the temporary status.**

B Permanent PT Selection Outside the Current State of Employment

For a PT selected for a permanent PT position **outside** of the current state of employment, the FSA-790 must be submitted by the gaining state office to the EPD personnel security mailbox at RA.DCWashing2.FSA.EPD.PerSecDC@wdc.usda.gov.

If a signed copy of the COI from OPM is available, it **must** be submitted with the FSA-790 to advance the investigation verification process.

EPD will verify the status of a current background investigation for the newly selected employee who has been working as a temporary employee.

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2 State Office Action (Continued)

C Submitting Required Documentation to EPD

State offices, working with county offices, shall ensure submission of all the required documentation to EPD electronically through the personnel security mailbox at **RA.DCWashing2.FSA.EPD.PerSecDC@wdc.usda.gov**.

Note: All documents **must** be encrypted with the password provided by EPD.

If documents cannot be sent electronically, the state office must submit the documents through UPS to the following address.

USDA, Farm Service Agency
Emergency Preparedness Division
1400 Independence Avenue SW Room 0092-S
Mail Stop 0560
Washington, DC 20250-0543

D Obtaining LincPass for Temporary PT's Selected for Permanent PT Positions

Temporary PT's who are on-board and are selected for a permanent PT position will need to obtain a LincPass. If they **currently** have an AltLinc, the state office HSPD-12 sponsor shall:

- select "LincPass Card Required" in the newly appointed permanent employee's EmpowHR record under the "Employee Security Clearance" tab and select a "Pickup" location, and
- instruct the County Executive Director (CED) at the PT's duty location to obtain the AltLinc from the employee after the LincPass has been picked up and activated.

The AltLinc should be destroyed by shredding in accordance with Notice SEM-33, subparagraph 4 A. Immediately report the AltLinc has been destroyed by e-mail to **ffaslincpass@wdc.usda.gov**.

Note: The AltLinc will automatically terminate once the LincPass is obtained and activated.

For temporary PT's who are selected to a permanent PT position who does **not** have an AltLinc or an active LincPass, the state office HSPD-12 sponsor shall:

- select "LincPass Card Required" in the newly appointed permanent employee's EmpowHR record under the "Employee Security Clearance" tab and select a "Pickup" location, and

Note: The states that EPD serves as the HSPD-12 sponsor must e-mail **Ra.sa.dcwa2.lincpass** of the requirement to sponsor the new employee.

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2 State Office Action (Continued)

D Obtaining LincPass for Temporary PT's Selected for Permanent PT Positions (Continued)

- work with the newly selected employee to explain the enrollment process.

The newly selected employee will be required to go to an activation site to activate their new LincPass when it is available. This site can be either a full site or a light activation station, whichever is closest to the duty station or designated by the employee's state office.

Note: HSPD-12 LincPass adjudications for the "FBI" and "NACI" fields in EmpowHR for all employees will be completed by EPD.

3 EPD Action for Temporary PT to Permanent PT Selection Outside the Current State of Employment

A Permanent PT Selection With a Current Investigation

EPD will provide an immediate response to the FSA-790 request if the individual selected for a permanent PT position has a current investigation on file or in process. EPD will provide the response to the state office POC through the EPD personnel security mailbox indicating the individual's investigation is sufficient for the selection from a temporary PT to a permanent PT position. Completion of the electronic Questionnaire for Investigations Processing (eQIP) and additional security documentation will **not** be required.

B Permanent PT Selection With No Current Investigation

When no investigation can be verified, EPD will process the temporary PT selected for the permanent PT position outside the current state of employment in accordance with Notice SEM-38, subparagraph 2 A.

A preliminary decision will be provided to the state office and the FSA Information Security Office after EPD reviews the requested investigative documents, including the fingerprint results, if required.

If completion of eQIP and/or fingerprinting is required, EPD will notify the employee by e-mail and will request eQIP and additional documents to be completed by the employee within 14 workdays.

Note: Because of EPD's transition to electronic fingerprint submissions, FD-258, Fingerprint Chart, and SF-87, Fingerprint Chart, are both acceptable for electronic processing.