(v1.2 June 18, 2012)

Person Model
Sponsor Training

LincPass
simple. smart. secure.

USDA
United States Department of Agriculture

Person Model Sponsor Training Modules

This training covers the processes of Person Model Sponsorship:

Module A: Getting Started *(Required)*

Module B: Finding or Creating a Company/Organization *(Optional)*

Module C: Finding or Creating a Contract, Grant or Agreement *(Required)*

Module D: Finding or Creating a Person Information Record *(Required)*

Module E: Adding a New POI Type and Maintaining Organizational Relationships *(Required)*

Module F: Sponsorship *(Required)*

Module G: USAccess Sponsorship Actions *(Required)*

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

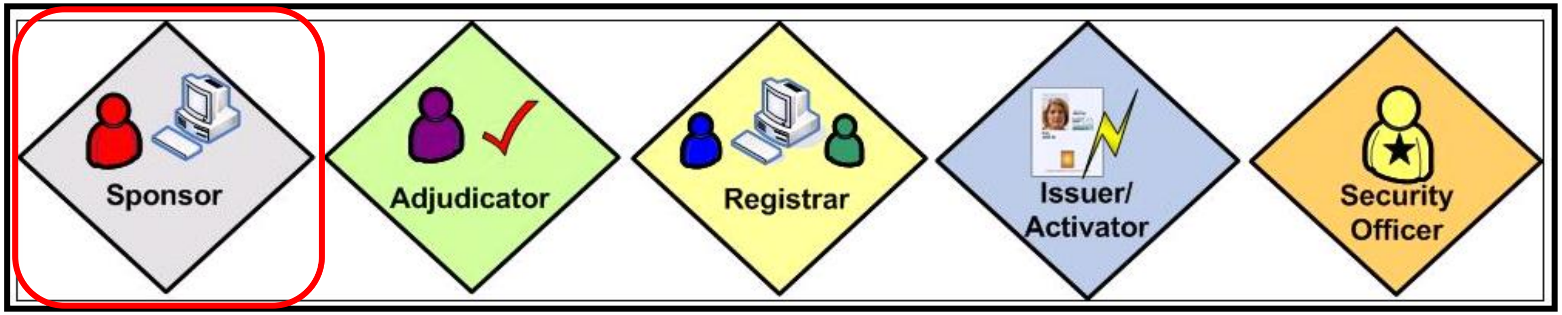
Introduction

Welcome to the Person Model Sponsor 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 a Sponsor 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.

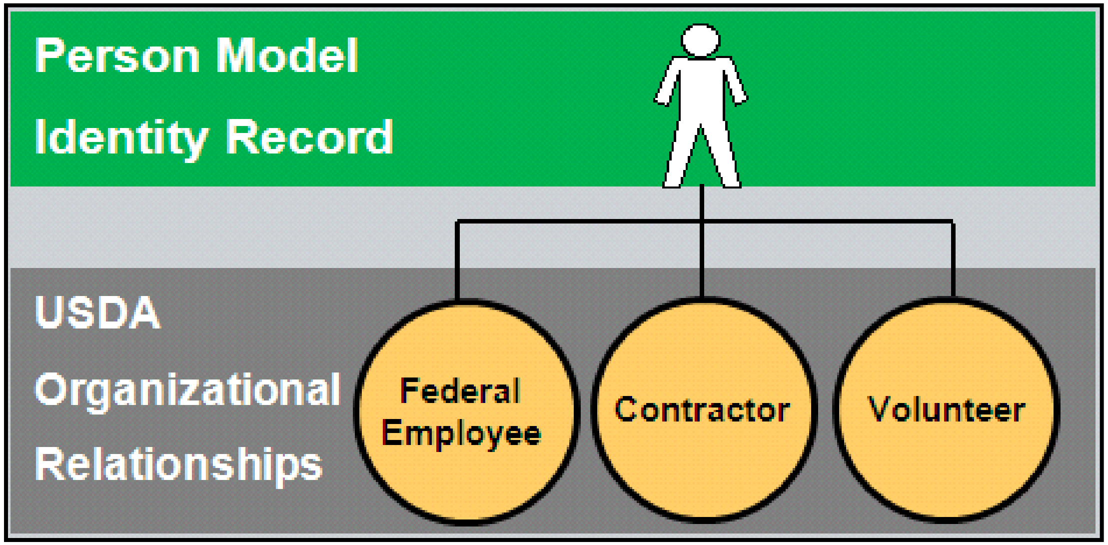
The USDA PIV Credential is called the LincPass. As a Sponsor, you will play a part in the process for Non-Employees to enroll for a LincPass so they can access facilities and systems.



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.

Note: If a non-employee has multiple assignments in Person Model (e.g. Volunteer and Contractor), the record that is sponsored first will determine the badge type printed.

The Sponsor Role

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

If a Sponsor is not properly designated in USAccess, any sponsorships performed in Person Model will be marked as incomplete in USAccess.

Some of the data entry duties included in the Sponsor role may be delegated to Data Entry personnel, but the Sponsor must be the official person to authorize LincPass issuance.

The following is an overview of the Sponsor's duties:

1. Initiate the sponsorship process
2. Perform data entry
3. Sponsor non-employees
4. Maintain current information in Person Model

We will discuss these duties in more detail on the next slide.

Sponsorship Procedures

1. Initiate the Sponsorship Process:
The Sponsor identifies non-employees who require a LincPass.

2. Perform Data Entry:
The Sponsor ensures completion of initial data entry required for LincPass issuance in Person Model, which includes company/organization information, contract/grant/agreement information, and non-employee information.

3. Sponsor Non-Employees:
The Sponsor enters sponsorship information in Person Model.

4. Maintain Current Information in Person Model
The Sponsor updates Person Model records with any new information, such as updating periods of performance or recording name changes for applicants.

5. Perform Sponsorship Duties in USAccess:
The Sponsor may perform functions in USAccess as needed, such as requesting card reprints/reissues, resending email notifications, or running reports.

Sponsorship Prerequisites

To begin Sponsorship duties, you must meet the following requirements:

- **USAccess** *(not required for Data Entry Personnel)***:**
  - Completed the USAccess Sponsor training
  - Designated as a Sponsor in USAccess by your Agency Role Administrator
  - Have a User ID and password for USAccess

- **Person Model:**
  - Completed Person Model Sponsor training and passed the Person Model Sponsorship test
  - Have access to Person Model and have a User ID and password

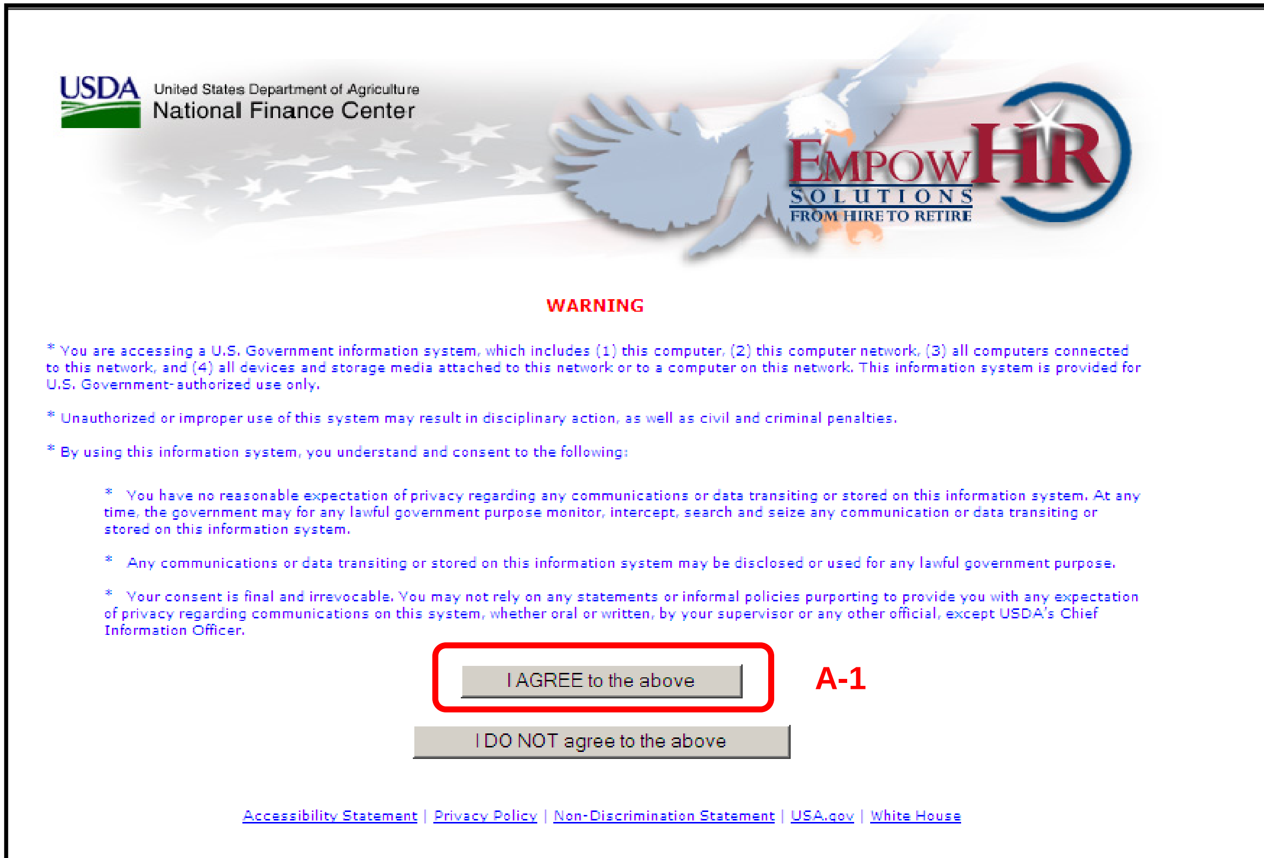
- **Non-Employee Information:**
  - Have Personally Identifiable Information (PII) for the non-employee
  - Have a contract/grant/agreement number that will be assigned to the non-employee and know the period of performance dates

Module A: Getting Started (Required)

The next few screens show you how to log in to and navigate Person Model. Only a Federal employee may have access to Person Model.

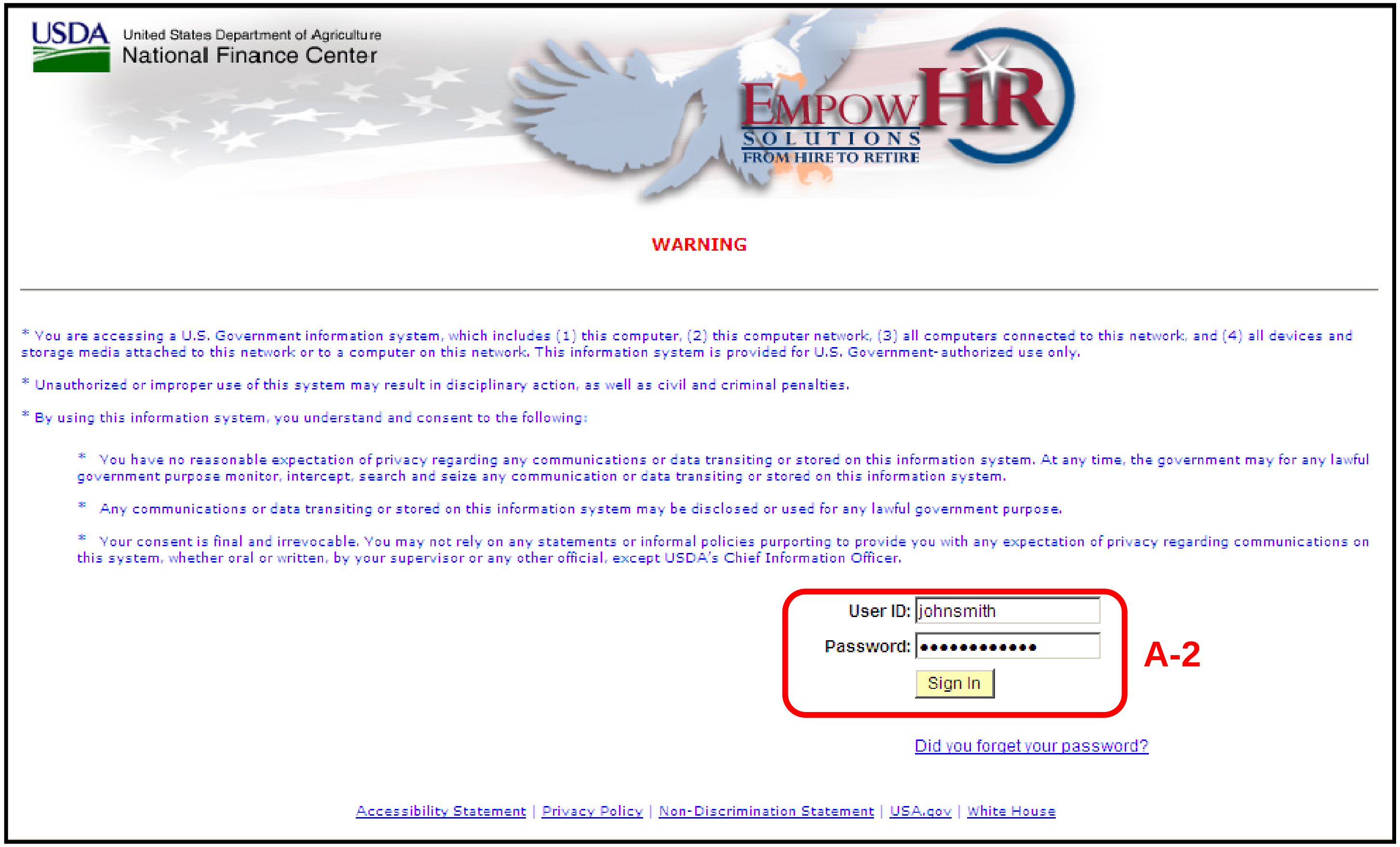
You must follow USDA business policy and standards for creating or editing records in Person Model. USDA business policy can be found in the USDA Departmental Regulation (DR) and Departmental Manual (DM) at http://lincpass.usda.gov/ref_lincpass.html.

Module A: Getting Started (Required)



Step A-1. Open a web browser to the following address: https://www.empowhr.gov/HRISP/signon.html. A warning screen will display. Click **I AGREE to the above** to move to the next screen, which will have login fields.

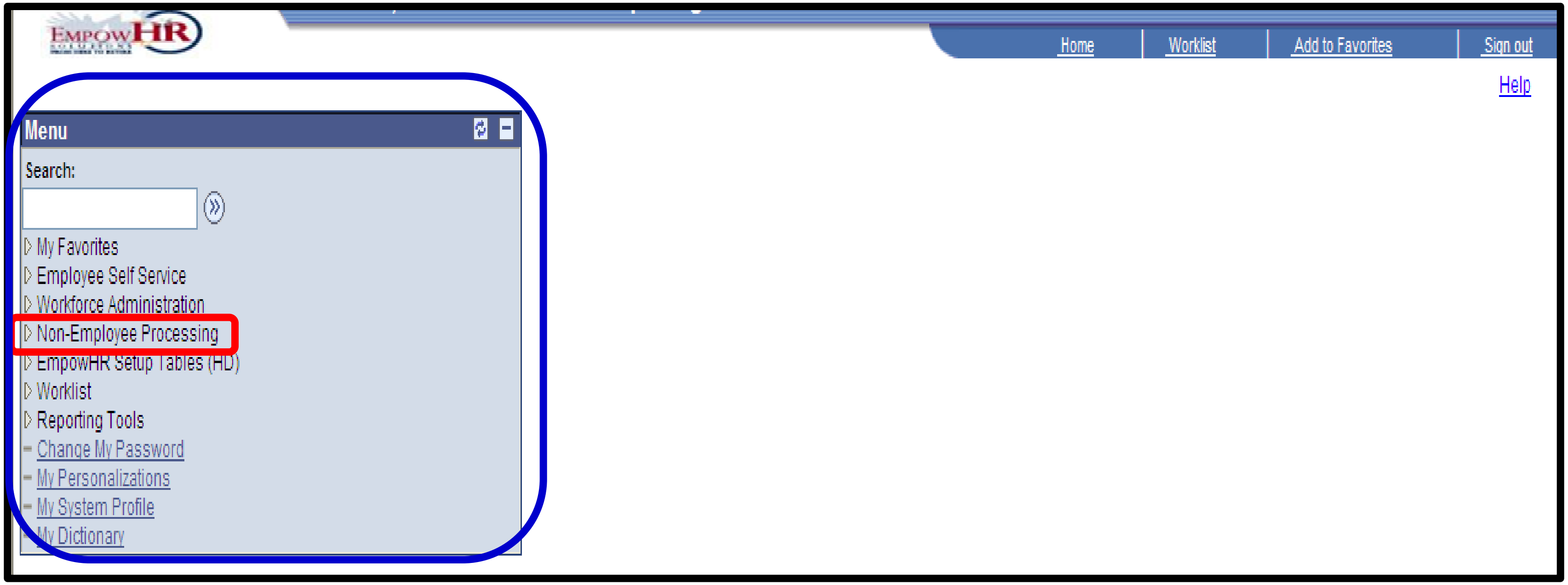
Module A: Getting Started (Required)



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

Module A: Getting Started (Required)

A-3



Once you are logged in to the system, you will be directed to the home page. The left-side navigational menu links you to the required processes.

Step A-3. Click the **Non-Employee Processing** link**.**

Module A: Getting Started (Required)

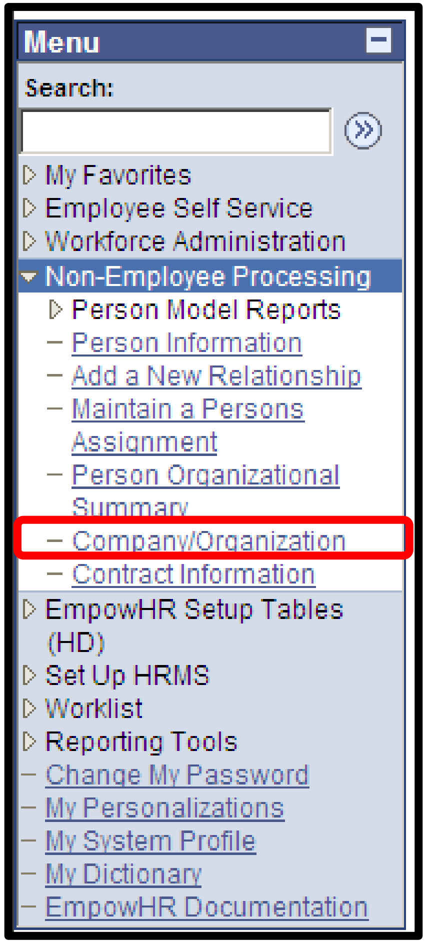
The Non-Employee Processing menu will expand to show all menu options pertaining to your role, as well as icons in the center of the page.

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.

Module A: Getting Started (Required)

You should have access to all/some of the following Non-Employee Processing functions located in the left-side navigational menu depending on your role(s).

- Person Model Reports (all roles)
- Person Information (all roles; Sponsor has read-only access)
- Add a New Relationship (data entry)
- Maintain a Person's Assignment (data entry)
- Person Organizational Summary (all roles)
- Company/Organization (data entry)
- Contract Information (data entry)



Note: Sponsors who also have Data Entry capabilities will have full read/write/edit access to Person Information screens.

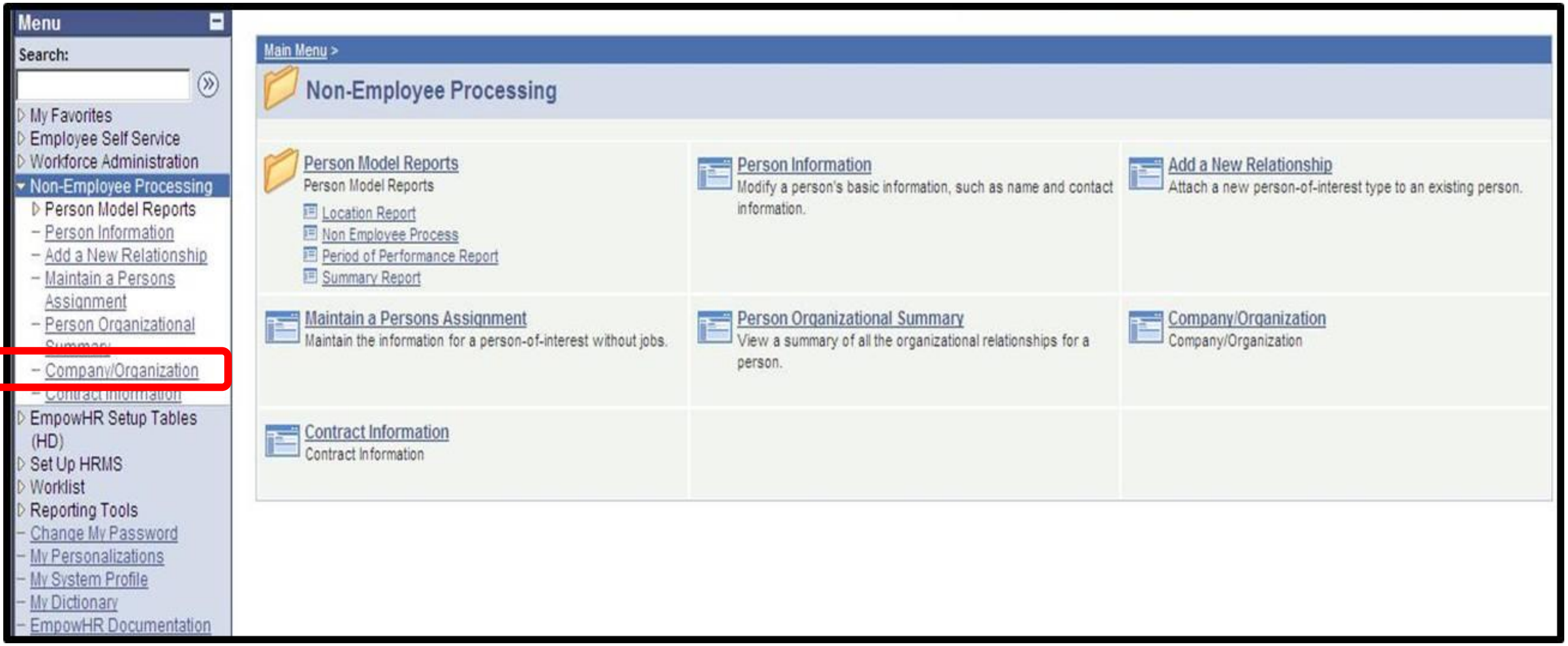
Module B: Finding or Creating a Company/Organization (Optional)

In Person Model, entering Company/Organization Information is optional. While Company/Organization Information is not required, it is recommended to enter as much information as possible. This information can be helpful for reporting and organizational purposes.

The next few screens show you how to create a Company/Organization record in Person Model (or verify that it is already in the system). Only a Federal employee may create or edit Company/Organization Information records in Person Model.

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.

Module B: Finding or Creating a Company/Organization (Optional)

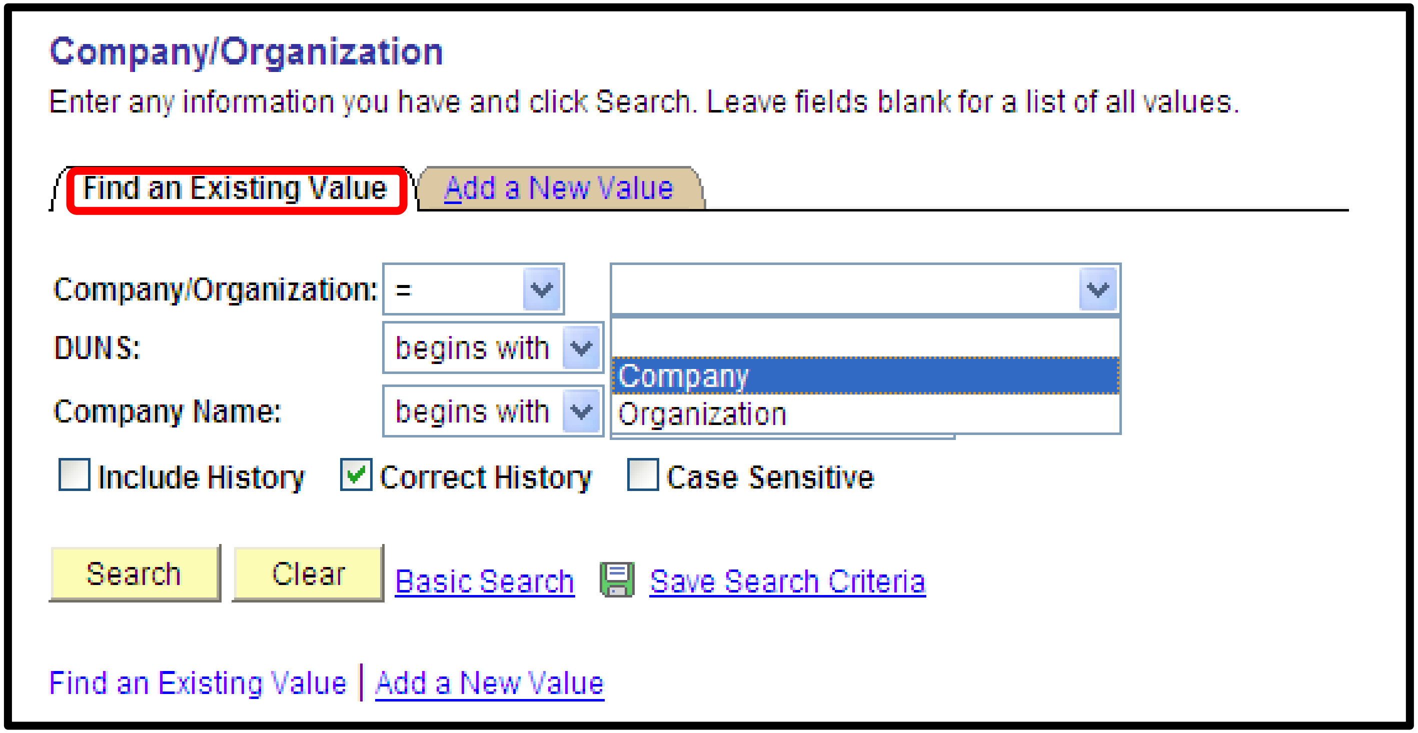


B-1

Step B-1. From the Non-Employee Processing menu, select **Company/Organization.** You can find an existing Compnay/Organization record in the system or add a new one.

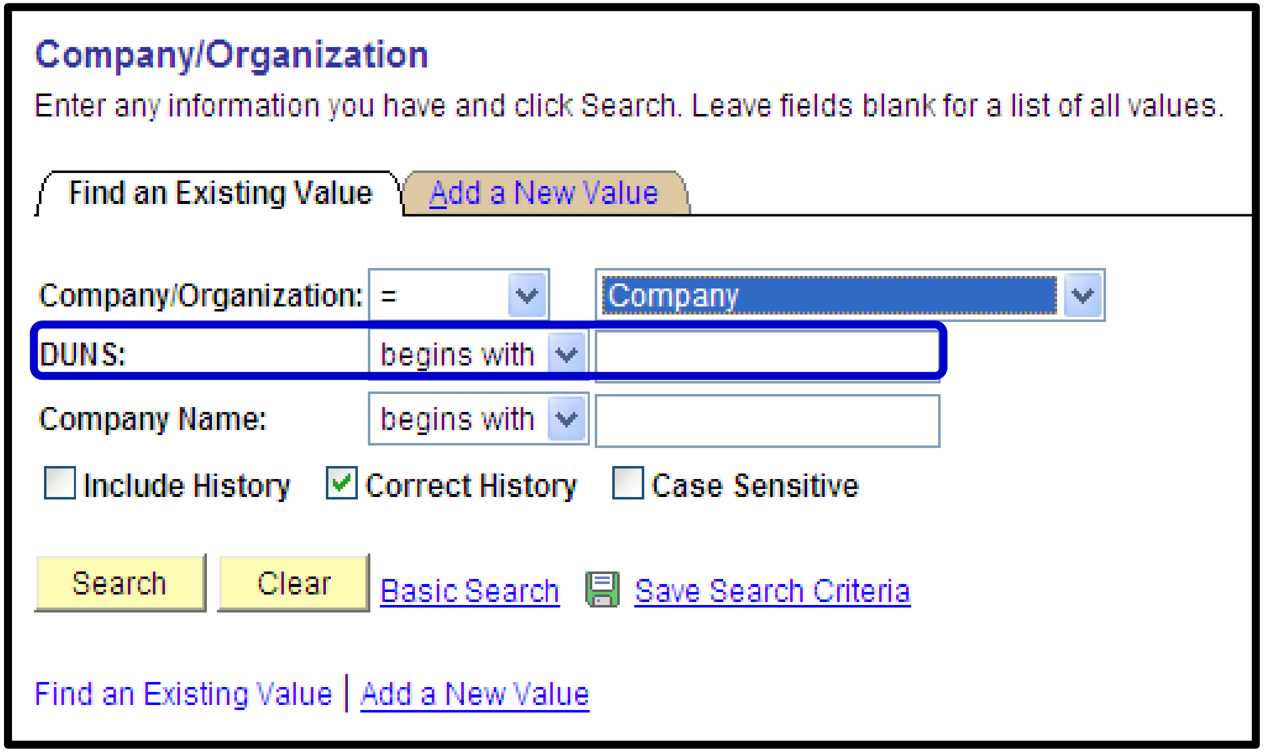
Module B: Finding or Creating a Company/Organization (Optional)

B-2



Step B-2. To find an existing Company/Organization, click on the **Find an Existing Value tab**. Select an option from the **Company/Organization** drop down list, then enter the search terms in the **DUNS** and/or **Company Name** search fields to narrow your results.

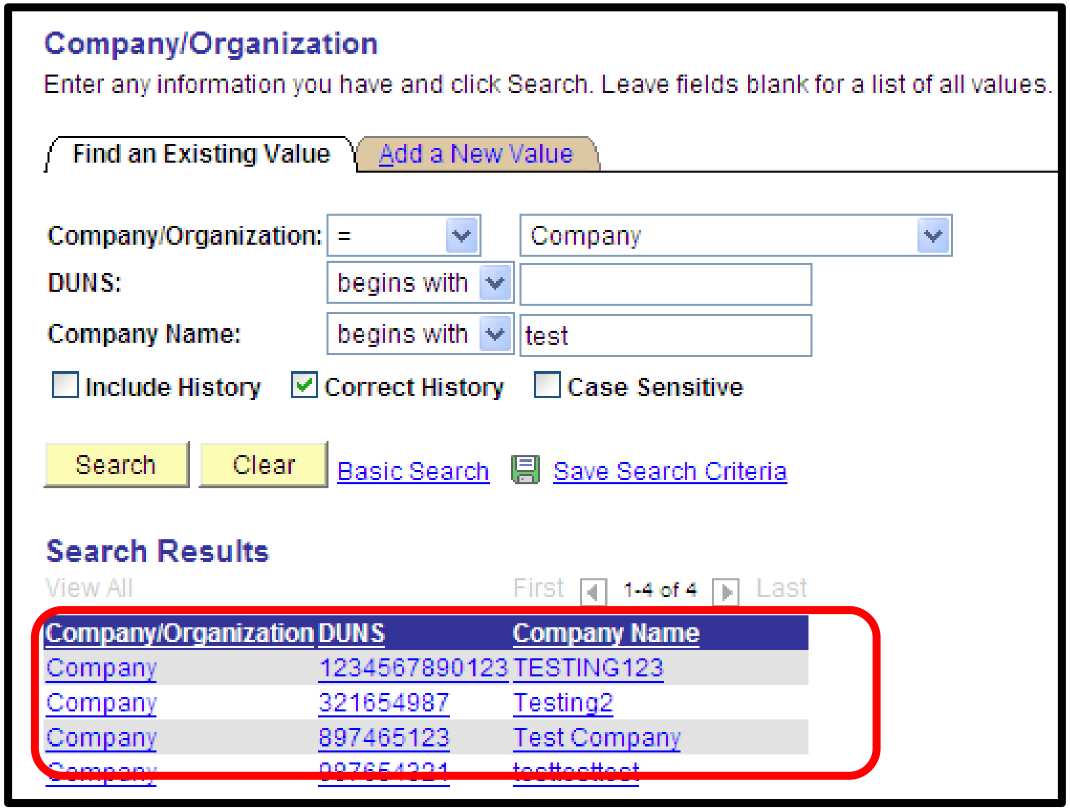
Module B: Finding or Creating a Company/Organization (Optional)



Note: DUNS only applies to Contracting Companies, not Organizations. DUNS is a 9-digit or 9-digit +4 number unique identifier for a Company.

Module B: Finding or Creating a Company/Organization (Optional)

B3

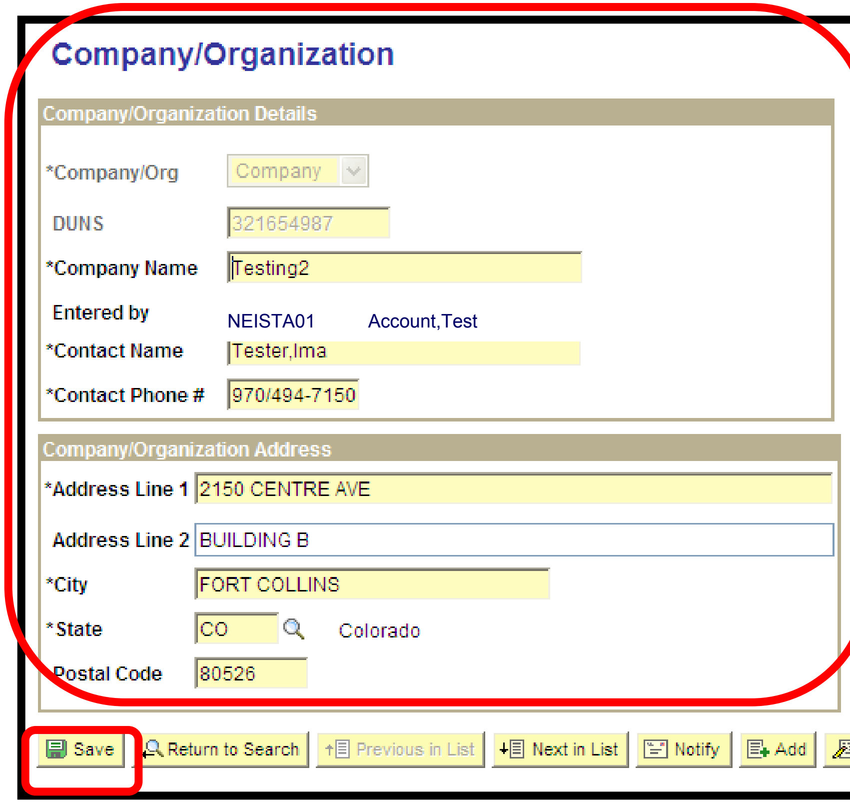


Note: If the search yields multiple records that match the search criteria, only the first 300 records will display. If you do not see the DUNS or Company Name hyperlink from the list of search results, you may now enter a new record (covered on slide 21).

Step B-3. Select the applicable hyperlink from the list of search results.

Module B: Finding or Creating a Company/Organization (Optional)

B-4



B-5

Step B-4. Make sure the yellow Correct History button is selected on the bottom right to make any changes to an existing record.

Note: Company and DUNS: These fields are masked and do not permit data entry updates.

Step B-5. Click the **Save** button to save information entered.

Module B: Finding or Creating a Company/Organization (Optional)

B-6

Step B-6: (Required) To add a new Company/Organization, click the **Add a New Value** tab, then select an option from the **Company/Organization** drop down list.

Module B: Finding or Creating a Company/Organization (Optional)

B-7

Note: To add a new record, you can enter any information you have on this screen, or simply leave the fields blank and click **Add** to enter all details on the next screen. Any information you enter on this screen will be populated on the Company/Organization detail page.

Step B-7. DUNS: Enter the **DUNS** for the Contracting Company, or click **Add** to enter information on the detailed Company/Organization record. DUNS is a 9-digit unique identifier for the Company. You may also enter a 9-digit +4 number used to identify a specific unit within a larger entity.

Module B: Finding or Creating a Company/Organization (Optional)

B-8

Step B-8. Company Name: Enter the **Company Name** on this screen, or click **Add** to enter information on the detailed Company/Organization record. Person Model will direct you to a new page where you can add additional information.

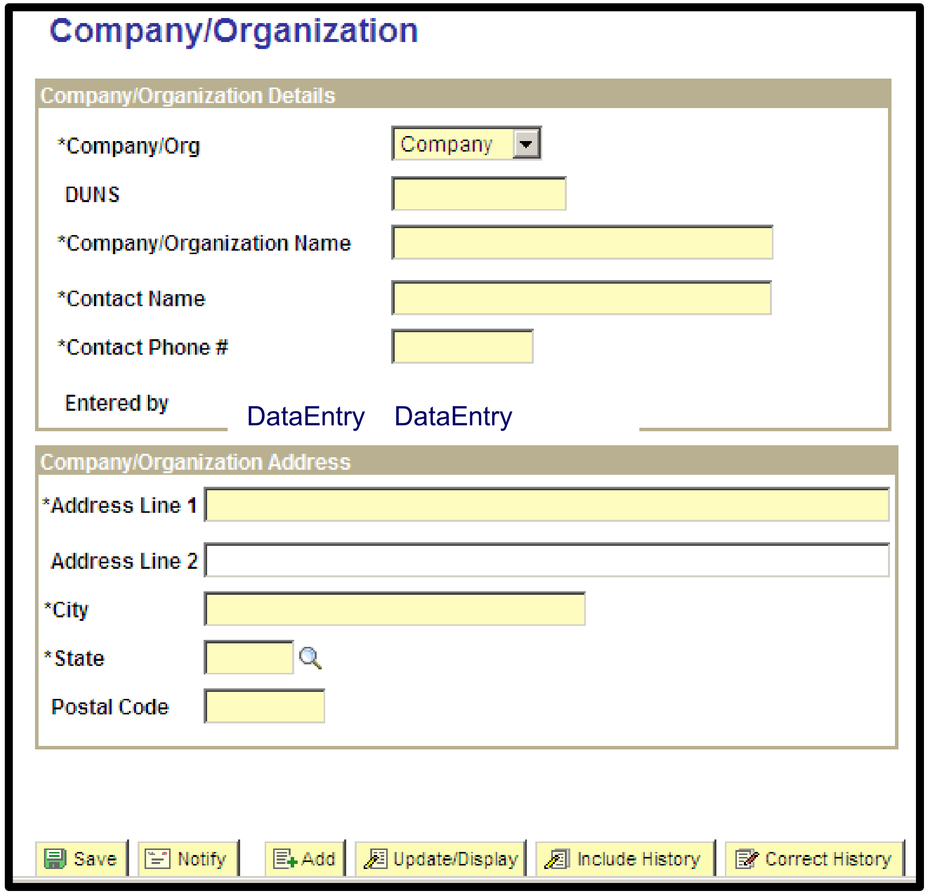
Module B: Finding or Creating a Company/Organization (Optional)

You will now learn how to enter data for a new Company/Organization record.

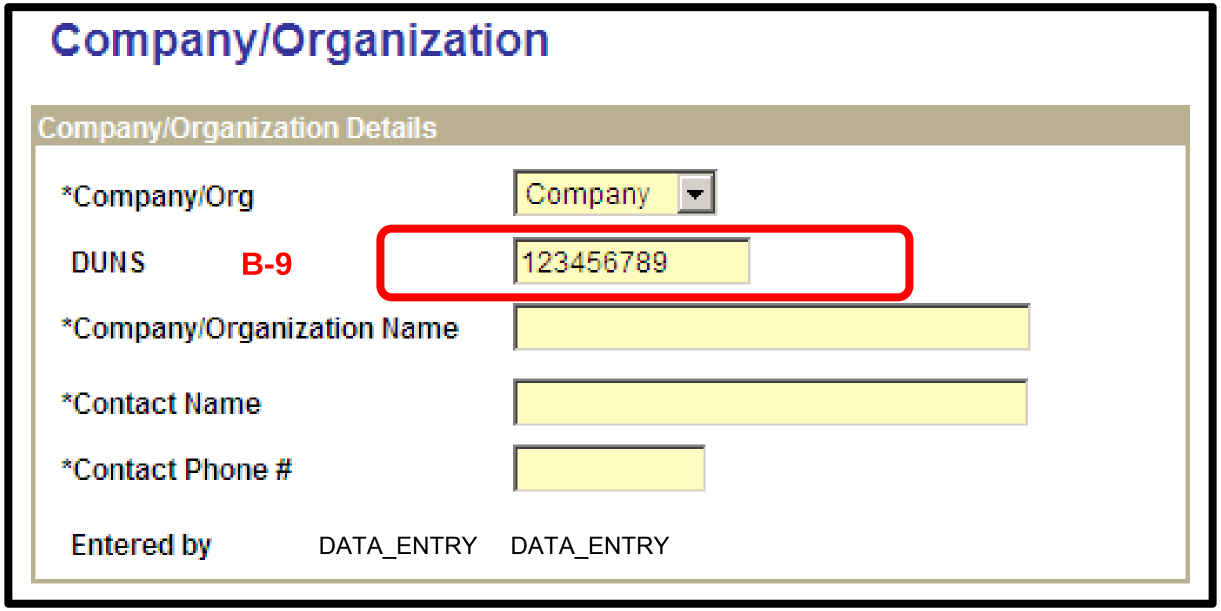
The screenshot to the right shows a blank Company/Organization record. The slides that follow will show small subsets of this record.

The minimum required fields to save a Company/Organization record are:

- Company/Org
- DUNS (if company selected)
- Company Name
- Contact Name
- Contact Phone
- Address Line 1
- City
- State



Module B: Finding or Creating a Company/Organization (Optional)



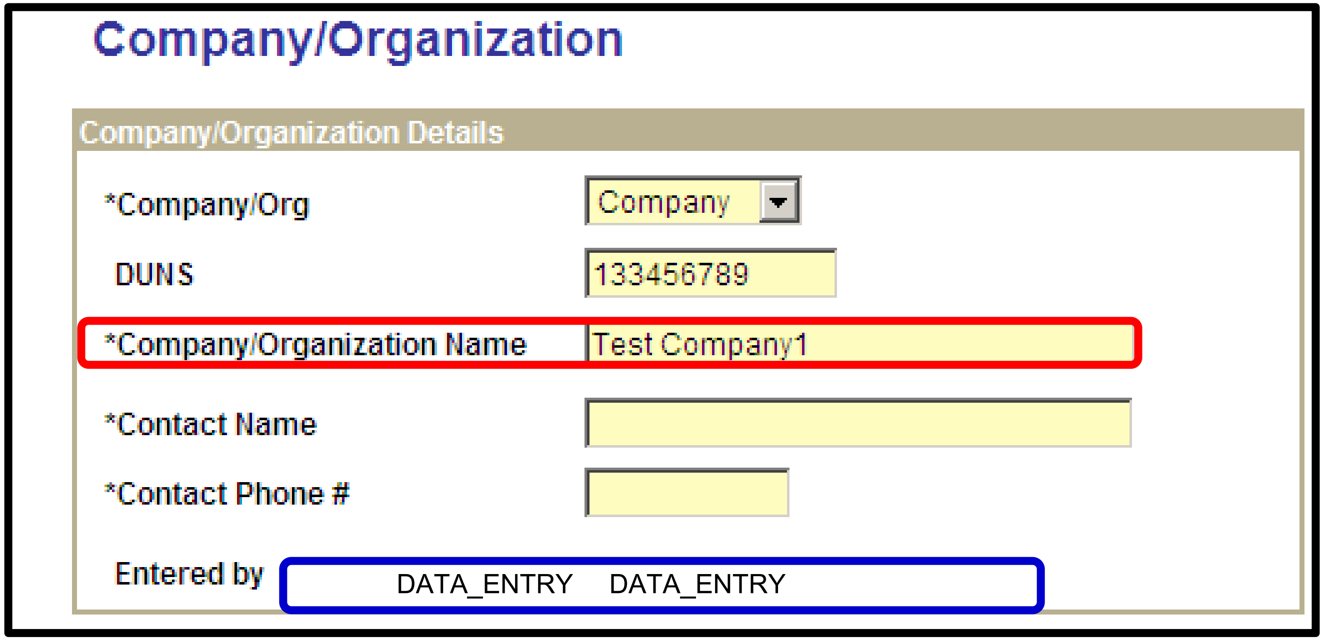
Step B-9. DUNS: If you selected Company in the previous step, enter **DUNS** for the Contracting Company on this screen. DUNS is a 9-digit unique identifier for the Company. You may also enter a 9-digit +4 number used to identify a specific unit within a larger entity.

If you selected Org, this field will be masked to prevent user data entry, and will be auto-populated with a system-generated number upon saving the record.

Note: A DUNS Number uniquely identifies a Contract Company, therefore the system will check to ensure there is no duplication of DUNS numbers within the system.

Module B: Finding or Creating a Company/Organization (Optional)

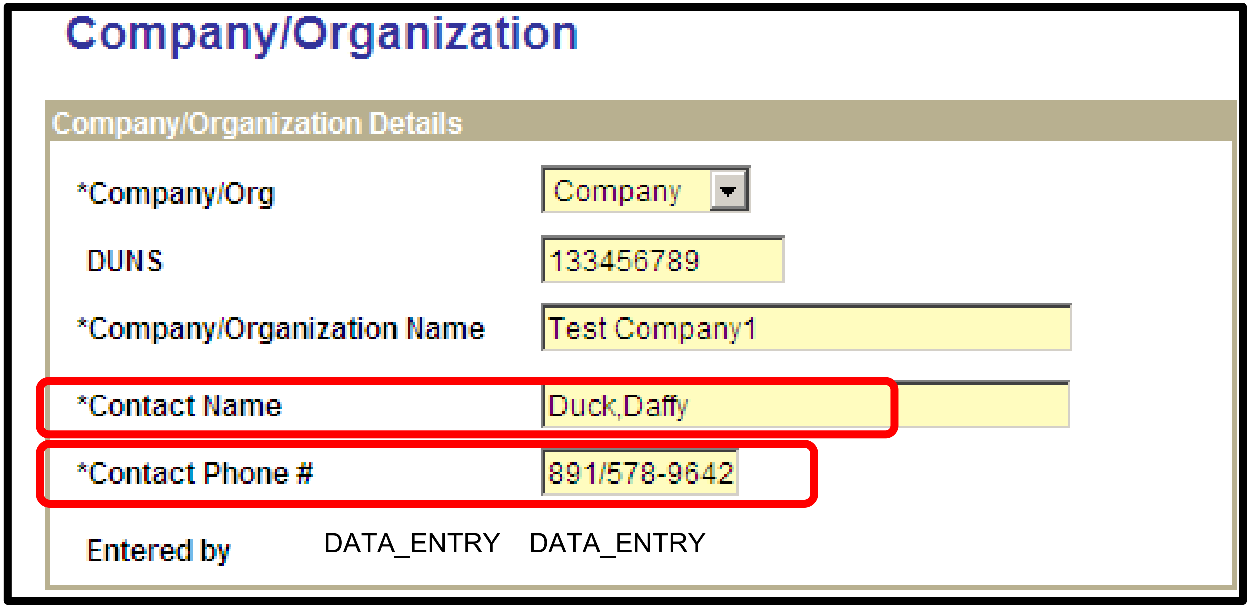
B-10



Step B-10. Company Name: Enter the name of the **Company/Organization** and click **Add**.

Note: The **Entered by** field is pre-populated with the User ID of the person logged in.

Module B: Finding or Creating a Company/Organization (Optional)



B-11

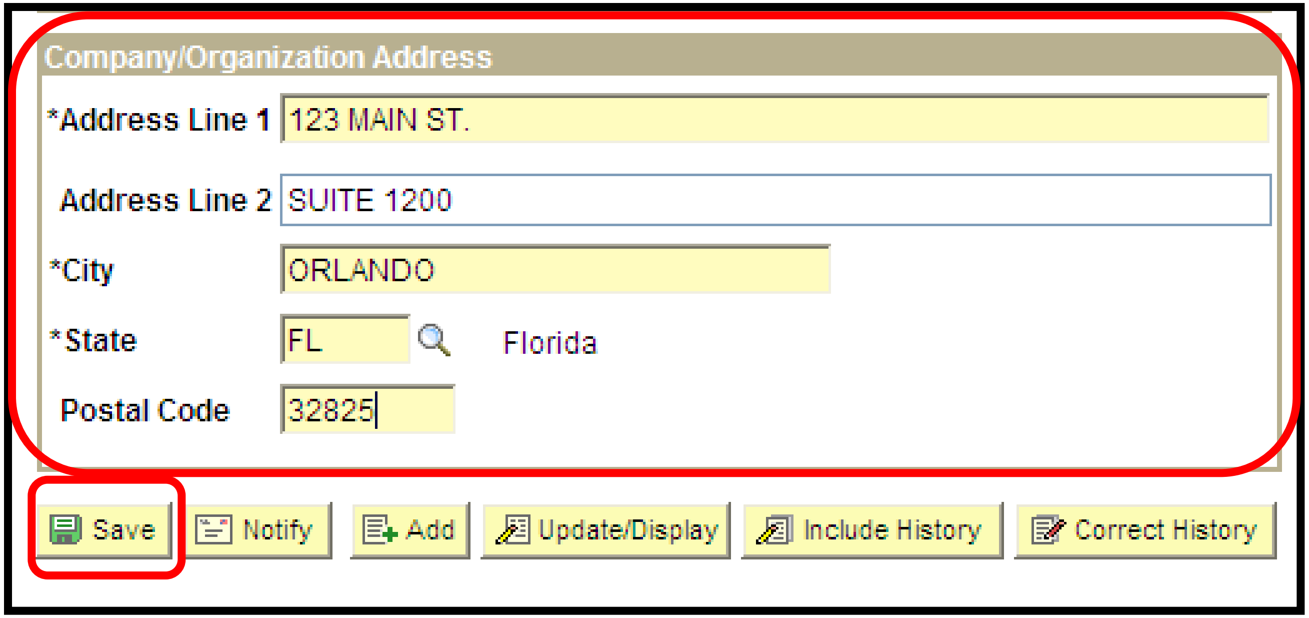
B-12

Step B-11. Contact Name: (Required) Enter the **Name** of the point of contact for the Company/Organization in the following format: Last name,First name. Example: Smith,Bob.

Step B-12. Contact Phone #: (Required) Enter the **Phone Number** for the Company/Organization. Acceptable formats are as follows: 9999999, 999-9999, 9999999999, 999/999-9999

Module B: Finding or Creating a Company/Organization (Optional)

B-13



B-14

Step B-13. Company/Organization Address: Enter the Address for the **Company/Organization. Address Line 1**, **City**, and **State** are required. Use the lookup function to locate the **State**, or key in the two-letter abbreviation. **Address Line 2** and **Postal Code** are optional.

Step B-14. Click **Save.**

Module C: Finding or Creating a Contract, Grant or Agreement Record (Required)

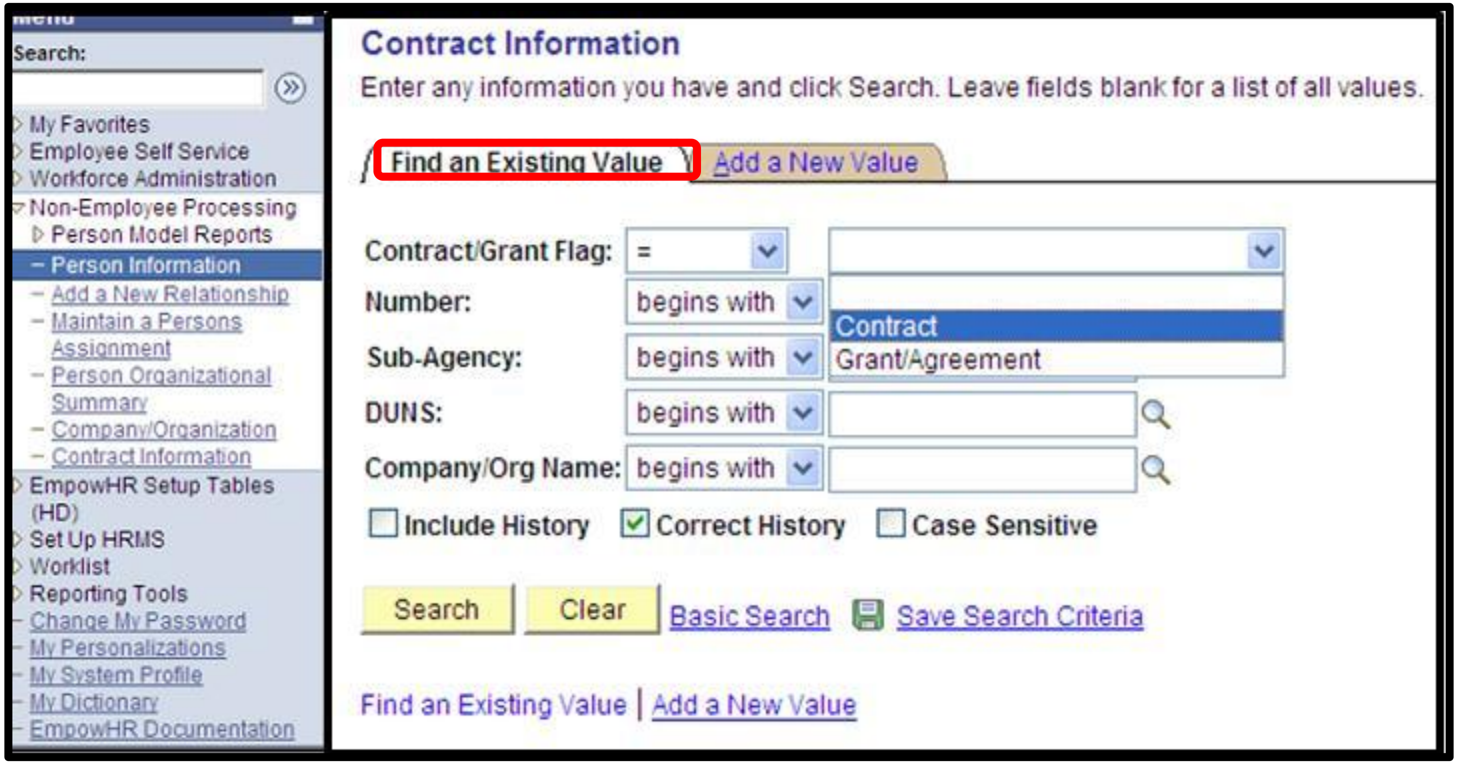
Congratulations! You have just learned how to find, enter, and save a Company/Organization record in Person Model.

The next few screens show you how to create a Contract, Grant or Agreement record in Person Model (or verify that it is already in the system). Only a Federal employee may create or edit Contract, Grant or Agreement records in Person Model.

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.

Module C: Finding or Creating a Contract, Grant or Agreement Record (Required)

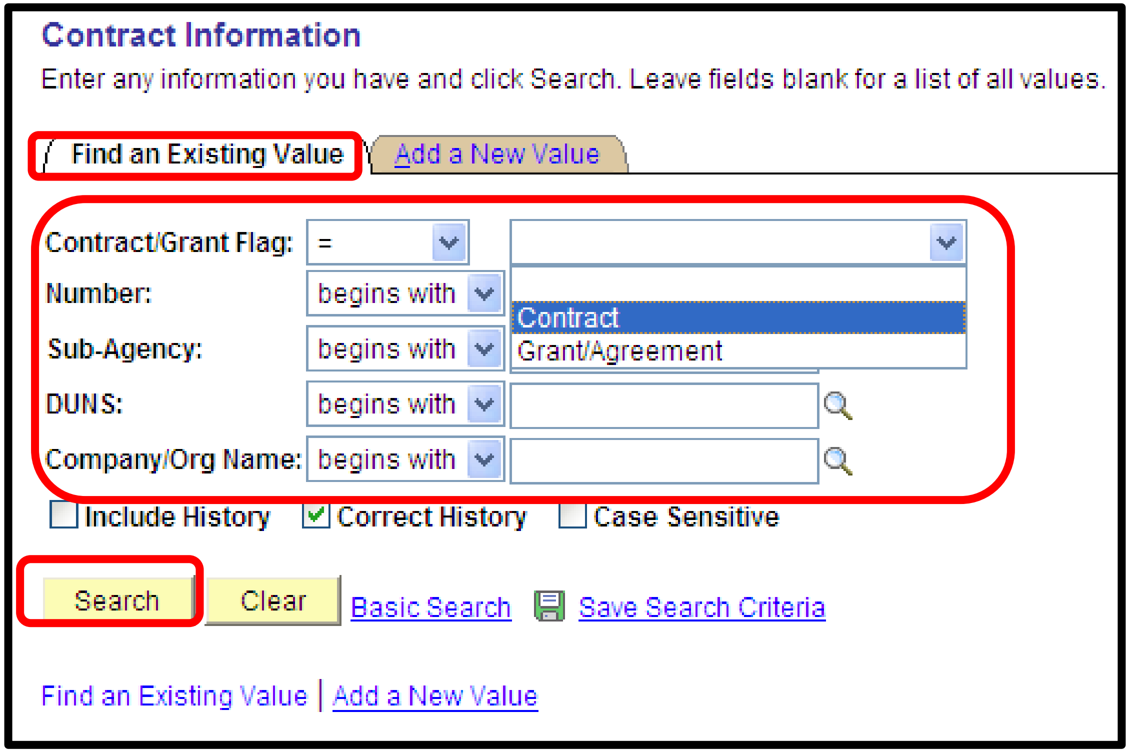
C-1



Step C-1. From the left-side navigational menu, select **Contract Information** to go to the Contract Information main menu. From here, you can search for existing Contract, Grant or Agreements records or add a new one.

Module C: Finding or Creating a Contract, Grant or Agreement Record (Required)

C-2

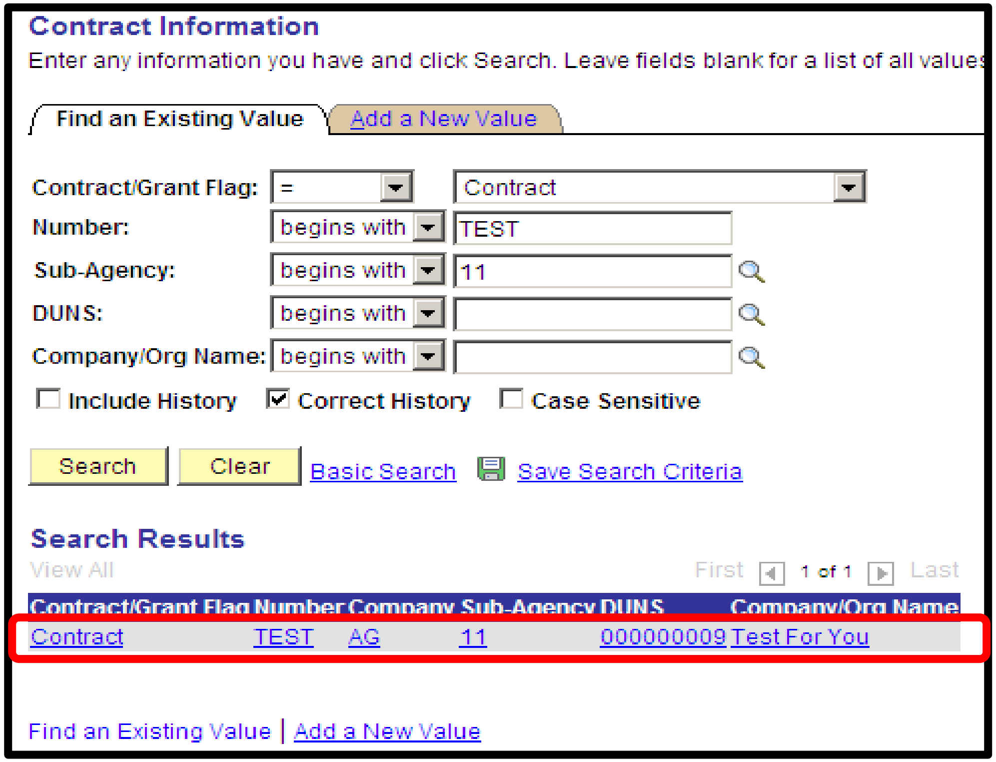


Step C-2. To search for an existing **Contract/Grant/Agreement** record, select the "**Find an Existing Value**" tab. Select an option from the **Contract/Grant Flag** drop down list, then enter the search terms to narrow your results. Click **Search**.

Note: The **Number** field is a unique identifier for the Contract, Grant or Agreement, such as a PIID, Contract ID, or MOU number.

Module C: Finding or Creating a Contract, Grant or Agreement Record (Required)

C-3



Note: If the search yields multiple records that match the search criteria, only the first 300 records will display. If you do not see the Contract/Grant/Agreement listed, you may now enter a new record (covered on slide 36).

Step C-3. To verify and/or update an existing Contract/Grant/Agreement record, select the applicable hyperlink from the list of search results and proceed to the next slide.

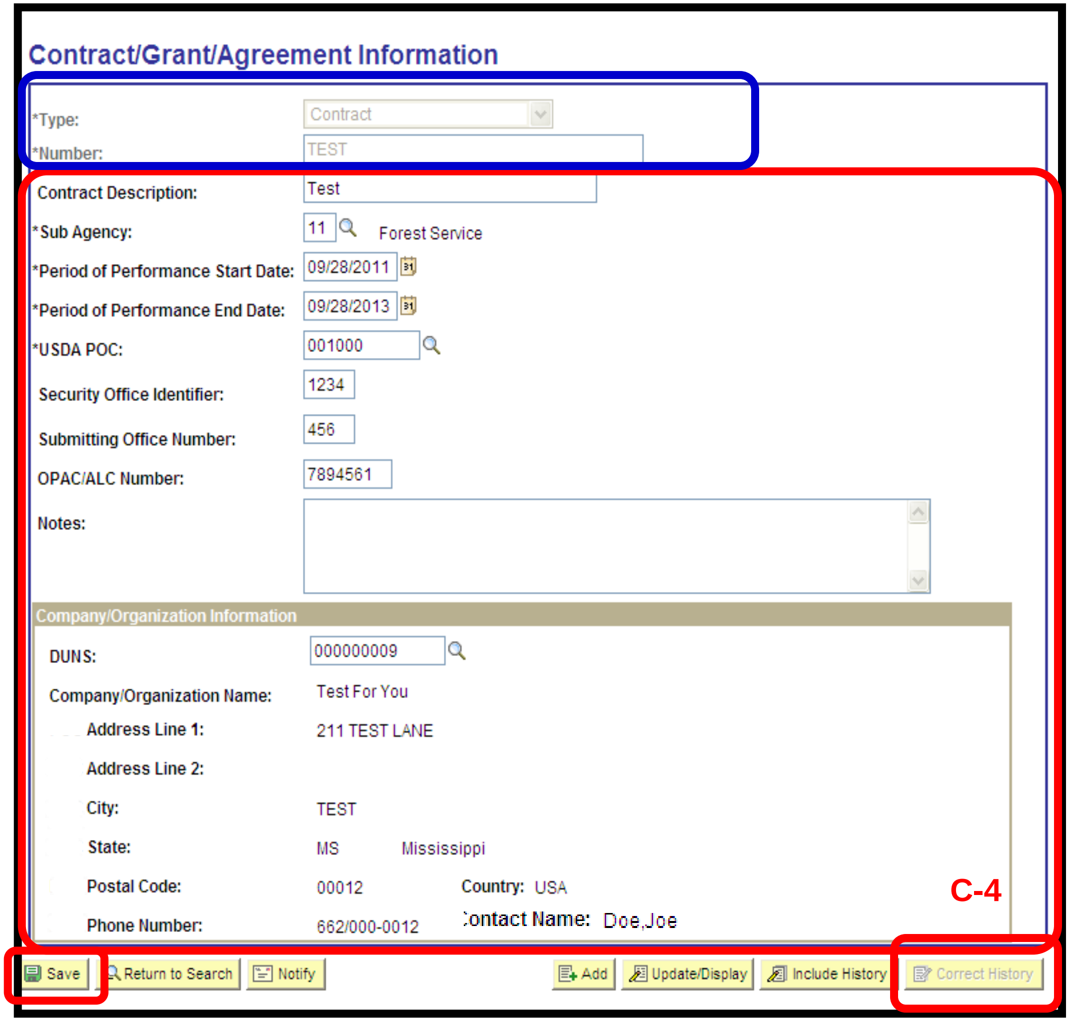
Module C: Finding or Creating a Contract, Grant or Agreement Record (Required)

Step C-4. Make sure the yellow Correct History button is selected to make any changes to an existing Contract/Grant/ Agreement Information record. You may now begin to update the record with any new information, such as a change in the Period of Performance.

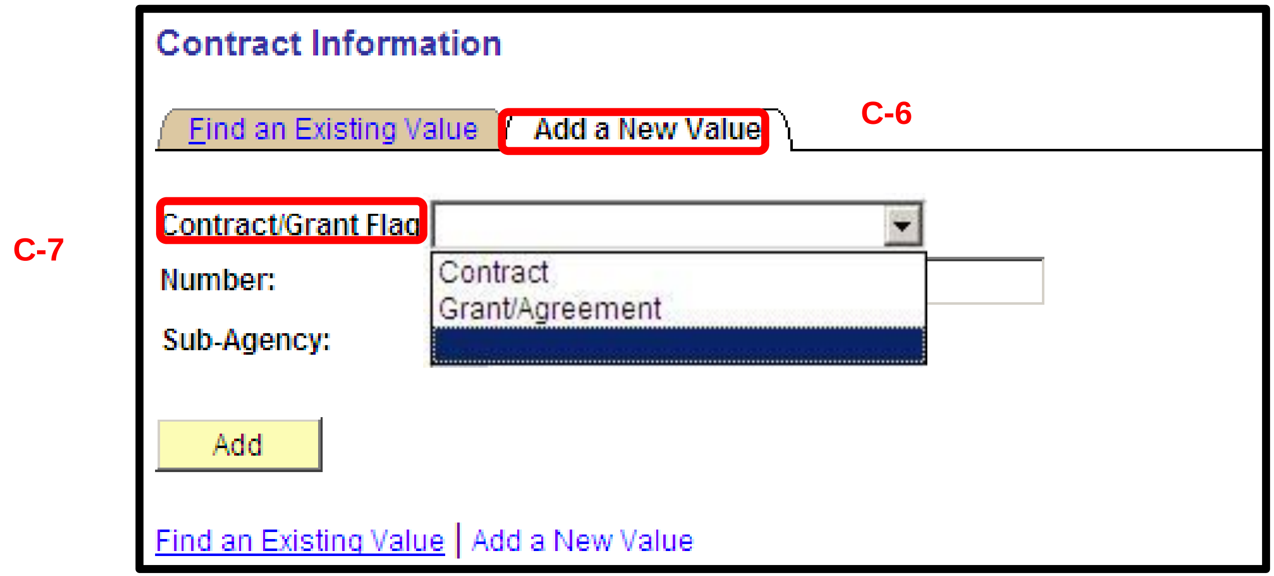
Note: The **Type** and **Number** fields will be masked and will not permit data entry updates.

Step C-5. Click the **Save** button to save information entered.

C-5



Module C: Finding or Creating a Contract, Grant or Agreement Record (Required)

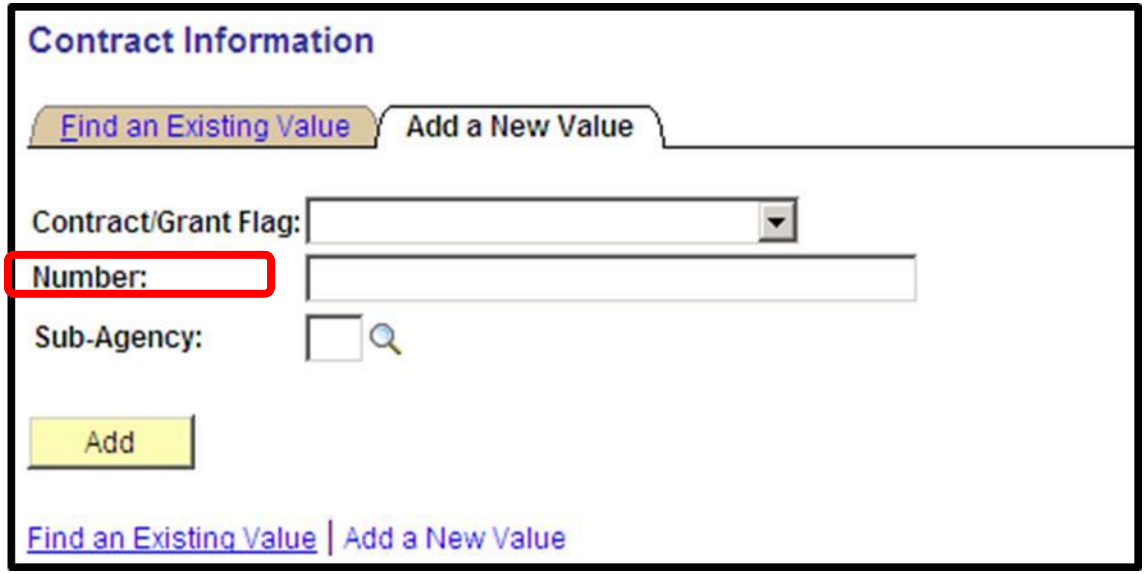


Step C-6. To add a new Contract, Grant or Agreement record, click the **Add a New Value** tab.

Step C-7. Contract/Grant Flag (Required): Select an option from the drop-down list. Options are **Contract** or **Grant Agreement.**

Module C: Finding or Creating a Contract, Grant or Agreement Record (Required)

C-8



Step C-8. You will be prompted to select a enter the **Number** and/or **Sub-Agency**. Any information you enter will be populated on the next screen. If you prefer, you can simply click the **Add** button to start with a blank record (covered on the next slide), however you must select an option from the Contract/Grant Flag drop down list.

When you have finished entering information on this screen, click the **Add** button.

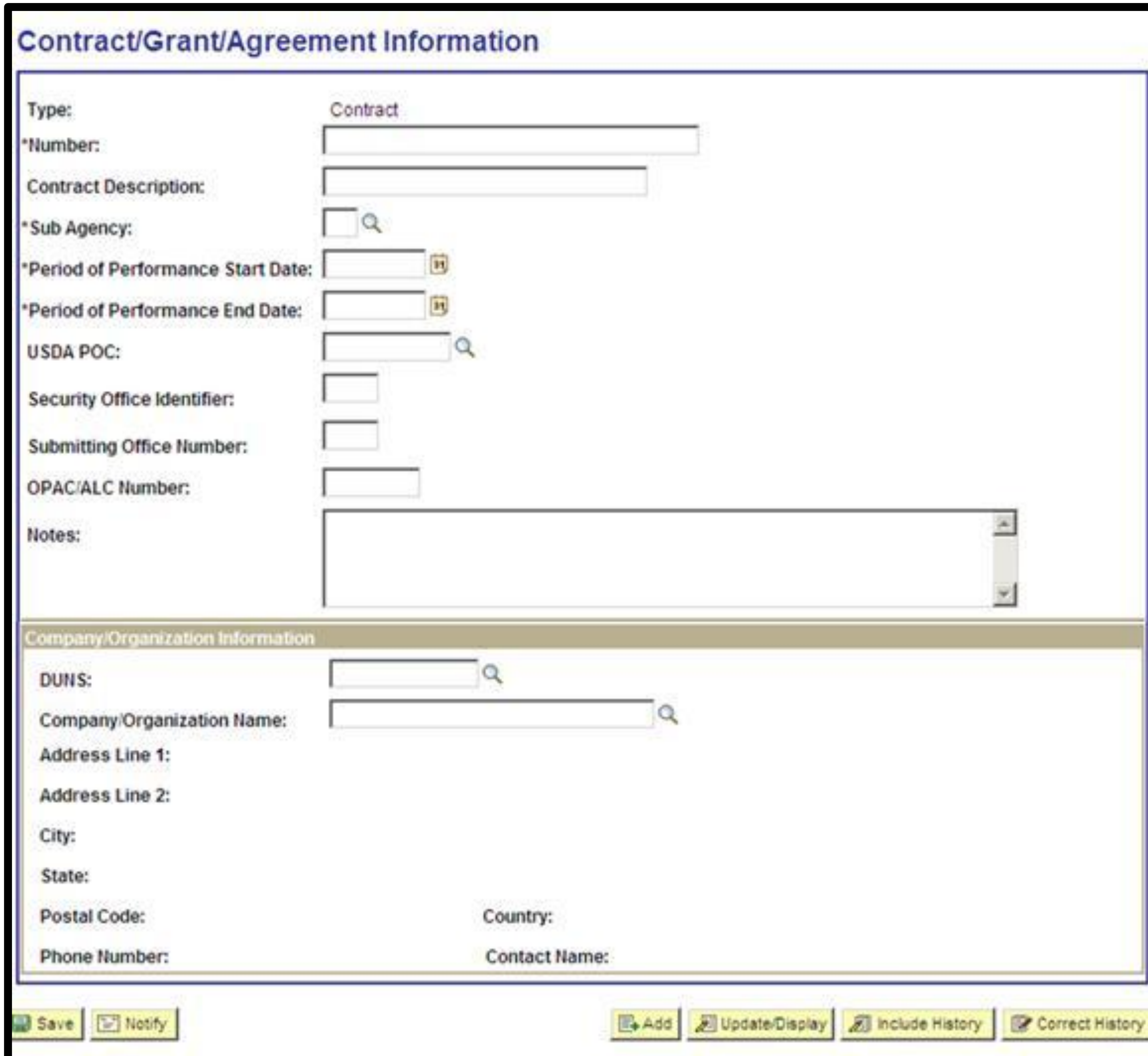
Module C: Finding or Creating a Contract, Grant or Agreement Record (Required)

You will now learn how to enter data for a new Contract/Grant/Agreement record.

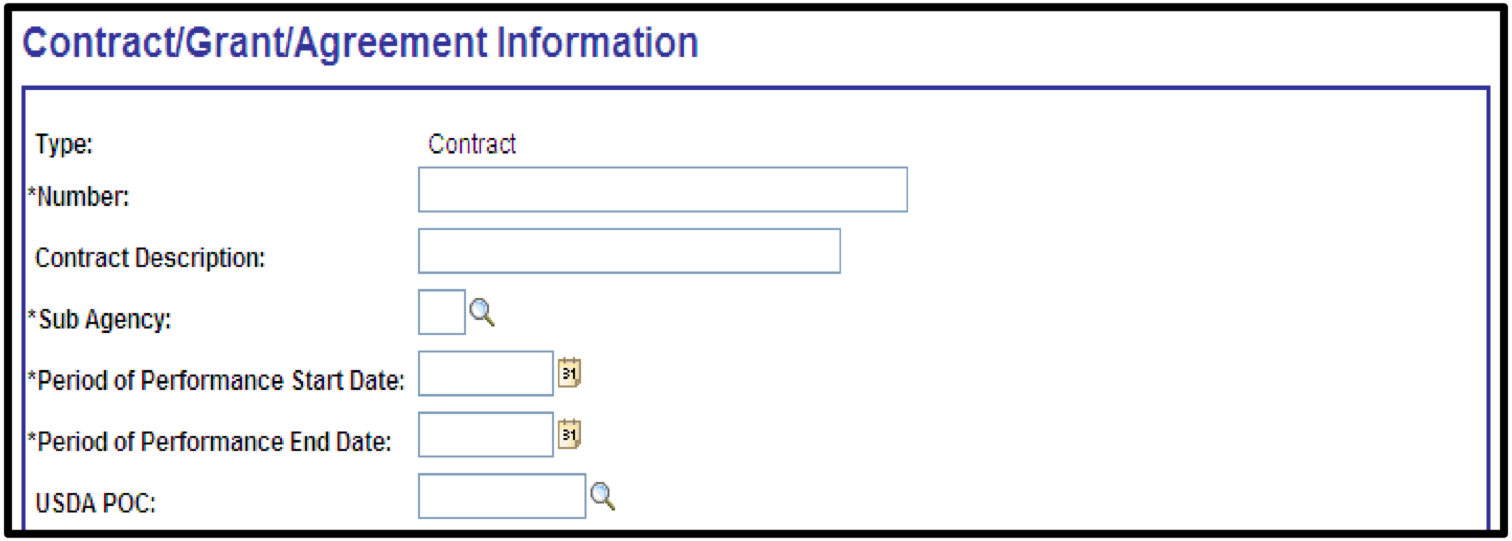
The screenshot to the right shows a blank Contract/Grant/Agreement record. The slides that follow will show small subsets of this record.

The minimum required fields to save a Contract/Grant/Agreement record are:

- Type
- Number
- Sub-Agency
- Period of Performance Start Date
- Period of Performance End Date
- USDA POC



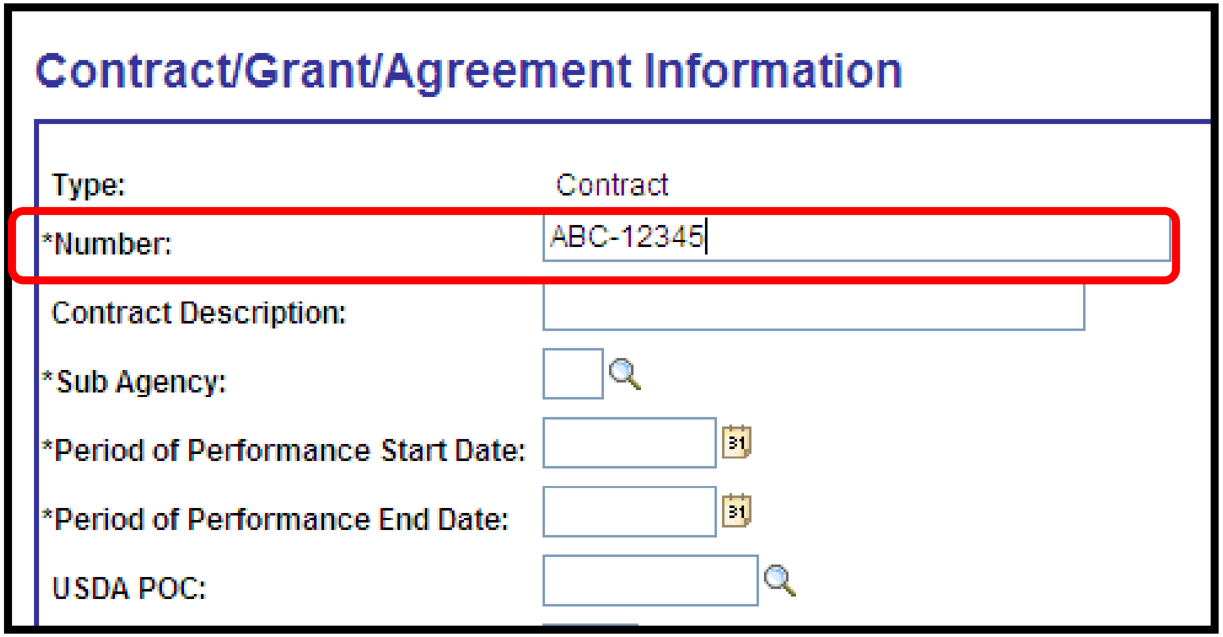
Module C: Finding or Creating a Contract, Grant or Agreement Record (Required)



Note. The Contract/Grant Agreement Flag selected in the previous step will be populated in the **Type** field.

Module C: Finding or Creating a Contract, Grant or Agreement Record (Required)

C-9

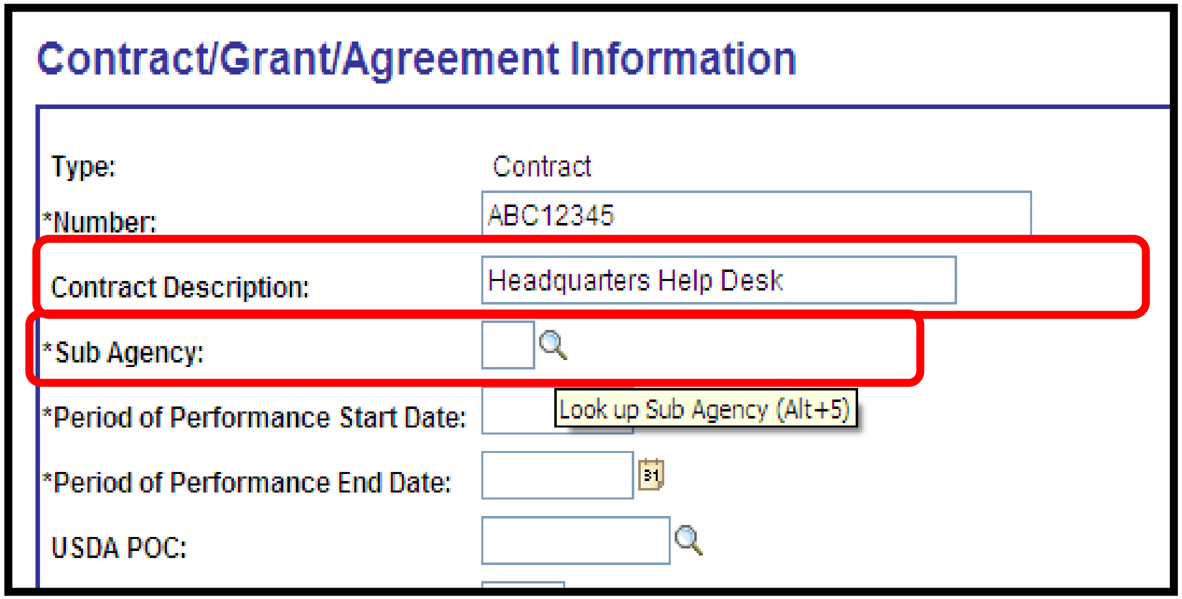


Step C-9. Number: (Required) Enter the **Number** of the Contract, Grant or Agreement. This may be the PIID/Contract ID, MOU number, or other unique identifier.

Module C: Finding or Creating a Contract, Grant or Agreement Record (Required)

C-10

C-11

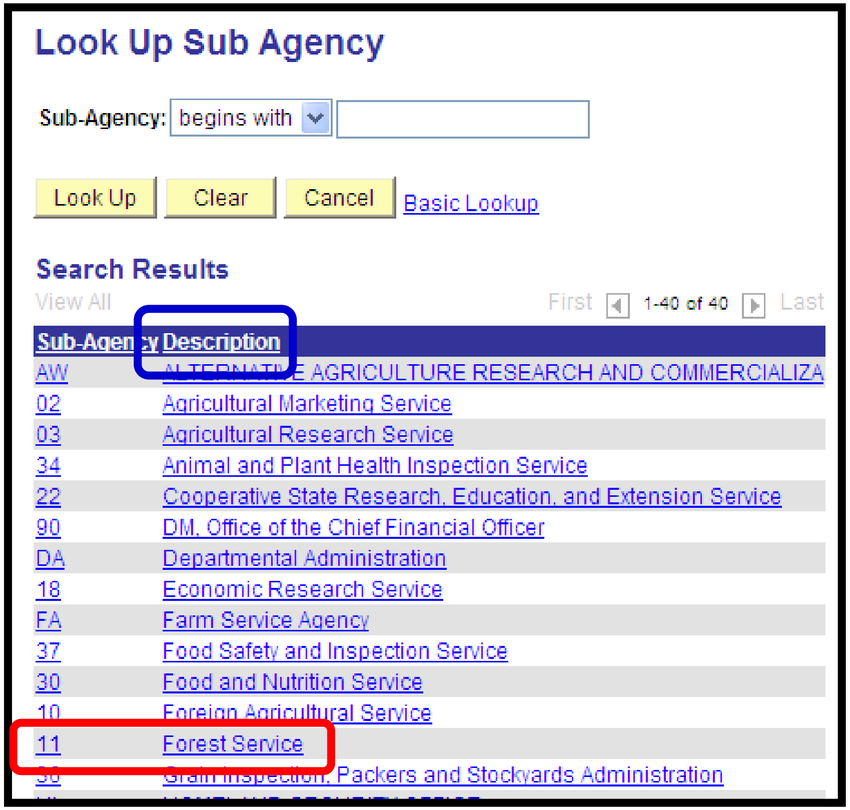


Step C-10. Contract Description: (Optional) Enter a **description** of the work being performed on the Contract, Grant or Agreement, for example, “Cafeteria,” or “Help Desk.”

Step C-11. Sub Agency: (Required) This is the Sub-Agency that is sponsoring the non-employee. If you know the Sub-Agency code, enter it here. You may use the look up feature (magnifying glass) to select the Sub-Agency code. The Sub-Agency lookup will direct you to another screen where you can select a Sub-Agency (covered on next slide).

Module C: Finding or Creating a Contract, Grant or Agreement Record (Required)

C-12



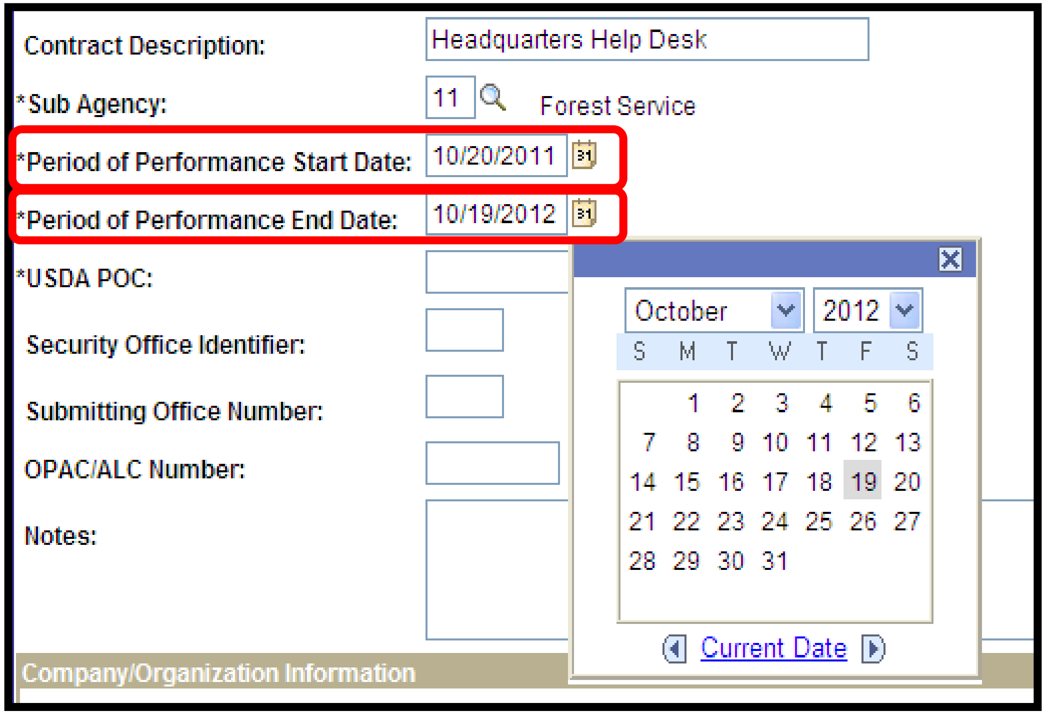
Note: Sub-Agencies will be listed in numerical order by Sub-Agency code. Select the **Description** column heading to sort Sub-Agencies by alphabetical order.

Step C-12. Sub Agency: (Required) Select the link for the Sub-Agency. Once selected, you will see the full name of the Sub-Agency populated on the Contract/Grant Agreement screen.

Module C: Finding or Creating a Contract, Grant or Agreement Record (Required)

C-13

C-14

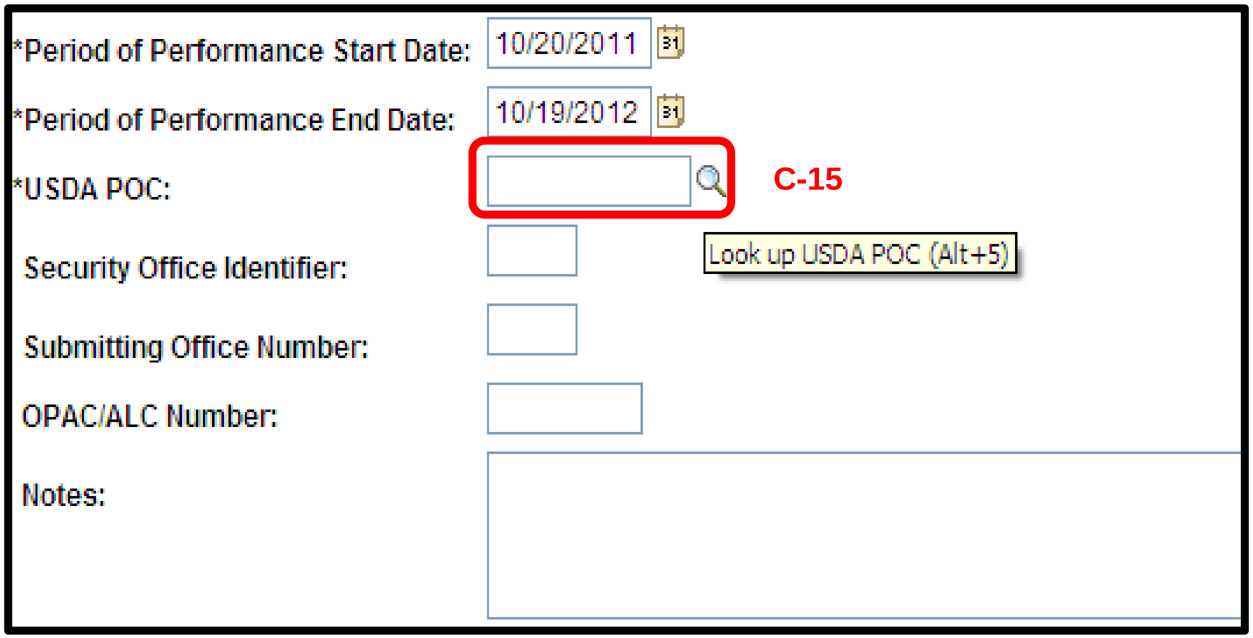


Step C-13. Period of Performance Start Date: (Required) Enter the **Period of Performance Start Date**, or click on the calendar icon to look up the date.

Step C-14. Period of Performance End Date: (Required) Enter or select the **Period of Performance End Date**.

Note: Period of Performance Dates determine if a Non-Employee is active on a contract, grant or agreement. <u>When the Period of Performance date is reached, all non-employees associated with the contract, grant or agreement will be set to "TERMINATED" by the system automatically.</u>

Module C: Finding or Creating a Contract, Grant or Agreement Record (Required)



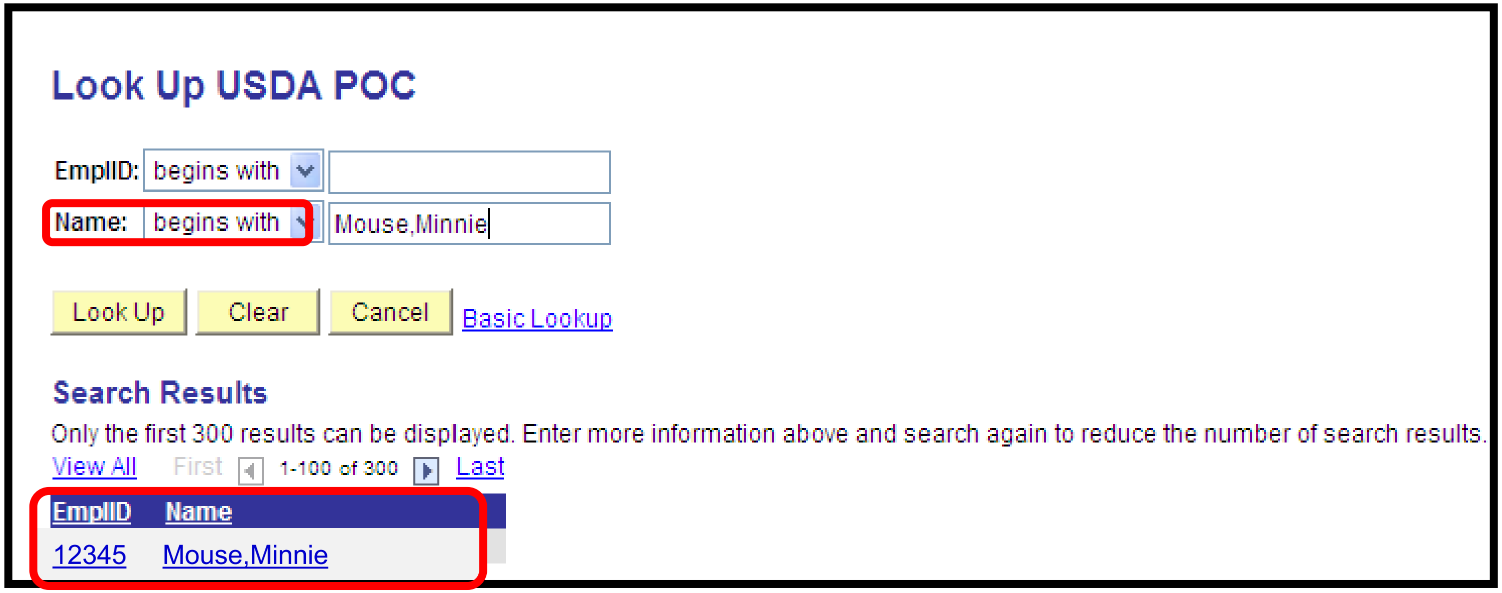
Step C-15. USDA POC: (Required) Use the lookup function (magnifying glass) to select the **USDA POC** for the Contract, Grant or Agreement and proceed to the next slide.

Note: Due to the large amount of records in the system, users may experience extended processing time when selecting the USDA POC.

Module C: Finding or Creating a Contract, Grant or Agreement Record (Required)

C-16

C-17



Note: Please note that if you do not enter any search terms under the **USDA POC** field, this will result in extended system processing time.

Step C-16. USDA POC: (Required) You will be directed to the Look Up USDA POC screen where you can search records by **EmplID** or **Name**. To search by Name, enter search terms in the following format: **Last Name, First Name.**

Step C-17. Search Results: (Required) Select the applicable hyperlink from the list of search results and proceed to the next slide.

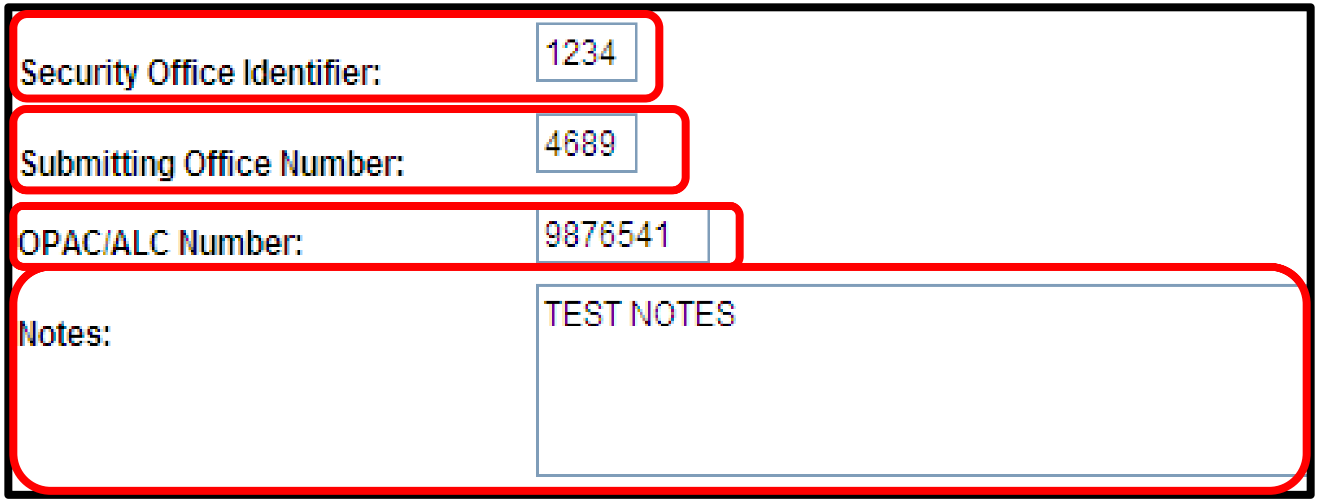
Module C: Finding or Creating a Contract, Grant or Agreement Record (Required)

C-18

C-19

C-20

C-21



Step C-18. Security Office Identifier: (Optional) Enter the Security Officer Identifier (SOI).

Step C-19. Submitting Office Number: (Optional) Enter the Submitting Office Number (SON).

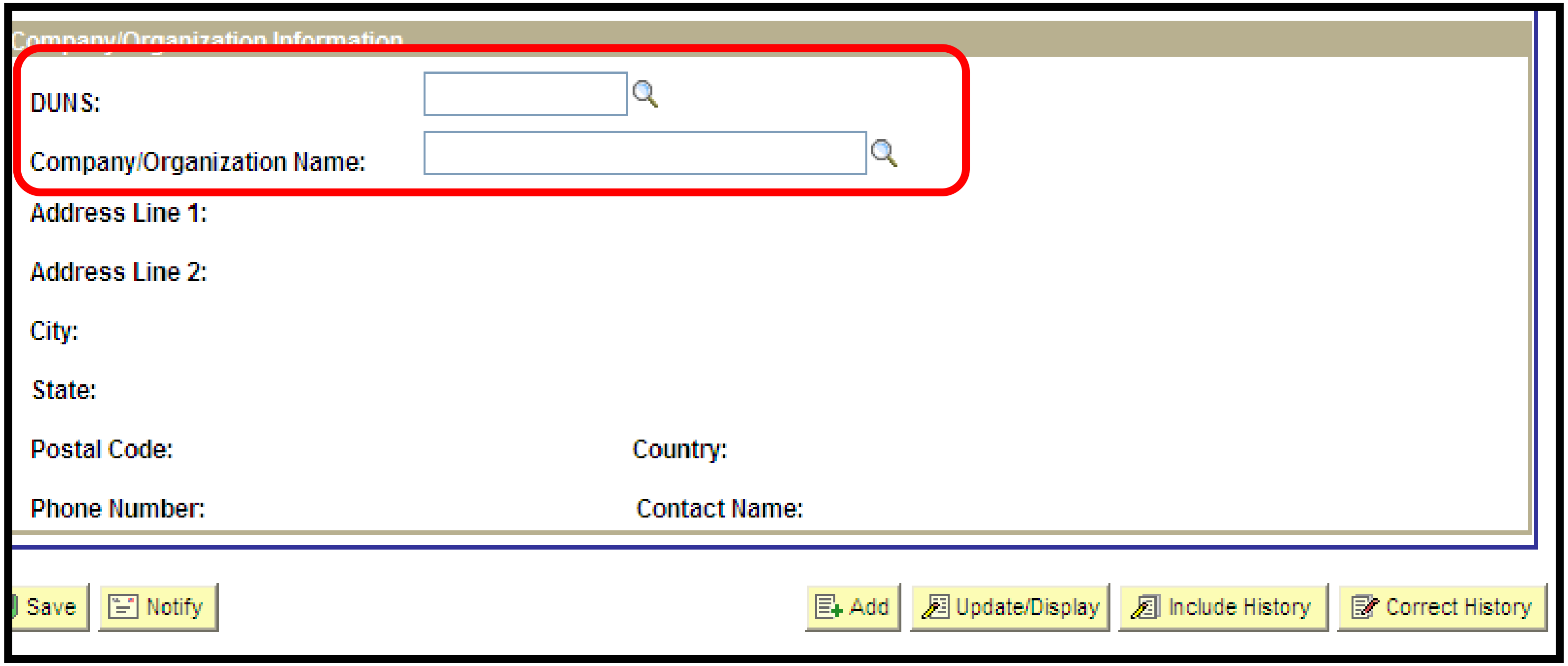
Step C-20. OPAC/ALC Number: (Optional) Enter the OPAC/ALC Number.

Step C-21. Notes: (Optional) Enter any notes about the Contract, Grant or Agreement.

Note: Please note the value entered for the above four (4) fields will be populated on the non-employee's Adjudication record.

Module C: Finding or Creating a Contract, Grant or Agreement Record (Required)

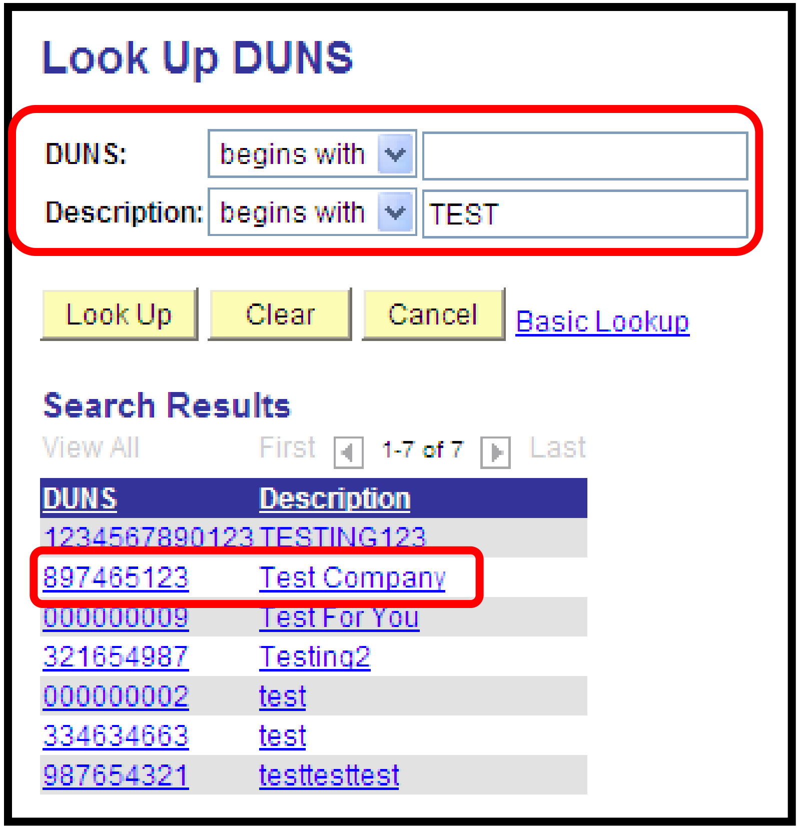
C-22



Step C-22. (Optional) Use the lookup functions (magnifying glasses) next to the **DUNS** field or the **Company/Organization Name** field to select a Company/Organization that exists in the system (covered on the next slide). If a record does not already exist for the appropriate Company/Organization, you can save the Contract, Grant or Agreement without Company/Organization Information and enter it later.

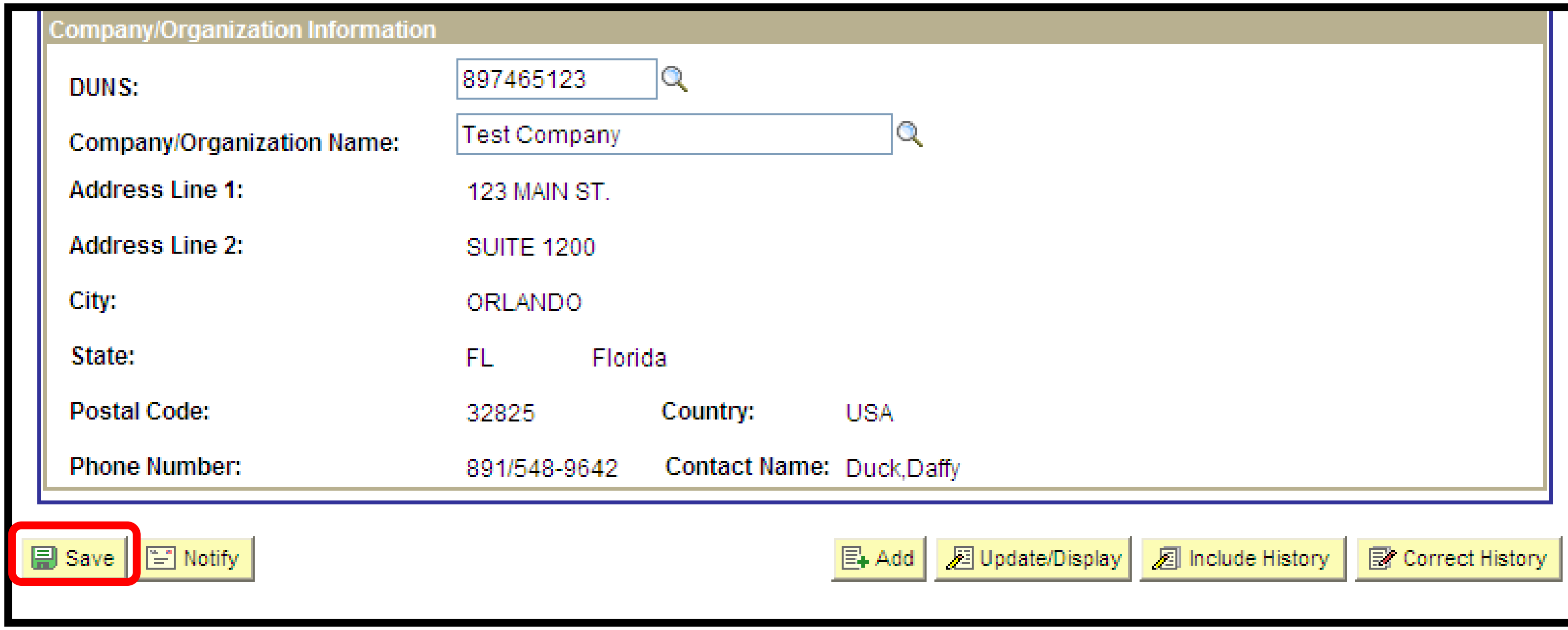
Module C: Finding or Creating a Contract, Grant or Agreement Record (Required)

C-23



Step C-23. (Optional) Enter the search terms in either the **DUNS** field or the **Description** (Company/Organization Name) field and select Look Up to search the system for a Company/Organization, then click on the hyperlink for the appropriate Company/Organization.

Module C: Finding or Creating a Contract, Grant or Agreement Record (Required)



C-24

Note: The Contract/Grant/Agreement record will be populated with the details of the Company/Organization you selected.

Step C-24. Click **Save.**

Module D: Finding or Creating a Person Information Record (Required)

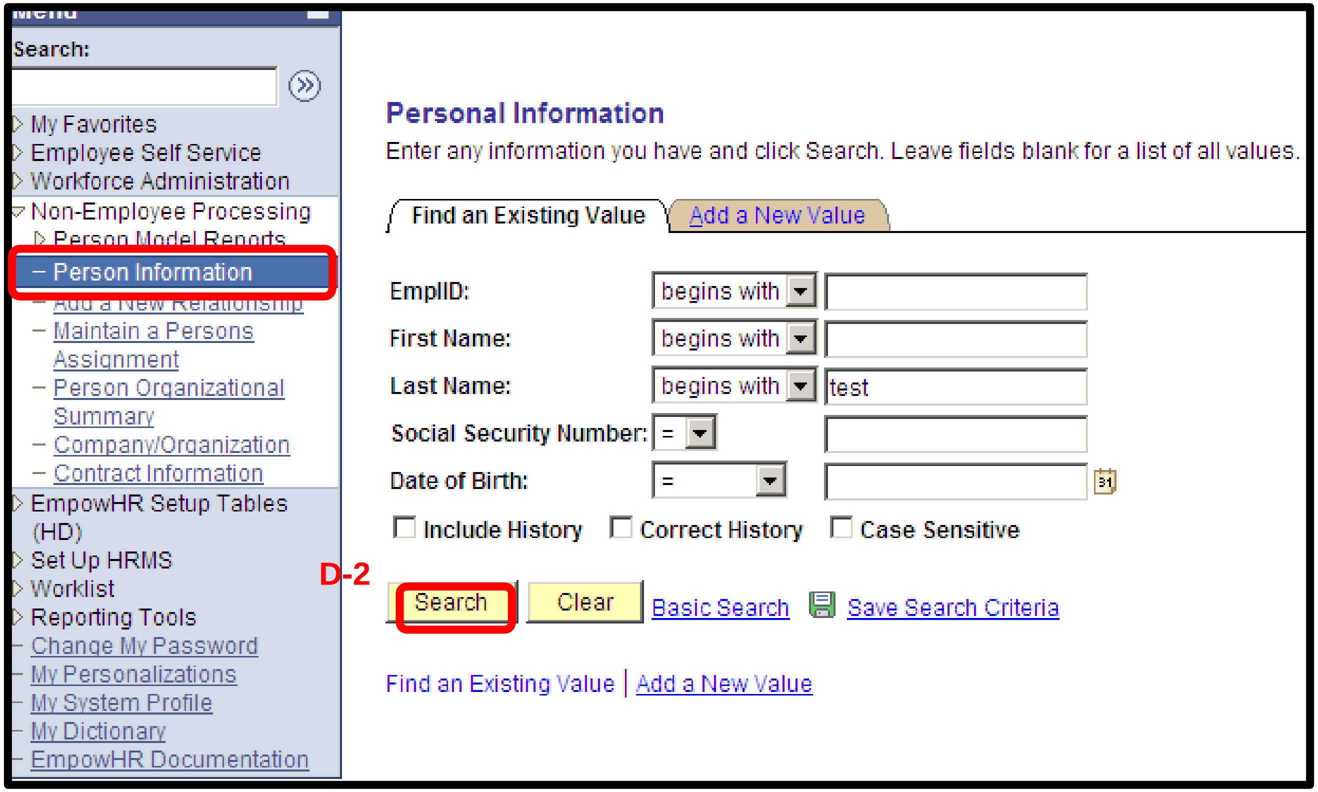
Congratulations! You have just learned how to find, enter, and save a Contract, Grant or Agreement record in Person Model.

The next few screens show you how to create a Person Information record in Person Model (or verify that it is already in the system). Only a Federal employee may create or edit Person Information records in Person Model.

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.

Module D: Finding or Creating a Person Information Record (Required)

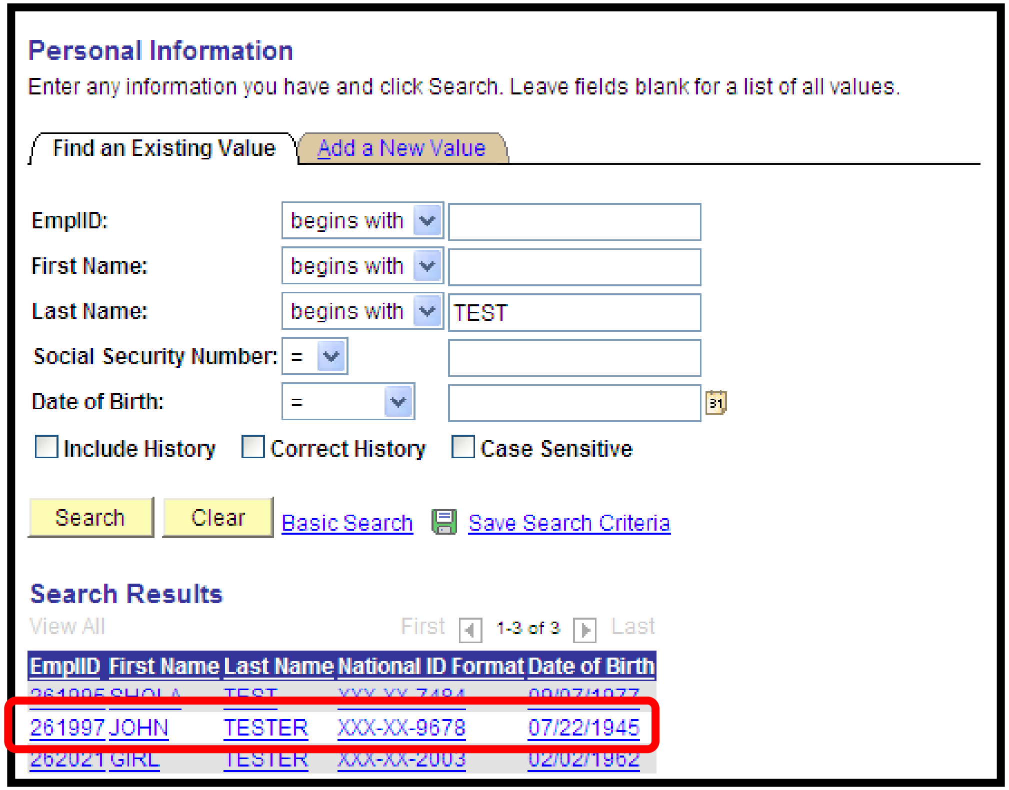
D-1



Step D-1. From the left navigation menu select **Person Information**. This will direct you to the Person Information main menu. From here you can search for existing records or enter a new one.

Step D-2. To find an existing value in the system, enter the search terms, then Click **Search**.

Module D: Finding or Creating a Person Information Record (Required)



D-3

Note: If the search yields multiple records that match the search criteria, only the first 300 records will display. If you do not see the Person Information hyperlink in the list of search results, you may enter a new record.

Step D-3: Select the applicable hyperlink from the list of search results.

Module D: Finding or Creating a Person Information Record (Required)

D-4

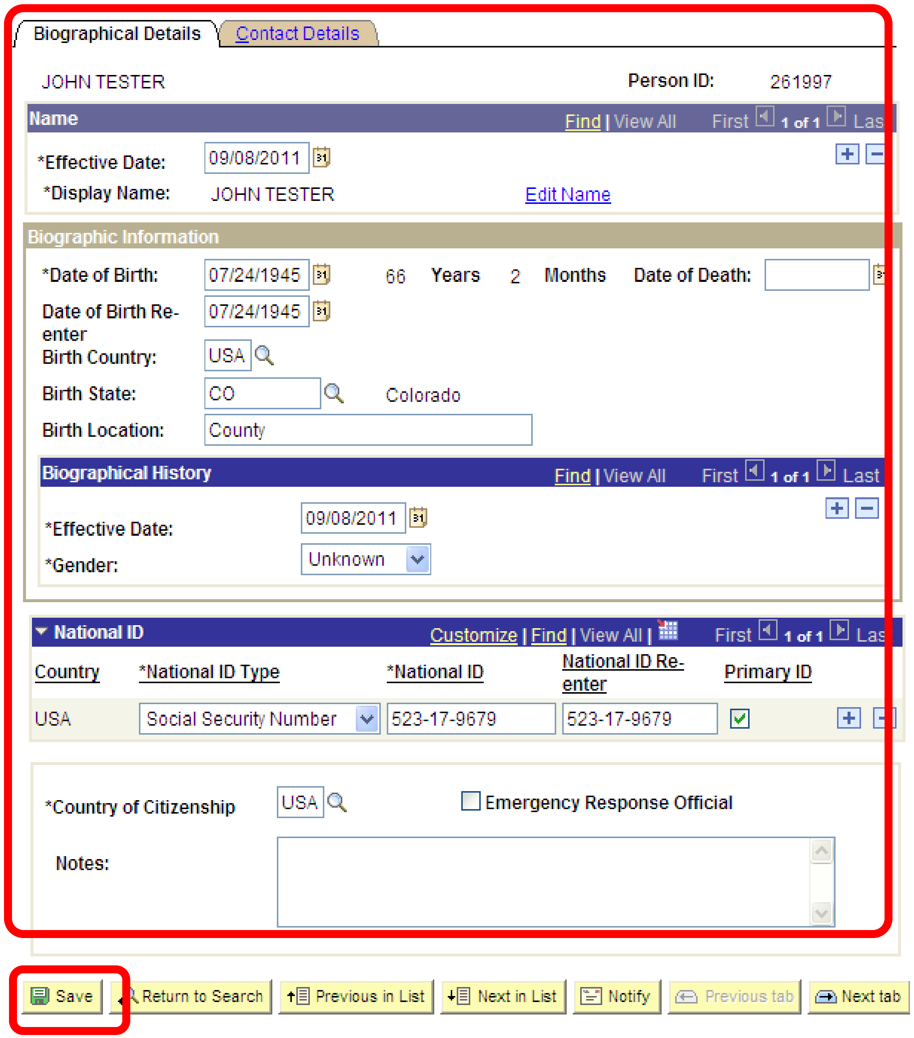
Step D-4. Make any changes to the record as needed.

Note: Make sure the yellow Correct History button is selected on the bottom right to make any changes to a saved record.

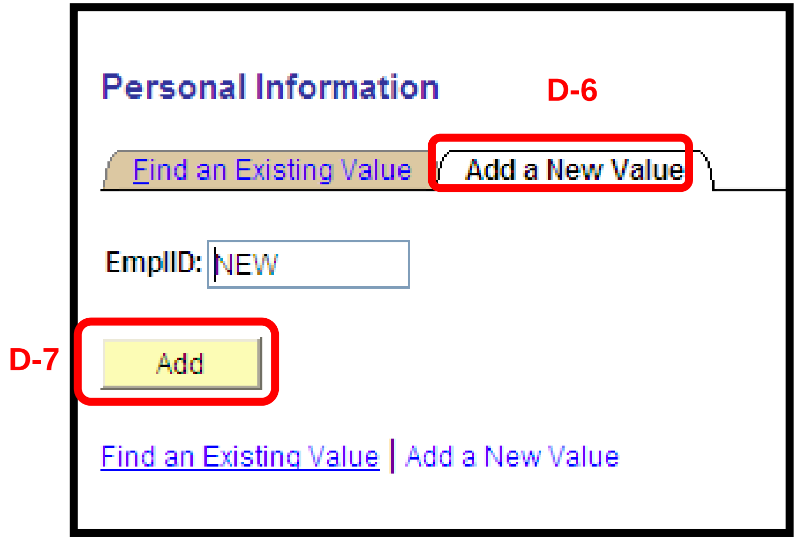
For any SSN or DOB changes or updates, you must contact the USDA HSPD-12 Help Desk.

Step D-5. Click the **Save** button to save information entered.

D-5



Module D: Finding or Creating a Person Information Record (Required)



Step D-6. To add a new **Person Information** record to the system, click the **Add a New Value** tab.

Note: EmplID will default to NEW and **Empl Rcd Nbr** will default to 0. Do not edit these fields.

Step D-7. Click the **Add** button. You will be directed to a new **Person Information** record.

Module D: Finding or Creating a Person Information Record (Required)

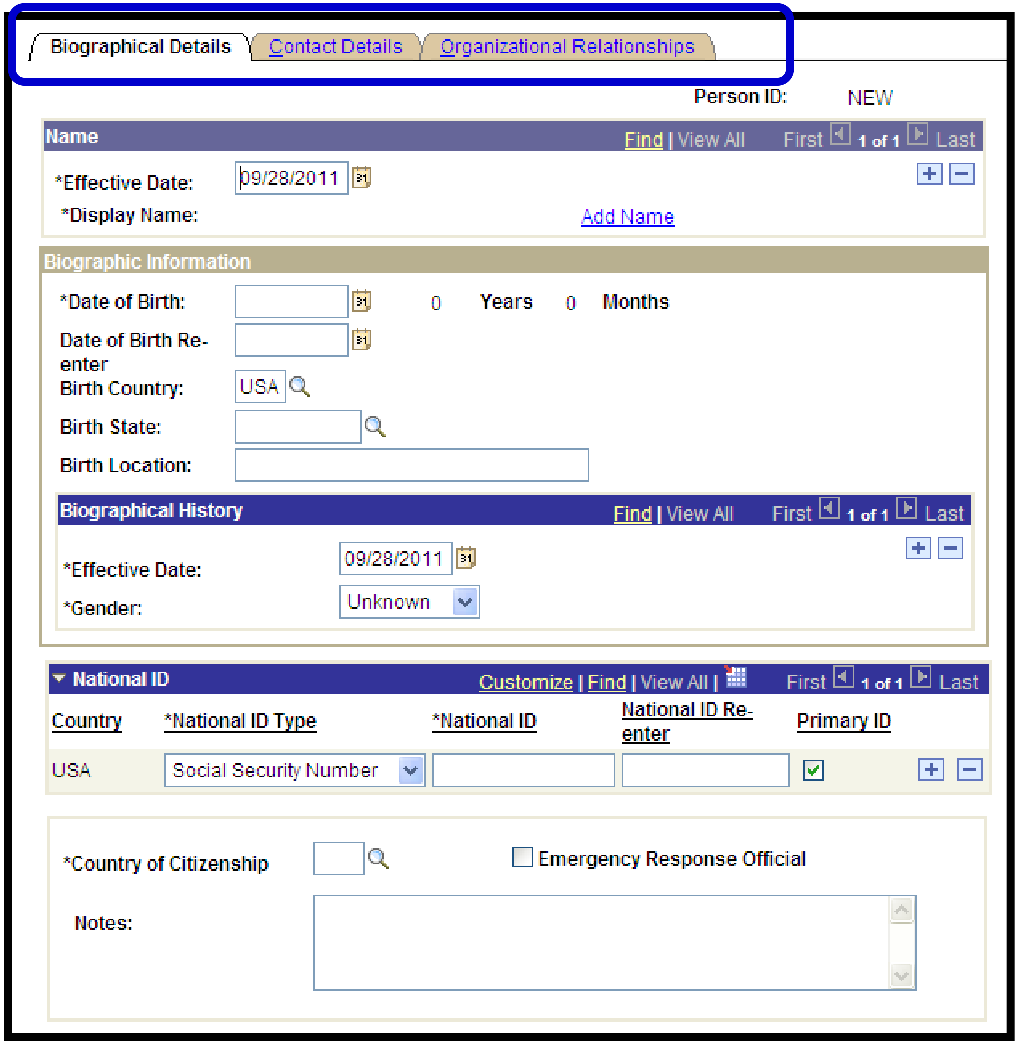
You will now learn how to enter data for a new Person Information record.

The screenshot to the right shows a blank Person Information record. Note the three tabs at the top of the record. You will enter information on each of these tabs.

The slides that follow will show small subsets of this record.

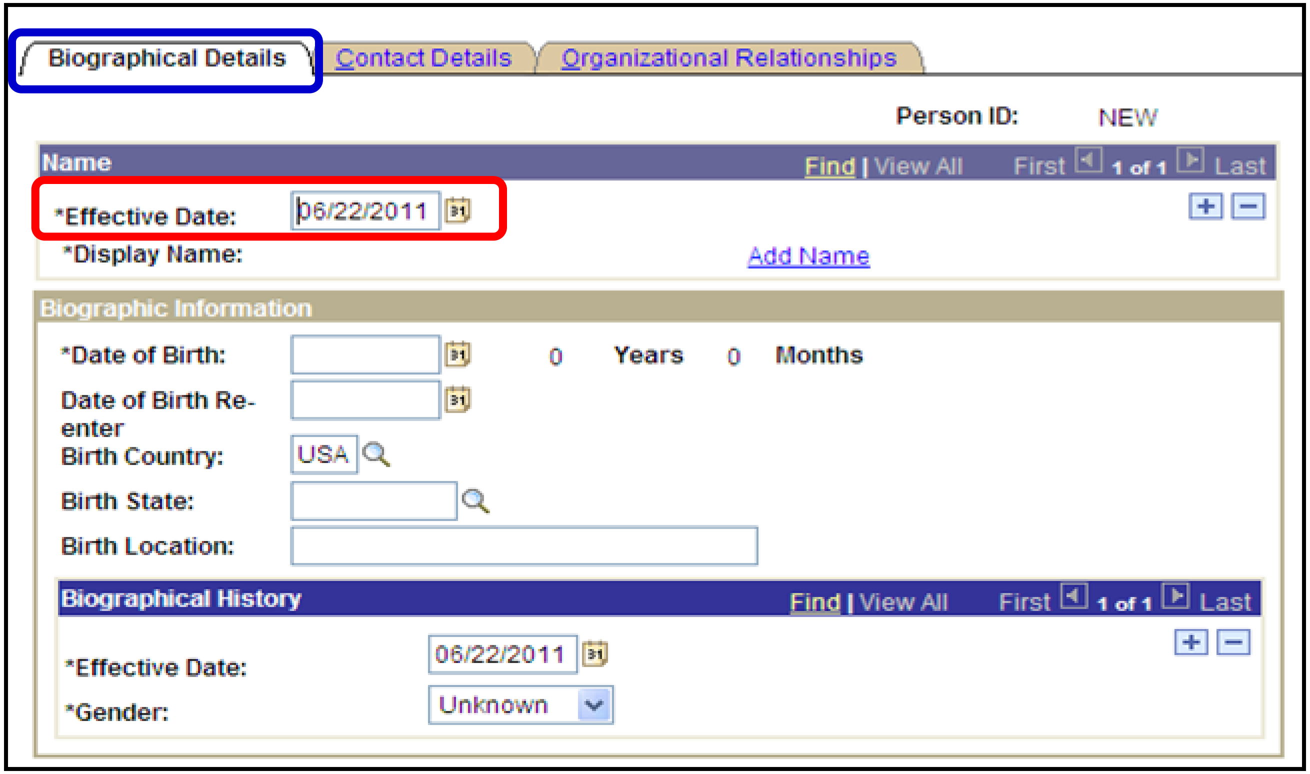
The minimum required fields to save a Person Information record are:

- Effective Date (pre-populated)
- First and Last Name
- DOB (enter twice)
- Effective Date and Gender (pre-populated)
- SSN (enter twice)
- Country of Citizenship
- Home Address 1, City, State, Country
- Business Email
- Organizational Relationship/Type and Assignment



Module D: Finding or Creating a Person Information Record (Required)

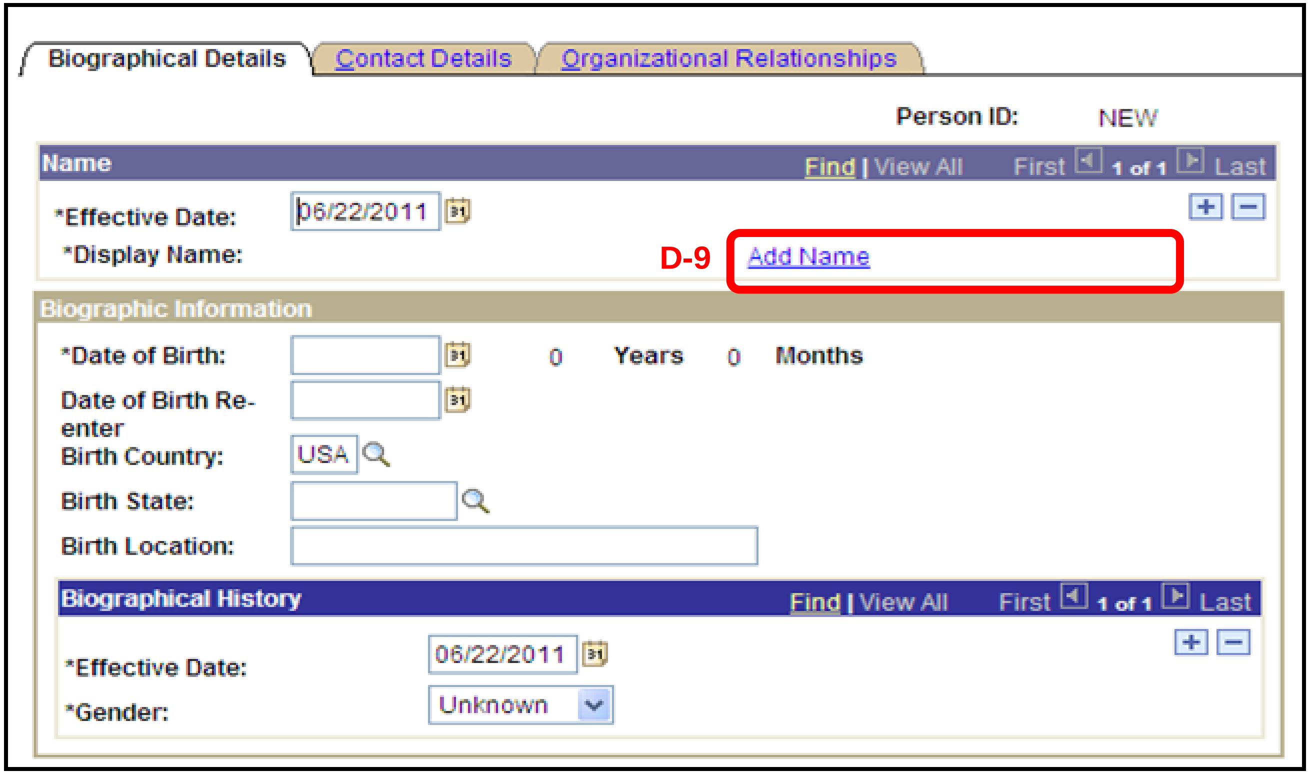
D-8



Note: The system will direct you to the **Biographical Details** tab.

Step D-8. Effective Date: (Required) The **Effective Date** will be populated with the current date.

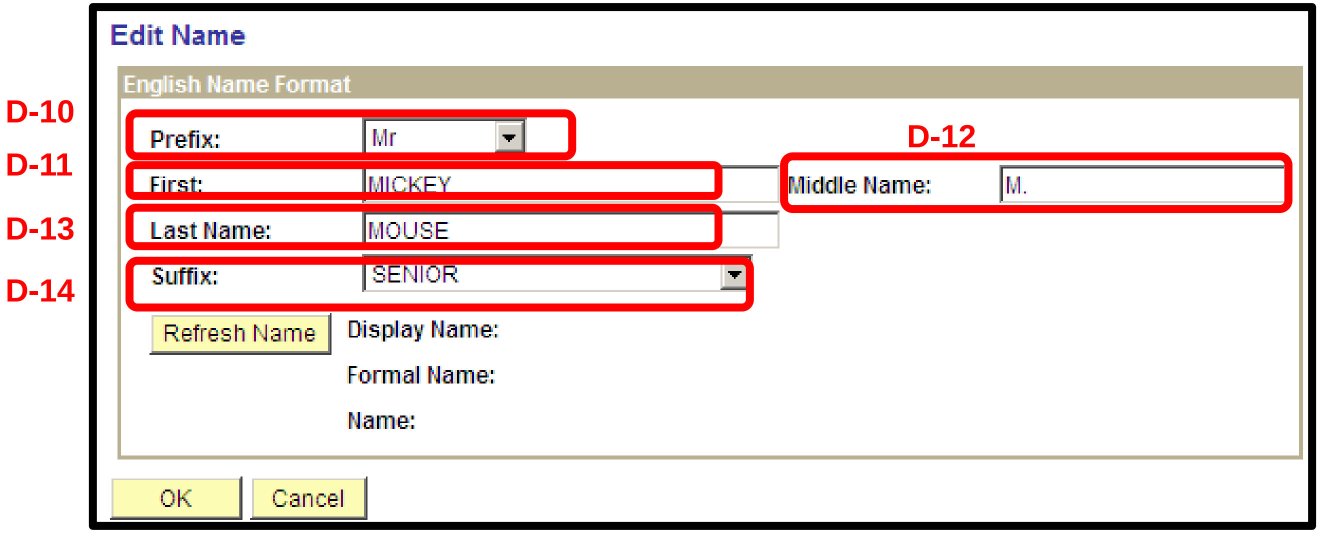
Module D: Finding or Creating a Person Information Record (Required)



Step D-9. Click the **Add Name** hyperlink. You will be directed to a new screen where you will enter the full name of the non-employee.

Note: <u>You must enter the person's name as shown on their government-issued ID</u>, such as a driver's license or passport. If the information does not match, the applicant will not be eligible for enrollment.

Module D: Finding or Creating a Person Information Record (Required)



Step D-10. Prefix: (Optional) Select the Person's prefix from the drop-down list.

Step D-11. First: (Required) Enter the Person's first name.

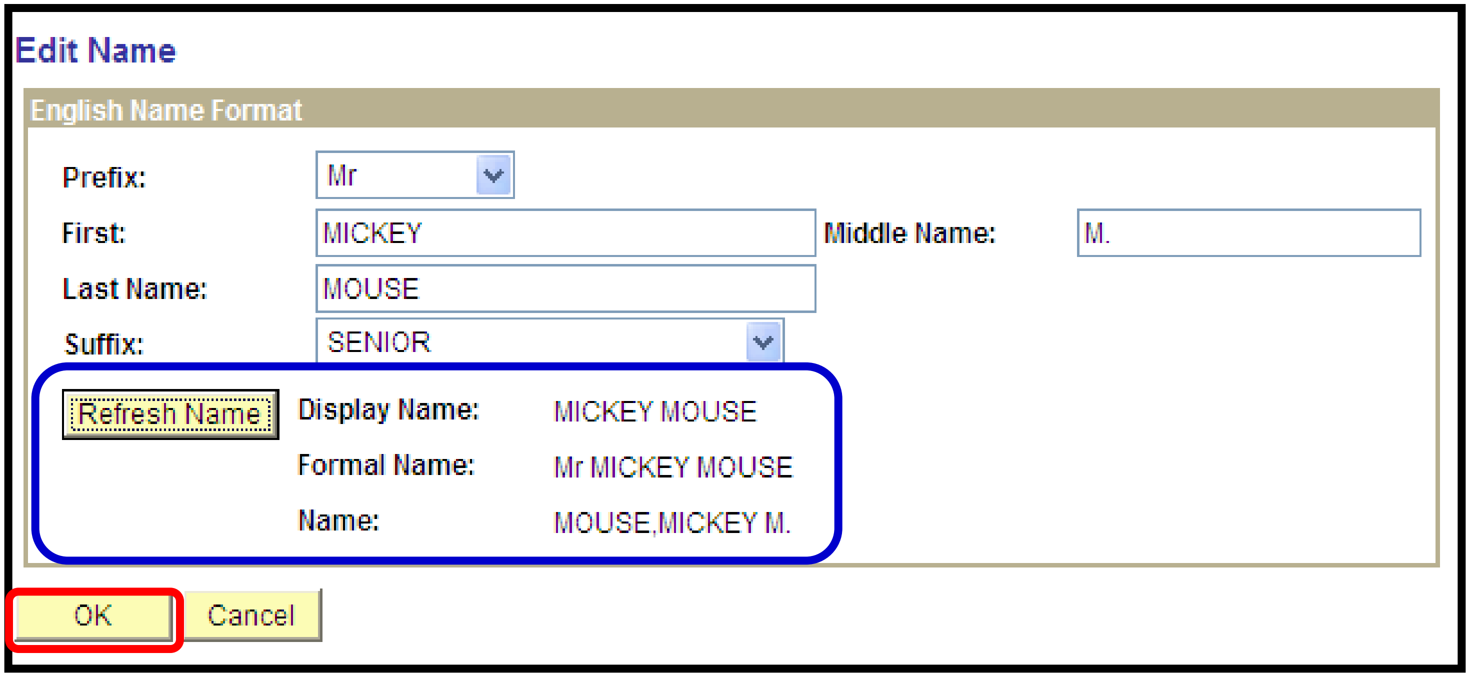
Step D-12. Middle Name: (Optional) Enter the Person's middle name.

Step D-13. Last Name (Required) Enter the Person's last name.

Step D-14. Suffix: (Optional) Select the Person's suffix from the drop-down list.

Module D: Finding or Creating a Person Information Record (Required)

D-15



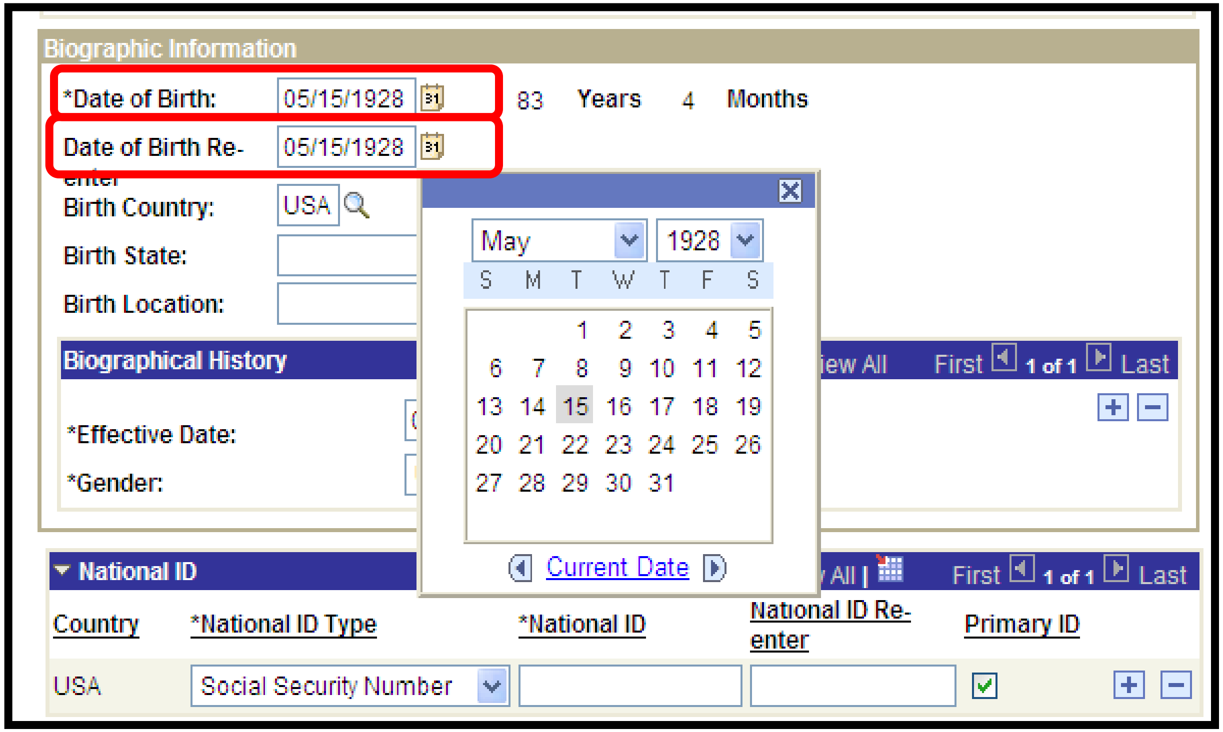
Note: If you select the yellow **Refresh Name button**, the system will populate the Display Name, Formal Name, and Name on this screen. Display Name will be populated on the Biographical Details page.

Step D-15. Click the **OK** button. You will be directed back to the Biographical Details screen.

Module D: Finding or Creating a Person Information Record (Required)

D-16

D-17

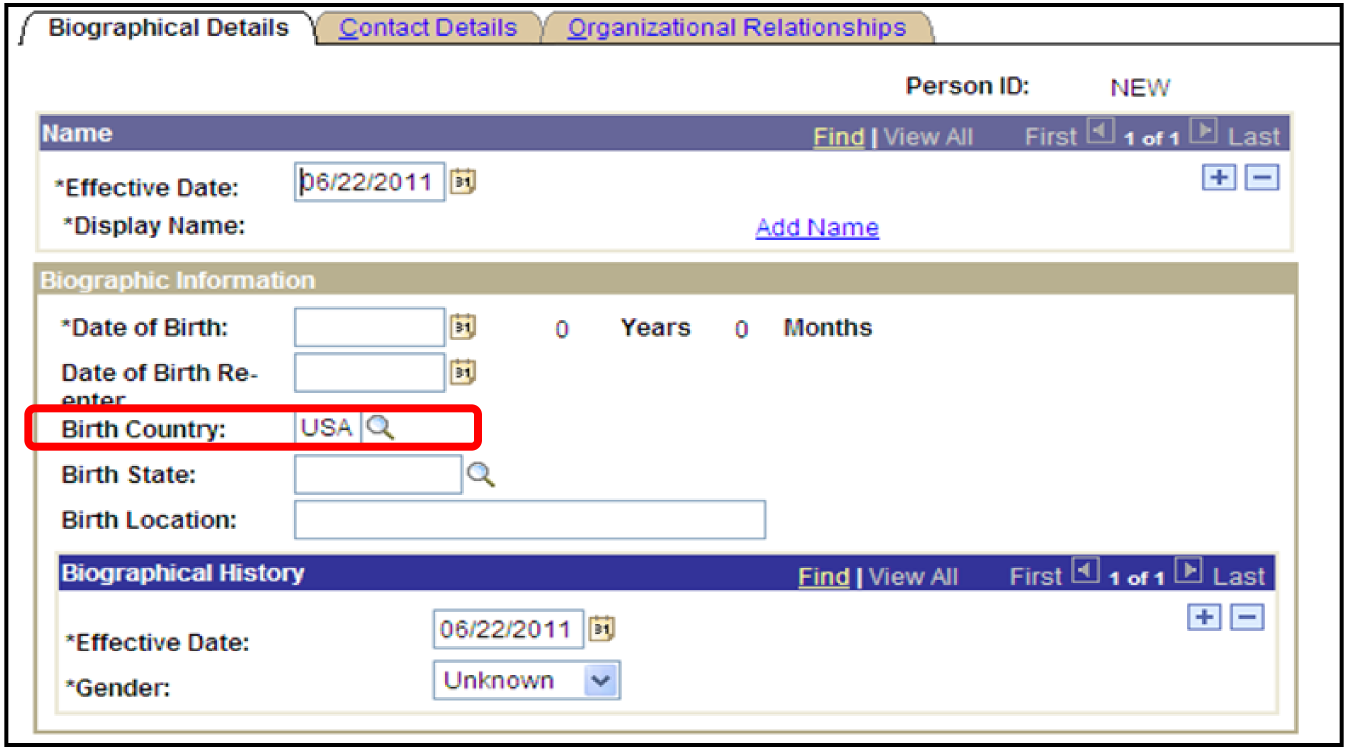


Step D-16. Date of Birth: (Required) Enter the Person's **date of birth** (mm/dd/yyyy), or use the **lookup function** to select it from the calendar.

Step D-17. Date of Birth Re-enter: (Required) Re-enter the **Date of Birth** information you previously entered in Step D-9, or use the **lookup function** to select it from the calendar. You will see the person's current age populated on screen when completed.

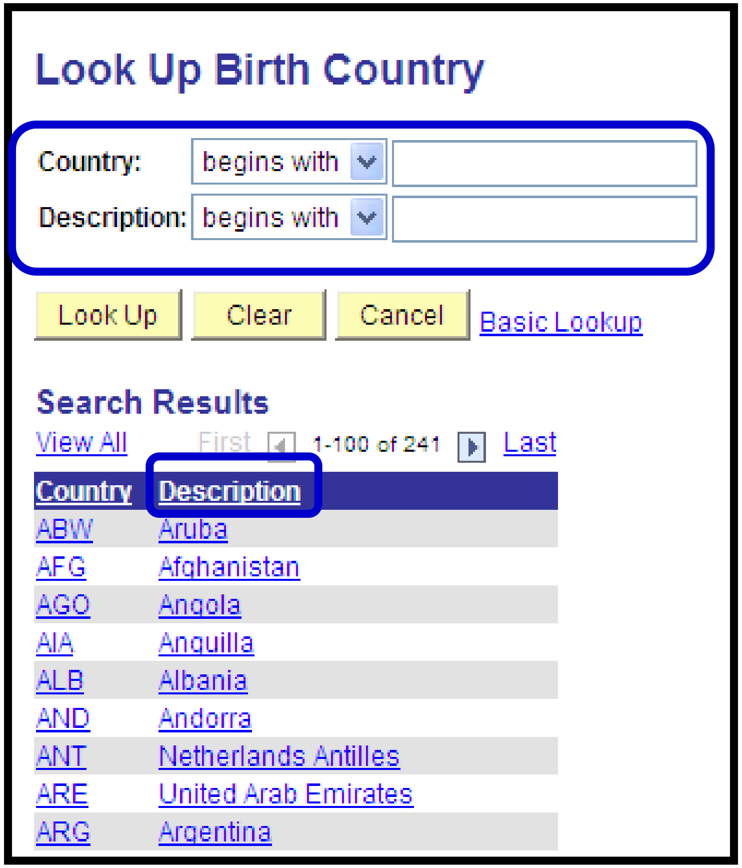
Module D: Finding or Creating a Person Information Record (Required)

D-18



Step D-18. Birth Country: Enter in the 3-letter country code or use the **lookup feature** to select the 3-letter code for the Person's **Birth Country**. The country field defaults to USA but can be changed. If you select the magnifying glass, you will be directed to another screen.

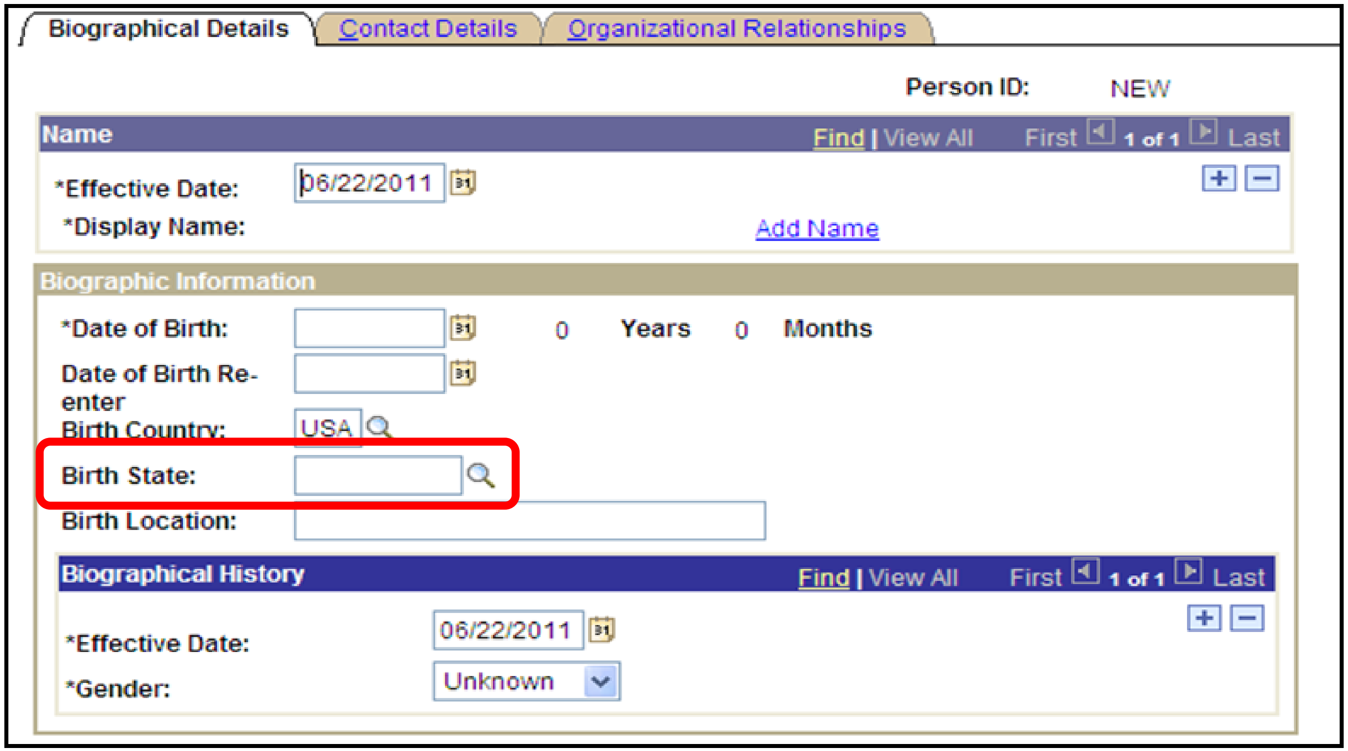
Module D: Finding or Creating a Person Information Record (Required)



Note: Enter the search terms to find the **Birth Country. Country** is a three-character country code, and **Description** is the country name. The list is sorted by country code. Click on the Description column heading to sort alphabetically by country name. When you are done, click on the appropriate hyperlink from the list of search results.

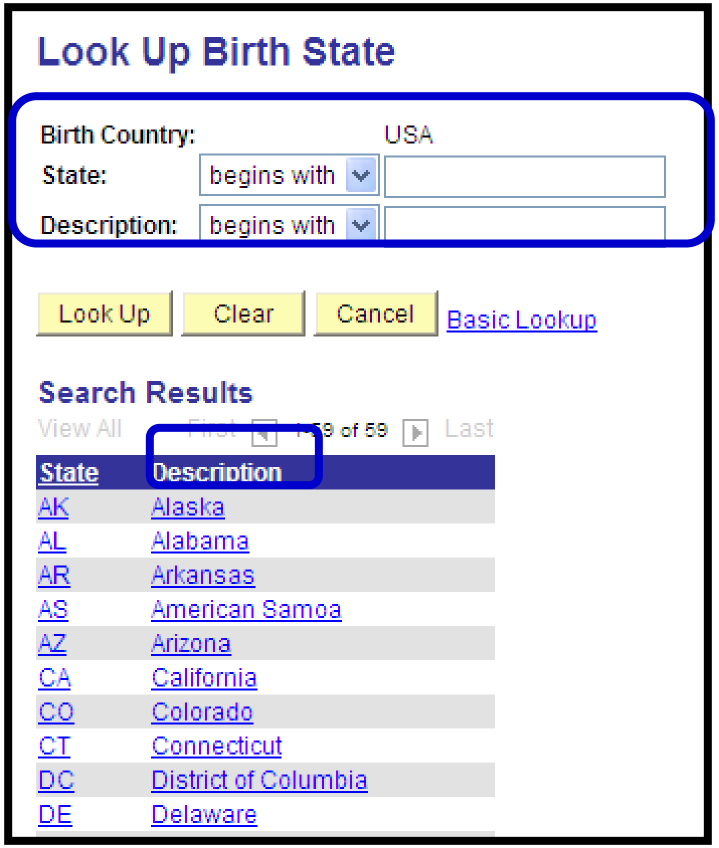
Module D: Finding or Creating a Person Information Record (Required)

D-19



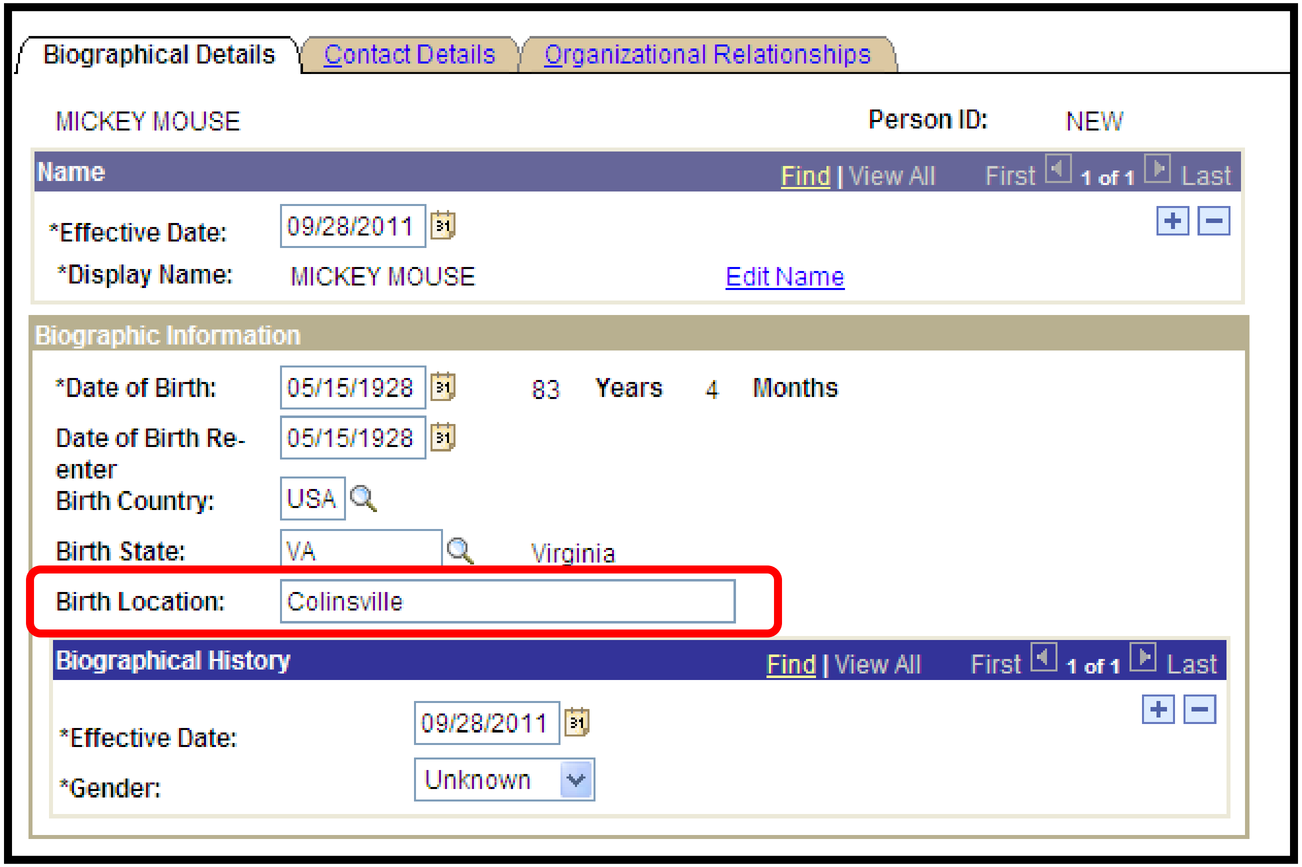
Step D-19. Birth State: If the Birth Country is USA, enter the two-letter **Birth State** or use the lookup function (magnifying glass) to select the State. If you selected a non-U.S. location for Birth Country, this field will not be available.

Module D: Finding or Creating a Person Information Record (Required)



Note: Enter the search terms to find the **Birth State.** The list is sorted by state code. Click on the Description column heading to sort alphabetically by state name. When you are done, click on the appropriate hyperlink from the list of search results. The state name will be populated on the Biographical Details screen.

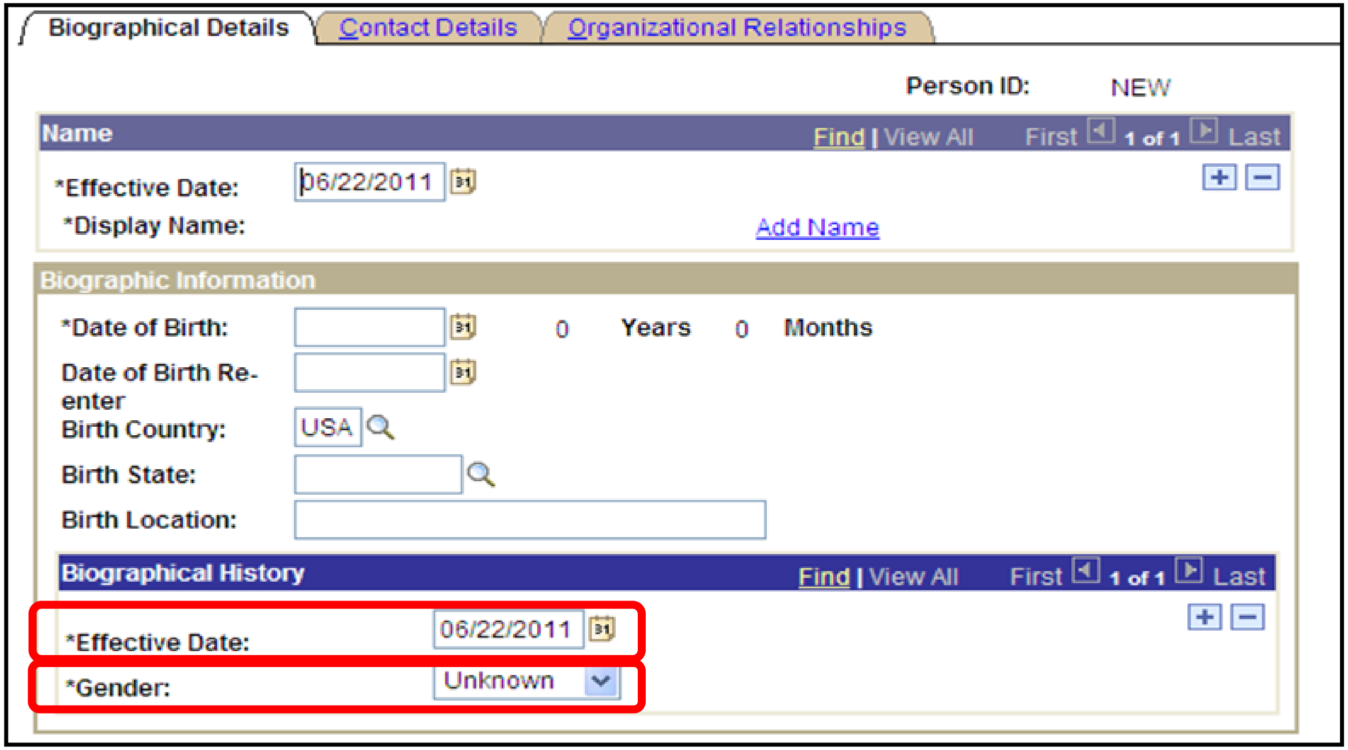
Module D: Finding or Creating a Person Information Record (Required)



D-20

Step D-20. Birth Location: Enter the birth city.

Module D: Finding or Creating a Person Information Record (Required)



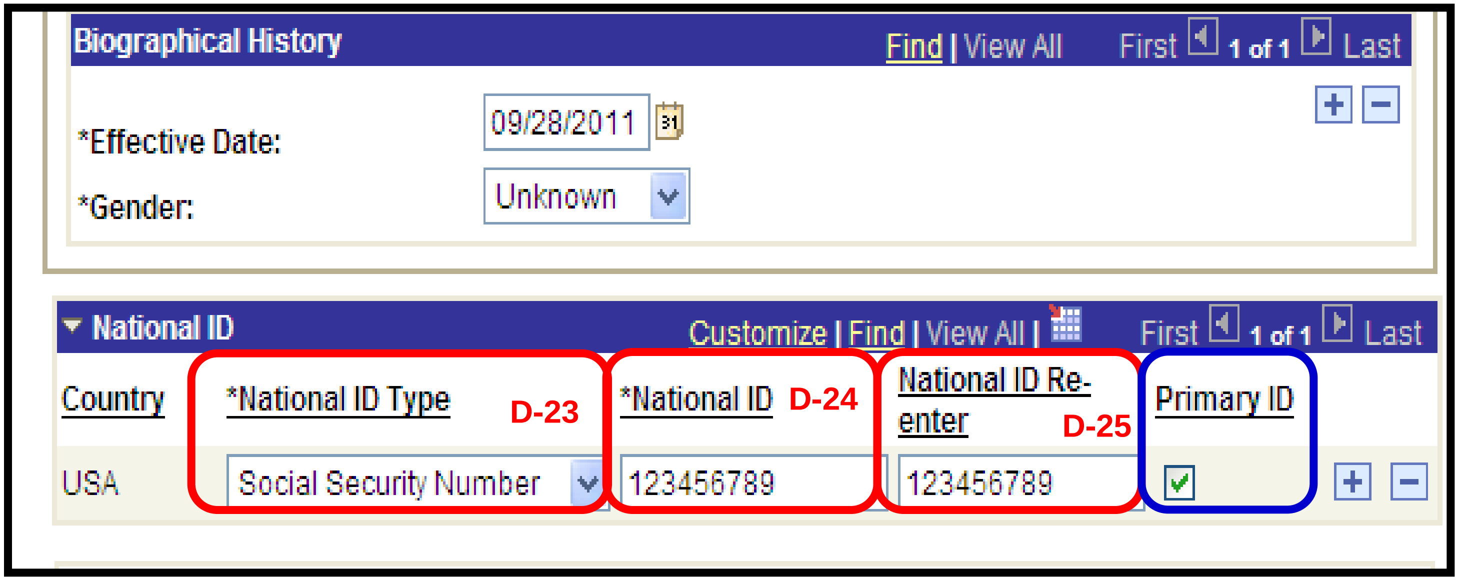
D-21

D-22

Step D-21. Effective Date: (Required) The **Effective Date** of the Biographical History is required, but has been pre-populated with the current date. To change the date, enter a new date or use the calendar icon to look up a date.

Step D-22. Gender: (Required) This field is required, but has been pre-populated with Unknown. To change the value, select Female, Male, or Unknown from the drop-down list.

Module D: Finding or Creating a Person Information Record (Required)



Step D-23. National ID Type: (Required) **Social Security Number** will be pre-populated in this field.

Step D-24. National ID: (Required) Enter the person's 9-digit Social Security Number (SSN).

Step D-25. National ID Re-enter: (Required) Re-enter the person's 9-digit Social Security Number (SSN).

Note: The **Primary Email** box will be checked by default, indicating this is the non-employee's primary form of ID.

Module D: Finding or Creating a Person Information Record (Required)

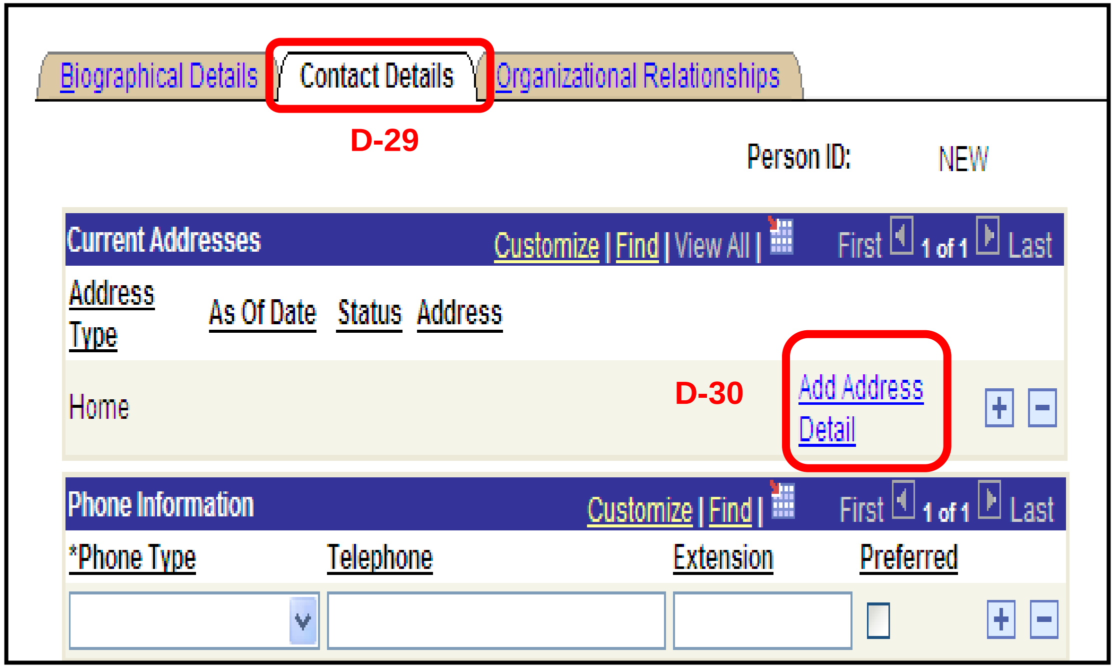
Step D-26. Country of Citizenship: Enter the 3-letter country code or click on the magnifying glass icon to select the 3-letter code for the Person's **Country of Citizenship**.

Step D-27. Emergency Response Official (ERO): (Optional) If the Person has emergency response duties in the event of a disaster, check this option. This designation will be printed on the Person's USDA LincPass.

Step D-28. Notes: (Optional) Enter the Person's ERO title or duties in this field.

Note: The **Emergency Response Official** (ERO) field only applies to an Agency-identified Person serving in an Emergency Response Official capacity. Contact your Security Officer for more information.

Module D: Finding or Creating a Person Information Record (Required)

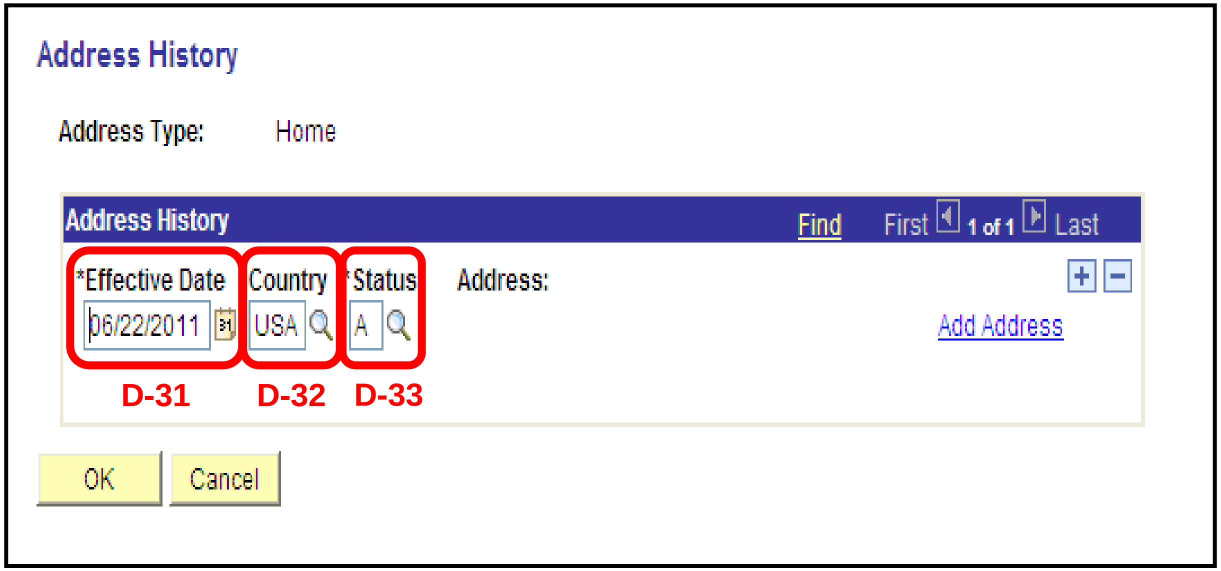


Step D-29: Click on the **Contact Details** tab**.**

Step D-30. Click the **Add Address Details** hyperlink.

Note: The home address entered here must match the US-issued address on I-9 documentation. The address cannot be a foreign address. If the information does not match, the non-employee will have problems during the enrollment process.

Module D: Finding or Creating a Person Information Record (Required)

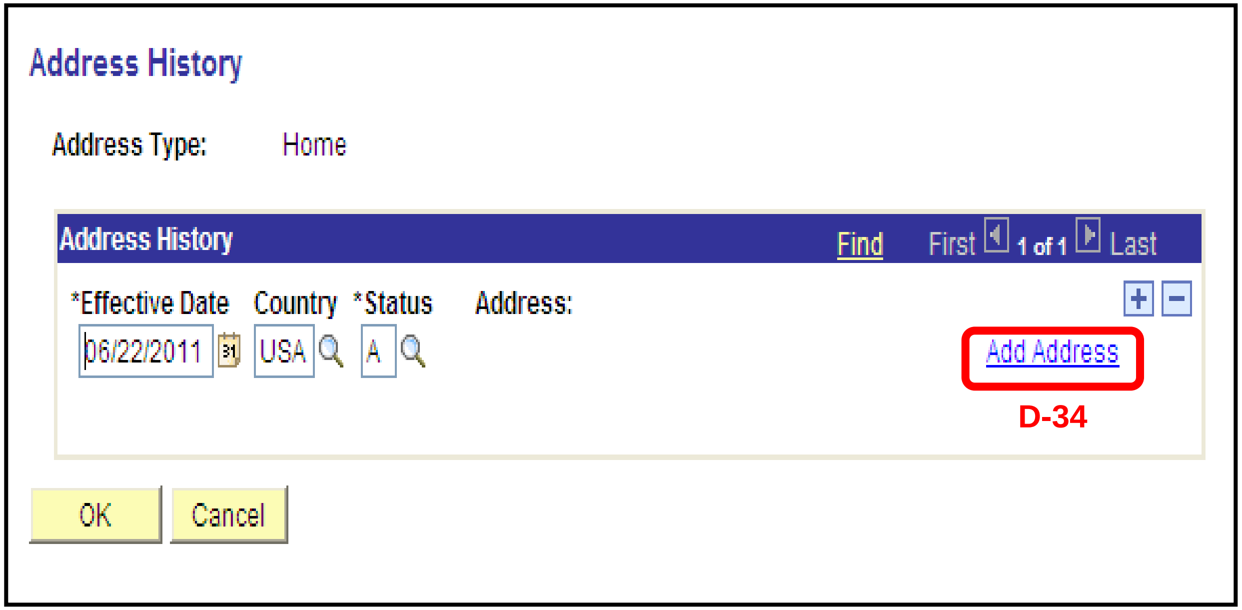


Step D-31. Effective Date: (Required) The **Effective Date** of the Address History is required, but has been pre-populated with the current date. To change the date, enter a new date or use the calendar icon to look up a date.

Step D-32. Country: (Required) The **Country** is required, but has been pre-populated with USA. To change the Country, use the lookup (magnifying glass) to select the country.

Step D-33. Status: (Required) The **Status** is required, but has been pre-populated with **A** for Active.

Module D: Finding or Creating a Person Information Record (Required)

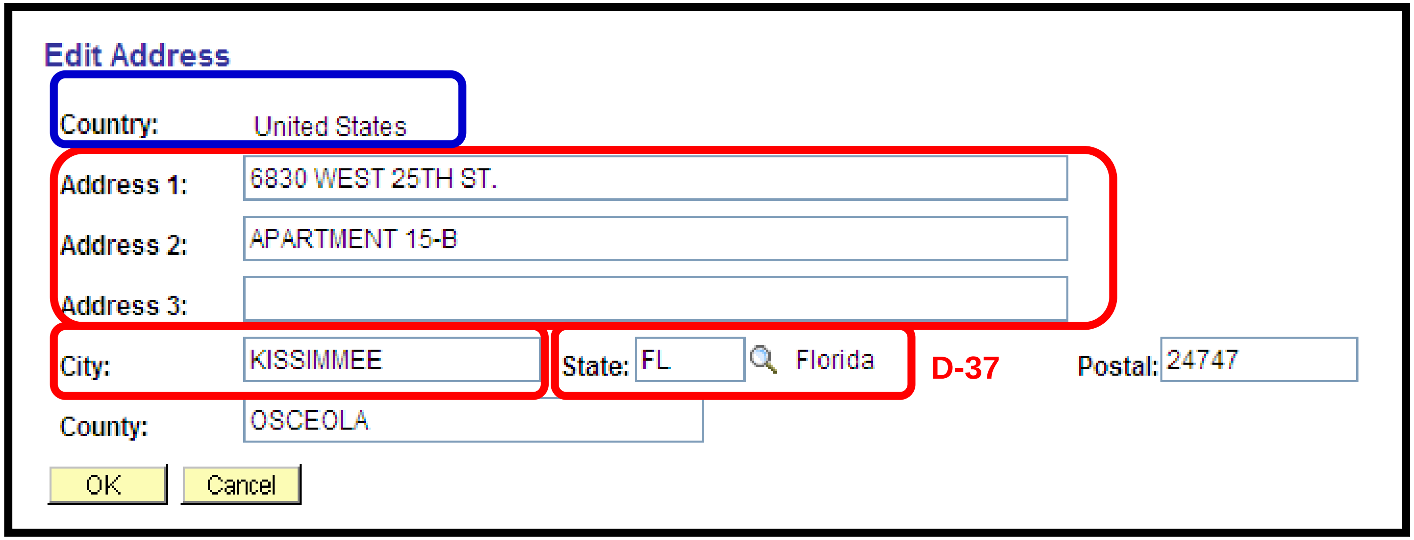


Step D-34. Click the **Add Address** hyperlink. You will be directed to the Edit Address screen where you will enter Address details.

Module D: Finding or Creating a Person Information Record (Required)

D-35

D-36



D-37

Note: The Country selected in the previous step will be populated on this screen.

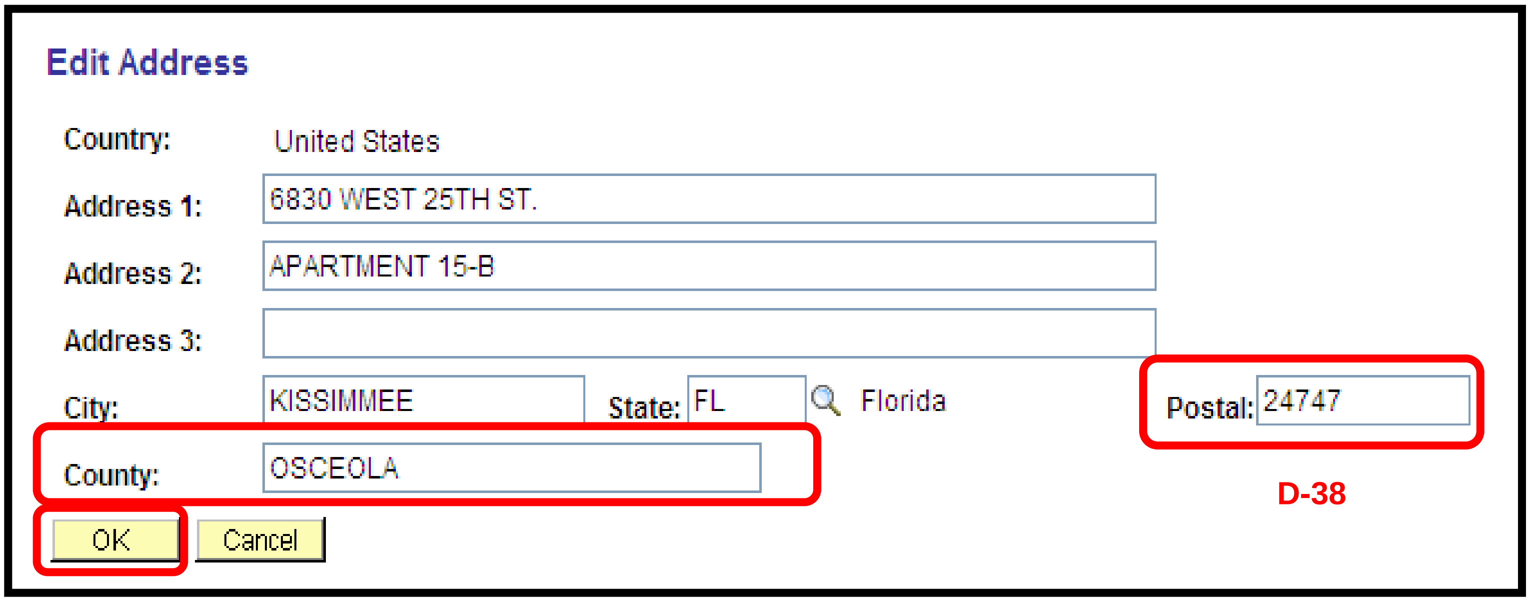
Step D-35. Address Line 1 (Required), **Address Line 2** (Optional), and **Address Line 3** (Optional): Enter the street address into these lines.

Step D-36. City: (Required) Enter the City. If a unique City is entered, the system will populate the State and County for you.

Step D-37. State: (Required) Enter the State Code or use the lookup feature (magnifying glass) to select the State.

Module D: Finding or Creating a Person Information Record (Required)

D-39
D-40

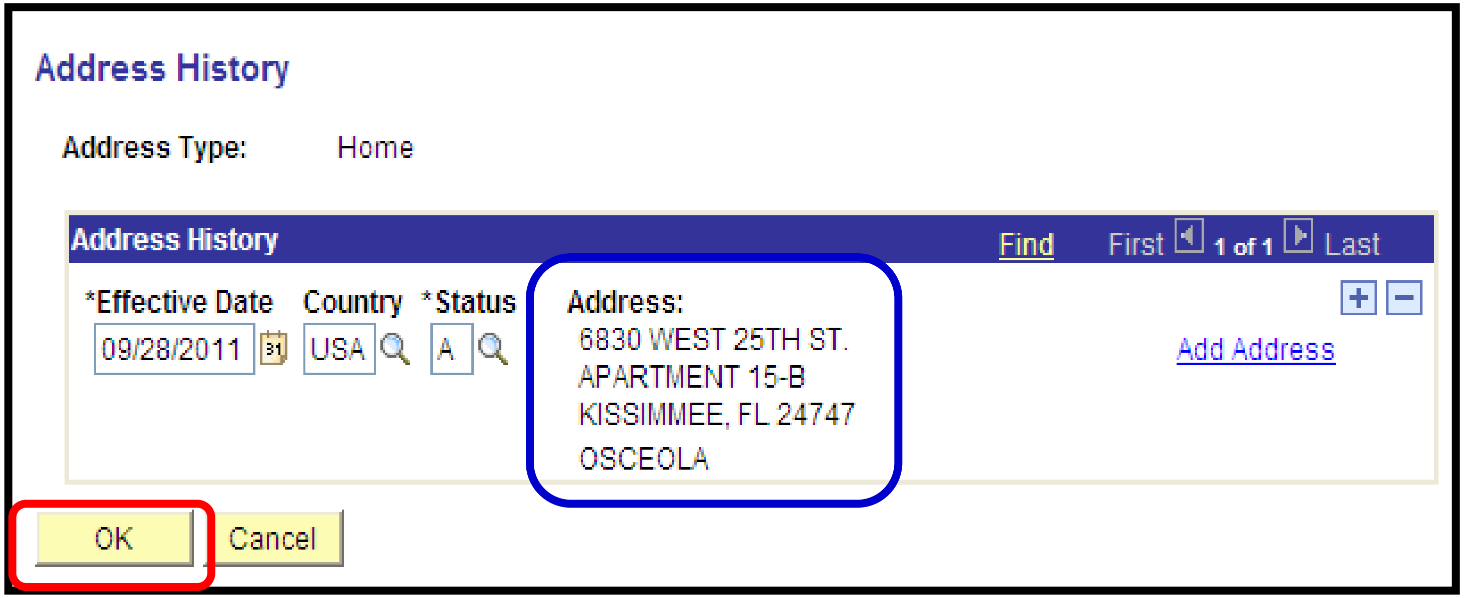


Step D-38. Postal: (Required) Enter the Postal code into this field.

Step D-39. County: (Optional) The Country will be populated based on the address information entered.

Step D-40. When you are done, click the **OK** button to return to the Address History screen.

Module D: Finding or Creating a Person Information Record (Required)



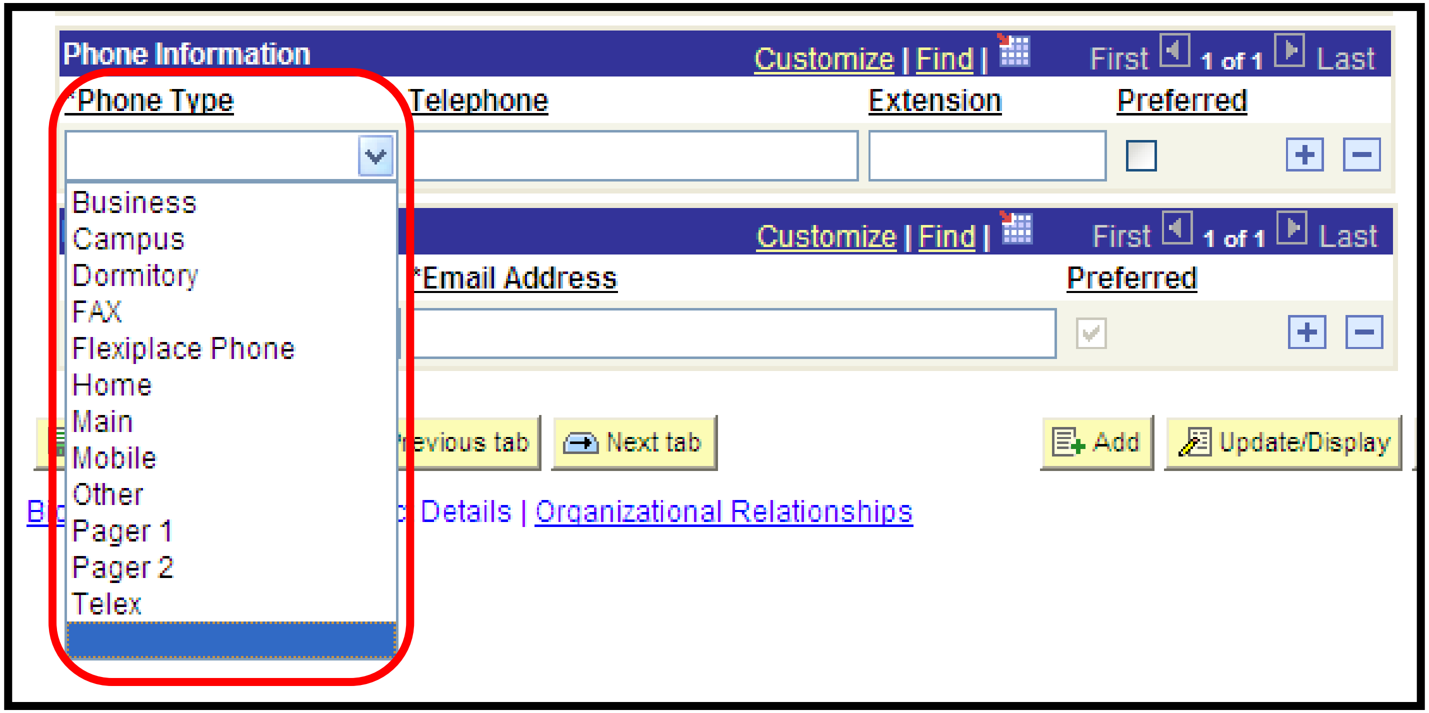
D-41

Note: The information you entered will be populated on the Address History Screen.

Step D-41. When you are done, click the **OK** button to return to the Contact Details screen.

Module D: Finding or Creating a Person Information Record (Required)

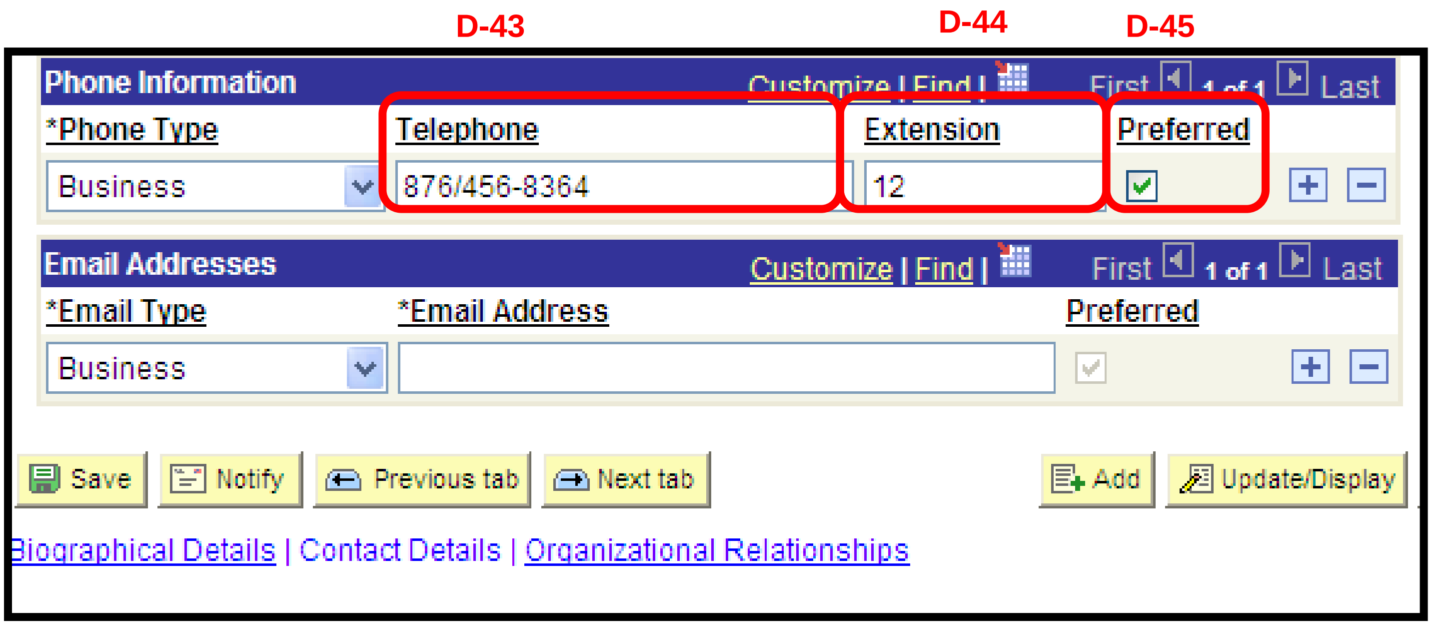
D-42



Note: Phone Information is not required unless you select Phone Type.

Step D-42. Phone Type: (Optional) If you select an option from the Phone Type drop-down menu, you must enter a telephone number in the next field. To enter a telephone number, select the **Phone Type** from the drop-down menu.

Module D: Finding or Creating a Person Information Record (Required)



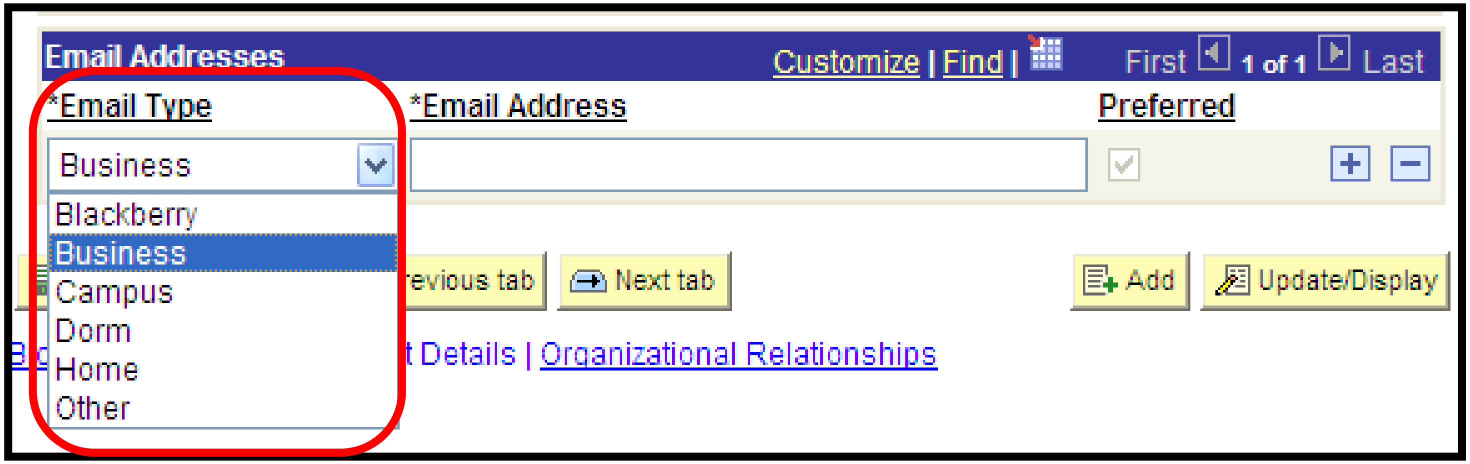
Step D-43. Telephone: (Required if Phone Type selected) Enter the telephone number in this field.

Step D-44. Extension: (Optional) If the telephone has an extension number, enter the Extension.

Step D-45. Preferred: (Optional) Check this box if this is the non-employee's preferred telephone number.

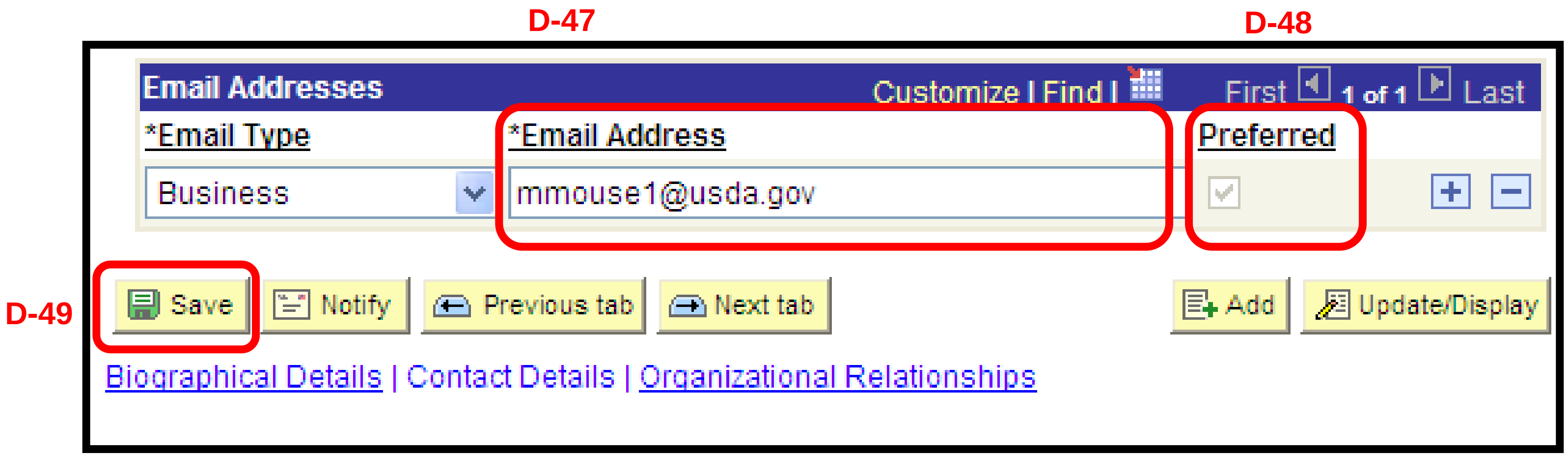
Module D: Finding or Creating a Person Information Record (Required)

D-46



Step D-46. Email Type: (Required) Select the **email type** from the drop-down menu. Business email is preferred. When Business is selected as the type, the Preferred Checkbox will be checked and masked to prevent user data entry.

Module D: Finding or Creating a Person Information Record (Required)



Step D-47. Email Address: (Required) Enter the **email address** in this field.

Step D-48. To include additional email addresses, click on the **+** box..

Step D-49. Click the **Save** button to save information entered.

Note: After you click **Save**, you will return to the main Contact Details tab.

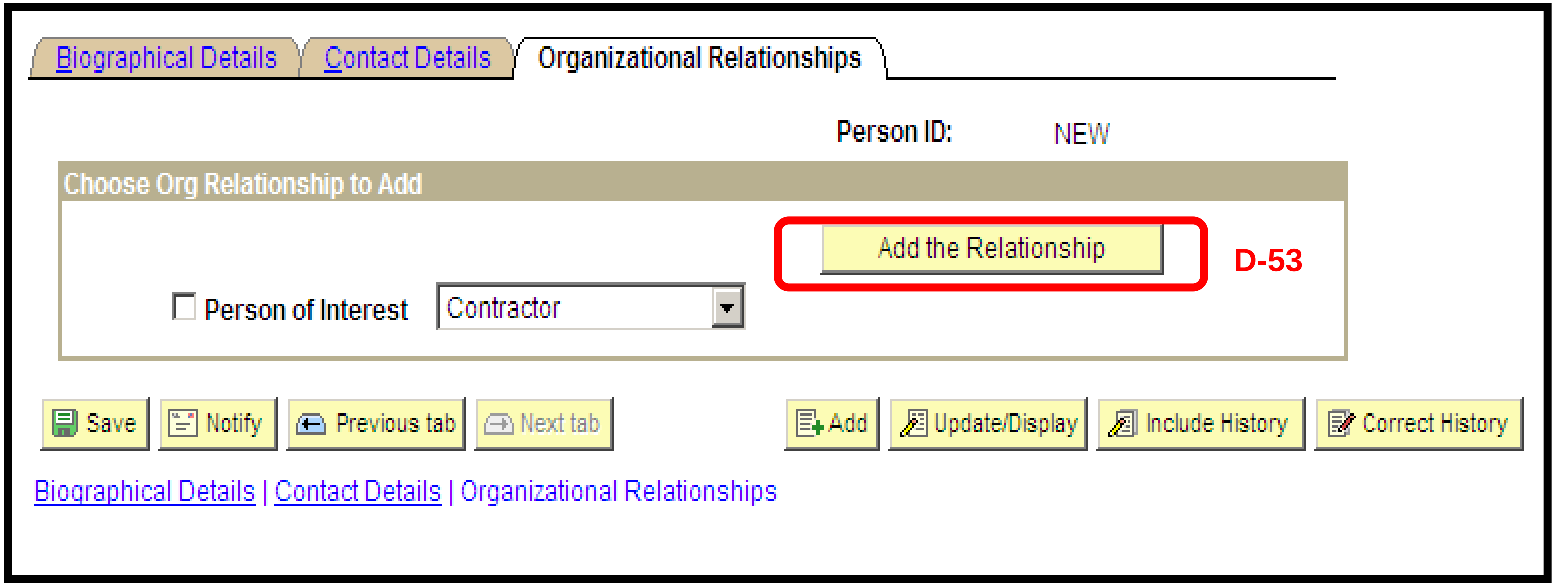
Module D: Finding or Creating a Person Information Record (Required)

Step D-50: Click on the **Organizational Relationships** tab.

Step D-51: Choose Org Relationship to Add: Check the **Person of Interest** box.

Step D-52: Select the **Person of Interest** type.

Module D: Finding or Creating a Person Information Record (Required)



Step D-53: Click **Add the Relationship**. You will be re-directed to the **Add Person of Interest** tab.

Note: You must follow the steps covered on the next few slides to save the Person Information record. If you do not complete these steps, the system will not save the information you have entered.

Module D: Finding or Creating a Person Information Record (Required)

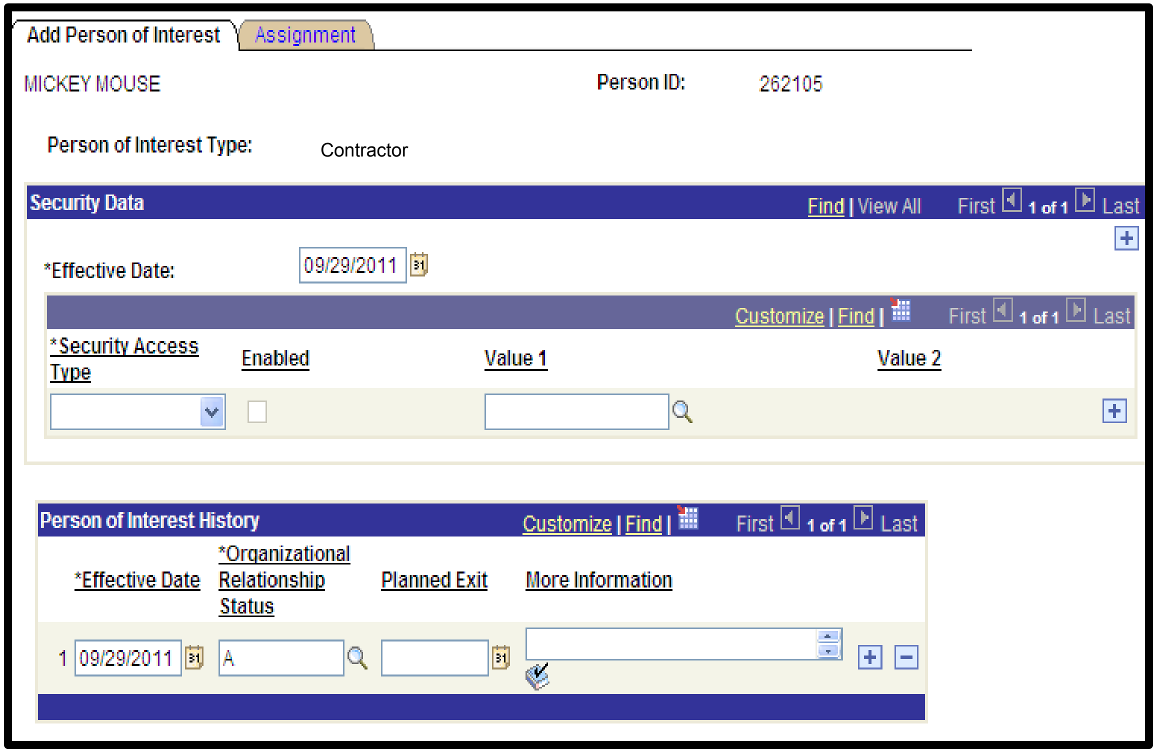
You will now learn how to complete the Organizational Relationship and Assignment.

The screenshot to the right shows a blank Organizational Relationship. Note the two tabs at the top of the record. You will enter information on both of these tabs.

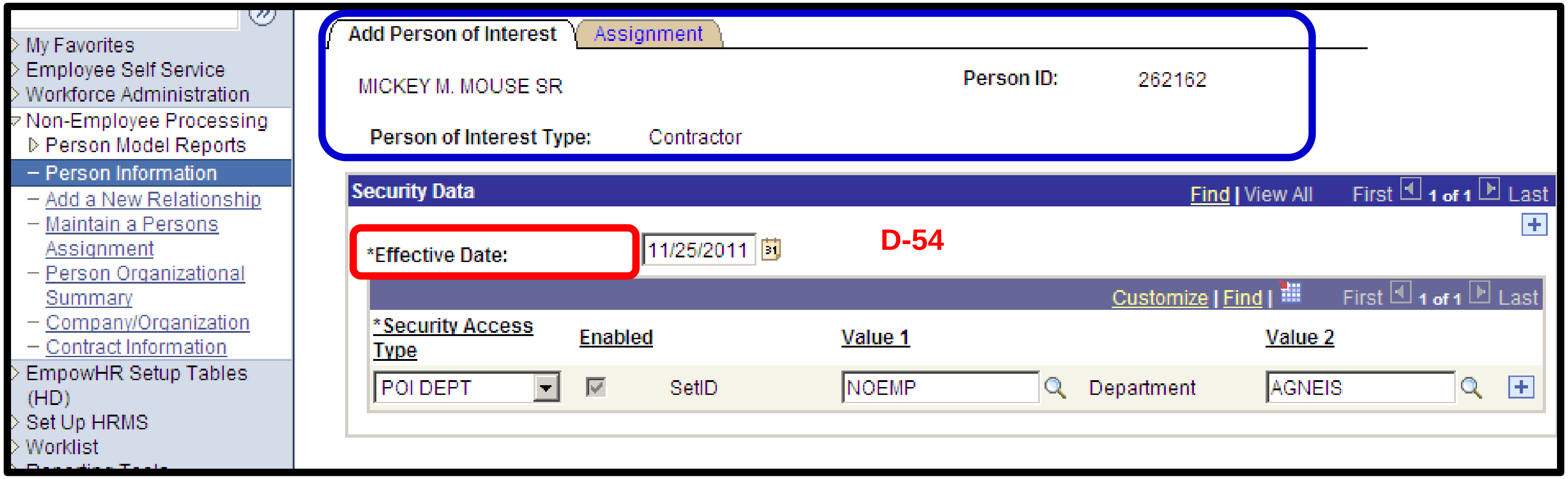
The slides that follow will show small subsets of this record.

The minimum required fields to complete the Organizational Relationship are:

- Effective Date (pre-populated)
- Security Access Type
- Value 1
- Value 2
- Effective Date (pre-populated)
- Organizational Relationship Status (pre-populated)
- Contract/Grant/Agreement Number
- Status
- Effective Date (pre-populated)



Module D: Finding or Creating a Person Information Record (Required)

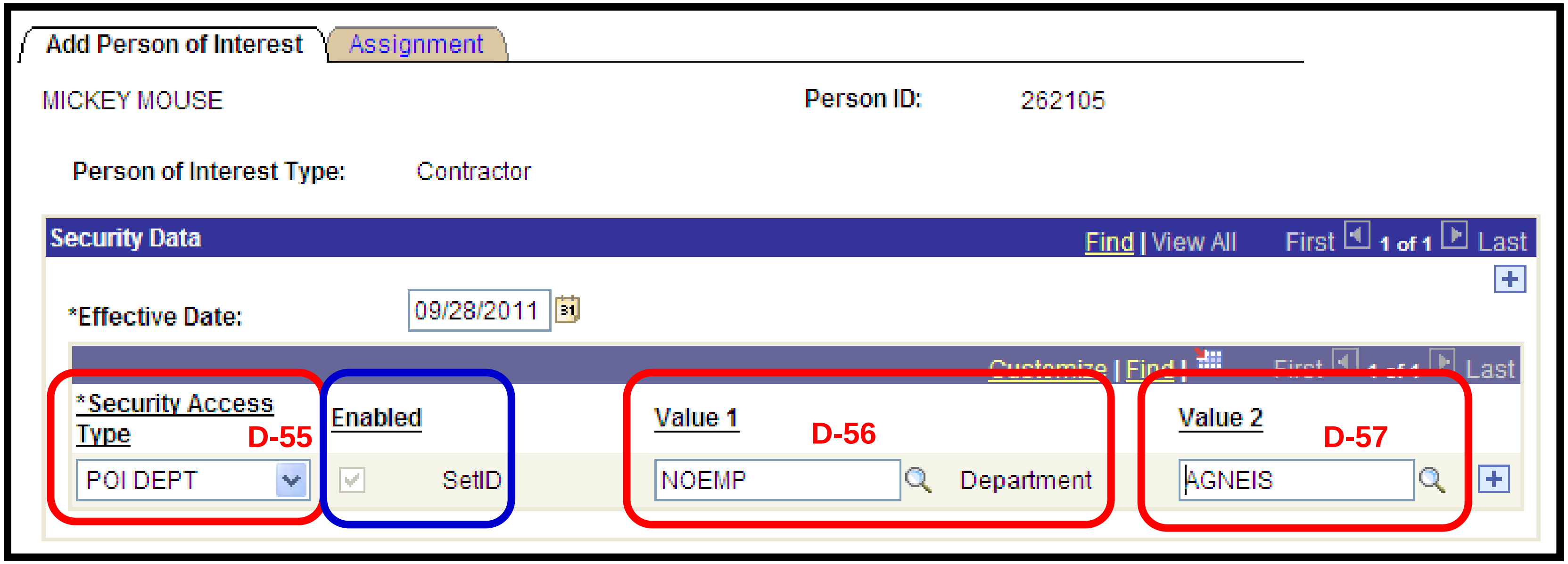


On the Add a Person of Interest tab you will see the following fields already populated: **Name, Person ID,** and **Person of Interest Type**.

Completion of the following required Security Data fields assign the non-employee as a Person of Interest who supports USDA. There is only one value for each field. Several of the required fields are pre-populated.

Step D-54: Effective Date: (Required) This field defaults to the current date. Edit the **Effective Date** as needed in by typing the date in the box or using the calendar lookup function.

Module D: Finding or Creating a Person Information Record (Required)



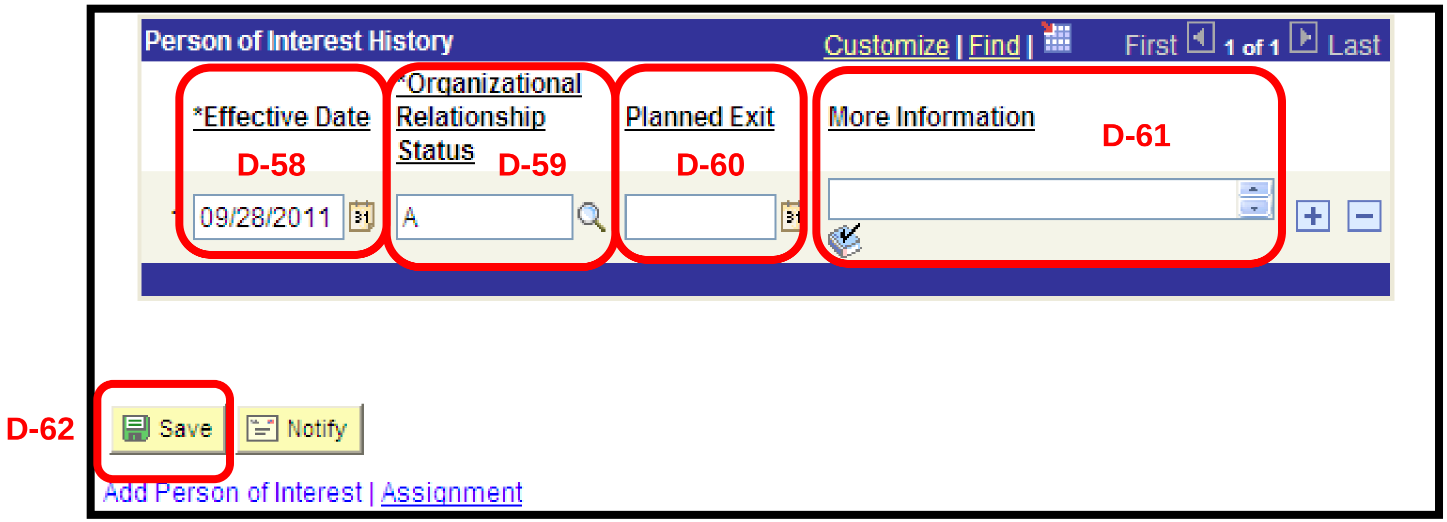
Step D-55: (Required) Select **POI Dept** from the **Security Access Type** drop-down list.

Note: The **Enabled** box will be checked when you select **POI DEPT** and **SetID** will be populated on the screen.

Step D-56: (Required) Use the lookup function to select **NOEMP** for **Value 1**.

Step D-57: (Required) Use the lookup function to select **AGNEIS** for **Value 2**.

Module D: Finding or Creating a Person Information Record (Required)



Step D-58: (Optional) **Effective Date**: This field defaults to the current date. You may edit this field by typing in the date or using the lookup function.

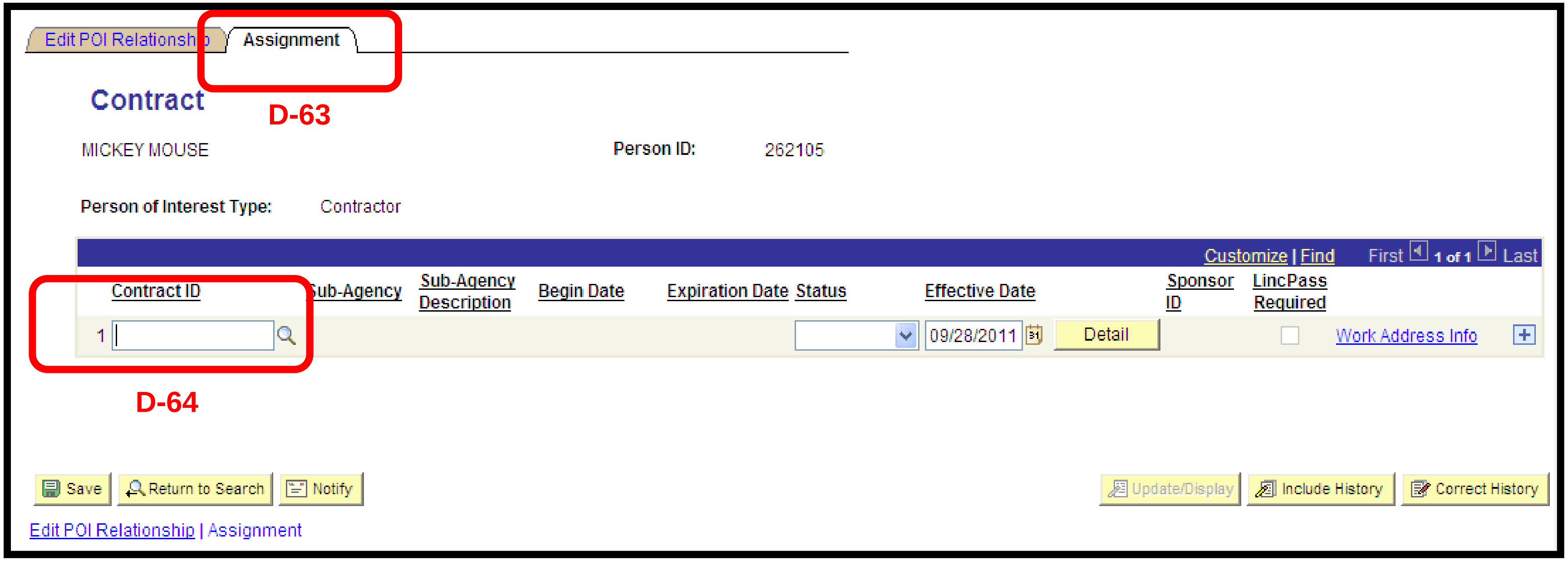
Step D-59: (Optional) **Organizational Relationship Status:** This field defaults to **A** for Active. Once a Person's Organizational Relationship has ended, Organizational Relationship Status will be set to **I** for Inactive. Changes to this field will not impact individual assignments.

Step D-60: (Optional) **Planned Exit:** Use the lookup function to select a **Planned Exit** date.

Step D-61: (Optional) **More Information:** Enter any notes about the Person of Interest History in this field.

Step D-62: Click **OK** to save the Person Information record and the data entered on this tab.

Module D: Finding or Creating a Person Information Record (Required)



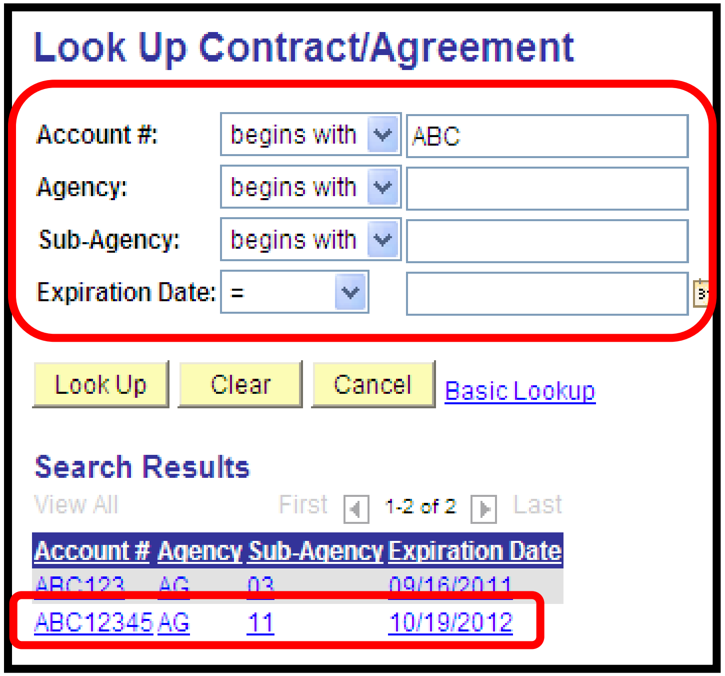
Step D-63: Click on the **Assignment** tab. You will see the following fields already populated: **Name**; **Person ID**; and **Person of Interest Type**.

Step D-64: (Required) Use the lookup function (magnifying glass) to find the **Contract, Grant or Agreement Number**. You will be directed to another screen where you can search for the Contract/Grant/Agreement.

Note: If you key in the Contract, Grant or Agreement Number, you will receive an error message. You must use the lookup function (magnifying glass) to locate the number.

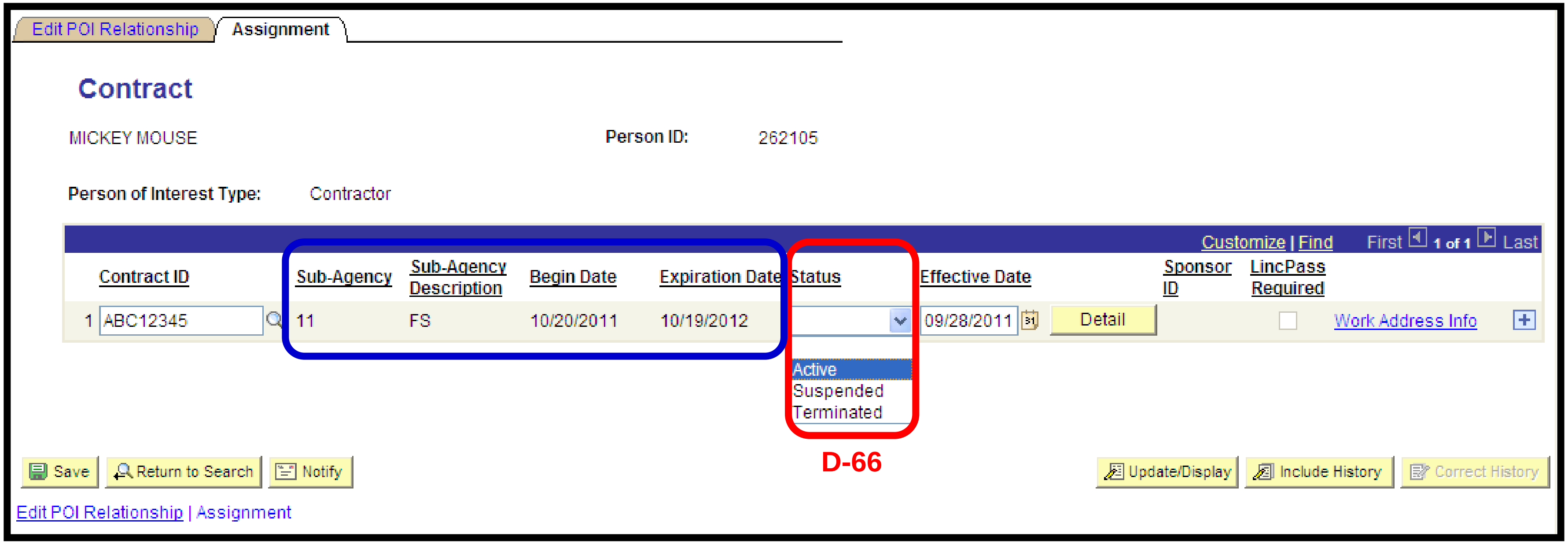
Module D: Finding or Creating a Person Information Record (Required)

D-65



Step D-65: Use the lookup function to find the **Contract, Grant or Agreement Number**. then select the hyperlink for the appropriate record from the list of search results.

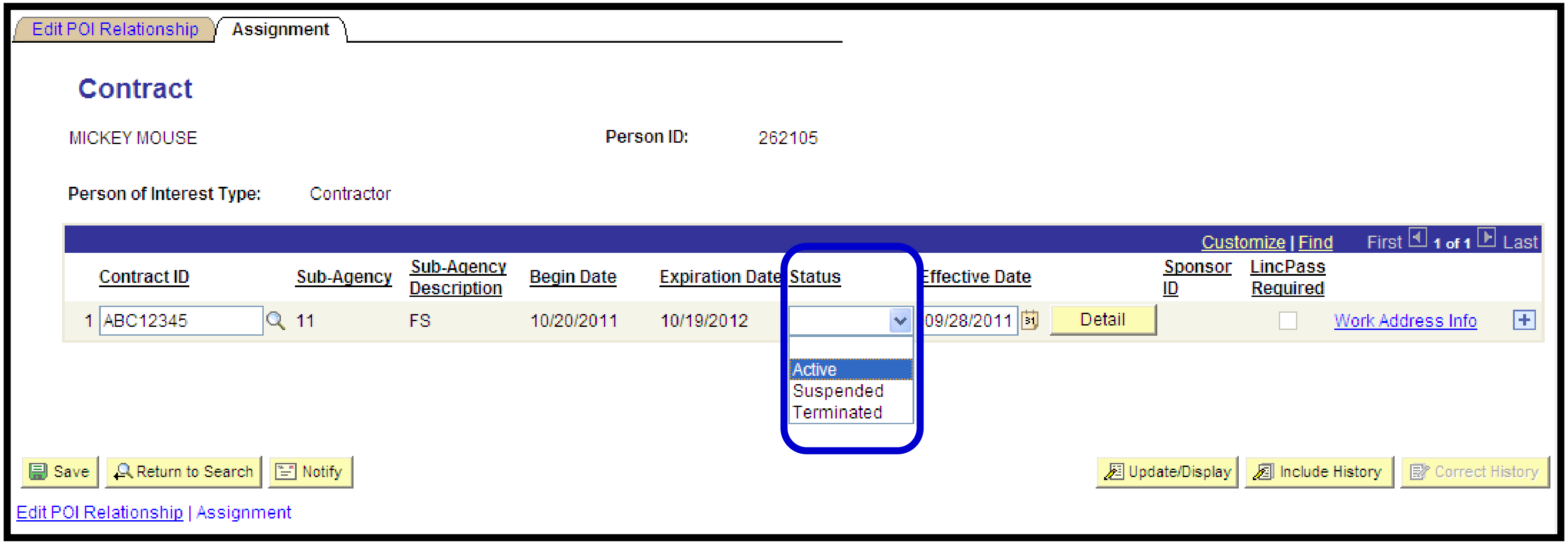
Module D: Finding or Creating a Person Information Record (Required)



Note: The **Sub-Agency Code**, **Sub-Agency Description**, and **Period of Performance Start** and **End Dates** fields will be automatically populated based on the Contract, Grant, or Agreement selected.

Step D-66: (Required) Use the drop-down menu to select the **Status**. You can choose from Active, Suspended, or Terminated.

Module D: Finding or Creating a Person Information Record (Required)

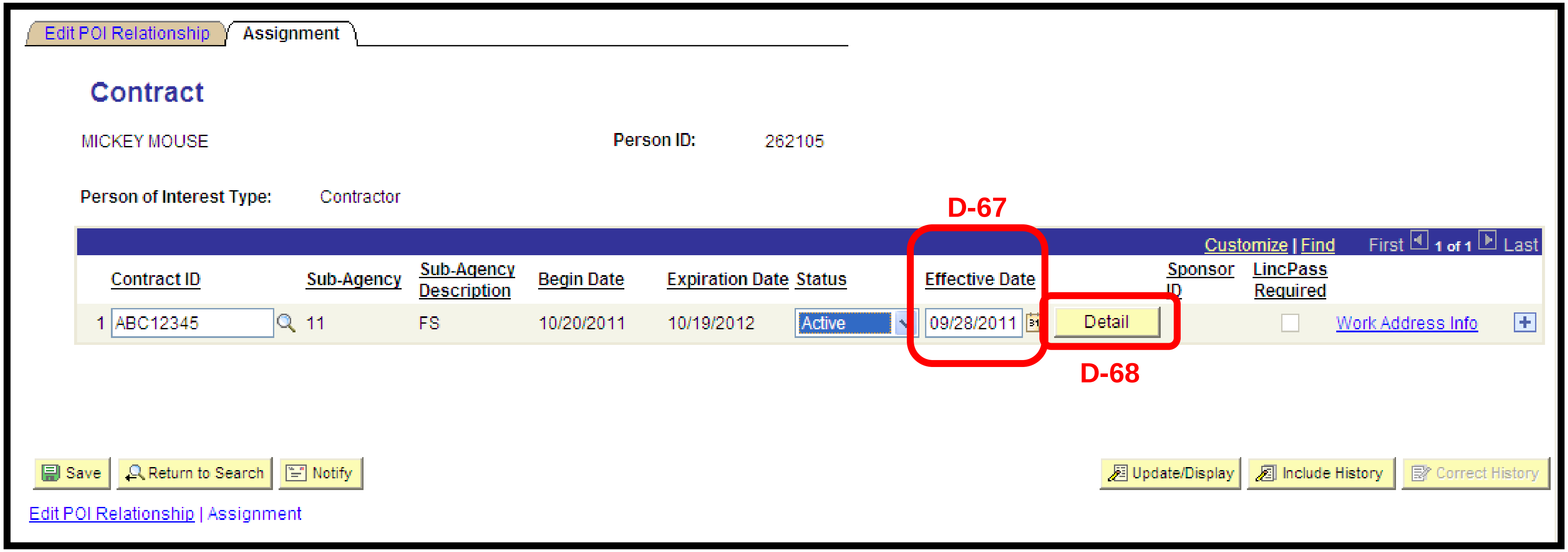


NOTE: If a Non-Employee is assigned to multiple contracts, grants or agreements, changing status on one assignment will not affect status on other assignments. Non-Employee status will be derived using the following rules:

Active on at least one assignments = Active Non-Employee Status
Suspended on ALL assignments = Suspended Non-Employee Status
Terminated on ALL assignments = Terminated Non-Employee Status

Selecting "Terminated" has serious repercussions in the HSPD-12 system and will result in card revocation and the Non-Employee will be immediately escorted from the facility.

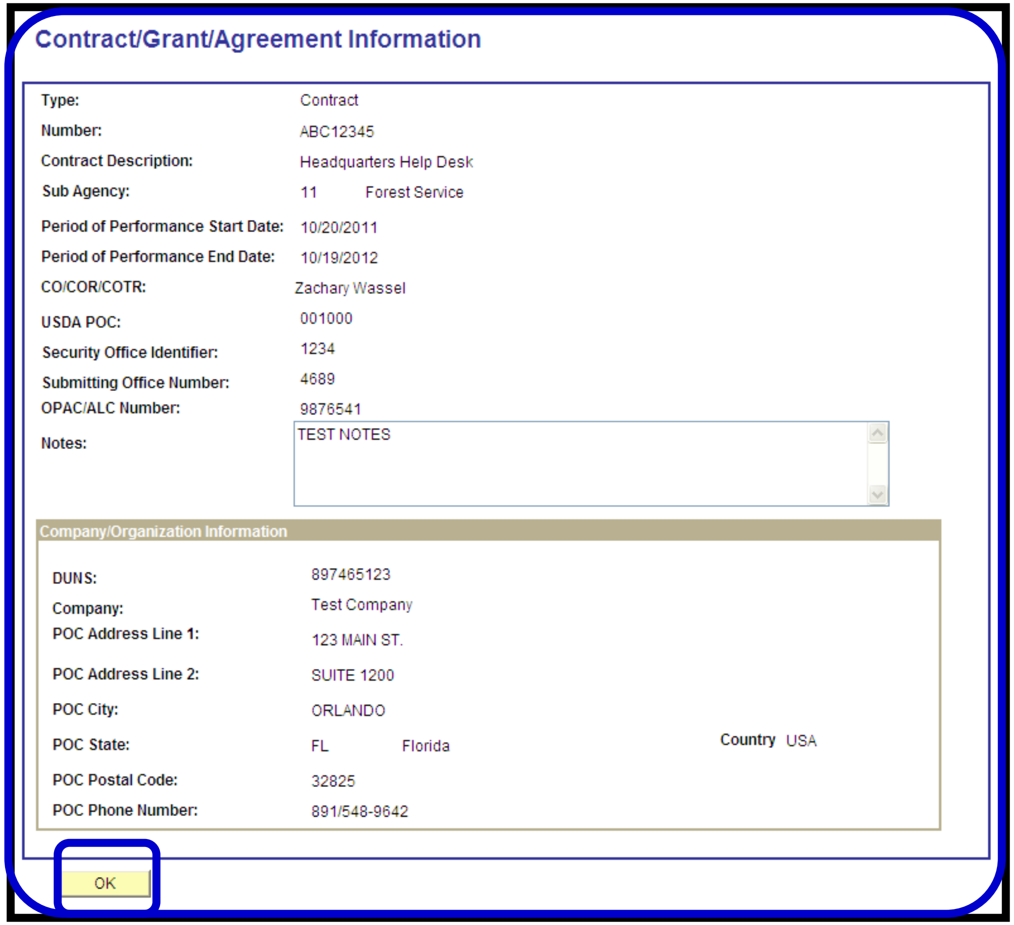
Module D: Finding or Creating a Person Information Record (Required)



Step D-67: (Required) **Effective Date: T**his field defaults to the current date. Edit the **Effective Date** as needed in by typing the date in the box or using the calendar lookup function.

Step D-68: (Optional) Select **Detail** to view the detailed record of the Contract/Grant/Agreement.

Module D: Finding or Creating a Person Information Record (Required)



Contract/Grant/Agreement Information

Type:	Contract
Number:	ABC12345
Contract Description:	Headquarters Help Desk
Sub Agency:	11 Forest Service
Period of Performance Start Date:	10/20/2011
Period of Performance End Date:	10/19/2012
CO/COR/COTR:	Zachary Wassel
USDA POC:	001000
Security Office Identifier:	1234
Submitting Office Number:	4689
OPAC/ALC Number:	9876541
Notes:	TEST NOTES

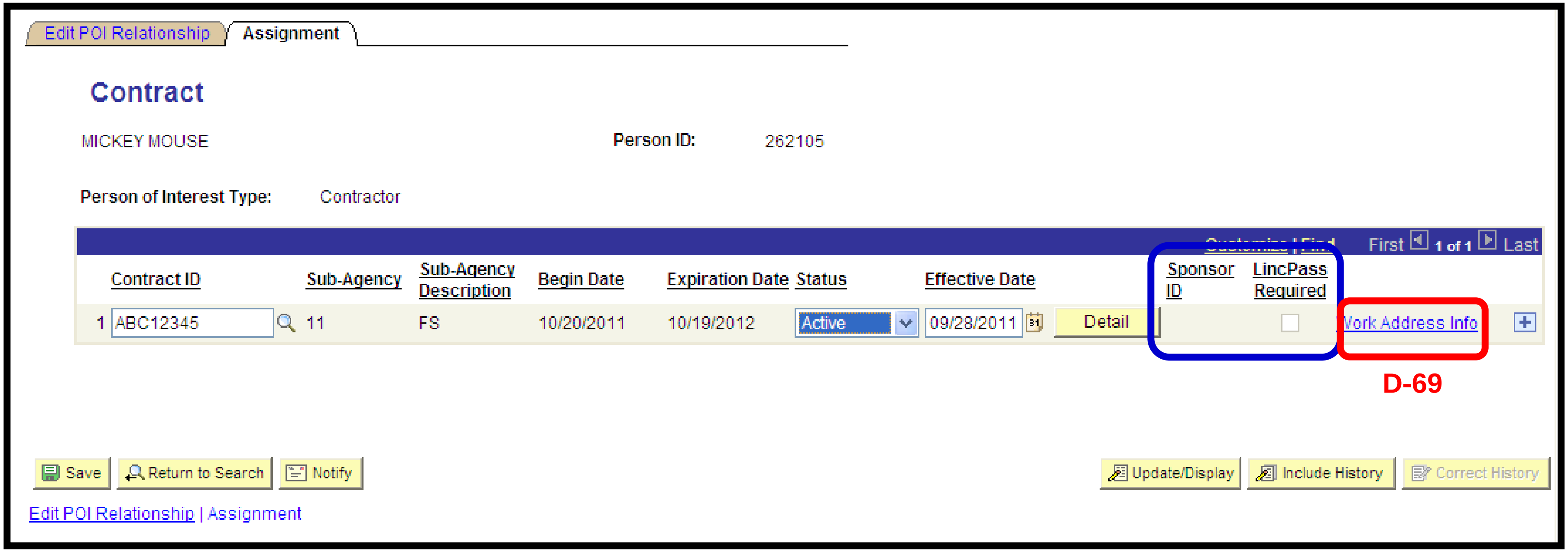
Company/Organization Information

DUNS:	897465123		
Company:	Test Company		
POC Address Line 1:	123 MAIN ST.		
POC Address Line 2:	SUITE 1200		
POC City:	ORLANDO		
POC State:	FL Florida	Country	USA
POC Postal Code:	32825		
POC Phone Number:	891/548-9642		

OK

Note: (Optional) When the **Detail** button is selected, you can view the detailed record of the Contract/Grant/Agreement. Click **OK** to return to the Assignment tab.

Module D: Finding or Creating a Person Information Record (Required)

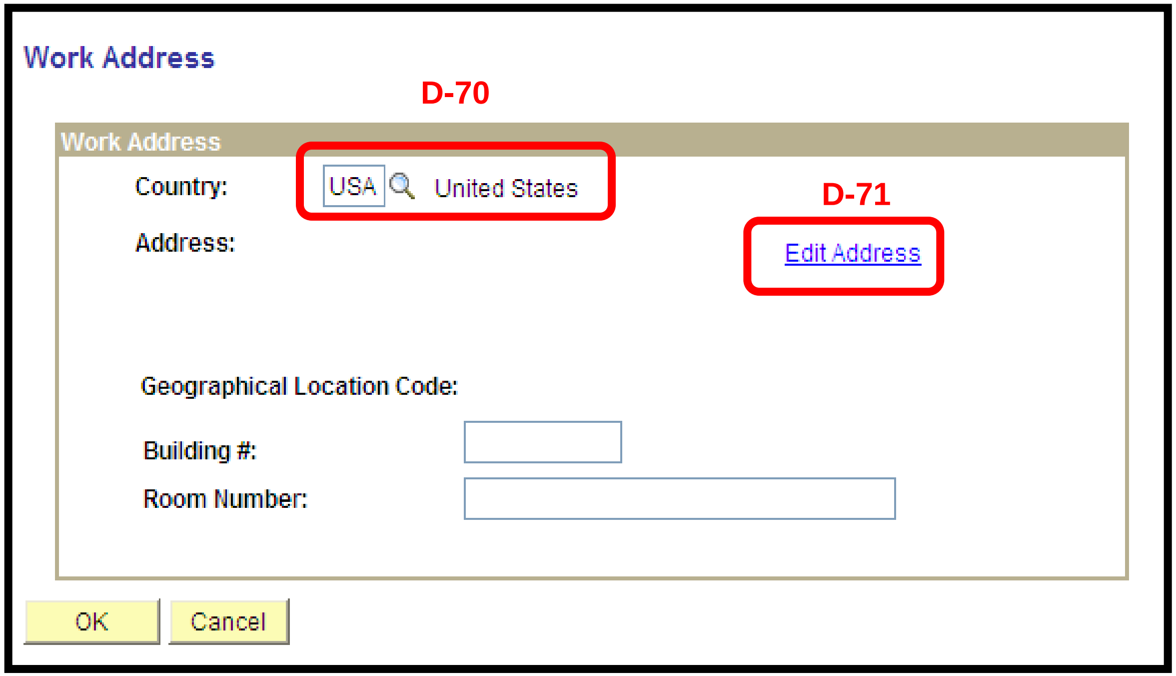


Note: Sponsor ID will be blank, and **LincPass Required** will be masked for Data Entry Personnel who do not hold the Sponsor role as well.

If you are a Sponsor, you can complete Sponsorship now. Detailed procedures are covered in Module F: Sponsorship.

Step D-69: Work Address Info (Optional): Click the hyperlink for **Work Address Info** to enter details of the non-employee’s Work Address.

Module D: Finding or Creating a Person Information Record (Required)



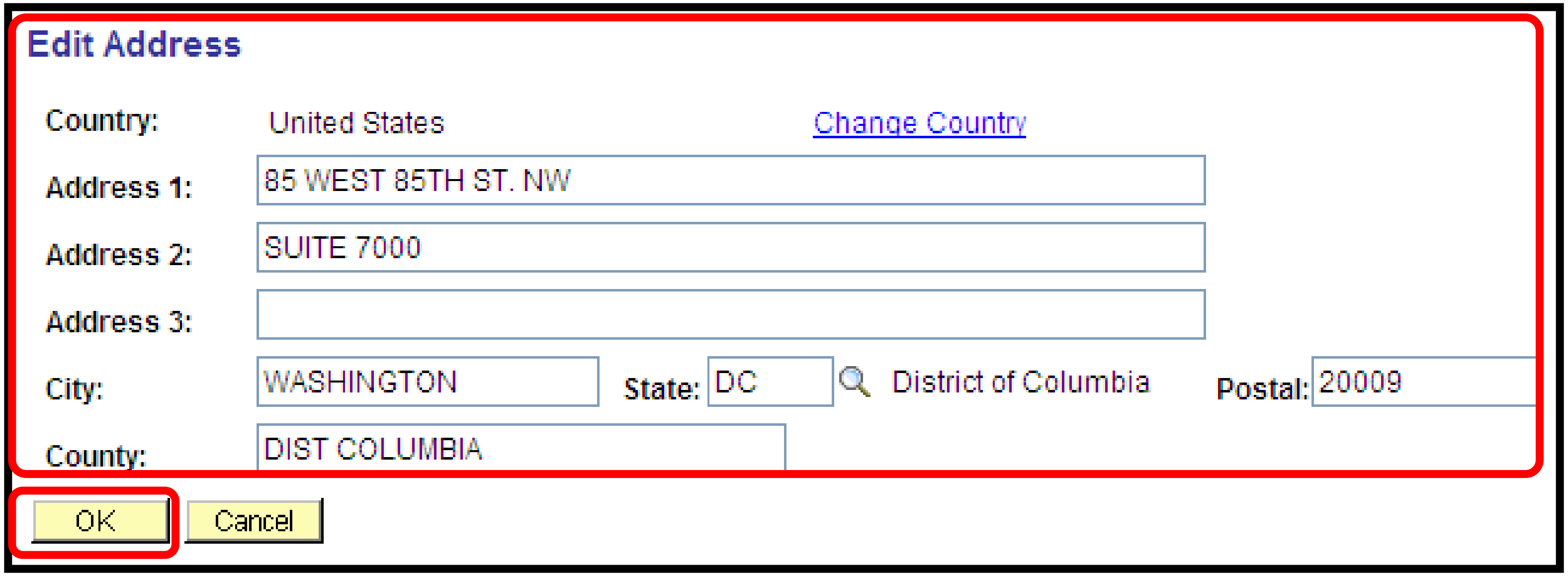
Step D-70: Country (Required): The **Country** defaults to USA. Use the lookup function (magnifying glass) to change the country.

Step D-71: Click **Edit Address** to add the Work Address details.

Module D: Finding or Creating a Person Information Record (Required)

D-72

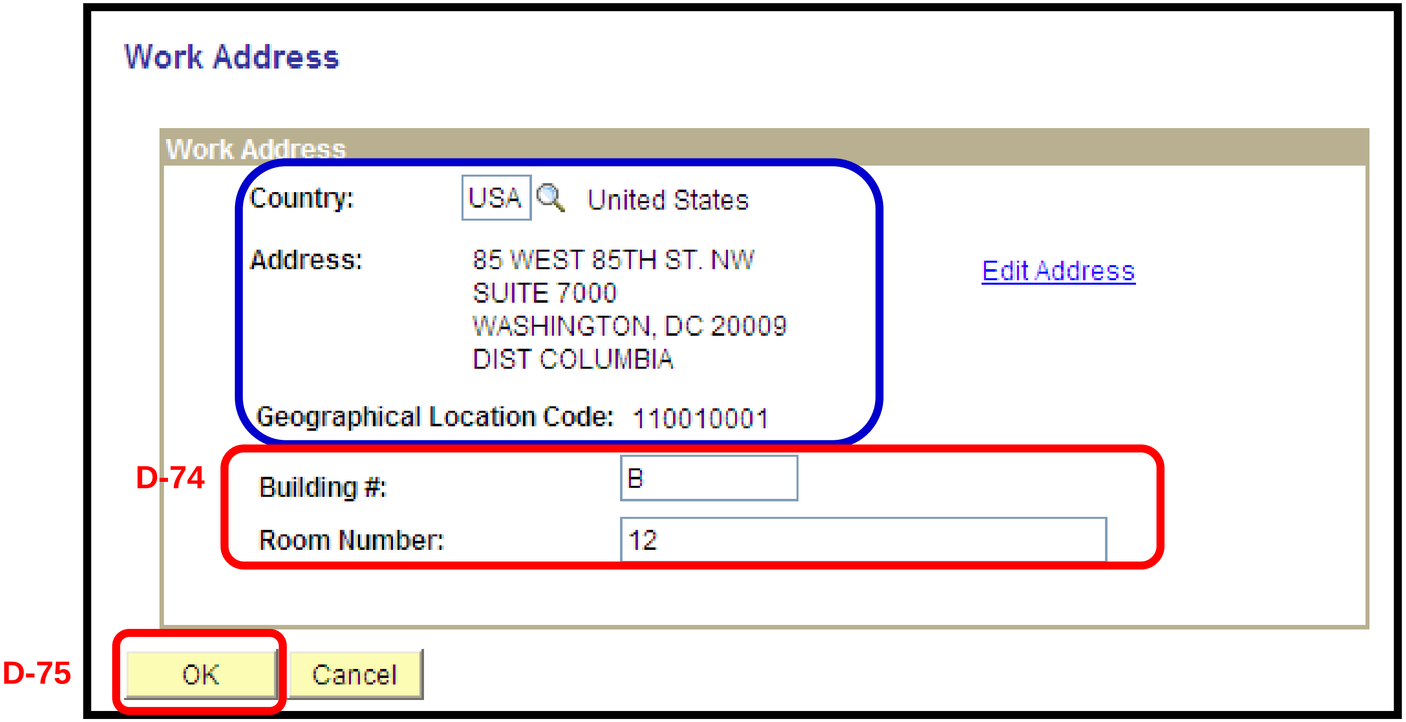
D-73



Step D-72: Edit Address: Add details of the Work Address**.** This is the same process as entering the Home Address in Module D.

Step D-73: Click **OK.**

Module D: Finding or Creating a Person Information Record (Required)



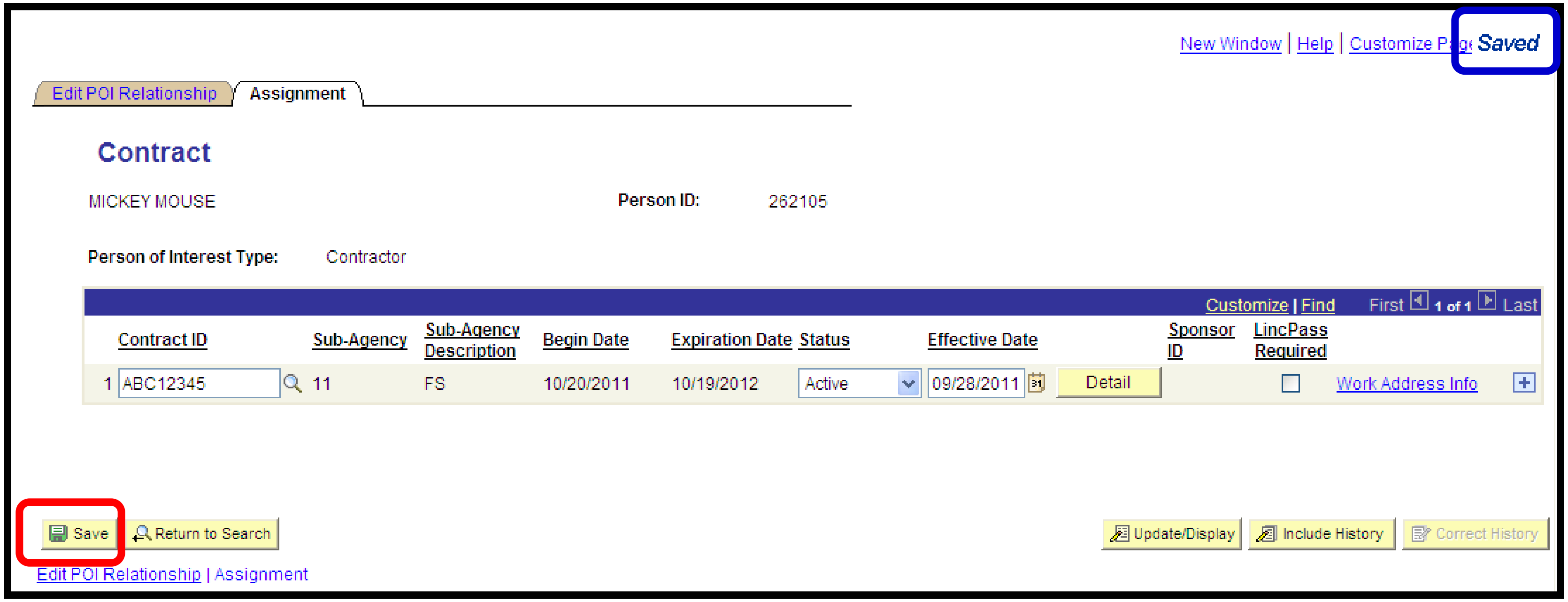
Note: The information entered on the previous screen will be populated here, and the Geographical Location Code will be auto-populated on screen.

Step D-74: (Optional) Enter the **Building** # and **Room Number.**

Step D-75: Click **OK.**

Module D: Finding or Creating a Person Information Record (Required)

D-76



Step D-76: Click Save. You will see the word Saved in the top right corner of the screen.

This is the end of the data entry process. The record is now ready for sponsorship. The next few screenshots will cover maintaining existing Organizational Relationships and adding new ones.

Module E: Adding a New POI Type and Maintaining an Organizational Relationship (Required)

Congratulations! You have just learned how to find, enter, and save a Person Information record in Person Model.

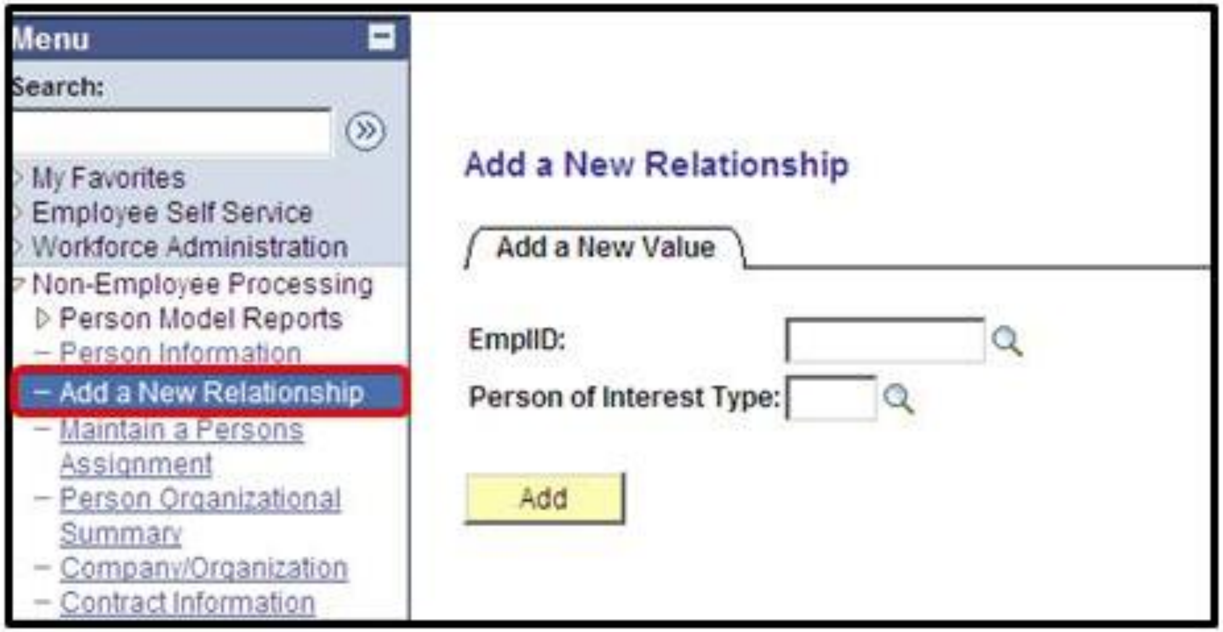
The next few screens show you how to Add a New POI Type or Maintain an Organizational Relationship in Person Model. Only a Federal employee, such as a Contracting Officer Representative (COR), may create or edit Person Information records in Person Model.

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.

Module E: Adding a New POI Type and Maintaining an Organizational Relationship (Required)

Adding a New Person of Interest (POI) Type

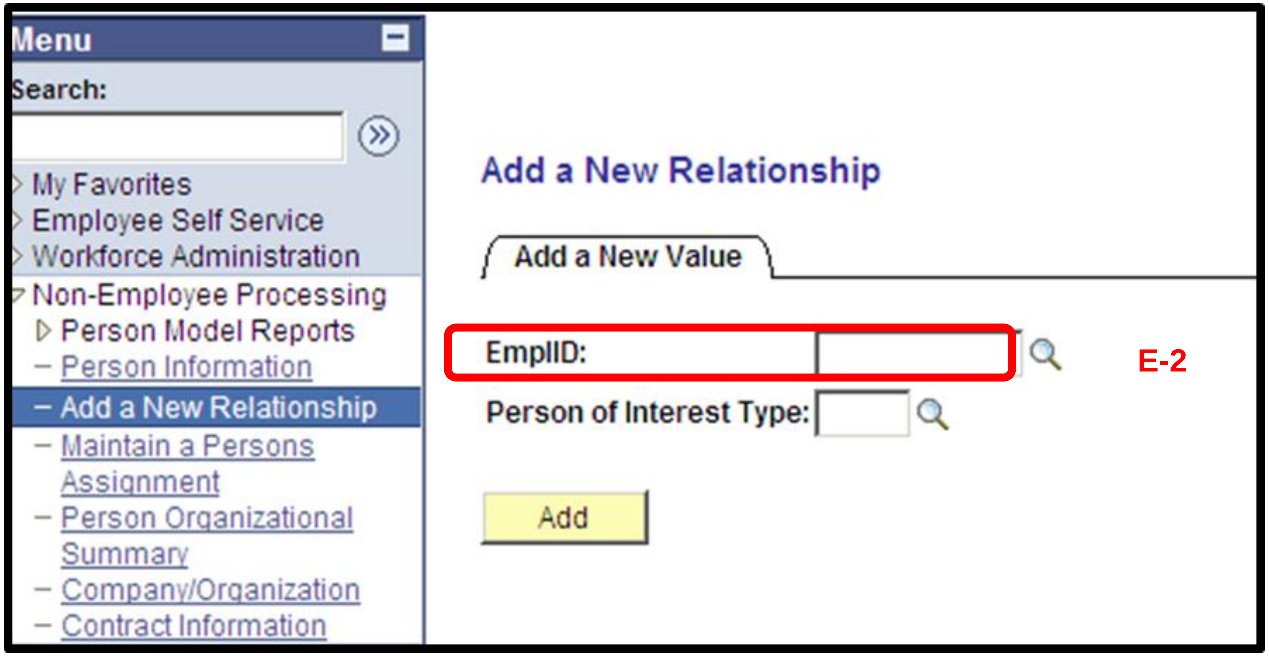
E-1



Step E-1: From the left navigation menu select **Add a New Relationship**. This will direct you to the **Add a New Relationship** main menu. From here you can add a new POI type.

Module E: Adding a New POI Type and Maintaining an Organizational Relationship (Required)

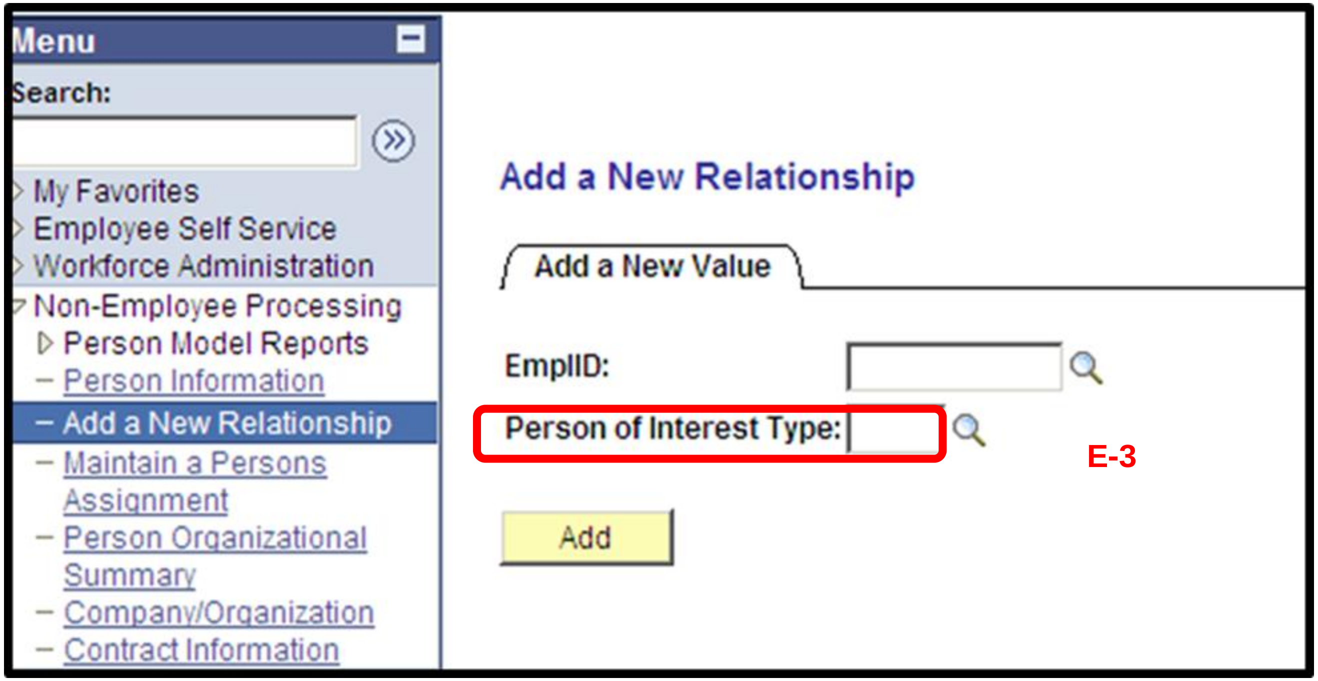
Adding a New POI Type



Step E-2. EmplID: (Required) Enter the **EmplID** or use the lookup function (magnifying glass) to search by name.

Module E: Adding a New POI Type and Maintaining an Organizational Relationship (Required)

Adding a New POI Type

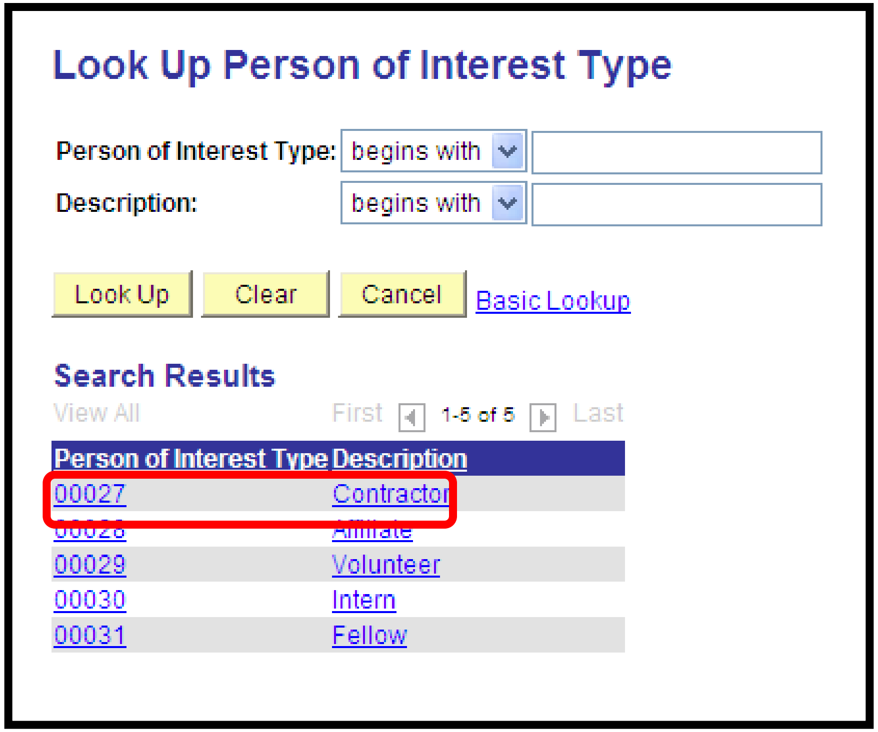


Step E-3: Person of Interest Type: (Required) Enter the **Person of Interest (POI)Type** or use the lookup function (magnifying glass) to select the Person of Interest Type.

Module E: Adding a New POI Type and Maintaining an Organizational Relationship (Required)

Adding a New Person of Interest (POI) Type

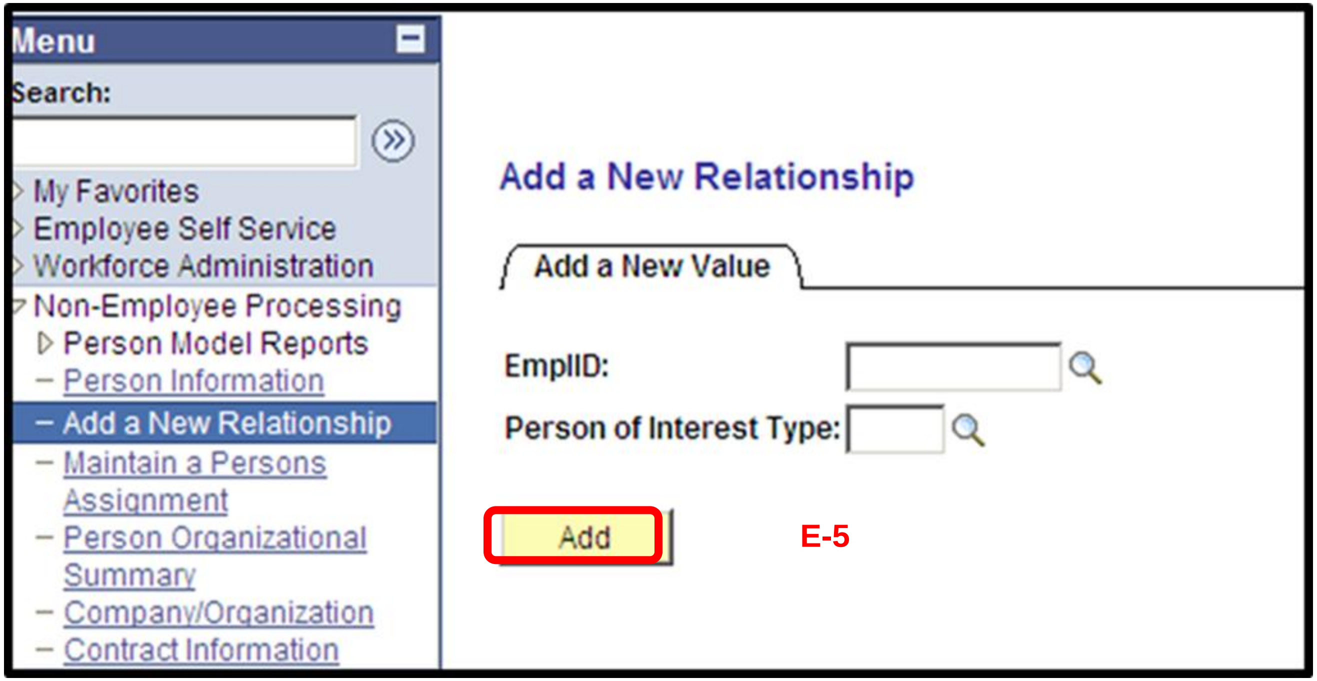
E-4



Step E-4: Select the **Person of Interest Type** to display the type on the Add POI screen.

Module E: Adding a New POI Type and Maintaining an Organizational Relationship (Required)

Adding a New POI Type

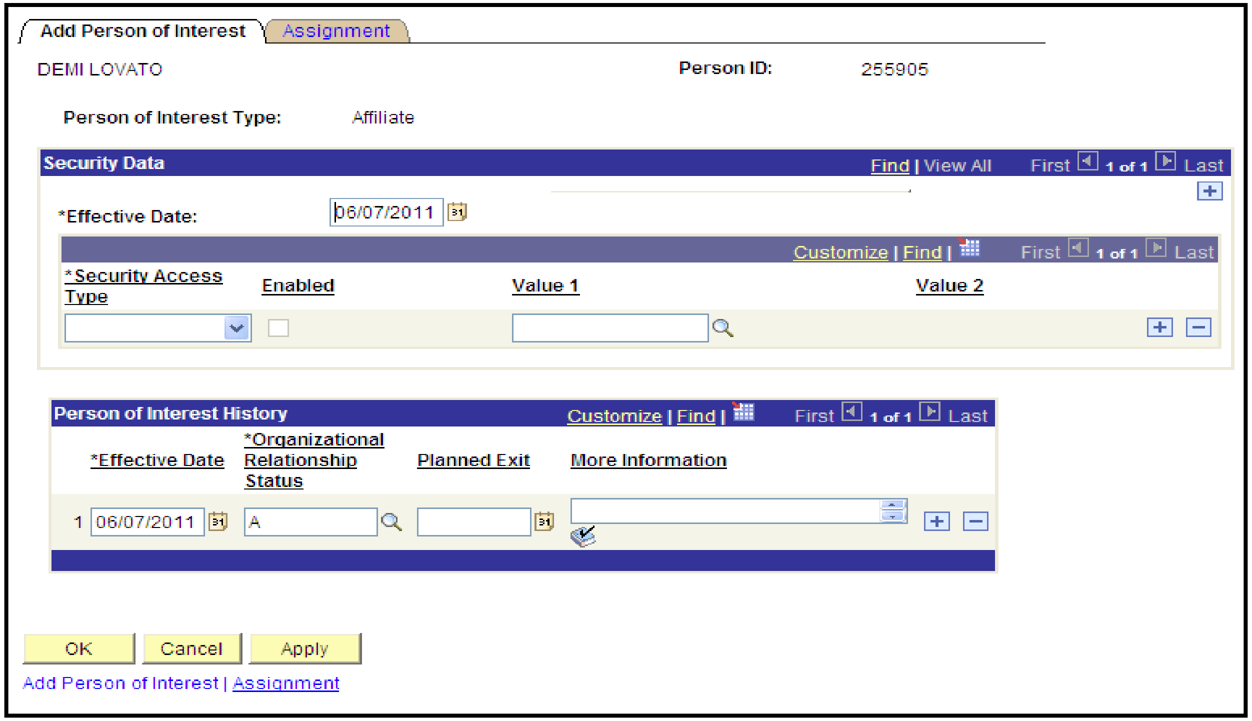


Step E-5. Add: (Required) Click on the **Add** button to add the new POI Type. You will be directed to the **Add a Person of Interest** screen.

Module E: Adding a New POI Type and Maintaining an Organizational Relationship (Required)

Adding a New POI Type

E-6



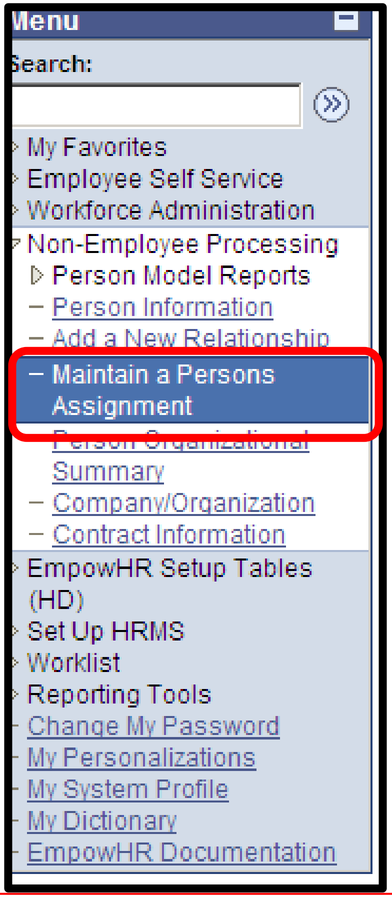
Step E-6. Add: (Required) Follow the same steps described in Module D to assign a new Organizational Relationship.

The next few slides will demonstrate how to Maintain a Person's Assignment.

Module E: Adding a New POI Type and Maintaining an Organizational Relationship (Required)

Maintaining a Person's Assignment

E-7



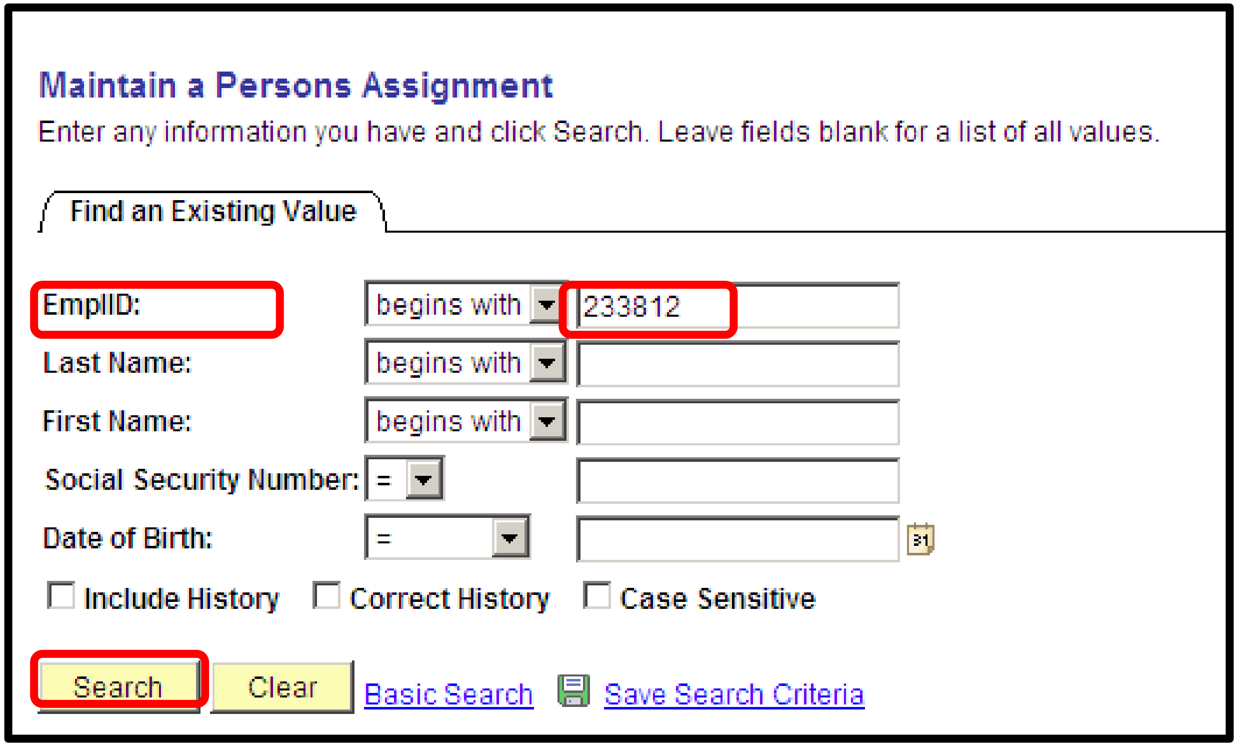
Step E-7: From the left navigation menu select **Maintain a Person's Assignment**. This will direct you to the **Maintain POI Types** search screen.

Module E: Adding a New POI Type and Maintaining an Organizational Relationship (Required)

Maintaining a Person's Assignment

E-8

E-9



Step E-8: Find and existing value by entering the criteria into any of the applicable fields.

Step E-9: Click on the **Search** button to initiate the search.

Module E: Adding a New POI Type and Maintaining an Organizational Relationship (Required)

Maintaining a Person's Assignment

Search Results

View All

First 1-2 of 2 Last

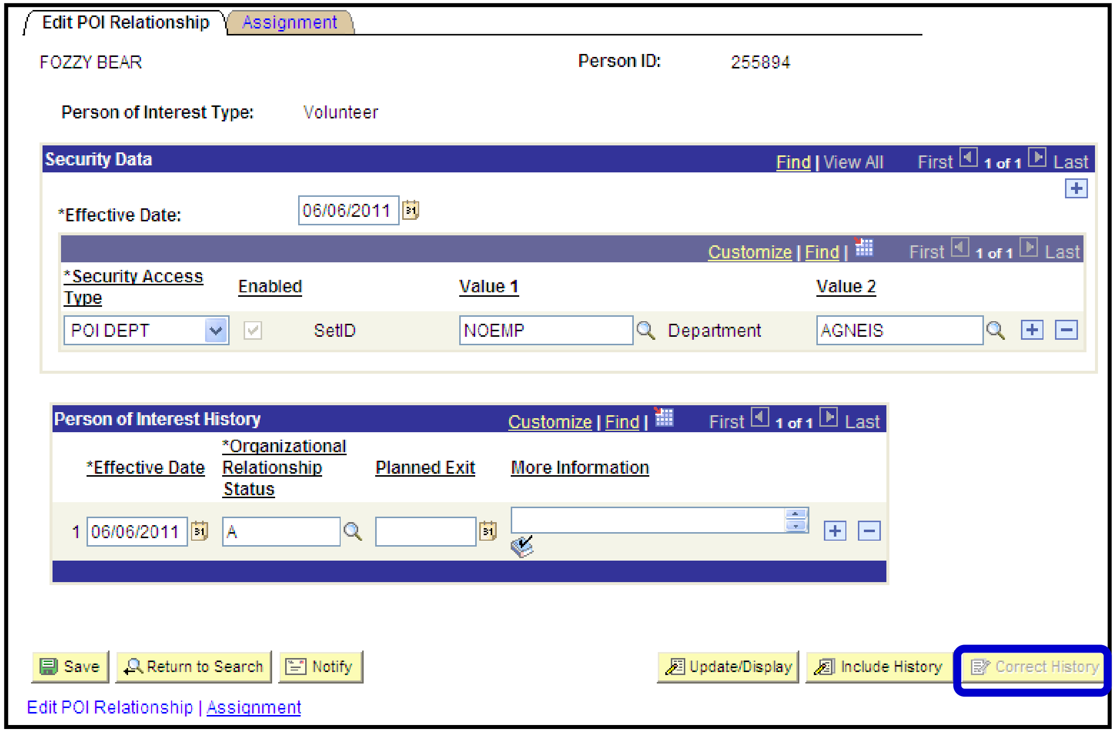
EmplID	Person of Interest Type	Name	Last Name	Second Name	Second Last Name	Alternate Character Name	Middle Name
233812	00027	JOE HARLEY	HARLEY	(blank)	HARLEY	(blank)	(blank)
233812	00028	JOE HARLEY	HARLEY	(blank)	HARLEY	(blank)	(blank)

E-10

Step E-10: The search results will display at the bottom of the page. Select the relationship you wish to maintain by clicking on the appropriate hyperlink. You will be directed to the **Edit Relationship** tab.

Module E: Adding a New POI Type and Maintaining an Organizational Relationship (Required)

Maintaining a Person's Assignment



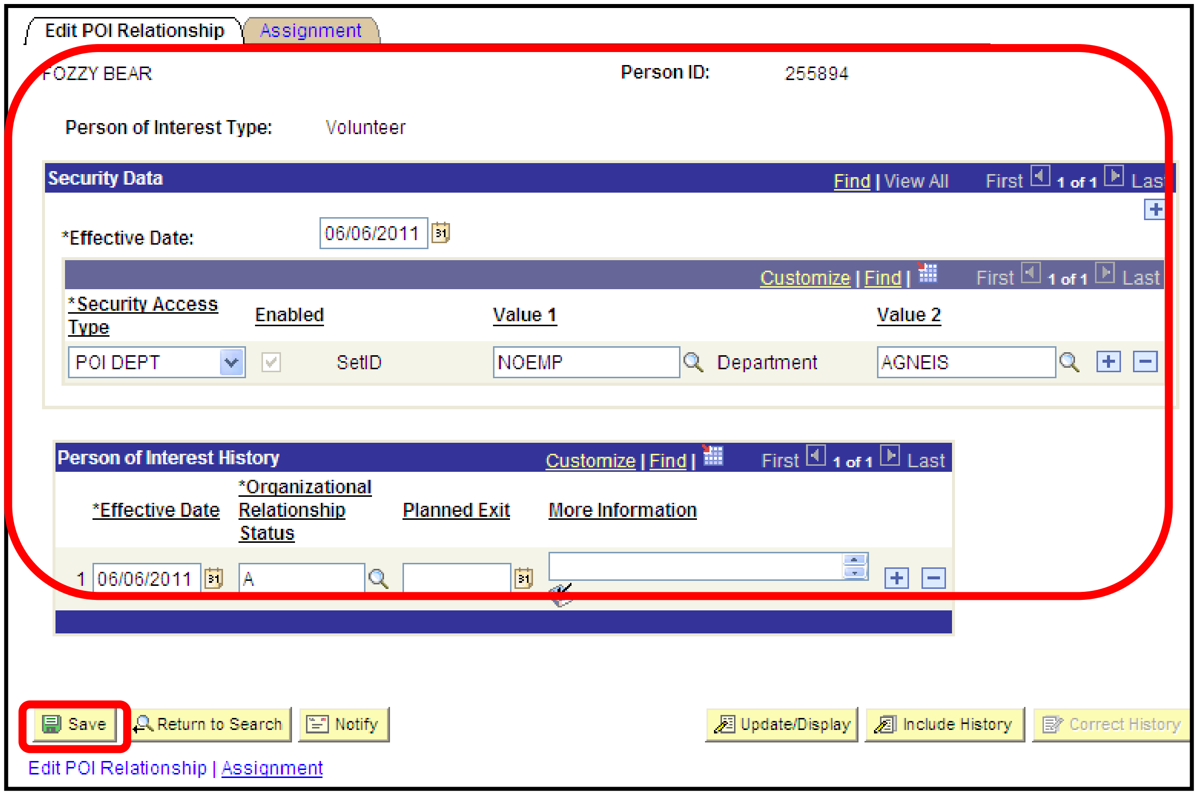
Note: You must be in Correct History mode to make any edits to the record. Verify the yellow Correct History button is selected.

Module E: Adding a New POI Type and Maintaining an Organizational Relationship (Required)

Maintaining a Person’s Assignment

E-11

E-12



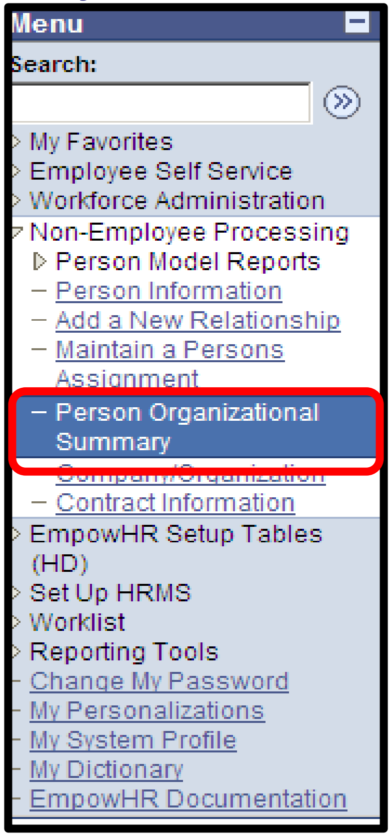
Step E-11: Make any desired edits on this tab or the Assignment tab.

Step E-12: Click on the **Save** button.

Module E: Adding a New POI Type and Maintaining an Organizational Relationship (Required)

Viewing a Person's Organizational Summary

E-13



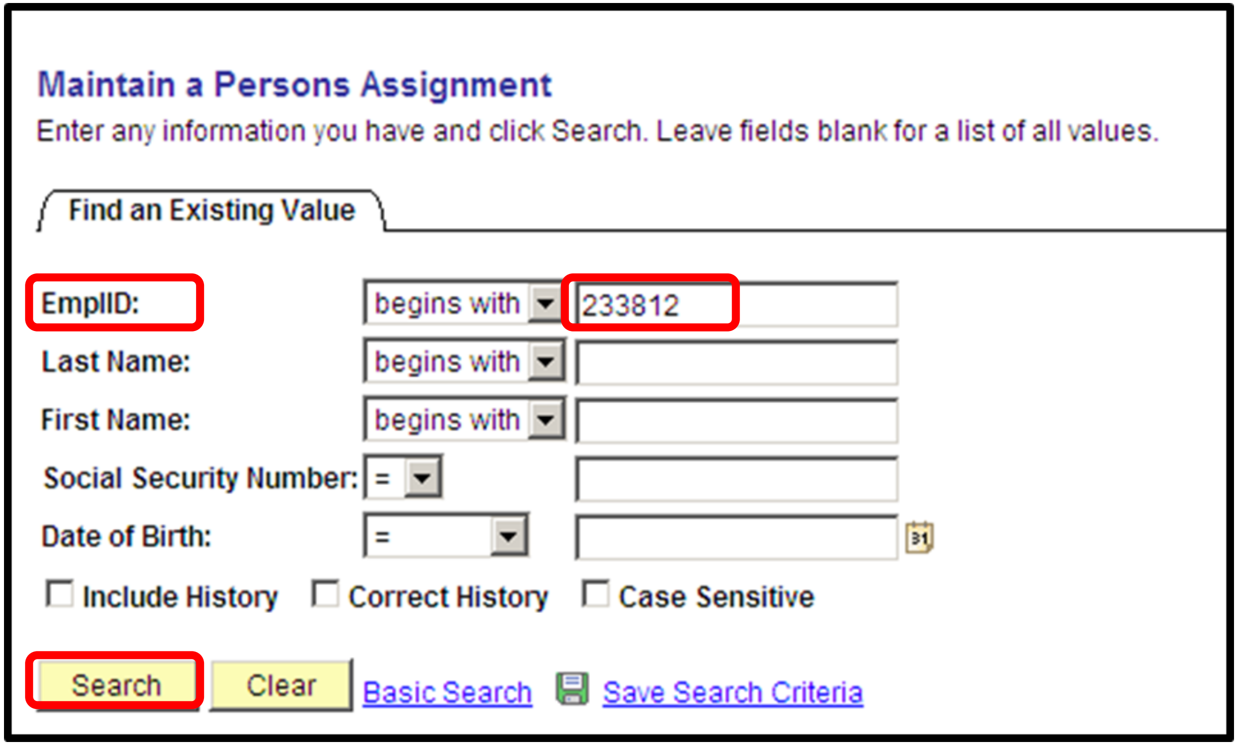
Step E-13: To view a summary of all Organizational Relationships assigned to a Person, select **Person Organizational Summary**. This will direct you to the search screen.

Module E: Adding a New POI Type and Maintaining an Organizational Relationship (Required)

Viewing a Person's Organizational Summary

E-14

E-15



Step E-14: Search for the Person by entering the criteria into any of the applicable fields.

Step E-15: Click on the Search button to initiate the search.

USDA United States Department of Agriculture

Module E: Adding a New POI Type and Maintaining an Organizational Relationship (Required)

Viewing a Person’s Organizational Summary

Search Results

View All First 1 of 1 Last

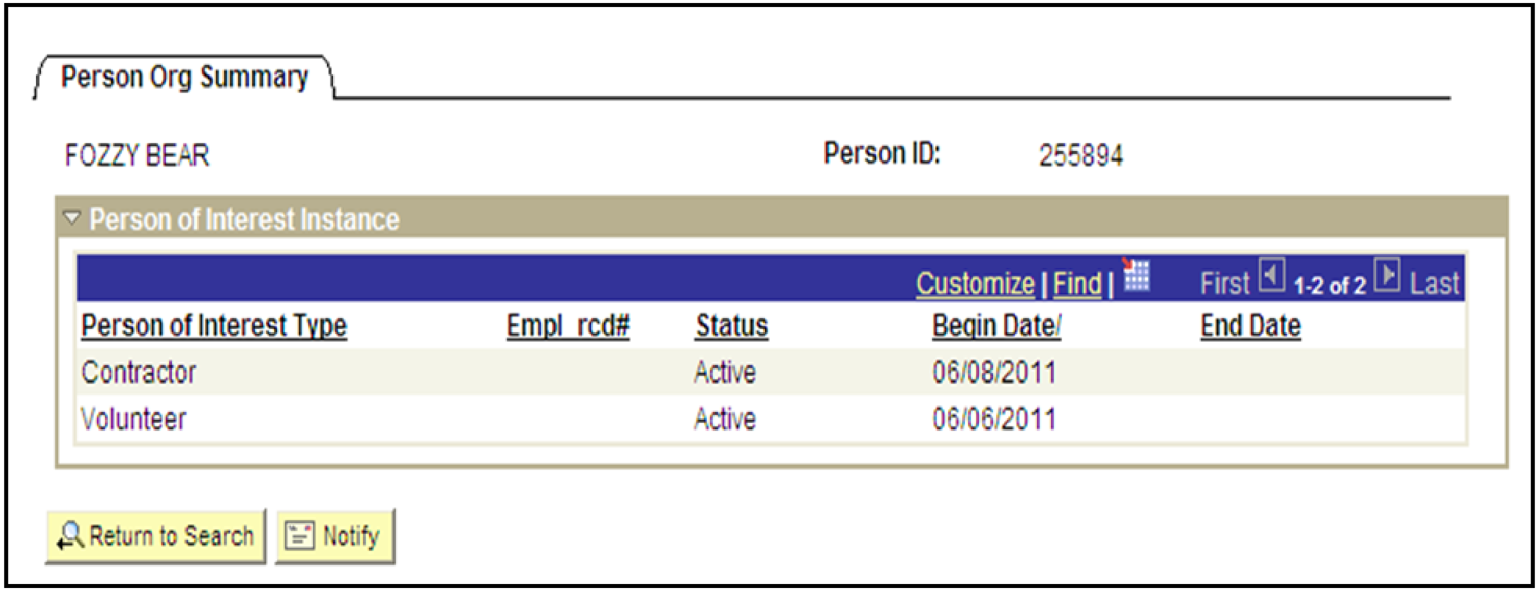
EmplID	Person of Interest Type	Name	Last Name	Second Name	Second Last Name	Alternate Character Name	Middle Name
233812	00027	JOE HARLEY	HARLEY	(blank)	HARLEY	(blank)	(blank)

E-16

Step E-16: The search results will display at the bottom of the page. Select the Person in order to view the Person’s organizational summary. You will be directed to Person’s Org Summary.

Module E: Adding a New POI Type and Maintaining an Organizational Relationship (Required)

Viewing a Person's Organizational Summary



Here you may view the Person's Organizational Relationship Summary.

Module F: Sponsorship (Required)

Congratulations! You have just learned how to Add and Maintain Organizational Relationships in Person Model.

The next few screens show you how to Sponsor a Non-Employee in Person Model. Only a Federal employee may create or edit Organizational Relationship records in Person Model.

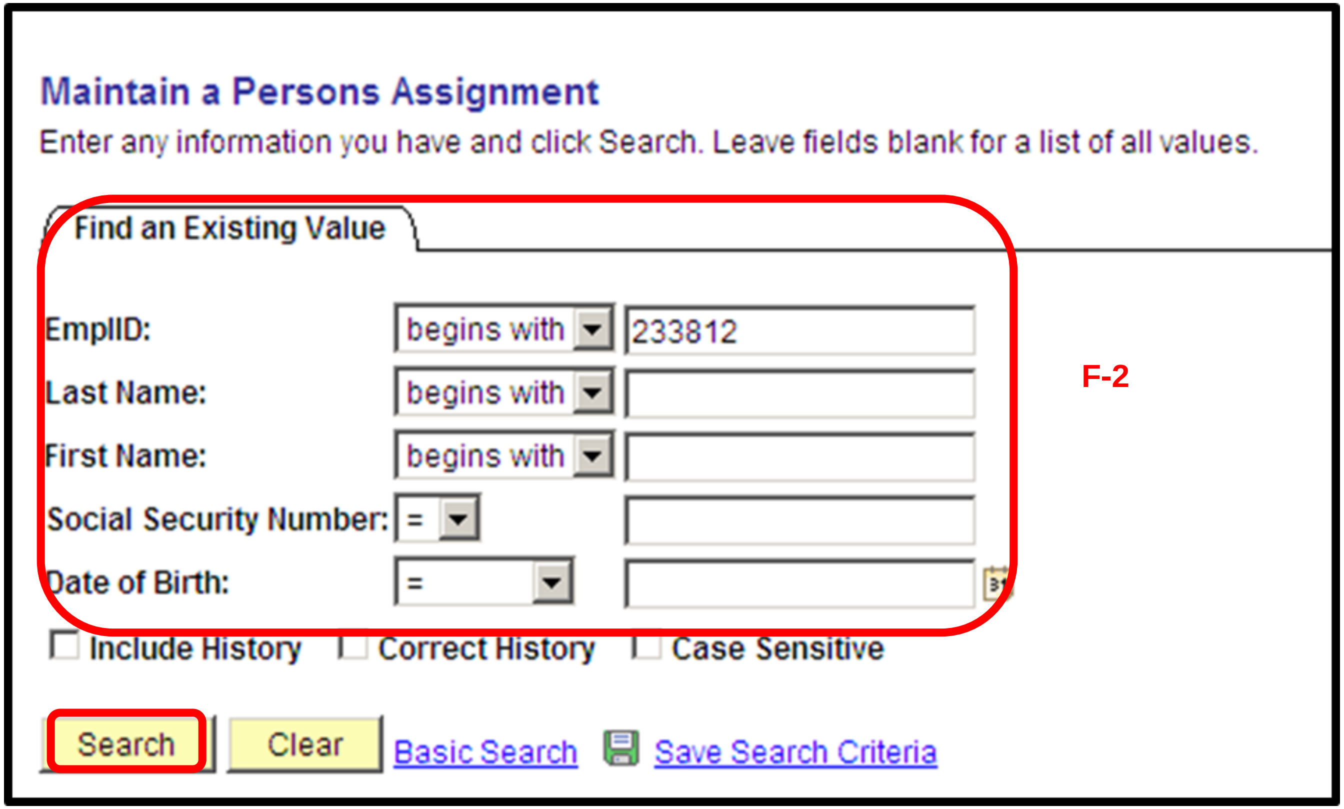
You must follow USDA business policy and standards for creating or editing records in Person Model. USDA business policy can be found in the USDA Departmental Regulation (DR) and Departmental Manual (DM) at http://lincpass.usda.gov/ref_lincpass.html.

Module F: Sponsorship (Required)

F-1

Step F-1: From the left navigation menu select "**Maintain a Person's Assignment**". This will direct you to the Maintain POI Types search screen.

Module F: Sponsorship (Required)



F-2

F-3

Step F-2: Find an existing value by entering the criteria into any of the applicable fields.

Step F-3: Click on the **Search** button to initiate the search.

Module F: Sponsorship (Required)

Search Results

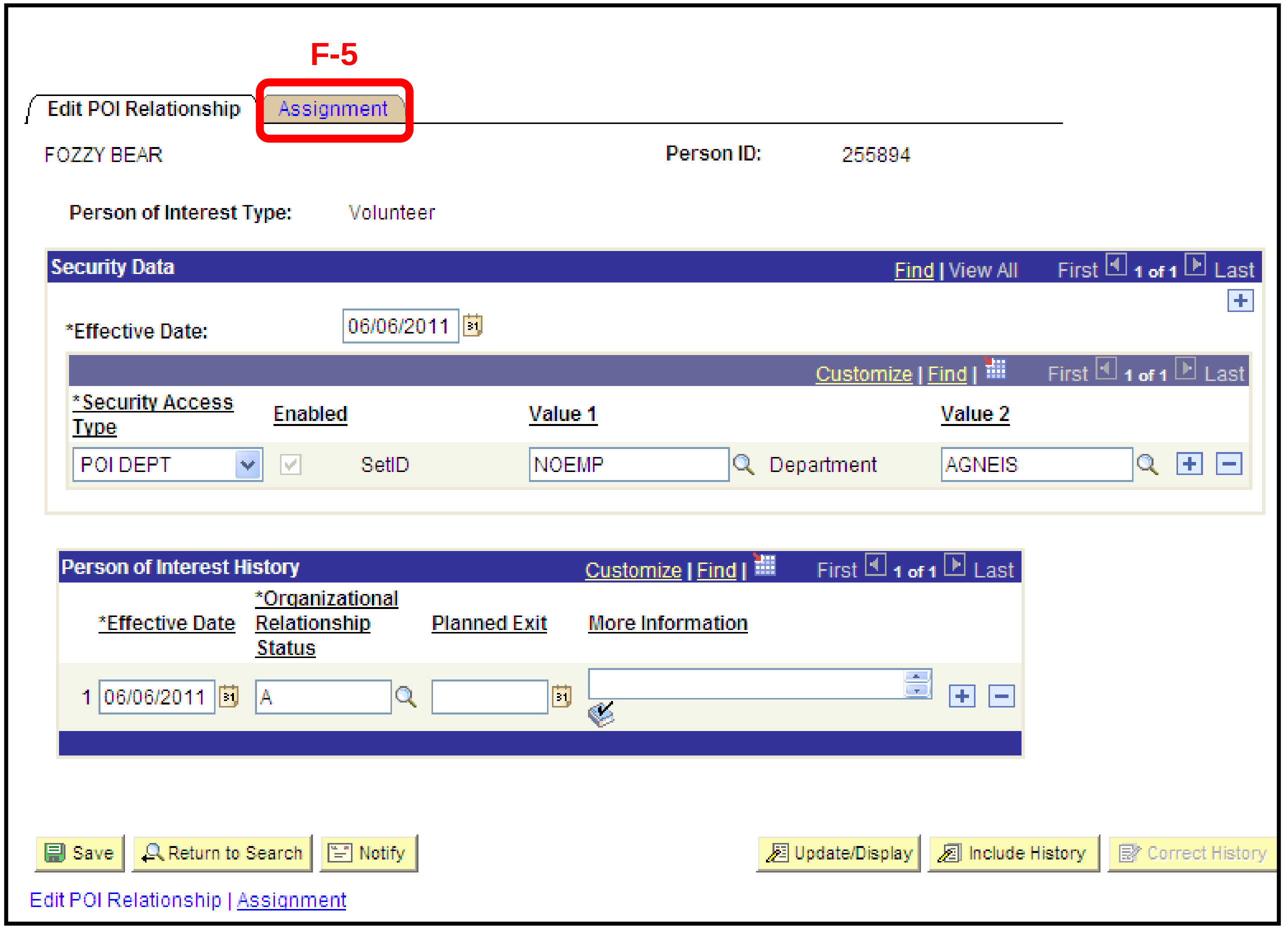
View All First 1-2 of 2 Last

EmplID	Person of Interest Type	Name	Last Name	Second Name	Second Last Name	Alternate Character Name	Middle Name
233812	00027	JOE HARLEY	HARLEY	(blank)	HARLEY	(blank)	(blank)
233812	00028	JOE HARLEY	HARLEY	(blank)	HARLEY	(blank)	(blank)

F-4

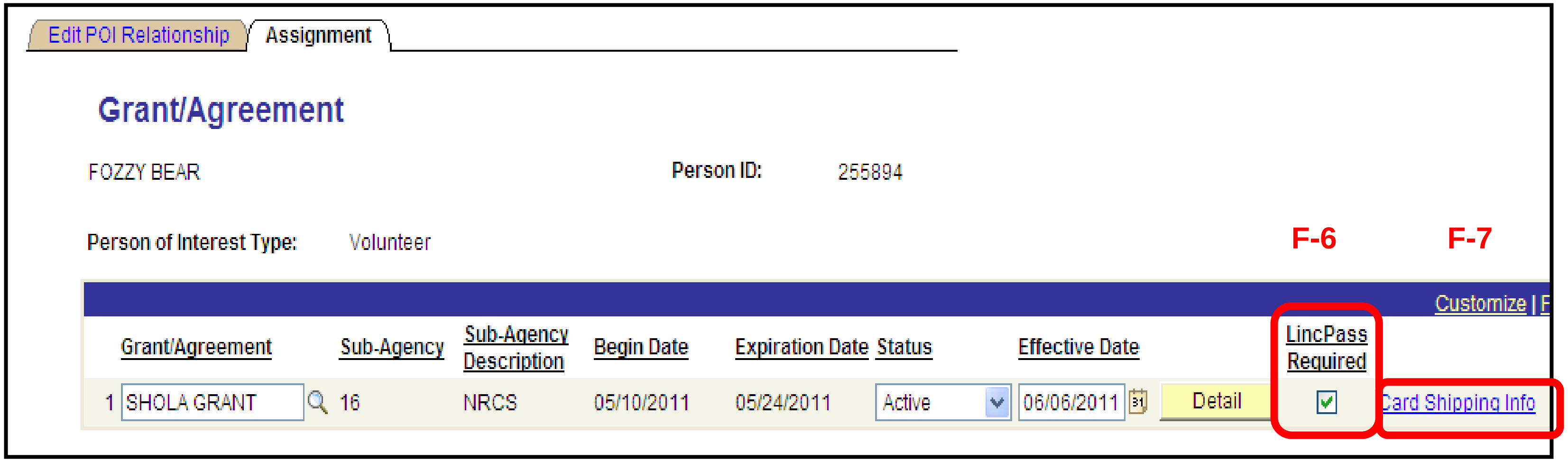
Step F-4: The search results will display at the bottom of the page. Select the relationship you wish to maintain by clicking on the appropriate hyperlink. You will be directed to the Edit Relationship tab.

Module F: Sponsorship (Required)



Step F-5. Click on the **Assignment** tab. This will take you to the Sponsorship screen.

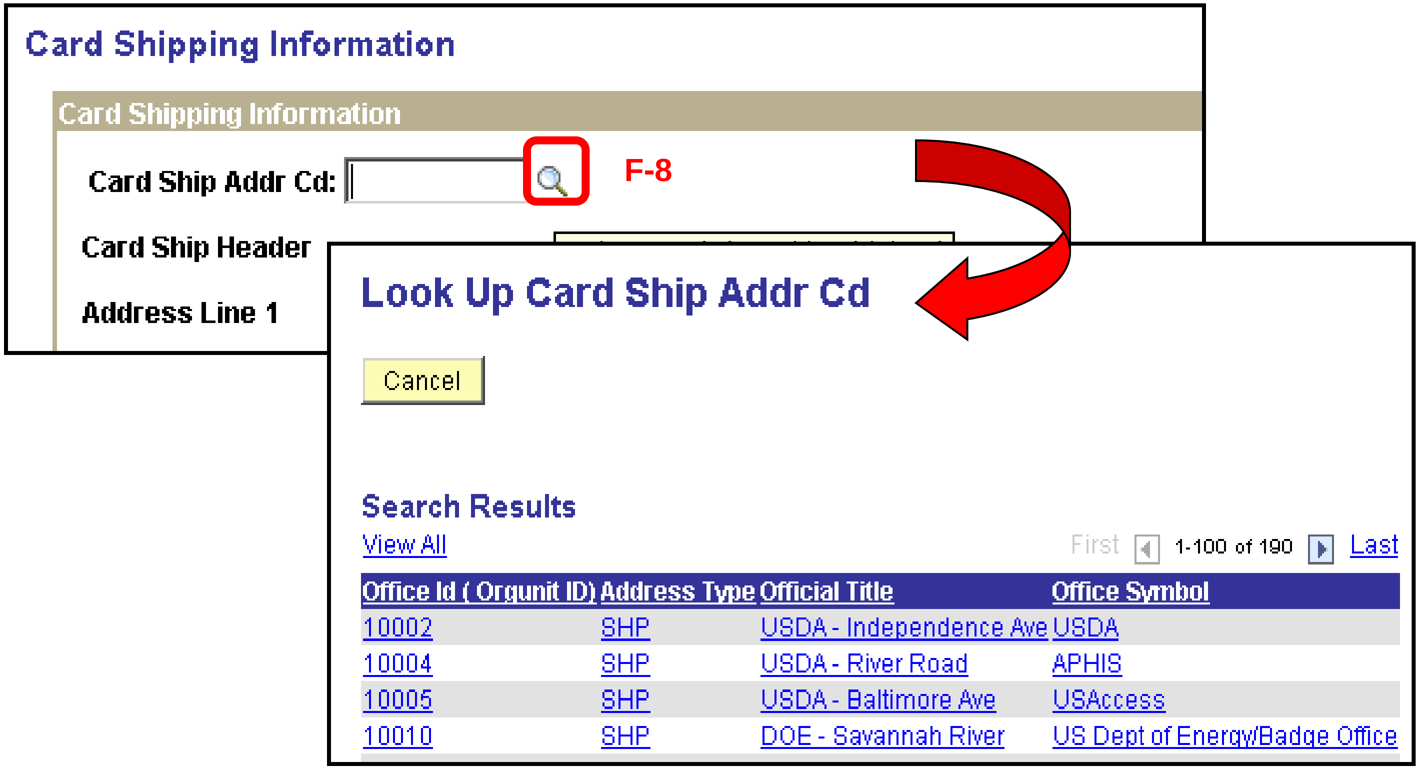
Module F: Sponsorship (Required)



Step F-6. The assignment will already be completed for you. Click on the yellow **Correct History** icon located at the bottom of the screen. Verify that the information is correct and check the **LincPass Required** box.

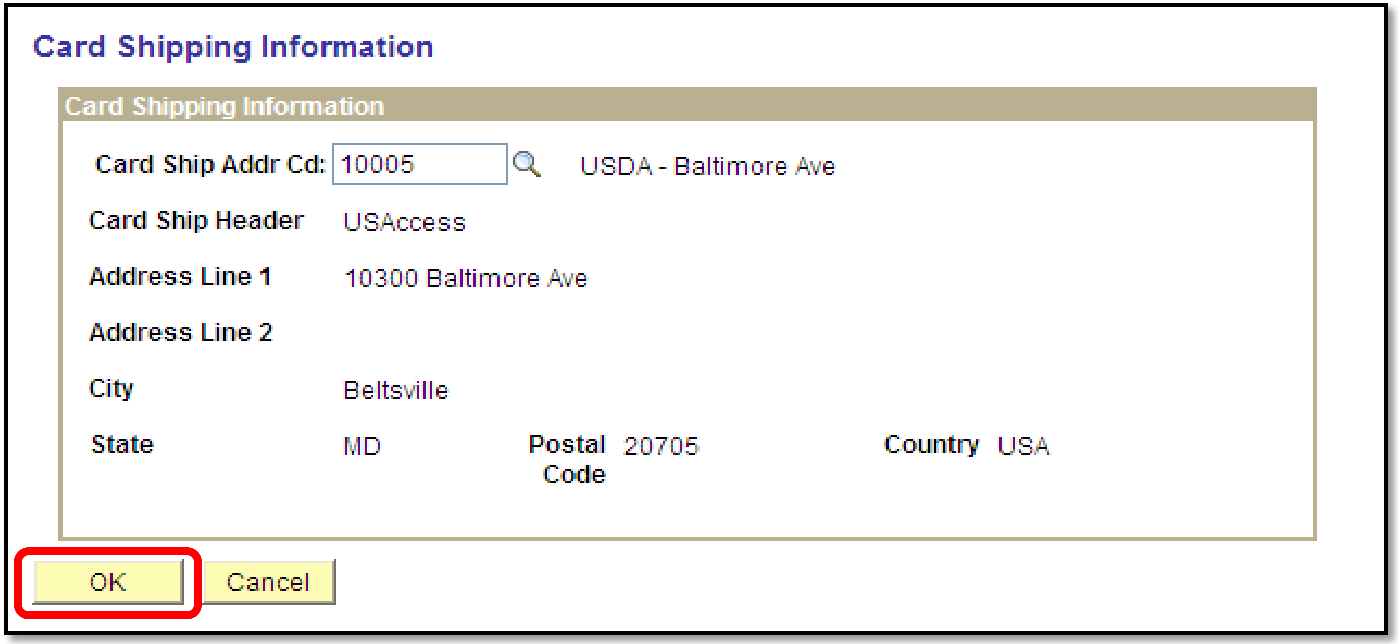
Step F-7. Click on the **Card Shipping Information** hyperlink.

Module F: Sponsorship (Required)



Step F-8. Card Ship Addr Cd: Select the magnifying glass lookup feature to find the location where the card is to be shipped. The system will open a new page that displays five columns of data that can be sorted by street address. The address information for the location you choose will be populated (shown on the next slide).

Module F: Sponsorship (Required)



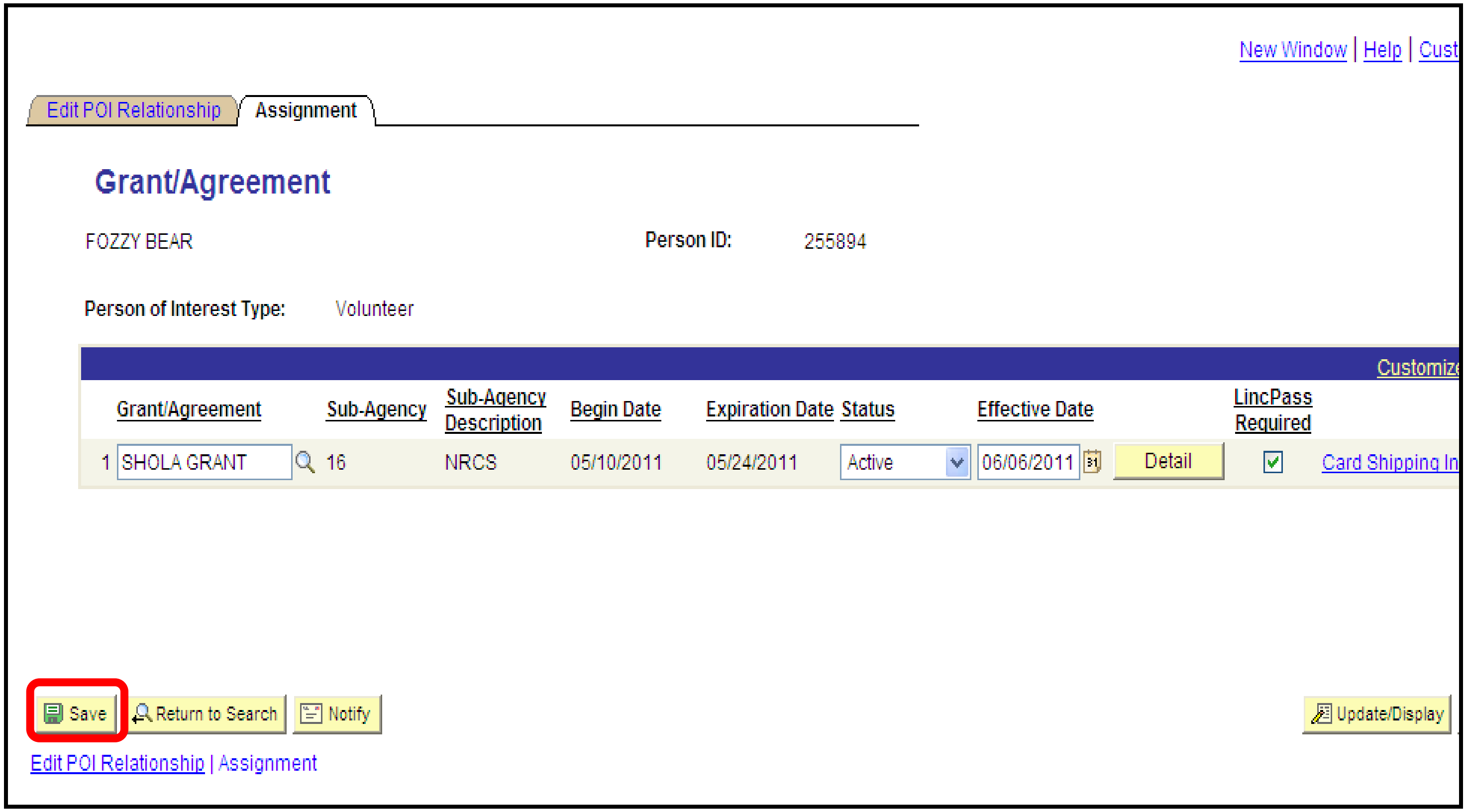
F-9

Step F-9. Click the **OK** button to save the information.

Note: Now, Contact your Agency Security Officer or Adjudicator to notify them that you have completed sponsorship of Non-Employees for the contract. It is time for the Adjudicator to complete the Person Model adjudication record for the Non-Employees assigned to the contract.

Module F: Sponsorship (Required)

F-10



Step F-10. Click the **Save** button to save the information.

Note: Upon completion, your Sponsor ID will now be attached to the applicant record. To assume sponsorship of records in Person Model, please refer to this screen and click the save icon. To assume sponsorships of records in USAccess, please refer to Module G.

Non-Employee Record Processing

Upon completion of sponsorship of records in Person Model:

- Now the record is ready for Adjudication Information to be entered by the Agency Adjudicator.
- The non-employee will receive an enrollment notification and instructions to schedule their enrollment using the GSA Scheduling Tool (https://www.schedulemsp.com). The non-employee should follow instructions in the email to schedule his/her appointment.
- After enrollment and entry of a favorable fingerprint result in Person Model, the LincPass is 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.

Sponsor Next Steps

Upon completion of sponsorship of records in Person Model:

- Sponsors and/or Data Entry Personnel should provide the Adjudicator with a list of sponsored Non-Employees who are ready for adjudication in Person Model.
- Sponsors should check the USAccess Applicant Status Report (ASR) to determine LincPass issuance status or potential issues for all sponsored non-employees. Refer to the ASR Guide via the following link on the LincPass website.
- Sponsors may also use the ASR to perform a gap analysis. Refer to the Gap Analysis using the Applicant Status Report Guide on the LincPass website.

Note: You must be a designated role holder in USAccess to access the report. Please consult your agency Role Administrator if you require access.

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.

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.

Module G: USAccess Sponsorship Actions (Required)

Congratulations! You have just learned how Sponsor non-employees in Person Model.

The next few screens provide an overview of USAccess Sponsorship functions. Only a designated USAccess role holder may perform these actions in USAccess.

Module G: USAccess Sponsorship Actions (Required)

This section addresses sponsorship activities that must be completed directly in USAccess.

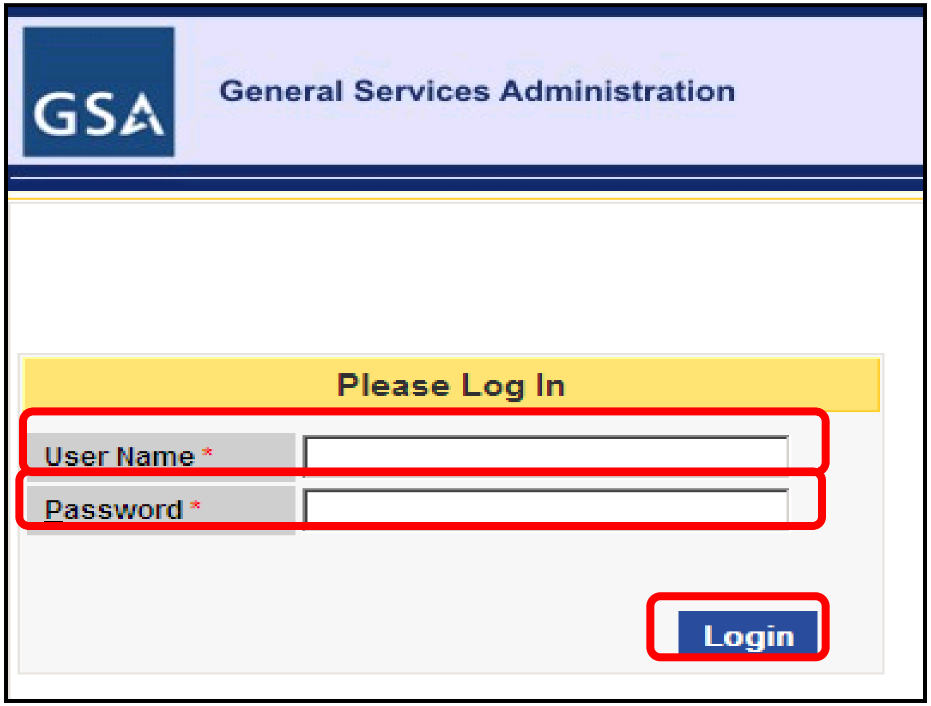
1. Shared Emails
2. LincPass reprints and reissues
3. Re-sending non-employee notifications
4. Sponsor reassignment

Please remember that you must be designated as a Sponsor in USAccess to complete these actions. See slide 8 for details.

> **Note:** In USAccess, “Applicant” refers to the non-employee. Although some USAccess training screenshots state “Applicant”, the term “non-employee” has been used throughout the rest of the training.

Module G: USAccess Sponsorship Actions (Required)

Login



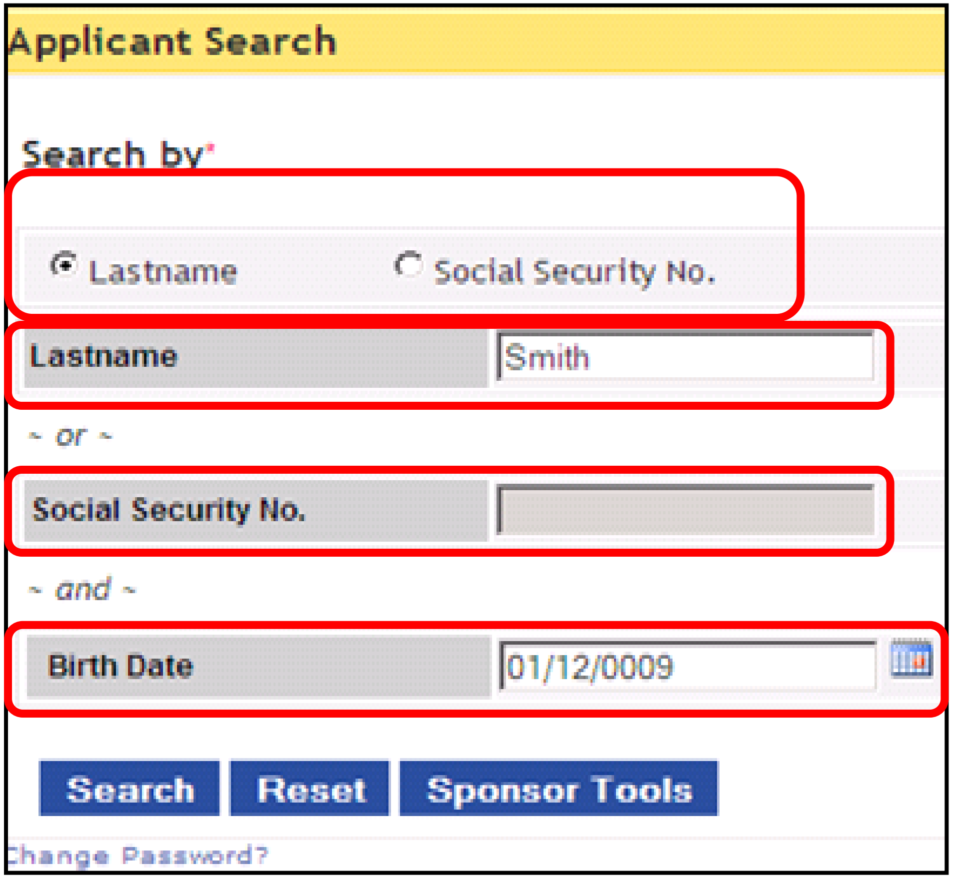
Step G-1: Log into the USAccess Sponsor portal via the following link;:
https://gsa.usaccess.gsa.gov/AssuredIdentityPortal.

Step G-2: On the Log In screen, type in your user name in the **User Name** field. Type in your password in the **Password** field and click the **Login** button.

For USAccess password resets, please contact the USAccess Help Desk at 1-866-493-8391.

Module G: USAccess Sponsorship Actions (Required)

Applicant Search Page



Step G-3: Select either **Lastname** or **Social Security No.** to search for an non-employee.

Step G-4: Type in the non-employee's **Last Name** or **Social Security No.** depending on the **Search By** option selected.

Step G-5: Type in the non-employee **Birth Date** or click on the calendar icon next to the **Birth Date** field to select a date from the calendar and click the **Search** button to begin.

Step G-6: You will be provided with the search results. Select the appropriate record to continue.

Module G: USAccess Sponsorship Actions (Required)

Shared Email Addresses

Some non-employees do not have their own email address. In this situation, data entry personnel or Sponsors are instructed to enter the email for a supervisor or other point of contact in Person Model.

When more than one non-employee share~~s~~ the same email address, non-employees will not receive automatic enrollment notifications from USAccess upon sponsorship. Action is required by the Sponsor in USAccess to ensure delivery of enrollment notifications to each individual non-employee who share the same email address.

Search | Reset | Sponsor Tools

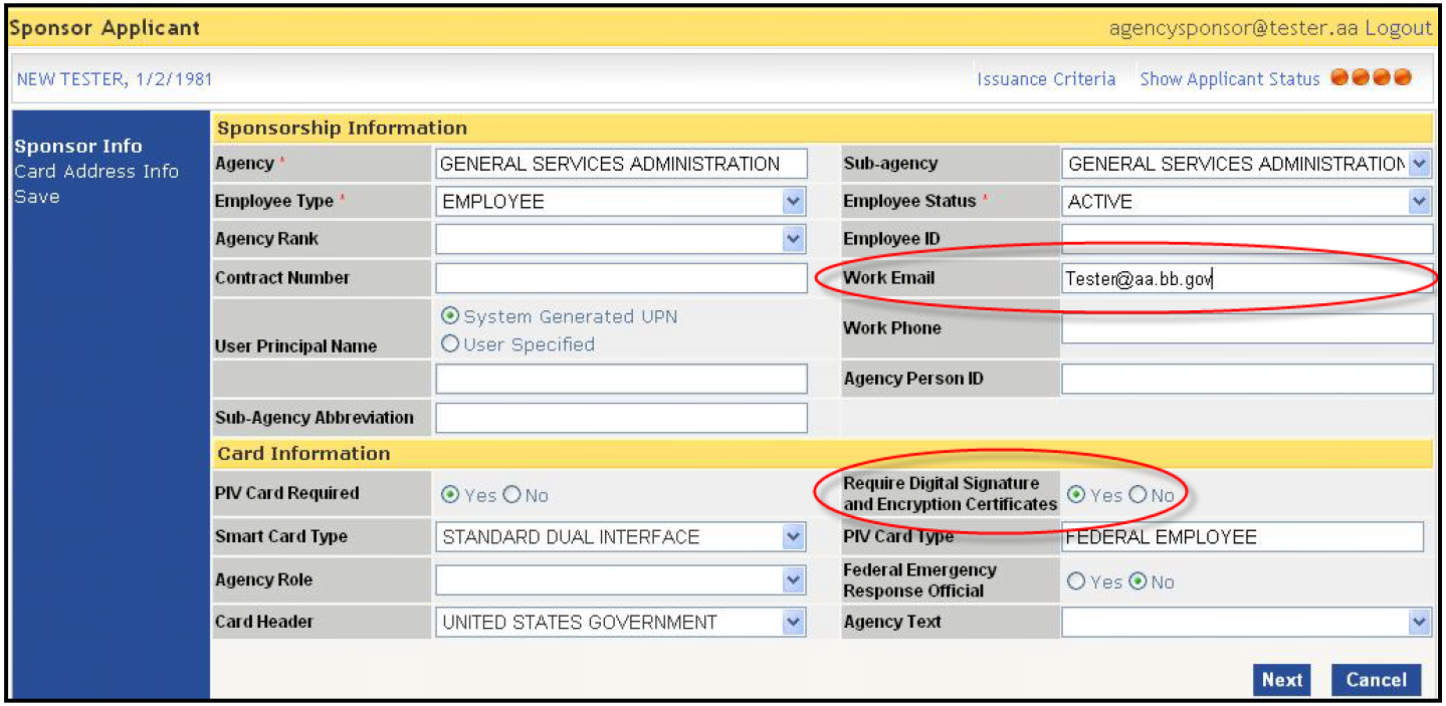
ID	Last Name	First Name	Birth Date	Social Security	Email	Status		
1000121975	DOE	JANE	01/01/1980	XXX-XX-1975	DUSTIN.MILLER@HP.COM	REGISTERED	View Applicant	Edit Sponsorship

Step G-7: Make sure the non-employee has a new or active assignment in Person Model. Once completed, the record will be sent to USAccess as Sponsored, with the Employment Status Active (please allow 24-48 hours for record processing).

Step G-8: Log into the USAccess Sponsor Portal~~,~~ and search for the non-employee per the instructions on slide 125. When the result appears, select **Edit Sponsorship**.

Module G: USAccess Sponsorship Actions (Required)

Shared Email Addresses (continued)

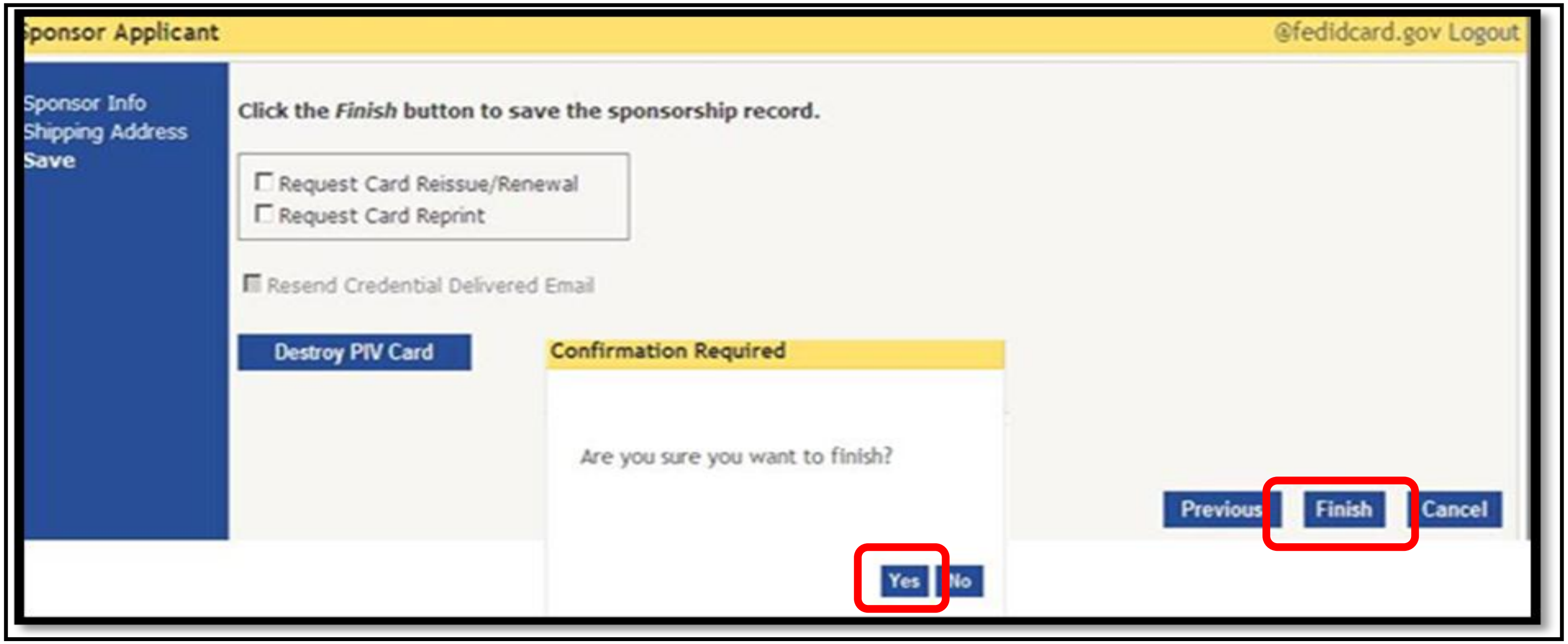


Note: If any of the information is incorrect, missing, or needs updating, changes must be made in Person Model and not in USAccess.

Step G-9: Verify all required **Biographic Data** fields have current and correct information. Red asterisks (*) indicate required fields. Sponsor must select **No** for **Require Digital Signature and Encryption Certificates** to ensure sponsorship is successful for non-employees with the same email address. Click **NEXT** to go to the next screen.

Module G: USAccess Sponsorship Actions (Required)

Shared Email Addresses (continued)



Step G-10: Select **Finish** to save the record. USAccess will ask for a final confirmation. Select **Yes**.

USAccess will direct you back to the **Search Applicant** page. Repeat steps 1-5 for each non-employee who shares an email address with another non-employee.

Module G: USAccess Sponsorship Actions (Required)

LincPass Reprints and Reissues

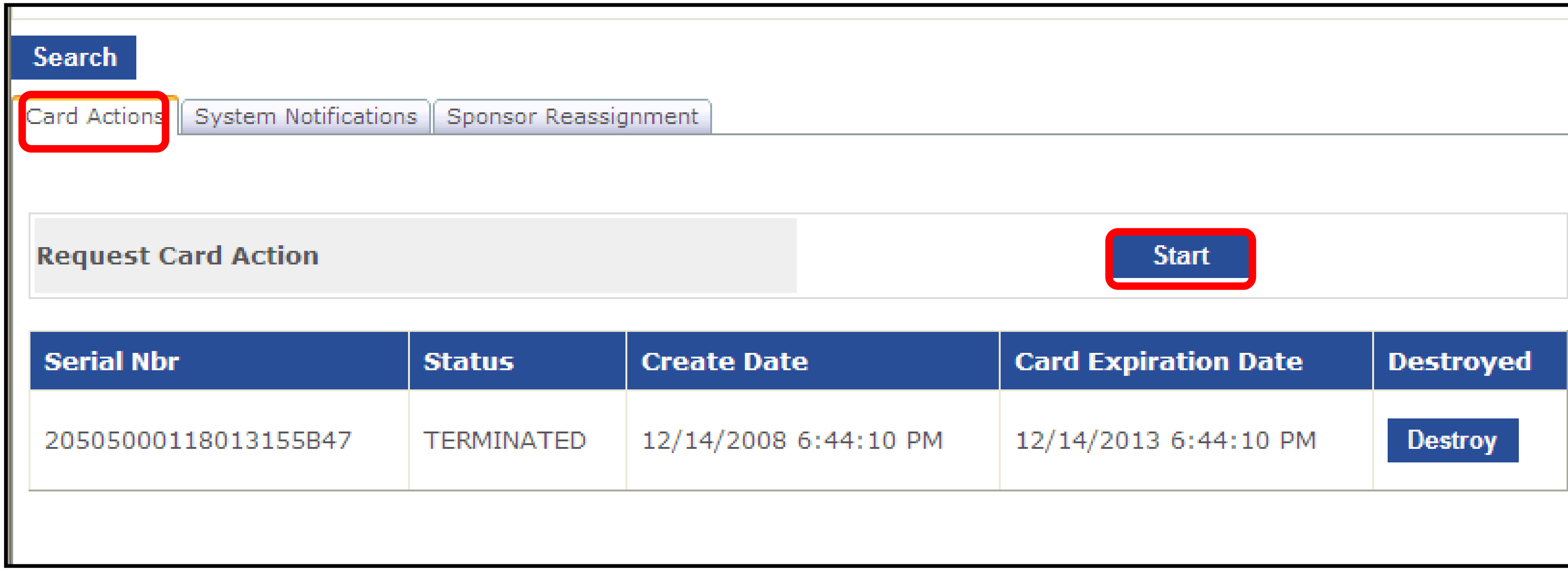
The USAccess Card Action Wizard can be used to reprint or reissue credentials. Use the chart below to determine the appropriate action.

REPRINT REQUEST **(Re-enrollment IS NOT required)**	**REISSUE REQUEST** **(Re-enrollment IS required)**
Request a REPRINT for the following reasons:	Request a REISSUE for the following reasons:
• **Manufacturer caused defect with credential** ○ Information printed incorrect on the card but is correct in USAccess. ○ Defective card, registrar unable to activate	• **Name Change to what is printed on the credential** Name change due to marriage or divorce Need to add a Suffix Need to add a Middle Name
• **Change to the employee type** From county to federal From contractor to federal From federal to contractor	• **Biometric Change to what is embedded on the chip** ○ Biometrics printed or embedded electronically on the card are no longer valid.
• **Damage to credential when delivered** ○ Card is warped, punctured or cracked Card is not well put together	• **Manufacturing or Process defect that can only be corrected by re-enrolling** Registrar input wrong eye color Picture did not render well
• **Applicant caused damage** ○ Washed with laundry ○ Ran over with car	• **Credential expired** ○ Credential's certificate expired
• **Change to the Federal Emergency Response Official (FERO) designation** • **Applicant is transferring from another Federal Agency to USDA**	• **Change in Employment Status** • **Credential is lost or stolen**

NOTE: Be sure to keep a log of cards that were REPRINTED or REISSUED due to manufacturer defect to ensure that proper reimbursement for the cost of the reprint/reissue is received by the department.

Module G: USAccess Sponsorship Actions (Required)

LincPass Reprints and Reissues



Step G-11: First, make sure the non-employee has a new or active assignment in the Person Model. Once completed, the record will be sent to USAccess as **Sponsored,** with the Employment Status **Active** (allow one business day for processing).

Step G-12: Log into the USAccess Sponsor Portal**, Search** for the non-employee, then select **Sponsor Utilities.**

Step G-13: Click on the **Card Actions** Tab, then click **Start** to launch the Card Action Wizard**.**

Module G: USAccess Sponsorship Actions (Required)

LincPass Reprints and Reissues (continued)

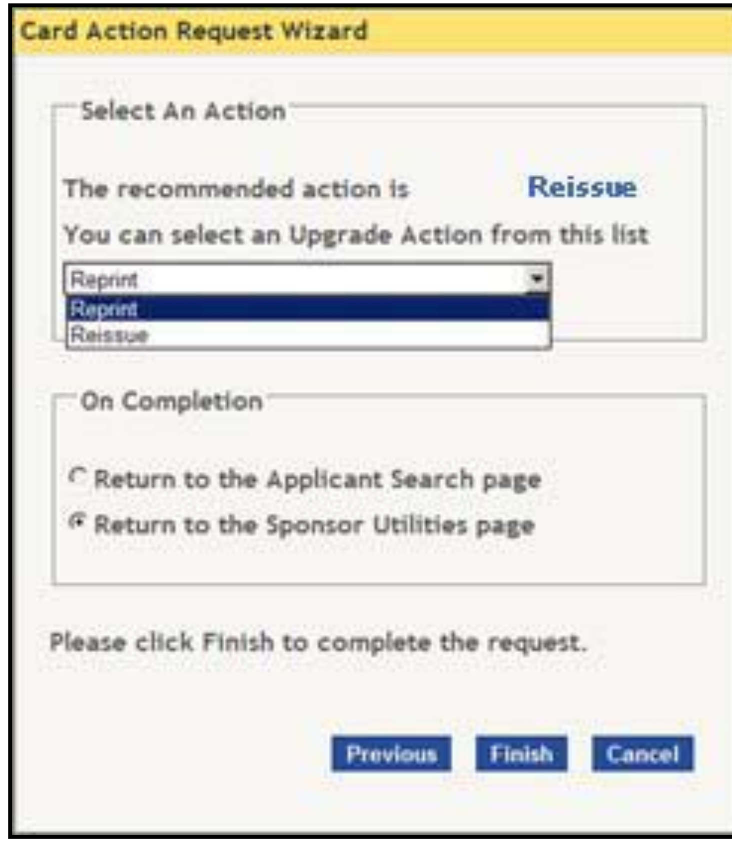
Step G-14: Respond **Yes** or **No** regarding the status of the non-employee's card, then select the **reason** for card action.

Module G: USAccess Sponsorship Actions (Required)

LincPass Reprints and Reissues (continued)

Step G-15: The Wizard will present the recommended action. You can choose the recommended action or select an **Upgrade Action** from the drop-down list.

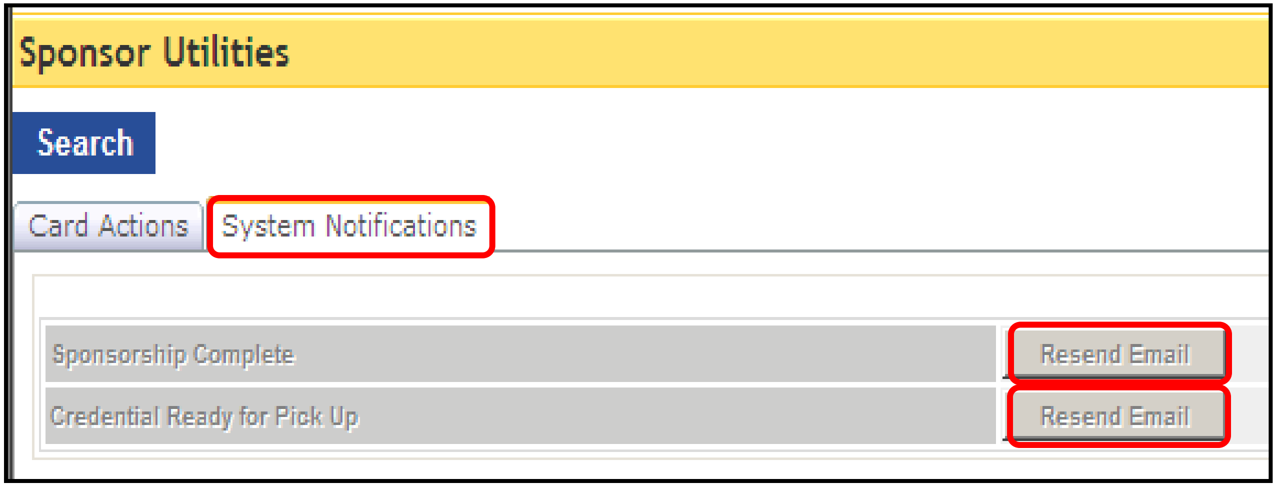
Step G-16: Select the page to which you want to be directed upon completion, then click **Finish**.



Module G: USAccess Sponsorship Actions (Required)

Resending Applicant Notifications

To resend a system notification (such as a sponsorship email), complete the following steps:



Step G-17: Log into the USAccess Sponsor Portal, search for the non-employee Applicant, click on **Sponsor Utilities**.

Step G-18: Click on **Sponsor Utilities** in the Applicant Search Screen Results.

Step G-19: Click on the **System Notification** tab.

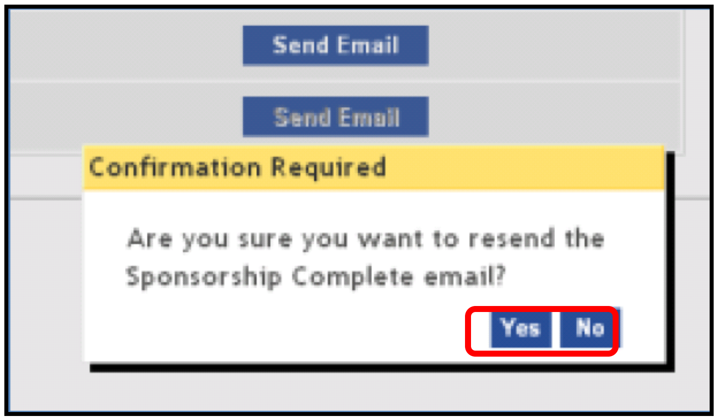
Step G-20: Select a System Notification and Click on **Resend Email.**

Module G: USAccess Sponsorship Actions (Required)

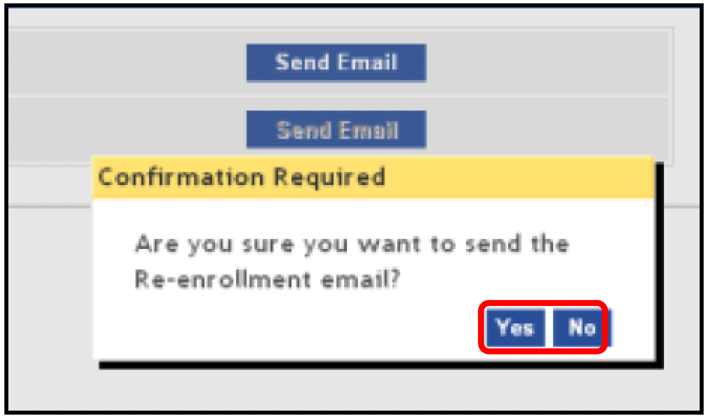
Resending Applicant Notifications

To resend system notifications (continued):

Initial enrollment reminder view



Re-enrollment reminder view



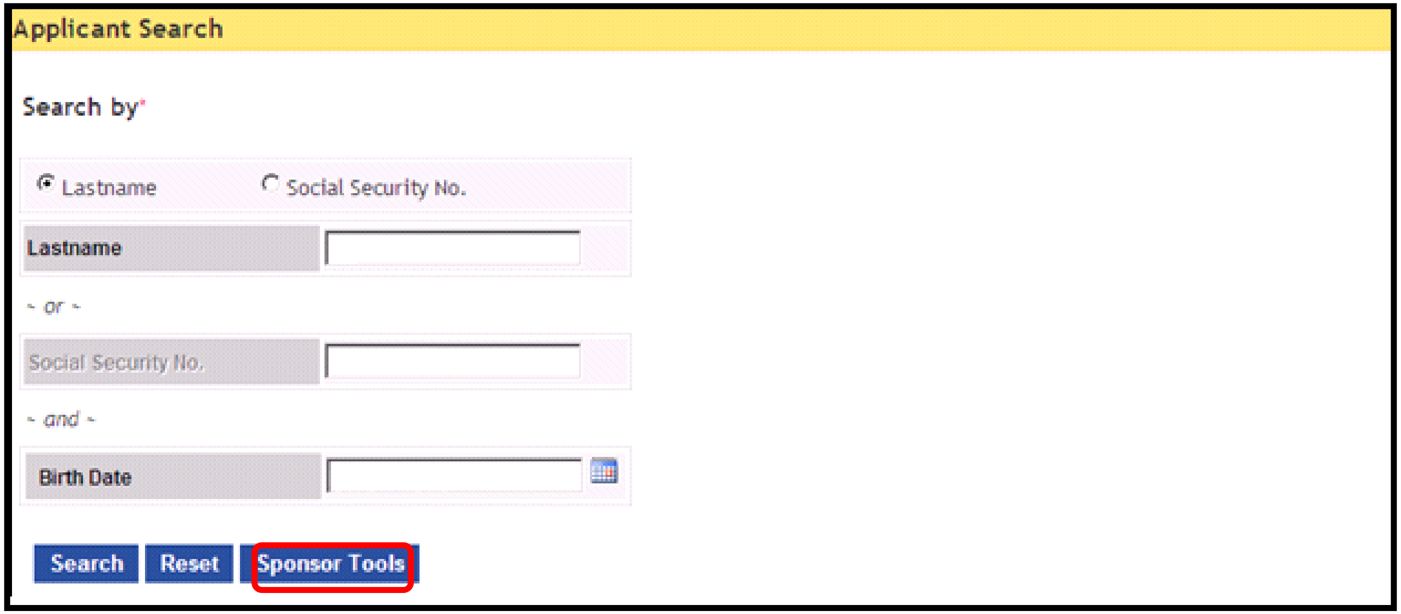
Step G-21: USAccess will ask for a final confirmation. Select **Yes** to send the System Notification.

The system detects whether the non-employee needs to enroll for the first time, or if the non-employee needs to re-enroll. If the Credential has not been printed and inventoried by the pick-up location, the option to send the Ready for Pick up notification is disabled/grayed out.

Module G: USAccess Sponsorship Actions (Required)

Sponsor Role Reassignment

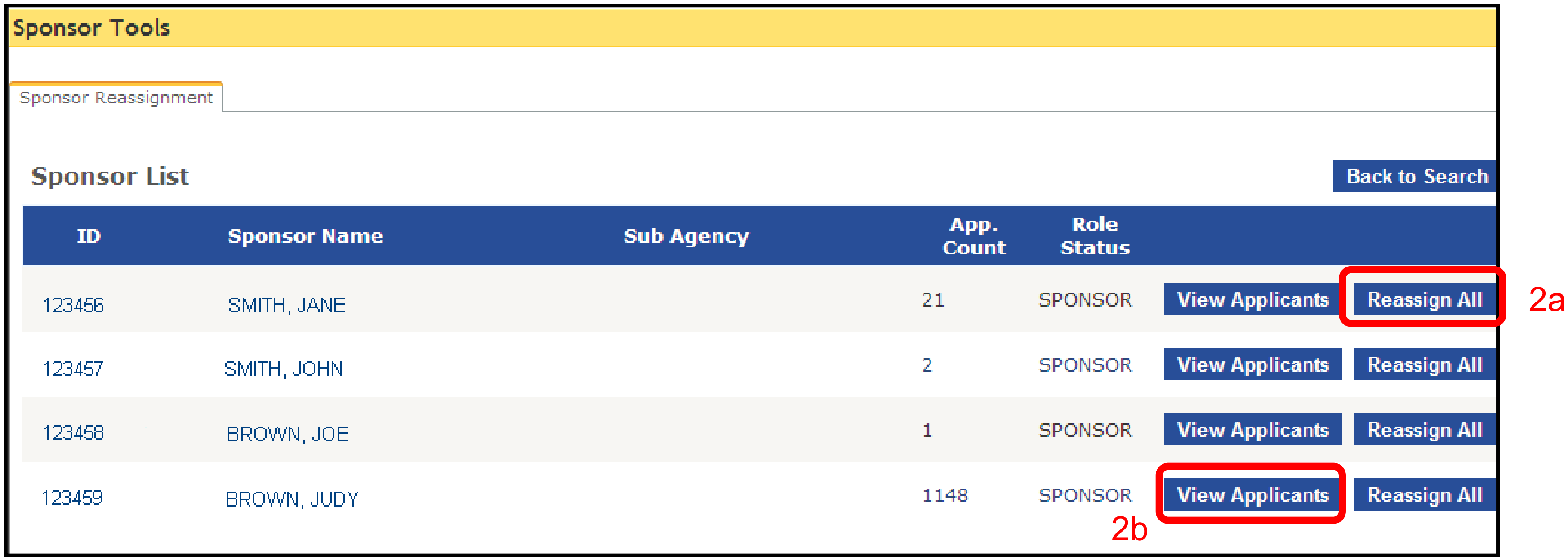
When a Sponsor leaves the Agency/Organization or no longer holds the Sponsor role, non-employee records are left without an active Sponsor of Record. The Sponsor Reassignment Tool allows an employee who currently holds the Sponsor role to assume Sponsorship of Records within his or her scope that do not violate the Separation of Duties rule.



Step G-22: Log into the USAccess Sponsor Portal. From the **Applicant Search** page, select **Sponsor Tools** to navigate to the Sponsor Reassignment page.

Module G: USAccess Sponsorship Actions (Required)

Sponsor Role Reassignment



Step G-23: Select one of the options below to assume sponsorship of applicants.

a) To assume sponsorship of all Sponsor's non-employees without viewing the individual records, click **Reassign All.**

b) To view the current Sponsor's list of non-employees before assuming sponsorship of all non-employees, click **View Applicants.**

Module G: USAccess Sponsorship Actions (Required)

Sponsor Role Reassignment

Step G-24: To reassign individual records, click the check box in the **Reassign column** next to the appropriate applicant record.

Step G-25: Click **Reassign Selected** when you have completed your selection and you want to complete the reassignment. Upon completion, your Sponsor ID will now be attached to the applicant record (s) selected for reassignment. To assume sponsorship of records in Person Model, please refer to Module F.

You cannot assume sponsorship for non-employees whose records are marked with an X because of the Separation of Duties rule.

Applicants for CHINA, US

Reassign	ID	Applicant Name	Sub Agency
☐	1000120047	HUNDREDONE, APPLICANT	GENERAL SERVICES ADMINISTRATION
☑	1000120048	HUNDREDONE, APPLICANT	GENERAL SERVICES ADMINISTRATION
☐	1000120051	HUNDREDONE, APPLICANT	GENERAL SERVICES ADMINISTRATION
X	1000120050	HUNDREDONE, APPLICANT	GENERAL SERVICES ADMINISTRATION
☐	1000120044	HUNDREDONE, APPLICANT	GENERAL SERVICES ADMINISTRATION
☑	1000120046	HUNDREDONE, APPLICANT	GENERAL SERVICES ADMINISTRATION
X	1000120161	TRIP, INDIA	GENERAL SERVICES ADMINISTRATION
X	1000120162	TRIP, INDIA	GENERAL SERVICES ADMINISTRATION
X	1000120163	TRIP, INDIA	GENERAL SERVICES ADMINISTRATION
☐	1000120158	TRIP, INDIA	GENERAL SERVICES ADMINISTRATION

1 2 3 4 5 6 7 8 9 10 ...

Reassign Selected | Reassign All

Resources

For more information on LincPass applicability, please see the USDA Departmental Manual (DM) 4620-002 via the following link: http://lincpass.usda.gov/ref_lincpass.html

Additional information and training materials on HSPD-12 at USDA can be located at: http://lincpass.usda.gov/.

For any additional support about instructions in this guide or issues with records processing, please contact the USDA HSPD-12 Help Desk:

Toll Free Telephone: 1-888-212-9309
Local Telephone: 703-245-7888
Email: USDAHSPD12help@dm.usda.gov

For technical issues with accessing or generating the USAccess ASR, please contact the USAccess Help Desk at 1-866-493-8391 or usaccess.helpdesk@hp.com.