UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS DIRECTIVE	2500.3	8/29/13

ALTERNATIVE LINCPASS (AltLinc) CARD PROGRAM FOR TEMPORARY EMPLOYEES AND CONTRACTORS

I. PURPOSE

This directive provides instructions to personnel who administer the FSIS Alternative LincPass (AltLinc) card program.

KEY POINTS:

- *The AltLinc card is a Homeland Security Presidential Directive 12 (HSPD-12) authorized alternative card to the FSIS established LincPass*
- *AltLinc is authorized for use by employees or contractors requiring only temporary access (less than 12 months) to FSIS facilities and information systems*
- *The AltLinc card is issued to Federal employees or contractors that are sponsored by FSIS and have received a favorably adjudicated FBI fingerprint check*

II. BACKGROUND

A. In accordance with (HSPD-12), all Federal Agencies are required to issue secure and reliable forms of identification (ID) to their employees and the employees of Federal contractors for access to Federally-controlled facilities and information systems. The HSPD-12 compliant ID used for USDA employees is called the LincPass. The LincPass is designed to link a person's identity to an ID credential that authorizes physical access to USDA facilities and information systems.

B. FSIS is issuing the AltLinc card for its short-term employee population (less than 12 months). The use of the AltLinc card will reduce costs because the two-factor authentication requirements will be streamlined.

III. ROLES AND RESPONSIBILITIES

A. Agency Role Administrator (ARA). The ARA is the FSIS Office of Administrative Services, Property Management Branch Chief and is responsible for managing the FSIS AltLinc Sponsors, Adjudicators, and the Security Officer. The ARA verifies that AltLinc Sponsors, Adjudicators, and the Security Officer meet training and certification requirements. When appropriate (**examples**: when roles overlap, or the role holder does not correctly perform the duties of his or her role), the ARA can revoke privileges and portal access for Sponsors, Adjudicators, and the Security Officer. The ARA is required to have a LincPass card, have completed HSPD-12 Role Administrator training, and be certified and designated by the USDA Department Role Administrator before performing HSPD-12 Role Administrator functions and responsibilities.

B. Sponsors. FSIS AltLinc sponsors request AltLinc credentials for FSIS employees and Non-Federal employees. A Sponsor is required to have a LincPass card, have completed HSPD-12 Sponsor training, and be certified and designated by the ARA before performing HSPD-12 Sponsor functions and responsibilities. A Sponsor may be a FSIS supervisor, contracting officer or contracting officer representative (for contract employees), or other Federal official.

C. Adjudicators. FSIS AltLinc adjudicators are active FSIS employees responsible for recording the results of the FBI fingerprint checks and denying or approving AltLinc credentials based on the results of such checks. An Adjudicator is required to have a LincPass card, have completed HSPD-12 Adjudicator training, and be certified and designated by the ARA before performing HSPD-12 Adjudicator functions and responsibilities.

D. AltLinc Security Officer. The FSIS AltLinc Security Officer is an FSIS employee who maintains employee AltLinc credential status by investigating incidents and discrepancies with AltLinc cards. The Security Officer is responsible for storage of suspended AltLinc cards and collects and destroys credentials when they are terminated or expired. The expiration date of the credential is determined by the duration of the contract or assignment. The Security Officer is required to have a LincPass card, have completed HSPD-12 Security Officer training, and be certified and designated by the ARA before performing HSPD-12 Security Officer functions and responsibilities.

IV. ALTLINC ISSUANCE PROCESS

A. AltLinc cards are issued by following a standard 6-step process described below. AltLinc cards are available for the following short-term (less than 12 months) FSIS employees and contractors requiring temporary access:

1. Volunteers;
2. Interns;
3. Seasonal Employees;
4. Temporary Employees; and
5. Intermittent Employees.

B. Step 1- Identity Establishment and Eligibility. The Contracting Office Representative (COR) conducts risk assessments for contractors, and HR performs risk assessments for FSIS employees. The results of the risk assessment will determine whether an employee or contractor should receive an AltLinc card. Once all information is entered into the appropriate systems and validated by designated FSIS personnel, the employee or contractor information is sent to the sponsor.

C. Step 2-Sponsorship. Employees and contractors requiring the AltLinc card are sponsored by a designated Federal employee (selected by the ARA) who enters information into the appropriate data systems and ensures that only those individuals with a valid need for the AltLinc card are processed.

D. Step 3-Fingerprints and Adjudication. FSIS employees or contractors are required to have a FBI fingerprint check conducted. Adjudicators are responsible for adjudicating the results of the fingerprint checks and making the decision whether or not to grant or deny issuance of the AltLinc card.

E. Step 4-AltLinc Issuance. Once sponsorship and adjudication are complete, the AltLinc card, which includes a digital image of the employee or contractor, is created. The completed card is shipped to a central Agency location for distribution.

F. Step 5-Activation. The AltLinc cards need to be activated in person at a Government-issued workstation with a card reader. Activation unlocks all digital credential certificates on the card.

G. Step 6-AltLinc Usage. The Sponsor is responsible for maintaining current sponsorship information for the AltLinc card. The FSIS Security Officer takes administrative actions when cards are to be revoked or suspended because of employee incidents or conduct. The Security Officer collects and destroys credentials when they expire or as a result of disciplinary action. All employees and contractors are responsible for the proper use and care of the AltLinc card.

V. QUESTIONS

For questions regarding the AltLinc credentialing program, please contact the OAS, Property Management Branch at 301-504-2143.

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