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“Transmitted via Email”

September 24, 2007

MINNESOTA BULLETIN NO. 360-7-21

SUBJECT: PER – HSPD-12 USDA LincPass – Employee Profile Verification

Purpose. To verify employee information in EmpowerHR and e-Auth are correct.

Expiration Date. October 31, 2007

ACTION REQUIRED BY OCTOBER 12, 2007

Guidance: USDA/NRCS NHQ
HSPD-12

President George W. Bush issued Homeland Security Presidential Directive 12 (HSPD-12) on August 27, 2004. The goal of the Homeland Security initiative is to eliminate wide variations in quality and security forms of identification issued to government employees and contractors. USDA has named their common ID card the LincPass, as it is designed to link a person's identity to an identification card and the card to a person's ability to access Federal buildings and computer systems.

For NRCS to get started on this process all employee's need to make sure their EmpowHR/ICAMS and e-Authentication information is up-to-date. All employees need to verify that their name, e-mail address, and business telephone number(s) are correct.

EmpowHR: Go to <https://icams.usda.gov/index.html> and log in. You can find this information under "Employee Self Service." You will then look under "Personal Information" and check your name, email address, and phone number(s). You will need to make sure your business phone is listed. If you make any changes make sure you press "SAVE". If your name is incorrect contact Germil Lewis, HR Assistant with the correct spelling, you will not be able to make a change to your name.

e-Authentication: Go to <http://www.eauth.egov.usda.gov/index.html> and log in. When the next screen appears, click on "Update My Employee Profile" located in the upper left hand side of the screen. Make sure your employee email address is listed and under "alternative Telephone Number" you will need to make sure your work phone number is listed with the Area code.

Once you have completed these two tasks send an email to your applicable ASTC (FO) and/or PSOS with a cc to Gloria Larson, HRO to confirm that these two tasks have been completed.

If you have any questions or need your EmpowHR password reset please contact Germil Lewis at 651-602-7898.

/s/

WILLIAM HUNT
State Conservationist

Dist: AE