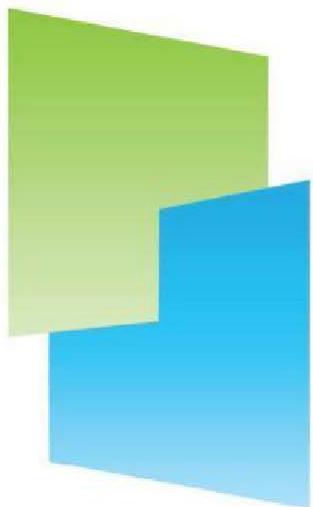




EmpowHR *Sponsor Training*



LincPass
simple. smart. secure.



Introduction

Welcome to the Person Model Sponsor and Data Entry 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. The USDA PIV-I Credential (called AltLinc) is an alternative to the LincPass and is designated for short-term personnel requiring limited access and working less than 6 months. As a Sponsor, you will play a part in the process for Federal Employees to enroll for a LincPass/ AltLinc so they can access facilities and systems.





HSPD-12 Mandate - Understanding USDA's credentials - One

- HSPD-12 mandates all Federal departments to implement a single, standard credential for access to both physical and logical assets.
- USDA's HSPD-12 compliant ID is called the LincPass, as it is designed to link a person's identity to an ID credential and the credential to a person's ability to physically and logically access federally controlled buildings and information systems, respectively.
- USDA's limited capability to credential its short-term Employee population requires the use of an alternative credential to the USDA LincPass. This alternative credential is a PIV-I credential called AltLinc and can be issued to short-term personnel (6 months or less) requiring limited IT and/ or physical access.

Note: For questions related to AltLinc policy, please contact the USDA Help Desk for a copy of the AltLinc Business Policy, Process and Procedure document. AltLinc was rolled out USDA wide in September 2019.



United States
Department of
Agriculture



HSPD-12 Mandate - Understanding USDA's credentials - Two

LincPass



- ✓ Vertical orientation
- ✓ Data retained in USAccess
- ✓ Requires NACI (minimum)
- ✓ Includes digital signature, encryption certificate and biometric data

AltLinc



- ✓ PIV-I credential
- ✓ Horizontal orientation
- ✓ Same cardstock as the LincPass card
- ✓ Data retained in USAccess
- ✓ Requires minimum of FBI fingerprint
- ✓ Includes digital signature, encryption certificate and biometric data



Federal Employee Sponsorship Training Agenda

The purpose of this training is to provide an overview of features and functionality for the Sponsor role, and to clarify processes so Sponsors can assist USDA in meeting card issuance goals. This training covers the procedures for sponsoring Federal Employees for a LincPass/ AltLinc. Procedures for sponsoring non-Federal personnel is covered in a separate training module for Person Model.

What we'll cover:

- The Sponsor Role
- EmpowHR as the Authoritative System
- Sponsoring an Applicant
- Changing Card Shipping Addresses
- Additional Sponsor Resources





Separation of Duties

The FIPS 201 control objective that ensures separation of duties in the system plays an important part in the chain of trust and the security of the entire PIV program. The control objective enhances security by limiting powers.

Here are some examples of how this occurs in the USAccess system:

- Role Administrators cannot hold any other role in the issuance chain (i.e. they are allowed to have a Report Viewer and/ or CIT Operator role). They cannot access their own record to assign a role.
- Only the Sponsor can edit a PIV record (Note: however, changes made in EmpowHR can overwrite PIV record details in USAccess)
- A person can be a sponsor and an adjudicator, but cannot sponsor and adjudicate the same record.

Authorizing an Applicant, registering his or her data, and issuing the Credential must be performed by persons occupying a variety of roles, adding a layer of quality checks during the entire process. Separation of duties such as these ensure that no single corrupt official in the process may issue a Credential with an incorrect identity or to a person not entitled to the Credential, making fraudulent use of the system much more difficult.





Training Objectives

At the conclusion of this training, EmpowHR Sponsors will be familiar with the following concepts and system functionalities related to Federal Employee sponsorship:

- Module A: The Sponsor Role
- Module B: Introduction to EmpowHR
- Module C: Validating Employee Data in EmpowHR
- Module D: Sponsoring an Applicant
- Module E: Additional Sponsor Resources

For additional information, please refer to the EmpowHR On-boarding Guide on the USDA HSPD-12 website: <http://lincpass.usda.gov/training.html>.



Module A: The Sponsor Role

The next few screens provide an overview of the Sponsor role and the Sponsor's responsibilities.

You must follow USDA business policy and standards for sponsorship. 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: The Sponsor Role - One

The Sponsor must be a U.S. Government official; non-Federal Employees are not permitted to hold the role. The Sponsor is assigned to this role by the Agency Role Administrator in the USAccess portal.

You *must* receive USAccess Sponsor training and have an active sponsorship in USAccess before you can be assigned the Sponsor role in USAccess.

Please note: If a Sponsor is not designated in USAccess, sponsorships performed in EmpowHR will be marked as incomplete in USAccess.





Module A: The Sponsor Role - Two

The Sponsor for Federal Employees is responsible for *ensuring data is entered* for sponsorship in EmpowHR.

Since the Sponsor role is a collateral duty for many, ***data entry duties may be delegated*** to another person who holds the Data Entry role. However, Sponsorship must be performed by an official Sponsor.

When requesting access to Person Model, you can request:

- Data Entry role
- Sponsor role
- Both Data Entry and Sponsor roles

Sponsor personnel must:

- Have a LincPass
- Complete Person Model Sponsor training
- Obtain Person Model data entry access



Module A: The Sponsor Role - Three

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

- **EmpowHR:**
 - Be a Federal Employee
 - Complete EmpowHR Sponsor training in *AgLearn*
 - Have a User ID and password for EmpowHR

- **USAccess:**
 - Have a LincPass
 - Complete the Sponsor Post-Sponsorship Training in *AgLearn*
 - Be designated as a Sponsor in USAccess by your Agency Role Administrator
 - Have a User ID and password for USAccess

- **Federal Employee Information:**
 - Have Personally Identifiable Information (PII) for the Federal Employee

Please note: you must complete all training modules for all USDA authoritative systems for which you will be sponsoring personnel (Person Model and/ or EmpowHR) in *AgLearn* as well as complete the Sponsor Post-Sponsor Training (in *AgLearn*) which details all of the functions you need to perform in USAccess. Once you are designated as a Sponsor, you will have a User ID and password for both EmpowHR/ Person Model and USAccess.



Module A: The Sponsor Role - Four

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

1. Determine an Applicant's need for a PIV credential
2. Initiate the sponsorship process
3. Perform or validate data entry in EmpowHR
4. Sponsor Federal Employees in EmpowHR
5. Ensure Federal Employees obtain a LincPass/ AltLinc
6. Maintain current information in EmpowHR
7. Perform additional sponsorship duties as needed in USAccess
8. Ensure that all updates to the Applicant's records are accurate
9. Change any Applicant's employment status, which may result in card suspension or revocation
10. Request a PIV credential reissue
11. Reprint a new card for existing credential holders
12. Initiate requests for re-enrollments for current or previous credential holders
13. Resend system emails to Applicants as needed



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

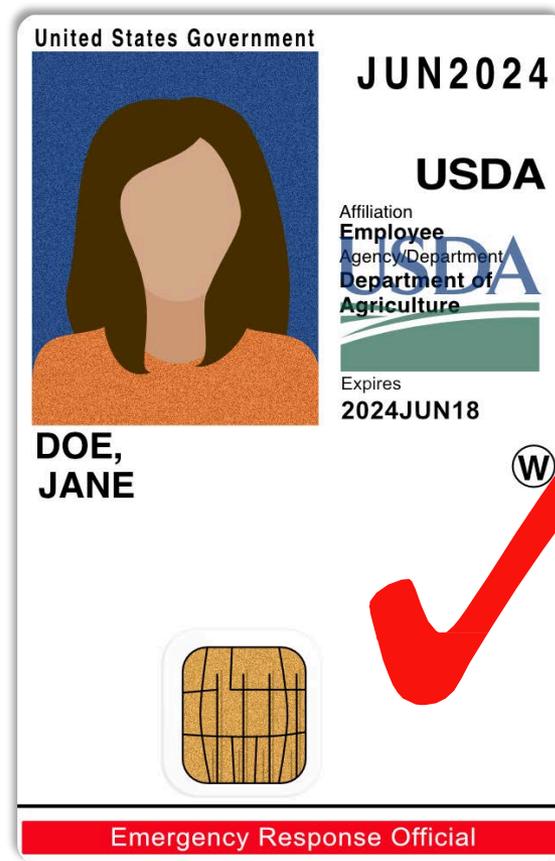


Module A: The Sponsor Role - Five

Sponsor Duties

The Sponsor's duties begin with the following tasks:

1. Initiate the Sponsorship Process:
Identify Federal Employees who require a LincPass/ AltLinc.
2. Validate Data Entry:
Ensure completion of **data entry** required for LincPass/ AltLinc issuance in EmpowHR. **Identify** non-Federal Employees who require a LincPass/ AltLinc.
3. Sponsor Federal Employees:
Sponsor applicants in EmpowHR. This means selecting the appropriate **Card Type** and entering **Card Shipping Information**.





Module A: The Sponsor Role - Six

Sponsor Duties, cont'd.

Sponsors also provide oversight of credentialing by sending reminders, performing record updates or running reports as needed.

4. Ensure Federal Employees obtain a LincPass/ AltLinc: Ensure applicants obtain and **activate their LincPass/ AltLinc** in a timely manner.
5. Maintain Data in EmpowHR: **Update EmpowHR** with any new information, such as recording name changes or updating card shipping addresses for applicants.
6. Perform Sponsorship Duties in USAccess: **Perform functions in USAccess** as needed, such as requesting card reprints/reissues, resending email notifications, or running reports.





Module A: The Sponsor Role - Seven

As part of the Sponsor's responsibilities, they must determine the type of credential a person requires prior to sponsorship. Sponsor's should use the USDA Credential Matrix/ Risk Assessment to determine the type of credential that an applicant requires.

To determine policy details related to requirements for a LincPass vs. an AltLinc credential, please refer to the DR and DM on the HSPD-12 website: https://hspd12.usda.gov/ref_lincpass.html as well as the published AltLinc Business Policies, Processes and Procedures document. Please reach out to the USDA HSPD-12 Help Desk if you should need a copy of the AltLinc Business Policies, Processes and Procedures document.

USDA Credential Matrix

ACCESS RIGHTS	LINCPASS	ALTLINC	SITE BADGE	VISITOR BADGE	NO BADGE
RESTRICTED IT (REGARDLESS OF ANY OTHER ACCESS OR TERM OF EMPLOYMENT)	✓				
RESTRICTED PHYSICAL (REGARDLESS OF ANY OTHER ACCESS OR TERM OF EMPLOYMENT)	✓				
LIMITED IT / LIMITED PHYSICAL < 6 MONTHS (BADGE DETERMINED BY AGENCY)*		✓			
LIMITED IT / LIMITED PHYSICAL > 6 MONTHS (BADGE DETERMINED BY AGENCY)	✓				
LIMITED IT / NO PHYSICAL < 6 MONTHS (WORK OFF-SITE)*		✓			
LIMITED IT / NO PHYSICAL > 6 MONTHS	✓				
NO IT / LIMITED PHYSICAL < 6 MONTHS*		✓			
NO IT / LIMITED PHYSICAL > 6 MONTHS	✓				
NO IT / UNACCOMPANIED PHYSICAL ACCESS			✓		
NO IT/ ACCOMPANIED PHYSICAL ACCESS				✓	
NO IT/ NO PHYSICAL					✓

* For individuals who require access rights for less than 6 months, this is an agency determination that is dependent on access to systems and/ or facilities.

ACCESS TYPE	ACCESS DESCRIPTION
RESTRICTED IT ACCESS	✓ ✓ ELEVATED PRIVILEGES FOR SENSITIVE OR MISSION CRITICAL APPLICATIONS ACCESS TO APPLICATIONS BEYOND THOSE CONSIDERED LIMITED
LIMITED IT ACCESS	✓ ACCESS LIMITED TO ONLY USDA EMAIL, T&A APPLICATION, AGLEARN, & GOVTRIP
RESTRICTED PHYSICAL ACCESS	✓ UNACCOMPANIED ACCESS TO USDA FACILITIES
LIMITED PHYSICAL ACCESS	✓ UNACCOMPANIED ACCESS TO GENERAL COMMON AREAS AND WORKSPACE ONLY



Module B: Introduction to EmpowHR

Congratulations: You just finished Module A.

The next few screens provide an overview of the EmpowHR system.

You must follow USDA business policy and standards for creating or editing records in EmpowHR. 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: Introduction to EmpowHR - One

EmpowHR is a Human Capital Management System that fully supports the achievement and effective delivery of the human capital goals of the President's Management Agenda. EmpowHR is an integrated suite of commercial and Government applications that support all critical Human Resources (HR) components in a single enterprise system.

For the purposes of HSPD-12 efforts, EmpowHR is USDA's authoritative database for storing and maintaining personnel identity records for Federal Employees. EmpowHR maintains a ***single identity record*** for each person.





Module B: Introduction to EmpowHR- Two

Sponsors must complete sponsorship actions for Federal Employees in EmpowHR, which has a direct connection to USAccess and feeds identity, sponsorship and adjudication information to USAccess for subsequent card actions.

Whenever an Employee's sponsorship related information changes, Sponsors must complete sponsorship actions for Federal and non-Federal Employees in the authoritative HR System (EmpowHR/ Person Model) and **NOT USAccess**.

A change to any data element in EmpowHR stored in USAccess triggers an update, including identity attributes or sponsorship information. Data is fed from EmpowHR to USAccess daily at 7 am CST.



Identity information, such as:

- Last Name
- Date of Birth
- Home Address

Sponsorship information, such as:

- Card Type
- Card Shipping Address code
- FER0 designation



Card-related functions, such as:

- Reprints
- Reissues

Oversight functions, such as:

- Reporting



Module B: Introduction to EmpowHR - Three

LincPass/ AltLinc

Once all required data flows over from EmpowHR to USAccess, Federal Employees will receive the following credential types:

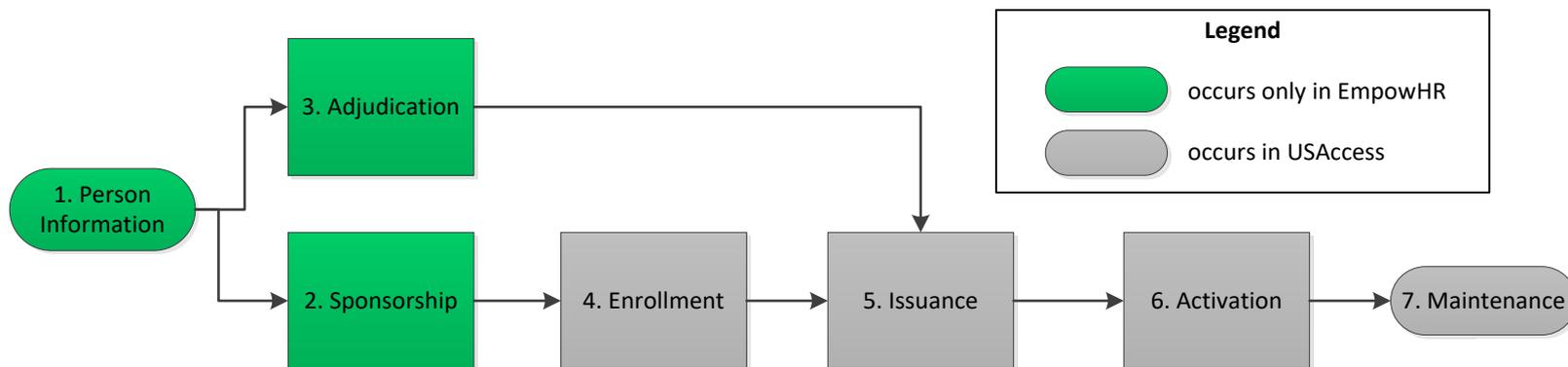
- Federal Employees who are sponsored for a LincPass will receive a LincPass as detailed in the top image.
- Federal Employees who required limited IT and/or physical access and will be working for less than 6 months will be sponsored for an AltLinc card with a horizontal presentation, as shown in the image on the bottom.





Module B: Introduction to EmpowHR - Four

Below is an overview of the process to credential Federal Employees. A **green** process shape indicates the step is completed in **EmpowHR**. A **gray** process shape occurs in **USAccess**.



- *Step 1 may be completed by Data Entry Personnel.*
- *Sponsorship (2) must be completed by a designated Sponsor.*
- *Adjudication (3) should occur independently of sponsorship by a designated Adjudicator.*
- *Sponsorship, Enrollment, and Adjudication must be completed to move to issuance/Activation.*



Module B: Introduction to EmpowHR - Five

EmpowHR: USDA's authoritative database for Federal Employees

Do **NOT** enter data directly into USAccess

EmpowHR data sent to USAccess for credentialing; links to eAuth and Active Directory

Identity Information is linked to the credential

Feds can use LincPasses/ AltLinc cards for logical and physical access

Entering data in USAccess prohibits EmpowHR data changes from updating USAccess

Entering data directly into USAccess requires ***extra work*** for the Sponsor to re-enter/ correct data in EmpowHR



Module C: Validating Employee Data in EmpowHR

The next few screens show you how to log into EmpowHR and validate Employee Data.

You must follow USDA business policy and standards for creating or editing records in EmpowHR. 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: Validating Employee Data in EmpowHR- One Logging In

USDA United States Department of Agriculture
National Finance Center

EMPOWHR
SOLUTIONS
FROM HIRE TO RETIRE

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.

User ID

Password

Sign In

[Login using eAuthentication](#)
[Did you forget your password?](#)

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

Open a web browser to the following address: <https://usda.empowhr.gov/>

A warning screen will display. Review the message, then sign in to EmpowHR using eAuth and your LincPass card.



Module C: Validating Employee Data in EmpowHR - Two

The screenshot shows the EmpowHR web application interface. The browser address bar displays "(US Dept of Agriculture) on USDAUAT". The page title is "EmpowHR". The left sidebar contains a "Main Menu" with "PAR Processing" highlighted in an orange box. The main content area displays a grid of menu items under the heading "Main Menu". The items are organized into several categories:

- Employee Self Service:** Employee Self Service transactions, includes Time Reporting, Personal Information, Payroll and Compensation, Benefits, Stock Activity, Training and Development, and employee Recoupling activities. Sub-items: Tasks, View, Review Transactions, Manage Detention.
- PAR Processing:** PAR Processing, PAR Processing, View Employee, Visible Records To, Mass Reports to Update, 11 More...
- Position Management:** Position Management, Mass OIP Update, Job Codes, Position Information, 10 More...
- Payroll Documents:** Payroll Documents, Payroll Documents, Certifications, Education Information, Absences, 20 More...
- HR Reports:** HR Reports, HR Reports, PAR Error Messages, Error Tracking Comments, Reflected Eligible In POI, 8 More...
- Payroll Processing:** Payroll Processing, Payroll Processing, Personal Information.
- Workforce Administration:** Hire employees, add non-employees, maintain personal and job data, administer global assignments, labor relations, absence and vacation. Sub-items: Income, Workforce, Personal Information, Job Information, 4 More...
- Manage Performance:** This folder will be used by HR for performance management activities. Sub-items: Use, Issue, Report.
- Non-Employee Processing:** Non-Employee Processing, Person Model Records, Person Information, Add a New Relationship, 6 More...
- Workforce Development:** Perform Competency Management and Performance Management, maintain Faculty Events and Career Planning. Sub-items: Competency Management, Career Planning.
- Organizational Development:** Maintain Succession Planning and Position Management. Sub-items: Succession Planning USE, Position Management.
- EmpowHR User Security (HDI):** EmpowHR Help Desk User Security Access. Sub-items: Create New User, Knowledge Assessment Reset.
- Set Up HRMS:** Define installation and system setup tables. Sub-items: Configuration Tables, Current Definitions, Product Default, System Administration.
- Worklist:** Maintain worklist settings and monitor worklist. Sub-items: Worklist, Worklist Details.
- Reporting Tools:** Run, create, and manage queries and r/min reports. Sub-items: Report Manager, Query, PS/minion.
- PeopleTools:** Enhance, deploy, and extend PeopleSoft and non-PeopleSoft applications. Sub-items: Utilities.
- Change My Password:** Create a new password.
- My Personalizations:** Personalize options such as locale, tab details, save warnings, etc.
- My System Profile:** Set up personal preferences, such as email and language preferences.
- My Dictionary:** Add/delete words in personal spelling checker dictionary.
- EmpowHR Documentation:** EmpowHR Documentation.

Once logged in you will be directed to the main page of EmpowHR. The left-side menu and icons in the center of the page link you to the required processes.

The first step for Sponsors is to look up the Employee's record in EmpowHR and verify that all the information is correct. Sponsors should ensure that all required information is present and that it is correct for the Employee. Click on **PAR Processing** in the Navigational Menu.



Module C: Validating Employee Data in EmpowHR - Three

(US Dept of Agriculture) on USDAUT

Home Worklist Add to Favorites Sign out

Favorites Main Menu > PAR Processing

Main Menu >

PAR Processing

Hire Employee
Identifies details of the hire including employee name, address, job, payroll, and compensation details

Update Reports To
Update Reports To

Mass Reports to Update
Mass Reports to Update

Address Processing
Address Info

Adjudication Information
Adjudication Information

HR Processing
Identifies personnel action details of request ready for human resources to process

Update Applied Action
Update Applied Recs

Correct Applied Action
Identifies details regarding corrections to a personnel action

Create New Oprid
Create New Oprid

Employee Password Reset
Employee Password Reset

Mass Actions
Mass Actions

Person Attachments
PAR Documents Attachment

Departmental Transfer

Employee Security Clearance
Employee Security Clearance

In the PAR Processing screen:

- If Sponsoring a *New Employee*, click on **Hire Employee**.
- If Sponsoring an *Existing Employee*, click on **HR Processing**, then search for the Employee to pull up the record.



Module C: Validating Employee Data in EmpowHR - Four

HR Processing USF

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

Find an Existing Value

▼ Search Criteria

Empl ID: begins with ▼

Empl Record: = ▼

Name: begins with ▼

Last Name: begins with ▼

Social Security Number: =

Employee Status: = ▼

Sub-Agency: begins with ▼ 🔍

Include History Correct History Case Sensitive

[Basic Search](#)

The HR Processing USF appears. Enter the Employee ID in the **EmplID** (required to Sponsor an Employee) field and then click **Search** to retrieve the Employee's record.



Module C: Validating Employee Data in EmpowHR - Five

The screenshot shows the 'Data Control' interface for 'Personal Data'. The 'Personal Data' tab is highlighted with an orange box. The interface includes the following elements:

- Navigation tabs: Data Control, **Personal Data**, Job, Position, Compensation, Employment 1, Employment 2, Benefit Data.
- Empl ID: [Redacted] Empl Record: 0
- Data Control section with 'Find | View All' and 'First 1 of 1 Last'.
- Effective Date: 01/06/2019 (with 'Go To Row' button)
- Effective Seq: 1 | 1
- Transaction Status: A:NFC Auto
- Auth Date: 03/28/2019
- Action: NFC (NFC Originated), PAR Status: PRO (Processed by Human Resources)
- Reason Code: NFC (From NFC), Agency Type: Federal
- NOA Code: 894 (GEN ADJ)
- Authority (1): QWM (REG 531.207)
- Authority (2): ZLM (E O 13866)
- NTE Date: [Redacted], PAR Request #: [Redacted]
- Buttons: Print SF-52, Print SF-50, Add/View Attachment, PAR Remarks, Award Data, Tracking Data, Justification, GPPA Website.
- Footer: Save, Return to Search, Previous tab, Next tab, Update/Display, Include History, Correct History.
- Bottom navigation: Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2 | Benefit Data.

The Data Control screen will display for the selected Employee. Click on the **Personal Data** tab to verify HSPD-12 required Data/Fields.



Module C: Validating Employee Data in EmpowHR - Six

Empl ID: [redacted] Empl Record: 0

Personal Data

Effective Date: 01/06/2019 Transaction# / Seq 1 PAR Status: Processed by Human Resources

NOA Code: 894 Action Type: NFC Originated Empl Status: Active

Name

First Name: [redacted] Middle Name: [redacted]

Last Name: [redacted] Suffix: [redacted]

Gender: Male Female

Date of Birth: [redacted]

Citizenship

*Country: USA United States

Citizenship: 1 US Citizen/Naturalization

ERI Code

Hispanic or Latino American Indian or Alaska Native Asian

Black or African American Native Hawaiian or Other Pacific Islander White

Additional Birth Info Address Info Phone Nbrs Veterans Info Marital Info Education Details

Country: USA *Type/Description: PR S S N: [redacted]

Verify the following fields are correct and have data:

- Employee Status
- SSN
- First Name
- Middle Name
- Last Name
- Suffix
- Date of Birth
- Citizenship Status*

Note: At this time, only US Citizens can be sponsored in USAccess. If the Applicant is not a US Citizen, the record will not be sent to USAccess.



Module C: Validating Employee Data in EmpowHR - Seven

Update the information where necessary and then click the **Save** button to save your changes.

The screenshot shows the 'Personal Data' form in EmpowHR. The form is titled 'Personal Data' and includes the following fields and sections:

- Personal Data Summary:** Effective Date: 01/06/2019, Transaction# / Seq: 1, PAR Status: Processed by Human Resources, NOA Code: 894, Action Type: NFC Originated, Empl Status: Active.
- Name:** First Name, Middle Name, Last Name, Suffix.
- Gender:** Male, Female.
- Date of Birth:** (highlighted with a red box).
- Citizenship:** *Country: USA, United States, Citizenship: 1, US Citizen/Naturalization (highlighted with a red box).
- ERI Code:** Hispanic or Latino, American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White (checked).
- Additional Birth Info:** Country: USA, *Type/Description: PR, S S N: (highlighted with a red box).

The form includes a 'Save' button and a 'Return to Search' button. The bottom of the form shows navigation links: Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2 | Benefit Data.

Note: If any of the Employee's information is missing or incorrect, standard EmpowHR PAR action procedures should be followed for making the necessary changes and saving the record. For example, Name changes should be done according to the **Name Chg from** action and Date of Birth or Citizenship Status changes should be done according to the **Data Change** action.

Note: If the Employee does not have a completed FBI background investigation or higher, the Birth Info link will need to be clicked and the three birth location information fields will need to be populated.



Module D: Sponsor an applicant in EmpowHR

The next few screens show you how to sponsor an Applicant in EmpowHR. Only a Federal Employee may sponsor another Federal Employee.

You must follow USDA business policy and standards for creating or editing records in EmpowHR. 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: Sponsor an applicant in EmpowHR - One

The screenshot shows the 'Main Menu >' interface. Under the 'PAR Processing' section, there is a grid of icons and text. The 'Employee Security Clearance' icon, located in the bottom row, second column, is highlighted with an orange border. The other icons and their descriptions are as follows:

PAR Processing		
Hire Employee Identifies details of the hire including employee name, address, job, payroll, and compensation details	Update Reports To Update Reports To	Mass Reports to Update Mass Reports to Update
Address Processing Address Info	Adjudication Information Adjudication Information	HR Processing Identifies personnel action details of request ready for human resources to process
Update Applied Action Update Applied Recs	Correct Applied Action Identifies details regarding corrections to a personnel action	Create New Opid Create New Opid
Employee Password Reset Employee Password Reset	Mass Actions Mass Actions	Person Attachments PAR Documents Attachment
Departmental Transfer	Employee Security Clearance Employee Security Clearance	

From the Main Menu, select **PAR Processing**, then select the **Employee Security Clearance** icon.

Then use the search field to locate the Employee's record.



Module D: Sponsor an applicant in EmpowHR - Two

Employee Security Clearance

Empl ID: [redacted] Empl Record: 0

Investigation

Card Type: **LincPass** (dropdown menu open showing LincPass, AltLinc, No LincPass/AltLinc) Notes: Favorably adjudicated on 10/2/12

Submitting: AltLinc, No LincPass/AltLinc

Security Office Identifier: AG99 OPAC/ALC Number: 12060000

Sponsor ID: TD051025
Change Date: 10/12/2012

Position information

Position Number: 90947823 SECUR SPECLST

Emergency Response Official:

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

Use the USDA Credential Matrix to determine what kind of credential a person requires. The Credential Matrix can be found in the USDA DM 4620-002 ([USDA HSPD-12 Policy](#)). Once a credential type is identified, then you can sponsor the applicant.

In the Investigation block, select the **Card Type** you wish to sponsor (LincPass, AltLinc, No LincPass/AltLinc).



Module D: Sponsor an applicant in EmpowHR - Three

Employee Security Clearance

Empl ID: [redacted] Empl Record: 0

Investigation

Card Type: LincPass **Notes: Favorably adjudicated on 10/7/12**

Submitting Office Number: 4821 [Card Activation Information](#)

Security Office Identifier: AG99 OPAC/ALC Number: 12060000

Sponsor ID: TD051025
Change Date: 10/12/2012

Position information

Position Number: 90947823 SECUR SPECLST

Emergency Response Official:

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

You may optionally enter data in the **Notes** field. Click on **Emergency Response Official** check box if applicable. Other fields on this screen pertain to Adjudication, and may be completed per your Agency process. (For example, if the Employee has not completed his/her background investigation, the Employee's Submitting Office Number (SON), Security Office Identifier (SOI) and OPAC/ALC must also be entered).



Module D: Sponsor an applicant in EmpowHR - Four

Employee Security Clearance

Empl ID: [REDACTED] Empl Record: 0

Investigation

Card Type: LincPass Notes: Favorably adjudicated on 10/2/12

Submitting Office Number: 4821 [Card Activation Information](#)

Security Office Identifier: AG99 OPAC/ALC Number: 12060000

Sponsor ID: TD051025
Change Date: 10/12/2012

Position information

Position Number: 90947823 SECUR SPECLST

Emergency Response Official:

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

Click the **Card Activation Information** link to enter the card shipping information.



Module D: Sponsor an applicant in EmpowHR - Five

Card Activation Mailing Information

Empl ID: Empl Record: 0 SSN:

Card Shipping Information Find | View All First 1 of 1 Last

Card Shipping Information + -

Card Ship Addr Cd

Addr Header USDA

Address Line 1 FSA LIGHT CREDENTIALING CENTER

Address Line 2 1221 COLLEGE PARK DRIVE, SUITE 201

City DOVER

State DE Postal Code 19904 Country USA

Note: Only the first **300 results** will be displayed. If you do not see the shipping code you are looking for, key in the five-digit code directly in the search field. Once you enter the code, the address information will be populated.

A spreadsheet containing all shipping codes is distributed to Agency Leads and Lead Sponsors every other week. Please refer to this list to locate the appropriate Card Shipping Location.

Use the **Card Activation Information** link to specify the Card Shipping Address Code. This will be the site that the HSPD-12 LincPass/ AltLinc will be delivered to for activation. For example, if an Employee is in Fort Collins, CO, you should specify this location as the Card Shipping Address. Use the lookup feature to find the appropriate code.

Note: A Ship To address is required when doing central printing (Locally printed cards do not require a Ship To address). Cards will present an issuance error in USAccess if the Ship To address is not provided for centrally printed cards.

Save the updates by clicking the **Save** button.



Module D: Sponsor an applicant in EmpowHR - Six

Upon Completion of EmpowHR Sponsorship

- Now the record is ready for Adjudication Information to be entered by the Agency Adjudicator.
- The applicant will receive an enrollment notification and instructions to schedule their enrollment using the GSA Scheduling Tool: <https://timetrade.com/app/usaccess/workflows/usaccess001/schedule/?appointmentTypeGroupId=hspd12>. The applicant should follow instructions in the email to schedule his/her appointment.

Note: The Sponsor should follow up to ensure receipt of the enrollment email and resend in USAccess as needed.

- After enrollment and entry of a completed adjudication result in EmpowHR, the LincPass/ AltLinc is printed and shipped.
- The applicant will receive notification via email that the LincPass/ AltLinc is ready to be picked up and activated. The applicant will schedule his/her appointment using the GSA Scheduling Tool.
- The applicant must pick up and activate their own LincPass/ AltLinc.





Module D: Sponsor an applicant in EmpowHR - Seven

Next Steps:

- Adjudicators will identify list of Federal Employees who are ready for adjudication in EmpowHR.
- Sponsors should check the USAccess Applicant Status Report (ASR) to determine LincPass/ AltLinc issuance status or potential issues for all sponsored Federal Employees. Refer to the ASR Guide via the following link on the USDA HSPD-12 website:

<http://lincpass.usda.gov/docs/Applicant%20Status%20Report%20Guide%20V4.4.pdf>

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





Module E: Additional Sponsor Resources

Congratulations! You have just learned about how to Sponsor Federal Employees in EmpowHR.

The next few screens provide an overview of additional resources for Sponsors outside of the authoritative HR system.



Module E: Additional Sponsor Resources - One

Post Sponsorship Activities:

In addition to the initial sponsorship of an Federal Employee Applicant, a Sponsor is responsible for maintaining an Applicant's record and performing various credential actions throughout the LincPass lifecycle. The Post-Sponsorship Sponsor Training covers the following post-sponsorship activities:

- Maintaining Applicant Sponsorship Information
- Employment status changes
- Requesting Reissues and Renewals
- Requesting Reprints
- Resending System Notifications
- Marking the LincPass Destroyed
- USAccess Reports Portal



Module E: Additional Sponsor Resources - Two

There are sets of enrollment and activation workstations (Fixed credentialing centers, mobile credentialing centers and light activation stations) leased from the GSA HSPD-12 Managed Services Office (MSO) that are located in agency-provided space and managed by agency points of contact (POCs). Some of these Centers are agency-specific or dedicated, while others operate as shared services centers. In addition, some of these Centers complete Enrollments and/ or Activations.

To locate a credentialing centers, visit: <https://www.fedidcard.gov/find-usaccess-centers>.

Find USAccess Centers

Listed below are the USAccess Credentialing Centers available for enrollment, credential issuance and activation, and credential maintenance activities. Use this search feature to find a center near you. Credentialing center hours of operation vary and change frequently. The GSA Online Scheduling System you use to make your appointment will have the most up-to-date hours of operation for the center.

NOTE: Most Light Activation (LA) and Light Credentialing Solution (LCS) locations and hours of operation are not posted on this website. For LA and LCS locations and availability in your agency, please contact your agency's HSPD-12 point of contact or program office responsible for issuing employee and contractor PIV credentials.

State **Activity**

DC Enrollment

Agency

Search Reset



Module E: Additional Sponsor Resources - Three

USDA has a number of different types of credentialing centers to support its large and geographically-dispersed population. Another resource for determining credentialing locations is the Deployment Listing provided by the USDA HSPD-12 Help Desk detailing all USDA HSPD-12 locations (Shared and Dedicated) and outside agency SHARED locations for LAS, MCU and FIXED Operational Stations. This list is sent every other week to the Agency Leads and Lead Sponsors.

This list is in sync with available enrollment and activation stations that applicants can visit to complete HSPD-12 enrollments, activations, etc. Sponsors can use this list to determine the best SHIP TO location for applicants. If an updated list is needed, Sponsors can ask for the latest list from the HSPD-12 Help Desk.

USDA HSPD-12 Master Deployment Credentialing Centers																	
Effective July 17, 2019																	
Site Type	Equipment Total	Activity Type	Status	Site ID	Ship To	City	State	Country	Address 1	Address 2	Zip Code	Department	Agency	Activator	Activator Phone	Activator Email	
FIXED	1	Enrollment and Activation	Shared	0021	YES	ANCHORAGE	AK	USA	222 W 7th Ave	US Bureau of Land Management	99513	DOI	BLM	Contact USDA Helpdesk	813-402-4075	usdshsp12help@blm.usda.gov	
LAS	1	Activation only	Dedicated	002253	NO	CORDOVA	AK	USA	612 2nd Street	Chugach NP Cordova RD	99574	USDA	FS	Tanya Zastrow	907-424-4722	tastrow@fs.fed.us	
MCU	1	Enrollment and Activation	Dedicated	002236	NO	CRADO	AK	USA	904 9th Street	Tongass NP Crado RD	99521	USDA	FS	Katherine Kruse	907-626-1615	kkrase@fs.fed.us	
LAS	1	Activation only	Dedicated	00795	YES	DELTA JUNCTION	AK	USA	6 Mile Post 1420.5 Alaska Hwy	Jarvis Building	99757	USDA	FS	Lloyd Wilhelms	907-694-4242 x104	lloyd.wilhelms@ak.usda.gov	
FIXED	1	Enrollment and Activation	Shared	00194	YES	DENALI PARK	AK	USA	6 Mile Post 277 Parks Highway		99755	DOI	NPS	Contact USDA Helpdesk	813-402-4075	usdshsp12help@den.usda.gov	
SHIP TO		SHIP TO	Dedicated	00796	YES	DELLINGHAM	AK	USA	134 1ST AVE WEST	HEERMAN SCHROEDER BLDG	99576	USDA	RD	WILLIAM WILLIAMS	907-642-9291	WILLIAM.WILLIAMS@AK.USDA.GOV	
FIXED	2	Enrollment and Activation	Shared	00128	Yes	FISHBANKS	AK	USA	501 12TH AVE	Room 967	99701-6211	DOI	BLA	Contact USDA Helpdesk	813-402-4075	usdshsp12help@blm.usda.gov	
FIXED	2	Enrollment and Activation	Shared	000162	YES	JUNEAU	AK	USA	809 W 9th Street	USDA Forest Service	99801	USDA	FS	EJ Terry	907-586-7928	e.terry@fs.fed.us	
MCU	1	Enrollment and Activation	Shared	000162	YES	JUNEAU	AK	USA	809 W 9th Street	USDA Forest Service	99801	USDA	FS	Charlyte Malacca Erg. Adams	907-586-4700 907-586-7927	cmalacca@fs.fed.us eradam@fs.fed.us	
LAS	1	Activation only	Dedicated	00797	YES	KENAI	AK	USA	110 Trading Bay Road	Sic. 140	99611	USDA	RD	Wylie Chandler	907-283-6640	wylie.chandler@ak.usda.gov	
MCU	1	Enrollment and Activation	Dedicated	002297	NO	KETCHIKAN	AK	USA	468 Main Street	Ketchikan Supervisors Office Palmer Building	99901-4591	USDA	FS	Debbie Gerardo	907-226-6340	dgerardo@fs.fed.us	
SHIP TO		SHIP TO	Dedicated	00660	YES	PALMER	AK	USA	800 West Bergman		99645	USDA	RD	Connie Erickson	907-761-7708	connie.erickson@ak.usda.gov	
LAS	1	Activation only	Dedicated	002238	NO	PETERSBURG	AK	USA	123 Snow Bay Loop Road	Tongass NP	99833	USDA	FS	Olav Uppengaard	907-772-9550	olavuppena@fs.fed.us	
LAS	1	Activation only	Shared	002343	NO	SEWARD	AK	USA	13399 Ranger Station Spur		99664	USDA	FS	Katy Tschudin	907-286-7737	tschudin@fs.fed.us	
MCU	1	Enrollment and Activation	Shared	002346	NO	WRANGELL	AK	USA	523 Bennett Street	Tongass NP Wrangell RD	99929	USDA	FS	Lynne Niese	907-874-7505	lynne@fs.fed.us	
LAS	1	Activation only	Shared	00421	Yes	ANCHORAGE	AL	USA	UNGS, ALASKA SCIENCE CENTER	4210 UNIVERSITY DRIVE	99508	DOI	USGS	Contact USDA Helpdesk	813-402-4075	usdshsp12help@al.usda.gov	
FIXED	2	Enrollment and Activation	Shared	001407	NO	ANNISTON	AL	USA	1413 Hilltop Robinson Int Pkwy	State A	36207	USDA	FS	Brenda Haggren	256-835-7821 x2	brenda.haggren@al.usda.gov	
SHIP TO		SHIP TO	Shared	001600	YES	ANNISTON	AL	USA	1413 Hilltop Robinson Int Pkwy	State A	36207	USDA	FS	Charles M. Clark	256-835-7821	charlesm.clark@al.usda.gov	
LAS	1	Activation only	Dedicated	002193	YES	ALBIRN	AL	USA	1381 Skyway Drive		36880	USDA	NBCC	Wendy F Smith	334-887-4328	wendy.f.smith@al.usda.gov	
LAS	1	Activation only	Dedicated	002802	YES	ALBIRN	AL	USA	411 S Drexler Dr		36802	USDA	ARS	Christine Harrell	334-887-4339	christine.harrell@al.usda.gov	
FIXED	2	Enrollment and Activation	Shared	001946	YES	BEHMINGRAM	AL	USA	690 29th Street N	Room 600	35203	DOI	USDA	Debra LaFond	334-887-6596 ext 2709	debra.lafond@al.usda.gov	
FIXED	1	Enrollment and Activation	Shared	000826	YES	COOPER CENTER	AL	USA	MELE 166.8 RICHARDSON HIGHWAY		36157-0499	DOI	NPS	Contact USDA Helpdesk	813-402-4075	usdshsp12help@al.usda.gov	
FIXED	1	Enrollment and Activation	Shared	00580	YES	PORT WADSWORTH	AL	USA	ALASKA FIRE SERVICE OFFICE	1541 GAFFNEY ROAD	36103	DOI	BLM	Contact USDA Helpdesk	813-402-4075	usdshsp12help@al.usda.gov	
LAS	1	Activation only	Shared	00853	YES	GLENDALE	AL	USA	MLK PORT 186.5 GLENN HIGHWAY		36988	DOI	BLM	Contact USDA Helpdesk	813-402-4075	usdshsp12help@al.usda.gov	
LAS	1	Activation only	Dedicated	002827	YES	GROVE HILL	AL	USA	127A Clarke Street		36491	USDA	NBCC	Deborah Slat	251-275-1185	debs.slat@al.usda.gov	
LAS	2	Activation only	Shared	000596	YES	GUSTAVUS	AL	USA	1 PARK ROAD	SUITE 140	36826	DOI	NPS	Contact USDA Helpdesk	813-402-4075	usdshsp12help@al.usda.gov	
FIXED	1	Enrollment and Activation	Shared	000596	YES	GUSTAVUS	AL	USA	1 PARK ROAD	SUITE 140	36826	DOI	NPS	Contact USDA Helpdesk	813-402-4075	usdshsp12help@al.usda.gov	



Module E: Additional Sponsor Resources - Four

Special Note on Card Shipping:

Prior to completing a reprint or renewal in USAccess, Sponsors should **check Card Shipping locations** to make sure they are still current, and update in EmpowHR/Person Model as appropriate.

Remember that the Work Location of an applicant may not always be the same as the Card Shipping location. These are two separate sets of fields in EmpowHR.

The screenshot shows a web application interface for a sponsor applicant. The page title is 'ROLE: SPONSOR - DEPARTMENT OF AGRICULTURE'. The user is logged in as '12001000000225@fedidcard.gov'. The page has a navigation bar with 'Issuance Criteria', 'Show Applicant Status', and 'Show Previous Card Info'. The main content area is titled 'Sponsor Applicant' and contains a form for 'Card Shipping Address'. The form has a left sidebar with 'Sponsor Info', 'Card Address Info', and 'Save'. The form fields are as follows:

Print Method	
Select Card Print Method	CENTRAL PRINTING
Card Shipping Address	
Shipping Method	STANDARD/ OVERNIGHT
Select Address	State: DELAWARE
	Site: USDA - 1221 COLLEGE PARK DR
Street Address 1	FSA LIGHT CREDENTIALING CENTER
City	DOVER
Zip Code	19904
Street Address 2	1221 COLLEGE PARK DR SUITE 201
State	DE
Country	USA

Buttons: Previous, Next, Cancel

If an applicant has moved since the Card Shipping Information was originally entered, Sponsors should change the Card Shipping Address in EmpowHR to make sure the cards are shipped to the correct location.

If you need to expedite shipping of the card, you can select the new Card Shipping Address directly in USAccess, but be sure to update EmpowHR as well. Any changes made in USAccess will be overwritten with data from EmpowHR the next day.

Remember that Credentialing Centers and locations where cards can be shipped often change. They may move to a new location or be decommissioned and permanently closed. Make sure to check the USDA HSPD-12 listing of locations for LAS, MCU and FIXED Operational Shared Stations that is sent every other week for updated locations.



Module E: Additional Sponsor Resources - Five

An applicant record must meet a total of 36 criteria for USAccess to print the credential. There are two ways to check on any failed issuance criteria:

1. Sponsorship Record > View Applicant screen > Issuance Criteria field.

If an Applicant record fails to comply with any of the issuance rules, the system puts a red **X** next to the Issuance Criteria field. If you mouse over the Issuance Criteria field, the system displays a drop-down list of all 36 issuance rules with a red **X** next to every rule with which the record does not comply.

USACCESS Program
Powered by Perspecta Assured Identity

ROLE: SPONSOR - DEPARTMENT OF AGRICULTURE

Sponsor Applicant 1200100000225@fedidcard.gov Log out

Issuance Criteria: 7 **X** Show Applicant Status ●●●●

Field	Value	Compliance
Agency	DEPARTMENT OF AGRICULTURE	Has Valid Credential Option X
Employee Type	EMPLOYEE	Is Adjudicated X
Agency Rank		Is Registered X DEPARTMENT OF AGRICULTURE
Contract Number		Is Sponsored X TIME
User Principal Name	12001003805934@fedidcard.gov	PIV-I Agency Specific Criteria X
Sub-Agency Abbreviation		Sponsor Has EID X
Credential Option	NONE	Valid Ship To Address X
Smart Card Type	STANDARD DUAL INTERFACE	4 Cert With Unique Email X
Agency Role		4 Cert With Valid Email X
Card Header	UNITED STATES GOVERNMENT	Citizenship Matches ID Type X
Last Enrollment Date		Employee ID Format Correct X D3E66-EF77-41A4-9527-2B02C0ED0E
Agency Special Use		Has Active Employment Status X
		Has Sponsored Enrollment X
		Has UPN X
		Has Unique UPN X PIV AUTHENTICATION, CARD AUTH...
		Has Valid Employee Type Code X GENERAL EMPLOYEE
		Has Valid First Name X
		Has Valid Last Name X res * No
		Has Valid Middle Name X
		Print Mode/ Card Type Is Valid X
		Print Mode Is Valid For Agency X system Generated Date
		SecID Is Unique X User Provided
		Ship To Address Is Active X res * No
		Valid Return To Address X

Next Cancel



Module E: Additional Sponsor Resources - Six

2. Failed Issuance Rules Report (FIRR)

If an Applicant record fails to comply with any of the issuance rules, the system lists the record on the Failed Issuance Rules Report (FIRR). All designated role holders can view and download the FIRR using the Reports Portal.

Last Name	First Name	Middle Name	Name Suffix	Issuance Pending ID	Is Registered	Is Sponsored	Is Adjudicated	Has Valid First Name	Has Valid Middle Name	Has Valid Last Name	Has ABIS Record	Passed ABIS Check
REGISTFAR	SUPER	TEST		131534	FAIL		FAIL			FAIL		
LAMBERTONE	JACK	A		131535	FAIL		FAIL					
DATABASE	TEST	T		131536			FAIL					FAIL

Figure 2: Sample FIRR

The FIRR contains Applicant Name, DOB, Agency/Sub-Agency, an Issuance Pending ID, and all 41 Issuance Rules. If an Applicant has failed one or more rules, the report viewer will see a “FAIL” noted in the column associated with the issuance rule(s) that requires resolution.

For a complete list of all 41 Issuance rules, please refer to the **Failed Issuance Rules Report Job Aid**.



Module E: Additional Sponsor Resources - Seven

Resources: For more information on LincPass/ AltLinc 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/>.

If you need help or additional information, please see the contact list below:

USDA HSPD-12 LincPass Website Sponsor page: <http://hspd12.usda.gov/Sponsor.html>

USDA HSPD-12 Help Desk (all role holder/applicant questions; ePACs related issues)

Toll Free: 833-682-4675

Email: usdahspd12help@dm.usda.gov

USAccess Help Desk (for USAccess system questions/issues)

Toll Free: 866-493-8391

Email: usaccess.helpdesk@perspecta.com

GSA MSO Help Desk (general policy questions)

Phone: 202-501-4740

Email: hspd12@gsa.gov

eAuthentication Help:

Phone: 800-457-3642, Option 1

