

Natural Resources Conservation Service

Conservation Partners

LincPass Issuance Update

A summary of current status of LincPass issuance for Conservation Partners, a breakdown of issues affecting those who do not have LincPass, and a synopsis of targeted actions to resolve those issues.

### Associate Chief for OperationsOffice of the Chief Human Resource OfficerWorkforce Management DivisionStaffing & Workforce Management BranchPersonnel Security and Suitability Team

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## LincPass and Conservation Partner Employees

## Why LincPass?

Homeland Security Presidential Directive 12 (HSPD-12) was issued on August 12, 2004 by President George W. Bush; it called for a mandatory, government-wide standard for secure and reliable forms of ID issued by the federal government to its employees, contractors and others that:

* is based on sound criteria for verifying an individual's identity;
* is strongly resistant to identity fraud, tampering, counterfeiting, and terrorist exploitation;
* can be rapidly authenticated electronically; and
* is issued only by providers whose reliability has been established by an official accreditation process.

The LincPass is USDA’s implementation of HSPD-12.

## Current Status for Conservation Partners

The following shows the current status of LincPass issuance for Conservation Partners as of 2/6/2017:

|  |  |  |
| --- | --- | --- |
| Status | Number | Pct |
| Have Active LincPass | 3,700 | 96.7% |
| Do Not Have LincPass (not requested, not enrolled, not adjudicated and/or not picked up) | 127 | 3.3% |
| Total Conservation Partners | 3,827 | 100% |

**Note:** These numbers reflect login accounts that are active as of 2/6/2017

## LincPass Process Steps

The process for issuing a LincPass involves the following major steps:

|  |  |  |
| --- | --- | --- |
| What | Who | How |
| Sponsorship | NRCS Sponsor \* | Validates need for a LincPass, enters data into system |
| Enrollment | Applicant | Provides proof of identity, scans fingerprints, takes photo |
| Adjudication | NRCS Adjudicator \*\* | Submits fingerprints to OPM, adjudicates results |
| Activation | Applicant | Picks up card, creates unique PIN, activates LincPass |

\* NRCS Sponsor – a state designated point of contact who determines that a Conservation Partner requires a LincPass, and initiates the request for the Conservation Partner to enroll for a LincPass.

\*\* NRCS Adjudicator – reviews the results of background investigations and records the results in EmpowHR Person Model. For this purpose, the NRCS Adjudicator is anyone on the Personnel Security Team.

## Challenges Identified; Plan of Action to Address

Summary of current challenges that prevent LincPass issuance:

|  |  |  |
| --- | --- | --- |
| Challenge | Number | Resolution |
| Not Sponsored | 3 | Ensure all CD employees are sponsored by NRCS for LincPass |
| Not Enrolled | 26 | Reach out to applicants and encourage them to enroll ASAP |
| Not Adjudicated | 71 | Targeted effort to adjudicate all CD employees |
| Not Activated | 30 | Reach out to applicants and encourage them to pick up and activate their LincPass ASAP |

## Resource

Conservation Partners with questions or issues regarding issuance or usage of the LincPass can send an email to LincPass@wdc.usda.gov for assistance.

For those who are interested in becoming partners, NRCS has designated POCs in each state. Please contact the state office for more information and assistance.

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