

For: State and County Offices

Updated Policy for the AltLinc Program

Approved by: Deputy Administrator for Management



1 Overview

A Background

Notice SEM -55 Issuing a LincPass or Alternative (AltLinc) Card for Short Term Employees outlined the current policy and process for obtaining an approved alternative card to the LincPass that is known as an AltLinc card. Additionally, the notice informed State Offices that they may obtain a LincPass for short term employees rather than an AltLinc as previously required. The AltLinc card has served to meet the identification requirements of Homeland Security Presidential Directive 12 (HSPD-12) and provides an alternative to the LincPass for short-term employees and non-employees (contractors, interns, and volunteers) that are expected to be employed with FSA for 12 months or less.

Since beginning the program in April 2014 FSA has issued or reissued over 2,400 AltLinc cards to temporary employees and non-employees. Some of these cards have been extended by a renewal option for an additional 12 months from the original expiration date.

B Purpose

This notice informs FSA offices of updated AltLinc card policy changes that are effective immediately to comply with departmental regulations that govern the AltLinc program.

C Contact

For questions regarding this notice and the updated policy changes, contact Jerry Epting, Emergency Preparedness Division (EPD), by either of the following:

- e-mail at jerry.epting@wdc.usda.gov, or
- telephone at **202-380-5010**.

Disposal Date	Distribution
January 1, 2017 7-19-16	State Offices; State Offices relay to County Offices

Notice SEM-65

2 AltLinc Policy Changes and Effective Date

A Initial AltLinc Card

The AltLinc Program in Notice SEM-55 will be used to process requests for initial AltLinc cards for both new temporary employees and non-employees. The cards will remain active for up to 12 months from the date printed and verification of the initial card will be required at the end of the sixth month after it is printed. This verification process will be conducted by the Emergency Preparedness Division (EPD) staff who will also contact the State Office HR personnels responsible for the AltLinc program regarding cards that are close to reaching the end of their sixth month period. State Office Human Resource (HR) personnel will verify if the initial cards need to be continued for an additional six months.

Extension verifications for the additional six months will **not** require a reprint of the current active initial AltLinc card. No further action will be needed after the verification has been received. The AltLinc card will automatically terminate upon the expiration date printed on the card. The AltLinc card may also be terminated with notification from the State Office HR personnel responsible for AltLinc that the card is no longer needed either due to a temporary employee or a non-employee separating from the agency or by obtaining a LincPass.

B Initial AltLinc Cards Expiring in August and September 2016

EPD will contact State Offices prior to the expiration of initial AltLinc cards that terminate in August and September 2016. State Offices may choose to extend the AltLinc card one year; however, this **only** applies to initial AltLinc cards expiring in August and September 2016.

C Initial AltLinc Cards Expiring in October 2016 or Later

Initial AltLinc cards expiring in October 2016 and going forward will **not** be eligible for renewals. This required change complies with the department's intended purpose of an alternative personal identity verification (PIV) card for short term use of six months or less. The temporary employees and non-employees will need to enroll for a LincPass.

D Previously Renewed AltLinc Cards

AltLinc cards that have previously been renewed one time will not be eligible for another renewal beginning in July 2016. FSA can no longer request a second reprint of cards that would result in a third card for the employee.

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3 Obtaining a LincPass for Temporary Employees and Non-Employees

A Temporary Employees

State Office personnel responsible for obtaining LincPass cards for employees in their state should follow the same procedures to obtain a LincPass for temporary employees that are subject to the new policies contained within this notice.

B Non-Employees

Non-employees (contactors, interns, volunteers) that currently have an AltLinc will be subject to these new policies and can work with EPD staff that is responsible for entering non-employees in the person model system to obtain a LincPass when their AltLinc cannot be renewed based on the policies within this notice.