



## Introduction

In August 2007, United States Department of Agriculture began a phased transition to the LincPass – USDA’s own Personal Identity Verification (PIV) card. This effort is part of the entire Federal Government’s move toward compliance with the President’s Homeland Security Presidential Directive 12 (the Common Identification Standard for Federal Employees and Contractors), commonly known as HSPD-12.

## Separation of Duties

An integral part of HSPD-12 is the separation of duties, which ensures that no individual has the capability to issue a PIV credential without the cooperation of another authorized person. As a result, any person who requires a LincPass must go through several steps to obtain their LincPass. This LincPass process includes Sponsorship, Adjudication, Enrollment and Activation.

## The NEIS Sponsor Role

As a Sponsor, you will play an integral part in the process for Non-Employees to enroll for a LincPass so they can access facilities and systems. The Sponsor is the person who initiates the request for a Non-Employee to enroll for a LincPass and sponsors the Non-Employee in NEIS. NEIS is the Non-Employee Identity System (NEIS), USDA’s system of record for Non-Employee Information required for LincPass enrollment. This document provides an overview of procedures for NEIS sponsorship.

## Sponsorship

### Step 1: Process Start

To be a Sponsor in NEIS you must:

- 1. Complete USAccess Sponsor training**  
To complete USAccess training, log on the GoLearn Learning Management System at: <https://piv.golearnportal.org/>
- 2. Be designated as a Sponsor in USAccess and obtain a USAccess login**  
Notify your designated supervisor after completing USAccess training. Managers should send requests for Sponsor designation to the agency Role Administrator. Once designated in USAccess, Sponsors will receive a USAccess login.
- 3. Complete NEIS Sponsor training and successfully pass NEIS Sponsor test with a score of 80% or better**  
NEIS training is available on AgLearn under Item ID USDA-HSPD12-Sponsor-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.
- 5. Have a NEIS Sponsor Package (including agency-determined PII data collection materials)**



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PII collection templates and other materials are provided to Agency HSPD-12 Leads. PII may be collected using the NEIS PII sheet or PII spreadsheet. Be sure to encrypt any files transmitted via email.

### 6. Determine who will need a LincPass

Sponsors should use the LincPass Distribution Risk Assessment to determine who will need a LincPass. The Risk Assessment can be found on page D-1 of USDA DM 4620-002, available at: [http://lincpass.usda.gov/ref\\_lincpass.html](http://lincpass.usda.gov/ref_lincpass.html).

**Note:** Data entry personnel may be utilized, but sponsorship must be performed by an official Sponsor. Data entry personnel must have a LincPass, complete NEIS Sponsor training and obtain a NEIS login.

### ***Step 2: Data Collection and Entry***

Data collection begins after using the Agency Risk Assessment to determine who will need a LincPass. The preferred method(s) for collection of Non-Employee information required for LincPass enrollment is an Agency determination. Two options are presented in this process:

- A. Encrypted spreadsheet sent via email
- B. PII sheet hand-carried or sent to locally-secured fax

Agencies may modify PII collection templates based on their business needs. The Data Entry Personnel role is used in the examples below to show tasks they may perform in support of the Sponsor.

#### **A. Encrypted Spreadsheet Method**

1. Sponsor sends list of proposed Non-Employee applicant names to a designated Point of Contact (POC) for the company/organization providing services on the contract, grant or agreement, and copies Data Entry Personnel to initiate data collection.
2. Data Entry Personnel encrypts blank spreadsheet and sends to the designated POC for data collection with password provided in a separate email:
  - To encrypt, select File > Save As > Tools > General Options. Enter the password to open and modify, then select OK.
3. The designated POC facilitates completion of the NEIS spreadsheet for each Non-Employee applicant.
4. The designated POC sends completed and encrypted spreadsheet to Data Entry Personnel, and notifies Sponsor of record transmittal.
5. Data Entry Personnel receives the encrypted spreadsheet and populates NEIS with the information provided. NEIS is available via the following link: <https://icams.usda.gov>.
6. Data Entry Personnel notifies Sponsor that NEIS data entry is complete.
7. Data Entry Personnel permanently deletes spreadsheet from records, email or other folders, if any.

#### **B. PII Sheet Method**

1. Sponsor sends list of proposed Non-Employee applicant names to the designated POC for the company/organization providing services on the contract, grant or agreement, and copies Data Entry Personnel to initiate data collection.



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2. Data Entry Personnel provides PII sheet to the designated POC via email or other agency-determined method.
3. The designated POC facilitates completion of PII sheets for each Non-Employee applicant per the Sponsor's request.
4. The designated POC sends to Data Entry Personnel via locally-secured fax (or hand-carries in a sealed envelope), and notifies Sponsor of record transmittal.
5. Data Entry Personnel receives PII sheets and populates NEIS with the information provided. NEIS is available via the following link:  
<https://icams.usda.gov>.
6. Data Entry Personnel notifies Sponsor that data entry into NEIS has been completed.
7. Data Entry Personnel destroys PII sheets or retains them in a locked file cabinet.

### **Step 3: Sponsorship in NEIS**

1. Sponsor or Data Entry personnel logs in to NEIS to enter Contract Information at <https://icams.usda.gov>.
2. Sponsor verifies all Non-Employee Information entered by Data Entry personnel. Note: Non-EmpowHR agency users must save Non-Employee records in USAccess to complete Sponsorship process. Details on USAccess Sponsorship can be found in the NEIS training and NEIS Sponsor Quick Start Guide.
3. Sponsor makes Contract Assignment in NEIS for each non-employee.
4. Sponsor or Data Entry Personnel provides the Adjudicator with a list of sponsored Non-Employees who are ready for adjudication in NEIS. Adjudicators should follow the process outlined in the NEIS Adjudicator Quick Start Guide to enter adjudication results.

### **Enrollment & Activation**

1. Upon sponsorship in NEIS, the Non-Employee(s) will receive email notification(s) 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 an HSPD-12 activation station, the Non-Employee receives email notification and instructions to schedule their card activation.
4. The Non-Employee goes to an 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](mailto:USDAHSPD12help@dm.usda.gov)





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### Sample Data Collection Request

Dear [Enter addressee's name here],

As an HSPD-12 (Homeland Security Presidential Directive 12) Sponsor for one of your organization's Federal government [contracts, grants or agreements], I have determined by agency Risk Assessment that one or more of your employees require a LincPass, USDA's new Personal Identity Verification (PIV) card. The LincPass will replace any site badges your employees currently have, and will become the primary source of physical and logical access.

The following people require a LincPass:  
[Include list of names]

To complete LincPass enrollment, these employees must:

1. Complete the attached Personal Identity Information (PII) sheet for LincPass sponsorship;
2. Receive favorable adjudication on the required Background Investigation (BI) for HSPD-12.

Please ensure that your employees complete the attached PII sheet. The information collected in the PII worksheet is required for LincPass sponsorship and enrollment. Upon completion, please transmit per the instructions on the sheet.

**The minimum Background Investigation (BI) requirement for HSPD-12 is a NACI (National Agency Check with (Written) Inquiries).** Please note that some of your employees may require an additional level of BI based on the type of work they perform.

- Existing BI on file: If any employees above have already completed a BI, please indicate in the space provided on the PII sheet. We will verify whether any pre-existing investigations fulfill the requirements and will contact you if more information is needed.
- No BI on file: For those who do not have a completed BI on record, they will need to be initiated in e-QIP, the online security questionnaire for background investigation (BI) submittal.

Enrollment notifications will be via email to the address provided in the PII sheet. Please ensure that a valid email address is entered. If any of your employees do not have an email address, please enter the email address for a point of contact at your organization who will receive email notifications and coordinate enrollment activities for the employee(s).

This information is being collected and transmitted in accordance with the Privacy Act of 1974. For details visit <http://www.usdoj.gov/oip/privstat.htm>.