

For: FFAS Employees

Retrieving LincPass From Exiting Employees

Approved by: Deputy Administrator, Management



1 LincPass Retrieval

A Background

With the implementation of the Voluntary Early Retirement Authority and the Voluntary Separation Incentive Payments program within FFAS and with the calendar year about to end, FAS, RMA, and FSA may have a number of employees retiring over the next few months. During any large scale reduction in employee numbers, certain key items may be overlooked during the employee’s exit process.

Employee’s LincPass badges are property of the Federal Government and may not be retained by an employee when they leave the Agency. Every effort should be made to retrieve the employee’s badge before they exit the Agency and dispose of the badge according to 1-SEM, paragraph 76.

B Purpose

This notice reminds managers to:

- retrieve their employee’s LincPass before the employee leaves the Agency
- submit FSA-1065-1 for State and County Office employees to EPD once the employee’s LincPass has been shredded.

Disposal Date	Distribution
February 1, 2012	All FAS, FSA, and RMA employees; State Offices relay to County Offices