



## 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.

### 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 another authorized person. As a result, each employee and contractor who requires a LincPass must go through several steps to obtain their LincPass. This includes Sponsorship, Adjudication, Enrollment and Activation.

### The NEIS Adjudicator Role

As an Adjudicator, you will play a part in the process for Non-Employees to enroll for a LincPass so they can access facilities and systems. The Adjudicator reviews and records the results of background investigations. The HSPD-12 Adjudicator may or may not be the person that actually provides a background investigation determination. Adjudication results will be entered into the Non-Employee Identity System (NEIS), USDA’s system of record for Non-Employee Information required for LincPass enrollment. This document provides an overview of procedures for NEIS adjudication.

## Step 1: Process Start

To be an Adjudicator in NEIS, you must:

1. Be designated as an Adjudicator in USAccess by your Agency Role Administrator.
2. Complete NEIS Adjudicator training and successfully pass NEIS Adjudicator test with a grade of 80% or better.
3. Obtain a NEIS login.
4. Have a NEIS Adjudicator Package.

Follow your existing Agency process for initiating, processing and/or verifying Background Investigations (BIs) for Non-Employees. The minimum requirement for HSPD-12 is a National Agency Check with (Written) Inquiries (NACI).

## Step 2: Adjudication in NEIS

1. Adjudicator receives list of sponsored Non-Employees from Sponsor or Data Entry Personnel.
2. Adjudicator or Data Entry Personnel logs in to NEIS.
3. Adjudicator enters adjudication results for each sponsored Non-Employee.

### Enrollment & Activation

1. Upon entry of favorable adjudication in NEIS, Applicant(s) will receive email notification and instructions to schedule their enrollment.
2. Applicant goes to HSPD-12 enrollment station and enrolls for a LincPass.



## NEIS ADJUDICATOR QUICK START GUIDE

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3. When LincPass card is printed and arrives at HSPD-12 activation station, will receive email notification and instructions to schedule their card activation.
4. Applicant goes to HSPD-12 activation station to activate LincPass.
5. Process continues according to Draft DM 4620-xxx.

For more information on HSPD-12 at USDA, visit <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)

