

For: FSA Employees

LincPass Security

Approved by: Deputy Administrator, Management



1 Overview

A Background

Homeland Security Presidential Directive 12 (HSPD-12) established a government-wide requirement for agencies to implement and maintain a standard, secure, and reliable employee identification process for all Federal employees and contractors that have access to FSA’s IT systems. By issuing identification badges known as a LincPass, USDA is fulfilling the requirements of HSPD-12.

In response to the recognized importance of accountability within the LincPass program, FSA developed the following procedures for employees and contractors to follow about LincPass protection and security. The procedures were issued in Notice AO-1450 that is now obsolete. This notice provides restated standards for acceptable control, use, care, and reporting requirements for lost, stolen, and/or damaged LincPasses (including Site Badges), and management’s responsibilities for implementing and administering the provisions of LincPass.

B Purpose

This notice provides the following procedures:

- minimizing the potential for lost, stolen, and/or damaged LincPasses
- reporting lost, stolen and/or damaged LincPasses/Site Badges on FSA-1065 (Exhibit 1)
- removing privileges associated with the LincPass program
- reducing the potential for criminal acts against FSA personnel, facilities, and IT systems.

Disposal Date	Distribution
October 1, 2011	All FSA employees; State Offices relay to County Offices

Notice AO-1481

2 LincPass Accountability and Use

A Accountability

The LincPass, although issued to FSA employees and contractors (custodians), is considered the property of the U.S. Government and is categorized as accountable personal Government property. As such, custodians must ensure that the LincPass is adequately protected and cared for at all times. Custodians may be held financially liable for the loss of, theft of, damage to, or compromise of the LincPass if found negligent in its use, care, or protection.

B Use

The LincPass will be used for Logical Access Control Systems (LACS) to allow custodian access to computer systems (through card readers) and Physical Access Control Systems (PACS) to allow entry into secure Federal facilities. The loss or malfunction of the LincPass may result in lost time because of the inability to perform required job functions.

3 LincPass Protection

A FSA Employees and Contractors

All custodians with a LincPass shall:

- protect their LincPass at all times by treating it as valuable personal property and ensure that their Personal Identification Numbers (PIN) are kept safe, secure, and not disclosed
- never leave the LincPass unattended in an unsecure environment such as public places, dry cleaners, in checked baggage while on travel, unlocked vehicles, or on your person while **not** in or on a Federal facility or campus requiring the display of Federal identification
- not write on, deface or scratch, punch holes in, replicate, loan out, store in places that are subject to excessive heat or moisture, or allow strong magnetic fields next to their LincPass
- accurately represent themselves in all communications with the LincPass/PIN issuing authorities, to include sponsor and authorizing, enrollment, and issuance officials
- notify their immediate supervisor, or next in line if their supervisor is not available, of the loss, theft, or compromise of the valid LincPass and/or disclosure of the associated PIN, complete FSA-1065, Part A, and forward to their immediate supervisor, FSA State HSPD-12 sponsor, or FSA HSPD-12 Security Officer, as appropriate
- upon termination of employment with USDA or upon demand by a registered authority, surrender LincPass to their supervisor or designee.

Note: These procedures also cover the safeguards required for Site Badges.

Notice AO-1481

3 LincPass Protection (Continued)

B Headquarters Level Supervisors Responsibilities

Headquarters supervisors shall immediately notify an FSA HSPD-12 Security Officer of the loss, theft, or compromise of the issued LincPass/Site Badge and/or disclosure of the associated PIN when informed by their staff member(s) and forward completed FSA-1065 to an FSA HSPD-12 Security Officer, as appropriate.

C State and County Office Level Supervisors LincPass Security Responsibilities

Supervisors shall:

- immediately notify their FSA State HSPD-12 sponsor of the loss, theft, or compromise of the issued LincPass and/or disclosure of the associated PIN by their staff member(s)

Note: If the FSA State HSPD-12 sponsor is unavailable, supervisors shall contact an FSA HSPD-12 Security Officer according to subparagraph 3 E.

- ensure that FSA-1065, Part A is completed by employees/contractors and is forwarded to the FSA State HSPD-12 sponsor when informed of a compromised LincPass.

D FSA State HSPD-12 Sponsor Responsibilities

FSA State HSPD-12 sponsors shall:

- review the circumstances of each report of unserviceable, lost, stolen, damaged, or compromised LincPass and determine whether there was negligence involved and to what degree of negligence, if appropriate
- manage employees' "LincPass status", investigate incidents, and resolve any discrepancies
- complete FSA-1065, Part B and FAX to the Emergency Preparedness Division (EPD) at 202-205-0014

Note: Part B may be completed by FSA HSPD-12 Security Officer or FSA State HSPD-12 Sponsor.

- coordinate with an FSA HSPD-12 Security Officer to ensure that the affected LincPass has been changed to terminated or suspended status and that unserviceable, damaged, or compromised LincPasses have been destroyed
- coordinate with an FSA HSPD-12 Security Officer to obtain replacement LincPass for the affected employee/contractor
- maintain file copies of all submitted FSA-1065's.

Notice AO-1481

3 LincPass Protection (Continued)

D Other LincPass Security Responsibilities

The following are examples of other events that require actions to maintain the security of the LincPass/Site Badge after the LincPass/Site Badge has been delivered to the employee and activated.

IF LincPass cardholder...	THEN LincPass must be returned to the supervisor upon departure for...
retires, resigns, or is removed from employment	destruction.
changes agencies outside USDA	
changes from contractor to USDA employee	destruction and reissuance.
changes from a USDA County Office employee to USDA Federal employee	
Note: When changing from County Office to Federal, the personnel system will automatically terminate the LincPass.	
changes names (i.e. marriage, divorce)	
change within USDA (FSA to NRCS, FSA to APHIS, etc.), contact the receiving agency HSPD-12 sponsor for instructions.	

Important: An FSA HSPD-12 Security Officer **must** be notified **immediately** and will terminate user in LACS and PACS and destroy LincPass for cases that require LincPass destruction.

Destruction of a LincPass must be completed through shredding. If this action cannot be completed by the supervisor, then the LincPass must be sent by FedEx to an FSA HSPD-12 Security Office for proper destruction. Contact the appropriate EPD staff member according to paragraph 4 to obtain the mailing address.

Notice AO-1481

3 LincPass Protection (Continued)

E HSPD-12 Contacts

Direct questions about this process to any of the following:

- Jerry Epting, EPD, FSA HSPD-12 Role Administrator, by:
 - e-mail at **jerry.epting@wdc.usda.gov**
 - telephone at 202-720-7696
- David Tidwell, EPD, FSA HSPD-12 Security Officer, by:
 - e-mail at **david.tidwell@wdc.usda.gov**
 - telephone at 202-720-4542
- Josh Bornstein, EPD, FSA HSPD-12 Security Officer, by:
 - e-mail at **josh.bornstein@wdc.usda.gov**
 - telephone at 202-690-4770
- Arthur Greene, EPD, FSA HSPD-12 Security Officer, by:
 - e-mail at **arthur.greene@kcc.usda.gov**
 - telephone at 816-926-1714.

FSA-1065, Report of Loss, Stolen, or Damaged LincPass (Continued)

A FSA-1065 Example

The following is an example of FSA-1065.

FSA-1065 (10-06-10)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency		1. Calendar Year	2. Control Number (State Office Use Only)
REPORT OF LOST, STOLEN, OR DAMAGED LINC PASS OR SITE BADGE FOR EMPLOYEES AND CONTRACTORS					
INSTRUCTIONS: To report a lost, stolen or damaged LINC PASS/SITE BADGE, cardholder shall complete Part A of this form and submit to their immediate supervisor. State and County office Supervisors shall submit this record to their FSA State HSPD-12 Sponsor. State Sponsors shall complete Part B and submit to EPD National Office Official. WDC employees shall complete Part A and submit to their EPD National Office Official.					
PART A – TO BE COMPLETED BY EMPLOYEE/CONTRACTOR					
3. Employee's Name (Last, First, Middle Initial)		4. Employee's Status: <input type="checkbox"/> FSA-FED <input type="checkbox"/> FSA-Contractors <input type="checkbox"/> FSA-CO <input type="checkbox"/> Other:		5. Facility Location (City/State)	
6. Organizational Unit (Show State/County name or provide full acronym, highest to lowest structure levels; i.e., FSA-ITSD-ADC-PARMO)		7. Room No., Cube Assignment, or Mail Stop Code (As applicable)		8. Telephone Number (include Area Code and Extension)	
9. Position Title		10. LINC PASS/SITE BADGE Type (Check One Below): <input type="checkbox"/> LINC <input type="checkbox"/> SITE		11. LINC PASS/SITE BADGE Status (Check One Below): <input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Damaged	
				12. Date (MM-DD-YYYY) LINC PASS/SITE BADGE Lost/ Stolen/Damaged	
13. Statement Explaining How LINC PASS/SITE BADGE Was Lost/Stolen/Damaged:					
<i>14. By signing, I certify that the above statement is true, complete, and correct to the best of my knowledge.</i>					
14A. Employee/Contractor Signature				14B. Date (MM-DD-YYYY)	
PART B – TO BE COMPLETED BY FSA HSPD-12 SECURITY OFFICER OR FSA STATE HSPD-12 SPONSOR					
15. LOST (OR UNRECOVERABLE) LINC PASS/SITE BADGE					
15A. Date LINC PASS/SITE BADGE Lost (or unrecoverable) (MM-DD-YYYY)		15B. Date LINC PASS/SITE BADGE Reported Lost (or unrecoverable) (MM-DD-YYYY)		15C. Action Taken by FSA HSPD-12 Security Officer/FSA State Sponsor	
16. STOLEN LINC PASS/SITE BADGE					
16A. Date LINC PASS/SITE BADGE Stolen (MM-DD-YYYY)		16B. Date LINC PASS/SITE BADGE Reported Stolen (MM-DD-YYYY)		16C. Action Taken by FSA HSPD-12 Security Officer/FSA State Sponsor	
17. DAMAGED LINC PASS/SITE BADGE					
17A. Date LINC PASS/SITE BADGE Damaged (MM-DD-YYYY)		17B. Date LINC PASS/SITE BADGE Reported Damaged (MM-DD-YYYY)		17C. Action Taken by FSA HSPD-12 Security Officer/FSA State Sponsor	
18A. Was Temporary LINC PASS/SITE BADGE Issued? (Check one below): <input type="checkbox"/> YES <input type="checkbox"/> NO		18B. LINC PASS/SITE BADGE Reactivated/Reissued (Check one below): <input type="checkbox"/> Reactivated <input type="checkbox"/> Reissued		18C. Date LINC PASS/SITE BADGE Revoked (MM-DD-YYYY)	
19. Comments:					
20A. Name of FSA HSPD-12 Security Officer/ FSA State Sponsor		20B. Signature of FSA HSPD-12 Security Officer/ FSA State Sponsor		20C. Date (MM-DD-YYYY)	
PART C – FSA HSPD-12 SECURITY OFFICER OR FSA STATE SPONSOR FOLLOWUP (To be completed only if LINC PASS/SITE BADGE is recovered.)					
21. Date (MM-DD-YYYY) LINC PASS/SITE		22. How Was the LINC PASS/SITE BADGE Recovered? <input type="checkbox"/> Found by employee/contractor <input type="checkbox"/> Turned into a Security Officer <input type="checkbox"/> Turned into "Return To" Address <input type="checkbox"/> Other (Explain):			
PART D – TO BE COMPLETED BY EMERGENCY PREPAREDNESS DIVISION (EPD) NATIONAL OFFICE OFFICIAL					
23. Comments:					
24A. Name of EPD Reviewing Official		24B. Title of EPD Reviewing Official		24C. Signature of EPD Reviewing Official	
				24D. Date (MM-DD-YYYY)	
<p><small>The U.S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.</small></p>					

FSA-1065, Report of Loss, Stolen, or Damaged LincPass (Continued)

B FSA-1065 Instructions

Complete FSA-1065 according to the following.

FSA-1065 (10-06-10)		Page 2
Item	Instructions for Completing FSA-1065	
For FSA State HSPD-12 sponsor use only.		
1	FSA State HSPD-12 sponsors will enter the calendar year.	
2	FSA State HSPD-12 sponsors will assign a control number to include their State FIPS code, and consecutive number, such as "05-001". The control number will be maintained by each FSA State HSPD-12 sponsor.	
Part A - To be Completed by Employee/Contractor		
3	Enter employee's name that has lost, damaged, or had their LincPass stolen.	
4	Check (✓) employee's status.	
5	Enter employee's permanent facility location with city/State.	
6	Enter employee's organizational unit to the lowest level (i.e. Timbuktoo FSA Office, South Dakota, FSA-DAFP-PDDC).	
7	Enter employee's room number or mail stop code.	
8	Enter employee's telephone number.	
9	Enter employee's position title (i.e. Program Technician, CED, AO).	
10	Enter type of card reporting on.	
11	Check (✓) status of employee's LINC PASS/SITE BADGE.	
12	Enter date (MM-DD-YYYY) LINC PASS/SITE BADGE was lost (or unrecoverable), stolen, or damaged.	
13	Provide explanation detailing the circumstances involved in the lost, stolen, or damaged LincPass.	
14A and 14B	Employee shall sign, date, and submit to the appropriate FSA HSPD-12 Security Officer or FSA State HSPD-12 sponsor.	
Part B - To be Completed by FSA HSPD-12 Security Officer or FSA State HSPD-12 Sponsor		
15A, 15B, and 15C	If LINC PASS/SITE BADGE was lost (or unrecoverable) , enter the following: <ul style="list-style-type: none"> • date lost • date reported lost • action taken by FSA HSPD-12 Security Officer or FSA State HSPD-12 sponsor. 	
16A, 16B, and 16C	If LINC PASS/SITE BADGE was stolen , enter the following: <ul style="list-style-type: none"> • date stolen • date reported stolen • action taken by FSA HSPD-12 Security Officer or FSA State HSPD-12 sponsor. 	
17A, 17B, and 17C	If LINC PASS/SITE BADGE was damaged , enter the following: <ul style="list-style-type: none"> • date damaged • date reported damaged • action taken by FSA HSPD-12 Security Officer or FSA State HSPD-12 sponsor. 	
18A	Check (✓) either "Yes" or "No" if was a temporary site badge issued.	
18B	Check (✓) either "Reactivated" or "Reissued" if a LincPass was reactivated or reissued.	
18C	Enter date if LincPass was revoked.	
19	Enter any additional information on circumstances involved in the LincPass being stolen, lost, or damaged.	
20A, 20B, and 20C	FSA HSPD-12 Security Officer or FSA State HSPD-12 sponsor shall enter their name, signature, and date.	
Part C - FSA HSPD-12 Security Officer or FSA State HSPD-12 Sponsor Followup (To be completed only if LincPass is recovered.)		
21	FSA HSPD-12 Security Officer or FSA State HSPD-12 sponsor shall enter the recovery date	
22	FSA HSPD-12 Security Officer or FSA State HSPD-12 sponsor shall check (✓) how LincPass was recovered.	
Part D - To Be Completed by Emergency Preparedness Division (EPD) National Office Official		
23	Enter any additional comments.	
24A, 24B, 24C, and 24D	EPD Reviewing Official shall enter their name, title, signature, and date.	