

USDA HSPD-12 NEIS Adjudicator Data Entry Guide

Prepared for



**United States Department of Agriculture
Office of Homeland Security and Emergency
Coordination (OHSEC)
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Contents

Introduction	4
NEIS Adjudicator Role	4
Step 1: Process Start	4
Step 2: NEIS Adjudication Functions	5
A. Login Screen (Required)	5
B. Start Screen (Required).....	6
C. Adjudication Information (Required).....	6
Step 3: USAccess Adjudication Functions (Non-EmpowHR Agencies Only)	9
Step 4: Enrollment and Activation	12

Table of Figures

Figure 1: Login Screen.....	5
Figure 2: Start Screen	6
Figure 3: NEIS Adjudication Menu	6
Figure 4: NEIS Adjudication Search Screen	7
Figure 5: NEIS Adjudication Screen.....	7
Figure 6: Add Adjudication Results	8



Introduction

The Adjudicator Data Entry Guide provides detailed procedures to Non-Employee Identity System (NEIS) Adjudicators for entering and maintaining information in NEIS. NEIS is the USDA system of record for Non-Employee information required for LincPass enrollment. NEIS maintains Non-Employee information, Contract Information, Contracting Company Information, Contract Assignments, and Adjudication information.

NEIS Adjudicator Role

The Adjudicator is the person reviews and records the results of background investigations and adjudicates the Non-Employee in NEIS.

Step 1: Process Start

To be an Adjudicator in NEIS, you must:

- 1. Complete USAccess Adjudicator training**
To complete USAccess training, log on the GoLearn Learning Management System at: <https://piv.golearnportal.org/>
- 2. Be designated as a Adjudicator in USAccess and obtain a USAccess login**
Notify your designated supervisor after completing USAccess training. Managers should send requests for Adjudicator designation to the agency Role Administrator. Once designated in USAccess, Adjudicators will receive a USAccess login.
- 3. Complete NEIS Adjudicator training and successfully pass NEIS Adjudicator test with a score of 80% or better**
NEIS training is available on AgLearn under Item ID USDA-HSPD12-Adjudicator-03. NEIS materials are also available at: <http://lincpass.usda.gov/training.html>.
- 4. Obtain a NEIS login**
Submit a NEIS login request to your supervisor. Supervisors should send completed NEIS login requests to the Agency Security Officer (ASO) for processing. Once approved, you will receive a NEIS ID and password.

Follow your existing Agency process for initiating, processing and/or verifying BIs for Non-Employees. The minimum requirement for HSPD-12 is a National Agency Check with (Written) Inquiries (NACI).

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

Step 2: NEIS Adjudication Functions

A. Login Screen (Required)

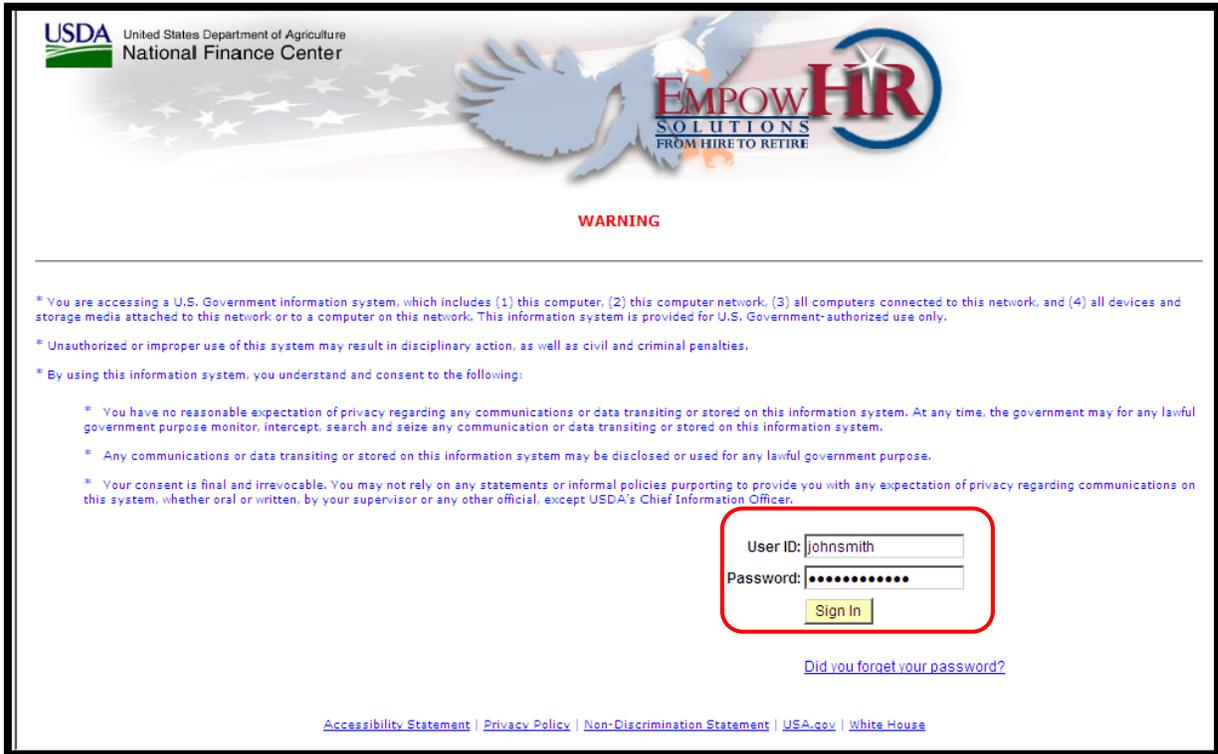


Figure 1: Login Screen

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

Forgot your password? Contact the USDA HSPD-12 Help Desk at 1-888-212-9309 or USDAHSPD12HELP@DM.USDA.GOV.

B. Start Screen (Required)

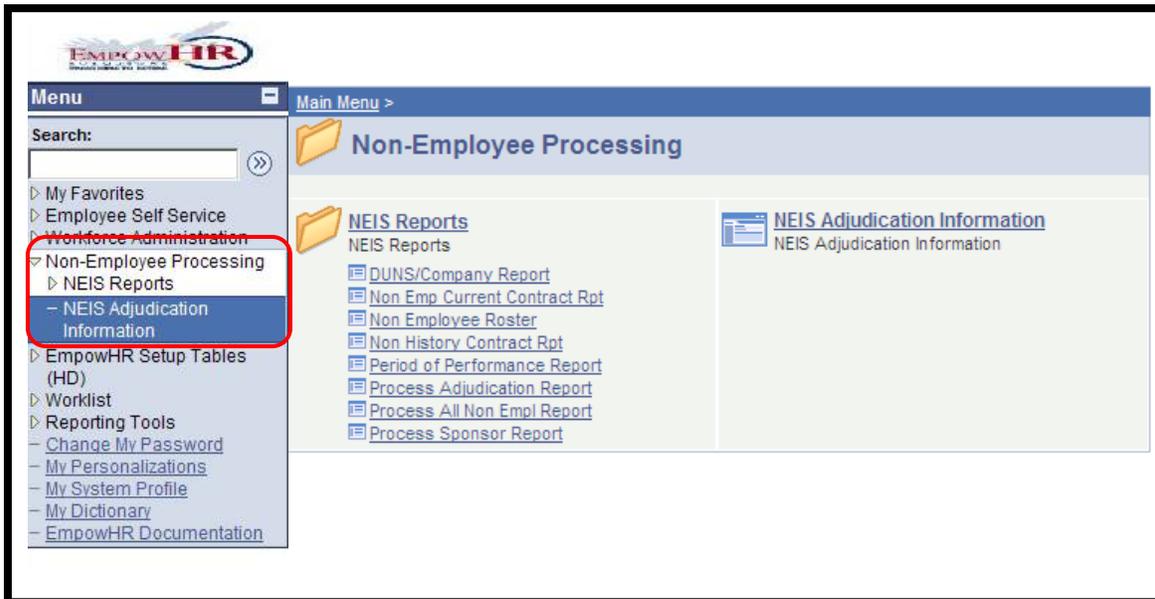


Figure 2: Start Screen

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

- o NEIS Reports (all roles)
- o NEIS Adjudication Information

C. Adjudication Information (Required)

4. From the Non-Employee Processing menu, select NEIS Adjudication Information.

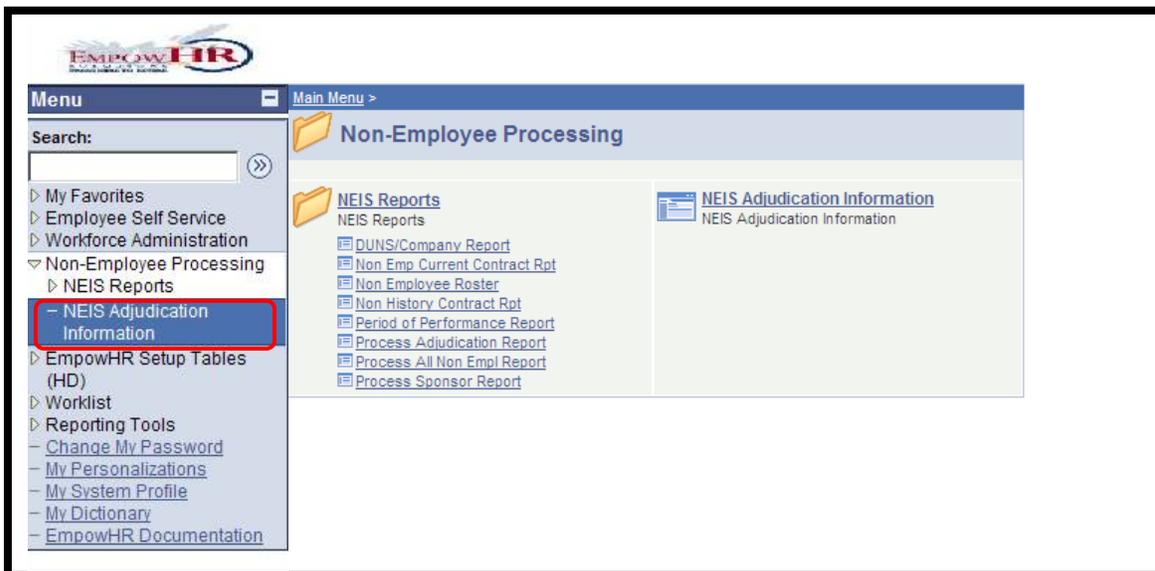


Figure 3: NEIS Adjudication Menu

- Use the search fields to locate the Non-Employee record.

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

Find an Existing Value

Search by: Name begins with icams

Include History Correct History Case Sensitive

Search [Advanced Search](#)

Search Results
View All First 1-2 of 2 Last

Name	EmplID	Social Security Number
ICAMS.TEST	199703	XXX-XX-0001
ICAMS.TEST2	199704	XXX-XX-0002

Figure 4: NEIS Adjudication Search Screen

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

ICAMS.TEST EmplID: 199703 XXX-XX-0001

Adjudication Information Customize | Find | First 1 of 1 Last

Investigation Type	Status	Adjudication Date	Adjudicator Oprid	Notes
FBI	Approved	03/16/2010	MR100003	testing

FBI
NAC
NACI
Secret
Top Secret

Figure 5: NEIS Adjudication Screen

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

- **Adjudication Date:** This date is pre-populated to reflect when the data was entered into the NEIS system. This field is masked and therefore does not permit data entry. The Adjudication Date will default to the current date.
- **Adjudicator OprID:** This field is pre-populated as the NEIS OprID for the person entering the adjudication information. This field is masked and therefore does not permit data entry. The Adjudicator OprID will default to the NEIS Adjudicator's username.

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

- **Notes:** This is an optional field for additional information about the adjudication.
7. Select the **Save** button.
 8. To add another adjudication result, select the plus icon (+) to the right of the first row. NEIS will display a new row. Enter the new data as in Step 3, then select the Save button.

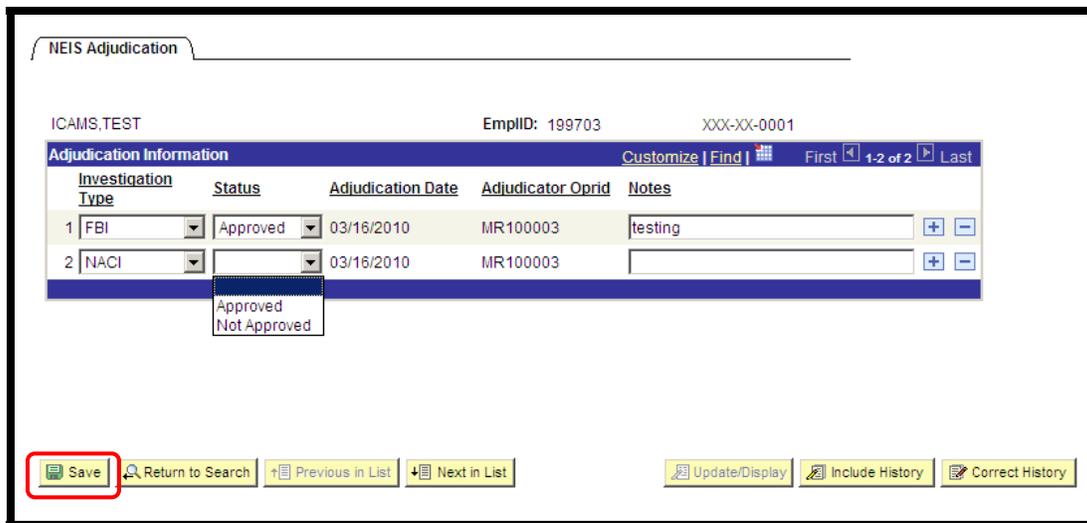


Figure 6: Add Adjudication Results

Next Steps:

Non-EmpowHR Agency Adjudicators must finalize sponsorship by saving the Non-Employee’s record in USAccess. Proceed to Step 3 for details on USAccess Adjudication functions.

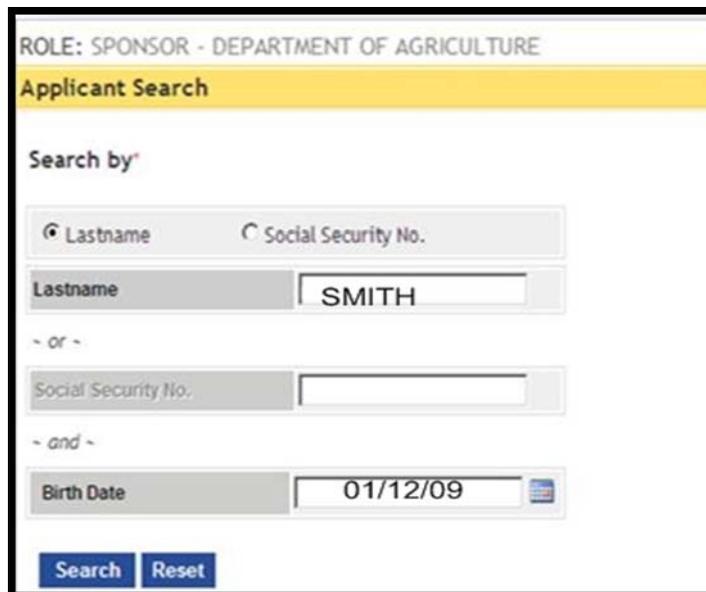
EmpowHR Agency Adjudicators should proceed to Step 4, Enrollment and Activation.

Step 3: USAccess Adjudication Functions (Non-EmpowHR Agencies Only)

1. On the Log In screen, type in your user name in the User Name field. Type in your password in the Password field and select the Login button.



2. Type in the Non-Employee's last name or Social Security Number. Type in the Non-Employee's birth date or select the calendar icon next to the Birth Date field to choose a date from the calendar and select the Search button to begin.



3. When the search result appears, click on **Edit Adjudication** next to the appropriate Applicant.

Applicant Search

Search by*

Lastname Social Security No.

Lastname

~ or ~

Social Security No.

~ and ~

Birth Date

ID	Last Name	First Name	Birth Date	Social Security	Email	Status	
0000000026	USER	TEST GUY	01/01/1980	xxx-xx-0026		REGISTERED	<input type="button" value="Edit Adjudication"/>
0000000028	USER	TEST	01/01/1980	xxx-xx-0028	0000000028@FEDIDCARD.GOV	REGISTERED	<input type="button" value="Edit Adjudication"/>
0000002259	USER	TEST	01/01/1980	xxx-xx-2259	0000002259@FEDIDCARD.GOV	REGISTERED	<input type="button" value="Edit Adjudication"/>
0000000131	USER	TEST	01/01/1980	xxx-xx-0131	0000000131@FEDIDCARD.GOV	REGISTERED	<input type="button" value="Edit Adjudication"/>

- Verify all required Biographic Data fields have current and correct information. Red asterisks (*) indicate required fields. **Note:** If any of the information is incorrect, missing, or needs updating, changes must be made in NEIS and not in USAccess.

Applicant Enrollment

Biographic Data
 Address Data
 Alias Information
 Save

Current Home Address

Street Address 1 * **Street Address 2**

City * **State ***

Zip Code * **Country ***

Begin Date **End Date**

Birth Place

City **State**

Country

Alien Registration No.

Change Password?
 Version 1.0.0.55

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5. Select the FBI/NCHC and NACI Status results from the drop down menus and click “Adjudicate” on the confirmation box. The system defaults to “Pending” for NACI Status and FBI/NCHC and must be changed. The system may take a few minutes to process the record and return a confirmation.

Adjudication

Name: USER, TEST
Birth Date: 1/1/1980
SSN: 000002847
Place of Birth: HERNDON, VA
Aliases:

Record Background Check Results | Submit OPM-FBI Background Check Request

FBI/NCHC	PENDING	Date	12/06/2002
NACI Status	PENDING	Date	12/06/2002

Comments

6. When ready to adjudicate the record, a confirmation message stating “Are you sure you want to finish?” will appear on the screen. Click “Yes”. The adjudication process is now complete and an issuance request has been initiated.

Adjudication

Name	Non-Employee Name	Birth City	
Birth Date	01/01/1901	Birth State	
SSN	123-45-6789	Birth Country	USA
Aliases			

Record Background Check Results | Submit OPM-FBI Backg

FBI/NCHC	APPROVED
NACI Status	APPROVED

Comments

Confirmation Required

Are you sure you want to finish?

Step 4: Enrollment and Activation

1. Upon sponsorship in NEIS, Non-Employee(s) will receive email notifications and instructions to schedule their enrollment. Note: For Non-EmpowHR agencies, records must be saved in USAccess for email notifications to be sent.
2. The Non-Employee goes to an HSPD-12 enrollment station and enrolls for a LincPass.
 - a. After enrollment and entry of a favorable fingerprint result in NEIS, the LincPass is printed and shipped.
3. When the LincPass is printed and arrives at HSPD-12 activation station, the Non-Employee will receive email notification and instructions to schedule their card activation.
4. The Non-Employee goes to the HSPD-12 activation station to activate their LincPass.
5. Process continues according to DM 4620-002.

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

Contact the USDA HSPD-12 Help Desk:

Toll Free: 1-888-212-9309

Local: 703-245-7888

Email: USDAHSPD12help@dm.usda.gov

