Person Model
Adjudicator Training

LincPass
simple. smart. secure.

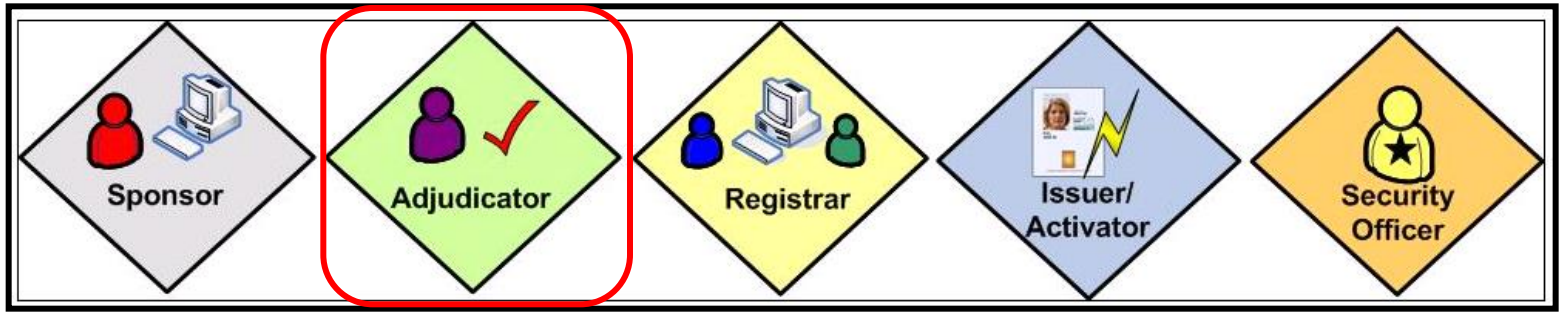
Introduction

Welcome to the Person Model Adjudicator 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 an Adjudicator 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 an Adjudicator, you will play a part in the process for non-Federal employees to enroll for a LincPass so they can access facilities and systems.

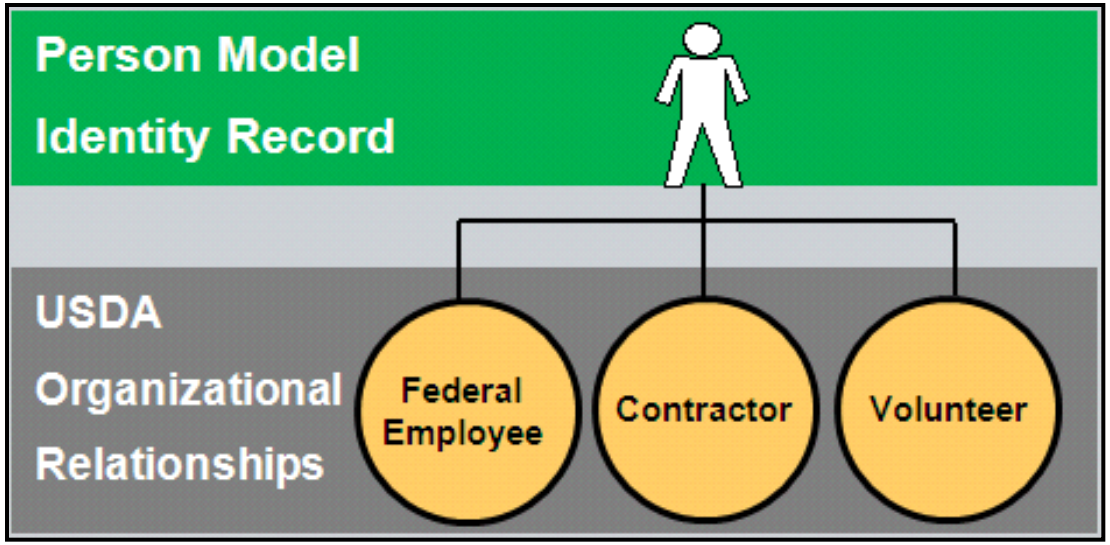


Non-Federal Employee Adjudication

This training covers the procedures for adjudicating non-Federal employees in Person Model. A non-Federal employee is person who provides a service to USDA but is not a Federal Employee. Many different types of non-Federal employees support USDA.

Non-Federal Employees are adjudicated in Person Model. Person Model is USDA's authoritative database for storing and maintaining personnel identity records. In Person Model, there are five options to represent the various non-Federal employee types:

- Contactors
- Affiliates
- Fellows
- Interns
- Volunteers



Training Objectives

At the conclusion of this training, Person Model Adjudicators will be familiar with the following concepts and system functionalities related to non-Federal employee adjudication:

- Module A: The Adjudicator Role
- Module B: Introduction to Person Model
- Module C: Person Model Navigation
- Module D: Person Information
- Module E: Non-Federal Employee Adjudication

For step-by-step instructions, please refer to the Person Model Adjudicator Guide on the USDA HSPD-12 website: http://lincpass.usda.gov/training.html.

Module A: The Adjudicator Role

The next few screens provide an overview of the Adjudicator role and the Adjudicator'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 Adjudicator Role

The Adjudicator must be a U.S. Government official. The Adjudicator is assigned to this role by the Agency Role Administrator in the USAccess portal.

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

If an Adjudicator is not properly designated in USAccess, adjudications performed in Person Model will be marked as <u>incomplete</u> in USAccess.

Module A: The Adjudicator Role

The Adjudicator is the individual authorized to record or update the status of adjudication results for a non-Federal employee in Person Model.

A favorable adjudication result will initiate the PIV credential issuance process.

This training refers to the process of entering Background Investigation results into Person Model <u>only</u>.

Adjudicators should follow their agency procedures for processing and adjudicating background investigations (BIs).

Module A: The Adjudicator Role

Please note: when you are granted the Adjudicator role in Person Model, you are also granted *read-only* access to the Person Information screens, as well as access to Person Model reports.

To begin Adjudication duties in Person Model, you must meet the following prerequisites:

- **Person Model:**
  - Complete Person Model Adjudicator training in AgLearn
  - Have a User ID and password for Person Model

- **USAccess:**
  - Have a LincPass or, at a minimum, be sponsored for the LincPass
  - Complete the USAccess Adjudicator training
  - Be designated as an Adjudicator in USAccess by your Agency Role Administrator
  - Have a user ID and password for USAccess

- **Non-Employee Information:**
  - Have BI results for the applicable non-Federal employee

<u>Please note</u>: you must complete the **two** training modules -- Person Model (in AgLearn) and USAccess (in GoLearn). You will also have a User ID and password for *both* Person Model and USAccess.

Module A: The Adjudicator Role

The minimum required background check for a PIV credential is the National Agency Check with (Written) Inquiries (NACI) or other Office of Personnel Management (OPM) or National Security community investigation required for Federal employment.

A Federal Bureau of Investigation (FBI) National Criminal History Fingerprint Check is part of the background check.

When the background investigation (BI) is complete and a determination is made, the Adjudicator records the decision in Person Model.

To expedite card issuance, it is recommended that the Adjudicator enter results as they are returned. A LincPass may be issued with a successful fingerprint check while the full investigation (NACI or higher) is pending.

Module B: Introduction to Person Model

The next few screens provide an overview of the Person Model system. Only a Federal Employee may have access to Person Model.

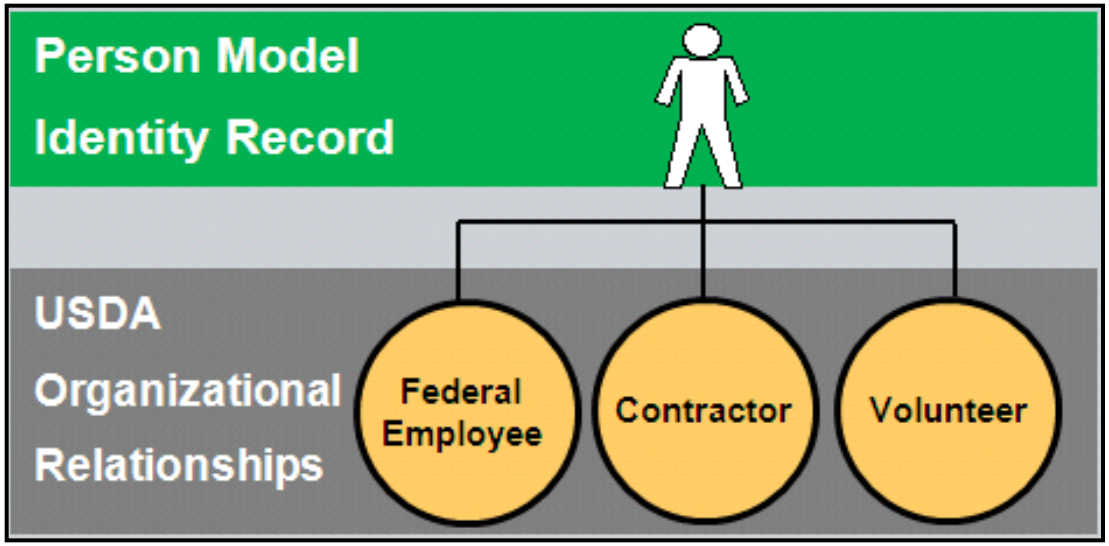
You must follow USDA business policy and standards for creating or editing records in Person Model. USDA business policy can be found in the USDA Departmental Regulation (DR) and Departmental Manual (DM) at http://lincpass.usda.gov/ref_lincpass.html.

Module B: Introduction to Person Model

Person Model is USDA's authoritative database for storing and maintaining personnel identity records. Person Model maintains a ***single identity record*** for each person, and tracks the history of each **Organizational 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.

In Person Model, a non-Federal employee is called a **Person of Interest (POI).**

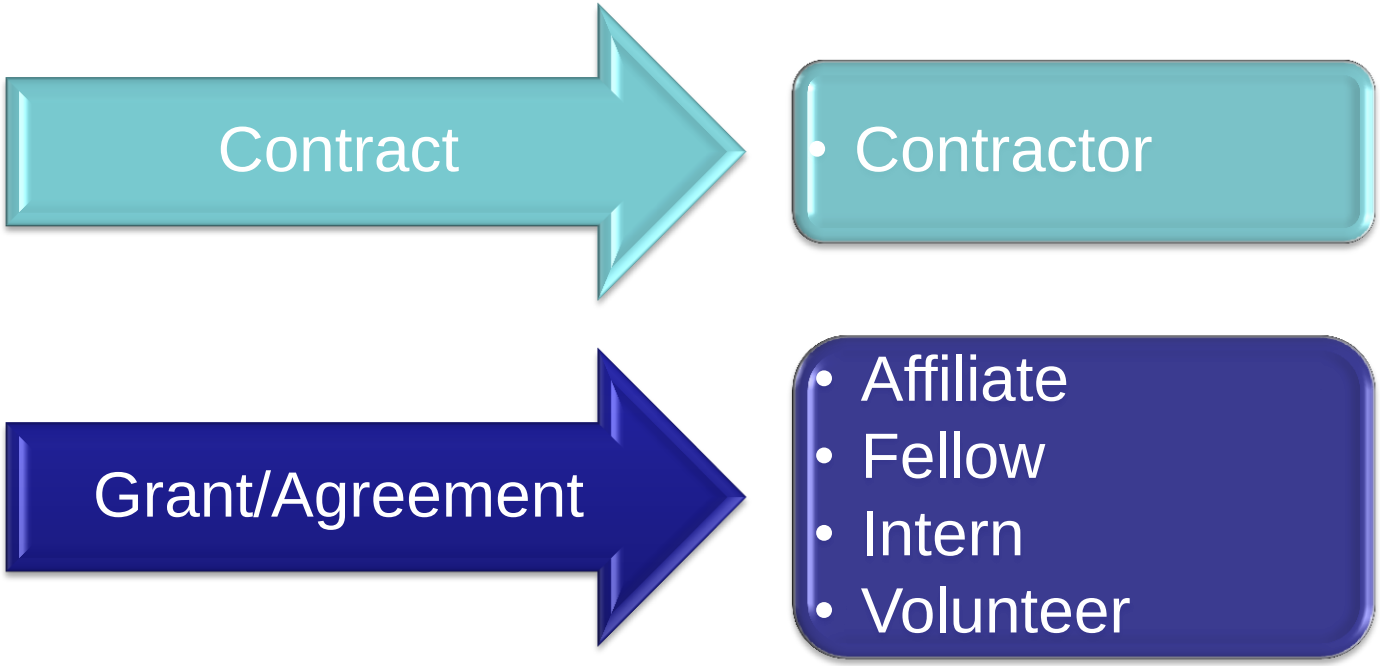


Module B: Introduction to Person Model

Person of Interest (POI) Types

In Person Model, the Sponsor assigns each person a **Person of Interest (POI)** type. From there, the Sponsor assigns them to a **Contract** or **Grant/Agreement**.

Contractors are assigned to Contracts; all other non-Federal employee types are assigned to a Grant/Agreement.



Module B: Introduction to Person Model

Person Model vs. USAccess

Adjudicators must complete adjudication actions in Person Model. Person Model has a direct connection to USAccess and feeds identity, sponsorship and adjudication information to USAccess for subsequent card actions.

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

Identity information, such as:

- Last Name
- Date of Birth
- Home Address

Adjudication information, such as:

- Fingerprint results
- BI results

Card-related functions, such as:

- Reprints
- Reissues

Oversight functions, such as:

- Reporting

Module B: Introduction to Person Model

LincPass Types: Contractor and Associate/Dignitary

Once data flows over from Person Model to USAccess, non-Federal employees will be designated as follows:

- Non-Federal Employees who are marked *Contractor* in Person Model will receive a **Contractor LincPass** with a <u>green</u> 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 <u>white</u> stripe, as shown in the *bottom* image on the right.

Module B: Introduction to Person Model

Person Model: USDA's authoritative database

- **Please do not enter data directly into USAccess**
- PM data sent to USAccess for credentialing; links to eAuth, Active Directory
- Information linked to the credential
- Non-Feds can use LincPasses for LACS/PACS
- Entering data in USAccess prohibits PM data changes from updating USAccess
- Requires ***extra work*** to re-enter data in PM

Module C: Person Model Navigation

The next few screens show you how to log into Person Model and navigate throughout the system. 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.

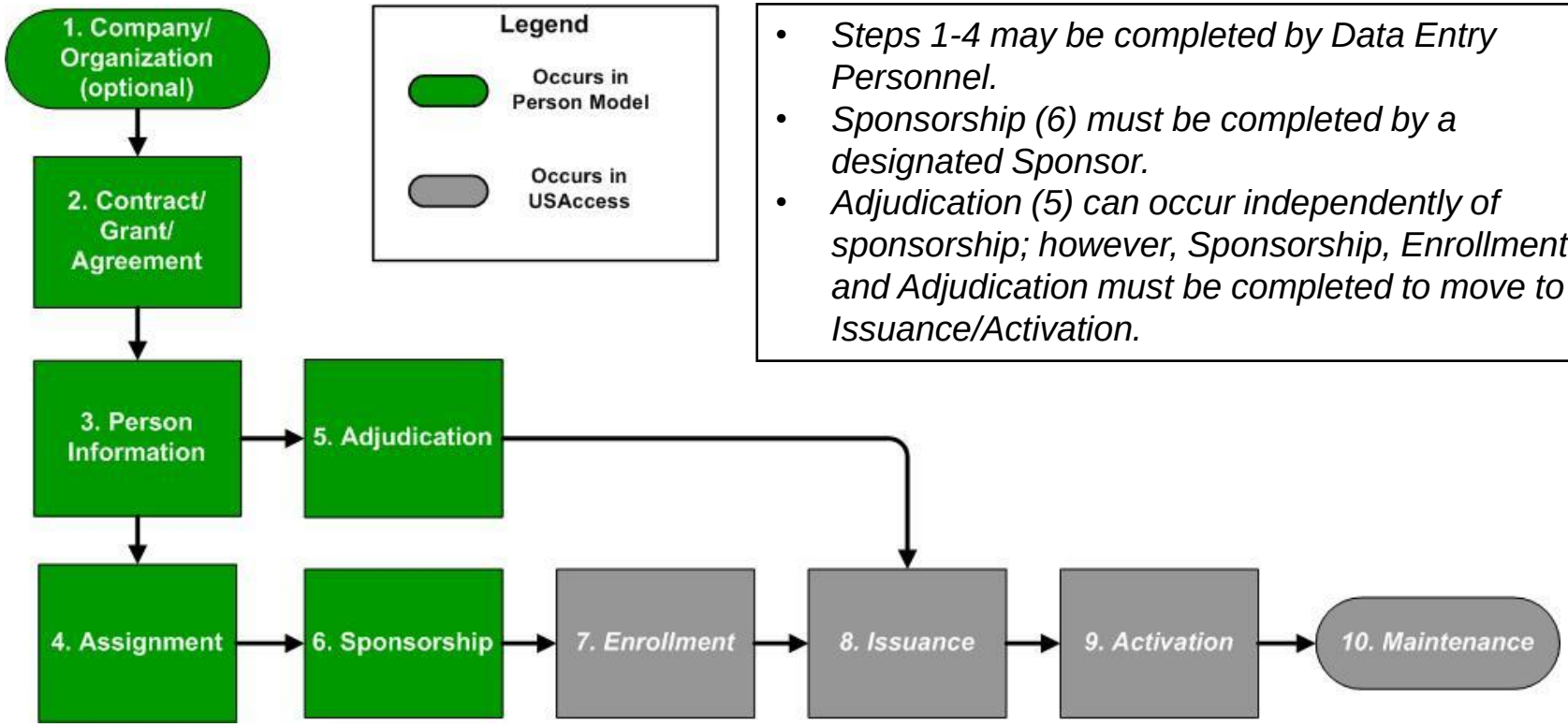
Module C: Person Model Navigation

The next few slides explain the basic features of Person Model navigation and data entry, including:

- Logging in
- Non-Employee Processing menu
- Links and icons
- Search records
- Tabs
- Drop-down lists
- Hyperlinks
- Saving and editing records
- Error messages

Module C: Person Model Navigation

Below is an overview of the process to credential non-Federal employees. A **green** process shape indicates the step is completed in **Person Model**. A **gray** process shape occurs in **USAccess**.



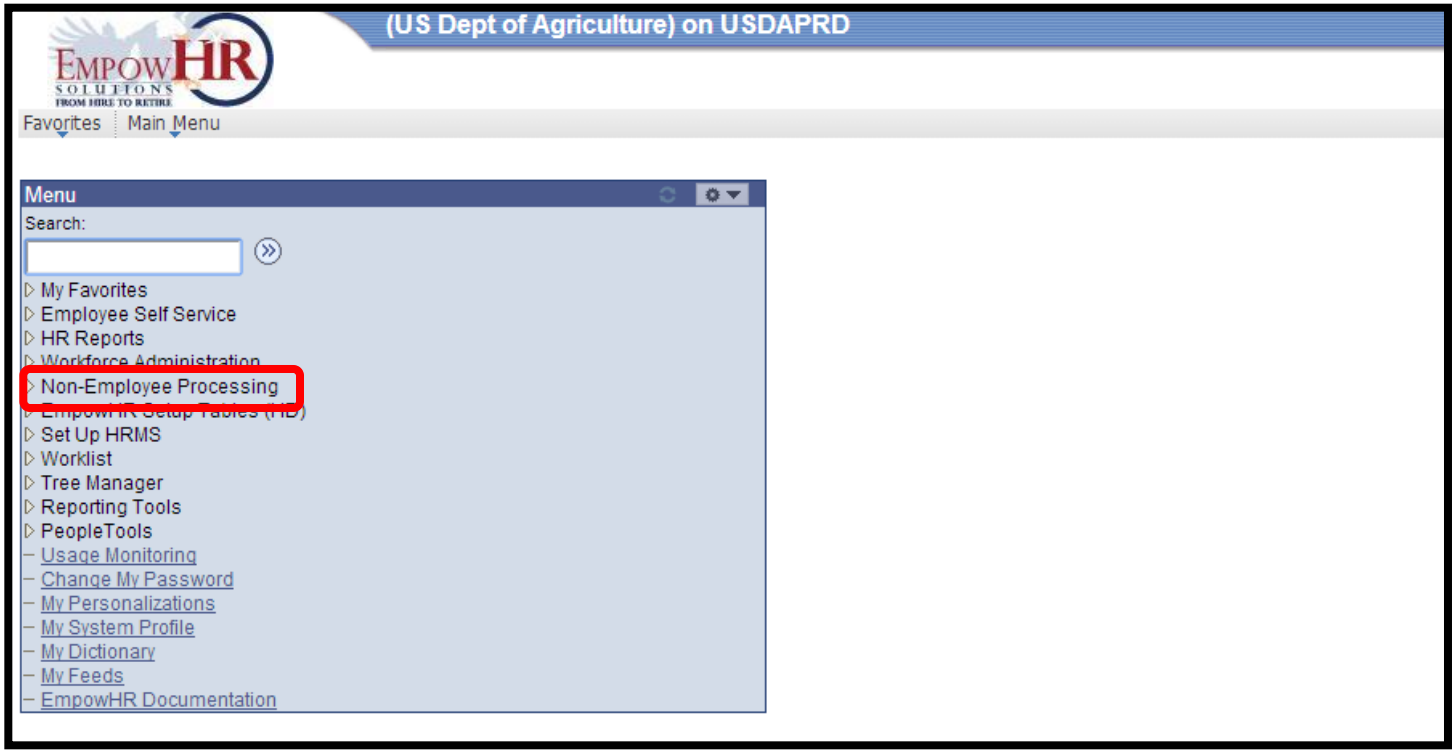
- *Steps 1-4 may be completed by Data Entry Personnel.*
- *Sponsorship (6) must be completed by a designated Sponsor.*
- *Adjudication (5) can occur independently of sponsorship; however, Sponsorship, Enrollment, and Adjudication must be completed to move to Issuance/Activation.*

Module C: Person Model Navigation

Logging In

Open a web browser to the following address: https://usda.empowhr.gov/psp/hr/?Submit=I+AGREE+to+the+above.
A warning screen will display. Review the message, then sign in to Person Model with your **User ID** (Required) and **Password** (Required).

Module C: Person Model Navigation



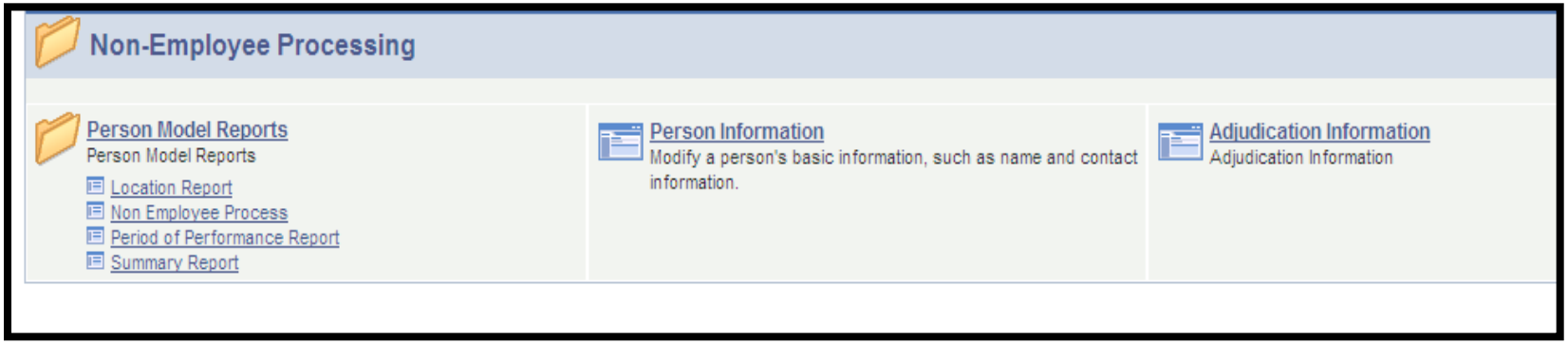
Click on the **Non-Employee Processing** link from the left-side navigational menu.

Module C: Person Model Navigation

As you navigate through the system, you will notice the **menu display navigation** at the top, which is a series of links to show you the options in the Main Menu you have selected to arrive at the current page.

To go back to a previous step, click **Non-Employee Processing**, then select an option from the **drop-down menu**. You will be redirected back to that page.

Module C: Person Model Navigation

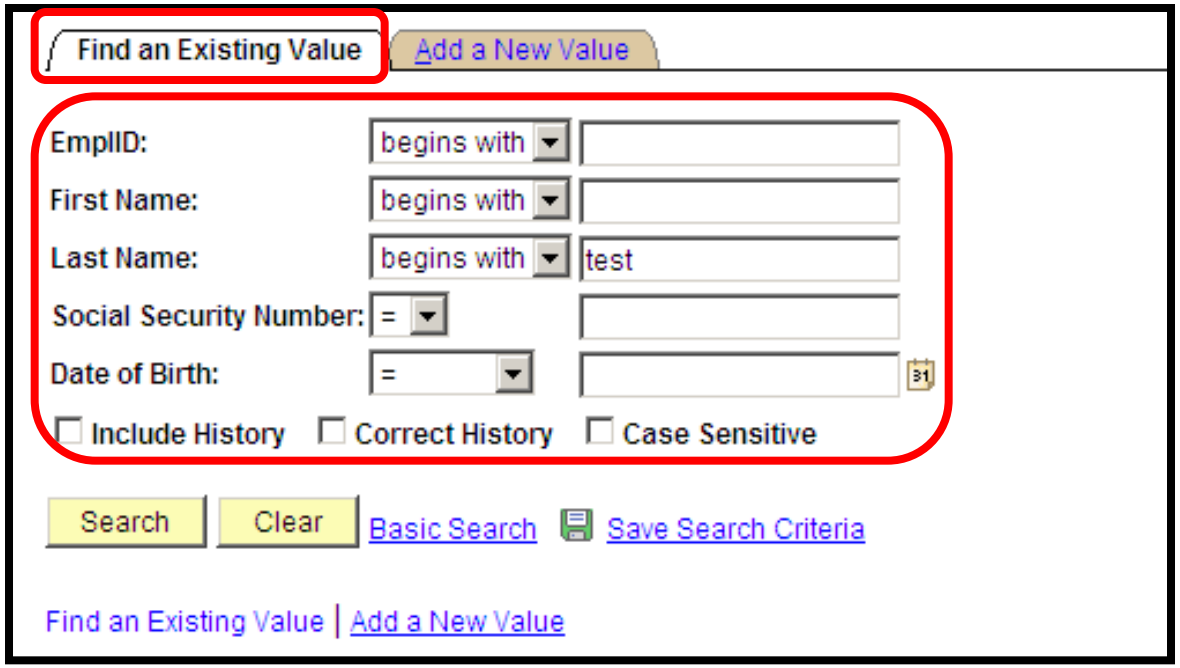


You should have access to all/some of the Non-Employee Processing links in the above.

To perform actions in Person Model, click the corresponding **icon** in the center of the page.

Module C: Person Model Navigation

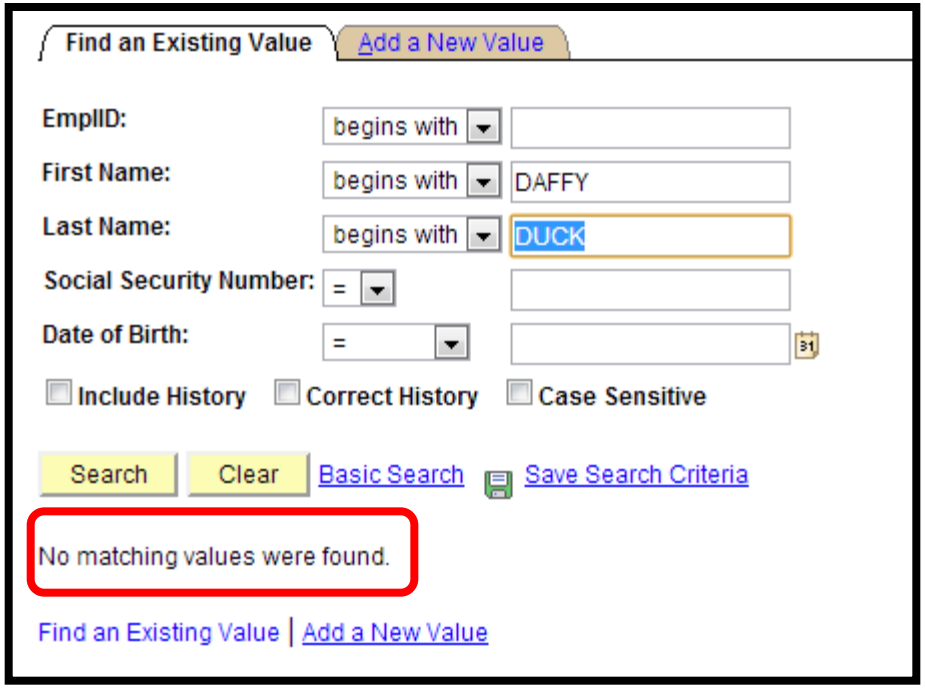
Searching and filtering records



Click on the **Find an Existing Value** tab and enter search terms in any of the **boxes** available to narrow your results.

Module C: Person Model Navigation

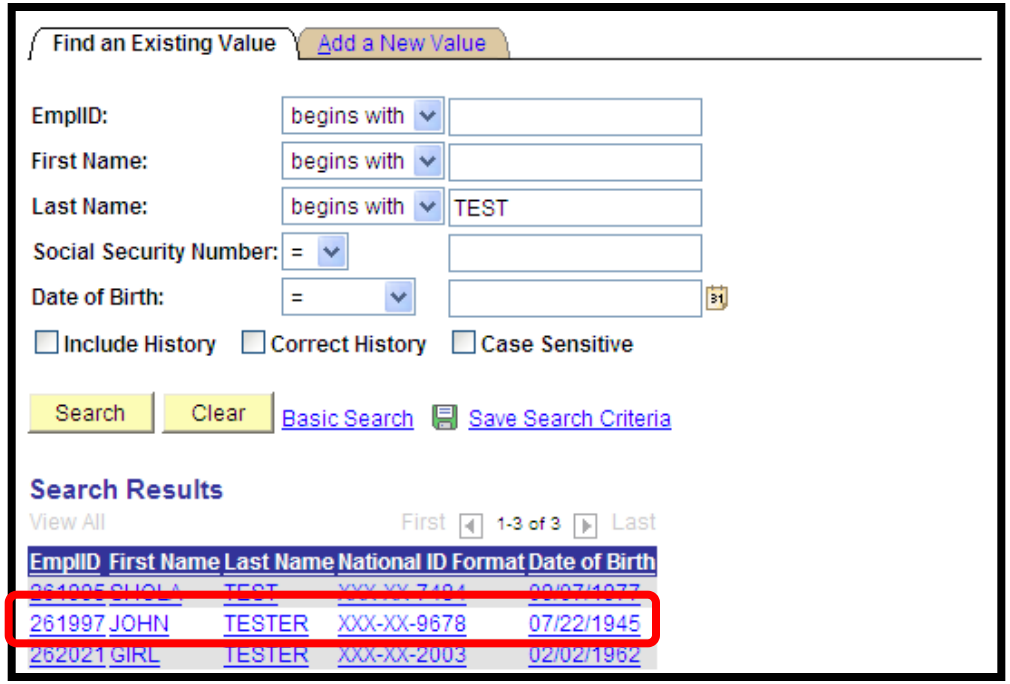
Searching and filtering records



If the search terms entered do not yield any results, a message will appear at the bottom of the page saying "**No matching values were found**."

Module C: Person Model Navigation

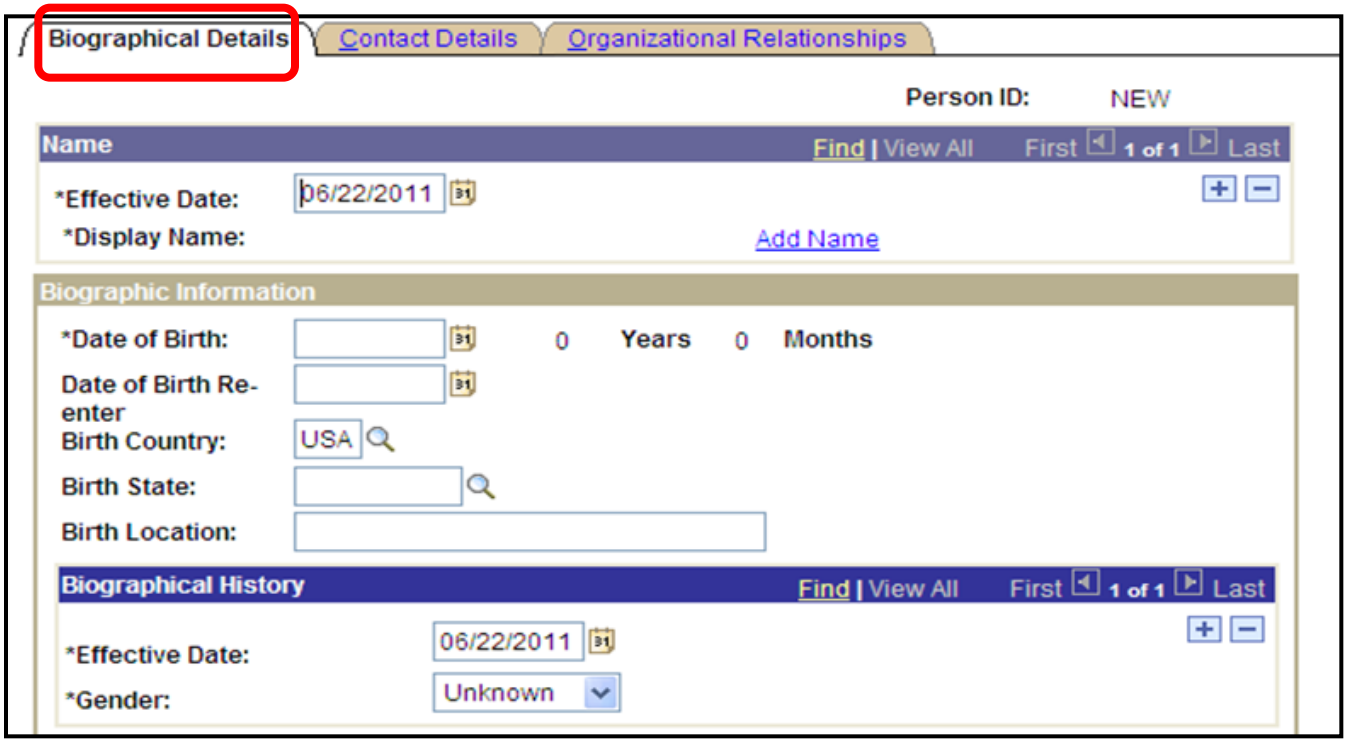
Searching and filtering records



Note: If the search yields multiple records that match the search criteria, only the first 300 records will be displayed. Select the applicable hyperlink from the list of search results to view the detailed record.

Module C: Person Model Navigation

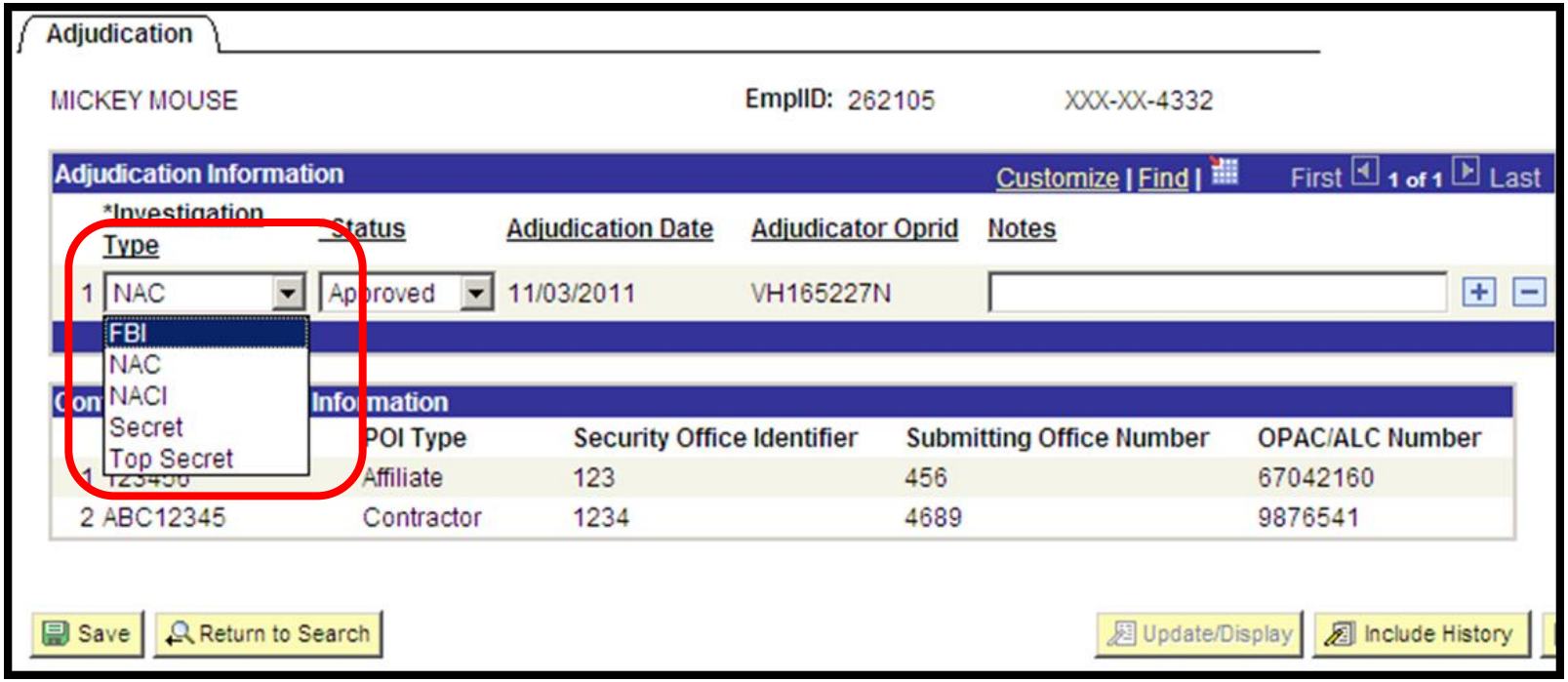
Tabs



Several screens in Person Model use **tabs** to separate pages. Click on the appropriate tab to enter information on that page.

Module C: Person Model Navigation

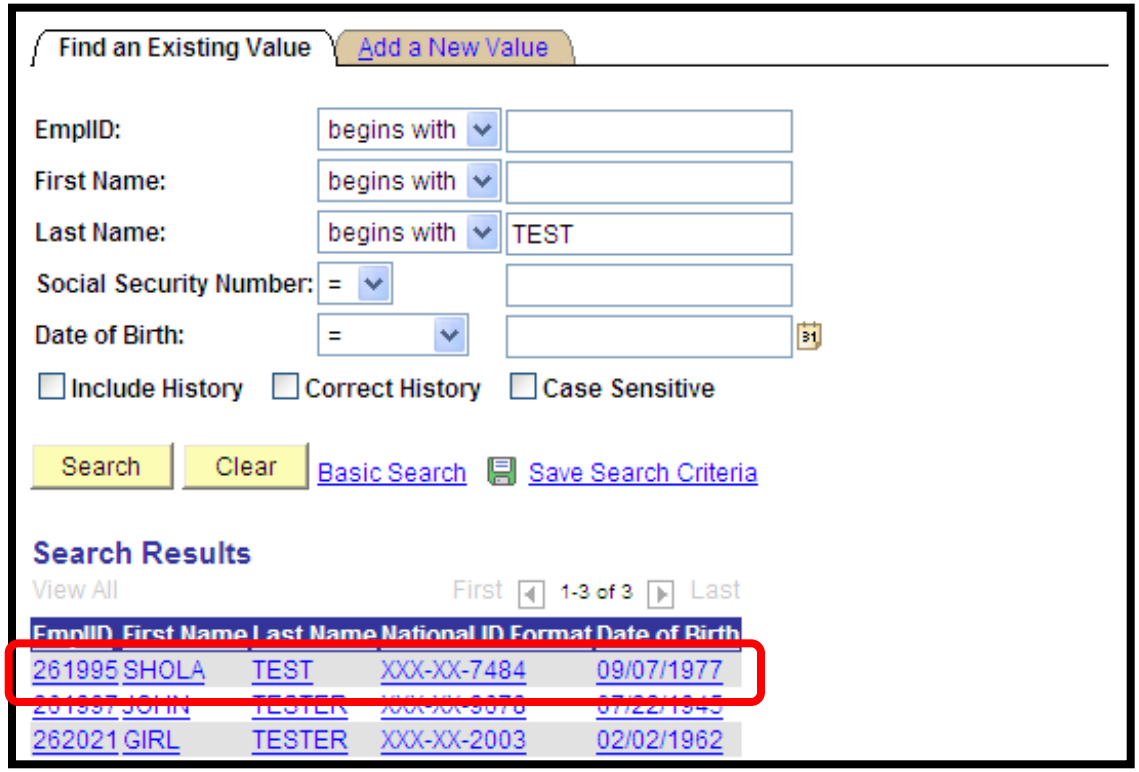
Drop-down lists



Many fields include **drop-down lists** from which you can select a pre-populated option. Click the arrow on the right of the field to select an option from the list.

Module C: Person Model Navigation

Hyperlinks

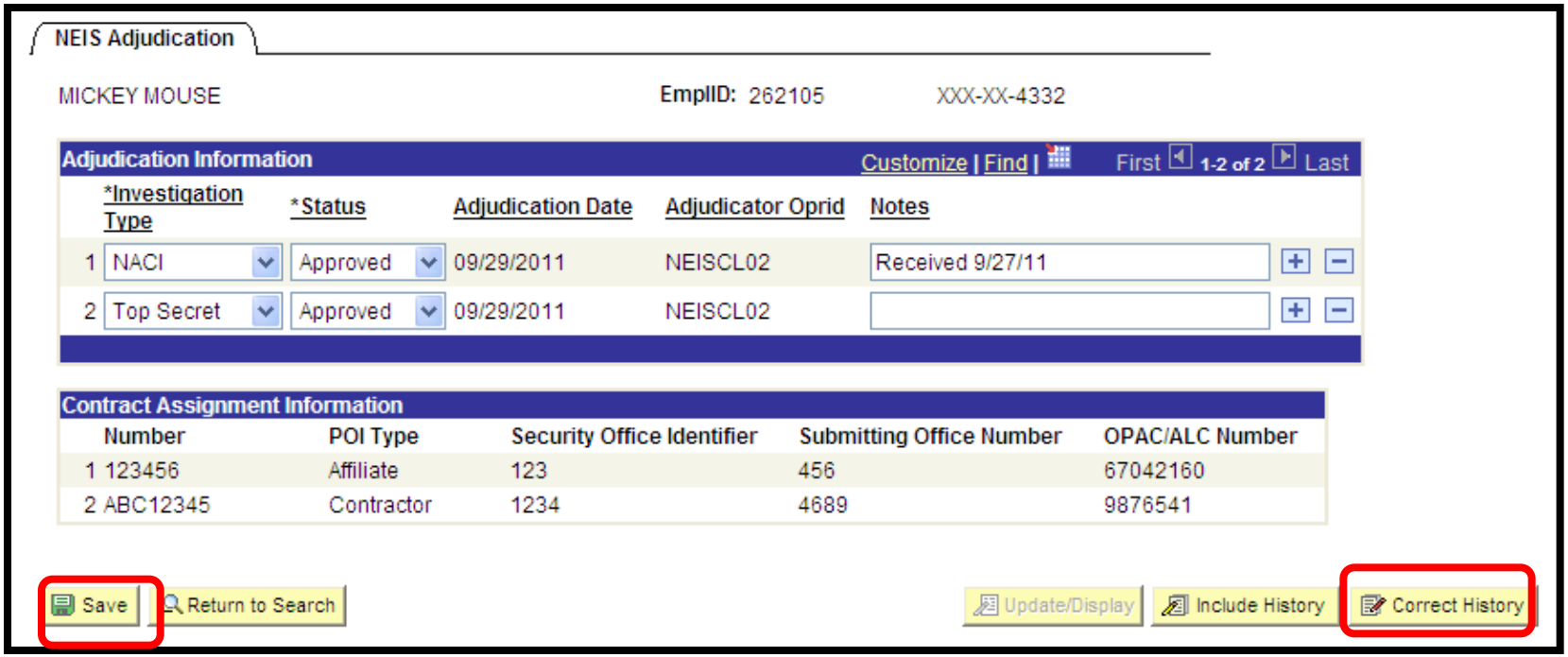


Click on **hyperlinks** to be directed to another page.

Module C: Person Model Navigation

Save and Correct History

Select the **Save** button to save information you have entered. Select the yellow **Correct History** button on the bottom right to make any changes to a saved record.

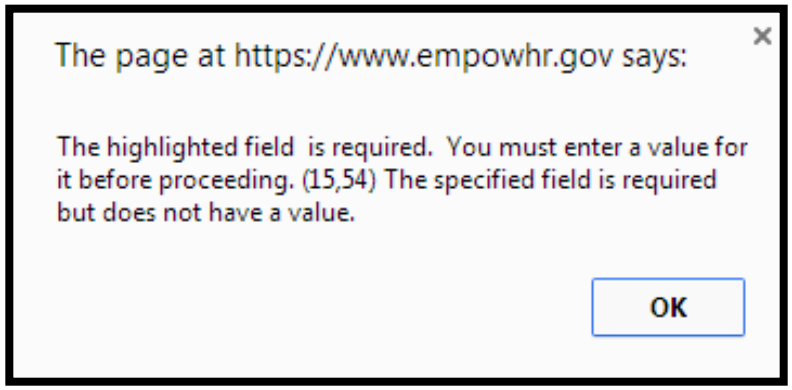


Module C: Person Model Navigation

Error Messages

When performing certain functions or entering information in Person Model, you may receive an error message in a pop-up window. The error may be related to incorrect format for data entered, a required field left incomplete, or another conflict.

Follow the instructions in the error message to correct the issue, or call the USDA HSPD-12 Help Desk if you are unclear about what the message is telling you.

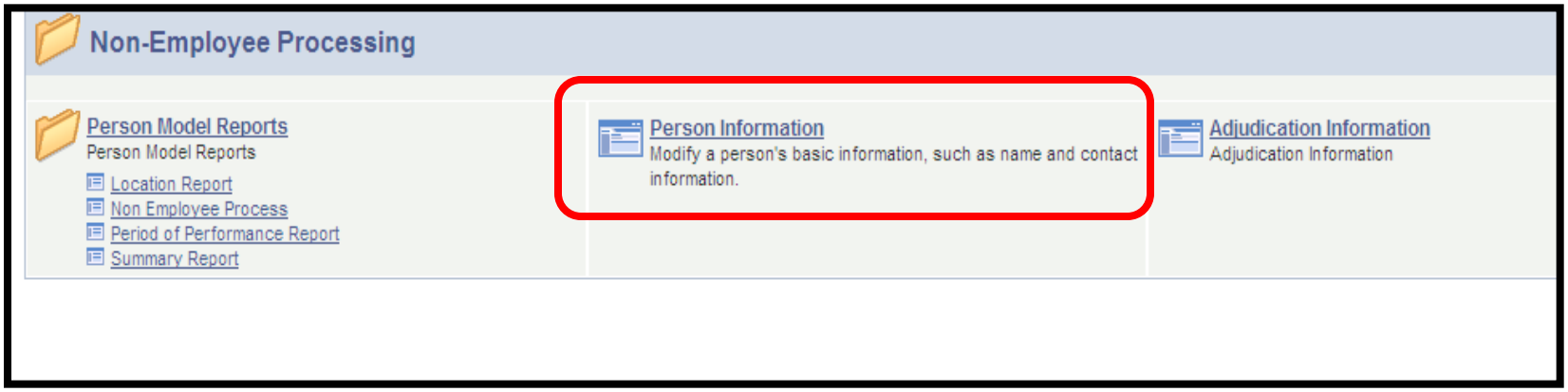


Module D: Person Information

The next few screens show you how to view Person Information, including Biographical Details and Contact Details. This may be helpful to Adjudicators in verifying the identity of the person you are adjudicating. You may also use this functionality to look up biographical or contact information for the non-Federal employee.

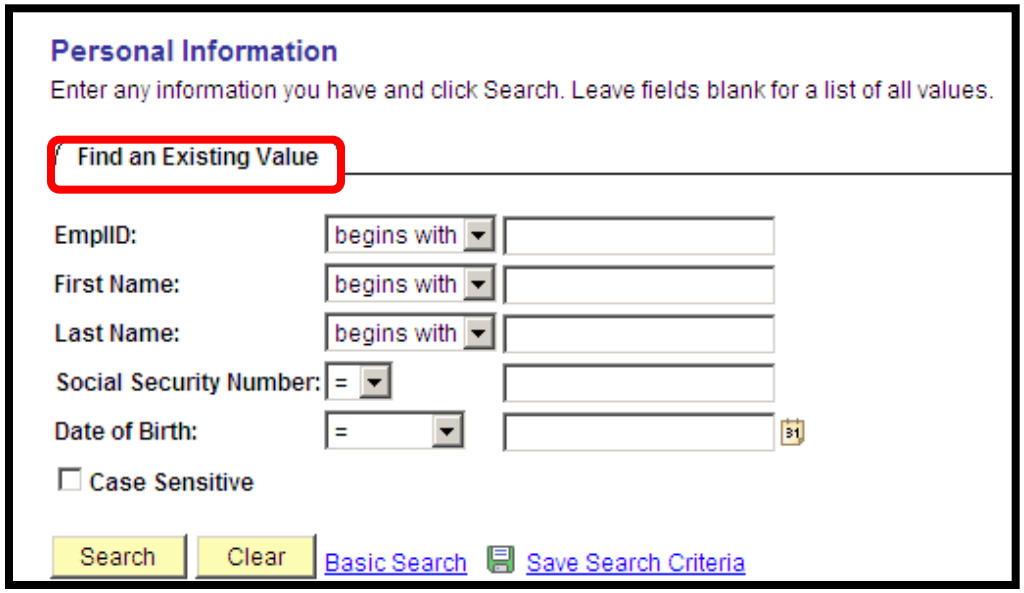
You must follow USDA business policy and standards for creating or editing records in Person Model. USDA business policy can be found in the USDA Departmental Regulation (DR) and Departmental Manual (DM) at http://lincpass.usda.gov/ref_lincpass.html.

Module D: Person Information



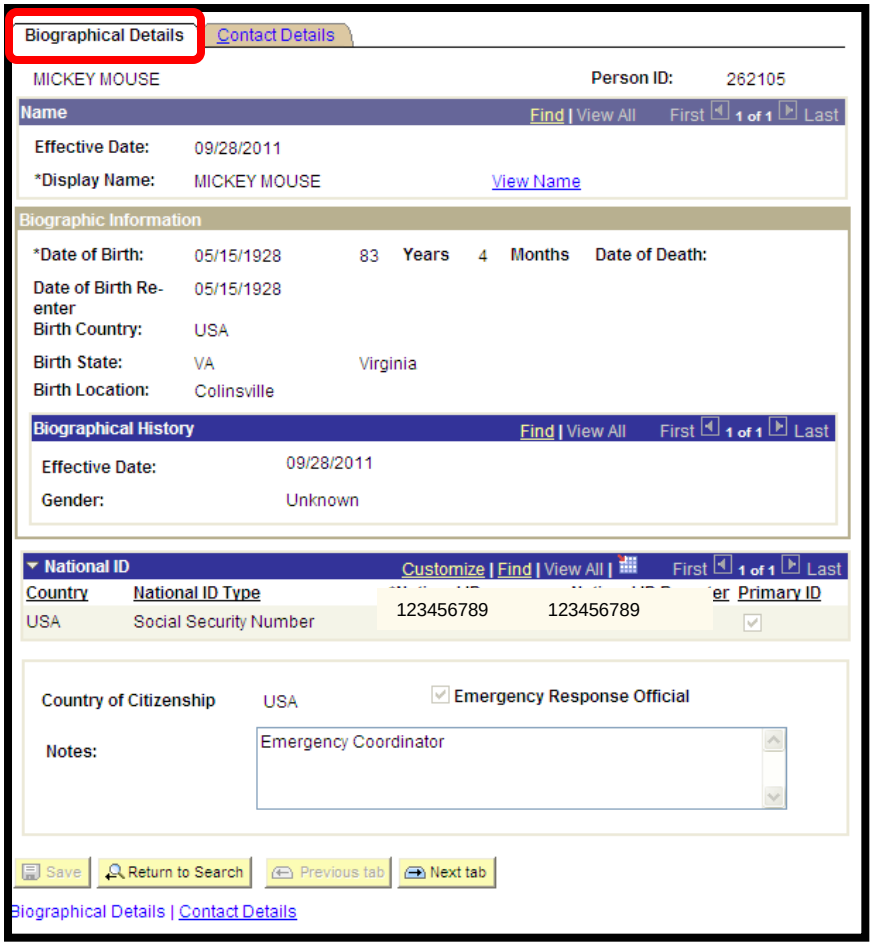
Select the **Person Information** icon. This will direct you to the Person Information main menu. From here you will have read-only access to Biographical Details and Contact Information.

Module D: Person Information



To search for an existing Person Information record, select the **Find an Existing Value** tab. Use the drop down list to select one of the available search criteria. You may search by **EmplID**, **First Name**, **Last Name**, **Social Security Number**, or **Date of Birth**. Enter the search terms and click **Search**. Select the applicable hyperlink from the list of search results. You may also select Advanced Search for a Boolean search.

Module D: Person Information



Select the **Biographical Details** tab to view the biographical information**.**

Module D: Person Information

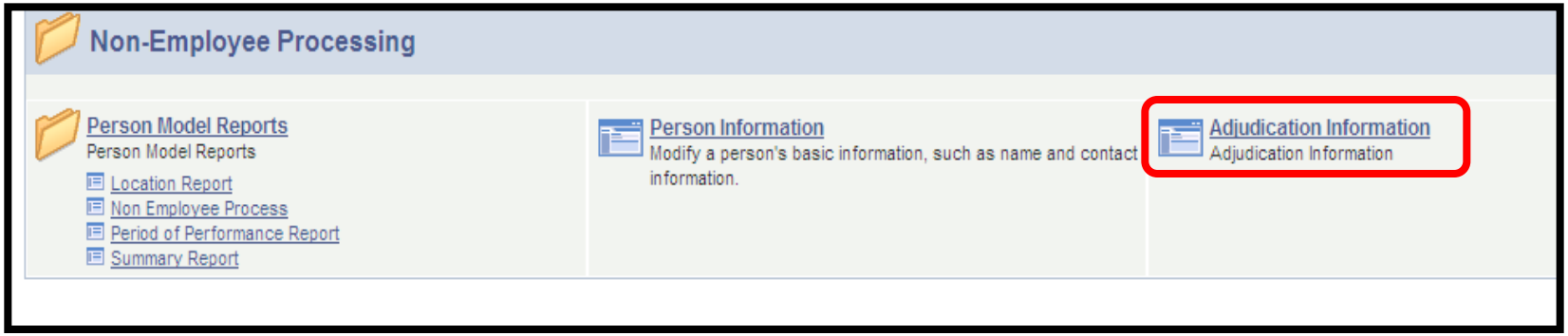
Select the **Contact Details** tab to view additional contact information**.**

Module E: Non-Federal Employee Adjudication

The next few screens show you how to create a non-Federal employee adjudication record in Person Model. Only a Federal employee designated as an Adjudicator may create or edit non-Federal employee adjudication records in the system.

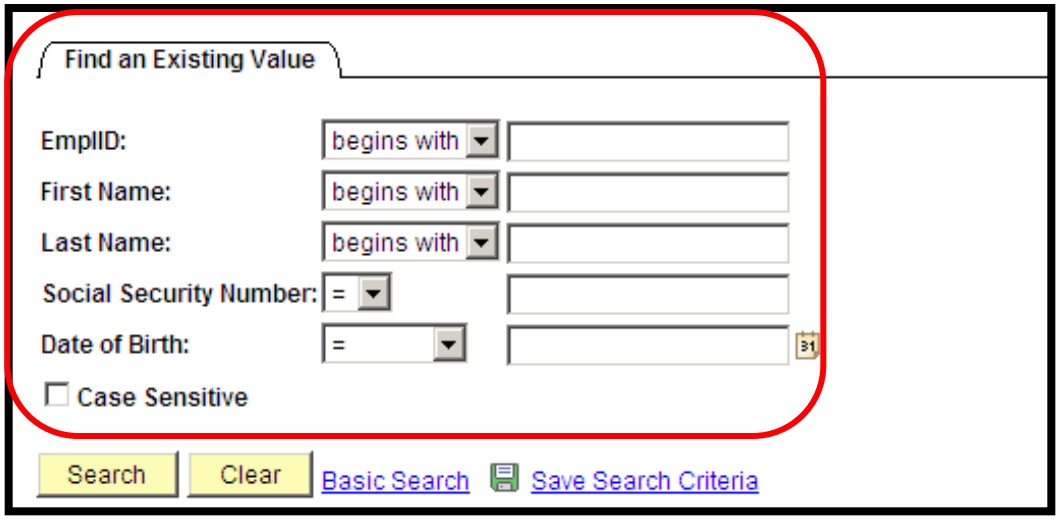
You must follow USDA business policy and standards for creating or editing records in Person Model. USDA business policy can be found in the USDA Departmental Regulation (DR) and Departmental Manual (DM) at http://lincpass.usda.gov/ref_lincpass.html.

Module E: Non-Federal Employee Adjudication



Select **Non-Employee Processing**, then select **Adjudication** from the drop-down menu, or select the **icon** in the center of the page.

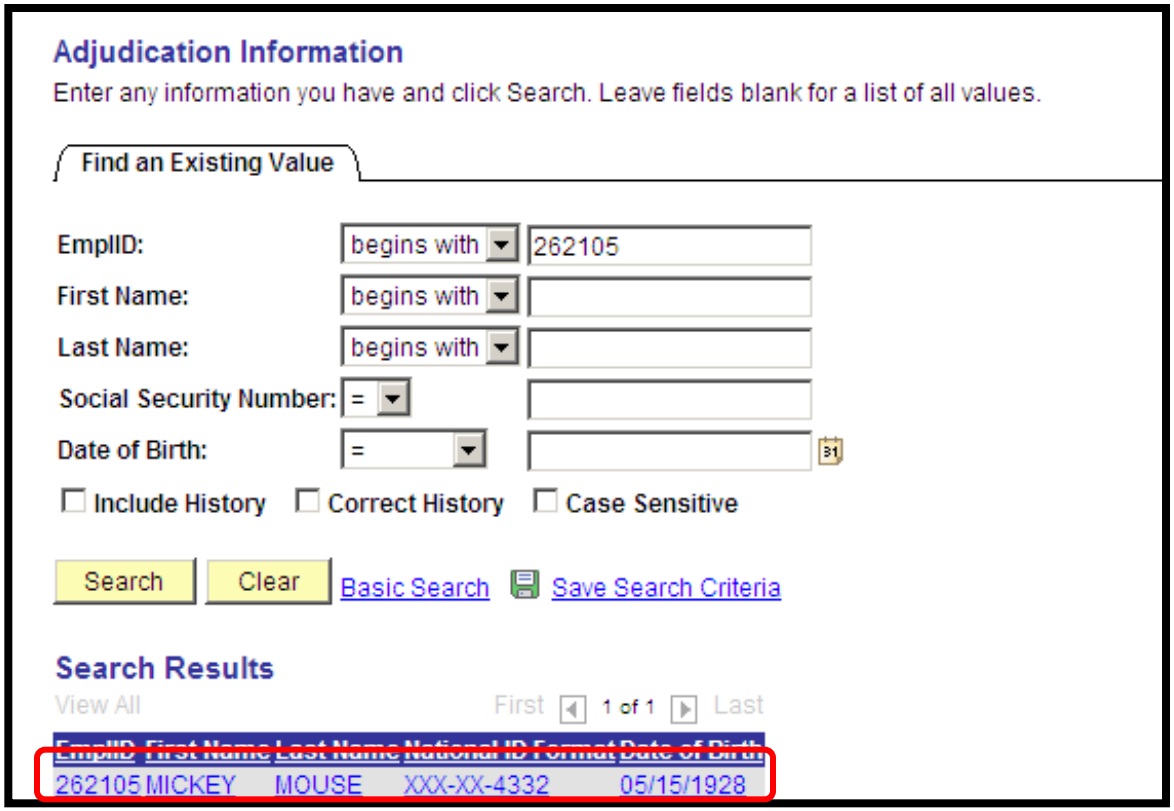
Module E: Non-Federal Employee Adjudication



From here, you can search for non-Federal employee records ready for adjudication.

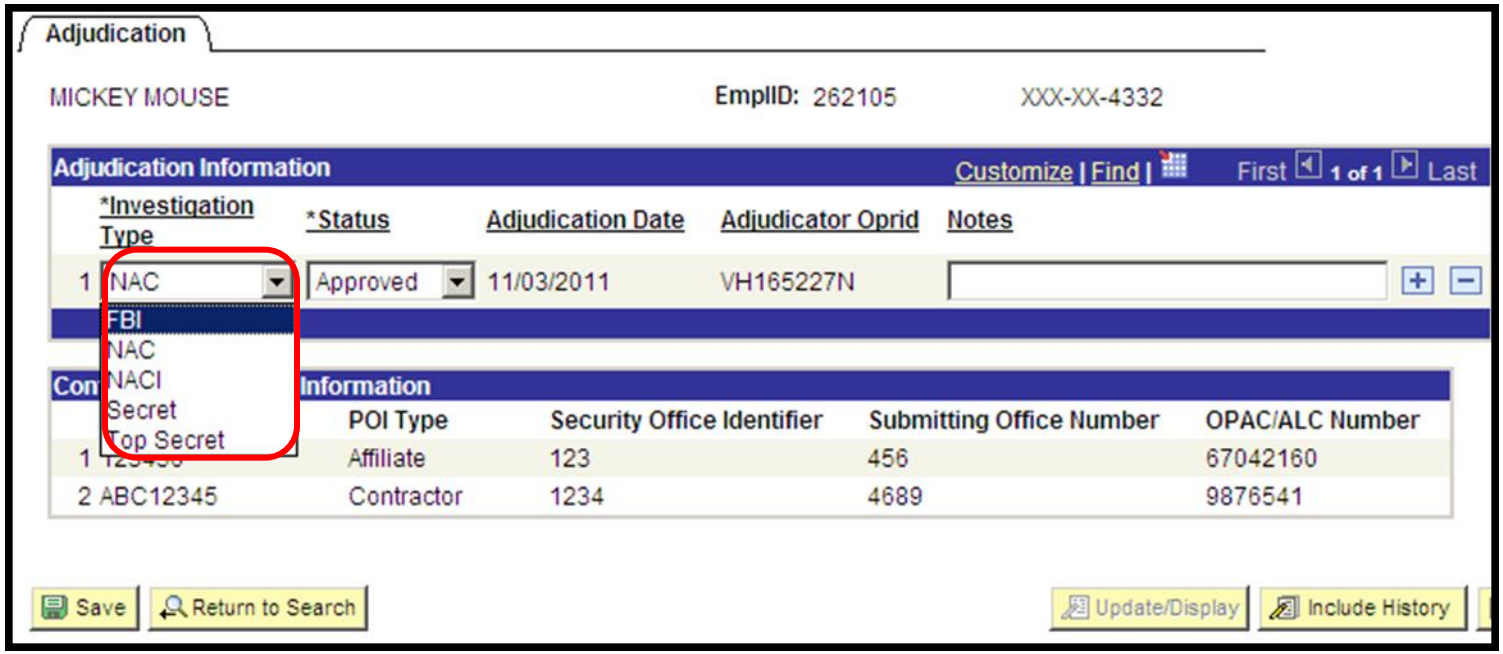
Use the drop-down list to select one of the available search criteria (EmplID, First Name, Last Name, Social Security Number, or Date of Birth), enter the search terms, and click “Search.”

Module E: Non-Federal Employee Adjudication



Select the applicable hyperlink in the **EmplID** column from the list of search results.

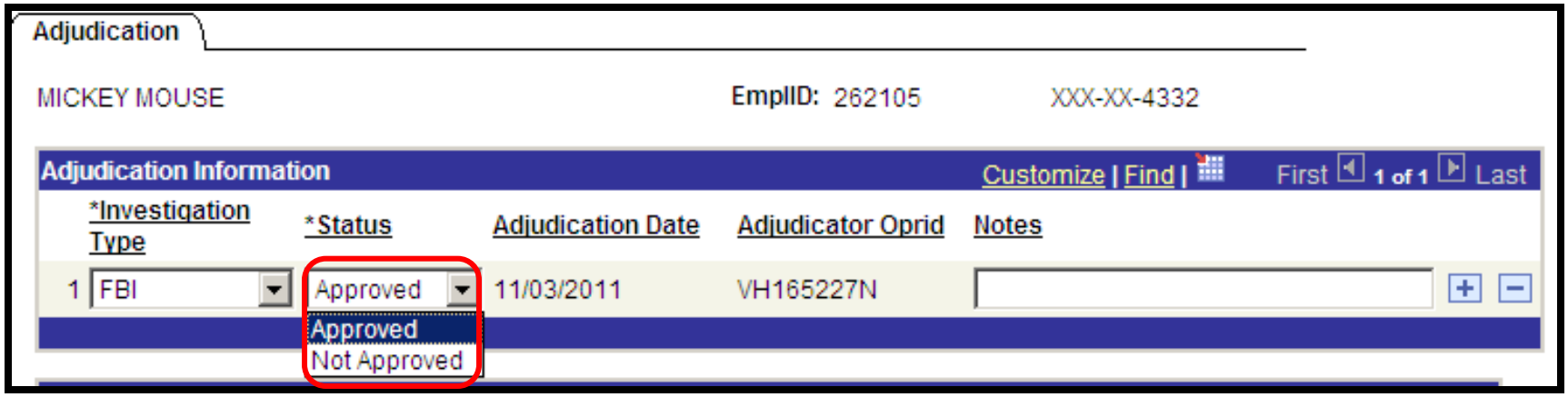
Module E: Non-Federal Employee Adjudication



Investigation Type: Use the drop-down list to select the investigation type. If the non-Federal employee has received a security clearance, enter the highest clearance completed.

Note: The minimum requirement for HSPD-12 credentials is a NACI. At a minimum, non-Federal employees must complete and submit paperwork for their BI (or enter and submit via e-QIP) and complete a fingerprint check to enroll.

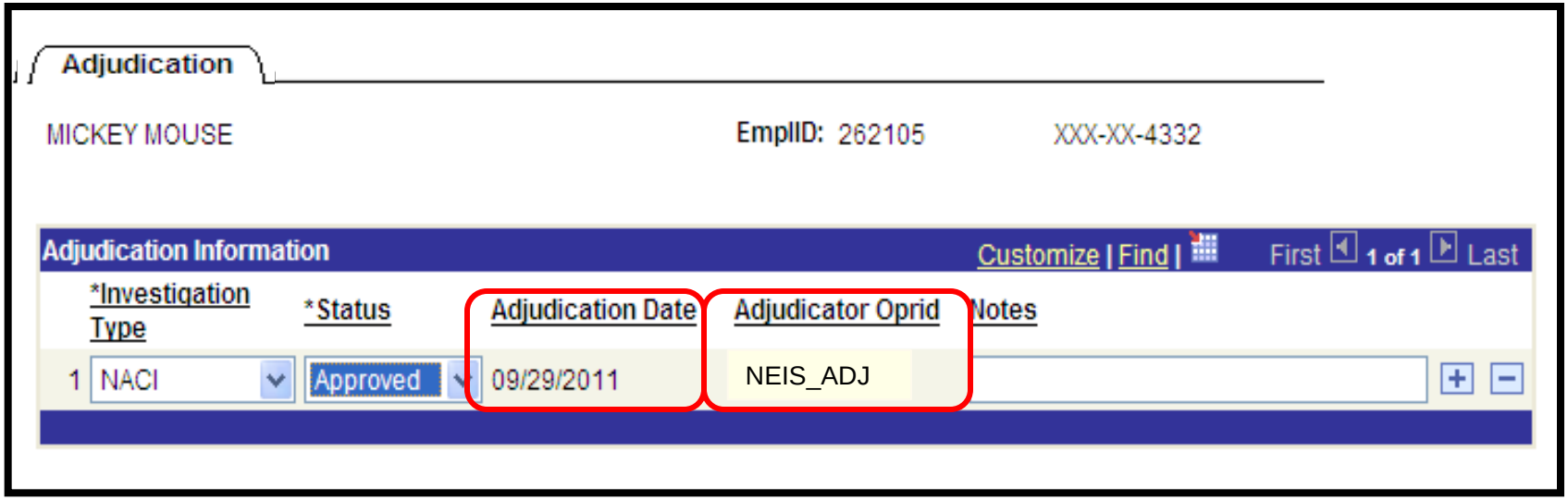
Module E: Non-Federal Employee Adjudication



Status: Use the drop-down list to select the appropriate option: "Approved" or "Not Approved."

Note: Selecting "Not Approved" in the Status field has serious consequences in the HSPD-12 system, and will revoke a non-Federal 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.

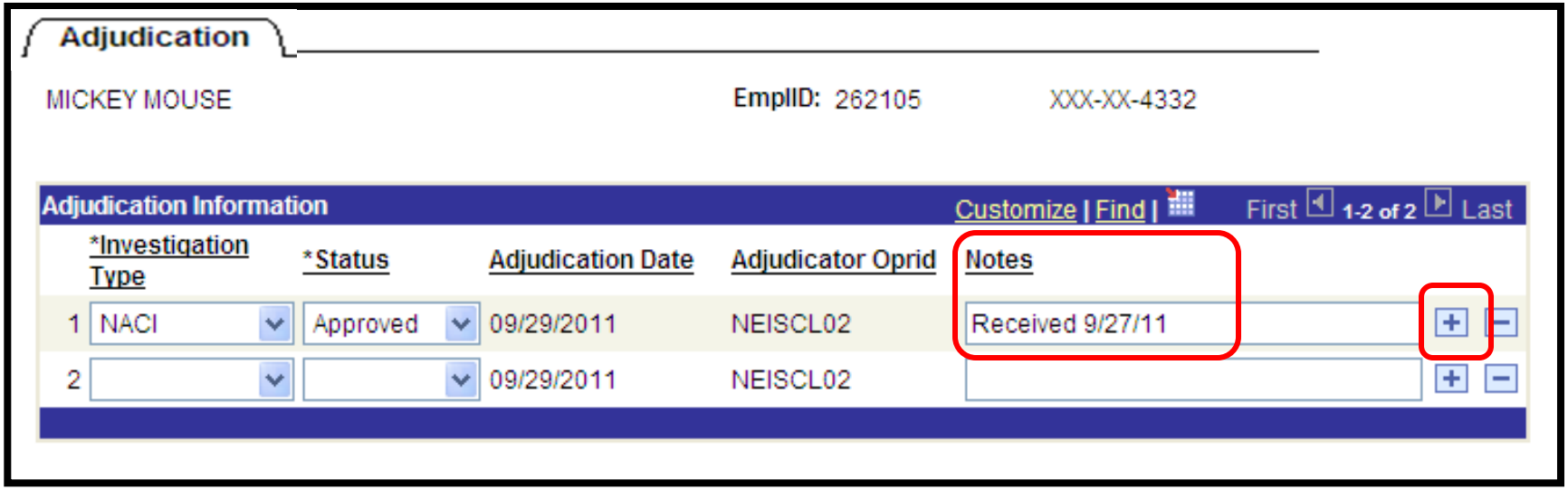
Module E: Non-Federal Employee Adjudication



Adjudication Date: This field is masked and therefore does not permit data entry. The Adjudication Date will default to the current date when results were entered.

Adjudicator OprId: This field is masked and therefore does not permit data entry. The Adjudicator OprId will default to the Person Model Adjudicator's username.

Module E: Non-Federal Employee Adjudication



Additional notes about the investigation may be entered here.

Add a New Row: If a non-Federal employee obtains an additional level of clearance, you may record it in Person Model in an additional row. To add a new row, click the plus sign button at end of any row. Follow steps C-3 through C-7 to add the new clearance information.

Module E: Non-Federal Employee Adjudication

Adjudication

MICKEY MOUSE EmplID: 262105 XXX-XX-4332

Adjudication Information Customize | Find | First 1-2 of 2 Last

	*Investigation Type	*Status	Adjudication Date	Adjudicator Oprid	Notes
1	NACI	Approved	09/29/2011	NEISCL02	Received 9/27/11
2	Top Secret	Approved	09/29/2011	NEISCL02	

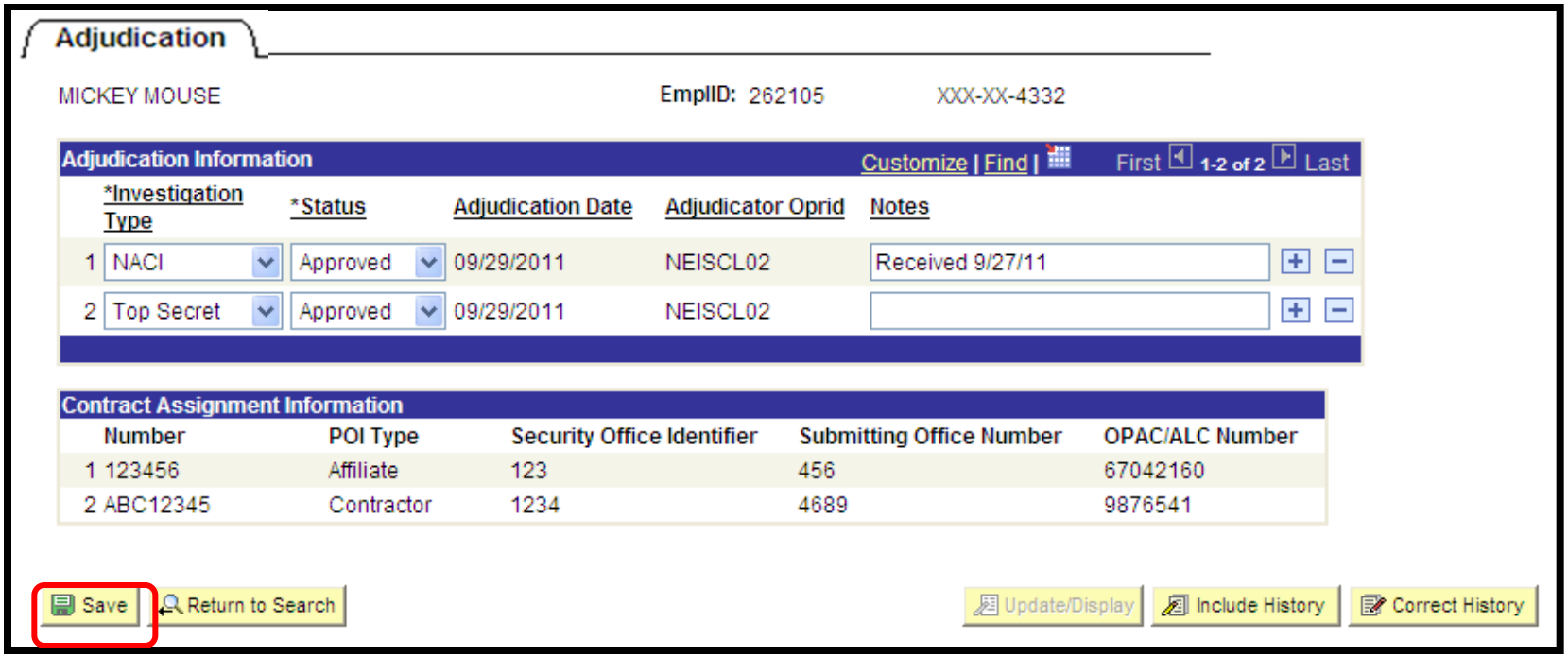
Contract Assignment Information

	Number	POI Type	Security Office Identifier	Submitting Office Number	OPAC/ALC Number
1	123456	Affiliate	123	456	67042160
2	ABC12345	Contractor	1234	4689	9876541

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

Note: The **Security Office Identifier** (SOI), **Submitting Office Number** (SON), and **OPAC/ALC Number** are populated at the bottom of the non-Federal employee's adjudication record. These fields are pre-populated based on the information entered for each of the Contracts, Grants or Agreements assigned to the non-employee.

Module E: Non-Federal Employee Adjudication



Adjudication

MICKEY MOUSE EmplID: 262105 XXX-XX-4332

Adjudication Information — Customize | Find | First 1-2 of 2 Last

	*Investigation Type	*Status	Adjudication Date	Adjudicator Oprid	Notes
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Contract Assignment Information

	Number	POI Type	Security Office Identifier	Submitting Office Number	OPAC/ALC Number
1	123456	Affiliate	123	456	67042160
2	ABC12345	Contractor	1234	4689	9876541

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

Click the **Save** button. The Person Model Adjudication results have now been successfully recorded for the non-Federal employee.

Module E: Non-Federal Employee Adjudication

Upon Completion of Person Model Adjudication

- Once adjudication results have been recorded in Person Model, the records will be sent automatically to the USAccess credentialing system.

- 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 favorable fingerprint result in Person Model, the LincPass is printed and shipped.

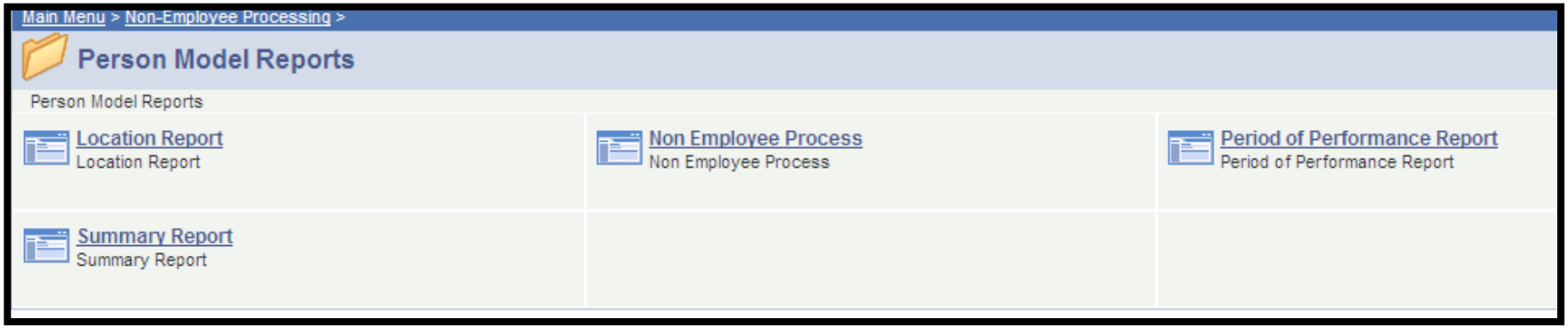
- The applicant will receive notification via email that the LincPass is ready to be picked up and activated. The applicant will schedule his/her appointment using the GSA Scheduling Tool.

- The applicant will pick up and activate his/her own LincPass.

Resources

Person Model Reports

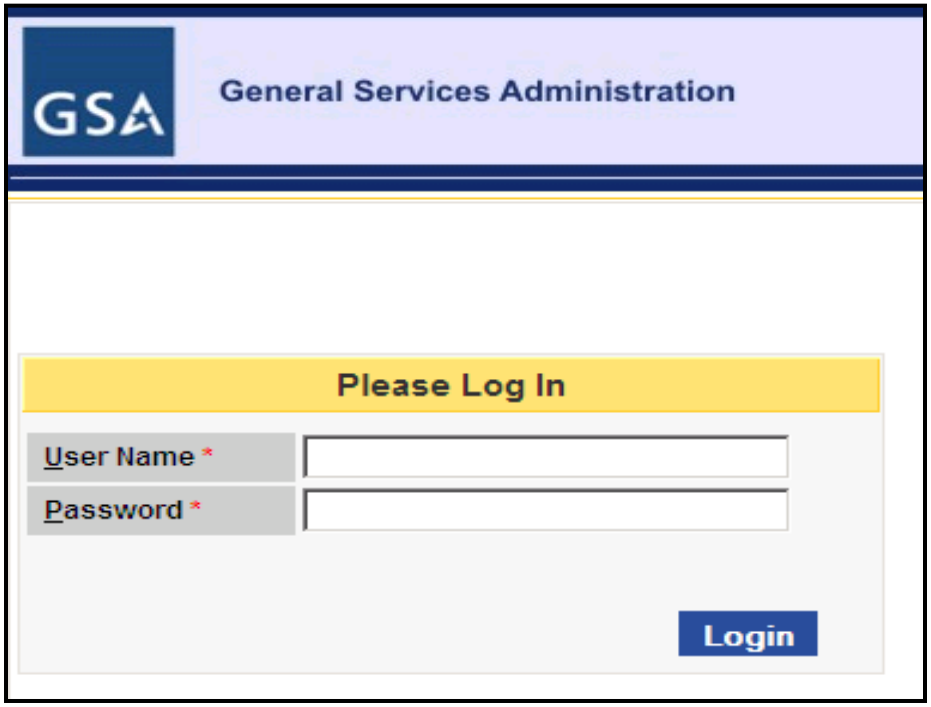
The Person Model Report Service allows system users to check non-Federal employee status to determine where non-Federal employees are in the LincPass sponsorship and adjudication process. The report can also be used to troubleshoot issues with specific non-Federal employee records. All users have access to Person Model reports through the Person Model Reports icons.



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 reporting utility.

Resources

USAccess



From time to time, you may need to complete certain actions in USAccess. It is also advised to take advantage of USAccess reports, such as the Applicant Status Report (ASR), to track credentialing progress for those you have adjudicated.

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

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.