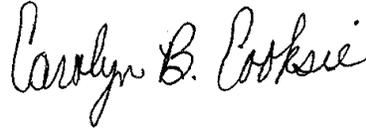


For: State and County Offices

Terminating and Destroying LincPass Badges

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

Notice AO-1450 set forth guidelines for LincPass security for FSA employees. Those procedures provided standards for acceptable control, use, care, reporting requirements for lost/stolen/damaged LincPasses, and management’s responsibilities for implementing and administering the provisions of LincPass.

In response to the recognized importance of accountability within the LincPass program, FSA has developed additional procedures for supervisors to follow about relinquishing and/or destroying LincPass badges.

B Purpose

This notice provides the following procedures for LincPass badges that are returned by employees who retired, terminated, or are in need of a re-issued badge for other reasons:

- terminating employee’s LincPass privileges through USAccess
- destroying LincPass badges
- reporting destruction of LincPass badges to the National Office on FSA-1065-1 (Exhibit 1).

C Action

Effective immediately, all FSA State and County Offices shall follow the instructions in this notice for terminating and destroying LincPass badges.

Disposal Date	Distribution
February 1, 2011	State Offices; State Offices relay to County Offices

2 LincPass Badges and Privileges

A Retrieving LincPass Badges

FSA employees must surrender their LincPass badges to their immediate supervisor or their designee when the following conditions occur:

- upon termination of employment
- demanded by an OIG register authority
- re-issue of the LincPass badge is required because of employee status or name change
- reprint of the LincPass badge is required because of a malfunction with the card.

B Terminating LincPass Privileges

FSA supervisors are responsible for ensuring that LincPass badge privileges are removed from the EmpowHR and USAccess systems. Terminate LincPass privileges through the following methods:

- normal out-processing of employee's records through EmpowHR

Note: This process normally takes 2 to 3 weeks for termination to be completed, or shortly after their last payroll record has been processed by HRD specialists.

- FSA HSPD-12 Security Officer at the National Office terminates the employee's LincPass badge through USAccess
- by the FSA State HSPD-12 sponsor when reprinting or re-issuing a new LincPass badge for the employee. This action will automatically mark their existing LincPass badge in the USAccess system as "terminated".

Notes: When a card action is performed in either EmpowHR or through USAccess, the card action is automatically passed over to the other system usually within 24 to 72 hours. Users only have to perform the action in 1 of the 2 systems responsible for card maintenance.

Procedures for reprinting or re-issuing a LincPass badge are found in the HSPD-12 Sponsor User Guide previously provided under separate cover.

2 LincPass Badges and Privileges (Continued)

C Destroying LincPass Badges

Destroy LincPass badges only after the LincPass badge has been terminated through 1 of the methods described in subparagraph A. Destroying a LincPass badge **must be** completed through shredding. If shredding cannot be completed by the FSA State HSPD-12 sponsor, or designee, the LincPass badge must be cut into 10 pieces or more with scissors.

Note: The destruction of LincPass badges by shredders or scissors **must be** witnessed by an FSA employee.

Once the LincPass badge is destroyed, the sponsor shall update the employee's card status in EmpowHR or USAccess as "destroyed".

Sponsors can delegate card destruction responsibilities to CED's and DD's. CED's and DD's shall coordinate with their FSA State HSPD-12 sponsor for accountability, termination, and destruction of employees' badges.

3 Action

A FSA State HSPD-12 Sponsor Responsibilities

FSA State HSPD-12 sponsors shall:

- review circumstances of each case before terminating and destroying an employee's LincPass badge to ensure that this process is required

Example: In some cases when employees are changing official duty stations, they can keep their current LincPass badge at their new location.

- ensure that the employee's LincPass badge has been retrieved by their immediate supervisor (or designee) upon termination of employment or when a re-issue is required
- for County Office employees, delegate authority to the supervisor to destroy the employee's LincPass badge
- coordinate with the State HRD sponsor or FSA Security Officer (if immediate termination needs to be performed on the card) to:
 - ensure that the employee's LincPass badge has been successfully marked as "terminated"
 - process the card as "destroyed" in USAccess once the shredding has been completed

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3 Action (Continued)

A FSA State HSPD-12 Sponsor Responsibilities (Continued)

- ensure that destruction of LincPass badges is witnessed by an FSA employee
- complete FSA-1065-1 for each destroyed LincPass badge and FAX to the FSA Security Officer at 202-205-0014.

Note: Terminating a LincPass badge in EmpowHR or USAccess is binding. Once this action has been initiated, it **cannot** be undone.

B HSPD-12 Contacts

Direct questions about this notice to either of the following:

- Jerry Epting, EPD, FSA HSPD-12 Role Administrator, by either of the following:
 - e-mail at **jerry.epting@wdc.usda.gov**
 - telephone at 202-702-7696
- David Tidwell, EPD, FSA HSPD-12 Security Officer, by either of the following:
 - e-mail at **david.tidwell@wdc.usda.gov**
 - telephone at 202-720-4542.

Example of FSA-1065-1

The following is an example of FSA-1065-1.

<p>This form is available electronically.</p> <p>FSA-1065-1 (06-07-10)</p> <p align="center">U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency</p> <p align="center">LINCPASS DESTRUCTION CERTIFICATION (State and County FSA Offices)</p>			<p>1. Date of Destruction</p>
			<p>2. State Office</p>
			<p>3. County Office</p>
<p>INSTRUCTIONS: To destroy LincPass, State Offices shall complete this form and FAX to: FAX Number: 202-205-0014</p>			
<p>4. LincPass Badge Holder Name (Last, First, Middle Initial)</p>	<p>5. Employee's Status:</p> <p><input type="checkbox"/> FSA-FED <input type="checkbox"/> FSA-Contractors <input type="checkbox"/> FSA-CO <input type="checkbox"/> Other:</p>	<p>6. Card Serial Number</p>	
<p>7A. Badge Holder Signature (If Available)</p>			<p>7B. Date (MM-DD-YYYY)</p>
<p>8. Reason for Destruction (Check Appropriate Box):</p> <p><input type="checkbox"/> Terminated Employment <input type="checkbox"/> Change in Employment Status <input type="checkbox"/> Name Change</p> <p><input type="checkbox"/> Other (Provide Explanation Below):</p>			
<p>CERTIFICATION</p> <p><i>By submitting this form, the under signer hereby certifies that the LincPass badge for the employee in Item 3 has been destroyed.</i></p>			
<p>County Office</p>			
<p>9A. Employee Supervisor Name</p>	<p>9B. Employee Supervisor Signature</p>	<p>9C. Date (MM-DD-YYYY)</p>	
<p>10A. Witnessed By</p>			<p>10B. Date (MM-DD-YYYY)</p>
<p>State Office</p>			
<p>11A. HSPD-12 State Sponsor Name</p>	<p>11B. HSPD-12 State Sponsor Signature</p>	<p>11C. Date (MM-DD-YYYY)</p>	
<p>12A. Witnessed By</p>			<p>12B. Date (MM-DD-YYYY)</p>
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