

For: FSA Employees and Contractors

Farm Service Agency (FSA) Credentials for Field Assistants and Affiliates Representing FSA

Approved by: Deputy Administrator for Management



1 Overview

A Background

Proper credentials are an essential and necessary part of Homeland Security Presidential Directive 12 (HSPD-12). HSPD-12, issued in 2004, directed U.S. government agencies to issue verifiable credentials to official representatives that are either an employee, contractor, intern, or affiliate of a federal agency.

To meet this requirement FSA has issued either a LincPass or an AltLinc verifiable credential card to all permanent and temporary employees, contractors, and interns. Notice SEM-60 established procedures for the Emergency Preparedness Division (EPD) to begin requiring issuance of an USDA-FSA photo identification site badge to FSA affiliates. A favorable Federal Bureau of Investigation (FBI) fingerprint adjudication must be received before a site badge is issued.

Notice SEM-60 requires issuance of a site badge to the following affiliates:

- Farm Loan Programs (FLP) contract appraisers or contract chattel inspectors,
- Noninsured Crop Disaster Program (NAP) loss adjusters (LA's), and
- temporary intermittent field assistants without computer access to USDA networks.

State and county offices have questioned the need for certain affiliates with a professional affiliation, or who do not interact directly with producers, to be issued a site badge.

Disposal Date	Distribution
January 1, 2017	All FSA employees and contractors; State Offices relay to County Offices

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1 Overview (Continued)

B Purpose

This notice:

- obsoletes Notice SEM-60, and
- applies to FSA affiliates in the following positions:
 - NAP LA's,
 - field assistants requiring no FSA computer access,
 - FLP contractors who interact with producers on a routine or recurring basis, such as those performing chattel appraisals, chattel inspections, and year end analyses,

Note: This notice does **not** apply to:

- contract real estate appraisers, and
- FLP contractors performing one time, or emergency services, such as:
 - conducting a chattel appraisal for a bankruptcy hearing (when chattel appraisals are typically conducted by FSA employees),
 - securing and/or winterizing an abandoned property,
 - caring for abandoned livestock, and
 - professional services including surveying, auctions, mediation, substitute trustees acting as an agent of the court.
- contract chattel appraisers who are also state-certified general or state-certified residential appraisers, and
- contractors in the territories of Guam, Commonwealth of the Northern Mariana Islands, and American Samoa.

Notice SEM-64

1 Overview (Continued)

C Contact

For questions regarding:

- policy, contact Jay Van Der Werff, EPD Deputy Director, by either of the following:
 - e-mail to **jay.vanderwerff@kcc.usda.gov**, or
 - telephone at 816-926-3786
- procedures, contact Kathy Kroening by either of the following:
 - e-mail to **kathy.kroening@kcc.usda.gov**, or
 - telephone at 816-926-1180.

2 Obtaining a Site Badge

A When to Request a USDA-FSA Site Badge and Expiration Date

Obtaining a site badge requires coordination with the state or county office requestor. The requester will be responsible for submitting all the required information to EPD for obtaining a site badge.

The following shows a request date and expiration date for a **site** badge.

Type of Affiliate or Appointment	Request Date	Expiration Date Printed on Site Badge
NAP LA and FLP contractors.	When a new contract is executed or CCC-455, Loss Adjuster Service Agreement, is signed. Notes: A new site badge will not need to be requested when a contract or CCC-455 is renewed, unless the site badge has expired. A site badge will be requested for existing FLP contractors at the time of contract renewal.	Three years from the date the site badge is printed.
Field assistants without computer access to USDA networks.	Upon appointment to the temporary position or if currently on board, then immediately.	End of appointment not to exceed three years.

2 Obtaining a Site Badge (Continued)

B Affiliates

Before a USDA-FSA site badge can be obtained, affiliates will be required to have a favorable FBI fingerprint background check prior to either their next contract renewal or new CCC-455 being signed. State office personnel must complete the process for obtaining an FBI fingerprint background check according to the instructions in subparagraphs 3 A and B. A favorable FBI fingerprint check remains in effect if there is no break in continuous renewals of contracts or CCC-455's.

After notification that the affiliate has been cleared by EPD, the individual may begin work prior to obtaining the site badge. A site badge must be requested according to this notice by completing form AD-1197, Request for USDA Identification (ID) Badge, according to Exhibit 1. The completed AD-1197, identifying the individual as affiliate in section A.3., and a current photo of the affiliate must be provided according to subparagraph 3 C. The completed AD-1197 and a current photo must be e-mailed to **EPD@fsa.usda.gov**.

When EPD receives the completed AD-1197 and current photo, the site badge will be developed and sent to the state office point-of-contact that is listed on AD-1197.

Important: Affiliates must display the site badge while conducting FSA business.

C Field Assistants Requiring No FSA Computer Access

Field assistants requiring no FSA computer access are required to follow the procedures in subparagraph B.

Current field assistants who have received approval to work and have been processed according to employee on-boarding procedures, need only request a site badge. The state office must request a site badge according to this notice and complete the AD-1197 according to Exhibit 1.

Note: Field assistants requiring FSA computer access must be processed in accordance with 1-SEM guidelines for low risk positions, requiring a full background investigation conducted by the Office of Personnel Management.

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3 State and County Office Action for Fingerprint and Forms Submission

A Required Investigation Documents

State and county offices must follow the procedures below for the submission of the required investigative forms.

State and county offices must submit the following:

- FSA-789, Applicant Background Investigation Processing Checklist,
- OF-306, Declaration of Federal Employment, and
- two completed FD-258's or SF-87 Fingerprint Charts with the signatures and dates of both the applicant and the individual trained in the fingerprinting process.

Note: Because of EPD's transition to electronic fingerprint submissions, the FD-258 and SF-87 are both acceptable for electronic processing. The fingerprint charts and OF-306 must be dated within 120 calendar days of submission to EPD.

B Method of Submission for Required Investigation Documents

State offices must work with county offices to ensure that all required documents in subparagraph A are submitted to EPD electronically to the personnel security mailbox at **RA.DCWashing2.FSA.EPD.PerSecDC@wdc.usda.gov**. All documents must be encrypted with the password provided to the state by EPD.

If documents cannot be sent electronically, state offices must submit documents using the United Parcel Service (UPS) to the following address:

USDA, FSA, EPD
ATTN: Director, EPD
1400 Independence Ave SW
South Building, Room 0092-S
STOP 0543
Washington, DC 20250-0543.

3 State and County Office Action for Fingerprint and Forms Submission (Continued)

C Obtaining a Current Picture of Affiliate for the USDA-FSA Site Badge

A current picture must be submitted digitally for the USDA-FSA site badge with the AD-1197. The picture **must** be saved in a .jpg format file labeled with the individual's name, i.e., SMITH, ROBERT A.

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,
- 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.

4 Tracking USDA-FSA Site Badges

A Site Badge Accountability

The state office must notify EPD when an issued site badge from an affiliate is not renewed or the agreement expires and the site badge is returned. After the site badge is returned by the individual, it must be destroyed and documented on FSA-1065, Report of Lost, Stolen, or Damaged LincPass or Site Badge for Employees and Contractors. The fillable FSA-1065 can be downloaded from the FFAS Employee Forms/Publications Online Website at <http://fsaintranet.sc.egov.usda.gov/dam/ffasforms/forms.html>.

Note: Upon expiration of a site badge, a reprinted site badge may be obtained without additional information being provided if all the affiliate information is the same as originally submitted.

B Reporting Lost, Stolen, or Destroyed Site Badges

State and county office personnel responsible for informing EPD if site badges for affiliates have been lost, stolen or damaged and need replacement. Affiliates must immediately notify EPD using FSA-1065. The completed FSA-1065 must be submitted by e-mail to EPD@fsa.usda.gov using the subject line, Lost, Stolen, or Damaged Site Badge.

The fillable FSA-1065 can be downloaded from the FFAS Employee Forms/Publications Online Website at <http://fsaintranet.sc.egov.usda.gov/dam/ffasforms/forms.html>.

Completing AD-1197

The following provides instructions for completing the AD-1197. The AD-1197 is a fillable form that can be downloaded at <http://fsaintranet.sc.egov.usda.gov/dam/ffasforms/forms.html>. The completed AD-1197, identifying the individual as affiliate in section A.3., and a current photo of the affiliate must be provided according to subparagraph 3 C. The completed AD-1197 and a current photo must be e-mailed to **EPD@fsa.usda.gov**.

Item	Action
A. Source Document Confirmation	
1	Check the box indicating if the request for a site badge is a replacement of a previously issued site badge. If yes, explain the reason for the replacement.
2	Check the box indicating if the FBI fingerprint check has been submitted and cleared by EPD.
3	Check the box for affiliate.
3a	Check the box for site badge.
3b	Enter an expiration date according to the date determined in subparagraph 2 B.
4	Enter the name as it will appear on the site badge. This must match the name submitted on the background investigation documents.
5	Enter the telephone number for the point-of-contact that requested the site badge for the contractor or affiliate.
5a	Enter the social security number for the contractor or affiliate.
6	Enter contractor, NAP loss adjuster, or temporary intermittent field employee.
7	Enter the date of birth for contractor or affiliate.
8	Enter USDA-FSA.
9 through 12	Enter the address to which the site badge is to be mailed. This should be the state or county office address for further distribution to the card holder.
13	Enter the e-mail address of the requester, not the contractor or affiliate.
14 through 24	Enter the information from the source documents reviewed according to Exhibit 2.
B. USDA Identification Badge Request (To be completed by sponsor)	
24 through 27	Enter information of the requester. This will be either a state or county employee that is sponsoring the contractor or affiliate.
27a	If card reader access to a facility is needed, then enter yes or no. Note: This will determine the type of card stock EPD will use for the site badge. Some facilities have access controls whereby the site badge card may be programmed to allow entrance to the facility. Most of these facilities are GSA federal buildings or state offices with a physical access control system.
28	Enter name of the sponsor.
29	Enter date completed.
C. Issuance Approval (Completed by EPD)	
30 through 32, 37, 38, 39	Completed by EPD. Note: Items 33 through 36 are not applicable.
D. USDA Identification Badge Details (Completed by issuer, after sections A, B, [and C, if required] are completed.)	
40 through 48	This section will be completed by issuer; such as state or county office, etc.
E. Applicant Acknowledgement (Completed by applicant)	
49 and 50	Applicant must sign and date and return to the issuer, or provide written notification of receipt to the issuer; such as state or county office, etc. Note: Written notification of receipt of the identification badge must be filed with AD-1197.

Acceptable Forms of Identification

The following provides a list of acceptable forms of identification for the site badge.

During the USDA-FSA site badge 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 site badge identity establishment and eligibility process and one (1) acceptable form of identification during the issuance process. For site badge 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 of ID listed below (Primary or Secondary ID types). For site issuance, one ID must be any one of items 1 through 5 in the list below (Primary ID).	
Primary Forms of Identification (Items 1 through 5)	13. Certificate of Naturalization (Form N-550 or N570).
1. U.S. Passport (unexpired or expired).	14. U.S. Citizen ID Card (Form 1-197).
2. Driver's license or ID card issued by a state or possession of the United States provided it contains a photograph (unexpired).	15. Unexpired foreign passport, with I-551 stamp or attached Form I-94 indicating unexpired employment authorization.
3. U.S. Military ID card (unexpired).	16. ID Card for use of Resident Citizen in the United States (Form I-179).
4. U.S. Military dependent's ID card (unexpired).	17. Permanent Resident Card or Alien Registration Receipt Card with photograph (Form I-151 or I-1551).
5. Department of Defense Common Access Card (CAC) (unexpired).	18. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350).
Secondary Forms of Identification (Items 6 through 25).	19. Unexpired Temporary Resident Card (Form I-668).
6. U.S. Social Security Card issued by the Social Security Administration.	20. Unexpired Employment Authorization Card (Form I-668-A)
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.	21. Unexpired Reentry Permit (Form I-327)
8. ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph.	22. Unexpired Refugee Travel Document (Form I-571)
9. School ID with a photograph.	23. Unexpired employment authorization document issued by DHS.
10. Voter's registration card.	24. Unexpired Employment Authorization Document issued by DHS with photograph (Form I-668-B).
11. U.S. Coast Guard Merchant Mariner card.	25. Driver's license issued by a Canadian government authority.
12. Certificate of U.S. Citizenship (Form N-560 or N-561)	26. Native American tribal document.
For example, the following are all acceptable combinations of ID that will successfully validate your identity: Example 1: a) Virginia State Driver's license (from Primary list, item 2) b) US Social Security Card (from Secondary list, item 5) Example 2: a) U.S. Passport (expired) (from Primary list, item 1) b) Maryland State Driver's license (from Primary list, item 2) Example 3: a) U.S. Military ID Card (from Primary list, item 3) b) Department of State ID Card (from Secondary list, item 7)	