

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 the 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 n 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-Federal 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 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-Federal 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 Assigning a Contract, Grant or Agreement

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 the 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 the 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 the Person Model or verifies that one already exists in the system.
5. Data Entry Person populates a Person Information record in the Person Model for the non-Federal employee or verifies that one already exists in the system.

6. Data Entry role holder Adds 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 the Person Model Adjudicator Quick Start Guide to enter adjudication results.

Enrollment & Activation

1. Upon sponsorship in Person Model, the non-Federal employee should receive an 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, visit the Person Model Sponsor Training 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.
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





Sample Data Collection Request

Dear [Enter addressee's name here],

As an HSPD-12 (Homeland Security Presidential Directive 12) Sponsor for one of your organization's Federal government [contracts, grants or agreements], I have determined by USDA Credential Matrix that one or more of your employees require a LincPass, USDA's Personal Identity Verification (PIV) card. The LincPass will replace any site badges your employees currently have, and will become the primary source of physical and logical access.

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) collection materials 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 collection materials. The information collected is required for LincPass sponsorship and enrollment. Upon completion, please transmit securely as instructed by the Sponsor .

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 whether 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 sheet. 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 organization who will receive email notifications and coordinate enrollment activities for the employee(s). Please note that this may result in delays as this requires additional action from the Sponsor.

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>.



PERSON MODEL SPONSOR QUICK START GUIDE V1.3

USDA CREDENTIAL MATRIX

IT ACCESS RIGHTS	PHYSICAL ACCESS RIGHTS	DURATION		LINCPass	PIV-A	SITE BADGE	NO BADGE
PRIVILEGED IT	GENERAL OR PRIVILEGED PHYSICAL	ANY	→	✓			
GENERAL OR PRIVILEGED IT	PRIVILEGED PHYSICAL	ANY	→	✓			
GENERAL IT	GENERAL PHYSICAL	< 6 MONTHS	→		✓		
GENERAL IT	GENERAL PHYSICAL	> 6 MONTHS	→	✓			
GENERAL IT	NO PHYSICAL (WORK OFF-SITE)	< 6 MONTHS	→		✓		
GENERAL IT	NO PHYSICAL	> 6 MONTHS	→	✓			
NO IT	GENERAL PHYSICAL	< 6 MONTHS	→		✓		
NO IT	GENERAL PHYSICAL	> 6 MONTHS	→	✓			
NO IT	ACCOMPANIED ACCESS TO WORKSPACE ONLY	ANY	→			✓	
NO IT	NO PHYSICAL	ANY	→				✓

ACCESS TYPE	ACCESS DESCRIPTION
PRIVILEGED IT ACCESS	<ul style="list-style-type: none"> ✓ ELEVATED PRIVILEGES FOR SENSITIVE OR MISSION CRITICAL APPLICATIONS ✓ ACCESS TO APPLICATIONS BEYOND THOSE CONSIDERED GENERAL , SYSTEM ADMINISTRATION
GENERAL IT ACCESS	<ul style="list-style-type: none"> ✓ GENERAL ACCESS TO USDA DOMAIN ACCOUNT, USDA EMAIL, T&A APPLICATION, AGLEARN, GOVTRIP, AND OTHER APPLICATION TO WHICH AN EMPLOYEE OR NON-FEDERAL EMPLOYEE IS EXPECTED TO HAVE ACCESS
PRIVILEGED PHYSICAL ACCESS	<ul style="list-style-type: none"> ✓ UNACCOMPANIED ACCESS TO USDA FACILITIES INCLUDING SENSITIVE AREAS
GENERAL PHYSICAL ACCESS	<ul style="list-style-type: none"> ✓ UNACCOMPANIED ACCESS TO USDA FACILITIES INCLUDING GENERAL COMMON AREAS ONLY