



## \*HSPD-12 NEWSFLASH\*

### **SUBJECT: HSPD-12 NON-EMPLOYEE PROCESS GUIDE**

#### **Introduction**

In August 2007, USDA began a phased transition to the LincPass – USDA's own Personal Identity Verification (PIV) card. This effort is part of the entire Federal Government's move toward compliance with the President's Homeland Security Presidential Directive 12 (the Common Identification Standard for Federal Employees and Contractors), commonly known as HSPD-12. Cards are issued by GSA's Managed Services Office (MSO) program known as USAccess.

#### **Separation of Duties**

An integral part of HSPD-12 is the separation of duties, which ensures that no individual has the capability to issue a PIV credential without the cooperation of other HSPD-12 role holders. As a result, each non-Federal employee who requires a LincPass must go through several steps to obtain his/her LincPass. This includes Sponsorship, Adjudication, Enrollment and Activation.

#### **Role Holders**

Sponsors and Adjudicators must be federal employees designated by their Agency Role Administrator. Both sponsors and adjudicators must take USAccess training prior to obtaining his/her login/password to the system. They must also take the NEIS (Non-Employee Identity System) training specific to their roles prior to applying for login/password. NEIS is the central, authoritative database for contractor and non-Federal employee information. NEIS is directly connected to USAccess and requires all information to be input and managed within the NEIS Sponsor and Adjudicator portals.

#### **Applying for NEIS Login**

Agencies that do not use EmpowHR as their HR system may submit NEIS requests for logins directly to Thomas Bennett ([thomas.bennett@usda.gov](mailto:thomas.bennett@usda.gov)). EmpowHR agencies must submit a request to their Agency EmpowHR Administrator to add NEIS to their user permission list. The Agency EmpowHR Administrator must submit requests to Thomas Bennett ([thomas.bennett@usda.gov](mailto:thomas.bennett@usda.gov)) for approval. NFC will send approvals and passwords (if necessary) to Agency EmpowHR Administrator for distribution to approved users.

#### **NEIS Roles**

**Sponsor:** responsible for coordinating data gathering and entry into NEIS with the non-employee and/or the contracting company; initiates background investigation (BI) and authorizes individual for a LincPass.

**Adjudicator:** responsible for recording results of fingerprint check and background investigation (BI).

**Contracting Officer (CO)/Contracting Officer Representative (COR)/Contracting Officer Technical Representative (COTR):** ensures all required language is in contract and is responsible for working with sponsor and non-employee administrator to provide all relevant contract info.

**Non-Employee Administrator:** coordinates data gathering with non-employee and/or contracting company; ensures NEIS system data formatting requirements are adhered to and requests corrections as needed; supports sponsor by entering information into NEIS.

## **PII Sheet Collection and Submittal**

When collecting PII sheets, Sponsors should ensure that all information is completed. Common omissions include company name, business email, and country of citizenship. If handwritten information is illegible, please confirm the correct information and rewrite clearly on the PII sheet. This will help reduce data entry errors and enrollment issues.

When submitting PII sheets or Background Investigation forms, please follow your Agency's process to ensure PII is delivered in a secure manner.

### **Step-by-Step Guide:**

1. Sponsor identifies applicable contractors and begins data collection
2. Sponsor ensures contractors have an existing BI or BI is initiated
3. PII sheets are sent via secure process to security office, Sponsor, or data entry personnel (to be determined by Agency).
4. Data entry personnel collect PII sheets and enter Non-Employee Information and Contract
5. Information into NEIS
6. Data entry personnel notifies sponsor that data entry is complete
7. Sponsor makes contract assignments in NEIS
8. Sponsor saves records in USAccess (non-EmpowHR agencies only)
9. Applicant receives sponsorship email/schedules appointment/enrolls
10. Sponsor or sponsor designee provides list of sponsored contractors for adjudication
11. Adjudicator enters adjudication results into NEIS upon receipt
12. Adjudicator saves adjudication records in USAccess (non-EmpowHR agencies only)

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

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

Contact the USDA HSPD-12 Help Desk:

Toll Free: 1-888-212-9309

Local: 703-245-7888

Email: [hspd12@ftc.usda.gov](mailto:hspd12@ftc.usda.gov)

