



## **\*HSPD-12 NEWSFLASH\***

### **SUBJECT: REMINDER ABOUT MANDATORY ROLE HOLDER DESIGNATION IN USAACCESS**

**\*\*The following Newsflash applies to EmpowHR agencies only\*\***

**\*\* This is a reminder that all Sponsors and Adjudicators must be designated in their role in USAccess by July 31<sup>st</sup>. \*\***

USAcess will be making a business rule change that will require every Sponsor and Adjudicator to be designated in their role in the USAccess system. If they are not designated, any record they Sponsor/Adjudicate will be marked as Sponsorship Incomplete and therefore applicants will not be able to enroll.

The HSPD-12 PMO has provided lists of the known Sponsors/Adjudicators as well as each role holder's training status to each EmpowHR agency Role Administrator. If you have not already done so, please do the following:

1. For Sponsors/Adjudicators who have not taken the AgLearn training yet:
  - a. If necessary, place the HSPD-12 EmpowHR Sponsor or HSPD-12 EmpowHR Adjudicator training on the role holder's AgLearn training plan
  - b. Inform the role holder they need to complete the training in time to be designated by July 31<sup>st</sup>.
2. For Sponsors/Adjudicators who have already completed the training, designate each Sponsor and/or Adjudicator in their role in USAccess by July 31<sup>st</sup>.

### **QUESTIONS ABOUT THIS NEWSFLASH OR HSPD-12?**

USDA HSPD-12 Website: <http://lincpass.usda.gov>

Contact the USDA HSPD-12 Help Desk:

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