

**USDA HSPD-12
Person Model
Adjudicator Data Entry Guide**

Prepared for



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PERSON MODEL ADJUDICATOR
DATA ENTRY GUIDE V1.2

Revision Information

Version	Date	Revision Notes
1.0	09/30/2011	Initial Draft
1.1	12/13/2011	Final Draft. Updates include screenshots and comments impacted by development of the Person Model leading up to go live on 11/14/11, and post go-live fixes.
1.2	06/18/2012	Updates include new Person Model website link.



Contents

Introduction 4

 Separation of Duties.....4

 The Person Model Adjudicator Role4

Step 1: Process Start..... 4

Step 2: Person Model Adjudication Functions 6

 a) Login Screen (Required)6

 b) Start Screen (Required).....7

 c) Person Information7

 d) Adjudication Information (Required).....9

Step 3: Enrollment and Activation..... 11

Table of Figures

Figure 1: Login Screen.....6

Figure 2: Start Screen 7

Figure 3: Person Model Existing Record Search Screen..... 8

Figure 4: Person Model Adjudication Menu 9

Figure 5: Person Model Adjudication Search Screen 9

Figure 6: Adjudication Screen Investigation Type..... 10

Figure 7: Add Adjudication Results 11



Introduction

In August 2007, the United States Department of Agriculture (USDA) began a phased transition to the LincPass – USDA's own Personal Identity Verification (PIV) card. This effort is part of the entire Federal Government's move toward compliance with the President's Homeland Security Presidential Directive 12 (the Common Identification Standard for Federal Employees and Contractors), commonly known as HSPD-12.

Separation of Duties

An integral part of HSPD-12 is the separation of duties, which ensures that no individual has the capability to issue a PIV credential without the cooperation of another authorized person. As a result, any person who requires a LincPass must go through several steps to obtain their LincPass. This LincPass process includes Sponsorship, Adjudication, Enrollment and Activation.

The Person Model Adjudicator Role

As an Adjudicator, you will play an integral part in the process for non-employees to enroll for a LincPass so they can access facilities and systems. The Adjudicator is the person who reviews the results of background investigations (BIs) and records the results in Person Model. Person Model is USDA's database for storing and maintaining personnel identity records. Person Model maintains a single identity record for each person, and tracks the history of each relationship the person has with USDA over time. Person Model feeds non-employee information required for LincPass enrollment to USAccess, the General Services Administration (GSA) credentialing system. The Adjudicator may or may not be the person that actually provides a final BI determination. This document provides an overview of procedures for Person Model adjudication.

Step 1: Process Start

To be an Adjudicator in Person Model, you must:

- 1. Complete USAccess Adjudicator training**
To complete USAccess training, log on to the GoLearn Learning Management System at: <https://piv.golearnportal.org/>
- 2. Be designated as an Adjudicator in USAccess and obtain a USAccess login**
Notify your designated supervisor after completing USAccess training. Managers should send requests for Adjudicator designation to the agency Role Administrator. Once designated in USAccess, Adjudicators will receive a USAccess login. Adjudicators must be designated in USAccess for records to process successfully from Person Model to USAccess.



3. Complete the Person Model Adjudicator training and successfully pass the Adjudicator test with a score of 80% or better

Person Model training is available on the LincPass website at: <http://lincpass.usda.gov/training.html>. Person Model training materials will also be made available on AgLearn. Contact your AgLearn administrator for more information.

4. Obtain a Person Model login

Submit the non-employee role holder Person Model login request to your supervisor. Supervisors should send completed login requests to the Agency Security Officer (ASO) for processing. Once approved, you will receive a Person Model User ID and password.

Follow your existing Agency process for initiating, processing and/or verifying BIs for non-employees. The minimum requirement for HSPD-12 is a National Agency Check with (Written) Inquiries (NACI). To expedite card issuance, it is recommended that Adjudicators enter results in Person Model as they are returned. A LincPass may be issued with a successful fingerprint check while the full investigation (NACI or higher) is pending.

Upon sponsorship in Person Model, the Person Model Adjudicator should be notified by the Sponsor (or designee) that non-employee records are ready for Adjudication. Agencies must determine the preferred method for notification (email, phone, etc.). Refer to the Person Model Sponsor Data Entry Guide for detailed instructions on Person Model Sponsorship.

Step 2: Person Model Adjudication Functions

a) Login Screen (Required)

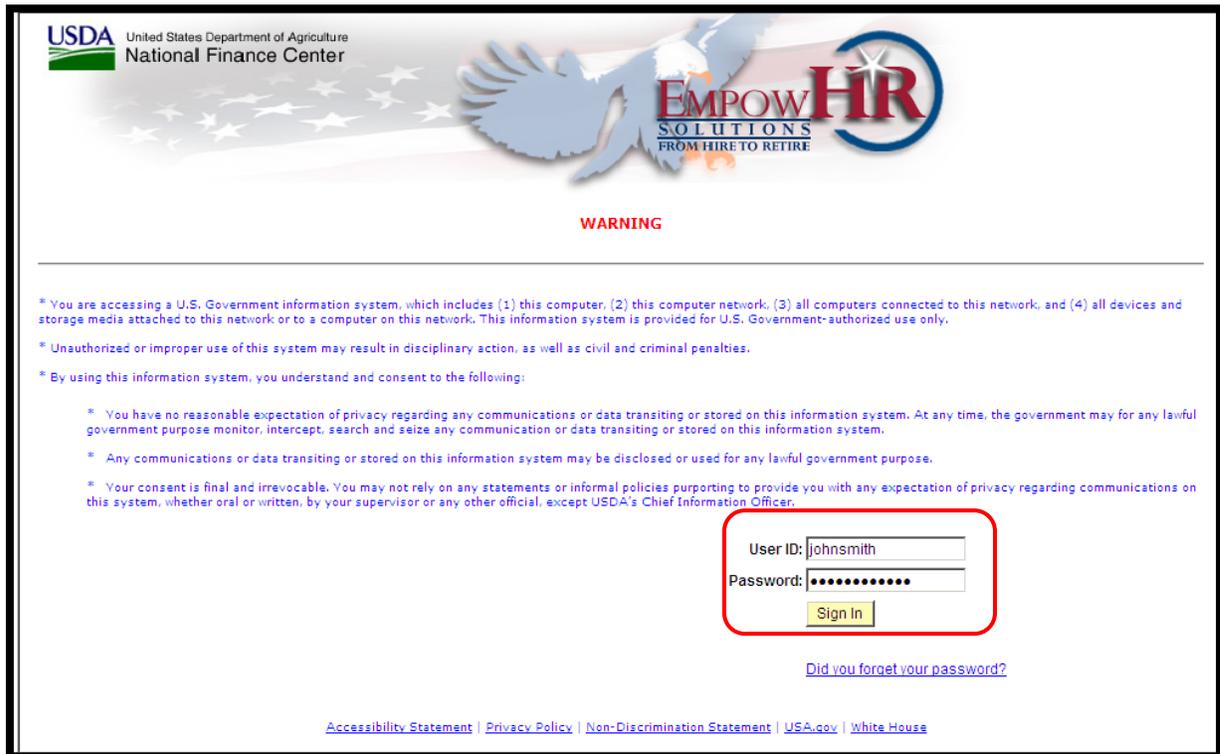


Figure 1: Login Screen

1. Open a web browser to the following address:
<https://www.empowhr.gov/HRISP/signon.html>.
2. The first time you log in to the system you will use your Person Model User ID and a temporary password. You will be prompted to change your password.
3. Enter your temporary password, and then your new password twice for verification. You should follow USDA password guidelines when choosing your new password. When completed, Person Model will say that your password was successfully changed. You will then need to log out of Person Model and then log back in with your new password.

Forgot your password? Contact your Agency Security Officer (ASO).

b) Start Screen (Required)

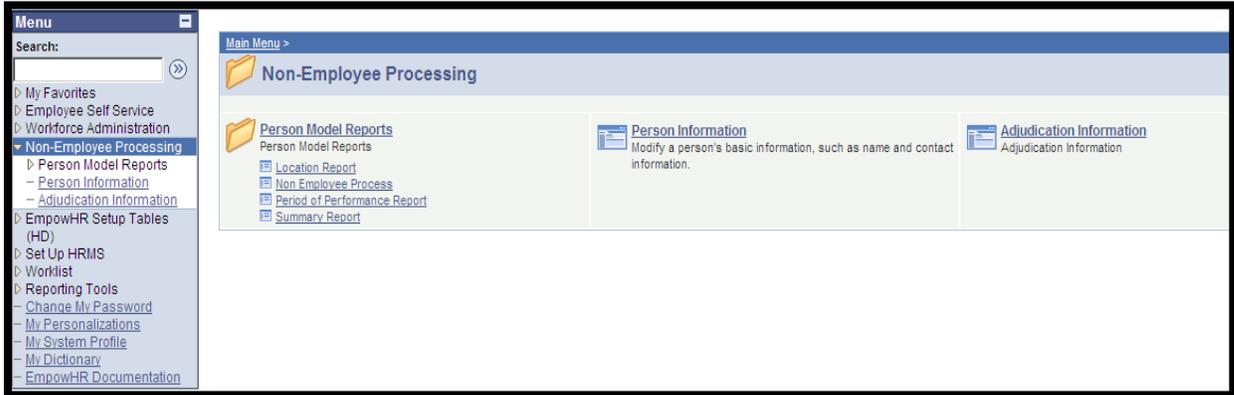


Figure 2: Start Screen

Once logged in, you will be directed to the main page of Person Model. Select the link for **Non-Employee Processing** located in the navigational menu on the left to perform required actions. You should have access to the following Non-Employee Processing functions:

- Person Model Reports (all roles)
- Person Information (all roles; Sponsor and Adjudicator have view/search only)
- Adjudication Information

c) Person Information

In this step, you will view a Person Information record. The Person Model Adjudicator has read-only access to **Biographical Details** and **Contact Information**.

1. From the left navigation menu, select **Non-Employee Processing**, then select **Person Information**. From here, you can search for existing Person Information records.

- To search for an existing record, use the available search criteria to look for the record. If you prefer, select **Search** without search criteria selected for a complete list of all Person Information records already in the system. You may also select Advanced Search for a Boolean search.

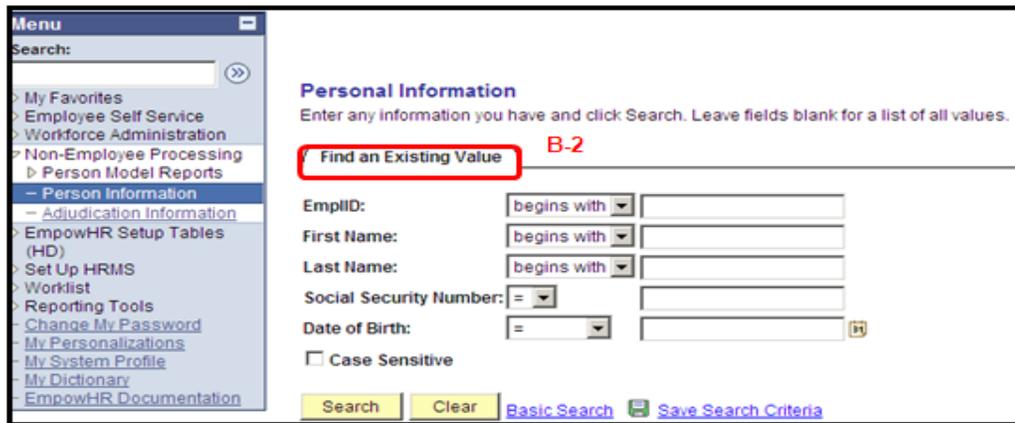


Figure 3: Person Model Existing Record Search Screen

Note: To search by Social Security Number you must enter the entire number without hyphens. You can also search by EmplID, Date of Birth, First Name or Last Name.

- To view search results, select the appropriate hyperlink to view the record. Once you have selected a record, you may use the navigation menu at the bottom to search through results. **Return to Search** will bring you back to the Search Results page. You can also choose **Previous in List** or **Next in List**.

Note: For detailed instructions on navigating the Person Information, refer to the USDA HSPD-12 Person Model Sponsor Data Entry Guide.

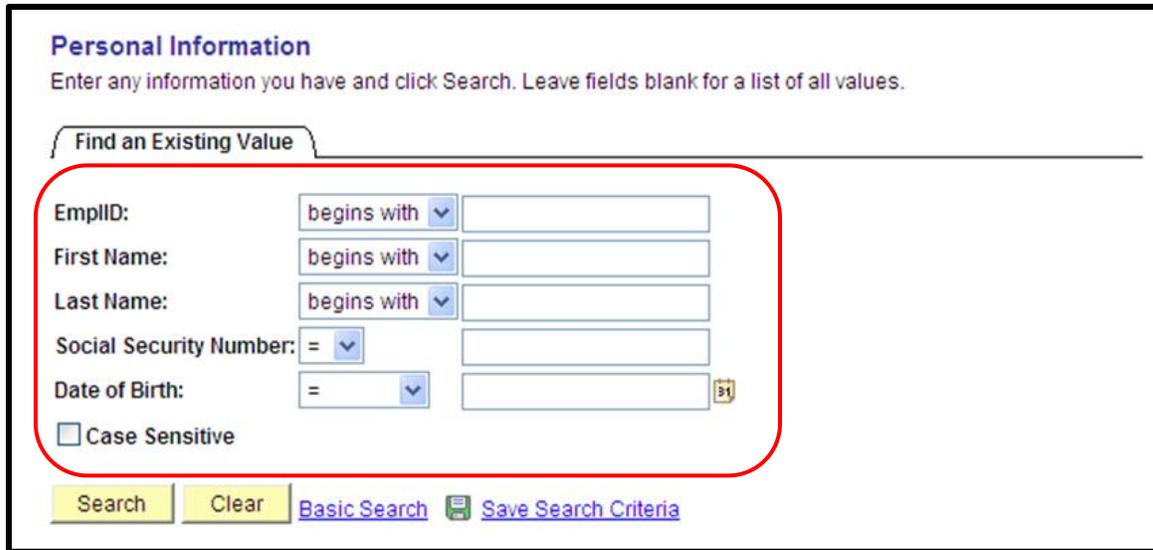
d) Adjudication Information (Required)

1. From the Non-Employee Processing menu, select **Adjudication Information**.



Figure 4: Person Model Adjudication Menu

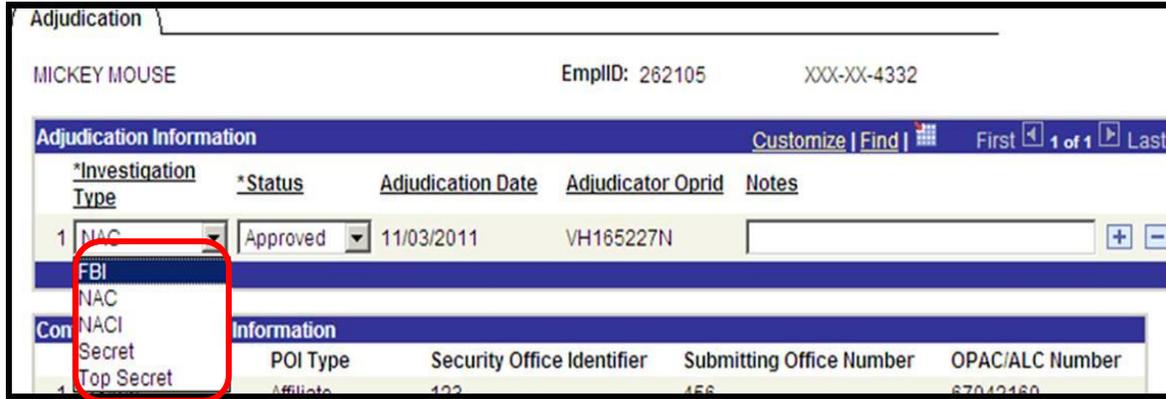
2. Use the search fields to locate the non-employee. Select the appropriate hyperlink at the bottom of the screen to enter Adjudication results.



The screenshot shows the 'Personal Information' search screen. At the top, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a tab labeled 'Find an Existing Value'. The search criteria are: 'EmpID:' with a dropdown set to 'begins with' and an empty text box; 'First Name:' with a dropdown set to 'begins with' and an empty text box; 'Last Name:' with a dropdown set to 'begins with' and an empty text box; 'Social Security Number:' with a dropdown set to '=' and an empty text box; and 'Date of Birth:' with a dropdown set to '=' and an empty text box with a calendar icon. There is a 'Case Sensitive' checkbox which is unchecked. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Figure 5: Person Model Adjudication Search Screen

- On the Adjudication tab, select the **Investigation Type** and **Status**, and enter optional information in the **Notes** field.



The screenshot shows the Adjudication screen for a user named MICKEY MOUSE. The EmpID is 262105 and the XXX-XX-4332. The Adjudication Information table has the following data:

*Investigation Type	*Status	Adjudication Date	Adjudicator Oprid	Notes
NAC	Approved	11/03/2011	VH165227N	

The dropdown menu for Investigation Type is open, showing options: FBI, NAC, NACI, Secret, and Top Secret. The current selection is NAC.

Figure 6: Adjudication Screen Investigation Type

- **Investigation Type:** Use the drop-down list to select the appropriate investigation type. Options are FBI, NAC, NACI, Secret, and Top Secret.
- **Status:** Use the drop-down list to select the appropriate option. Options are Approved or Not Approved.

Note: Selecting “Not Approved” in the Status field has serious consequences in the HSPD-12 system, and will revoke a non-employee’s access to USDA facilities and systems. Please be sure to know, understand, and follow USDA business policy and standards for processing adjudication information.

- **Adjudication Date:** This date is pre-populated to reflect when the data was entered in Person Model. This field is masked and therefore does not permit user data entry. The Adjudication Date will default to the current date.
- **Adjudicator OprID:** This field is pre-populated with the Person Model OprID for the person entering the adjudication information. This field is masked and therefore does not permit data entry. The Adjudicator OprID will default to the Person Model Adjudicator’s User ID.
- **Notes:** This is an optional field for additional information about the adjudication.

4. Select the **Save** button.
5. To add another adjudication result, select the plus icon (+) to the right of the first row. Person Model will display a new row. Enter the new data as shown in Step 3, then select the **Save** button.



The screenshot shows the 'Adjudication' section of the Person Model Adjudicator. At the top, it displays the user name 'MICKEY MOUSE', 'EmplID: 262105', and 'XXX-XX-4332'. Below this is the 'Adjudication Information' table, which has columns for 'Investigation Type', '*Status', 'Adjudication Date', 'Adjudicator Oprid', and 'Notes'. There are two rows of data, both with 'Approved' status and '09/29/2011' date. The first row has 'NACI' as the investigation type and 'NEISCL02' as the adjudicator. The second row has 'Top Secret' as the investigation type and 'NEISCL02' as the adjudicator. Below the adjudication table is the 'Contract Assignment Information' table, which has columns for 'Number', 'POI Type', 'Security Office Identifier', 'Submitting Office Number', and 'OPAC/ALC Number'. It also has two rows of data. At the bottom of the interface, there are several buttons: 'Save' (highlighted with a red box), 'Return to Search', 'Update/Display', 'Include History', and 'Correct History'.

Investigation Type	*Status	Adjudication Date	Adjudicator Oprid	Notes
1 NACI	Approved	09/29/2011	NEISCL02	Received 9/27/11
2 Top Secret	Approved	09/29/2011	NEISCL02	

Number	POI Type	Security Office Identifier	Submitting Office Number	OPAC/ALC Number
1 123456	Affiliate	123	456	67042160
2 ABC12345	Contractor	1234	4689	9876541

Figure 7: Add Adjudication Results

Step 3: Enrollment and Activation

1. Upon sponsorship in Person Model, the non-employee(s) will receive email notification(s) and instructions to schedule their enrollment.
2. The non-employee goes to an HSPD-12 enrollment station and enrolls for a LincPass.
 - a. After enrollment and entry of a favorable fingerprint result in Person Model, the LincPass is printed and shipped.
3. When the LincPass is printed and arrives at HSPD-12 activation station, the non-employee will receive email notification and instructions to schedule their card activation.
4. The non-employee goes to the HSPD-12 activation station to activate their LincPass.
5. Process continues according to DM 4620-002.



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For more information on HSPD-12 at USDA, visit <http://lincpass.usda.gov/>.

Contact the USDA HSPD-12 Help Desk:

Toll Free: 1-888-212-9309

Local: 703-245-7888

Email: USDAHSPD12help@dm.usda.gov

