



## \*HSPD-12 NEWSFLASH\*

### **SUBJECT: PERSON MODEL TRAINING**

This fall, the National Finance Center (NFC) will release the Person Model. Below are some details on what you can expect regarding Person Model training.

#### **When will the training be available?**

- Training is expected to be available this Friday, September 30, 2011.

#### **When should I complete the training?**

- Role holders should take the training prior to Person Model go-live.

#### **When will Person Model go live?**

- The Person Model is expected to go live on Tuesday, November 1, 2011.

#### **What kind of training will there be?**

- Sponsor and Adjudicator PowerPoint training modules will be provided. Like the NEIS training, the Person Model training will guide users through the system, step-by-step. Person Model Quick Start Guides, Data Entry Guides, PII collection materials and FAQs will be available as well.

#### **How will training be distributed?**

- Training will be distributed to Agency Leads and posted on the LincPass website. Training will not be available on Aglearn initially, but will be posted after distribution to Agency leads.

#### **What if I have questions about the training?**

- Agency Review Sessions will be conducted with Agency Leads upon request. Attendees will have an opportunity to review training, new system features, and participate in a Q&A session.
- Agency leads interested in scheduling a review session should contact [mgoss@cri-solutions.com](mailto:mgoss@cri-solutions.com).

#### **What are the expectations of the user?**

- Each Person Model user is expected to complete the appropriate training for their role. Sponsors and Data Entry Personnel will review Person Model Sponsor Training, and Adjudicators will review Person Model Adjudicator Training.
- Users should follow their Agency training and approval procedures for Person Model training.

#### **Who should I contact if I have questions?**

- Role holders can contact their Agency Leads for non-employee credentialing, listed on the USDA HSPD-12 website. Once training is completed, users may contact the USDA HSPD-12 Help Desk.

More information regarding the Person Model release and training will be forthcoming in the weeks leading up to go-live.

#### **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

Email: [HSPD12help@dm.usda.gov](mailto:HSPD12help@dm.usda.gov)



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