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April 15, 2013

## **KANSAS BULLETIN NO. KS360-13-13**

### **SUBJECT: PER—LincPass Card Renewals**

**Purpose.** To provide information on the card renewal process

**Expiration Date.** September 30, 2014

Expiration of LincPass cards (cards) that are five years old will begin in June for a majority of Natural Resources Conservation Service (NRCS) employees. The expiration date appears on the front of the card.

New cards will be ordered by the state LincPass sponsor and delivered to an enrollment station or light activation station (LAS) as close to your duty station as possible. The ship-to locations are designated prior to ordering new cards. When the order for the new card has been placed, you will receive a system generated email to inform you of this action. This action does not affect the operation or use of your current card.

When the card is received at the designated location, you will receive a second system-generated email containing the location of your card, a one-time password, and appointment information. Here are three important points:

1. **You must bring your current card with you to pick up your new card. Do not turn in your current card to the activator as instructed in the email.** Keep your current card and immediately forward it to your area office (AO) after activation of your new card. Cards may be forwarded via regular mail.

State office (SO) and Plant Materials Center employees AND those employees identified below who will attend the SO card activation event should forward (or turn in their cards at the event) to Shawna Carter.

**An email to AO assistants will follow outlining the process for cards to be moved to the state LincPass sponsor to be destroyed.**

2. **The one-time password is only used for unattended card activation. All activations will be completed at an attended station so the password will not be needed for this task.**

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- 3. Not all appointments for card activation can be made through the online scheduler option as directed in the second email.** LAS locations are not listed in the online scheduler. Those locations are El Dorado (316-321-5803), Hoxie (785-675-3591), Iola (620-365-2901), Hays (785-625-2588), and St. Joseph, Missouri (816-364-0562). Please see the *special instructions* in the second system-generated email for making an appointment. In the event there are no special instructions, the phone numbers of the LAS locations have been provided above. Please call to schedule your appointment at the location listed in your email. Otherwise, use the online scheduler as indicated in the system-generated email to make an appointment.

Expect enrollment and LAS locations to be busy during the months of June through October. Cardholders have up to 60 days after their card expires to activate their new card; however, immediate action is recommended to ensure your appointment can be accommodated prior to the card expiration date. Cardholders will be required to re-enroll if their new card is not activated within 60 days of the current card expiration date.

A card activation event has been scheduled for SO cardholders and cardholders within a very close proximity to Salina for June 18-19, 2013. Please put those dates on your calendar if you are a SO employee with a card expiring during the months of June through September. Other employees included in this event have been identified as follows:

Melvin Alexander  
Kenneth Bowell  
Monty Breneman  
Daniel Carroll  
Philip Chegwiddden  
Rodney Frack  
Robert Heller  
Benjamin Letourneau

Henry Letourneau  
Larry Liggett  
Apolonio Miranda  
Steven Nelson  
Dwayne Rice  
Mark Schmidt  
Nicholas Strawn

All cards for this event will be mailed to Hays. You will still receive system-generated emails when card actions occur; however, you do not need to take any action to schedule an appointment. Appointment times will be arranged by the state LincPass sponsor for this event.

**Contact:** Shawna Carter, 785-823-4513 or [shawna.carter@ks.usda.gov](mailto:shawna.carter@ks.usda.gov)

(Signed) JEFFREY L. GROSS, ACTING FOR

ERIC B. BANKS  
State Conservationist