



INTRODUCTION

This guide presents detailed instructions on the process for enrolling for a LincPass at a mobile enrollment station. This summer, USDA will supplement the current fixed Enrollment Stations with over 200 Temporary Mobile Enrollment Stations across the US. These stations will be deployed in a series of circuits giving many USDA LincPass Applicants the opportunity to enroll this year and help USDA reach 2008 enrollment goals. The mobile enrollment stations will visit a location for several weeks (2-3 weeks on average) at a time before moving on to the next location in its circuit.

If your work location is in an area serviced by a mobile station, it is **VERY IMPORTANT** that you enroll while the mobile enrollment station is in your area. Once the station completes its stay in your location, you will not have another chance to enroll there. It will be up to your agency to decide if you should travel to the next closest fixed or mobile station in order to enroll.

The process for enrolling via a mobile station is very similar as enrolling at a fixed station except that 1) you will have a short period of time to enroll at the station and 2) you must also visit USDA's Enrollment Station Location website to find the station closest to you prior to scheduling your enrollment appointment. As with enrolling at a fixed station, you will still need to first verify your sponsorship information, schedule an enrollment appointment via the GSA Online Scheduling Tool, and bring two forms of acceptable ID documentation with you to your enrollment appointment.

Step 1: Receive Email Asking You to Enroll

You will receive an email from hspd12admin@eds.com with the subject line "Please Schedule an Enrollment Appointment" This is your indication that you have been sponsored for a LincPass and that you can now schedule an enrollment appointment. Please be sure to read the email in its entirety and follow all instructions.

Step 2: Verify Your Information

The email will list your first, middle, and last name; please verify that they **exactly** match your ID docs that you will be presenting during enrollment. If they do not, please contact your HR representative/Sponsor as quickly as possible to have your information updated.

Step 3: Find Your Enrollment Station

- i. Go to the USDA Enrollment Station Location website at <http://hspd12.usda.gov/StationsUtil/EnrollmentStations.aspx> to find the enrollment station closest to you.
- ii. Select the state where your work location is, and then select the city. Click the "Show Enrollment Station" button to see which station is near you.

Find Your Enrollment Station

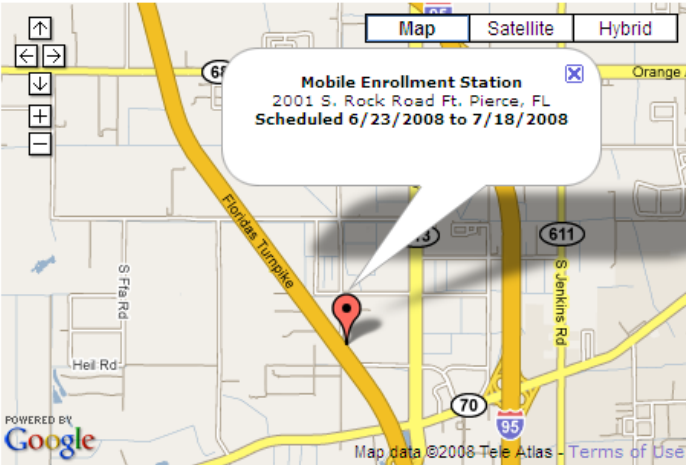
Select the state and city where your work office is located:

Work State:

Work City:

iii. The system shows you the station details along with a map.

Enrollment Station Details	
Department	USDA
Hosting Agency	ARS
Address	2001 S. Rock Road
City	Ft. Pierce
State	FL
Zip Code	34945
Country	USA
Station Type (?)	Mobile
Station Start Date (?)	6/23/2008
Station Last Date (?)	7/18/2008
Station Status (?)	Scheduled



Site Updated: 05/19/2008

- a. If the **Station Type** = "Mobile" then you know this is a mobile enrollment station that will be available for enrollment for a fixed period of time
 - b. The **Station Start Date** and **Station Last Date** fields indicate the timeframe when the station will be open for enrollment.
 - c. The **Station Status** field indicates if the station is already open ("Active") or if it is scheduled to be open in the future ("Scheduled").
- iv. Write down the enrollment station location so you can use it when scheduling an appointment in the GSA Online Scheduling Tool

If your search does not return an enrollment station near you, please check back periodically to see if a station has been added.

Step 4: Schedule an Enrollment Appointment

- i. Approximately 1-2 weeks prior to the station start date you should be able to start scheduling appointments via the GSA Online Scheduling Tool at <https://www.schedulmsp.com/tc/login.do?url=10001>
- ii. Create a user account by clicking on the "First Time Users Click Here to Register" heading at the top of the page.
- iii. You will create a user name and password; be sure to keep this information in a safe place as you will need it later in the process to schedule an appointment to activate your LincPass once it has been delivered.



- iv. Select the enrollment station name you found in Step 3 then select “1) Enrollment” in the “Activity” drop-down box. Find an available day and time slot in the calendar. You should then receive a confirmation email confirming your appointment.

Step 5: Verify ID Documents for Enrollment

You must present two forms of acceptable ID documents at enrollment. You must present AT LEAST ONE of the following documents:

- US Passport (expired or unexpired)
- Driver’s License or ID card issued by a state or possession of the United States provided it contains a photograph (unexpired)
- US Military ID (unexpired)
- US Military dependant’s ID card (unexpired)
- Department of Defense Common Access Card (CAC) (unexpired)

For your secondary document, you may present another of the above or one of the documents listed on the USAccess Program website (<http://www.fedidcard.gov/deploytrain.aspx>). See the “1-List of Acceptable Forms of ID” document.

Step 6: Go to Your Enrollment Appointment

Visit the enrollment station on the day and time you scheduled and be sure to bring your ID documents with you. Should you need to reschedule, you need to do so at least 24 hours prior to your scheduled appointment. Go to the GSA Online Scheduling Tool again and click on the “My Appointments” tab after logging in. Delete your appointment and then schedule a new one.

NEXT STEPS

The distribution process for LincPasses of Applicants who enrolled at a mobile station is different from the process for those who enroll at a fixed station. All of the LincPasses will be shipped to a central USDA facility instead of back to the enrollment station. After the mobile station has left your area, an activation station will be deployed in your area at a later date. Once the activation station has been deployed, the LincPass will then be shipped from the central facility to the activation station. You will then receive notification that it is time to pick up and activate your LincPass as one of these activation stations. We expect that LincPasses will begin to be delivered in late summer.

HELP RESOURCES

- Visit the USDA HSPD-12 Website: <http://lincpass.usda.gov>
- Contact your agency’s HSPD-12 lead: http://hspd12.usda.gov/team_poc.html
- Contact the USDA HSPD-12 Help Desk: 1-888-212-9309 or hspd12@ftc.usda.gov.