



Non-Employee Identity System (NEIS) *Adjudicator Training*



LincPass
simple. smart. secure.



Introduction

Welcome to the Non-Employee Identity System (NEIS) Adjudicator training. Identity management has become an important part of our homeland security and it directly affects you.

Homeland Security Presidential Directive 12 established the criteria for an interoperable, Personal Identity Verification (PIV) program within the federal government.

Your role as an Adjudicator is vitally important to the security of the nation, its assets, and its people. Each of us has an important personal role to fulfill in the credentialing process. By establishing an identity verification chain of trust, we will be working together to achieve a safer work environment and homeland.

The USDA PIV Credential is called the LincPass. 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 Role

The Adjudicator must be a U.S. Government official. The Adjudicator is assigned to this role by the Agency Role Administrator in the USAccess portal. You must receive training and be certified before you can be assigned the Adjudicator role.

The Adjudicator is the individual authorized to record or update the status of adjudication results for a Non-Employee in NEIS. A favorable adjudication result will initiate the PIV credential issuance process.



Adjudication Procedures

The required background check for a PIV credential is a National Agency Check with (Written) Inquiries (NACI) or other Office of Personnel Management (OPM) or National Security community investigation required for Federal employment.

A Federal Bureau of Investigation (FBI) National Criminal History Fingerprint Check is part of the background check.

When the background investigation is complete and a determination is made, the Adjudicator records the decision in the NEIS system.





Non-EmpowHR Agency Adjudicators

USDA Agencies who do not use EmpowHR will follow a slightly different process from EmpowHR agencies to adjudicate Non-Employees.

When NEIS information is transmitted to USAccess, the GSA credentialing system, Adjudicators will log in to USAccess to verify and save Non-Employee Adjudication information.

Non-EmpowHR Agency Adjudication in USAccess is covered in detail in Module C of this training.



Adjudication Prerequisites

To begin Adjudication duties, you must meet the following requirements:

- You have completed the USAccess Adjudicator Training
- You have been designated as an Adjudicator in USAccess by your Agency Role Administrator.
- You have completed NEIS Adjudicator training and passed the NEIS Adjudicator test.
- You have been granted access to NEIS, and have a user ID and password.
- You have Background Investigation results for the applicable Non-Employee applicant.
- Non-EmpowHR Agency Adjudicators must have access to and a user ID and password for USAccess.



NEIS Adjudicator Training Modules

This training covers two processes of NEIS Adjudication:

Module A: Getting Started

Module B: Non-Employee Adjudication

Module C (Non-EmpowHR Agencies only): USAccess Adjudication

These modules will guide you step-by-step through the process to enter required information for NEIS Sponsorship.



Module A: Getting Started

User ID:

Password:

A-1

[Did you forget your password?](#)

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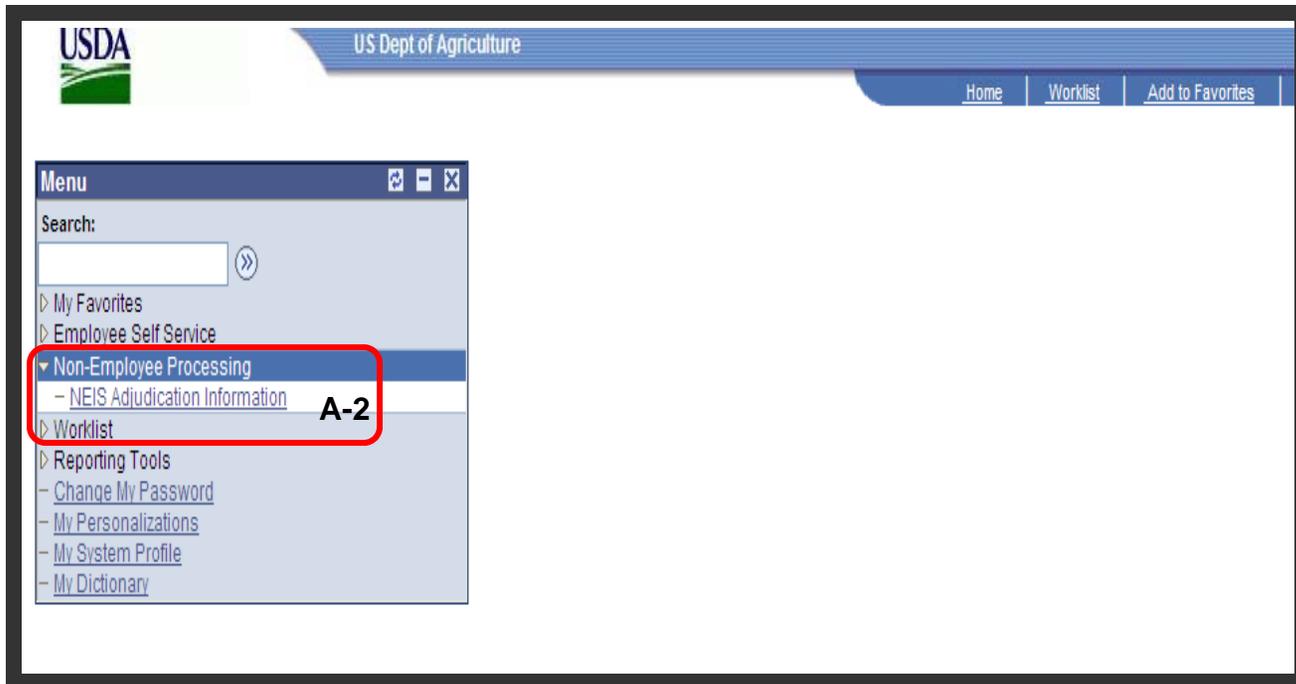
***** WARNING *****

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Step A-1. Sign in to NEIS System with your User ID and Password.



Module A: Getting Started



Once logged in you will be directed to the main page of NEIS. The left-side menu links you to the required processes.

Step A-2. Click on **Non-Employee Processing**, then select **NEIS Adjudication Information**. This will direct you to the NEIS Adjudication main menu. From here you can search for existing records or enter a new one.



Module B: Non-Employee Adjudication

The next few screens show you how to create a Non-Employee Adjudication record in NEIS. Only a Federal employee may create or edit Non-Employee Adjudication records in NEIS.

You must follow USDA business policy and standards for creating or editing records in NEIS. USDA business policy can be found in the USDA Departmental Regulation (DR) and Departmental Manual (DM) at http://lincpass.usda.gov/ref_lincpass.html.



Module B: Non-Employee Adjudication

NEIS Adjudication
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value _____

Search by: begins with **B-1**

Include History Correct History

[Advanced Search](#)

Search Results
View All First ◀ 1-2 of 2 ▶ Last

EmpIID	Social Security Number	Name
AA12-Z&TEST (blank)		BULLOCK,SANDRA
AH	999-99-9999	H,AIDAN B-2

Step B-1. From the NEIS Adjudication main menu you can search for sponsored Non-Employee records ready for adjudication. Use the drop down list to select one of the available search criteria, enter the search terms and click "Search."

Step B-2. Select the applicable hyperlink in the **EmpIID** column from the list of search results.



Module C (Non-EmpowHR Agencies): USAccess Adjudication

EmpowHR Agencies: Continue to Slide 24, Adjudication Procedures Summary

Non-EmpowHR Agencies:

The next few screens show Non-EmpowHR Agency Adjudicators how to use USAccess to verify and save Adjudication information. Only a Federal employee may adjudicate Non-Employees in USAccess.

Once the Non-Employee's record has been submitted to USAccess, the Adjudicator must log into USAccess to verify and complete Adjudication for the Non-Employee.

You must follow USDA business policy and standards for creating or editing records in NEIS. USDA business policy can be found in the USDA Departmental Regulation (DR) and Departmental Manual (DM) at http://lincpass.usda.gov/ref_lincpass.html.



Module C (Non-EmpowHR Agencies): USAccess Adjudication

Step C-1. On the USAccess Log In screen, type in your user name in the **User Name** field.

Step C-2. Type in your password in the **Password** field and click the **Login** button.



Module C (Non-EmpowHR Agencies): USAccess Adjudication

ROLE: SPONSOR - DEPARTMENT OF AGRICULTURE

Applicant Search

Search by* **C-3**

Lastname Social Security No.

Lastname

- or -

Social Security No.

- and -

Birth Date

C-4

Step C-3. Type in the Applicant's last name or Social Security Number.

Step C-4. Type in the Applicant's birth date or click on the calendar icon next to the Birth Date field to select a date from the calendar and click the Search button to begin.



Module C (Non-EmpowHR Agencies): USAccess Adjudication

GSA General Services Administration

Applicant Search gsa.adjudicator@dev.gsa.lab Logout

Search by*

Last Name

~ and ~

Birth Date

Click the **Edit Adjudication** button.

ID	Last Name	First Name	Birth Date	Social	
3000000827	COLEMAN	DAVID	01/01/1986	xxx-xx-1111	DAVID.COLEMAN@EDS.COM REGISTERED

C-5

Step C-5. When the search result appears, click on **Edit Adjudication**.



Module C (Non-EmpowHR Agencies): USAccess Adjudication

GSA General Services Administration

Adjudication gsa.adjudicator@dev.gsa.lbb Logout

COLEMAN, DAVID First Name Middle Name Last Name Suffix

1/1/1986 DAVID COLEMAN

XXX-XX-1111 DC Digital Signature

ANYTOWN, AK

Submit OPM/FBI Background Check Request

Record Background Check Results

IBENCH	APPROVED	Date	12/15/2007
NACI Status	APPROVED	Date	12/15/2007

Comments

Click the **Adjudicate** button.

Update Adjudicate Cancel

C-6

Step C-6. Verify all required Biographic Data fields have current and correct information. Red asterisks indicate required fields. Drop down lists are defaulted to Pending. **Approved** must be selected to adjudicate applicant.

Note: If any of the information is incorrect, missing, or needs updating, changes must be made in NEIS and not in USAccess.



Module C (Non-EmpowHR Agencies): USAccess Adjudication

General Services Administration

Adjudication gsa adjudicator@dev.gsa.lbb Logout

COLEMAN, DAVID First Name Middle Name Last Name Suffix
1/1/1986 DAVID COLEMAN
XXX-XX-1111 DC
ANYTOWN, AK

Submit OPM/FBI Background Check Request

Record Background Check Results

FBI/NCIC	APPROVED	Date	12/15/2007
NACI Status	APPROVED	Date	12/15/2007

Comments

Click the Adjudicate button.

Update **Adjudicate** Cancel

C-7

Step C-7. When the search result appears, click on **Edit Adjudication**.



Module C (Non-EmpowHR Agencies): USAccess Adjudication

General Services Administration

Adjudication

COLEMAN, DAVID

1/1/1986

XXX-XX-1111

ANYTOWN, AK

DAVID

COLEMAN

DC

Confirmation Required

Are you sure you want to finish?

C-8

Yes No

Click the Yes button to confirm the adjudication.

Update Adjudicate Cancel

Step C-8. Click on the Yes button on the confirmation box to confirm the adjudication. The system may take a minute or two to process the record and return a confirmation.



Module C (Non-EmpowHR Agencies): USAccess Adjudication

The screenshot displays the USAccess Adjudication interface. At the top, it shows the GSA logo and 'General Services Administration'. The user is identified as 'gsa.adjudicator@dev.gsa.lab' with a 'Logoff' link. The main section is titled 'Adjudication' and shows the following information for 'COLEMAN, DAVID':

- DOB: 1/1/1986
- SSN: 300-306-1111
- Location: ANYTOWN, AK
- First Name: DAVID
- Last Name: COLEMAN
- DC

Buttons for 'Submit OPM FBI Background Check Request' and 'Record Background Check Results' are visible. Below these are two rows of data:

FBI/NCIC	APPROVED	Date	12/15/2007
NCIC Status	APPROVED	Date	12/15/2007

A 'Comments' section contains a text box with the message: 'The Adjudication is completed.' Below this, a red box highlights the text 'Adjudicate completed...' and the 'Adjudicate' button.

C-9

Step C-9. When the record has been successfully completed, “Adjudication Completed” will appear on the screen. The adjudication process is now complete and an issuance request has been initiated.



Adjudication Procedures Summary

Congratulations! You have just learned how to find, enter and save records for Adjudication results.

Next Steps:

- Once adjudication results have been recorded, the records will be processed in the USAccess credentialing system.
- The Non-Employee will receive an enrollment notification email with a link to the GSA Scheduling Tool. The Non-Employee should follow instructions in the email to schedule his/her appointment.
- The Non-Employee will complete enrollment. Once completed, the card will be printed and shipped.
- The Non-Employee will receive notification via email that the LincPass is ready to be picked up and activated. The Non-Employee will schedule his/her appointment using the GSA Scheduling Tool.
- The Non-Employee will pick up and activate his/her own LincPass.





Certification Test for the Adjudicator Role

You must pass the certification test to be qualified for the role of NEIS Adjudicator. The test consists of ten True or False questions related to the NEIS Adjudicator role.

When you have completed the test, you will receive a score and directions on how to proceed with your role assignment.

You must score 80% or better to successfully complete this course. If a passing grade is not achieved, review the training and take the test again.

Good luck!

