USDA HSPD-12

Person Model

Sponsor Data Entry Guide

Prepared for

United States Department of Agriculture

Office of Homeland Security and Emergency Coordination (OHSEC)

300 7th Street SW, Washington DC 20024

Version 1.3

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Revision Information

Version	Date	Revision Notes
1.0	9/30/2011	Initial Draft
1.1	12/13/2011	Final Draft. Updates include screenshots and comments impacted by development of Person Model leading up to go live on 11/14/11, and post go-live fixes.
1.2	06/18/2012	Update includes new link to Person Model website.
1.3	08/01/2014	Updates include new link for Person Model and new screenshots to show menu display navigation feature.

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Introduction

In August 2007, the 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 LincPass process includes Sponsorship, Adjudication, Enrollment and Activation.

Person Model Sponsor Role

As a Sponsor, you will play an integral part in the process for non-Federal employees to enroll for a LincPass so they can access facilities and systems. The Sponsor is the person who determines that a non-Federal employee requires a LincPass based on their access to Federally-controlled systems and facilities. The Sponsor initiates the request for a non-Federal employee to enroll for a LincPass and officially validates the individual's identity by sponsoring them in the Person Model. Person Model is USDA's authoritative database for storing and maintaining personnel identity records. Person Model maintains a single identity record for each person, and tracks the history of each relationship the person has with USDA over time. Person Model feeds non-Federal employee information required for LincPass enrollment to USAccess, the General Services Administration (GSA) credentialing system. The Sponsor should ensure the non-Federal employee's information is updated as needed, that their employment status is maintained, and should ensure the non-Federal employee completes the necessary steps to obtain and activate their LincPass. This document provides an overview of procedures for non-Federal employee sponsorship.

Sponsorship

Step 1: Process Start

To be a Sponsor in Person Model you must:

1. **Person Model role holders must have an active employment status in USAccess and, at a minimum, be sponsored for a LincPass.**

   It is recommended that Person Model role holders have their LincPass in hand. However, at a minimum, you must be sponsored in USAccess to be properly designated in your HSPD-12 role. This will also allow records to process successfully. If you do not yet have your LincPass, contact your Human Resources (HR) department.

2. **Complete USAccess Sponsor training**

   To complete USAccess training, log on the GoLearn Learning Management System at: https://piv.golearnportal.org/. To create an account, go to USAccess Role Holder Online Training Course and enter your email address and the temporary password: 12345678. At the "First Time Registration" screen, complete all requested information, including selection of your agency from the list. Click Submit to create your account. Log in to the learning management system.

3. **Be designated as a Sponsor in USAccess and obtain a USAccess login**

   Notify your designated supervisor after completing USAccess training. Supervisors should send requests for Sponsor designation to the Agency Role Administrator. Once designated in USAccess, Sponsors will receive a USAccess login. Sponsors must be designated in USAccess for records to process successfully from Person Model to USAccess. If you do not know who your Agency Role Administrator is, please contact the USDA HSPD-12 Help Desk.

4. **Complete Person Model Sponsor training and successfully pass the Sponsor test with a score of 80% or better**

   Person Model training are available in AgLearn. Contact your AgLearn administrator for more information. If you do not know who your AgLearn administrator is, please contact the USDA HSPD-12 Help Desk. Person Model training is also available on the USDA HSPD-12 website at http://lincpass.usda.gov/training.html.

5. **Obtain a Person Model Login**

   Complete a Person Model access request and submit to your supervisor. Supervisors should send completed access requests to the Agency Security Officer (ASO) for processing. Once approved, you will receive a Person Model User ID and password. Sponsors must be designated in USAccess prior to sponsoring records in Person Model. If you do not know who your ASO is, please contact the USDA HSPD-12 Help Desk.

6. **Have Person Model Sponsor Materials (including agency-determined data collection materials)**

   Templates for collecting Personally Identifiable Information (PII) and other training materials should be provided to you by your Agency HSPD-12 Lead. PII may be collected using the PII sheet or PII spreadsheet or other agency-approved method. Be sure to encrypt any files transmitted via email.

7. **Determine who will need a LincPass**
   Sponsors should use the USDA Credential Matrix to determine who will need a LincPass. The Credential Matrix can be found at the end of this document and is also available in the USDA Departmental Manual (DM) 4620-002, available at: http://lincpass.usda.gov/ref_lincpass.html.

Follow your existing Agency process for collecting, transmitting, entering and maintaining non-employee information for LincPass credentialing.

Note: Data Entry role holders may be utilized, but sponsorship must be performed by an official Sponsor. Data Entry role holders must have a LincPass, complete Person Model Sponsor training and obtain Person Model data entry access.

Step 2: Data Collection

Data collection begins after using the USDA Credential Matrix to determine who will need a LincPass. The Sponsor or Data Entry role holder will need to obtain Company/Organization Information (optional), Contract/Grant/Agreement Information, and Person Information prior to performing data entry. Please note that if you do not have this information, you will not be able to save a complete record and may need to re-enter information.

Company/Organization Information (optional)

Note: Company/Organization Information is optional in Person Model. It is encouraged to enter as much information as possible to assist in record keeping and reporting.

If Company/Organization Information is entered, the Sponsor or Data Entry role holder must have the following information to enter a new Company/Organization in Person Model. Asterisks (*) indicate required fields. Field definitions and formatting requirements are detailed in Step 5.

- *DUNS number (required for companies only)
- *Company/Organization Name
- *Contact Name
- *Contact Phone
- *Address (Address 1, City, and State required)

Contract, Grant or Agreement Information (required)

The Sponsor or Data Entry role holder must have the following information to enter a new Contract/Grant/Agreement in Person Model. Asterisks (*) indicate required fields. Field definitions and formatting requirements are detailed in Step 5.

- *Number: Procurement Instrument Identifier (PIID), Contract ID or a unique identifier for the contract, grant or agreement (e.g. MOU number)

- Description: name of the Contract, Grant or Agreement, or the type of work being performed, e.g. Help Desk
- *USDA Sub-Agency that the contract, grant or agreement is supporting
- *Period of Performance Start Date
- *Period of Performance End Date
- Security Office Identifier (SOI)
- Submitting Office Number (SON)
- OPAC/ALC Number

Person Information (required)

The following is a list of the required and optional Person Information fields that must be collected for data entry into Person Model. Asterisks (*) indicate required fields. Field definitions and formatting requirements are detailed in Step 5.

- *Full Name
- *Date of Birth
- Birth Location (City/State for U.S.; if non-U.S., City/Country)
- Gender
- *Social Security Number (SSN)
- *Country of Citizenship
- Federal Emergency Response Official (Y/N and designation if yes)
- *Home Address
- Phone
- *Email
- Non-Federal Employee Type (Affiliates/Contractor/Fellow/Intern/Volunteer)

Data Collection Methods

Data collection begins after using the Sponsor uses the USDA Credential Matrix to determine who will need a LincPass. The preferred method for collection of non-Federal employee information required for LincPass enrollment is an Agency determination. Two options are presented in this process:

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

Agencies may modify PII collection templates based on their business needs. The Data Entry role is used in the examples below to show tasks they may perform in support of the Sponsor.

A. Encrypted Spreadsheet Method

1. Sponsor sends list of proposed non-Federal employee applicant names to a designated Point of Contact (POC) for the company/organization providing services on the contract, grant or agreement, and copies Data Entry role holder to initiate data collection.
2. Data Entry role holder encrypts blank spreadsheet and sends to the designated POC for data collection with password provided in a separate email:
   - To encrypt, select File > Save As > Tools > General Options. Enter the password to open and modify, then select OK.
3. The designated POC facilitates completion of the PII spreadsheet for each non-employee applicant.
4. The designated POC sends the completed and encrypted spreadsheet to Data Entry role holder, and notifies Sponsor of record transmittal.
5. Data Entry role holder receives the encrypted spreadsheet.

B. PII Sheet Method

1. Sponsor sends list of proposed non-Federal employee applicant names to the designated POC for the company/organization providing services on the contract, grant or agreement, and copies Data Entry role holder to initiate data collection.
2. Data Entry role holder provides PII sheet to the designated POC via email or other agency-determined method.
3. The designated POC facilitates completion of PII sheets for each non-Federal employee applicant per the Sponsor's request.
4. The designated POC sends completed PII sheets to Data Entry role holder via locally-secured fax (or hand-carries in a sealed envelope) and notifies Sponsor of record transmittal.
5. Data Entry role holder receives PII sheets.

Step 3: Data Entry and Organizational Relationships

1. Data Entry Role Holder obtains the Contract, Grant or Agreement Number, Period of Performance dates and optional Company/Organization Information for the contract, grant or agreement under which the non-Federal employee(s) will perform. This information is provided by the CO/COR or other USDA POC.

2. Data Entry role holder logs into Person Model via the following link: https://usda.empowhr.gov/psp/hr/?Submit=I+AGREE+to+the+above.
3. Data Entry role holder creates a new Company/Organization record (optional) in Person Model or verifies that one already exists in the system.
4. Data Entry role holder creates a new Contract, Grant or Agreement record in Person Model or verifies that one already exists in the system.
5. Data Entry Person populates a Person Information record in Person Model for the non-Federal employee or verifies that one already exists in the system.
6. Data Entry role holder proceeds to Add a Person of Interest (POI) Organizational Relationship for the non-Federal employee and assigns a Contract/Grant/Agreement to the non-Federal employee.
7. Data Entry role holder repeats Steps 5 and 6 for each non-Federal employee applicant per Sponsor's request.
8. Data Entry role holder notifies Sponsor that data entry and assignment is complete.
9. Data Entry role holder permanently deletes spreadsheet from records, email or other folders, if any or retains them in a locked file cabinet.

Step 4: Sponsorship in Person Model

1. Sponsor logs into Person Model via the following link: https://usda.empowhr.gov/psp/hr/?Submit=I+AGREE+to+the+above.
2. Sponsor verifies that a Person Information record has been entered for the non-Federal employee.
3. Sponsor locates the POI Assignment for the non-Federal employee, checks the LincPass Required box, enters Card Shipping Information, and saves the Sponsorship.
4. Sponsor repeats Steps 2 and 3 for each non-Federal employee applicant.
5. Sponsor or Data Entry role holder provides the Adjudicator with a list of sponsored non-Federal employees who are ready for adjudication in Person Model. Adjudicators should follow the process outlined in Person Model Adjudicator Quick Start Guide to enter adjudication results.

Step 5: Enrollment & Activation

1. Upon sponsorship in Person Model, the non-Federal employee will receive an email notification and instructions to schedule their enrollment.
2. The non-Federal employee goes to an HSPD-12 enrollment station and enrolls for a LincPass.
    a. After enrollment and entry of a favorable fingerprint result in Person Model, the LincPass is printed and shipped.
3. When the LincPass is printed and arrives at an HSPD-12 activation station, the non-Federal employee receives email notification and instructions to schedule their card activation.
4. The non-Federal employee goes to an HSPD-12 activation station to activate their LincPass.
5. Process continues according to DM 4620-002.

Step 6: Person Model Data Entry and Sponsorship Functions

(a) Login Screen (Required)

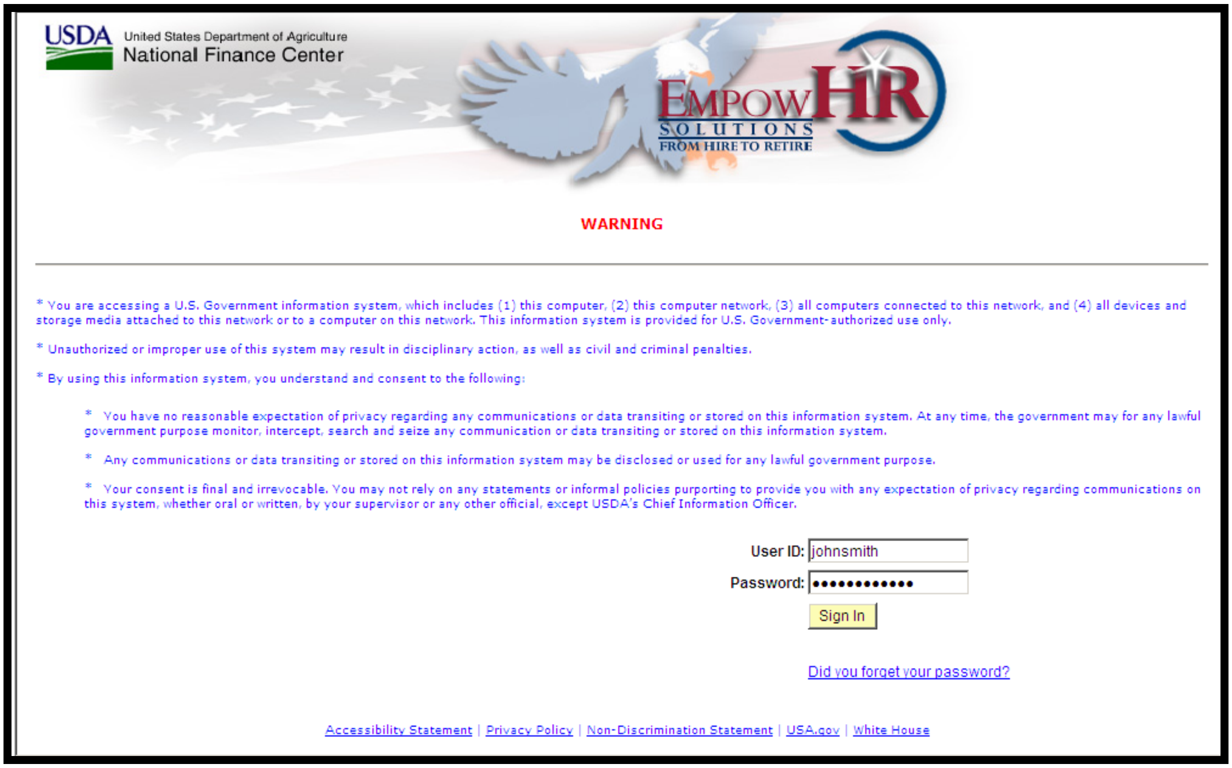

Figure 1: Login Screen

Open a web browser to the following address:
https://usda.empowhr.gov/psp/hr/?Submit=I+AGREE+to+the+above.

The first time you log in to the system you will use your Person Model User ID and a temporary password. Sign into Person Model with your User ID and temporary password. You will be prompted to change your password.

To change your password, enter your temporary password when prompted, and then your new password twice for verification. You should follow USDA password guidelines when choosing your new password.

When completed, Person Model will say that your password was successfully changed. You will then need to log out of Person Model and then log back in with your new password.

It is also recommended that you verify the email address associated with your account. *This will ensure you receive important system notifications, such as contract expiration notifications. This will also allow you to change your own password.*

To set up your profile:

1. Select My System Profile from the left-side navigational menu.
2. At the bottom of the page, check Primary Email Account box, select the Email Type from drop-down list, and enter the correct email address.
3. Under My System Profile, select “Change or set up forgotten password help” link and select question and response.
4. Click “Save.”

Forgot your password? Contact your Agency Security Officer (ASO) who facilitated your Person Model login request.

(b) Start Screen (Required)

Figure 2: Start Screen

Once logged in, you will be directed to the main page of Person Model. Select the link for **Non-Employee Processing** located in the navigational menu on the left.

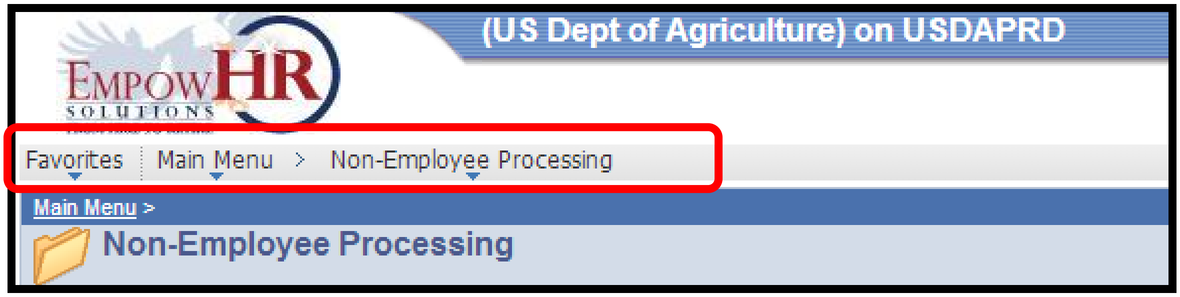

Figure 3: Menu Display Navigation

As you navigate through the system, you will notice the menu display navigation at the top, which is a series of links to show you the options in the Main Menu you have selected to arrive at the current page.

Figure 4: Non-Employee Processing Menu

To go back to a previous step, click Non-Employee Processing, then select an option from the drop-down menu. You will be redirected back to that page.

Figure 5: Sponsor/Data Entry Role(s) Menu

Once logged in, you will be directed to the main page of Person Model. Select the icon in the center of the screen to perform required actions. You should have access to all/some of the following Non-Employee Processing functions depending on your role(s):

- Person Model Reports (all roles)
- Person Information (all roles; Sponsor has read-only access)
- Add a New Relationship (data entry)
- Maintain a Person's Assignment (data entry)
- Person Organizational Summary (all roles)
- Company/Organization (data entry)
- Contract Information (data entry)

(c) Company/Organization (Optional)

In this step, a Company/Organization record is created.

Note: In Person Model, entering Company/Organization Information is optional. While Company/Organization information is not required, it is recommended to enter as much information as possible as it can be helpful for reporting and organizational purposes.

You must enter a DUNS Number to successfully save a Company Record in Person Model. DUNS only applies to Contracting Companies, not Organizations. DUNS is a 9-digit or 9-digit + 4-digit unique identifier for a Company. For Organizations, DUNS is not required and a system generated number will be auto-populated in this field.

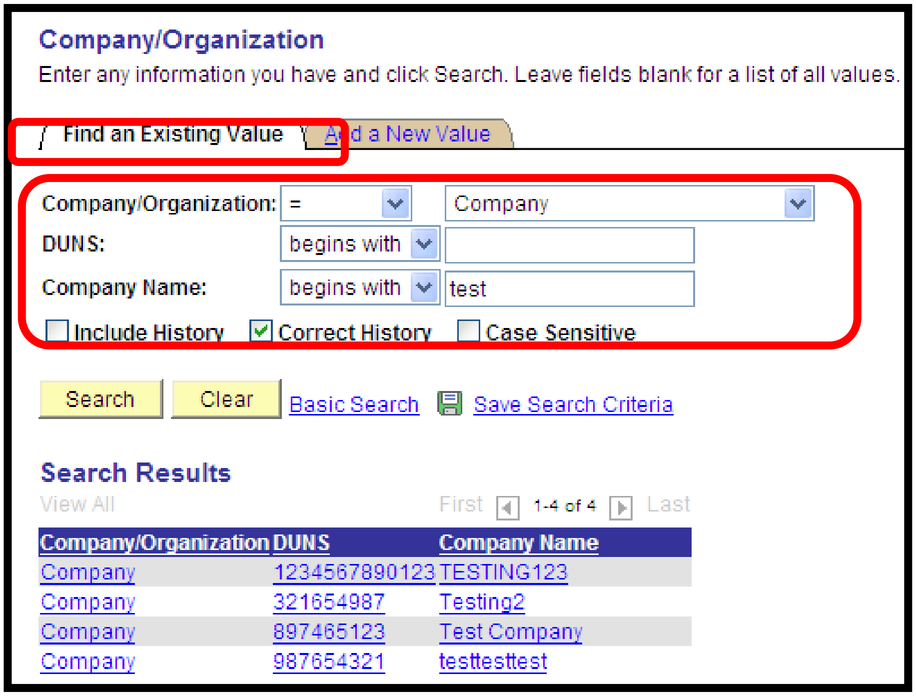

Figure 6: Search Company/Organization

1. Select **Non-Employee Processing**, then select **Company/Organization** from the drop-down menu. You can find an existing record in the system or add a new one.

2. Select the **Find an Existing Value** tab to locate an existing company. Select an option from the **Company/Organization** drop-down list, then enter the search terms the **DUNS** and/or **Company Name** search fields to narrow your results. If no search terms are entered, the first 300 records will display. Select the applicable hyperlink from the list of search results. If you do not see the DUNS or Company Name from the list of search results, you may enter a new record (covered in step 4).

3. Make sure the yellow **Correct History** button is selected on the bottom right to make any changes to an existing record. Click the **Save** button to save the information entered.

Figure 7: Add New Company/Organization Screen

4. To add a new Company/Organization, select the **Add a New Value** tab, then select an option from the **Company/Organization** drop-down list. You may enter information on this initial screen, or select **Add** to proceed to the detailed Company/Organization record. Any information entered on this initial screen will be populated in the detailed Company/Organization record in the next step.

Figure 8: Add/Edit Company/Organization Details Screen

5. **Enter the following Company/Organization Details:**

- **Company/Org:** (Required) Select an option from the drop-down list. Options are Company or Org.

DUNS: (Required for Companies only) Enter the **DUNS** for the Contracting Company. DUNS is a 9-digit unique identifier for the Company. You may also enter a 9-digit +4 number used to identify a specific unit within a larger entity. If you selected Org in the previous step, this field will be masked to prevent user data entry, and will be auto-populated with a system-generated number upon saving the record.

Note: You will only enter a DUNS number if you are entering a Contracting Company. This number does not apply to other Organization types. A DUNS number uniquely identifies a Contracting Company, therefore the system will check to ensure there is no duplication of DUNS numbers within the system.

- **Company Name:** (Required) Enter the name of the Company/Organization.
- **Entered By:** This field is pre-populated with the User ID of the person logged in.
- **Contact Name:** (Required) Enter the name of the point of contact for the Company/Organization in the following format: [last name] [suffix], [prefix] [first name], [middle name/initial]. Example: Smith,John.
- **Contact Phone #:** (Required) Enter the phone number for the Company/Organization. Acceptable formats for the phone number data field are: 9999999 > 999-9999 > 9999999999 > 999/999-9999. If you enter the digits only, e.g. 1234567890, the system will format this field for you.

6. Enter the following Company/Organization Address information:

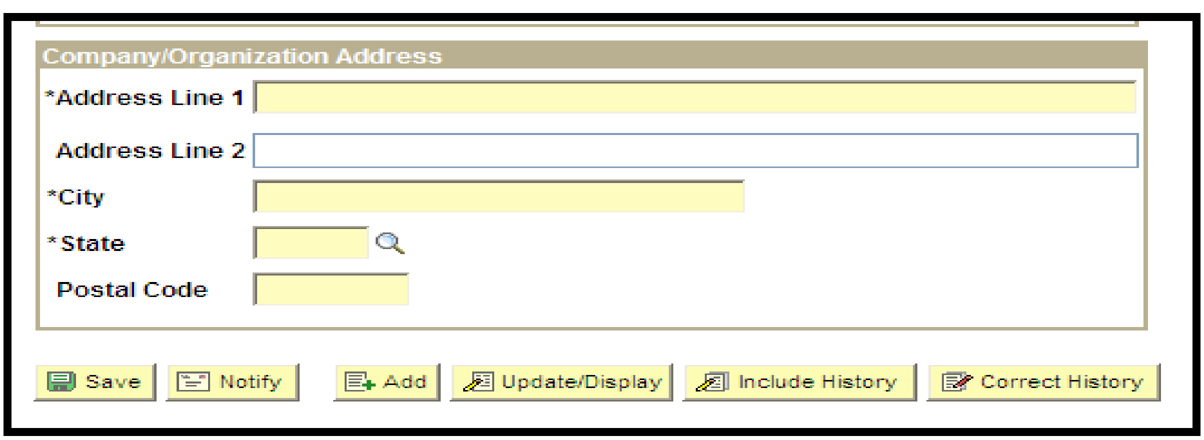

Figure 9: Company/Organization Address Screen

- **Address Line 1:** (Required)
- **Address Line 2:** (Optional)
- **City:** (Required)
- **State:** (Required) Use the lookup function to enter the State, or key in the two-letter abbreviation
- **Postal Code**: (Optional)

7. **Select** Save **to save the record.**

(d) Contract, Grant, or Agreement Record (Required)

In this step, you will create a Contract, Grant, or Agreement record in Person Model (or verify that it is already in the system).

1. Select **Non-Employee Processing**, then select **Contract Information** from the drop-down menu. From here, you can search for existing Contract, Grant, or Agreement records or add a new record.

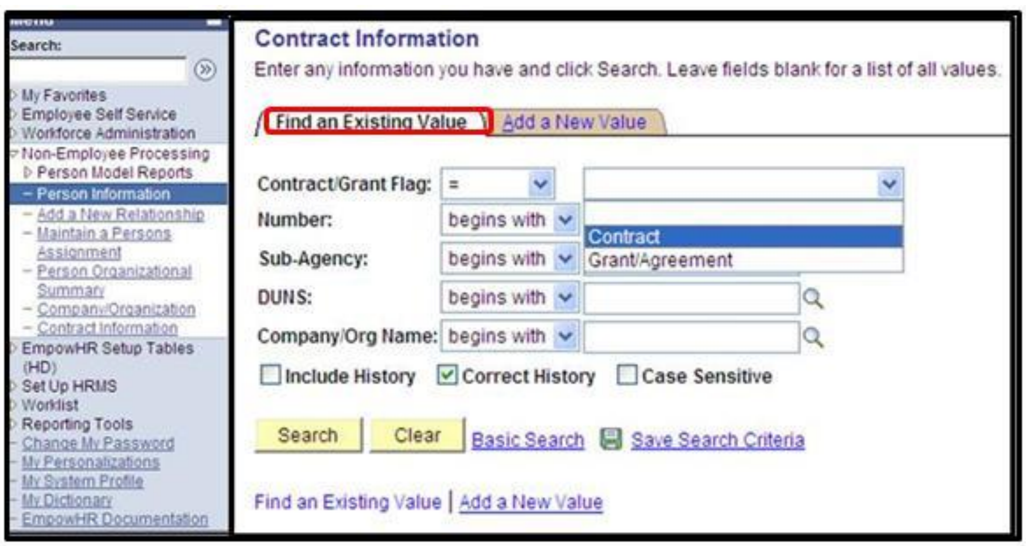

Figure 10: Search Contract Information Screen

2. Before adding a new record, make sure the contract, grant or agreement is not already in the system. Select the **Find an Existing Value** tab. Select an option from the **Contract/Grant Flag** drop-down list, then use the available search criteria (Number, Sub-Agency, DUNS, and/or Company/Org Name) to look for the record. You may also select **Advanced Search** for a Boolean search. If you prefer, select **Search** without

search criteria selected for a complete list of all contracts, grants or agreements already in the system. Please note that this will result in a longer system processing time.

3. To view search results, select the hyperlink under the Number column to verify and/or update an existing Contract/Grant/Agreement record. If you do not see the record, you may enter a new record and proceed to Step 5.

4. Make sure the yellow **Correct History** icon is selected to make any changes to an existing Contract/Grant/Agreement Information record. You may now begin to update the record with any new information, such as a change in the Period of Performance. Please note, the **Type** and Number fields are masked and do not permit data entry updates. Click the **Save** button to save the information entered.

As a reminder:

- **Contractors** are assigned to **Contracts**.
- **Affiliate, Fellows, Interns, and Volunteers** are assigned to **Grants/Agreements.**

Keep this in mind when selecting Contract or Grant/Agreement.

Figure 11: Add Contract Information Screen

5. To add a new Contract Information record to the system, select the **Add a New Value** tab on the main Contract Information page. Select an option from the **Contract/Grant Flag** drop-down list. You may enter information on this initial screen, or select **Add** to proceed to the detailed Contract Information record. Any information entered on this initial screen will be populated in the detailed Contract Information record in the next step.

6. In the **Number** field, enter the PIID, Contract ID or other unique identifier for the contract. You can enter up to 35 characters, including letters, numbers, and punctuation characters. Select the **Add** button.

7. In the Contract Information screen, enter or select information for the fields.

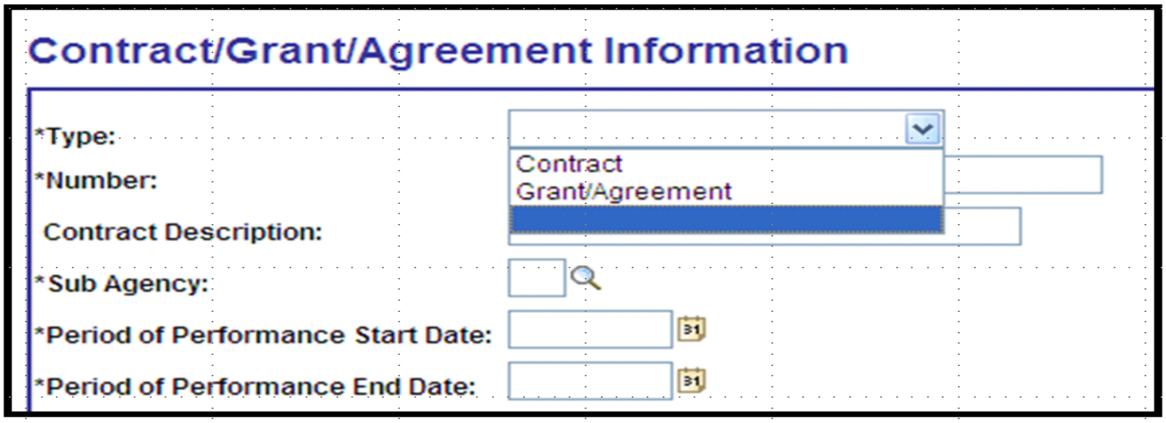

Figure 12: Edit/View Contract/Grant/Agreement Information Screen

- **Type:** (Required) Select an option from the drop-down list. Options include Contract or Grant/Agreement.

- **Number:** (Required) Enter the number of the contract, grant, or agreement. This may be the PIID/Contract ID, MOU number, or other unique identifier.

- **Contract Description**: (Optional) Enter a description of the work being performed on the Contract, Grant, or Agreement (for example, “Cafeteria” or “Help Desk”).

- **Sub-Agency:** (Required) Enter the Sub-Agency ID, or use the lookup function to select the Sub-Agency ID. This is the Sub-Agency that is sponsoring the non-Federal employee. Once selected, you will see the full name of the Sub-Agency populated on the screen.

- **Period of Performance Start Date:** (Required) Enter the Period of Performance Start Date. This date is used to determine if a non-Federal employee is active on a contract, grant or agreement, so it is important that this date is accurate.

- **Period of Performance End Date:** (Required) Enter the Period of Performance End Date.

Note: When the **Period of Performance (POP) End Date** is reached, all non-Federal employees assigned to the contract, grant or agreement will be set to **Terminated** by the system automatically. Contracts, Grants or Agreements **expire at midnight prior to the date specified**, not the day after the POP End Date.

For example, if a non-Federal employee will be working on 9/30/12, the POP End Date should be set to 10/1/12 to ensure they remain active.

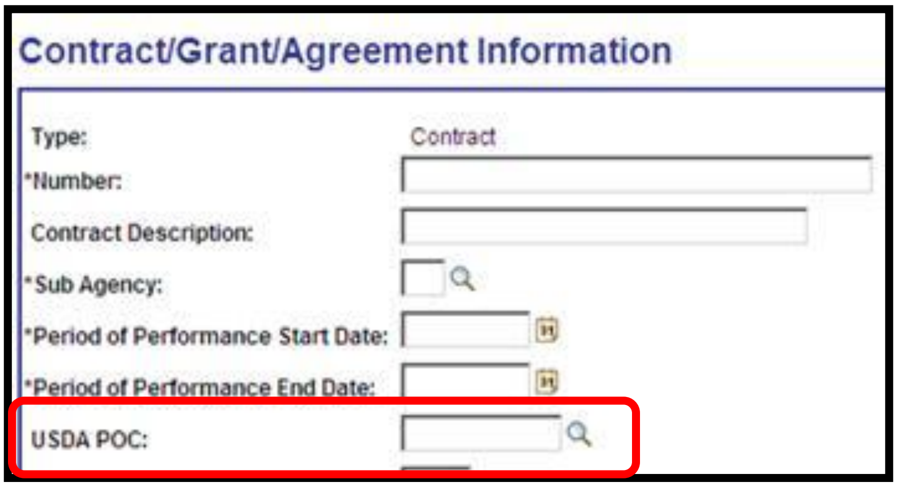

Figure 13: Edit/View Contract/Grant/Agreement Information Screen

- **USDA POC:** (Optional) Use the lookup function to select the **USDA POC** for the Contract, Grant, or Agreement. Select the magnifying glass to be brought to the Look Up USDA POC screen, and enter the EmplID for the non-Federal employee, or the person's name in the following format: Last Name, First Name. Please note that if you do not enter any search terms under this field, this will result in extended system processing time.

Figure 14: Look Up USDA POC

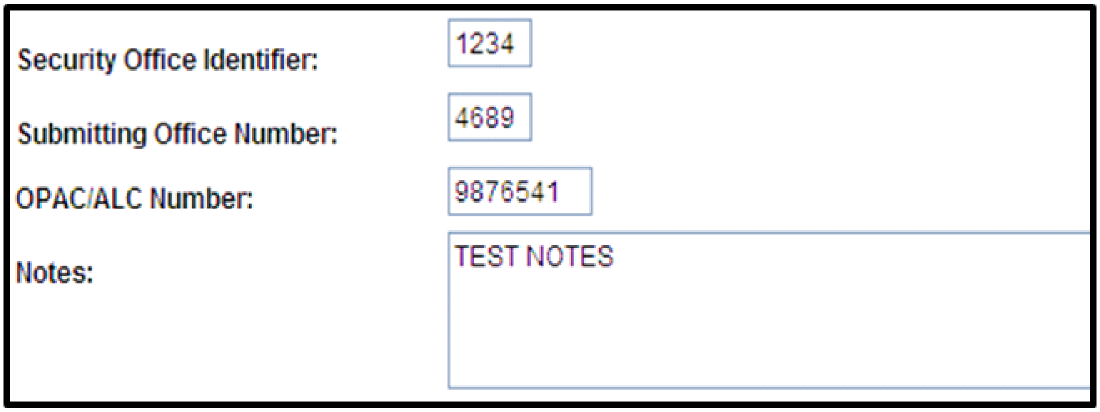

Figure 15: Edit/View Contract/Grant/Agreement Information Screen

- **Security Office Identifier:** (Optional) Enter the Security Office Identifier.
- **Submitting Office Number:** (Optional) Enter the Submitting Office Number.
- **OPAC/ALC Number:** (Optional) Enter the OPAC/ALC Number.

The values entered for the above three fields will be populated on the non-Federal employee's Adjudication record.

- **Notes:** (Optional) Enter any notes about the Contract, Grant, or Agreement.

Figure 16: Contract/Grant/Agreement Information Screen

- **DUNS:** (Optional) Use the lookup function to select a Company/Organization that exists in the system. If a record does not already exist for the appropriate

Company/Organization, you can save the Contract, Grant or Agreement without Company/Organization Information and enter it later. Once selected, Company/Organization details will be populated at the bottom of the Contract/Grant/Agreement record.

8. Select the **Save** button.

(e) Person Information (Required)

In this step, you will create a Person Information record.

1. Select **Non-Employee Processing**, then select **Person Information** from the drop-down menu. From here, you can search for existing Person Information records or add a new record.

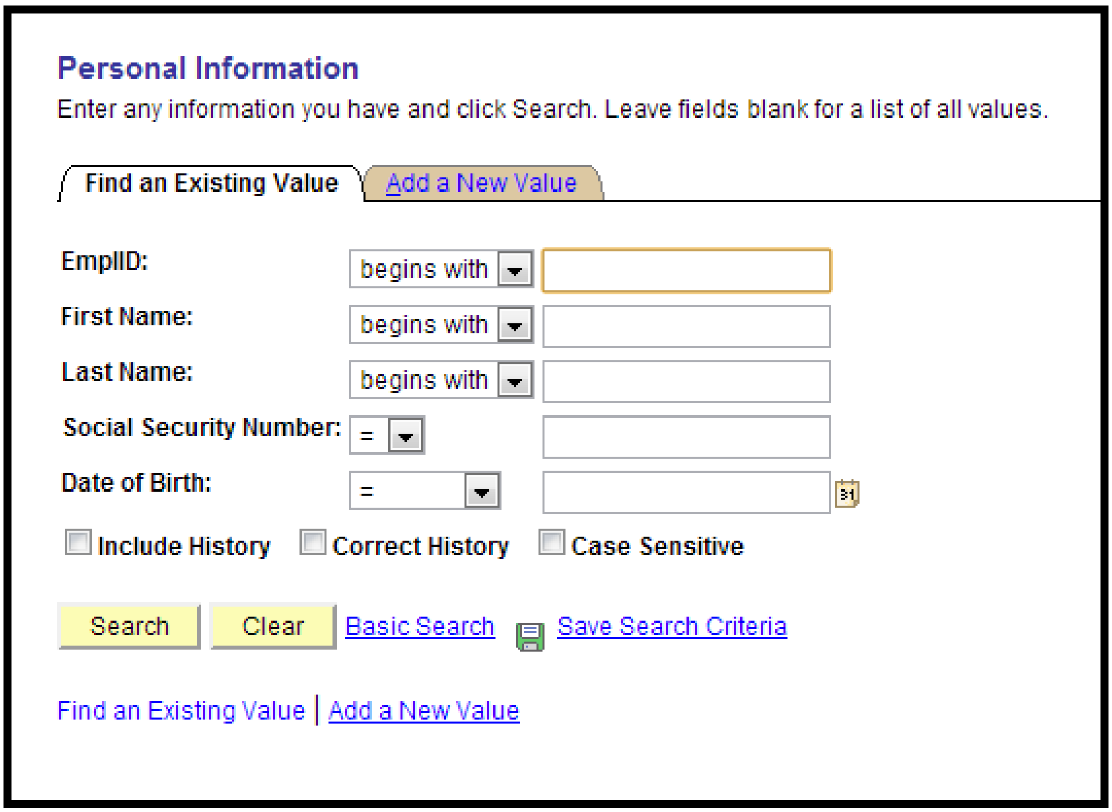

Figure 17: Person Information: Find an Existing Value or Add a New Value

2. To search for an existing record, use the available search criteria to look for the record on the **Find an Existing Value** tab. If you prefer, select **Search** without search criteria selected for a complete list of all Person Information records already in the system. You may also select Advanced Search for a Boolean search.

Note: To search by Social Security number you must enter the entire number without hyphens. You can also search by EmplID, Date of Birth, First Name or Last Name.

3. To view search results, select the hyperlink for the record. Once you have selected a record, you may use the navigation menu at the bottom to search through results. If no matching results are found, proceed to adding a new record (covered in step 4). Select the applicable hyperlink from the search of results. Upon selecting the existing record, make sure the yellow Correct History button is selected on the bottom right to make any changes to an existing record. Click the **Save** button to save information entered.

Note: For any SSN or DOB changes or updates, you must contact the USDA HSPD-12 Help Desk. For the HSPD-12 Help Desk contact information, refer to the last page.

4. To add a new record, click the **Add a New Value** tab from the main Person Information menu. **Note: EmplID** will default

5. Click the **Add** button. You will be directed to a new **Person Information** record.

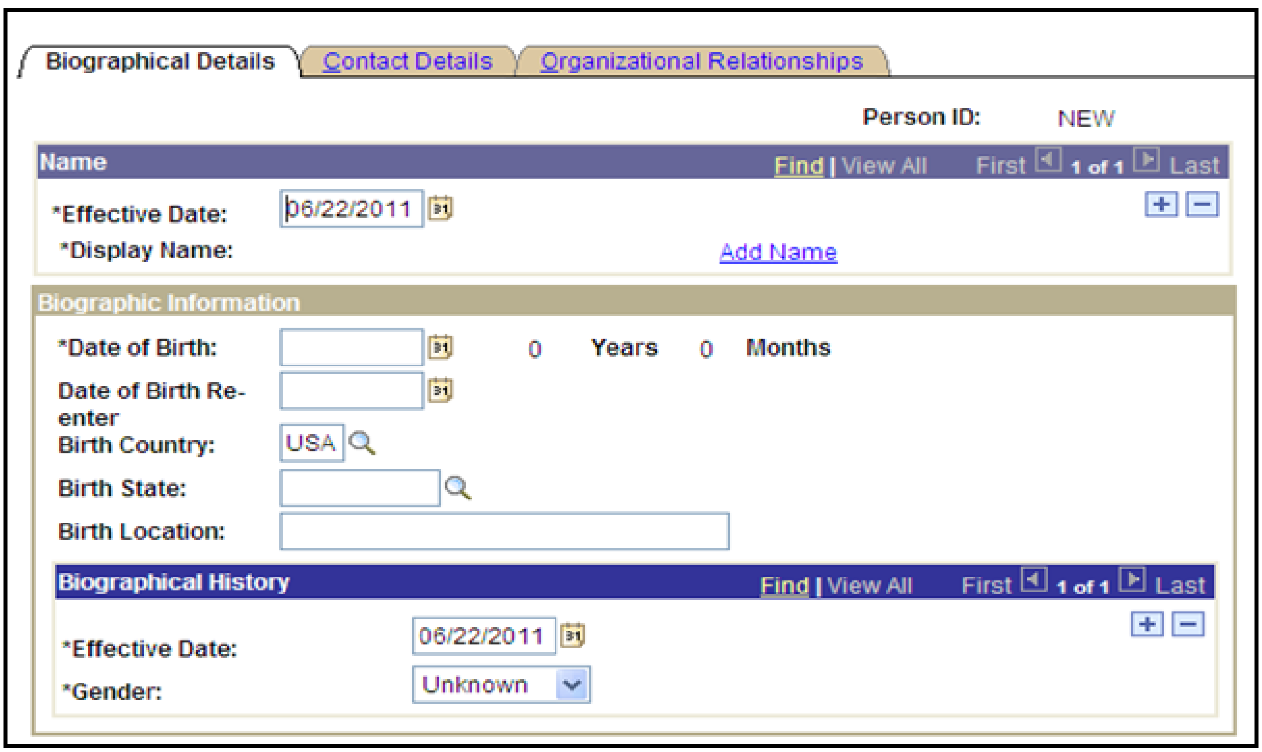

Figure 18: Biographical Details Screen

5. Click the **Biographical Details** tab to access the biographical details.

6. In the Name sub-section, enter the **Effective Date**. This field defaults to the current date.

Figure 19: Name Screen

7. Click on the **Add Name** hyperlink (Figure 14). You will be directed to the **Edit Name** screen.

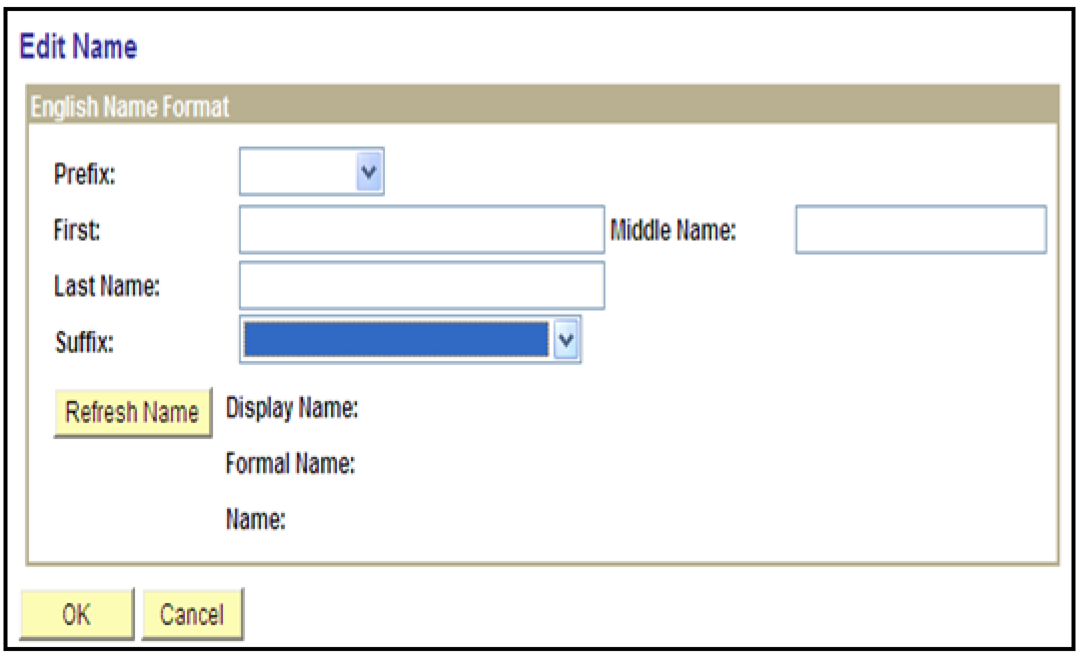

Figure 20: Add/Edit Name Screen

8. Enter the Name information as prompted on the screen.

- **Prefix:** (Optional) Enter the Person's prefix from the drop-down list.
- **First:** (Required) Enter the Person's first name.
- **Middle Name:** (Optional) Enter the Person's middle name.
- **Last Name:** (Required) Enter the Person's last name.
- **Suffix:** (Optional) Enter the Person's suffix.

Note: You must enter the person's name as shown on their government-issued ID, such as the driver's license or passport. If the information does not match, the Applicant will have problems during the enrollment process.

9. Click the **OK** button. You will be directed back to the Biographical Details screen.

10. Enter the non-Federal employee's information in the Biographic Information sub-section as prompted on the screen.

    - **Date of Birth:** (Required) Enter the non-Federal employee's date of birth, or select it from the calendar. Enter the date in the following format: MM/DD/YYYY.

    - **Date of Birth Re-enter:** (Required) Re-enter the Date of Birth information you previously entered in the last step, or use the lookup function to select it from the calendar.

    - **Birth Country:** (Required) Enter the 3-letter country code or use the lookup feature (magnifying glass) to select the 3-letter code for the non-employee's Birth Country. The country field defaults to USA but can be changed.

    - **Birth State:** If the Birth Country is USA, enter the birth state or use the lookup function (magnifying glass) to select the State.

    - **Birth Location:** (Required) Enter the birth city.

11. Enter the non-Federal employee's information in the **Biographical History Details** sub-section as prompted on the screen.

    - **Effective Date:** (Required) This field defaults to the current date. If you choose you many enter the effective date of the biographical information or the date the record was entered into the system.

    - **Gender:** (Required) This field defaults to Unknown. If you choose you may select on the drop-down list to select Female, Male, or Unknown.

12. Enter the non-Federal employee's information in the National ID sub-section as prompted on the screen.

Figure 21: Biographic Details Screen

- **National ID Type:** (Required) Use the drop-down to select Social Security Number.

- **National ID Type:** (Required) Use the drop-down to select Social Security Number.

- **National ID:** Enter the non-Federal employee's 9-digit Social Security Number (SSN). The format for SSN is XXX-XX-XXXX.

- **National ID Re-enter:** Enter the non-Federal employee's 9-digit Social Security Number (SSN). The format for SSN is XXX-XX-XXXX.

13. Enter additional information in the Biographical Details Tab.

- **Country of Citizenship:** Enter the 3-letter country code or click on the magnifying glass icon to select the 3-letter code for the non-Federal employee's Person's Country of Citizenship.

- **Emergency Response Official (ERO):** (Optional): If the non-Federal employee has emergency response duties in the event of a disaster, check this option. This designation will be printed on the non-Federal employee's USDA LincPass. <u>Caution:</u> This optional field only applies to an Agency-identified non-Federal employee serving in an Emergency Response Official capacity. Contact your Security Officer for more information.

- **Notes:** Enter the non-Federal employee's ERO title or duties in this field.

14. Click the Contact Details tab.

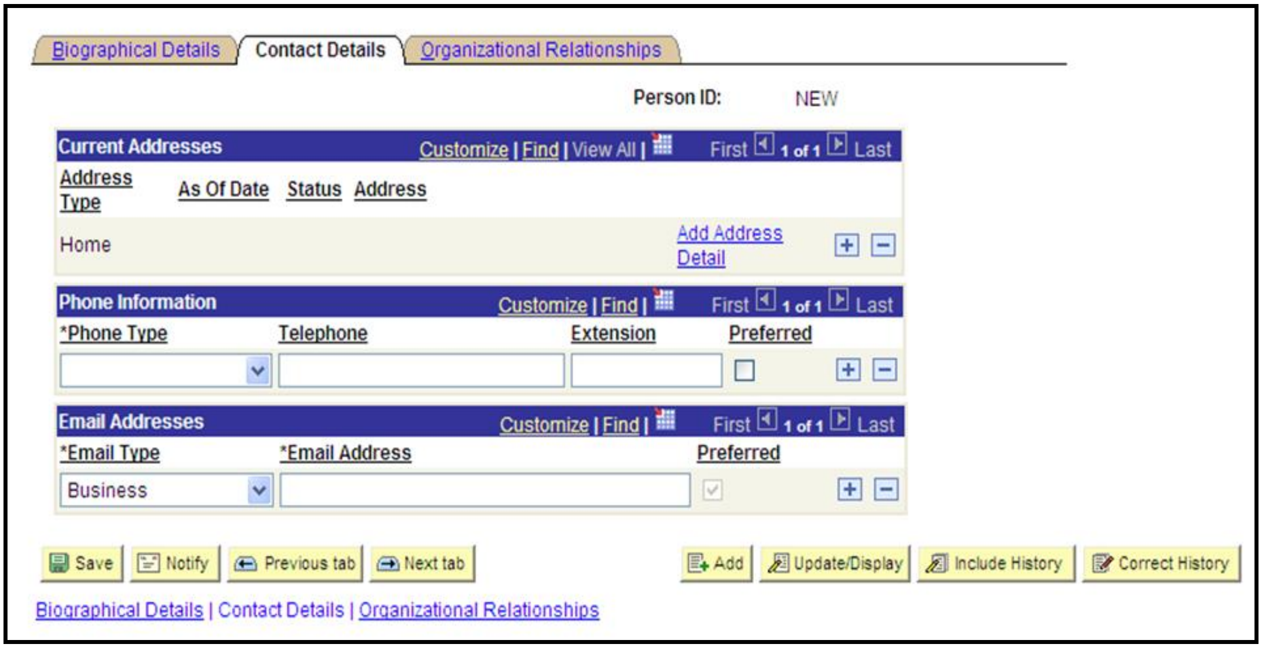

Figure 22: Contact Details Screen

15. Next, in the Current Addresses sub-section, click on the **Add Address Detail** hyperlink. You will be directed to the **Address History** screen.

16. In the Address History sub-section, enter the following information:

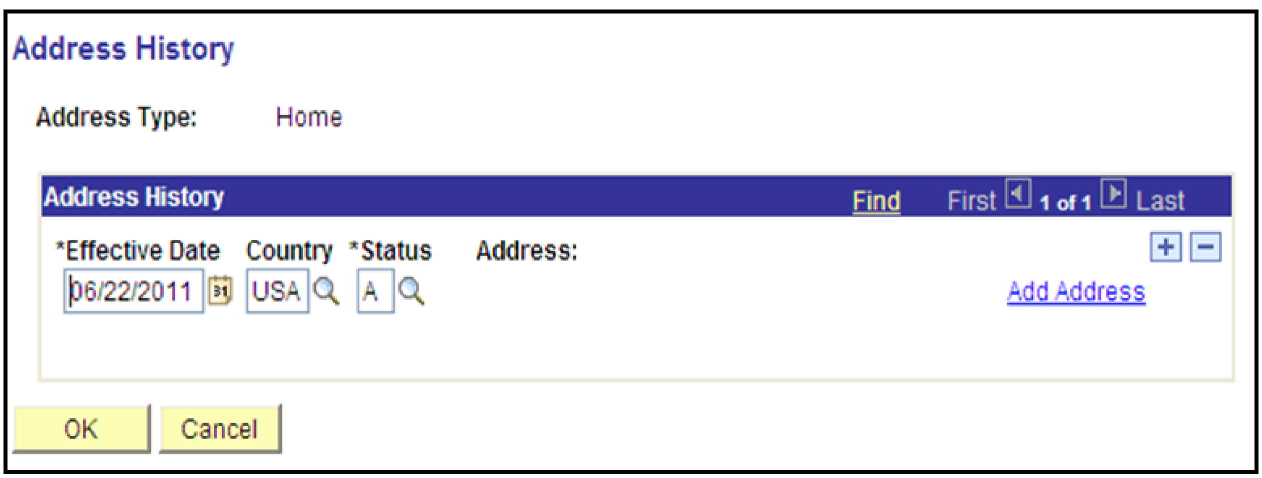

Figure 23: Address History Screen

- **Effective Date:** (Required) The system will default to the current date. If you choose you may enter effective date of the address or the date the record was entered into the system.

- **Country:** (Required) The Country field defaults to USA but can be changed. Enter the Country Code or use the lookup feature (magnifying glass) to select the Country.

- **Status:** (Required) The system will automatically display the value of "Active" on the day the record is created.

17. Click on the **Add Address** hyperlink. The Edit Address screen will open. Enter the required address fields.

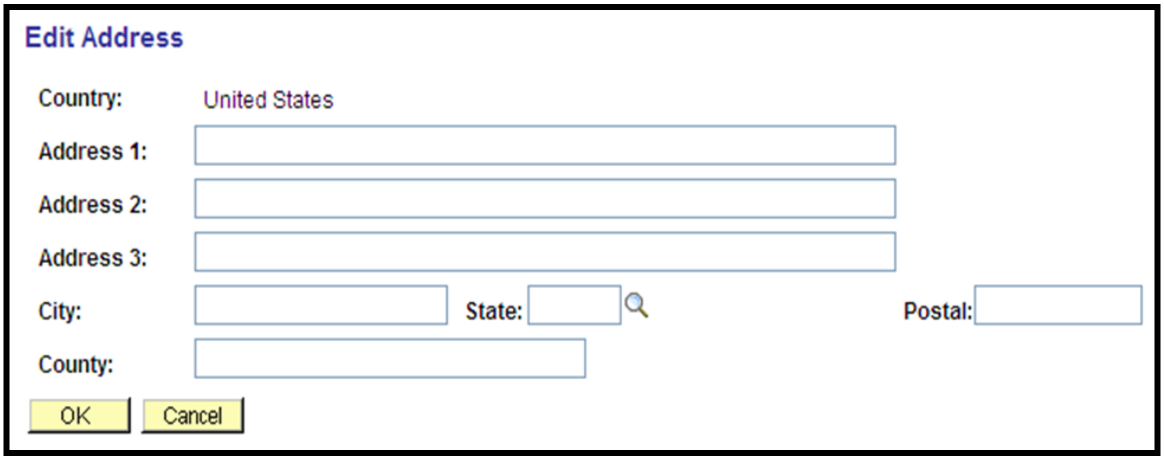

Figure 24: Add/Edit Address Screen

- **Address Line 1:** (Required)

- **Address Line 2:** (Optional)

- **Address Line 3:** (Optional)

- **City:** (Required) Enter the city.

- **State:** (Required) Enter the State Code or use the lookup feature (magnifying glass) to select the State.

- **Postal:** (Required) Enter the postal code.

18. **IMPORTANT:** Select the **OK** button to save. If the Cancel button is selected, address information will not be saved. Upon saving you will be routed back to the Contact Details tab.

19. Next, enter information into the Phone Information sub-section.

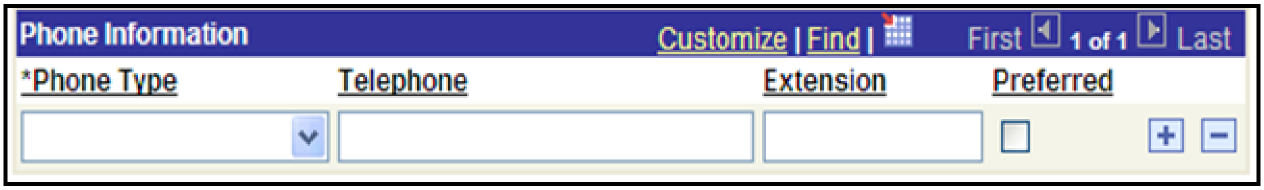

Figure 25: Phone Information

Note: If you select an option from the Phone Type drop-down menu, you must enter a Telephone number in the next field. If you do not choose an option from the Phone Type drop-down menu, Telephone number is not required.

- **Phone Type:** Select the phone type from the drop-down menu.
- **Telephone:** If you have selected an option from the Phone Type drop-down menu, enter the telephone number in this field.
- **Extension:** If there is an extension number as well, type it in the Extension field.
- **Preferred:** Check the Preferred box next to the phone number that is the non-Federal employee's preferred number.

20. Next, enter information into the Email Address sub-section.

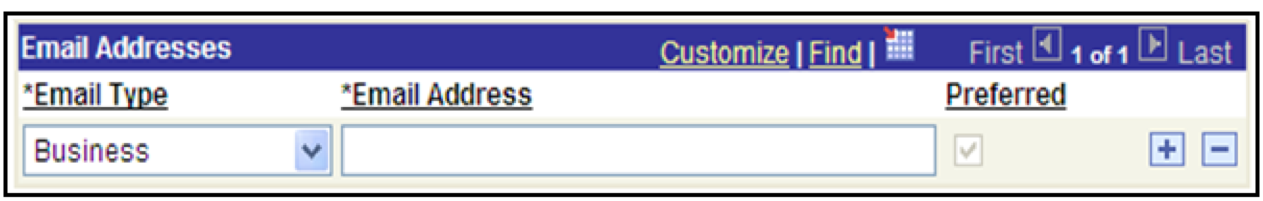

Figure 26: Email Addresses

- **Email Type:** (Required) Select the email type from the drop-down menu. Business email will default to preferred.

Email Address: (Required) Enter the non-Federal employee's email address. The format for email addresses entered in Person Model is x@x.com. Be sure to include the @ symbol in the address. This will be used for notification about the enrollment process, so it must be a valid email address that the non-Federal employee checks regularly. While a Business Email address is preferred, you may enter a personal email address in this field instead. If email is entered incorrectly, the applicant will not receive notifications to enroll. If the non-Federal employee does not have an email address, enter the email address for a Point of Contact who will coordinate enrollment activities, such as a Human Resources Manager or a Security Officer. **Please note:** if an alternate POC's email is entered for more than one record, follow instructions for Shared Emails in the USAccess section of this guide.

- **Preferred:** Business email is preferred. When Business is selected as the type, the Preferred Checkbox will be checked and masked to prevent user data entry.

21. Click the **Save** button to save information entered.

22. Next, click on the **Organizational Relationships** Tab.

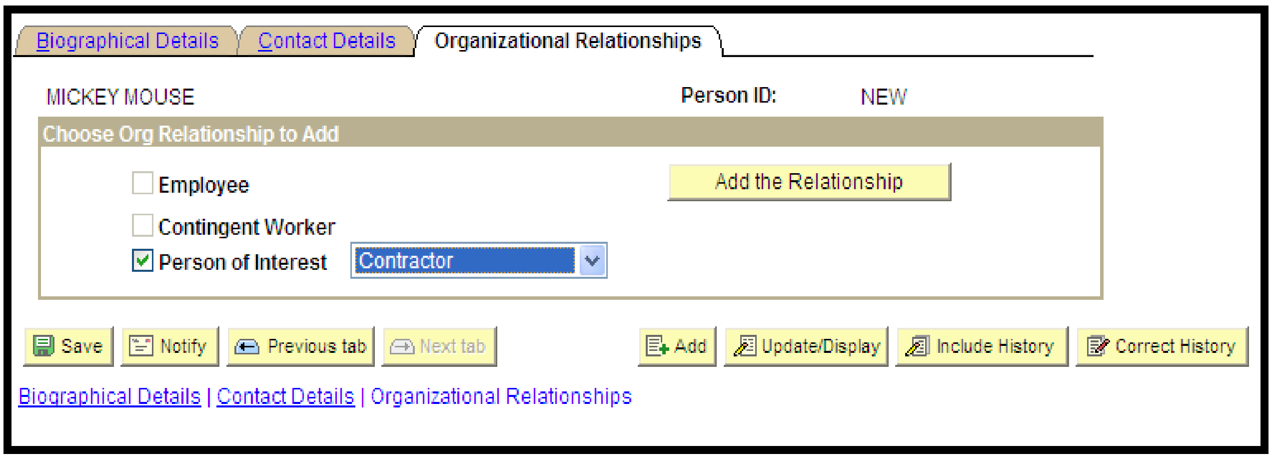

Figure 27: Organizational Relationships Tab

23. In the Choose Org Relationship to Add sub-section, check the **Person of Interest** box (all other boxes are masked). A drop-down menu will appear where you can select the Person of Interest type.

24. **Person of Interest type**: Select an option from the drop-down menu. Options are:

    - Affiliate
    - Contractor
    - Fellow
    - Intern
    - Volunteer

25. Click the **Add the Relationship** button.

26. Click the **Save** button. You will now be re-directed to the **Add Person of Interest** screen.

Note: You must follow the steps covered on the next few slides to properly save the Person Information record. **If you do not complete the following steps, the record you entered will not be visible in the system.**

(f) Assignment/Sponsorship

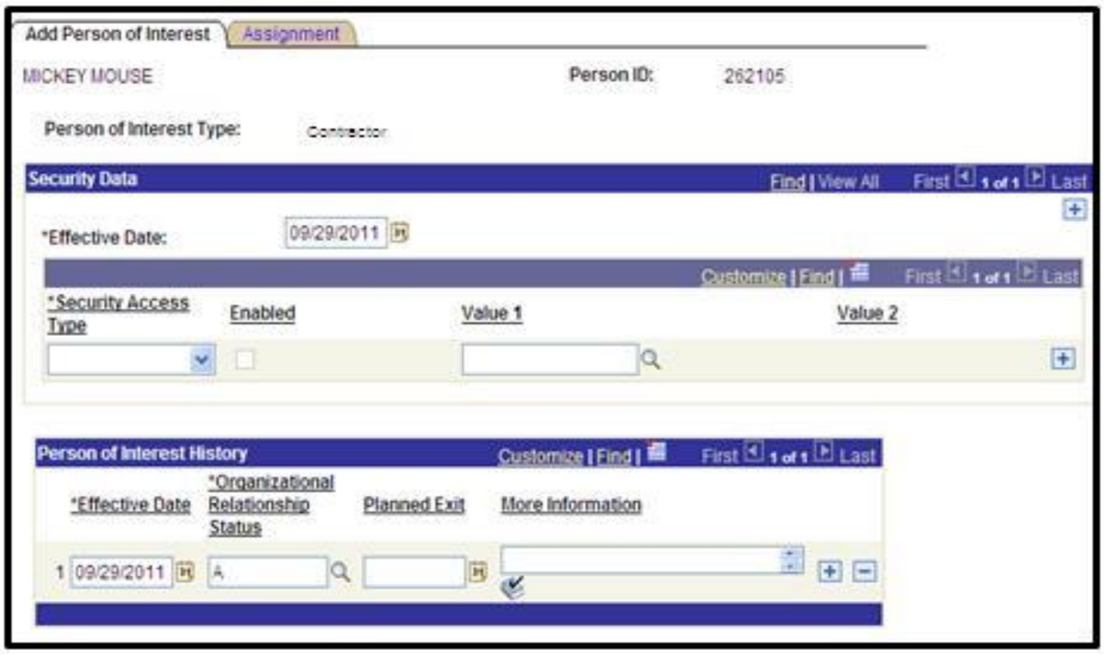

Figure 28: Add Person of Interest Screen

On the Add a Person of Interest tab under Security Data, you will see the following fields already populated: Name; Person ID; and Person of Interest Type. Completion of these required Security Data fields assign the non-Federal employee as a Person of Interest who supports USDA. There is only one value for each field. Several of the required fields are pre-populated.

1. In the Security Data sub-section, enter the following information.

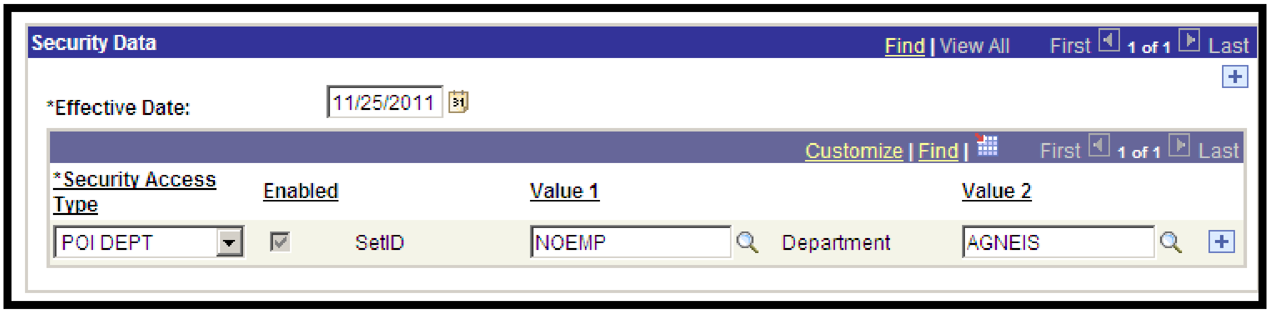

Figure 29: Security Data

- **Effective Date:** (Required) This field defaults to the current date. You may edit this field by typing in the date or using the lookup function.
- **Security Access Type:** (Required) Select the Security Access Type using the drop-down menu. The only option available will be "POI Dept".
- **Enabled:** The **Enabled** box will be checked when you select **POI DEPT** and **SetID** will be populated on the screen.
- **Value 1** (Required) Use the lookup function to select **NOEMP** for **Value 1**.
- **Value 2:** Use the lookup function to select **AGNEIS** for **Value 2**.

2. Next, enter information into the Person of Interest History sub-section.

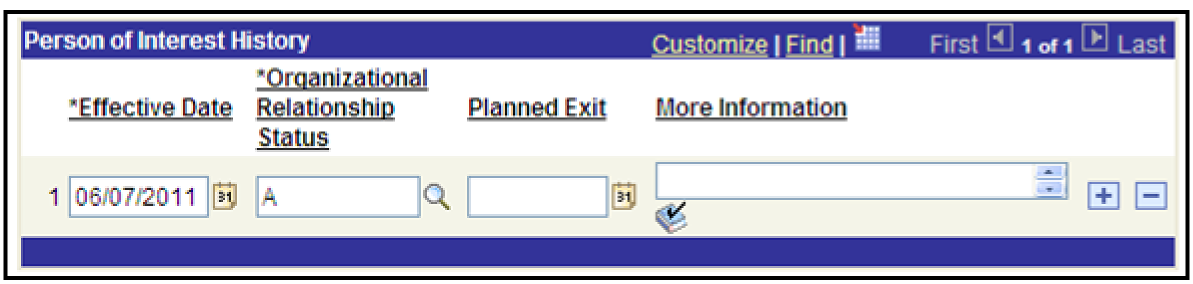

Figure 30: Person of Interest History

- **Effective Date:** (Required) **Effective Date**: This field defaults to the current date. You may edit this field by typing in the date or using the lookup function.
- **Organizational Relationship Status:** (System-generated) **Organizational Relationship Status:** This field defaults to **A** for Active. Once a Person's Organizational Relationship has ended, Organizational Relationship Status will be set to **I** for Inactive. This field is system-generated based on the status of all assignments for the Organizational Relationship.

- **Planned Exit:** (Optional) Use the lookup function to select a **Planned Exit** date.

- **More Information:** (Optional) Enter any notes about the Person of Interest History in this field. Click **OK** to save the save the Person Information record and the data entered on this tab.

3. Next, click on the **Assignment** tab. You will see the following fields already populated: **Name**; **Person ID**; and **Person of Interest Type**.

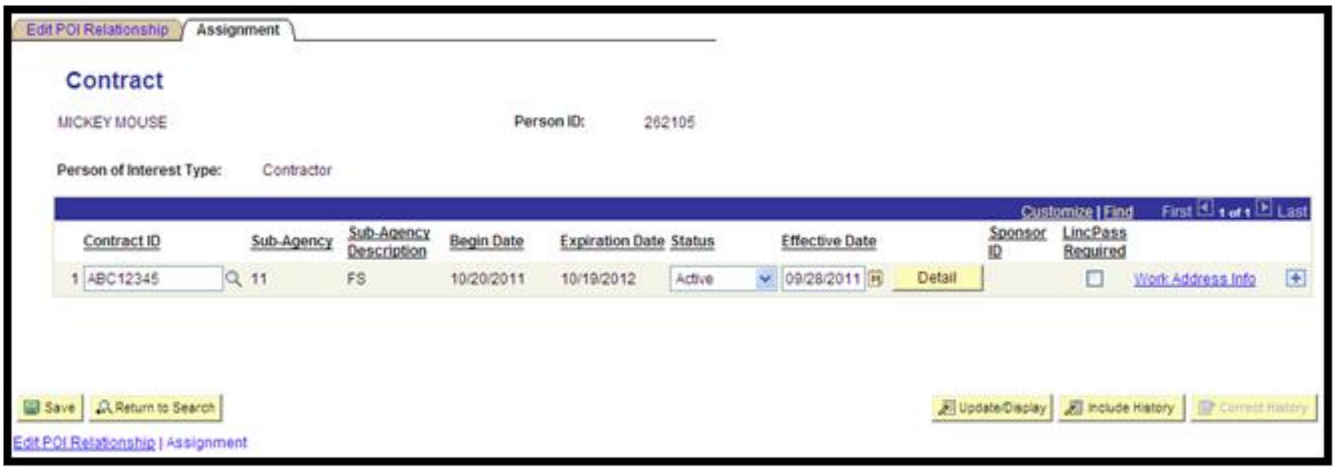

Figure 31: Assignment

4. Enter or select information for the following fields on the Assignment tab.

- **Contract ID or Grant/Agreement:** The name of this field will change depending on the Person of Interest type you selected. If you key in the Contract, Grant or Agreement Number, you will receive an error message. You must use the lookup function (magnifying glass) to locate the number. You will be directed to another screen where you can search for the Contract/Grant/Agreement.

Note: The **Sub-Agency Code**, **Sub-Agency Description**, and **Period of Performance Start** and **End Dates** fields will be automatically populated based on the Contract, Grant, or Agreement selected.

- **Status**: Use the drop-down menu to select the **Status**. You can choose from Active, Suspended, or Terminated.

NOTE: The status of all assignments in Person Model directly impacts the applicant's Employment Status in USAccess. Please note that if a Non-Federal is assigned to multiple contracts, grants or agreements, changing status on one assignment will not affect status on other assignments. Employment status will be derived using the following rules:

- Active on at least one assignments = Active Employment Status
- Suspended on ALL assignments = Suspended Employment Status
- Terminated on ALL assignments = Terminated Employment Status

Selecting "Terminated" has serious repercussions in the HSPD-12 system and will result in card termination.

- **Effective Date:** This field defaults to the current date. Edit the **Effective Date** as needed in by typing the date in the box or using the calendar lookup function.

- **Detail:** Select **Detail** to view the detailed record of the Contract/Grant/Agreement. When the icon is selected, you can view the detailed record of the Contract/Grant/Agreement. Click **OK** to return to the Assignment tab.

- **Sponsor ID: Sponsor ID** will be blank; if you are a Sponsor, this field will populate when you save the record.

5. **LincPass Required:** the LincPass Required checkbox will be masked for Data Entry role holder who do not hold the Sponsor role as well. Sponsors should check this box for applicants who require a LincPass. This is the official act of sponsorship.

6. **Work Address: Work Address Info** (Optional): Click the hyperlink for **Work Address Info** to enter details of the non-Federal employee's Work Address. **Country, Address 1, City** and **State** are required to save Work Address. **Address 2, Address 3**, and **Postal** are optional. **County** will be populated based on the information entered. Click **OK** to return to the Edit Address screen. The information entered on the previous screen will be populated here, and the Geographical Location Code will be auto-populated on screen. Here you may enter the Building Number and Room Number. Click **OK** to return to the Assignment tab.

7. Click on the **Card Shipping Information** hyperlink. Select the magnifying glass lookup feature to find the location where the card is to be shipped. The system will open a new page that displays five columns of data that can be sorted by street address. The address information for the location you choose will be populated.

Figure 32: Card Shipping Information

Please note: Only the first **300 results** will be displayed under the Look Up Card Ship Address Code page.

If you do not see the ship code you are looking for, please key in the code directly in the search field on the **Card Shipping Information** page. Once you enter the code, the address information will be populated. Click **OK** to save and return to the assignment page.

- Click the **Save** button to save the information. The sponsorship is now saved, and should process to USAccess within the next business day.

(g) Modifying a Sponsorship

At times you may need to modify an existing assignment, for example when terminating an applicant, or when completing a sponsorship a Data Entry role holder has prepared for you.

To modify an existing assignment, select Maintain a Person's Assignment, search for the non-Federal employee and select the appropriate record. Select the yellow **Correct History** button on the bottom right of the screen, make any necessary changes to the record, then **Save**.

Figure 33: Multiple Assignments

(h) Multiple Assignments

In Person Model, non-Federal employees may be assigned to multiple contracts, grants, or agreements at a time. This will result in 2 or more rows on the assignment page, as shown above. If a Person already has an assignment completed for their POI Type, you can simply add a new line by selecting Correct History, then clicking the plus (+) sign. This will add a new row. Then, complete the assignment and select Save.

(i) Transferring Sponsorships

To transfer sponsorship from another Sponsor who has left, retired, or no longer has Sponsor duties, complete the following steps to update records with your Sponsor ID. This will ensure you are the Sponsor of record in Person Model and USAccess, and will allow you to receive important system notifications, such as contract expiration notifications.

1. Log into Person Model
2. Navigate to Non-Employee Processing, Maintain a Person's Assignment
3. Search for one of the applicants by name
4. When you have located their assignment record, click on the Assignment tab.
5. Click the yellow Correct History button on the bottom right
6. Un-check the LincPass Required box, Save
7. Re-check the LincPass Required box, Save. You should now see your user ID populated under Sponsor ID.

It is strongly recommended that the Sponsors for both the old and new contract, grant or agreement coordinate efforts to ensure an active status is maintained for the non-Federal employee to avoid unnecessary card terminations and associated costs.

(j) Add a New Relationship

1. From the left navigation menu select **Add a New Relationship**. This will direct you to the **Add a New Relationship** main menu. From here you can add a new POI type.

Figure 34: Add a New Relationship

- **EmplID:** (Required) Enter the EmplID or use the lookup function (magnifying glass) to select the EmplID. Use the search criteria to narrow your search.

- **Person of Interest Type:** (Required) Enter the Person of Interest (POI) Type or use the lookup function (magnifying glass) to select the Person of Interest Type.

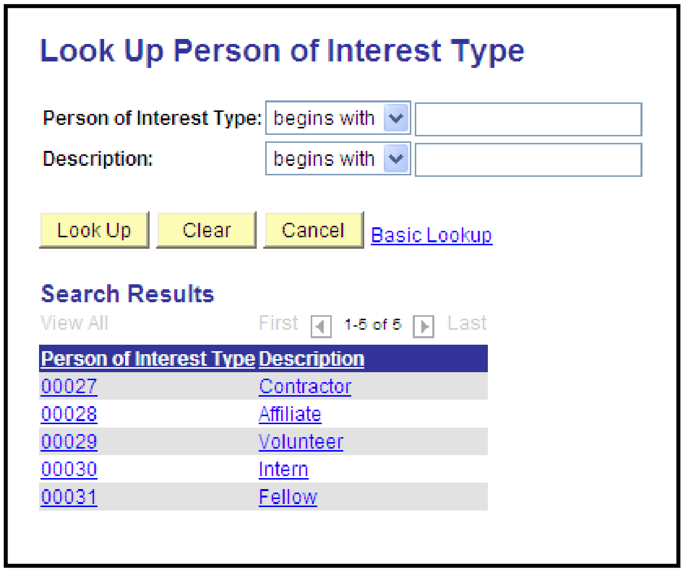

Figure 35: Look Up Person of Interest Type Screen

2. Select the **Person of Interest Type** to display the type on the Add POI screen.

3. Click on the **Add** button to add the new POI Type. You will be directed to the **Add Person of Interest** screen.

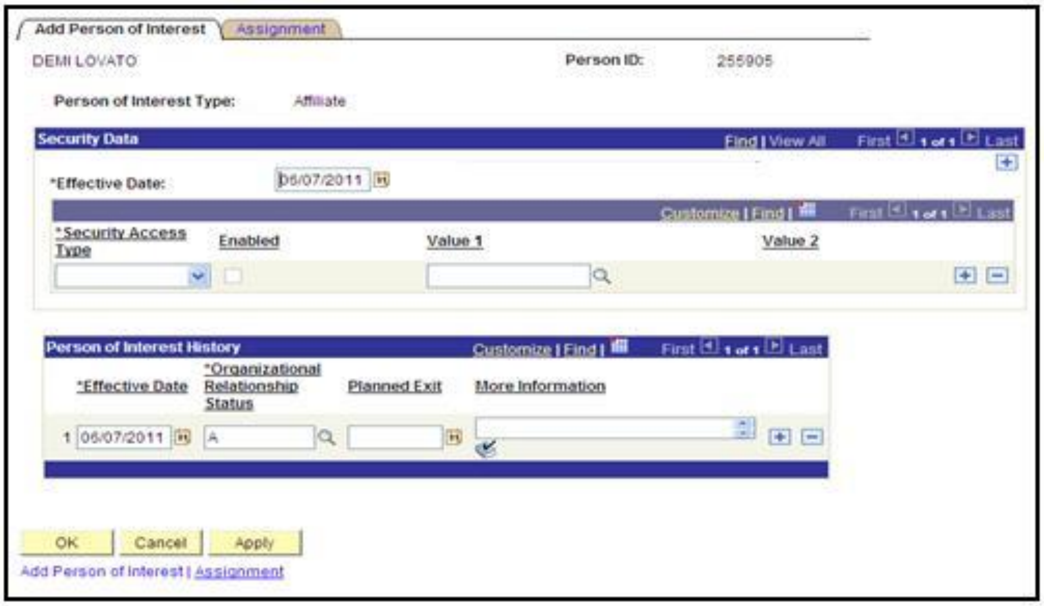

Figure 36: Add Person of Interest Screen

4. Follow the steps in the **Assignment/Sponsorship** section to complete the Assignment.

(k) Maintain a Person's Assignment

1. From the left navigation menu select **Maintain a Person's Assignment**. This will direct you to the Edit POI Screen search screen.
2. Find an existing value by entering the criteria into any of the applicable fields.
3. Click the **Search** button to initiate the search.
4. The search results will display at the bottom of the page. Select the relationship you wish to maintain by clicking on the appropriate hyperlink. You will be directed to the **Edit POI Relationship** tab.

Note: The Edit POI Relationship screen should default to Correct History mode. Select the yellow Correct History button on the bottom right of the screen if needed.

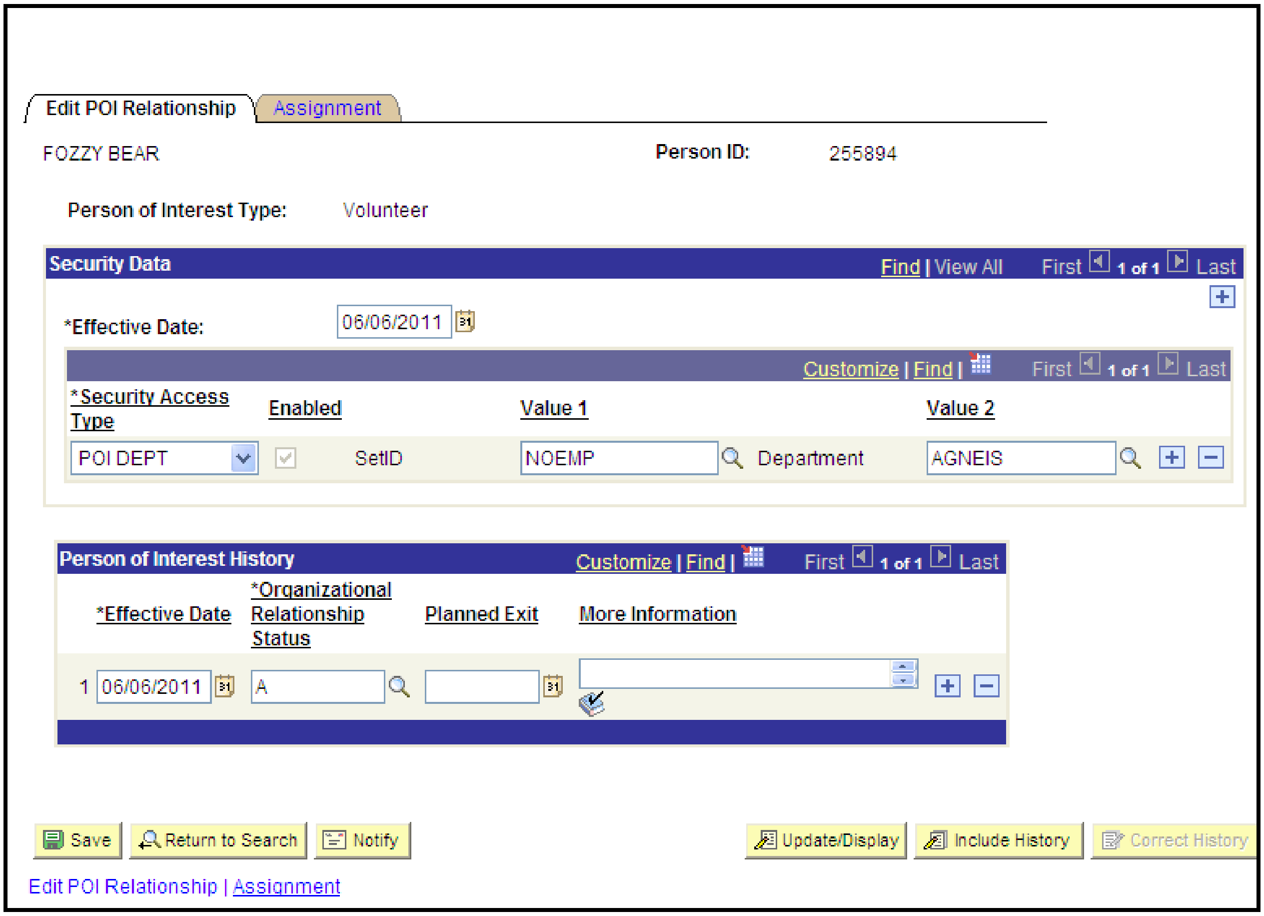

Figure 37: Edit POI Relationship Screen

5. Make any desired edits.
6. Click the **Save** button.
7. Click the **Assignment** tab. You will be directed to the **Assignment** tab.

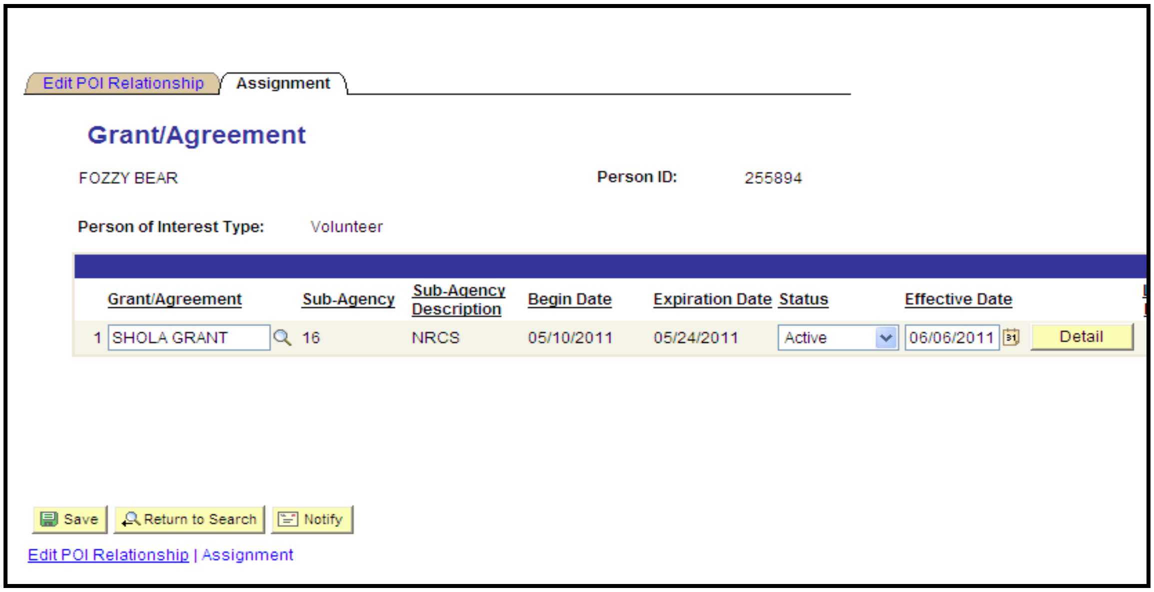

Figure 38: Assignment Screen

8. Make any desired edits.

9. Click the **Save** button.

(I) View Person Organizational Summary

1. From the Non-Employee Processing menu, select **Person Organizational Summary**.

2. Search for the non-Federal employee by entering the criteria into any of the applicable fields.

3. Click the **Search** button to initiate the search.

4. The search results will display at the bottom of the page. Select the non-Federal employee in order to view the non-Federal employee's organizational summary. You will be directed to the **Person Org** Summary screen.

Figure 39: Search Results with the Person Organizational Summary Module

5. Here you may view the **Person Org Summary**.

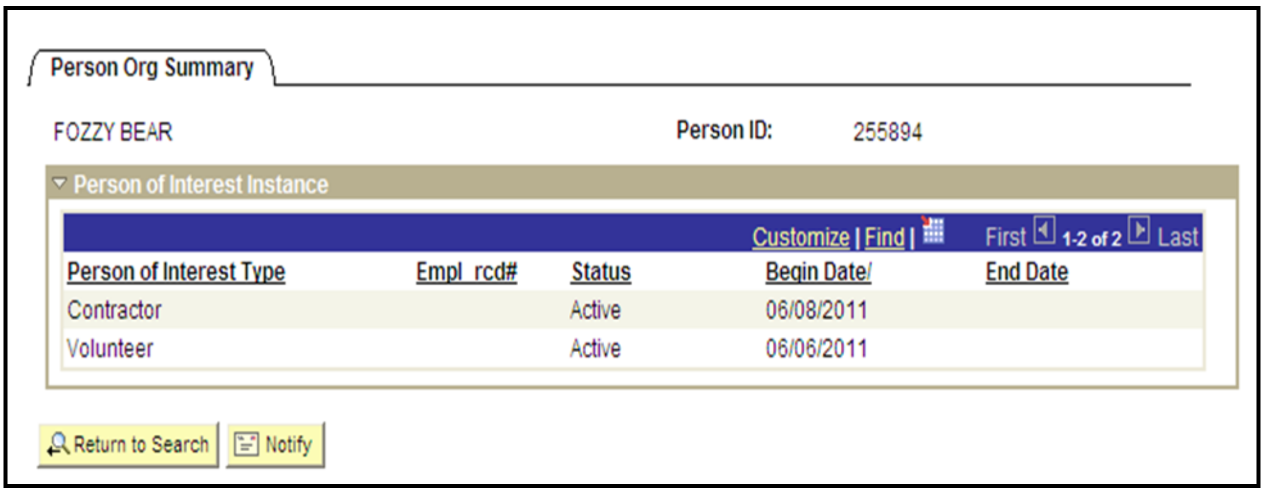

Figure 40: Person Org Summary Screen

USAccess Sponsorship Functions

1. On the Log In screen, type in your user name in the **User Name** field. Type in your password in the **Password** field and select the **Login** button.

Figure 41: USAccess Login Screen

2. Type in the non-Federal employee's **Last Name** or **Social Security Number**. Type in the non-Federal employee's **Birth Date** or select the calendar icon next to the **Birth Date** field to choose a date from the calendar and select the **Search** button to begin.

Figure 42: USAccess Applicant Search Screen

3. When the search results appear, you will be presented with the option to view the non-Federal employee record or edit the sponsorship. Select **View Applicant** to view non-Federal employee's Biographic Data.

4. Verify all required Biographic Data fields have current and correct information. Red asterisks (*) indicate required fields. Select **Next** to go to the next screen.

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

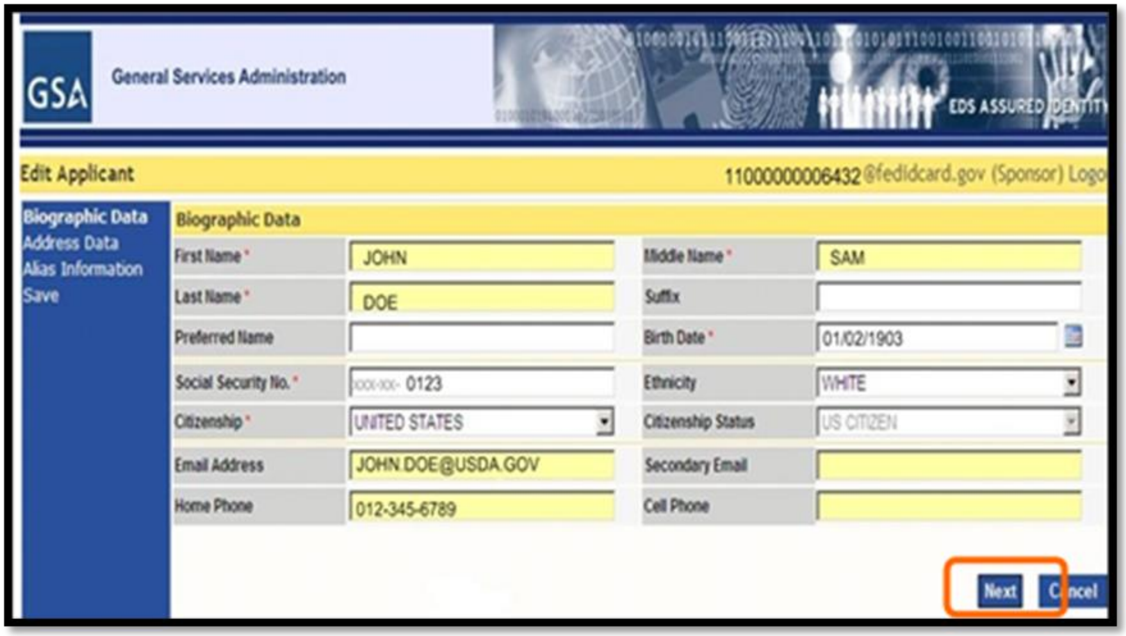

Figure 43: USAccess Edit Applicant Screen

5. Verify all required Address Data have current and correct information. Red asterisks (*) indicate required fields. Select **Next** to go to the next screen. If any of the information is incorrect, missing, or needs updating, changes must be made in Person Model and not in USAccess.

6. No action is required on the **Alias Information** screen. The Person Model **Alias** field is hidden to prevent data entry, so information on this USAccess screen will not be populated. Select **Next** to go to the next screen.

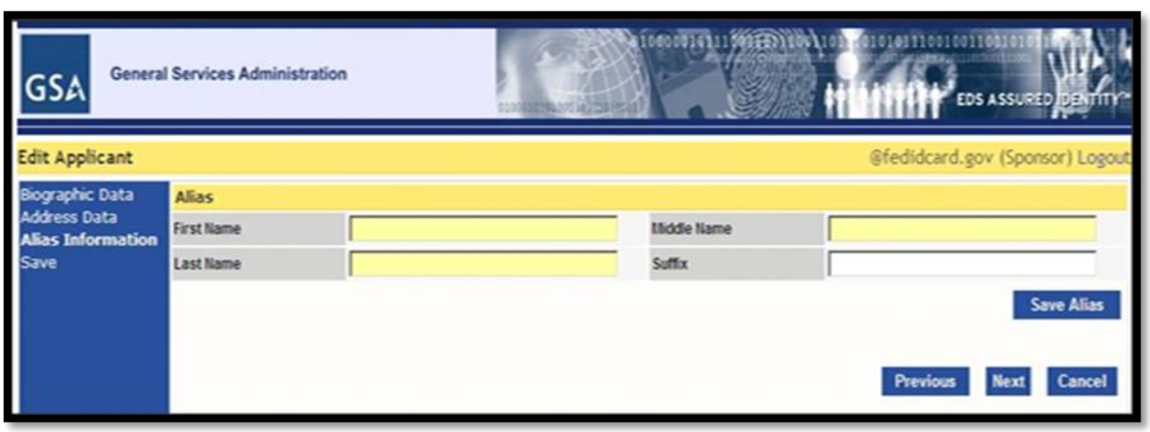

Figure 44: USAccess Edit Applicant Screen

7. Select **Finish** to save the record. USAccess will direct you to the Sponsorship Search page.

8. Verify the following required Sponsorship Information fields have current and correct information.

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

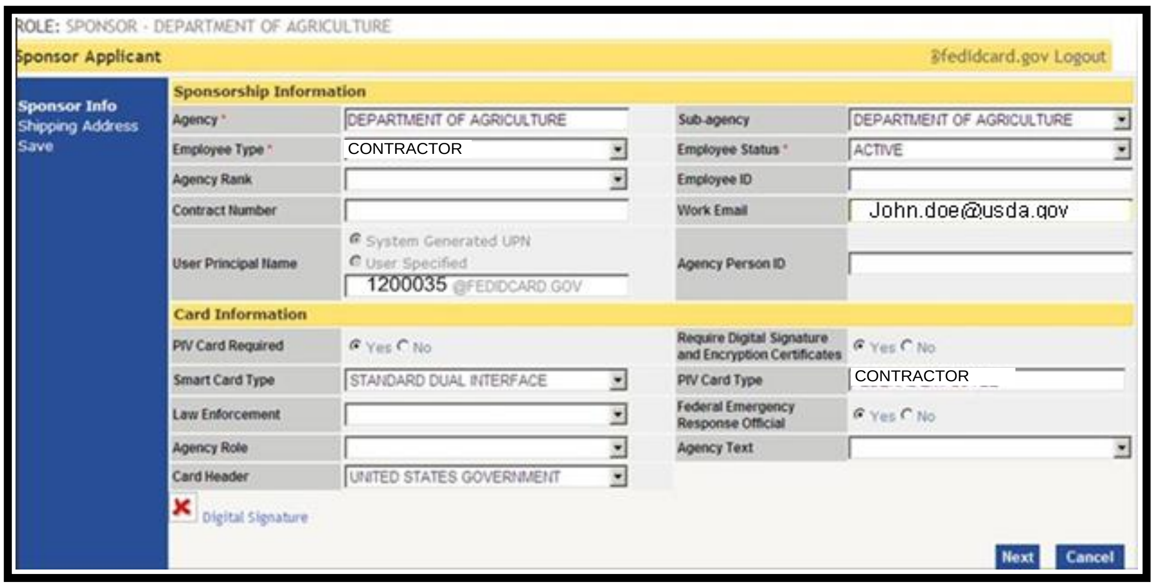

Figure 45: USAccess Sponsor Applicant Screen

- **Agency**
- **Employee Type:** Should read “Contractor” or “Associate or Dignitary”.
- **Employee Status:** Should be set to Active.
- **Work Email Address**
- **PIV Card Required:** Should be set to “Yes”.
- **Require Digital Signature and Encryption Certificates:** Some non-Federal employees who do not have email addresses will provide the email of a supervisor

who will coordinate enrollment activities. If you are sponsoring multiple non-Federal employees with the same email address, you must select No for Require Digital Signature and Encryption Certificates to ensure sponsorship is successful.

- **PIV Card Type:** The PIV Card Type should be consistent with the non-Federal employee Type. The PIV Card Type will be printed on the non-Federal employee’s LincPass. If the non-Federal Employee is a Contractor, the PIV Card Type will state “Contractor.” All other types of non-Federal employees such as Affiliates, Volunteers, or Fellows will have the PIV card Type state “Associate or Dignitary.” Select **NEXT** to go to the next screen.

- **FERO:** If the applicant is a Federal Emergency Response Official, this option should be set to “Yes.”

9. Verify the **Shipping Address** fields have current and correct information. Select **Next** to go to the next screen.

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

Figure 46: USAccess Sponsor Applicant Screen

10. Select **Finish** to save the record. USAccess will direct you back to the search page.

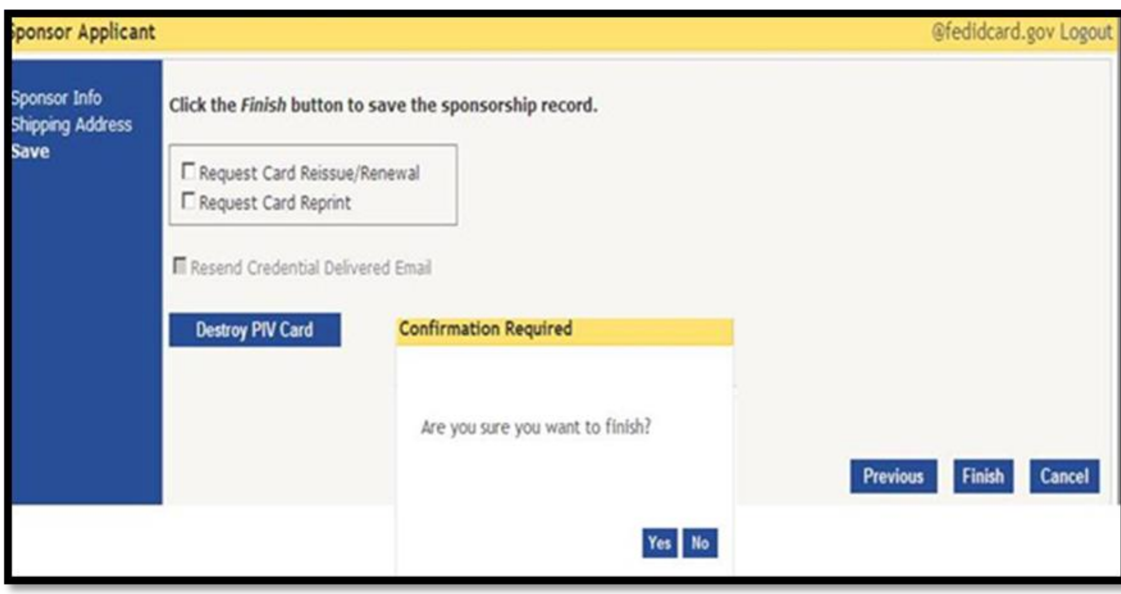

Figure 47: USAccess Sponsor Applicant Screen

11. Upon completion of USAccess Sponsorship, proceed to Step 6 for Enrollment and Activation details.

12. Optional: To resend a system notification (such as a sponsorship email), select **Sponsor Utility** in the Applicant Search Screen Results.

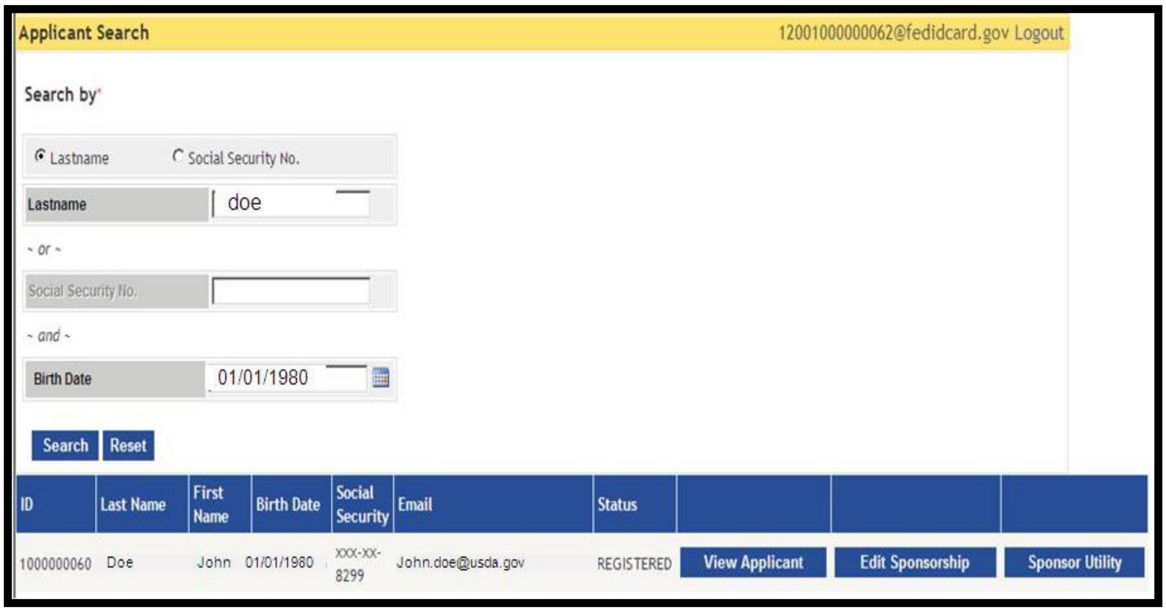

Figure 48: USAccess Applicant Search Screen

13. Select the **System Notification** tab.

14. Select **Resend Email**.

    a. Sponsorship Complete: to have applicant enroll for LincPass

    b. Credential Ready for Pick Up: to have applicant pick up credential and activate card.

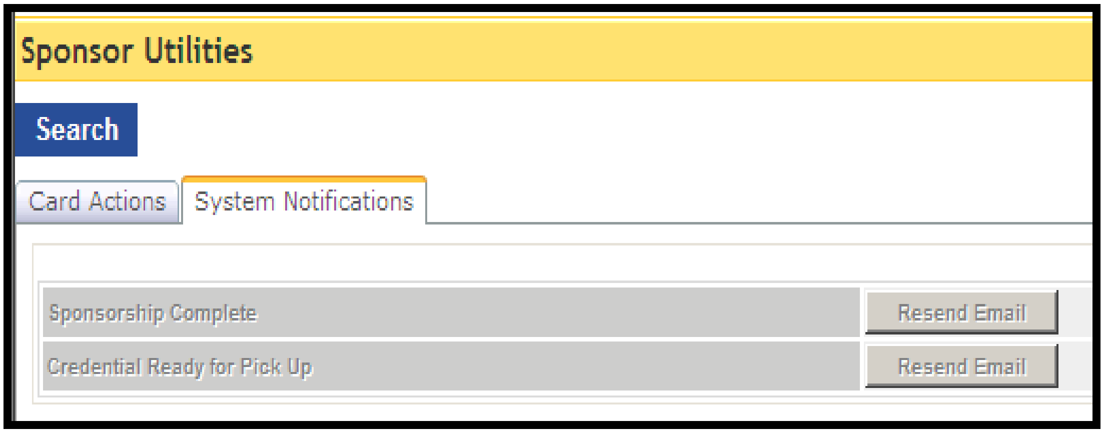

Figure 49: USAccess Sponsor Utilities Screen

Enrollment & Activation

1. Upon sponsorship in Person Model, the non-Federal employee will receive email notification and instructions to schedule their enrollment.
    a. The Sponsor may perform functions in USAccess as needed, such as resending USAccess sponsorship notifications to the applicant. For detailed instructions on performing functions in USAccess, refer to the Person Model Sponsor Training (Module G) at http://lincpass.usda.gov/.
2. The non-Federal employee goes to an HSPD-12 enrollment station and enrolls for a LincPass.
    a. After enrollment and entry of a favorable fingerprint result in Person Model, the LincPass is printed and shipped.
3. When the LincPass is printed and arrives at an HSPD-12 activation station, the non-Federal employee receives email notification and instructions to schedule their card activation.
    a. The Sponsor may need to perform functions in USAccess as needed, such as resending USAccess card delivery notifications to the applicant. For detailed instructions, refer to Person Model Sponsor Training Module G.
4. The non-Federal employee goes to an HSPD-12 activation station to activate their LincPass.
5. Process continues according to DM 4620-002 available at: http://lincpass.usda.gov/ref_lincpass.html.

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

LincPass
simple. smart. secure.