



Person Model

Sponsor and Data Entry Training



LincPass
simple. smart. secure.



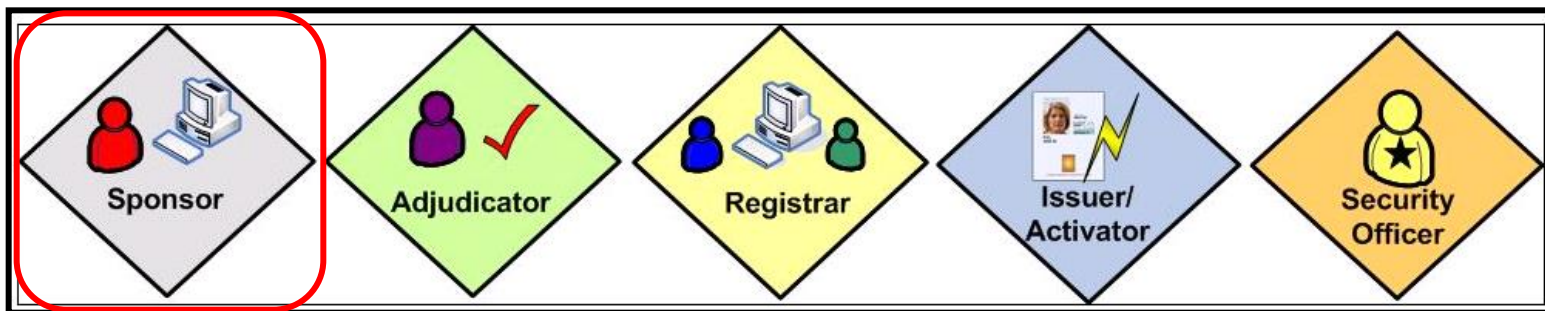
Introduction

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. As a Sponsor, you will play a part in the process for non-Federal employees to enroll for a LincPass so they can access facilities and systems.



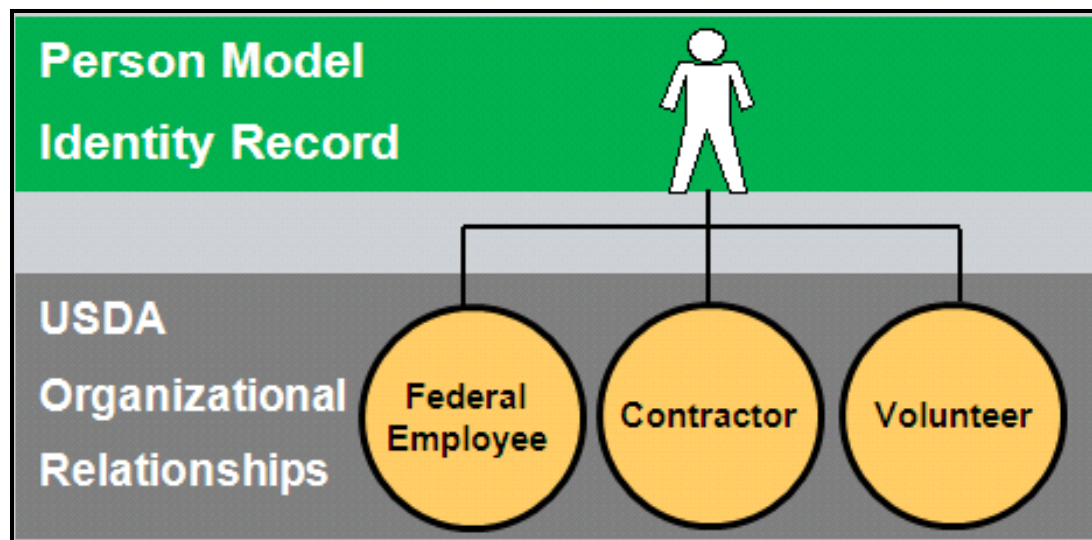


Non-Federal Employee Sponsorship

This training covers the procedures for sponsoring non-Federal employees for a LincPass. 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 sponsored 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 Sponsors and Data Entry Personnel will be familiar with the following concepts and system functionalities related to non-Federal employee sponsorship:

- Module A: The Sponsor Role
- Module B: Introduction to Person Model
- Module C: Person Model Navigation
- Module D: Company/Organization
- Module E: Contract, Grant or Agreement
- Module F: Person Information
- Module G: Assignment and Sponsorship
- Module H: Additional Person Model Features

For step-by-step instructions, please refer to the Person Model Sponsor Data Entry 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

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

You *must* receive USAccess Sponsor training and 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 Person Model will be marked as incomplete in USAccess.





Module A: The Sponsor Role

The Sponsor is responsible for *ensuring data is entered* for sponsorship in Person Model.

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

Data entry personnel must:

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



Module A: The Sponsor Role

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

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

- **USAccess** (*not required for Data Entry Personnel*):
 - Have a LincPass or, at a minimum, be sponsored for the LincPass
 - Complete the USAccess Sponsor training in *GoLearn*
 - Be designated as a Sponsor in USAccess by your Agency Role Administrator
 - Have a User ID and password for USAccess

- **Non-Federal Employee Information:**
 - Have Personally Identifiable Information (PII) for the non-Federal employee
 - Have a contract/grant/agreement number and period of performance dates

Please note: you must complete **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 Sponsor Role

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

1. Initiate the sponsorship process
2. Perform data entry in Person Model
3. Sponsor non-Federal employees in Person Model
4. Ensure non-Federal employees obtain a LincPass
5. Maintain current information in Person Model
6. Perform additional sponsorship duties as needed in USAccess

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





Module A: The Sponsor Role

Sponsor Duties

The Sponsor's duties begin with the following tasks:

1. Initiate the Sponsorship Process:
Identify non-Federal employees who require a LincPass.
2. Perform Data Entry:
Ensure completion of **data entry** required for LincPass issuance in Person Model.
3. Sponsor non-Federal employees:
Sponsor applicants in Person Model. This means checking the **LincPass Required** box and entering **Card Shipping Information**.





Module A: The Sponsor Role

Sponsor Duties, cont'd.

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

4. Ensure non-Federal employees obtain a LincPass:
Ensure applicants obtain and **activate their LincPass** in a timely manner.
5. Maintain Data in Person Model:
Update Person Model with any new information, such as updating periods of performance or recording name changes 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 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.

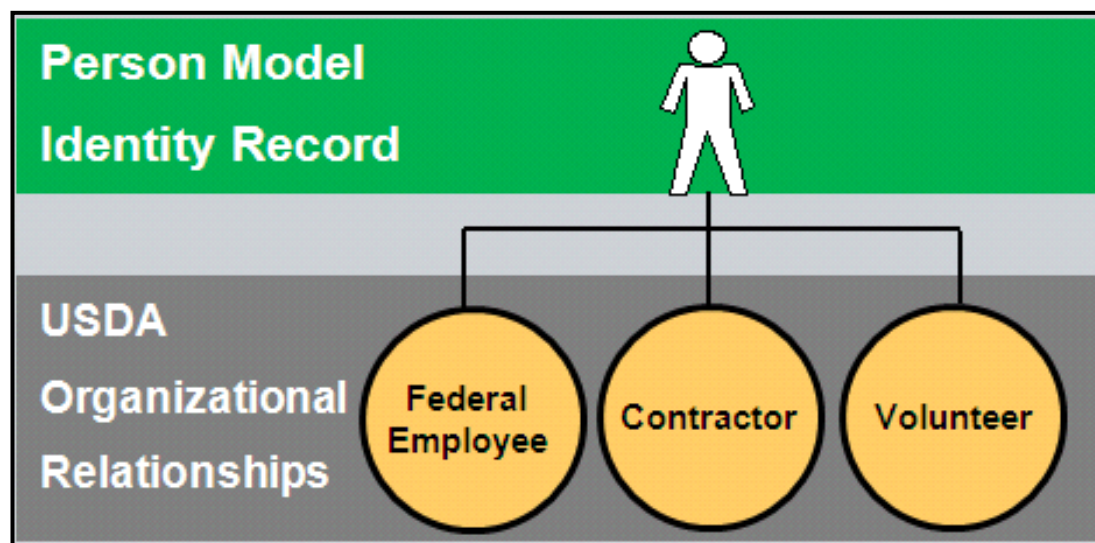


Module B: Introduction to Person Model

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)**.



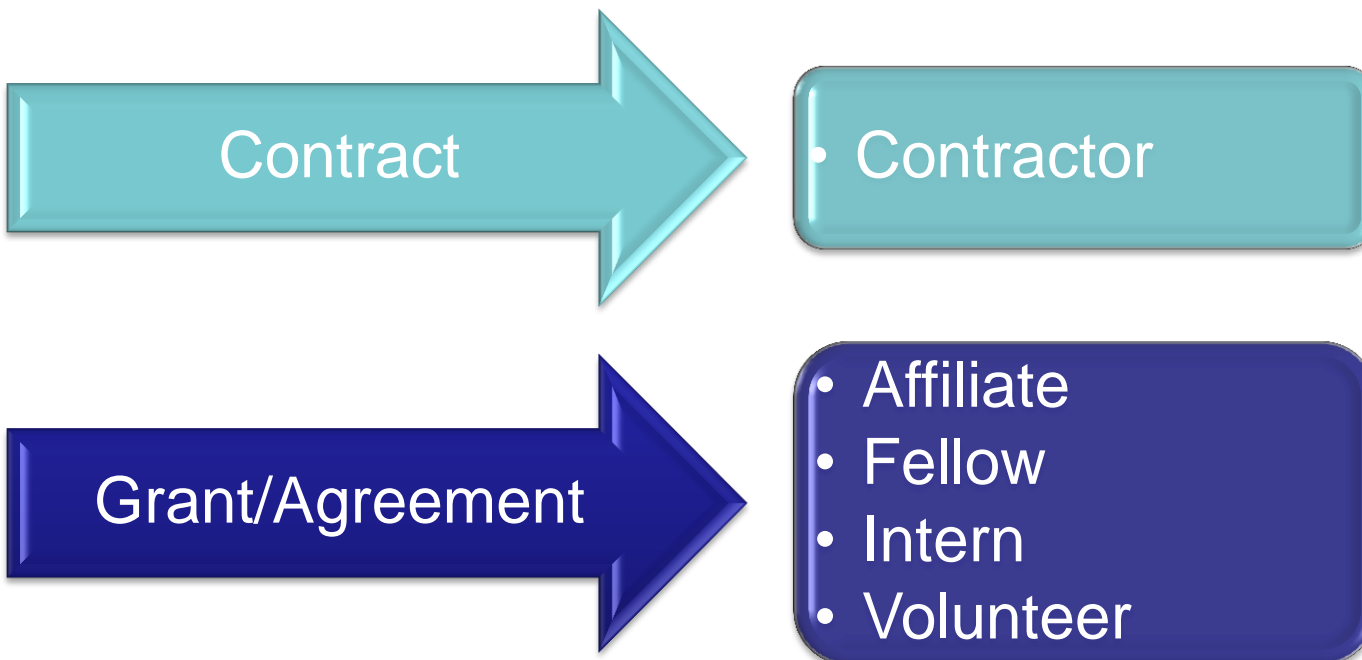


Module B: Introduction to Person Model

Person of Interest (POI) Types

In Person Model, you will assign each person a **Person of Interest (POI)** type. From there, you will assign 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

Sponsors must complete sponsorship 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 sponsorship 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

Sponsorship information, such as:

- LincPass required
- Card Shipping Address code
- FERRO designation



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 green stripe, as shown in the *top* image on the right.
- All others – *Affiliates, Fellows, Interns, and Volunteers* – will receive an **Associate/Dignitary LincPass** with a white stripe, as shown in the *bottom* image on the right.





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** for the Sponsor to re-enter record 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:

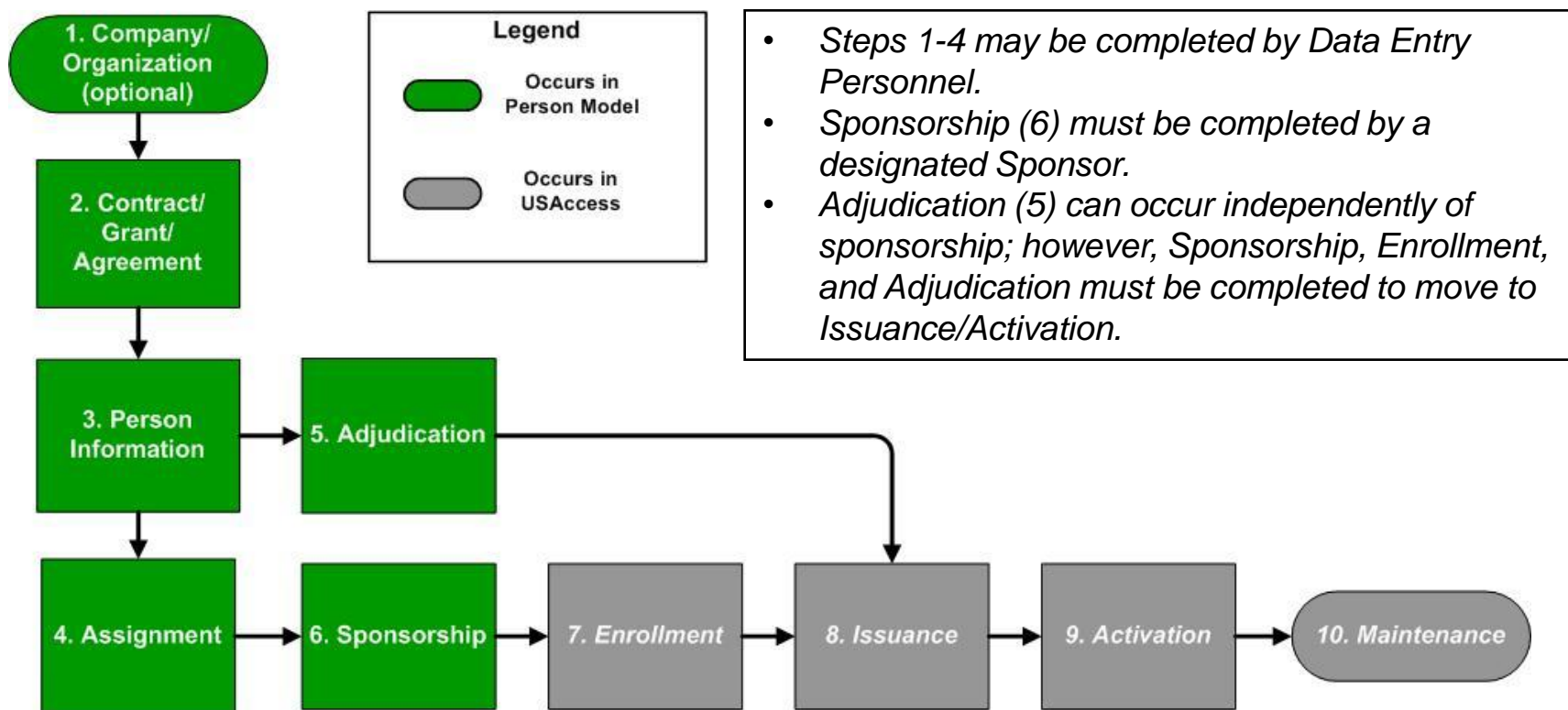
- Logging in
- Non-Employee Processing menu
- Links and icons
- Search records
- Add record
- Tabs
- Drop-down lists
- Required fields
- Hyperlinks
- Date fields/calendars
- Lookup feature/magnifying glass
- Saving and editing records
- Error messages





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**.





Module C: Person Model Navigation

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

[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/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

EMPOWHR SOLUTIONS FROM HIRE TO RETIRE

(US Dept of Agriculture) on USDAPRD

Favorites Main Menu

Menu

Search:

My Favorites

Employee Self Service

HR Reports

Workforce Administration

Non-Employee Processing

EmpowHR Setup Tables (HR)

Set Up HRMS

Worklist

Tree Manager

Reporting Tools

PeopleTools

Usage Monitoring

Change My Password

My Personalizations

My System Profile

My Dictionary

My Feeds

EmpowHR Documentation

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



Module C: Person Model Navigation

EMPOWER HR SOLUTIONS
FROM FARM TO MARKET

(US Dept of Agriculture) on USDAPRD

Favorites > Main Menu > Non-Employee Processing

Main Menu >

Non-Employee Processing

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.



Module C: Person Model Navigation

(US Dept of Agriculture) on

EMPOWERHR
SOLUTIONS
FROM HIRE TO RETIRE

Favorites Main Menu > Non-Employee Processing > Person Information

Personal Information
Enter any information you

Find an Existing Value

Search Criteria

- Person Model Reports
- Person Information
- Add a New Relationship
- Maintain a Persons Assignment
- Person Organizational Summary
- Company/Organization
- Contract Information

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

Navigational Menu

Non-Employee Processing		
 Person Model Reports Person Model Reports <ul style="list-style-type: none"> Location Report Non Employee Process Period of Performance Report Summary Report	 Person Information Modify a person's basic information, such as name and contact information.	 Add a New Relationship Attach a new person-of-interest type to an existing person.
 Maintain a Persons Assignment Maintain the information for a person-of-interest without jobs.	 Person Organizational Summary View a summary of all the organizational relationships for a person.	 Company/Organization Company/Organization
 Contract Information Contract Information		

You should have access to all/some of the Non-Employee Processing **links** in the above screenshot depending on your role(s). *Note:* Sponsors who also have Data Entry capabilities will have full read/write/edit access to Person Information screens.

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

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

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

EmpID:

First Name:

Last Name:

Social Security Number:

Date of Birth:

Include History Correct History Case Sensitive

[Basic Search](#)

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

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

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

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

EmpID:

First Name:

Last Name:

Social Security Number:

Date of Birth:

Include History Correct History Case Sensitive

[Basic Search](#)

No matching values were found.

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

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

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

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

EmpID:

First Name:

Last Name:

Social Security Number:

Date of Birth:

Include History Correct History Case Sensitive

[Basic Search](#)

Search Results
View All First 1-3 of 3 Last

EmpID	First Name	Last Name	National ID	Format	Date of Birth
261995	SHOLA	TEST	XXX-XX-7484		09/07/1977
261997	JOHN	TESTER	XXX-XX-9678		07/22/1945
262021	GIRL	TESTER	XXX-XX-2003		02/02/1962

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

Adding new records

Personal Information

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

EmplID:

Add

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

To **add** new records to the system, click on one of the **links** in the Non-Employee Processing menu. Click on the **Add a New Value** tab, enter information as directed and click **Add**.



Module C: Person Model Navigation

Tabs

Person ID: NEW

Biographical Details | Contact Details | Organizational Relationships

Name [Find](#) | [View All](#) First 1 of 1 Last

*Effective Date: 06/22/2011 [+](#) [-](#)

*Display Name: [Add Name](#)

Biographic Information

*Date of Birth: 0 Years 0 Months

Date of Birth Re-enter:

Birth Country: USA

Birth State:

Birth Location:

Biographical History [Find](#) | [View All](#) First 1 of 1 Last

*Effective Date: 06/22/2011 [+](#) [-](#)

*Gender: Unknown

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

The screenshot shows a web application interface for managing email addresses. The main heading is "Email Addresses". Below the heading, there are three columns: "*Email Type", "*Email Address", and "Preferred". The "*Email Type" column contains a drop-down menu with the following options: Business, Blackberry, Business (highlighted), Campus, Dorm, Home, and Other. The "*Email Address" column contains a text input field. The "Preferred" column contains a checked checkbox and "+" and "-" buttons. Below the form, there are buttons for "previous tab", "Next tab", "Add", and "Update/Display". At the bottom, there are links for "Details" and "Organizational Relationships".

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

Required fields

Biographical Details **Contact Details**

JOHN TESTER Person ID: 261997

Name Find | View All First 1 of 1 Last

***Effective Date:** 09/08/2011

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

Biographic Information

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

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

Birth Country: USA

Birth State: CO Colorado

Birth Location:

Biographical History Find | View All First 1 of 1 Last

***Effective Date:** 09/08/2011

***Gender:** Unknown

Required fields are marked by an **asterisk (*)**. Many fields are simple data-entry fields. To enter data, click in the box provided and key in data.



Module C: Person Model Navigation

Hyperlinks

Biographical Details **Contact Details**

JOHN TESTER Person ID: 261997

Name Find | View All First 1 of 1 Last

*Effective Date: 09/08/2011 + -

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

Biographic Information

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

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

Birth Country: USA

Birth State: CO Colorado

Birth Location: County

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 09/08/2011 + -

*Gender: Unknown


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





Module C: Person Model Navigation

Calendars

Biographic Information

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

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

Birth Country: USA 

Birth State:

Birth Location:

Biographical History

*Effective Date:

*Gender:

National ID

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

Calendar Pop-up: May 1928. Grid showing days of the week (S M T W T F S) and dates (1-31). The date 15 is highlighted. Navigation buttons: Current Date, First, 1 of 1, Last, +, -.

Date fields can be entered **manually** (mm/dd/yyyy), or you can click on the **calendar** icon to select a date from a pop-up calendar.



Module C: Person Model Navigation

Lookup feature

Biographical Details Contact Details

JOHN TESTER

Name

*Effective Date: 09/08/2011

*Display Name: JOHN TESTER

Biographic Information

*Date of Birth: 07/24/1945 66 Years

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

Birth Country: USA

Birth State: CO Colorado

Birth Location: County

Biographical History

*Effective Date: 09/08/2011

*Gender: Unknown



Look Up Birth State

Birth Country: USA

State: begins with

Description: begins with

[Basic Lookup](#)

Search Results

View All First 1-59 of 59 Last

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

Use the **lookup feature** (magnifying glass) to search and filter from a list of pre-populated entries on 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.

For any SSN or DOB changes or updates, you must contact the USDA HSPD-12 Help Desk.

Contract/Grant/Agreement Information

*Type:

*Number:

Contract Description:

*Sub Agency: Forest Service

*Period of Performance Start Date:

*Period of Performance End Date:

*USDA POC:

Security Office Identifier:

Submitting Office Number:

OPAC/ALC Number:

Notes:

Company/Organization Information

DUNS:

Company/Organization Name:

POC Address Line 1:

POC Address Line 2:

POC City:

POC State: Mississippi

POC Postal Code: Country: USA

POC Phone Number:

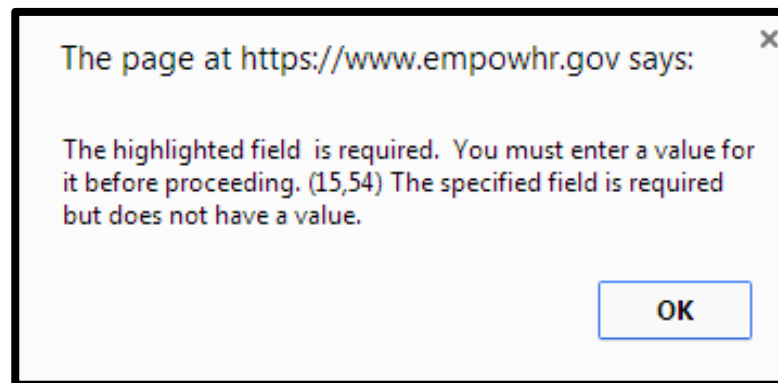
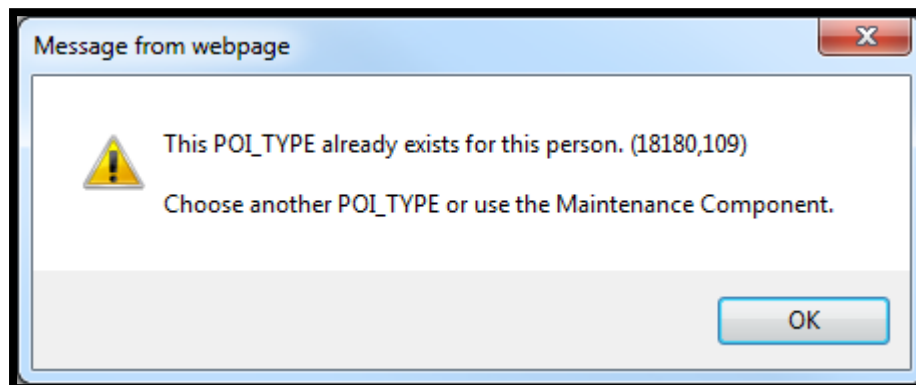


Module C: Person Model Navigation

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: Company/Organization (Optional)

The next few screens show you how to create a Company/Organization record in Person Model (or verify that it is already in the system). Only a Federal Employee may create or edit Company/Organization Information records in Person Model.

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



Module D: Company/Organization (Optional)

Non-Employee Processing

<p>Person Model Reports Person Model Reports</p> <ul style="list-style-type: none">Location ReportNon Employee ProcessPeriod of Performance ReportSummary Report	<p>Person Information Modify a person's basic information, such as name and contact information.</p>	<p>Add a New Relationship Attach a new person-of-interest type to an existing person.</p>
<p>Maintain a Persons Assignment Maintain the information for a person-of-interest without jobs.</p>	<p>Person Organizational Summary View a summary of all the organizational relationships for a person.</p>	<p>Company/Organization Company/Organization</p>
<p>Contract Information Contract Information</p>		

Select the **Company/Organization** icon. You can find an existing Company/Organization record in the system or add a new one.

While **Company/Organization** information is **not required** in Person Model, it is recommended to enter as much information as possible. This information can be extremely helpful for reporting and organizational purposes.



Module D: Company/Organization (Optional)

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

Find an Existing Value | **Add a New Value**

Company/Organization: =

DUNS: begins with

Company Name: begins with

Include History Correct History Case Sensitive

[Basic Search](#)

Search Results
View All First ◀ 1-4 of 4 ▶ Last

Company/Organization	DUNS	Company Name
Company	1234567890123	TESTING123
Company	321654987	Testing2
Company	897465123	Test Company
Company	987654321	testtesttest

To find an existing Company/Organization, click on the **Find an Existing Value** tab. Enter the search terms to narrow your results. Select the applicable hyperlink from the list of search results.



Module D: Company/Organization (Optional)

Company/Organization

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

Company/Organization:

DUNS:

Company Name:

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

To add a new Company/Organization, click on **Add a New Value** tab. Enter any information you have in the fields provided, then click **Add**. Or, you can simply leave the fields blank and click **Add** to be directed to a blank record.

Any data you entered on this screen will be pre-populated on the new Company/Organization record.



Module D: Company/Organization (Optional)

The screenshot to the right shows a blank Company/Organization record. The minimum required fields to save a Company/Organization record are:

- Company/Org
- DUNS (if company selected)
- Company/Organization Name
- Contact Name
- Contact Phone #
- Address Line 1
- City
- State

Enter as much data as you have for the Company/Organization, then click Save.

For step-by-step instructions, please refer to the Person Model Sponsor Data Entry Guide.

Company/Organization

Company/Organization Details

*Company/Org	Company
DUNS	
*Company/Organization Name	
*Contact Name	
*Contact Phone #	
Entered by	DataEntry DataEntry

Company/Organization Address

*Address Line 1	
Address Line 2	
*City	
*State	
Postal Code	

Save Notify Add Update/Display Include History Correct History



Module E: Contract, Grant or Agreement Record

Congratulations! You have just learned how to find, enter, and save a Company/Organization record in Person Model.

The next few screens show you how to create a Contract, Grant or Agreement record in Person Model (or verify that it is already in the system). Only a Federal Employee may create or edit Contract, Grant or Agreement records in Person Model.

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



Module E: Contract, Grant or Agreement Record

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

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

Contract/Grant Flag: = Contract

Number: begins with TEST

Sub-Agency: begins with 11

DUNS: begins with

Company/Org Name: begins with

Include History Correct History Case Sensitive

[Basic Search](#)

Select the **Contract Information** icon to go to the Contract Information main menu. You can find an existing **Contract, Grant or Agreement** record in the system or add a new one.



Module E: Contract, Grant or Agreement Record

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

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

Contract/Grant Flag: = Contract

Number: begins with TEST

Sub-Agency: begins with 11

DUNS: begins with

Company/Org Name: begins with

Include History Correct History Case Sensitive

[Basic Search](#)

Search Results
View All First 1 of 1 Last

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

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

To find an existing **Contract Information** record, click on the **Find an Existing Value** tab. Enter the search terms to narrow your results. Select the applicable hyperlink from the list of search results.



Module E: Contract, Grant or Agreement Record

Contract Information

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

Contract/Grant Flag

Number:

Sub-Agency:

Add

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

To add a new Contract, Grant or Agreement record, click the **Add a New Value** tab. Select an option from the Contract/Grant flag drop-down list. Any information you enter will be populated on the next screen.

As a reminder:

- **Contractors** are assigned to **Contracts**.
- **Affiliates, Fellows, Interns, and Volunteers** are assigned to **Grants/Agreements**.

Keep this in mind when selecting Contract or Grant/Agreement. Click the **Add** button.



Module E: Contract, Grant or Agreement Record

The screenshot to the right shows a blank Contract/Grant/Agreement record.

The minimum required fields to save a Contract/Grant/Agreement record are:

- Type
- Number
- Sub-Agency
- Period of Performance Start Date
- Period of Performance End Date

Enter as much data as you have for the Company/Organization, then click Save.

For step-by-step instructions, please refer to the Person Model Sponsor Data Entry Guide.

Contract/Grant/Agreement Information

Type:	Contract
*Number:	<input type="text"/>
Contract Description:	<input type="text"/>
*Sub Agency:	<input type="checkbox"/> <input type="text"/>
*Period of Performance Start Date:	<input type="text"/> <input type="button" value="H"/>
*Period of Performance End Date:	<input type="text"/> <input type="button" value="H"/>
USDA POC:	<input type="text"/> <input type="button" value="Q"/>
Security Office Identifier:	<input type="text"/>
Submitting Office Number:	<input type="text"/>
OPAC/ALC Number:	<input type="text"/>
Notes:	<input type="text"/>

Company/Organization Information

DUNS:	<input type="text"/> <input type="button" value="Q"/>
Company/Organization Name:	<input type="text"/> <input type="button" value="Q"/>
Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Postal Code:	<input type="text"/>
Country:	<input type="text"/>
Phone Number:	<input type="text"/>
Contact Name:	<input type="text"/>



Module E: Contract, Grant or Agreement Record

Contract/Grant/Agreement Information

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

Please note: When the **Period of Performance (POP) End Date** is reached, all non-Federal employees assigned to the contract, grant or agreement will be set to **Terminated** by the system automatically. Contracts, Grants or Agreements **expire at midnight prior to the date specified**, not the day after the POP End Date.

For example, if a non-Federal employee will be working on 9/30/12, the POP End Date should be set to 10/1/12 to ensure they remain active.



Module F: Person Information

Congratulations! You have just learned how to find, enter, and save a Contract, Grant or Agreement record in Person Model.

The next few screens show you how to create a Person Information record in Person Model (or verify that it is already in the system). Only a Federal Employee may create or edit Person Information records in Person Model.

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



Module F: Person Information

Personal Information

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

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

EmplID:

First Name:

Last Name:

Social Security Number:

Date of Birth:

Include History Correct History Case Sensitive

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

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

Select the **Person Information** icon to go to the Personal Information main menu. You can find an existing **Person Information** record in the system or add a new one.



Module F: Person Information

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

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

EmpID:

First Name:

Last Name:

Social Security Number:

Date of Birth:

Include History Correct History Case Sensitive

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

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

To find an existing **Person Information** record, click on the **Find an Existing Value** tab. Enter the search terms to narrow your results. Select the applicable hyperlink from the list of search results.



Module F: Person Information

Personal Information

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

EmplID:

Add

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

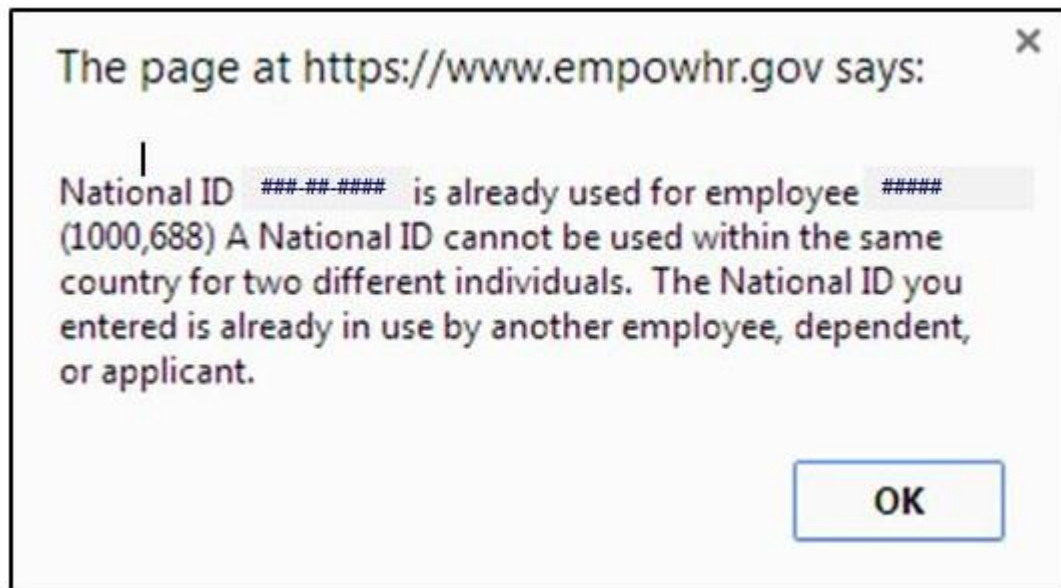
To add a new **Person Information** record to the system, click the **Add a New Value** tab.

Note: **EmplID** will default to NEW. Do not edit this field.

Click the **Add** button. You will be directed to a new **Person Information** record.



Module F: Person Information



If you receive the error message shown above, the person you are attempting to enter already has a record in the system. If you are unable to locate the Person Information record, the person may have a Federal Employee record in the system, and you do not have permission to view the record.

In this scenario, follow the steps in Module H to Add a New POI Type. Once you add one of the Person of Interest types to their record, you will be able to view the record and assign them to a contract, grant or agreement.



Module F: Person Information

The screenshot to the right shows a blank Person Information record.

Note the **three tabs** at the top of the record. You will enter information on each of these tabs.

This screenshot shows the **Biographical Details** tab.

Person ID: NEW

Biographical Details | Contact Details | Organizational Relationships

Name [Find](#) | [View All](#) First 1 of 1 Last

*Effective Date: 09/28/2011 [+](#) [-](#)

*Display Name: [Add Name](#)

Biographic Information

*Date of Birth: 0 Years 0 Months

Date of Birth Re-enter

Birth Country: USA

Birth State:

Birth Location:

Biographical History [Find](#) | [View All](#) First 1 of 1 Last

*Effective Date: 09/28/2011 [+](#) [-](#)

*Gender: Unknown

National ID [Customize](#) | [Find](#) | [View All](#) First 1 of 1 Last

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

*Country of Citizenship Emergency Response Official

Notes:



Module F: Person Information

The minimum required fields to save a Person Information record are:

- Effective Date (pre-populated)
- First and Last Name
- DOB (enter twice)
- Effective Date and Gender (pre-populated)
- SSN (enter twice)
- Country of Citizenship
- Home Address 1, City, State, Country
- Business Email
- Organizational Relationship/Type and Assignment

Enter as much data as you have for the **Biographical Details** tab, then click on the **Contact Details** tab.

For step-by-step instructions, please refer to the Person Model Sponsor Data Entry Guide.

Biographical Details
Contact Details
Organizational Relationships

Person ID: NEW

Name
Find | View All
First 1 of 1 Last

*Effective Date:

*Display Name: [Add Name](#)

Biographic Information

*Date of Birth: 0 Years 0 Months

Date of Birth Re-enter:

Birth Country:

Birth State:

Birth Location:

Biographical History
Find | View All
First 1 of 1 Last

*Effective Date:

*Gender:

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

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

*Country of Citizenship: Emergency Response Official

Notes:



Module F: Person Information

The screenshot to the right shows the **Contact Details** tab on a blank Person Information record.

Enter as much data as you have for the **Contact Details** tab, then click on the **Organizational Relationships** tab.

For step-by-step instructions, please refer to the Person Model Sponsor Data Entry Guide.

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

Person ID: NEW

Current Addresses			
Address Type	As Of Date	Status	Address
Home			

Phone Information

*Phone Type	Telephone	Extension	Preferred

Email Addresses

*Email Type	*Email Address	Preferred
Business		<input checked="" type="checkbox"/>

Save | Notify | Previous tab | Next tab | Add | Update/Display

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

Module F: Person Information

The screenshot shows the 'Organizational Relationships' tab selected. The 'Person ID' is 'NEW'. A dropdown menu is open, showing options: Affiliate, Contractor, Fellow, Intern, and Volunteer. The 'Person of Interest' checkbox is checked. The 'Add the Relationship' button is highlighted. Other buttons include Save, Notify, Previous, Add, Update/Display, Include History, and Correct History.

On the **Organizational Relationships** tab, check the **Person of Interest** box, then Select the **Person of Interest** type. Click **Add the Relationship**.

You will now be directed to the **Add a Person of Interest** screen.

Note: You must follow the steps covered on the next few slides to properly save the Person Information record. **If you do not complete the following steps, the record you entered will not be visible in the system.**



Module G: Assignment and Sponsorship

Congratulations! You have just learned how to find, enter, and save a Person Information record in Person Model.

The next few screens show you how to complete an Assignment and Sponsorship in Person Model. Only a Federal Employee, such as a Contracting Officer Representative (COR), may create or edit Assignment records in Person Model.

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



Module G: Assignment and Sponsorship

You will now learn how to complete the Assignment and how to perform Sponsorship.

The screenshot to the right shows a blank Organizational Relationship. Note the two tabs at the top of the record. You will enter information on both of these tabs.

The minimum required fields to complete the Organizational Relationship are:

- Effective Date (pre-populated)
- Security Access Type
- Value 1
- Value 2
- Effective Date (pre-populated)
- Organizational Relationship Status (pre-populated)
- Contract/Grant/Agreement Number
- Status
- Effective Date (pre-populated)

Add Person of Interest **Assignment**

MICKEY MOUSE Person ID: 262105

Person of Interest Type: Contractor

Security Data Find | View All First 1 of 1 Last

*Effective Date: 09/29/2011

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

Type

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

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



Module G: Assignment and Sponsorship

Add Person of Interest **Assignment**

MICKEY M. MOUSE SR Person ID: 262162

Person of Interest Type: Contractor

Security Data Find | View All First 1 of 1 Last

*Effective Date: 11/25/2011

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

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

On the Add a Person of Interest tab you will see the following fields already populated: **Name**, **Person ID**, and **Person of Interest Type**.

Completion of the required **Security Data** fields assigns the non-Federal employee as a Person of Interest who supports USDA. There is only one value for each field. Several of the required fields are pre-populated.

For step-by-step instructions, please refer to the Person Model Sponsor Data Entry Guide.

Module G: Assignment and Sponsorship

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

Contract

MICKEY MOUSE Person ID: 262105

Person of Interest Type: Contractor

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

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

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

Click on the **Assignment** tab. The screenshot above shows a blank **Assignment** screen. The minimum required fields to complete on this page are:

- Contract/Grant/Agreement Number
- Status
- Effective Date (pre-populated)

The remaining fields will be populated based on the contract, grant or agreement you select, or will be system-generated. For step-by-step instructions, please refer to the Person Model Sponsor Data Entry Guide.

Module G: Assignment and Sponsorship

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

Contract

MICKEY MOUSE Person ID: 262105

Person of Interest Type: Contractor

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

[Work Address Info](#) +

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

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

If a non-Federal employee **moves from one USDA contract, grant or agreement to a different one**, the Sponsor should assign the non-Federal employee to a new contract, grant or agreement and set to their status to **Active before** the non-Federal employee is terminated on the old contract, grant or agreement.

To avoid card termination, it is important that the non-Federal employee is set to **Active** on the new contract, grant or agreement **before being terminated** on the previous contract, grant or agreement.

When a non-Fed **leaves their employment prior to the contract, grant or agreement expiration date**, it is critical that the Sponsor **terminates the sponsorship** and **collects the credential** for destruction.

Module G: Assignment and Sponsorship

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

Grant/Agreement

FOZZY BEAR Person ID: 255894

Person of Interest Type: Volunteer

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

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

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

If the non-Federal employee requires a LincPass, check the **LincPass Required** box.

Click on the **Card Shipping Information** hyperlink.


Note: If you have Data Entry access ONLY, you will not be able to select LincPass Required or enter Card Shipping Information. Click Save to complete the end of the data entry process.



Module G: Assignment and Sponsorship

Card Shipping Information

Card Shipping Information

Card Ship Addr Cd: 

Card Ship Header

Address Line 1

Look Up Card Ship Addr Cd

Search Results

[View All](#) First

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

Select the magnifying glass lookup feature to find the location where the card is to be shipped. The system will open a new page displaying five columns of data that can be sorted by street address. The address information for the location you choose will be populated. Click **OK**.



Module G: Assignment and Sponsorship

Card Shipping Information

Card Shipping Information

Card Ship Addr Cd:	<input type="text" value="100002"/>	<input type="button" value="🔍"/>	USDA - WASHINGTON
Card Ship Header:	USDA - INDEPENDENCE AVENUE		
Address Line 1:	USDA		
Address Line 2:	1400 INDEPENDENCE AVE SW ROOM 1408		
City:	WASHINGTON		
State:	DC	Postal Code:	20250
		Country:	USA

Please note: Only the first **300 results** will be displayed under the Look Up Card Ship Address Code page.

If you do not see the ship code you are looking for, please key in the code directly in the search field on the **Card Shipping Information** page. Once you enter the code, the address information will be populated. Click **OK** to save and return to the assignment page.

A list of current ship-to codes can be obtained from the USDA HSPD-12 Help Desk.



Module G: Assignment and Sponsorship

Use of Data Entry Personnel

[Edit POI Relationship](#) | Assignment

Grant/Agreement

FOZZY BEAR Person ID: 255894

Person of Interest Type: Volunteer

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

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

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

Note: Sponsors may employ the use of **Data Entry Personnel** to begin the assignment process. Data Entry role holders do not have the ability to check the LincPass Required box, which is the official act of sponsorship in Person Model.

If you are a Sponsor and a Data Entry role holder has already set up the assignment for you, select **Maintain a Person's Assignment** and **search** for the non-Federal employee. Review the information, select Correct History, then **follow the steps on slide 63-65** to check the LincPass Required box and enter Card Shipping Information.



Module G: Assignment and Sponsorship

Transferring to a new contract, grant or agreement

If a non-Federal employee **moves from one USDA contract, grant or agreement to a different one**, the Sponsor should assign the non-Federal employee to a new contract, grant or agreement and set to their status to Active **before** the non-Federal employee is terminated on the old contract, grant or agreement.

To avoid card termination, it is important that the non-Federal employee is set to **Active** on the new contract, grant or agreement **before being terminated** on the previous contract, grant or agreement.



Module G: Assignment and Sponsorship

Transferring Sponsorships

To transfer sponsorship from another Sponsor who has left, retired, or no longer has Sponsor duties, complete the following steps to update records to ensure you are reflected as the Sponsor of record. *This will allow you to receive important system notifications, such as contract expiration notifications.*

1. Log into Person Model
2. Navigate to Non-Employee Processing, Maintain a Person's Assignment
3. Search for one of the applicants by name
4. When you have located their assignment record, click on the Assignment tab.
5. Click the yellow Correct History button on the bottom right
6. Un-check the LincPass Required box, Save
7. Re-check the LincPass Required box, Save. You should now see your user ID populated under Sponsor ID.

Personalize Find [?] First 1 of 1 Last	
Sponsor ID	LincPass Required
Detail TESTABC	<input checked="" type="checkbox"/> Card Shipping Info Work Address Info +
Update/Display Include History Correct History	

It is **strongly recommended** that the Sponsors for both the old and new contract, grant or agreement coordinate efforts to ensure an active status is maintained for the non-Federal employee to **avoid unnecessary card terminations** and associated costs.



Module G: Assignment and Sponsorship

Upon Completion of Person Model 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 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.





Module G: Assignment and Sponsorship

Next Steps:

- Sponsors and/or Data Entry Personnel should provide the Adjudicator with a list of sponsored non-Federal employees who are ready for adjudication in Person Model.
- Sponsors should check the USAccess Applicant Status Report (ASR) to determine LincPass issuance status or potential issues for all sponsored non-Federal employees. Refer to the ASR Guide via the following link on the LincPass website:
<http://lincpass.usda.gov/docs/Applicant%20Status%20Report%20Guide%20V4.4.pdf>
- Sponsors may also use the ASR to perform a gap analysis. Refer to the Gap Analysis using the Applicant Status Report Guide on the LincPass website:
http://lincpass.usda.gov/docs/GapAnalysisUsingASR_v1.2.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 H: Additional Person Model Features

Congratulations! You have just learned how Sponsor non-Federal employees in Person Model.

The next few screens provide an overview of additional Person Model features. Only a designated USAccess role holder may perform these actions in USAccess.

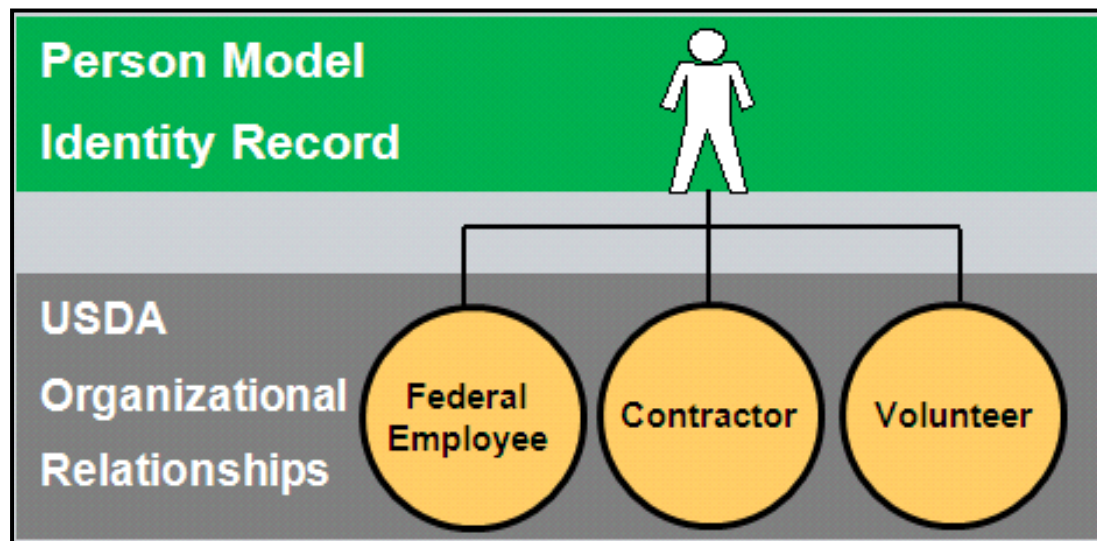


Module H: Additional Person Model Features

Multiple Assignments

As a reminder, Person Model can track multiple relationships a person has with USDA. For example, a contractor for NRCS may also be a Volunteer with the Forest Service. Alternatively, a person may perform under more than one contract, grant or agreement at the same time.

The next few slides will review the Person Organizational Summary, multiple assignments, and Adding a New POI Type to existing records.





Module H: Additional Person Model Features

Person Organizational Summary

The **Person Organizational Summary** is a helpful tool for identifying all of a person's POI Types assigned.


Person Organizational Summary

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

Find an Existing Value

EmpID:	begins with	<input type="text"/>
Last Name:	begins with	<input type="text"/>
First Name:	begins with	<input type="text"/>
Date of Birth:	=	<input type="text"/> 31
Social Security Number:	=	<input type="text"/>

Case Sensitive

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

To view a summary of all Organizational Relationships assigned to a Person, select **Person Organizational Summary**, then **search** for the non-Federal employee.



Module H: Additional Person Model Features

Person Organizational Summary

Person Org Summary

FOZZY BEAR Person ID: 255894

Person of Interest Instance

<u>Person of Interest Type</u>	<u>Empl_rcd#</u>	<u>Status</u>	<u>Begin Date/</u>	<u>End Date</u>
Contractor		Active	06/08/2011	
Volunteer		Active	06/06/2011	

Return to Search Notify

Here you may view the Person's Organizational Relationship Summary. Note the two different POI Types assigned.



Module H: Additional Person Model Features

Multiple Assignments

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

Contract

John Doe Person ID: #####

Person of Interest Type: Contractor

Contract ID	Contract/Grant Flag	Sub-Agency	Sub-Agency Description	Begin Date	Expiration Date	Status	Effective Date	Sponsor ID	LinkPass Required	Card Shipping Info	Work Address Info
1	Contract	DA	DA	09/21/2011	10/21/2014	Active	02/18/2009	abc123	<input checked="" type="checkbox"/>	Card Shipping Info	Work Address Info +
2	Contract	DA	DA	09/21/2011	09/30/2008	Terminated	08/12/2008	CDE456	<input checked="" type="checkbox"/>	Card Shipping Info	Work Address Info +

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

If a person has **more than one assignment** for a POI Type, this will result in two or more **rows** on the assignment page, as shown above.

If a Person already has an assignment completed for their POI Type, you can simply **add a new row** by selecting **Correct History**, then clicking the plus (+) sign. This will add a new row. Then, complete the assignment and select **Save**.

Close-up of the interface showing the 'Correct History' button and the plus sign in the 'Work Address Info' column. A red arrow points from the main screenshot to this close-up.



Module H: Additional Person Model Features

Multiple Assignments

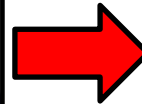
Edit POI Relationship | Assignment

Contract

John Doe

Person of Interest Type: Contractor

Contract ID	Contract/Grant Flag	Sub-Agency
1	Contract	DA
2	Contract	DA



Edit POI Relationship | Assignment

Grant/Agreement

FOZZY BEAR

Person of Interest Type: Volunteer

Grant/Agreement	Sub-Agency	Sub-Agency Description
1 SHOLA GRANT	16	NRCS

Save | Return to Search | Previous in List | **Next in List** | Notify

Save | Return to Search | Previous in List | **Next in List** | Notify

Some people may have multiple assignments under various Contracts, Grants and Agreements, and may have several different POI Types – for example, a Contractor for NRCS and a Volunteer for FS.

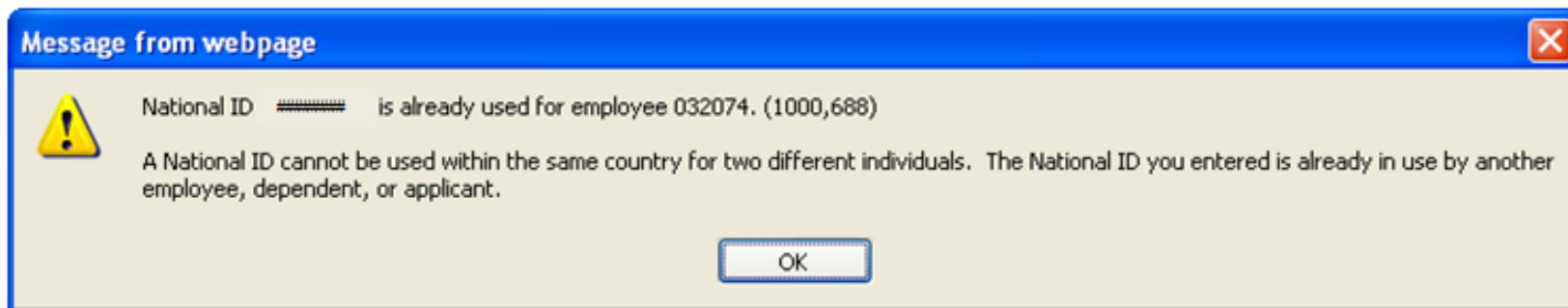
To view multiple assignments for different POI Types, select **Previous In List** or **Next in List**.



Module H: Additional Person Model Features

Error Messages

When entering a new Person Information record in Person Model, you may receive the error message below stating the **SSN is already in use**:



This means that the person already has a record entered in the system, but you may not be able to view it. It may not have a POI Type assigned. This is common for former Federal Employees who retire and become contractors, for example.

To Add a POI type, follow the instructions on the next page.



Module H: Additional Person Model Features

Add a New POI Type

To Add a new POI Type to someone who already has a record entered in Person Model, complete these steps:

Add a New Relationship

Add a New Value

EmplID: 🔍

Person of Interest Type: 🔍

Add

Select the **Add a New Relationship** icon. Enter the **EmplID** or use the lookup function (magnifying glass) to search by name. Enter the **Person of Interest (POI) Type** or use the lookup function (magnifying glass) to select the Person of Interest Type.

Click **Add**, then follow the same steps described in Module G to complete the assignment.



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.

Main Menu > Non-Employee Processing >		
Person Model Reports		
Person Model Reports		
Location Report Location Report	Non Employee Process Non Employee Process	Period of Performance Report Period of Performance Report
Summary Report Summary Report		

New reports include a Location Report, Non-Employee Process Report, Period of Performance Report, and a Summary Report. Refer to the Person Model Reports Guide on the LincPass Website for detailed instructions on using this reporting utility.



Resources

USAccess

GSA General Services Administration

Please Log In

User Name *

Password *

Login

From time to time, you may need to complete certain actions in USAccess, such as reprints or reissues. 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 sponsored.

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.

