



**Q: How do you become an adjudicator?**

All Adjudicators are required to be sponsored in USAccess, take either the USAccess (for PayPers) or EmpowHR Adjudicator training, and be certified as an Adjudicator by the Agency Role Administrator prior to conducting any Adjudicator duties. PayPers Adjudicators must also be designated as an Adjudicator in USAccess by the Role Administrator prior to conducting Adjudicator duties.

**Q: What happens if a LincPass applicant has unfavorable fingerprint results or Background Investigation during the adjudication process?**

All applicants will be given an opportunity to respond to allegations of derogatory information prior to a final determination. Employees may appeal an unfavorable determinations through the same process afforded them in employee misconduct situations.

**Q: What are examples of potentially disqualifying information that the Adjudicator may need to review?**

Examples of disqualifying information during the background investigation include the following:

- Misconduct or negligence in employment
- Criminal or dishonest conduct
- Material, intentional false statement or deception or fraud in examination or appointment
- Refusal to furnish testimony as required by §5.4 of Title 5, C.F.R.
- Alcohol abuse of a nature and duration which suggests that the Applicant or appointee would be prevented from performing the duties of the position in question, or would constitute a direct threat to the property or safety of others
- Illegal use of narcotics, drugs, or other controlled substances, without evidence of substantial rehabilitation
- Knowing and willful engagement in acts or activities designed to overthrow the U.S. Government by force
- Any statutory or regulatory bar which prevents the lawful employment of the person involved in the position in question
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**Q: What is the minimum Background Investigation for a LincPass cardholder?**

The minimum required background Investigation includes a NACI with an FBI FP Check. It is the responsibility of the Adjudicator at the agency to review and then either favorably or unfavorably adjudicate the NACI results. Other BIs will be adjudicated by the Office of Security Services, Personnel and Document Security Division.

**Q: When can the Adjudicator enter the Adjudication results?**

For EmpowHR: if the Applicant already has a BI on file, provide the adjudication information in EmpowHR prior to them being certified in the ACP and the record sent to USAccess. If the Applicant has already been sponsored, enter the results in EmpowHR when you receive them and the Applicant's record will be updated in EmpowHR during the next data push.

For PayPers: enter the Adjudication information once the Sponsor has completed Sponsorship of the Applicant in USAccess.

**Q: How can the Adjudicator find out of the Applicant has completed Sponsorship? (PayPers records only)**

Check the Applicant Status Report; if the Sponsorship status = SPONSORED, then you can enter the adjudication results.



**Q: Should Adjudicators call Applicants to discuss arrest information?**

Calling Applicants is not recommended due to possible errors in interpreting or documenting the Applicants' comments. All communication between Applicants and adjudicators should be done in writing.

**Q: Are agencies authorized to conduct background investigations on USDA employees and contractors?**

No. Only OPM, or government agencies with delegated investigative authority from OPM, are authorized to conduct background investigations on USDA employees and contractors. Agencies have the authority to send LOI's, obtain court records, and interview Applicants to resolve issues. Once the Applicant begins work for USDA, credible allegations of misconduct are subject to agency misconduct or USDA Office of the Inspector General inquiries or investigations.

**Q: Where in USAccess can the birth place information be placed?**

Click the blue bar that says "Record Background Check Results" (it looks like a section header instead of a clickable button).

**Q: Adjudicator received an error message that says "Request Not Completed: Sponsor Must Enter Birth Information".**

The birth place info must be entered, see previous question for where to put it.

**Q: Does SOI/SON and related information need to be input?**

Only if the Applicant is initiating a background investigation; if they already have one on file, this is not needed.

**Q: I cannot access USAccess**

1. Make sure the role administrator has designated you. If they have not, contact your Role Admin for you agency.
2. If you have been designated, make sure USAccess sent you an email with your user name and password. If you have not received it and are sure you have been designated, have your agency role admin re-designate you. If you still have not gotten it after that, contact the GSA help desk at 202-501-4740.
3. If you have your user name and password and it doesn't seem to be working, contact the GSA help desk. Your password has likely expired and the GSA help desk can reset it for you.