



(v1.2 June 18, 2012)

## Person Model *Adjudicator Training*



**LincPass**  
simple. smart. secure.



## Person Model Adjudicator Role Modules

This training covers two processes of Person Model Adjudication:

Module A: Getting Started (*Required*)

Module B: Person Information (*Required*)

Module C: Non-Employee Adjudication (*Required*)

These modules will guide you step-by-step through the process to enter required information for Person Model Adjudication.



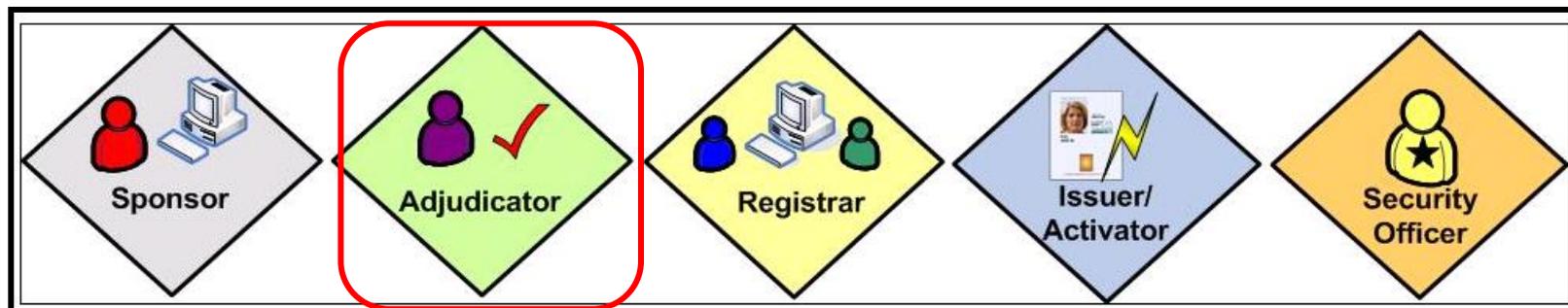
## Introduction

Welcome to the Person Model Adjudicator training. Identity management has become an important part of our homeland security and it directly affects you.

Homeland Security Presidential Directive 12 (HSPD-12) established the criteria for an interoperable, Personal Identity Verification (PIV) program within the federal government.

Your role as an Adjudicator is vitally important to the security of the nation, its assets, and its people. Each of us has an important personal role to fulfill in the credentialing process. By establishing an identity verification chain of trust, we will be working together to achieve a safer work environment and homeland.

The USDA PIV Credential is called the LincPass. As an Adjudicator, you will play a part in the process non-employees to enroll for a LincPass so they can access facilities and systems.

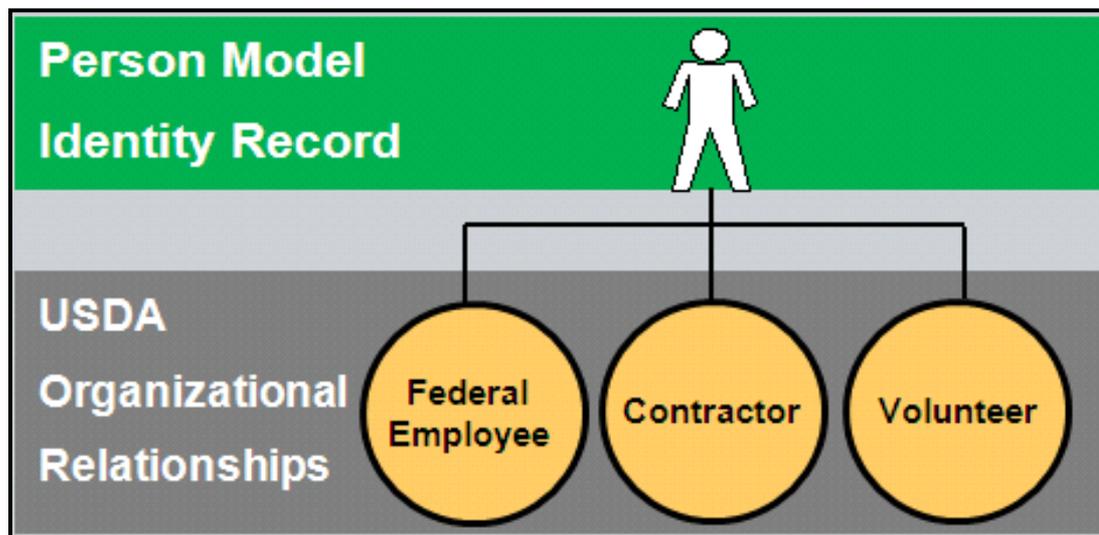




## What is Person Model?

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.

For example, a USDA Federal employee who works for NRCS may also be a Volunteer with the Forest Service. Alternatively, a person who previously performed under a contractual agreement with USDA as a Contractor may become a Federal employee.





## What are the benefits of Person Model?

- Payroll Personnel agencies no longer need to use two systems (NEIS and USAccess) to sponsor and adjudicate non-employees. All work will be completed in the Person Model.
- For each applicant, Sponsors will be able to view the non-employee's organizational relationship history on one screen instead of searching for individual contract assignments.
- The Person Model maintains a single identity for each person, resulting in less data entry for applicants who have a previous history with USDA, such as former Federal employees.
- Former Federal employees can now be successfully credentialed as non-Federal employees.
- Data fields accommodate all non-employee types instead of being contract-specific.



## What is a Non-Employee?

A non-employee is person who provides a service to USDA but is not a Federal Employee. Many different types of Non-Employees support USDA.

In Person Model, there are five options to represent the various Non-Employee types. Options include:

- Contactors
- Affiliates
- Fellows
- Interns
- Volunteers

Non-employees who are marked “Contractor” in Person Model will receive a Contractor LincPass with a green stripe, as shown in the *top* image on the right.

All others – Affiliates, Fellows, Interns, and Volunteers– will receive an “Associate Dignitary” LincPass with a white stripe, as shown in the *bottom* image on the right.





## The Adjudicator Role

The Adjudicator must be a U.S. Government official. The Adjudicator is assigned to this role by the Agency Role Administrator in the USAccess portal. You must receive USAccess Adjudicator training and be USAccess-certified before you can be assigned the Adjudicator role in USAccess.

The Adjudicator is the individual authorized to record or update the status of adjudication results for a non-employee in Person Model. A favorable adjudication result will initiate the PIV credential issuance process.

This training refers to the process of entering Background Investigation results into Person Model only. Adjudicators should follow their agency procedures for processing and adjudicating background investigations (BI).



## Adjudicator Role Prerequisites

To begin Adjudication duties in Person Model, you must meet the following requirements:

- **USAccess:**
  - Completed the USAccess Adjudicator training
  - Designated as an Adjudicator in USAccess by your Agency Role Administrator.
  - Have a user ID and password for USAccess
  
- **Person Model:**
  - Completed Person Model Adjudicator training and passed the Person Model Adjudicator test
  - Have access to Person Model and have a user ID and password
  
- **Non-Employee Information:**
  - Have BI results for the applicable non-employee



## Adjudication Procedures

The minimum required background check for a PIV credential is the National Agency Check with (Written) Inquiries (NACI) or other Office of Personnel Management (OPM) or National Security community investigation required for Federal employment .

A Federal Bureau of Investigation (FBI) National Criminal History Fingerprint Check is part of the background check.

When the background investigation (BI) is complete and a determination is made, the Adjudicator records the decision in Person Model.





## Module A: Getting Started (Required)

 United States Department of Agriculture  
National Finance Center



**WARNING**

- \* You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- \* Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- \* By using this information system, you understand and consent to the following:
  - \* You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
  - \* Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
  - \* Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

**A-1**

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**Step A-1.** Open a web browser to the following address:

<https://www.empowhr.gov/HRISP/signon.html>.

A warning screen will display. Review the message, then click "I AGREE to the above" to move to the next screen, which will have a login field.



## Module A: Getting Started (Required)

 United States Department of Agriculture  
National Finance Center



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- \* You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
- \* Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
- \* Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

User ID:

Password:

[Did you forget your password?](#)

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A-2

**Step A-2.** Sign in to Person Model with your **User ID** (Required) and **Password** (Required).



## Module A: Getting Started (Required)

A-3

The screenshot displays the EmpowHR user interface. On the left, a 'Menu' sidebar is visible with a search field and a list of navigation options. 'Non-Employee Processing' and 'Adjudication Information' are highlighted with red boxes. The main content area shows the 'Non-Employee Processing' section with three sub-sections: 'Person Model Reports', 'Person Information', and 'Adjudication Information'. The 'Adjudication Information' sub-section is highlighted with a blue box.

To perform actions in Person Model, you can either click on a link from the left-side navigational menu, or click the corresponding icon in the center of the page.

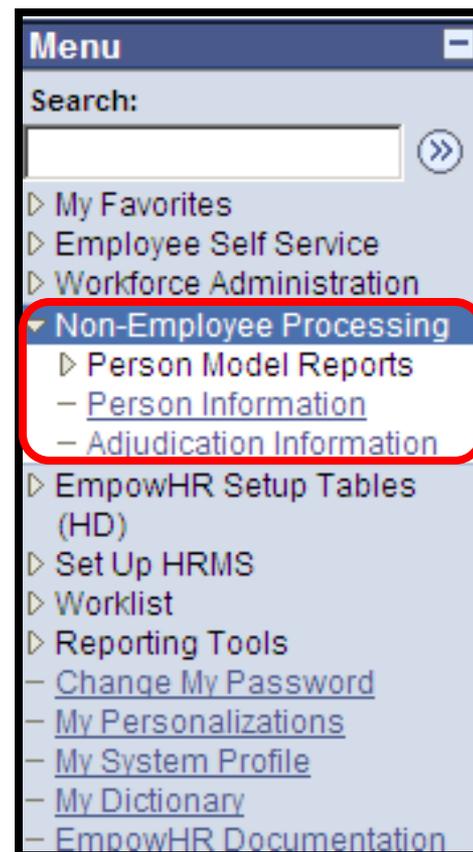
**Step A-3.** Click on **Non-Employee Processing**, then select **Adjudication Information**. This will direct you to the Person Model Adjudication main menu. From here you can search for existing records or enter a new one.



## Module A: Getting Started (Required)

You should have access to the following Non-Employee Processing functions located in the left-side navigational menu:

- Person Model Reports
- Person Information (view only)
- Person Model Adjudication Information





## Module B: Person Information (Required)

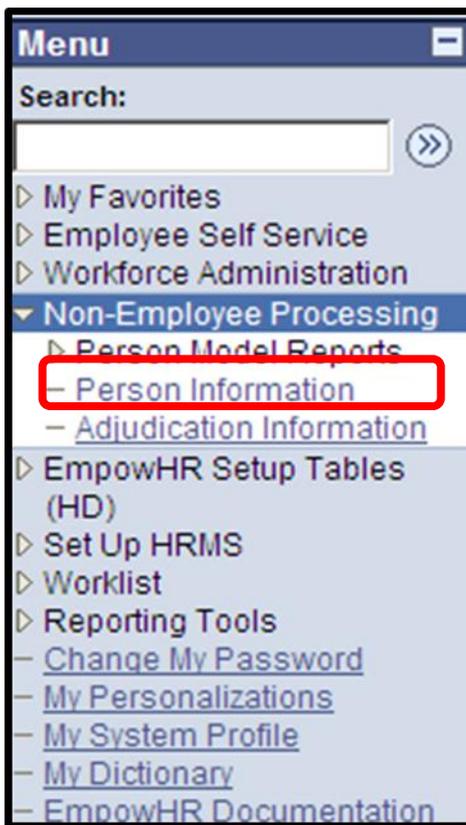
The next few screens show you how to view Person Information, including Biographical Details and Contact Details.

You must follow USDA business policy and standards for creating or editing records in Person Model. USDA business policy can be found in the USDA Departmental Regulation (DR) and Departmental Manual (DM) at [http://lincpass.usda.gov/ref\\_lincpass.html](http://lincpass.usda.gov/ref_lincpass.html).



## Module B: Person Information (Required)

B-1



**Step B-1.** From the left navigation menu select **Person Information**.. This will direct you to the Person Information main menu. From here you will have read-only access to Biographical Details and Contact Information.



## Module B: Person Information (Required)

**Menu**

Search:

- My Favorites
- Employee Self Service
- Workforce Administration
- Non-Employee Processing
  - Person Model Reports
- Person Information**
- Adjudication Information
- EmpowHR Setup Tables (HD)
- Set Up HRMS
- Worklist
- Reporting Tools
- [Change My Password](#)
- [My Personalizations](#)
- [My System Profile](#)
- [My Dictionary](#)
- [EmpowHR Documentation](#)

### Personal Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** **B-2**

EmpID:  begins with

First Name:  begins with

Last Name:  begins with

Social Security Number:  =

Date of Birth:  =

Case Sensitive

[Basic Search](#)

**Step B-2.** To search for an existing Person Information record, select the **Find an Existing Value** tab. Use the drop down list to select one of the available search criteria. You may search by **EmpID**, **First Name**, **Last Name**, **Social Security Number**, or **Date of Birth**. Enter the search terms and click **Search**. Select the applicable hyperlink from the list of search results. You may also select Advanced Search for a Boolean search.



## Module B: Person Information (Required)

B-3

**Biographical Details** | [Contact Details](#)

MICKEY MOUSE Person ID: 262105

**Name** Find | View All | First 1 of 1 Last

Effective Date: 09/28/2011  
\*Display Name: MICKEY MOUSE [View Name](#)

**Biographic Information**

\*Date of Birth: 05/15/1928    83 Years    4 Months    Date of Death:  
Date of Birth Re-enter: 05/15/1928  
Birth Country: USA  
Birth State: VA    Virginia  
Birth Location: Collinsville

**Biographical History** Find | View All | First 1 of 1 Last

Effective Date: 09/28/2011  
Gender: Unknown

**National ID** Customize | Find | View All | First 1 of 1 Last

Country	National ID Type		Primary ID
USA	Social Security Number	123456789	123456789 <input checked="" type="checkbox"/>

Country of Citizenship: USA  Emergency Response Official

Notes:

[Save](#) [Return to Search](#) [Previous tab](#) [Next tab](#)

[Biographical Details](#) | [Contact Details](#)

**Step B-3.** Select the **Biographical Details** tab to view the biographical information.



## Module B: Person Information (Required)

[Biographical Details](#) **Contact Details** **B-4**

MICKEY MOUSE Person ID: 262105

**Current Addresses** [Customize](#) | [Find](#) | [View All](#) | [First](#) 1 of 1 [Last](#)

Address Type	As Of Date	Status	Address	
Home	09/28/2011	A	6830 WEST 25TH ST. APARTMENT 15-B KISSIMMEE, FL 24747 OSCEOLA	<a href="#">View Address Detail</a>

**Phone Information** [Customize](#) | [Find](#) | [First](#) 1 of 1 [Last](#)

Phone Type	Telephone	Extension	Preferred
Business	876/456-8364	12	<input checked="" type="checkbox"/>

**Email Addresses** [Customize](#) | [Find](#) | [First](#) 1 of 1 [Last](#)

Email Type	Email Address	Preferred
Business	mmouse1@usda.gov	<input checked="" type="checkbox"/>

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Previous tab](#) [Next tab](#)

[Biographical Details](#) | [Contact Details](#)

**Step B-4.** Select the **Contact Details** tab to view additional contact information.



## Module C: Non-Employee Adjudication (Required)

The next few screens show you how to create a non-employee adjudication record in Person Model. Only a Federal employee designated as an Adjudicator may create or edit non-employee adjudication records in the system.

You must follow USDA business policy and standards for creating or editing records in Person Model. USDA business policy can be found in the USDA Departmental Regulation (DR) and Departmental Manual (DM) at [http://lincpass.usda.gov/ref\\_lincpass.html](http://lincpass.usda.gov/ref_lincpass.html).



## Module C: Non-Employee Adjudication (Required)

**Menu**

Search:

- My Favorites
- Employee Self Service
- Workforce Administration
- Non-Employee Processing
  - Person Model Reports
  - Person Information**
  - Adjudication Information
- EmpowHR Setup Tables (HD)
- Set Up HRMS
- Worklist
- Reporting Tools
- [Change My Password](#)
- [My Personalizations](#)
- [My System Profile](#)
- [My Dictionary](#)
- [EmpowHR Documentation](#)

### Personal Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

EmpID:  begins with

First Name:  begins with

Last Name:  begins with

Social Security Number:  =

Date of Birth:  =

Case Sensitive

[Basic Search](#)

**C-1**

**Step C-1.** From the Person Model Adjudication main menu you can search for non-employee records ready for adjudication. Use the drop-down list to select one of the available search criteria (EmpID, First Name, Last Name, Social Security Number, or Date of Birth), enter the search terms, and click “Search”.



## Module C: Non-Employee Adjudication (Required)

**Menu**

Search:

- > My Favorites
- > Employee Self Service
- > Workforce Administration
- > Non-Employee Processing
  - > Person Model Reports
  - Person Information
  - **Adjudication Information**
- > EmpowHR Setup Tables (HD)
- > Set Up HRMS
- > Worklist
- > Reporting Tools
- [Change My Password](#)
- [My Personalizations](#)
- [My System Profile](#)
- [My Dictionary](#)
- [EmpowHR Documentation](#)

### Adjudication Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**EmplID:**   **C-2**

**First Name:**

**Last Name:**

**Social Security Number:**

**Date of Birth:**

Include History  Correct History  Case Sensitive

[Basic Search](#)

### Search Results

View All First  1 of 1  Last

<u>EmplID</u>	<u>First Name</u>	<u>Last Name</u>	<u>National ID Format</u>	<u>Date of Birth</u>
<a href="#">262105</a>	MICKEY	MOUSE	XXX-XX-4332	05/15/1928

**Step C-2.** Select the applicable hyperlink in the **EmplID** column from the list of search results.



## Module C: Non-Employee Adjudication (Required)

C-3

Adjudication

MICKEY MOUSE EmpID: 262105 XXX-XX-4332

Adjudication Information [Customize](#) | [Find](#) | First 1 of 1 Last

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

FBI

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

Save Return to Search Update/Display Include History

**Step C-3. Investigation Type:** Use the drop-down list to select the investigation type. If the non-employee has received a security clearance, enter the highest clearance completed. Note: The minimum requirement for HSPD-12 credentials is a NACI. At a minimum, non-employees must complete and submit paperwork for their BI (or enter and submit via e-QIP) and complete a fingerprint check to enroll.









## Module C: Non-Employee Adjudication (Required)

### Adjudication

MICKEY MOUSE EmplID: 262105 XXX-XX-4332

Adjudication Information

[Customize](#) | [Find](#) | First ◀ 1-2 of 2 ▶ Last

*Investigation Type	*Status	Adjudication Date	Adjudicator Oprid	Notes
1 NACI <span style="float: right;">▼</span>	Approved <span style="float: right;">▼</span>	09/29/2011	NEISCL02	Received 9/27/11 <span style="float: right;">+ -</span>
2 Top Secret <span style="float: right;">▼</span>	Approved <span style="float: right;">▼</span>	09/29/2011	NEISCL02	<span style="float: right;">+ -</span>

Contract Assignment Information

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

Save
 Return to Search

Update/Display
 Include History
 Correct History

**Note:** The **Security Office Identifier (SOI)**, **Submitting Office Number (SON)**, and **OPAC/ALC Number** are populated at the bottom of the non-employee's adjudication record. These fields are pre-populated based on the information entered for each of the Contracts, Grants or Agreements assigned to the non-employee.





## Person Model Reports

The Person Model Report Service allows system users to check non-employee status to determine where non-employees are in the LincPass sponsorship and adjudication process. The report can also be used to troubleshoot issues with specific non-employee records. All users have access to Person Model reports through the NEIS Reports link.

The screenshot displays the LincPass website interface. On the left, a 'Menu' sidebar is visible with a search box and a list of navigation options. The 'Non-Employee Processing' option is expanded, and 'Person Model Reports' is highlighted with a blue box. The main content area shows a breadcrumb trail 'Main Menu > Non-Employee Processing >' and a folder icon for 'Person Model Reports'. Below this, there are four report options, each with a document icon and a link: 'Location Report' (Location Report), 'Non Employee Process' (Non Employee Process), 'Period of Performance Report' (Period of Performance Report), and 'Summary Report' (Summary Report).

New reports include a Location Report, Non-Employee Process Report, Period of Performance Report, and a Summary Report.

Refer to the Person Model Reports Guide on the LincPass Website for detailed instructions on using this new reporting utility.



## Adjudication Procedures Summary

Congratulations! You have just learned how to find, enter and save records in Person Model for Adjudication results.

### Next Steps:

- Once adjudication results have been recorded in Person Model, the records will be sent automatically to the USAccess credentialing system.
- After the non-employee has been sponsored, he/she will receive an enrollment notification email with a link to the GSA Scheduling Tool. The non-employee should follow instructions in the email to schedule his/her appointment.
- After the non-employee has enrolled and favorable fingerprint results have been entered, the card will be printed and shipped.
- The non-employee will receive notification via email that the LincPass is ready to be picked up and activated. The non-employee will schedule his/her appointment using the GSA Scheduling Tool.
- The non-employee will pick up and activate his/her own LincPass.

