



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 Sponsor Role

As a Sponsor, you will play a part in the process for Non-Employees to enroll for a LincPass so they can access facilities and systems. The Sponsor is the person who initiates the request for a Non-Employee to enroll for a LincPass and sponsors the Non-Employee in NEIS. NEIS is 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 sponsorship.

Step 1: Process Start

To be a Sponsor in NEIS you must:

1. Be designated as a Sponsor in USAccess by your Agency Role Administrator
2. Complete NEIS Sponsor training and successfully pass NEIS Sponsor test with a grade of 80% or better
3. Obtain a NEIS login
4. Have a NEIS Sponsor Package (including agency-determined data collection materials)

Note: Data entry personnel may be utilized. Data entry personnel must have a LincPass, complete NEIS Sponsor training and obtain a NEIS login.

Step 2: Data Collection and Entry

After using the Agency Risk Assessment to determine who will need a LincPass, data collection begins.

The preferred method(s) for collection of Non-Employee information required for LincPass enrollment is an Agency determination. Two options are presented in this process:

- A. Encrypted data sheet sent via email
- B. PII worksheet hand-carried or sent to locally-secured fax



NEIS SPONSOR QUICK START GUIDE

A. Encrypted Data Sheet Method

1. Sponsor sends list of proposed Non-Employee applicant names to Vendor Point of Contact (POC) and copies Data Entry Personnel to initiate data collection.
2. Data Entry Personnel encrypts blank data sheet and sends to Vendor POC with password provided in a separate email.
3. Vendor POC facilitates completion of the NEIS data sheet for each Non-Employee applicant.
4. Vendor sends completed and encrypted data sheet to Data Entry Personnel, and notifies Sponsor of record transmittal.
5. Data Entry Personnel receives the encrypted spreadsheet and populates NEIS with the information provided.
6. Data Entry Personnel notifies Sponsor that data entry into NEIS has been completed.
7. Data Entry Personnel permanently deletes data sheets from records (email or other folders), if any.

B. PII Worksheet Method

1. Sponsor sends list of proposed Non-Employee applicant names to Vendor and copies Data Entry Personnel to initiate data collection.
2. Data Entry Personnel emails PII Worksheet to Vendor POC.
3. Vendor POC facilitates completion of PII worksheets for each Non-Employee applicant, sends to Data Entry Personnel via locally-secured fax, and notifies Sponsor of record transmittal.
4. Data Entry Personnel receives PII Worksheets and populates NEIS with the information provided.
5. Data Entry Personnel notifies Sponsor that data entry into NEIS has been completed.
6. Data Entry Personnel destroys PII Worksheets or retains in a locked file cabinet.

Step 3: Sponsorship in NEIS

1. Sponsor or Data Entry Personnel logs in to NEIS to enter Contract Information.
2. Sponsor verifies all Non-Employee Information entered by Data Entry Personnel.
3. Sponsor makes Contract Assignment in NEIS.
4. Sponsor or Data Entry Personnel emails Adjudicator a list of Non-Employees who have been sponsored and are ready for Adjudication in NEIS.

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.
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.

For more information on HSPD-12 at USDA, visit <http://lincpass.usda.gov/>.



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Sample Vendor Email for NEIS Data Collection

Dear [Enter addressee's name here],

As an HSPD-12 (Homeland Security Presidential Directive 12) Sponsor for one of your company's Federal government contracts, I have determined by agency Risk Assessment that one or more of your employees require a LincPass, USDA's new Personal Identity Verification card. The LincPass will replace any site badges your employees currently have, and will become the primary source of access to physical and logical systems.

The following people require a LincPass:
[Include list of names]

To complete LincPass enrollment, these employees must:

1. Complete the attached Personal Identity Information (PII) sheet for LincPass sponsorship;
2. Receive favorable adjudication on the required Background Investigation (BI) for HSPD-12.

Please ensure that your employees complete the attached PII sheet. The information collected in the PII worksheet is required for LincPass sponsorship and enrollment. Upon completion, please transmit per the instructions in the worksheet.

The minimum Background Investigation (BI) requirement for HSPD-12 is a NACI (National Agency Check with (Written) Inquiries). Please note that some of your employees may require an additional level of BI based on the type of work they perform.

- **Existing BI on file:** If any employees above have already completed a BI, please indicate in the space provided on the PII sheet. We will verify that any pre-existing investigations fulfill the requirements and will contact you if more information is needed.
- **No BI on file:** For those who do not have a completed BI on record, they will need to be initiated in e-QIP, the online security questionnaire for background investigation (BI) submittal.

Enrollment notifications will be via email to the address provided in the PII worksheet. Please ensure that a valid email address is entered. If any of your employees do not have an email address, please enter the email address for a point of contact at your company who will receive email notifications and coordinate enrollment activities for the employee.

This information is being collected and transmitted in accordance with the Privacy Act of 1974. For details visit <http://www.usdoj.gov/oip/privstat.htm>.

Contact the USDA HSPD-12 Help Desk:

Toll Free: 1-888-212-9309

Local: 703-245-7888

Email: hspd12@ftc.usda.gov

