

For: FSA State Office Employees

Renewing LincPass Badges

Approved by: Deputy Administrator, Management

1 Overview

A Background

USDA’s Homeland Security Presidential Directive (HSPD)-12 LincPass badges that were distributed to FSA employees in 2008 and 2009 are reaching their 5-year lifespan and are expected to begin expiring starting June 2013. The LincPass badge expiration date is displayed on the top-right corner. If LincPass badges are not renewed before the expiration date, the LincPass badge will terminate and the employee will have to re-enroll to obtain a new LincPass badge.

National and State HSPD-12 sponsors will be responsible for initiating and completing the LincPass badge renewal process for expiring badges. State HSPD-12 sponsors will be responsible for employees in their State. National HSPD-12 sponsors will be responsible for employees in APFO, Kansas City, St. Louis, and Washington, DC.

Note: The renewal process is **not** the same as the certificate update process.

B Purpose

This notice provides:

- FSA State HSPD-12 sponsors the steps to follow **before** completing LincPass badge renewals to ensure a smooth process
- guidelines for all FSA HSPD-12 sponsors to follow to complete LincPass badge renewals **before** the badge expiration date.

Disposal Date	Distribution
February 1, 2014	All FSA State Office employees

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1 Overview (Continued)

C Contact

Direct questions about this notice to either of the following EPD staff:

- Silvia Flores by either of the following:
 - e-mail at silvia.flores@wdc.usda.gov
 - telephone at 202-260-8165
- David Tidwell by either of the following:
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D LincPass Badge Renewal Process

USDA employee LincPass badges **must** be renewed **before** their expiration date, as displayed on the top-right corner of the badge. State HSPD-12 sponsors can perform the badge renewal through USAccess starting no earlier than 1 year before the badge expires, up to the time the badge actually expires. Employees will be notified by automatically generated e-mails that their sponsor has initiated an action through USAccess to renew their LincPass badge, and a followup e-mail will be sent to employees when their badge is ready for pickup.

Employees have until 60 calendar days after receiving automated generated e-mail directing them that their badge is ready for pickup, to pickup and activate their new LincPass badge after receiving the automatically generated e-mail advising them their badge is ready. If the employee fails to activate their new badge before the 60-calendar-day expiration date, their badge will automatically terminate and they will have to re-enroll to receive a new LincPass badge.

2 Steps to Complete Before Initiating the LincPass Badge Renewal Process

A Steps to Perform Before Initiating the Badge Renewal Process

State HSPD-12 sponsors shall perform the following functions on employee data in USAccess/EmpowHR **before** initiating the LincPass badge renewal option. These processes will ensure that employee LincPass badges are delivered in an accurate and timely manner and to the appropriate locations. Failure to complete these steps risks delays, inaccuracies in employee badges, and possible termination of the badges. The steps include the following.

Step	Action
1	Updating sponsor-of-record for all employees.
2	Verifying employee LincPass badge "Ship to" location.
3	Ensuring that employee e-mail addresses are correct.
4	Confirming that "Emergency Response Official" selection is present, if applicable.

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2 Steps to Complete Before Initiating the LincPass Badge Renewal Process (Continued)

B Accessing Reports Needed for Processing LincPass Badge Renewals

The following 2 reports are available to assist State HSPD-12 sponsors in performing all the preliminary steps, provided in paragraph A, in the badge renewal process:

- Applicant Status Report (ASR)
- Badge Expiration Report (CER).

Both reports:

- are accessed through the USAccess Reports Portal; however, CER only shows employees, and their related information, that are within 1 year of their badges expiring
- display “Sponsor-of-Record ID”, but CER does **not** contain the “Emergency Response Official” information.

All FSA HSPD-12 sponsors should consider using information from both reports to ensure that all employee information is up-to-date **before** initiating the badge renewal process. Because these reports are large in volume of data, all FSA HSPD-12 sponsors should work with their ITSD specialists or follow the steps in the Helpful Hints document (see subparagraph 4 B) to query the ASR and CER to display only data from employees in their State.

3 Completing Preliminary Steps for LincPass Badge Renewals

A Updating Employee Sponsor-of-Record

A sponsor-of-record is an individual with USAccess sponsor designation assigned to an individual employee who assists with maintaining and tracking that individual’s record in USAccess.

State HSPD-12 sponsors shall ensure that a current sponsor-of-record is assigned to each employee in their State. The sponsor-of-record ID number for each employee can be found in:

- ASR, column “BC”
- CER, column “AF”.

Instructions for changing/updating the sponsor-of-record for an employee can be found in Sponsor Quick Reference Guide, dated December 2012, pages 14-16.

Note: The sponsor-of-record **cannot** be the same person who adjudicated the employee’s record.

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3 Completing Preliminary Functions for LincPass Badge Renewals (Continued)

B Verifying Employee Badge “Ship to” Location

State HSPD-12 sponsors shall review all employee LincPass badge “Ship to” locations on ASR or CER and make any updates in EmpowHR **before** initiating the badge renewal process.

Instructions for updating “Ship to” locations can be found in HSPD-12 EmpowHR Onboard Guide V3.4, pages 10-13.

Failure to provide a current “Ship to” location for employees will result in delays in employees receiving new badges.

Note: All FSA HSPD-12 sponsors who want to add additional pickup locations into USAccess (LAS, etc) shall contact EPD staff for assistance.

C Ensuring That Employee E-Mail Addresses Are Correct

State HSPD-12 sponsors shall review all employee e-mail addresses on ASR or CER and work with their HR specialist to make any updates in EmpowHR **before** initiating the badge renewal process. After employee e-mail addresses are updated in EmpowHR, the changes will automatically rollover in USAccess within 24 hours.

Instructions for accessing and updating employee e-mail addresses can be found in Sponsor Quick Reference Guide, page 4.

Failure to provide current e-mails for employees will result in delays for receiving new badges and receiving automatically generated notification e-mails on badge processing steps.

D Confirming “Emergency Response Official” Designations

State HSPD-12 sponsors shall review all applicable employee “Emergency Response Official” designations on ASR and make any updates in EmpowHR **before** initiating the badge renewal process.

Instructions for accessing and updating employee “Emergency Response Official” designations are provided in HSPD-12 EmpowHR Onboard Guide V3.4, pages 10-13.

Failure to ensure that this designation has been selected for an employee may result in the designation **not** being present at time of processing badge renewal.

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4 Completing Employee LincPass Badge Renewal

A State HSPD-12 Sponsor Responsibilities

State HSPD-12 sponsors are responsible for initiating and completing the badge renewal process for employees in their State **only**, and **only** after performing the steps described in paragraph 3. Sponsors have within 1 year of badge expiration to perform the badge renewal process; however, sponsors should perform the badge renewal function **not** less than 45 calendar days from employee's badge expiring. This will ensure that the badge will **not** be terminated because of oversight or other conflicts.

Instructions for accessing, initiating, and completing the LincPass badge renewal process are in Sponsor Quick Reference Guide, pages 17-20.

Sponsors have the option of either performing bulk badge renewal processing (multiple badges at once) or individual badge renewal processing. However, bulk renewal processing can only be done within the 90-calendar-day period **before** the badge expires. If sponsors want to perform the badge renewal process between the 1 year and 90-calendar-days periods, they **must** complete the process through individual processing.

When performing badge renewal processing for employees in their State, State HSPD-12 sponsors should consider scenarios that provide the best cost minimization for their employees (travel, time, etc).

B EPD Responsibilities

EPD staff has collaborated with DAFO staff to position documents referenced in this notice on the DAFO SharePoint web site for use by State HSPD-12 sponsors. These documents include:

- Sponsor Quick Reference Guide GSA, dated December 2012
- HSPD-12 EmpowHR Onboard Guide V3.4
- Newsflash Renewal Process/Preparing for/Q&A December 7, 2012 (3 documents)
- Helpful Hints on Querying CER.

The DAFO SharePoint site is located at <https://fsa.sc.egov.usda.gov/mgr/DAFO/default.aspx>. On the Main Menu, CLICK "HSPD-12 Card Renewal Process" to go to the subfolder containing these documents.