



(v1.2 June 18, 2012)

Person Model *Sponsor Training*



LincPass
simple. smart. secure.



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.



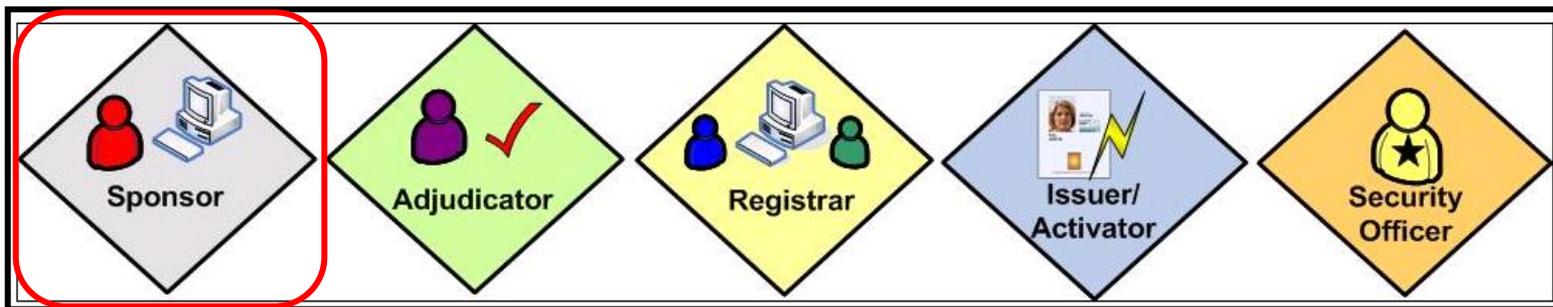
Introduction

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.

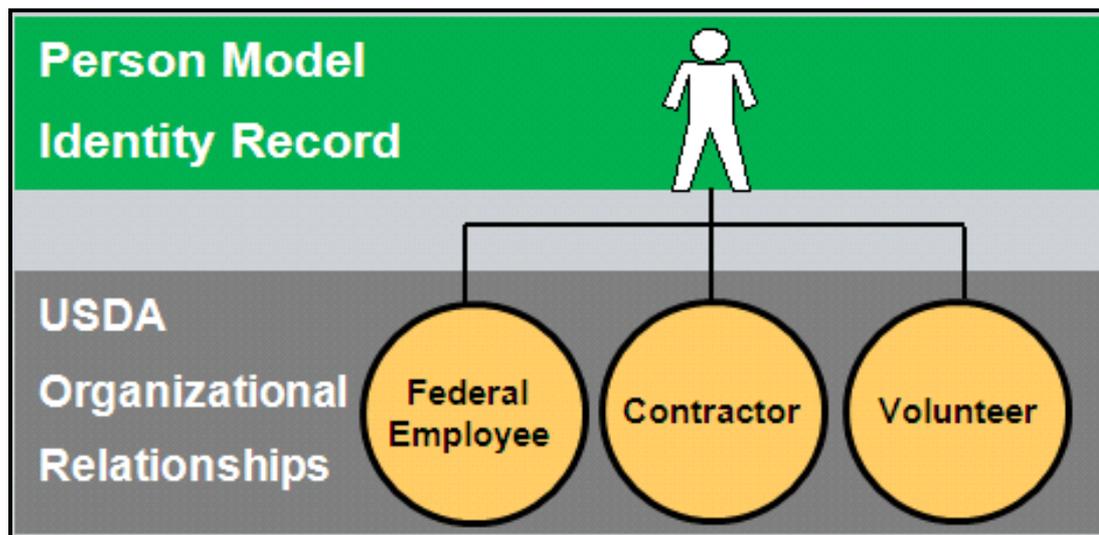




What is Person Model?

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:

- Contractors
- 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)

 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

[Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [USA.gov](#) | [White House](#)

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)

 United States Department of Agriculture
National Finance Center



WARNING

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- * 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:

A-2

[Did you forget your password?](#)

[Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [USA.gov](#) | [White House](#)

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



Module A: Getting Started (Required)

A-3

Menu

Search:

My Favorites

Employee Self Service

Workforce Administration

Non-Employee Processing

EmpowHR Setup Tables (HD)

Worklist

Reporting Tools

[Change My Password](#)

[My Personalizations](#)

[My System Profile](#)

[My Dictionary](#)

Home | Worklist | Add to Favorites | Sign out

[Help](#)

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 screenshot shows the EmpowHR system interface. On the left is a 'Menu' sidebar with a search bar and a list of options. The 'Non-Employee Processing' option is highlighted in blue. The main content area displays a grid of icons and links for various functions. A blue rounded rectangle highlights the 'Non-Employee Processing' section in both the sidebar and the main content area.

Main Menu >		
Non-Employee Processing		
Person Model Reports Person Model Reports - Location Report - Non Employee Process - Period of Performance Report - Summary Report	Person Information Modify a person's basic information, such as name and contact information.	Add a New Relationship Attach a new person-of-interest type to an existing person.
Maintain a Persons Assignment Maintain the information for a person-of-interest without jobs.	Person Organizational Summary View a summary of all the organizational relationships for a person.	Company/Organization Company/Organization
Contract Information Contract Information		

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.

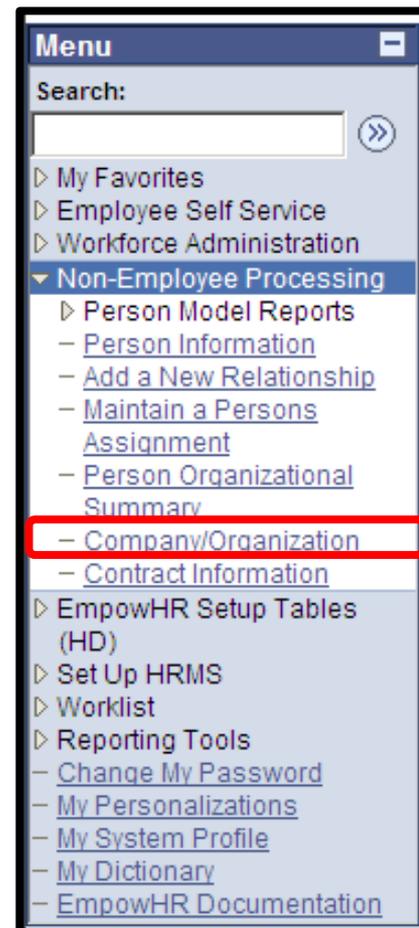


Module A: Getting Started (Required)

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)

The screenshot displays a web application interface with a left-hand menu and a main content area. The left-hand menu is titled 'Menu' and includes a search field. The 'Non-Employee Processing' section is expanded, showing several options. The 'Company/Organization' option is highlighted with a red box. A red box labeled 'B-1' is positioned to the left of this option. The main content area is titled 'Main Menu >' and contains a 'Non-Employee Processing' section with several sub-sections and links.

B-1

Menu

Search:

- My Favorites
- Employee Self Service
- Workforce Administration
- Non-Employee Processing**
 - Person Model Reports
 - Person Information
 - Add a New Relationship
 - Maintain a Persons Assignment
 - Person Organizational Summary
 - Company/Organization**
 - Contract Information
 - EmpowHR Setup Tables (HD)
 - Set Up HRMS
 - Worklist
 - Reporting Tools
 - Change My Password
 - My Personalizations
 - My System Profile
 - My Dictionary
 - EmpowHR Documentation

Main Menu >

Non-Employee Processing

- Person Model Reports**
 - Person Model Reports
 - Location Report
 - Non Employee Process
 - Period of Performance Report
 - Summary Report
- Person Information**
 - Modify a person's basic information, such as name and contact information.
- Add a New Relationship**
 - Attach a new person-of-interest type to an existing person.
- Maintain a Persons Assignment**
 - Maintain the information for a person-of-interest without jobs.
- Person Organizational Summary**
 - View a summary of all the organizational relationships for a person.
- Company/Organization**
 - Company/Organization
- Contract Information**
 - Contract Information

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



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

B-2

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

Find an Existing Value | [Add a New Value](#)

Company/Organization: =

DUNS:

Company Name:

Include History Correct History Case Sensitive

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

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)

Company/Organization

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

[Find an Existing Value](#) [Add a New Value](#)

Company/Organization: =

DUNS: begins with

Company Name: begins with

Include History Correct History Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

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)

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

[Find an Existing Value](#) [Add a New Value](#)

Company/Organization: =

DUNS:

Company Name:

Include History Correct History Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results
View All First 1-4 of 4 Last

Company/Organization	DUNS	Company Name
Company	1234567890123	TESTING123
Company	321654987	Testing2
Company	897465123	Test Company
Company	097654321	testtesttest

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

Company/Organization

Company/Organization Details

*Company/Org

DUNS

*Company Name

Entered by NEISTA01 Account, Test

*Contact Name

*Contact Phone #

Company/Organization Address

*Address Line 1

Address Line 2

*City

*State Colorado

Postal Code

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

Company/Organization

[Find an Existing Value](#) | [Add a New Value](#)

Company/Organization:
DUNS:
Company Name:

[Find an Existing Value](#) | [Add a New Value](#)

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

Company/Organization

[Find an Existing Value](#) [Add a New Value](#)

Company/Organization:

DUNS:

Company Name:

[Find an Existing Value](#) | [Add a New Value](#)

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

Company/Organization

[Find an Existing Value](#) [Add a New Value](#)

Company/Organization:

DUNS:

Company Name:

[Find an Existing Value](#) | [Add a New Value](#)

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

Company/Organization

Company/Organization Details

*Company/Org	<input type="text" value="Company"/>
DUNS	<input type="text"/>
*Company/Organization Name	<input type="text"/>
*Contact Name	<input type="text"/>
*Contact Phone #	<input type="text"/>
Entered by	<input type="text" value="DataEntry"/> <input type="text" value="DataEntry"/>

Company/Organization Address

*Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
*City	<input type="text"/>
*State	<input type="text"/> <input type="button" value="🔍"/>
Postal Code	<input type="text"/>



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

Company/Organization

Company/Organization Details

*Company/Org	Company
DUNS B-9	123456789
*Company/Organization Name	
*Contact Name	
*Contact Phone #	
Entered by	DATA_ENTRY DATA_ENTRY

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)

Company/Organization

Company/Organization Details

*Company/Org	Company
DUNS	133456789
*Company/Organization Name	Test Company1
*Contact Name	
*Contact Phone #	
Entered by	DATA_ENTRY DATA_ENTRY

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)

Company/Organization

Company/Organization Details

*Company/Org	Company
DUNS	133456789
*Company/Organization Name	Test Company1
*Contact Name	Duck,Daffy
*Contact Phone #	891/578-9642
Entered by	DATA_ENTRY DATA_ENTRY

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

Company/Organization Address

*Address Line 1 123 MAIN ST.

Address Line 2 SUITE 1200

*City ORLANDO

*State FL Florida

Postal Code 32825

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

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

Find an Existing Value | Add a New Value

Contract/Grant Flag: = [v] [v]
Number: begins with [v] Contract
Sub-Agency: begins with [v] Grant/Agreement
DUNS: begins with [v] [m]
Company/Org Name: begins with [v] [m]

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

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

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

[Find an Existing Value](#) [Add a New Value](#)

Contract/Grant Flag: =

Number: begins with

Sub-Agency: begins with

DUNS: begins with

Company/Org Name: begins with

Include History Correct History Case Sensitive

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

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)

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

[Find an Existing Value](#) [Add a New Value](#)

Contract/Grant Flag: = Contract

Number: begins with TEST

Sub-Agency: begins with 11

DUNS: begins with

Company/Org Name: begins with

Include History Correct History Case Sensitive

[Basic Search](#)

Search Results
View All First 1 of 1 Last

Contract/Grant Flag	Number	Company	Sub-Agency	DUNS	Company/Org Name
Contract	TEST	AG	11	000000009	Test For You

[Find an Existing Value](#) | [Add a New Value](#)

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.

Contract/Grant/Agreement Information

*Type:

*Number:

Contract Description:

*Sub Agency: Forest Service

*Period of Performance Start Date:

*Period of Performance End Date:

*USDA POC:

Security Office Identifier:

Submitting Office Number:

OPAC/ALC Number:

Notes:

Company/Organization Information

DUNS:

Company/Organization Name:

Address Line 1:

Address Line 2:

City:

State:

Postal Code: Country:

Phone Number: Contact Name:

C-5 **C-4**



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

Contract Information

[Find an Existing Value](#) **Add a New Value** C-6

C-7 **Contract/Grant Flag**

Number:

Sub-Agency:

[Find an Existing Value](#) | [Add a New Value](#)

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

Contract Information

[Find an Existing Value](#) [Add a New Value](#)

Contract/Grant Flag:

Number:

Sub-Agency:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

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

Contract/Grant/Agreement Information

Type: Contract

*Number:

Contract Description:

*Sub Agency:

*Period of Performance Start Date:

*Period of Performance End Date:

USDA POC:

Security Office Identifier:

Submitting Office Number:

OPAC/ALC Number:

Notes:

Company/Organization Information

DUNS:

Company/Organization Name:

Address Line 1:

Address Line 2:

City:

State:

Postal Code: Country:

Phone Number: Contact Name:



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

Contract/Grant/Agreement Information

Type:	Contract
*Number:	<input type="text"/>
Contract Description:	<input type="text"/>
*Sub Agency:	<input type="text"/> 
*Period of Performance Start Date:	<input type="text"/> 
*Period of Performance End Date:	<input type="text"/> 
USDA POC:	<input type="text"/> 

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

Contract/Grant/Agreement Information

Type:	Contract
*Number:	ABC-12345
Contract Description:	<input type="text"/>
*Sub Agency:	<input type="text"/> 
*Period of Performance Start Date:	<input type="text"/> 
*Period of Performance End Date:	<input type="text"/> 
USDA POC:	<input type="text"/> 

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)

Contract/Grant/Agreement Information

Type:	Contract
*Number:	ABC12345
C-10 Contract Description:	Headquarters Help Desk
C-11 *Sub Agency:	<input type="text"/>
*Period of Performance Start Date:	<input type="text"/> Look up Sub Agency (Alt+5)
*Period of Performance End Date:	<input type="text"/>
USDA POC:	<input type="text"/>

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)

Look Up Sub Agency

Sub-Agency: begins with

[Basic Lookup](#)

Search Results

View All First 1-40 of 40 Last

Sub-Agency	Description
AW	ALTERNATIVE AGRICULTURE RESEARCH AND COMMERCIALIZA
02	Agricultural Marketing Service
03	Agricultural Research Service
34	Animal and Plant Health Inspection Service
22	Cooperative State Research, Education, and Extension Service
90	DM, Office of the Chief Financial Officer
DA	Departmental Administration
18	Economic Research Service
FA	Farm Service Agency
37	Food Safety and Inspection Service
30	Food and Nutrition Service
10	Foreign Agricultural Service
11	Forest Service
39	Grain Inspection, Packers and Stockyards Administration

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

The screenshot shows a web form for entering contract information. The fields are as follows:

- Contract Description: Headquarters Help Desk
- *Sub Agency: 11 Forest Service
- *Period of Performance Start Date: 10/20/2011 (highlighted with a red box)
- *Period of Performance End Date: 10/19/2012 (highlighted with a red box)
- *USDA POC: [Empty]
- Security Office Identifier: [Empty]
- Submitting Office Number: [Empty]
- OPAC/ALC Number: [Empty]
- Notes: [Empty]

A calendar pop-up is visible, showing the month of October 2012. The date 19 is selected. The calendar has a 'Current Date' button at the bottom.

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. 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.



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

*Period of Performance Start Date: 

*Period of Performance End Date: 

*USDA POC:  **C-15**

Security Office Identifier:

Submitting Office Number:

OPAC/ALC Number:

Notes:

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

Look Up USDA POC

EmplID:

Name:

[Basic Lookup](#)

Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

[View All](#) [First](#) [Last](#)

EmplID	Name
12345	Mouse,Minnie

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	Security Office Identifier:	<input type="text" value="1234"/>
C-19	Submitting Office Number:	<input type="text" value="4689"/>
C-20	OPAC/ALC Number:	<input type="text" value="9876541"/>
C-21	Notes:	<input type="text" value="TEST NOTES"/>

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

Company/Organization Information

DUNS: 

Company/Organization Name: 

Address Line 1:

Address Line 2:

City:

State:

Postal Code: Country:

Phone Number: Contact Name:

Save  Notify  Add  Update/Display  Include History  Correct History

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

Look Up DUNS

DUNS:

Description:

[Basic Lookup](#)

Search Results

View All 1-7 of 7

DUNS	Description
1234567890123	TESTING123
897465123	Test Company
000000009	Test For You
321654987	Testing2
000000002	test
334634663	test
987654321	testtesttest

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)

Company/Organization Information

DUNS:	<input type="text" value="897465123"/>	
Company/Organization Name:	<input type="text" value="Test Company"/>	
Address Line 1:	123 MAIN ST.	
Address Line 2:	SUITE 1200	
City:	ORLANDO	
State:	FL	Florida
Postal Code:	32825	Country: USA
Phone Number:	891/548-9642	Contact Name: Duck,Daffy

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)

The screenshot displays the EmpowHR system interface. On the left is a navigation menu with the following items: Search, My Favorites, Employee Self Service, Workforce Administration, Non-Employee Processing, Person Model Reports, **Person Information** (highlighted with a red box and labeled D-1), Add a New Relationship, Maintain a Persons Assignment, Person Organizational Summary, Company/Organization, Contract Information, EmpowHR Setup Tables (HD), Set Up HRMS, Worklist, Reporting Tools, Change My Password, My Personalizations, My System Profile, My Dictionary, and EmpowHR Documentation. The main content area is titled "Personal Information" and includes the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this are two tabs: "Find an Existing Value" (selected) and "Add a New Value". The search form contains the following fields: EmplID (dropdown: begins with, text input), First Name (dropdown: begins with, text input), Last Name (dropdown: begins with, text input: test), Social Security Number (dropdown: =, text input), and Date of Birth (dropdown: =, text input, calendar icon). There are three checkboxes: "Include History", "Correct History", and "Case Sensitive". At the bottom of the form are buttons for "Search" (highlighted with a red box and labeled D-2), "Clear", "Basic Search", and "Save Search Criteria". Below the buttons are links for "Find an Existing Value" and "Add a New Value".

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)

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

Find an Existing Value [Add a New Value](#)

EmpID:

First Name:

Last Name:

Social Security Number:

Date of Birth:

Include History Correct History Case Sensitive

[Basic Search](#)

Search Results
View All First 1-3 of 3 Last

EmpID	First Name	Last Name	National ID Format	Date of Birth
261095	SHOLA	TEST	XXX-XX-7494	09/07/1977
261997	JOHN	TESTER	XXX-XX-9678	07/22/1945
262021	GIRL	TESTER	XXX-XX-2003	02/02/1962

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.

Biographical Details [Contact Details](#)

JOHN TESTER Person ID: 261997

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

*Effective Date: 09/08/2011

*Display Name: JOHN TESTER [Edit Name](#)

Biographic Information

*Date of Birth: 07/24/1945 66 Years 2 Months Date of Death:

Date of Birth Re-enter: 07/24/1945

Birth Country: USA

Birth State: CO Colorado

Birth Location: County

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

*Effective Date: 09/08/2011

*Gender: Unknown

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

Country	*National ID Type	*National ID	National ID Re-enter	Primary ID
USA	Social Security Number	523-17-9679	523-17-9679	<input checked="" type="checkbox"/>

*Country of Citizenship: USA Emergency Response Official

Notes:

D-5



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

Personal Information D-6

[Find an Existing Value](#) **Add a New Value**

EmplID:

D-7 **Add**

[Find an Existing Value](#) | [Add a New Value](#)

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

Biographical Details
Contact Details
Organizational Relationships

Person ID: NEW

Find | View All
First 1 of 1 Last

*Effective Date: + -

*Display Name: [Add Name](#)

Biographic Information

*Date of Birth: 0 Years 0 Months

Date of Birth Re-enter:

Birth Country: 🔍

Birth State: 🔍

Birth Location:

Find | View All
First 1 of 1 Last

*Effective Date: + -

*Gender: ▼

Customize | Find | View All
First 1 of 1 Last

Country	*National ID Type	*National ID	National ID Re-enter	Primary ID
USA	<input type="text" value="Social Security Number"/> ▼	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>

*Country of Citizenship 🔍 Emergency Response Official

Notes:



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

D-8

Biographical Details | Contact Details | Organizational Relationships

Person ID: NEW

Name Find | View All First 1 of 1 Last

*Effective Date: 06/22/2011 + -

*Display Name: [Add Name](#)

Biographic Information

*Date of Birth: [] 0 Years 0 Months

Date of Birth Re-enter []

Birth Country: USA

Birth State: []

Birth Location: []

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 06/22/2011 + -

*Gender: Unknown

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)

Biographical Details | Contact Details | Organizational Relationships

Person ID: NEW

Name Find | View All First 1 of 1 Last

*Effective Date: 06/22/2011 [31] + -

*Display Name: D-9 [Add Name](#)

Biographic Information

*Date of Birth: [] [31] 0 Years 0 Months

Date of Birth Re-enter [] [31]

Birth Country: USA []

Birth State: [] []

Birth Location: []

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 06/22/2011 [31] + -

*Gender: Unknown []

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: You must enter the person's name as shown on their government-issued ID, 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)

Edit Name

English Name Format

D-10 Prefix: Mr

D-11 First: MICKEY

D-12 Middle Name: M.

D-13 Last Name: MOUSE

D-14 Suffix: SENIOR

Refresh Name Display Name:
Formal Name:
Name:

OK Cancel

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)

Edit Name

English Name Format

Prefix:

First: Middle Name:

Last Name:

Suffix:

Display Name: MICKEY MOUSE
Formal Name: Mr MICKEY MOUSE
Name: MOUSE, MICKEY M.

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

The screenshot shows a web form titled "Biographic Information". The form has several fields: "*Date of Birth:" with the value "05/15/1928" and a calendar icon; "Date of Birth Re-" with the value "05/15/1928" and a calendar icon; "Birth Country:" with the value "USA"; "Birth State:" and "Birth Location:" (empty); "*Effective Date:" and "*Gender:" (empty). A date picker calendar is open, showing the month of May 1928, with the 15th selected. Below the form is a table for "National ID" with columns: Country, *National ID Type, *National ID, National ID Re-enter, and Primary ID. The first row shows "USA", "Social Security Number", an empty field, an empty field, and a checked box. The form also includes navigation buttons like "First", "1 of 1", and "Last".

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)

Biographical Details | Contact Details | Organizational Relationships

Person ID: NEW

Name Find | View All First 1 of 1 Last

*Effective Date: 06/22/2011 [31] + -

*Display Name: Add Name

Biographic Information

*Date of Birth: [] [31] 0 Years 0 Months

Date of Birth Re-enter: [] [31]

D-18 Birth Country: USA [Q]

Birth State: [] [Q]

Birth Location: []

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 06/22/2011 [31] + -

*Gender: Unknown [v]

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)

Look Up Birth Country

Country:

Description:

[Basic Lookup](#)

Search Results

[View All](#) First 1-100 of 241 [Last](#)

Country	Description
ABW	Aruba
AFG	Afghanistan
AGO	Angola
AIA	Anquilla
ALB	Albania
AND	Andorra
ANT	Netherlands Antilles
ARE	United Arab Emirates
ARG	Argentina

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)

Biographical Details | Contact Details | Organizational Relationships

Person ID: NEW

Name Find | View All First 1 of 1 Last

*Effective Date: 06/22/2011 [31] + -

*Display Name: Add Name

Biographic Information

*Date of Birth: [] [31] 0 Years 0 Months

Date of Birth Re-enter: [] [31]

Birth Country: USA [Q]

Birth State: [] [Q]

Birth Location: []

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 06/22/2011 [31] + -

*Gender: Unknown [v]

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)

Look Up Birth State

Birth Country: USA

State:

Description:

[Basic Lookup](#)

Search Results

View All

State	Description
AK	Alaska
AL	Alabama
AR	Arkansas
AS	American Samoa
AZ	Arizona
CA	California
CO	Colorado
CT	Connecticut
DC	District of Columbia
DE	Delaware

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)

Biographical Details Contact Details Organizational Relationships

MICKEY MOUSE Person ID: NEW

Name Find | View All First 1 of 1 Last

*Effective Date: 09/28/2011 + -

*Display Name: MICKEY MOUSE [Edit Name](#)

Biographic Information

*Date of Birth: 05/15/1928 83 Years 4 Months

Date of Birth Re-enter: 05/15/1928

Birth Country: USA

Birth State: VA Virginia

Birth Location: Colinsville

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 09/28/2011 + -

*Gender: Unknown

D-20

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



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

Biographical Details | Contact Details | Organizational Relationships

Person ID: NEW

Name Find | View All First 1 of 1 Last

*Effective Date: 06/22/2011 [calendar icon] [+ -]

*Display Name: [Add Name](#)

Biographic Information

*Date of Birth: [] [calendar icon] 0 Years 0 Months

Date of Birth Re-enter [] [calendar icon]

Birth Country: USA [search icon]

Birth State: [] [search icon]

Birth Location: []

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 06/22/2011 [calendar icon] [+ -]

*Gender: Unknown [dropdown arrow]

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)

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 D-23	*National ID D-24	National ID Re-enter D-25	Primary ID
USA	Social Security Number <input type="button" value="v"/>	123456789	123456789	<input checked="" type="checkbox"/>

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)

D-26 *Country of Citizenship **D-27** Emergency Response Official

D-28 Notes:

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)

[Biographical Details](#) **Contact Details** [Organizational Relationships](#)

D-29 Person ID: NEW

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

<u>Address Type</u>	<u>As Of Date</u>	<u>Status</u>	<u>Address</u>
Home			

D-30 [Add Address Detail](#) + -

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

<u>*Phone Type</u>	<u>Telephone</u>	<u>Extension</u>	<u>Preferred</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

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)



The screenshot shows a web-based form titled "Address History". At the top, it says "Address Type: Home". Below that is a table with a blue header "Address History" and a search bar containing "Find", "First", "1 of 1", and "Last". The table has three columns: "*Effective Date", "Country", and "Status". The first row contains the values "6/22/2011", "USA", and "A". Each of these three fields is enclosed in a red box. Below the table, there are "OK" and "Cancel" buttons. To the right of the table, there is an "Address:" label, a "+ -" button, and a blue "Add Address" link.

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)

Address History

Address Type: Home

Address History				Find	First	1 of 1	Last
*Effective Date	Country	*Status	Address:				
06/22/2011	USA	A		Add Address			

OK Cancel

D-34

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)

Edit Address

Country: United States

D-35 Address 1: 6830 WEST 25TH ST.

Address 2: APARTMENT 15-B

Address 3:

D-36 City: KISSIMMEE State: FL Florida D-37 Postal: 24747

County: OSCEOLA

OK Cancel

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)

Edit Address

Country: United States

Address 1: 6830 WEST 25TH ST.

Address 2: APARTMENT 15-B

Address 3:

City: KISSIMMEE State: FL Florida

Postal: 24747

County: OSCEOLA

OK Cancel

D-39

D-40

D-38

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)

Address History

Address Type: Home

*Effective Date	Country	*Status	Address:	
09/28/2011	USA	A	6830 WEST 25TH ST. APARTMENT 15-B KISSIMMEE, FL 24747 OSCEOLA	Add Address

OK Cancel

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

The screenshot shows a web form titled "Phone Information". A red box highlights the "Phone Type" dropdown menu, which is open and shows the following options: Business, Campus, Dormitory, FAX, Flexiplace Phone, Home, Main, Mobile, Other, Pager 1, Pager 2, and Telex. The form also includes fields for "Telephone", "Extension", and "Preferred". Below the "Phone Information" section, there is an "Email Address" field and a "Preferred" checkbox. At the bottom of the form, there are buttons for "Previous tab", "Next tab", "Add", and "Update/Display".

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)

D-46

The screenshot shows a web form titled "Email Addresses". At the top right, there are navigation options: "Customize | Find |" followed by "First 1 of 1 Last". The form has three main columns: "*Email Type", "*Email Address", and "Preferred". The "*Email Type" column has a dropdown menu that is open, showing a list of options: "Business", "Blackberry", "Business", "Campus", "Dorm", "Home", and "Other". The "Business" option is highlighted. The "*Email Address" column has a text input field. The "Preferred" column has a checked checkbox. Below the input fields, there are buttons for "previous tab", "Next tab", "Add", and "Update/Display". At the bottom, there are links for "Details" and "Organizational Relationships".

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)

D-47 **D-48**

Email Addresses Customize | Find | First 1 of 1 Last

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

D-49 + Add Update/Display

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

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)

Biographical Details | **Organizational Relationships** | Contact Details

Person ID: NEW

Choose Org Relationship to Add

Person of Interest

Save | Notify | Previous | Add | Update/Display | Include History | Correct History

Affiliate
Contractor
Fellow
Intern
Volunteer

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)

Biographical Details | Contact Details | Organizational Relationships

Person ID: NEW

Choose Org Relationship to Add

Person of Interest Contractor

Add the Relationship D-53

Save Notify Previous tab Next tab Add Update/Display Include History Correct History

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

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)

Add Person of Interest **Assignment**

MICKEY MOUSE Person ID: 262105

Person of Interest Type: Contractor

Security Data Find | View All First 1 of 1 Last

*Effective Date: 09/29/2011

***Security Access** Enabled Value 1 Value 2

Type

Person of Interest History Customize | Find | First 1 of 1 Last

	*Effective Date	*Organizational Relationship Status	Planned Exit	More Information
1	09/29/2011	A		

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

Add Person of Interest Assignment

MICKEY M. MOUSE SR Person ID: 262162

Person of Interest Type: Contractor

Security Data Find | View All First 1 of 1 Last

*Effective Date: 11/25/2011 **D-54**

Customize | Find | First 1 of 1 Last

*Security Access Type	Enabled	Value 1	Value 2
POI DEPT	<input checked="" type="checkbox"/>	SetID	NOEMP

Department: AGNEIS

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)

Add Person of Interest **Assignment**

MICKEY MOUSE Person ID: 262105

Person of Interest Type: Contractor

Security Data Find | View All First 1 of 1 Last

*Effective Date: 09/28/2011

***Security Access Type** **D-55** Enabled

POI DEPT SetID

Value 1 **D-56**

NOEMP Department

Value 2 **D-57**

AGNEIS

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)

The screenshot shows a web form titled "Person of Interest History" with a navigation bar at the top containing "Customize | Find | First 1 of 1 Last". The form has five main sections, each with a red box around its label and input area:

- D-58**: *Effective Date, with a date input field containing "09/28/2011" and a calendar icon.
- D-59**: *Organizational Relationship Status, with a dropdown menu showing "A" and a search icon.
- D-60**: Planned Exit, with a date input field and a calendar icon.
- D-61**: More Information, with a text area and a "D-61" label.
- D-62**: A "Save" button with a floppy disk icon and a "Notify" button with a mail icon.

At the bottom of the form, there are two links: "Add Person of Interest" and "Assignment".

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)

Assignment

Contract **D-63**

MICKEY MOUSE Person ID: 262105

Person of Interest Type: Contractor

Contract ID	Sub-Agency	Sub-Agency Description	Begin Date	Expiration Date	Status	Effective Date	Sponsor ID	LincPass Required
1						09/28/2011		<input type="checkbox"/>

D-64

Buttons: Save, Return to Search, Notify, Update/Display, Include History, Correct History

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)

Look Up Contract/Agreement

Account #:

Agency:

Sub-Agency:

Expiration Date:

[Basic Lookup](#)

Search Results

View All 1-2 of 2

<u>Account #</u>	<u>Agency</u>	<u>Sub-Agency</u>	<u>Expiration Date</u>
ABC123	AG	03	09/16/2011
ABC12345	AG	11	10/19/2012

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)

[Edit POI Relationship](#) | Assignment

Contract

MICKEY MOUSE Person ID: 262105

Person of Interest Type: Contractor

Contract ID	Sub-Agency	Sub-Agency Description	Begin Date	Expiration Date	Status	Effective Date	Sponsor ID	LincPass Required
1 ABC12345	11	FS	10/20/2011	10/19/2012	Active Suspended Terminated	09/28/2011		<input type="checkbox"/>

[Save](#) | [Return to Search](#) | [Notify](#)

D-66

[Update/Display](#) | [Include History](#) | [Correct History](#)

[Edit POI Relationship](#) | [Assignment](#)

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)

[Edit POI Relationship](#) | Assignment

Contract

MICKEY MOUSE Person ID: 262105

Person of Interest Type: Contractor

Contract ID	Sub-Agency	Sub-Agency Description	Begin Date	Expiration Date	Status	Effective Date	Sponsor ID	LincPass Required
1 ABC12345	11	FS	10/20/2011	10/19/2012	Active	09/28/2011		<input type="checkbox"/>

[Save](#) [Return to Search](#) [Notify](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Edit POI Relationship](#) | [Assignment](#)

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)

[Edit POI Relationship](#) | Assignment

Contract

MICKEY MOUSE Person ID: 262105

Person of Interest Type: Contractor

Contract ID	Sub-Agency	Sub-Agency Description	Begin Date	Expiration Date	Status	Effective Date	Sponsor ID	LincPass Required
1 ABC12345	11	FS	10/20/2011	10/19/2012	Active	09/28/2011		<input type="checkbox"/>

[Detail](#) [Work Address Info](#)

[Save](#) [Return to Search](#) [Notify](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Edit POI Relationship](#) | [Assignment](#)

Step D-67: (Required) **Effective Date:** 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.

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
POC Postal Code:	32825
POC Phone Number:	891/548-9642
	Country USA

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)

[Edit POI Relationship](#) | [Assignment](#)

Contract

MICKEY MOUSE Person ID: 262105

Person of Interest Type: Contractor

Contract ID	Sub-Agency	Sub-Agency Description	Begin Date	Expiration Date	Status	Effective Date	Sponsor ID	LincPass Required	Work Address Info
1 ABC12345	11	FS	10/20/2011	10/19/2012	Active	09/28/2011		<input type="checkbox"/>	Work Address Info

[Save](#) | [Return to Search](#) | [Notify](#) | [Update/Display](#) | [Include History](#) | [Correct History](#)

[Edit POI Relationship](#) | [Assignment](#)

D-69

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)

Work Address

D-70

Work Address

Country:  United States

Address: [Edit Address](#)

D-71

Geographical Location Code:

Building #:

Room Number:

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

Edit Address

Country: United States [Change Country](#)

Address 1: 85 WEST 85TH ST. NW

Address 2: SUITE 7000

Address 3:

City: WASHINGTON State: DC  District of Columbia Postal: 20009

County: DIST COLUMBIA

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)

Work Address

Work Address

Country: United States

Address: 85 WEST 85TH ST. NW
SUITE 7000
WASHINGTON, DC 20009
DIST COLUMBIA [Edit Address](#)

Geographical Location Code: 110010001

D-74 Building #:

Room Number:

D-75

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)

[New Window](#) | [Help](#) | [Customize Page](#) | **Saved**

[Edit POI Relationship](#) | [Assignment](#)

Contract

MICKEY MOUSE Person ID: 262105

Person of Interest Type: Contractor

<u>Contract ID</u>	<u>Sub-Agency</u>	<u>Sub-Agency Description</u>	<u>Begin Date</u>	<u>Expiration Date</u>	<u>Status</u>	<u>Effective Date</u>	<u>Sponsor ID</u>	<u>LincPass Required</u>	
1 ABC12345	11	FS	10/20/2011	10/19/2012	Active	09/28/2011		<input type="checkbox"/>	Detail Work Address Info +

[Save](#) | [Return to Search](#) | [Update/Display](#) | [Include History](#) | [Correct History](#)

[Edit POI Relationship](#) | [Assignment](#)

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

The screenshot shows a web application interface. On the left is a navigation menu titled 'Menu' with a search bar and a list of options. The option 'Add a New Relationship' is highlighted with a red box. On the right is the 'Add a New Relationship' main menu. It features a search bar, a dropdown menu labeled 'Add a New Value', two input fields with search icons (one for 'EmplID:' and one for 'Person of Interest Type:'), and a yellow 'Add' button.

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

Menu

Search:

- My Favorites
- Employee Self Service
- Workforce Administration
- Non-Employee Processing
 - Person Model Reports
 - Person Information
 - Add a New Relationship**
 - Maintain a Persons Assignment
 - Person Organizational Summary
 - Company/Organization
 - Contract Information

Add a New Relationship

Add a New Value

EmpIID: **E-2**

Person of Interest Type:

Step E-2. EmpIID: (Required) Enter the **EmpIID** 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

Menu

Search:

- > My Favorites
- > Employee Self Service
- > Workforce Administration
- > Non-Employee Processing
 - ▷ Person Model Reports
 - [Person Information](#)
 - **Add a New Relationship**
 - [Maintain a Persons Assignment](#)
 - [Person Organizational Summary](#)
 - [Company/Organization](#)
 - [Contract Information](#)

Add a New Relationship

Add a New Value

EmplID:

Person of Interest Type:  **E-3**

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

Look Up Person of Interest Type

Person of Interest Type:

Description:

[Basic Lookup](#)

Search Results

View All 1-5 of 5

Person of Interest Type	Description
00027	Contractor
00028	Aluminate
00029	Volunteer
00030	Intern
00031	Fellow

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

Menu

Search:

- > My Favorites
- > Employee Self Service
- > Workforce Administration
- > Non-Employee Processing
 - ▷ Person Model Reports
 - [Person Information](#)
 - **Add a New Relationship**
 - [Maintain a Persons Assignment](#)
 - [Person Organizational Summary](#)
 - [Company/Organization](#)
 - [Contract Information](#)

Add a New Relationship

Add a New Value

EmplID:

Person of Interest Type:

Add E-5

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

Add Person of Interest **Assignment**

DEMI LOVATO Person ID: 255905

Person of Interest Type: Affiliate

Security Data Find | View All First 1 of 1 Last

*Effective Date: 06/07/2011

***Security Access** Enabled Value 1 Value 2 Customize | Find | First 1 of 1 Last

Type	Enabled	Value 1	Value 2
	<input type="checkbox"/>		

Person of Interest History Customize | Find | First 1 of 1 Last

*Effective Date	*Organizational Relationship Status	Planned Exit	More Information
1 06/07/2011	A		

OK Cancel Apply

[Add Person of Interest | Assignment](#)

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

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

Find an Existing Value

E-8

EmpID:

Last Name:

First Name:

Social Security Number:

Date of Birth:

Include History Correct History Case Sensitive

E-9

[Basic Search](#)

Step E-8: Find an 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

E-10

Search Results							
View All							
First ◀ 1-2 of 2 ▶ Last							
EmpID	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)

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

Edit POI Relationship **Assignment**

FOZZY BEAR Person ID: 255894

Person of Interest Type: Volunteer

Security Data Find | View All First 1 of 1 Last

*Effective Date: 06/06/2011

Security Access Enabled Value 1 Value 2
Customize | Find | First 1 of 1 Last

Type	Enabled	Value 1	Value 2
POI DEPT	<input checked="" type="checkbox"/>	SetID NOEMP	Department AGNEIS

Person of Interest History Customize | Find | First 1 of 1 Last

*Effective Date	*Organizational Relationship Status	Planned Exit	More Information
1 06/06/2011	A		

Save Return to Search Notify Update/Display Include History **Correct History**

[Edit POI Relationship | 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

Edit POI Relationship **Assignment**

FOZZY BEAR Person ID: 255894

Person of Interest Type: Volunteer

Security Data Find | View All First 1 of 1 Last

*Effective Date: 06/06/2011

***Security Access** Customize | Find | First 1 of 1 Last

Security Access Type	Enabled	Value 1	Value 2
POI DEPT	<input checked="" type="checkbox"/>	SetID NOEMP	Department AGNEIS

Person of Interest History Customize | Find | First 1 of 1 Last

*Effective Date	*Organizational Relationship Status	Planned Exit	More Information
1 06/06/2011	A		

Save Return to Search Notify Update/Display Include History Correct History

Edit POI Relationship | Assignment

E-12

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

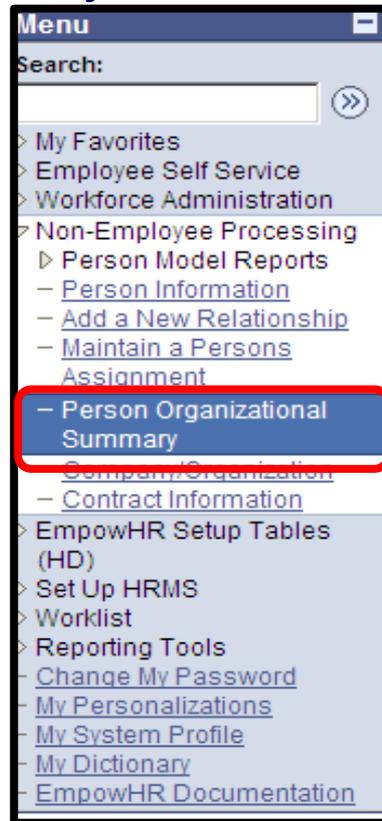
Step E-12: Click on the **Save** button.



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

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

Find an Existing Value

E-14 **EmpID:** begins with

Last Name: begins with

First Name: begins with

Social Security Number: =

Date of Birth: = 

Include History Correct History Case Sensitive

E-15 [Basic Search](#)  [Save Search Criteria](#)

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.



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

Viewing a Person's Organizational Summary

E-16

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
23381200027		JOE HARLEY	HARLEY	(blank)	HARLEY	(blank)	(blank)

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

Person Org Summary

FOZZY BEAR Person ID: 255894

Person of Interest Instance

Customize Find  First  1-2 of 2  Last				
<u>Person of Interest Type</u>	<u>Empl rcd#</u>	<u>Status</u>	<u>Begin Date/</u>	<u>End Date</u>
Contractor		Active	06/08/2011	
Volunteer		Active	06/06/2011	

 Return to Search  Notify

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.

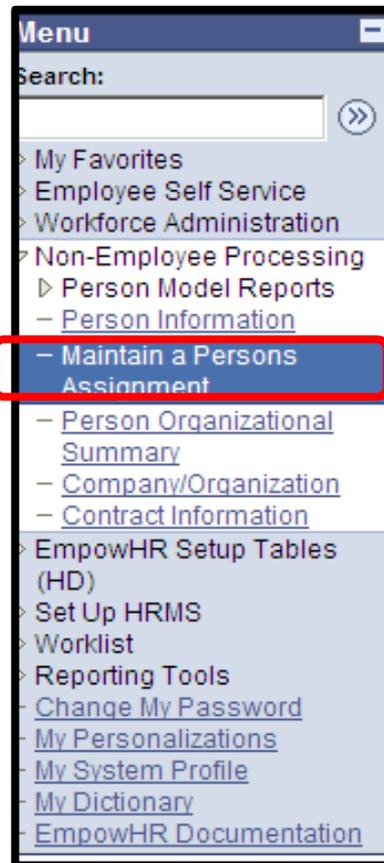
The next few screens show you how to Sponsor a Non-Employee in Person Model. Only a Federal employee may create or edit Organizational Relationship records in Person Model.

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)

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

Find an Existing Value

EmpID:	begins with ▼	233812
Last Name:	begins with ▼	
First Name:	begins with ▼	
Social Security Number:	= ▼	
Date of Birth:	= ▼	

Include History Correct History Case Sensitive

Search **Clear** [Basic Search](#)  [Save Search Criteria](#)

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)	(blank)
233812 00028		JOE HARLEY HARLEY	(blank)	HARLEY	(blank)	(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)

F-5

Edit POI Relationship **Assignment**

FOZZY BEAR Person ID: 255894

Person of Interest Type: Volunteer

Security Data Find | View All First 1 of 1 Last

*Effective Date: 06/06/2011

***Security Access** Customize | Find | First 1 of 1 Last

Type	Enabled	Value 1	Value 2
POI DEPT	<input checked="" type="checkbox"/>	SetID NOEMP	Department AGNEIS

Person of Interest History Customize | Find | First 1 of 1 Last

*Effective Date	*Organizational Relationship Status	Planned Exit	More Information
1 06/06/2011	A		

Save Return to Search Notify Update/Display Include History Correct History

[Edit POI Relationship | Assignment](#)

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



Module F: Sponsorship (Required)

[Edit POI Relationship](#) Assignment

Grant/Agreement

FOZZY BEAR Person ID: 255894

Person of Interest Type: Volunteer F-6 F-7

Grant/Agreement	Sub-Agency	Sub-Agency Description	Begin Date	Expiration Date	Status	Effective Date	LincPass Required	Card Shipping Info
1 SHOLA GRANT	16	NRCS	05/10/2011	05/24/2011	Active	06/06/2011	<input checked="" type="checkbox"/>	Card Shipping Info

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)

Card Shipping Information

Card Shipping Information

Card Ship Addr Cd:  **F-8**

Card Ship Header

Address Line 1

Look Up Card Ship Addr Cd

Search Results

[View All](#) First 1-100 of 190 [Last](#)

<u>Office Id (Orgunit ID)</u>	<u>Address Type</u>	<u>Official Title</u>	<u>Office Symbol</u>
10002	SHP	USDA - Independence Ave	USDA
10004	SHP	USDA - River Road	APHIS
10005	SHP	USDA - Baltimore Ave	USAccess
10010	SHP	DOE - Savannah River	US Dept of Energy/Badge Office

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)

Card Shipping Information

Card Shipping Information

Card Ship Addr Cd:	<input type="text" value="10005"/>	<input type="button" value="🔍"/>	USDA - Baltimore Ave
Card Ship Header	USAccess		
Address Line 1	10300 Baltimore Ave		
Address Line 2			
City	Beltsville		
State	MD	Postal Code	20705
		Country	USA

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)

[New Window](#) | [Help](#) | [Cust](#)

[Edit POI Relationship](#) | [Assignment](#)

Grant/Agreement

FOZZY BEAR Person ID: 255894

Person of Interest Type: Volunteer

Grant/Agreement	Sub-Agency	Sub-Agency Description	Begin Date	Expiration Date	Status	Effective Date	LincPass Required	Customiz
1 SHOLA GRANT	16	NRCS	05/10/2011	05/24/2011	Active	06/06/2011	<input checked="" type="checkbox"/>	Detail Card Shipping In

F-10 Save [Return to Search](#) [Notify](#) [Update/Display](#)

[Edit POI Relationship](#) | [Assignment](#)

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.

Search: [»](#)

My Favorites
Employee Self Service
Workforce Administration
Non-Employee Processing
▼ **Person Model Reports**
- [Location Report](#)
- [Non Employee Process](#)
- [Period of Performance Report](#)
- [Summary Report](#)

[Main Menu > Non-Employee Processing >](#)

Person Model Reports

Person Model Reports

Location Report Location Report	Non Employee Process Non Employee Process	Period of Performance Report Period of Performance Report
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.



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

The screenshot shows the login interface for the USAccess Sponsor portal. At the top left is the GSA logo, followed by the text 'General Services Administration'. Below this is a yellow banner with the text 'Please Log In'. Underneath the banner are two input fields: 'User Name *' and 'Password *'. Both fields are highlighted with red boxes. To the right of the 'Password *' field is a blue button with the text 'Login', which is also highlighted with a red box.

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

Applicant Search

Search by*

Lastname Social Security No.

Lastname

- or -

Social Security No.

- and -

Birth Date 

[Search](#) [Reset](#) [Sponsor Tools](#)

[Change Password?](#)

Step G-3: Select either **Lastname** or **Social Security No.** to search for a 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 shares 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)

Sponsor Applicant agencysponsor@tester.aa Logout

NEW TESTER, 1/2/1981 Issuance Criteria Show Applicant Status ●●●●

Sponsorship Information			
Agency *	GENERAL SERVICES ADMINISTRATION	Sub-agency	GENERAL SERVICES ADMINISTRATION
Employee Type *	EMPLOYEE	Employee Status *	ACTIVE
Agency Rank		Employee ID	
Contract Number		Work Email	Tester@aa.bb.gov
User Principal Name	<input checked="" type="radio"/> System Generated UPN <input type="radio"/> User Specified	Work Phone	
Sub-Agency Abbreviation		Agency Person ID	

Card Information			
PIV Card Required	<input checked="" type="radio"/> Yes <input type="radio"/> No	Require Digital Signature and Encryption Certificates	<input checked="" type="radio"/> Yes <input type="radio"/> No
Smart Card Type	STANDARD DUAL INTERFACE	PIV Card Type	FEDERAL EMPLOYEE
Agency Role		Federal Emergency Response Official	<input type="radio"/> Yes <input checked="" type="radio"/> No
Card Header	UNITED STATES GOVERNMENT	Agency Text	

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)

The screenshot shows the 'Sponsor Applicant' page with a yellow header bar containing '@fedidcard.gov Logout'. On the left is a blue sidebar with 'Sponsor Info', 'Shipping Address', and 'Save'. The main content area has a yellow bar with the text 'Click the *Finish* button to save the sponsorship record.' Below this are three checkboxes: 'Request Card Reissue/Renewal', 'Request Card Reprint', and 'Resend Credential Delivered Email'. A blue button labeled 'Destroy PIV Card' is visible. A 'Confirmation Required' dialog box is open, asking 'Are you sure you want to finish?' with 'Yes' and 'No' buttons. At the bottom right of the main area are 'Previous', 'Finish', and 'Cancel' buttons. Red boxes highlight the 'Finish' button and the 'Yes' button in the confirmation dialog.

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:
<ul style="list-style-type: none"> ● Manufacturer caused defect with credential <ul style="list-style-type: none"> ○ Information printed incorrect on the card but is correct in USAccess. ○ Defective card, registrar unable to activate 	<ul style="list-style-type: none"> ● Name Change to what is printed on the credential <ul style="list-style-type: none"> ○ Name change due to marriage or divorce ○ Need to add a Suffix ○ Need to add a Middle Name
<ul style="list-style-type: none"> ● Change to the employee type <ul style="list-style-type: none"> ○ From county to federal ○ From contractor to federal ○ From federal to contractor 	<ul style="list-style-type: none"> ● Biometric Change to what is embedded on the chip <ul style="list-style-type: none"> ○ Biometrics printed or embedded electronically on the card are no longer valid.
<ul style="list-style-type: none"> ● Damage to credential when delivered <ul style="list-style-type: none"> ○ Card is warped, punctured or cracked ○ Card is not well put together 	<ul style="list-style-type: none"> ● Manufacturing or Process defect that can only be corrected by re-enrolling <ul style="list-style-type: none"> ○ Registrar input wrong eye color ○ Picture did not render well
<ul style="list-style-type: none"> ● Applicant caused damage <ul style="list-style-type: none"> ○ Washed with laundry ○ Ran over with car 	<ul style="list-style-type: none"> ● Credential expired <ul style="list-style-type: none"> ○ Credential's certificate expired
<ul style="list-style-type: none"> ● Change to the Federal Emergency Response Official (FERO) designation ● Applicant is transferring from another Federal Agency to USDA 	<ul style="list-style-type: none"> ● 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

Search

Card Actions System Notifications Sponsor Reassignment

Request Card Action **Start**

Serial Nbr	Status	Create Date	Card Expiration Date	Destroyed
20505000118013155B47	TERMINATED	12/14/2008 6:44:10 PM	12/14/2013 6:44:10 PM	Destroy

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)

Card Action Request Wizard

The current card is: Active

Does the applicant or an Agency official have the card in possession?

Yes

No

Next Cancel

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**.

The screenshot shows a web-based wizard titled "Card Action Request Wizard". It has a yellow header bar. The main content area is white and contains the following elements:

- A section titled "Select An Action" with a text input field.
- A message: "The recommended action is **Reissue**".
- A message: "You can select an Upgrade Action from this list".
- A drop-down menu with three options: "Reprint", "Reprint", and "Reissue". The "Reissue" option is currently selected and highlighted in blue.
- A section titled "On Completion" with two radio button options:
 - Return to the Applicant Search page
 - Return to the Sponsor Utilities page
- A prompt: "Please click Finish to complete the request."
- Three buttons at the bottom: "Previous", "Finish", and "Cancel".



Module G: USAccess Sponsorship Actions (Required)

Resending Applicant Notifications

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

Sponsor Utilities	
Search	
Card Actions	System Notifications
Sponsorship Complete	Resend Email
Credential Ready for Pick Up	Resend Email

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

Send Email

Send Email

Confirmation Required

Are you sure you want to resend the Sponsorship Complete email?

Yes No

Re-enrollment reminder view

Send Email

Send Email

Confirmation Required

Are you sure you want to send the Re-enrollment email?

Yes No

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.

Applicant Search

Search by*

Lastname Social Security No.

Lastname

- or -

Social Security No.

- and -

Birth Date

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

Sponsor Tools						
Sponsor Reassignment						
Sponsor List						Back to Search
ID	Sponsor Name	Sub Agency	App. Count	Role Status		
123456	SMITH, JANE		21	SPONSOR	View Applicants	Reassign All
123457	SMITH, JOHN		2	SPONSOR	View Applicants	Reassign All
123458	BROWN, JOE		1	SPONSOR	View Applicants	Reassign All
123459	BROWN, JUDY		1148	SPONSOR	View Applicants	Reassign All

2a

2b

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

- To assume sponsorship of all Sponsor's non-employees without viewing the individual records, click **Reassign All**.
- 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
<input type="checkbox"/>	1000120047	HUNDREDONE, APPLICANT	GENERAL SERVICES ADMINISTRATION
<input checked="" type="checkbox"/>	1000120048	HUNDREDONE, APPLICANT	GENERAL SERVICES ADMINISTRATION
<input type="checkbox"/>	1000120051	HUNDREDONE, APPLICANT	GENERAL SERVICES ADMINISTRATION
X	1000120050	HUNDREDONE, APPLICANT	GENERAL SERVICES ADMINISTRATION
<input type="checkbox"/>	1000120044	HUNDREDONE, APPLICANT	GENERAL SERVICES ADMINISTRATION
<input checked="" type="checkbox"/>	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
<input type="checkbox"/>	1000120158	TRIP, INDIA	GENERAL SERVICES ADMINISTRATION

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



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.

