



Introduction

In August 2007, United States Department of Agriculture (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, any person 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 an integral part in the process for Non-Employees to enroll for a LincPass so they can access facilities and systems. The Adjudicator is the person who reviews the results of background investigations (BIs) and records the results in NEIS. NEIS is the Non-Employee Identity System (NEIS), USDA’s system of record for Non-Employee Information required for LincPass enrollment. The HSPD-12 Adjudicator may or may not be the person that actually provides a final BI determination. This document provides an overview of procedures for NEIS adjudication.

Adjudication

Step 1: Process Start

To be an Adjudicator in NEIS, you must:

- 1. Complete USAccess Adjudicator training**
To complete USAccess training, log on the GoLearn Learning Management System at: <https://piv.golearnportal.org/>
- 2. Be designated as a Adjudicator in USAccess and obtain a USAccess login**
Notify your designated supervisor after completing USAccess training. Managers should send requests for Adjudicator designation to the agency Role Administrator. Once designated in USAccess, Adjudicators will receive a USAccess login.
- 3. Complete NEIS Adjudicator training and successfully pass NEIS Adjudicator test with a score of 80% or better**
NEIS training is available on AgLearn under Item ID USDA-HSPD12-Adjudicator-03. NEIS materials are also available at: <http://lincpass.usda.gov/training.html>
- 4. Obtain a NEIS login**
Submit a NEIS login request to your supervisor. Supervisors should send completed NEIS login requests to the Agency Security Officer (ASO) for processing. Once approved, you will receive a NEIS ID and password.



NEIS ADJUDICATOR QUICK START GUIDE V 1.2

Follow your existing Agency process for initiating, processing and/or verifying 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. The Adjudicator receives a list of sponsored Non-Employees from the Sponsor or Data Entry Personnel. Sponsors should follow the process outlined in the NEIS Sponsor Quick Start Guide for sponsorship procedures.
2. The Adjudicator logs in to NEIS at <https://icams.usda.gov>.
3. The Adjudicator enters adjudication results for each sponsored Non-Employee.

Enrollment & Activation

1. Upon sponsorship in NEIS, the Non-Employee(s) will receive email notification(s) and instructions to schedule their enrollment. Note: For Non-EmpowHR agencies, records must be saved in USAccess for email notifications to be sent.
2. The Non-Employee goes to an HSPD-12 enrollment station and enrolls for a LincPass.
 - a. After enrollment and entry of a favorable fingerprint result in NEIS, the LincPass is printed and shipped.
3. When the LincPass is printed and arrives at HSPD-12 activation station, the Non-Employee will receive email notification and instructions to schedule their card activation.
4. The Non-Employee goes to the HSPD-12 activation station to activate their LincPass.
5. Process continues according to DM 4620-002.

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: USDAHSPD12help@dm.usda.gov

