

**USDA HSPD-12
Person Model
Adjudicator Data Entry Guide**

Prepared for



**United States Department of Agriculture
Office of Homeland Security and Emergency
Coordination (OHSEC)
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Revision Information

Version	Date	Revision Notes
1.0	09/30/2011	Initial Draft
1.1	12/13/2011	Final Draft. Updates include screenshots and comments impacted by development of the Person Model leading up to go live on 11/14/11, and post go live fixes.



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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.

The Person Model Adjudicator Role

As an Adjudicator, you will play an integral part in the process for non-employees to enroll for a LincPass so they can access facilities and systems. The Adjudicator is the person who reviews the results of background investigations (BIs) and records the results in Person Model. Person Model is USDA’s 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-employee information required for LincPass enrollment to USAccess, the General Services Administration (GSA) credentialing system. The Adjudicator may or may not be the person that actually provides a final BI determination. This document provides an overview of procedures for Person Model adjudication.

Step 1: Process Start

To be an Adjudicator in Person Model, you must:

- 1. Complete USAccess Adjudicator training**
To complete USAccess training, log on to the GoLearn Learning Management System at: <https://piv.golearnportal.org/>
- 2. Be designated as an Adjudicator in USAccess and obtain a USAccess login**
Notify your designated supervisor after completing USAccess training. Managers should send requests for Adjudicator designation to the agency Role Administrator. Once designated in USAccess, Adjudicators will receive a USAccess login. Adjudicators must be designated in USAccess for records to process successfully from Person Model to USAccess.
- 3. Complete the Person Model Adjudicator training and successfully pass the Adjudicator test with a score of 80% or better**



Person Model training is available on the LincPass website at: <http://lincpass.usda.gov/training.html>. Person Model training materials will also be made available on AgLearn. Contact your AgLearn administrator for more information.

4. Obtain a Person Model login

Submit the non-employee role holder Person Model login request to your supervisor. Supervisors should send completed login requests to the Agency Security Officer (ASO) for processing. Once approved, you will receive a Person Model User ID and password.

Follow your existing Agency process for initiating, processing and/or verifying BIs for non-employees. The minimum requirement for HSPD-12 is a National Agency Check with (Written) Inquiries (NACI). To expedite card issuance, it is recommended that Adjudicators results as they are returned. A LincPass may be issued with a successful fingerprint check while the full investigation (NACI or higher) is pending.

Upon sponsorship in Person Model, the Person Model Adjudicator should be notified by the Sponsor (or designee) that non-employee records are ready for Adjudication. Agencies must determine the preferred method for notification (email, phone, etc.). Refer to the Person Model Sponsor Data Entry Guide for detailed instructions on Person Model Sponsorship.

Step 2: Person Model Adjudication Functions

a) Login Screen (Required)



USDA United States Department of Agriculture
National Finance Center

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SOLUTIONS
FROM HIRE TO RETIRE

WARNING

* You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

* Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

* By using this information system, you understand and consent to the following:

- * You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
- * Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
- * Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

User ID:

Password:

[Did you forget your password?](#)

[Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [USA.gov](#) | [White House](#)

Figure 1: Login Screen

1. Open a web browser to the following address: <https://icams.usda.gov>.
2. The first time you log in to the system you will use your Person Model User ID and a temporary password. You should be prompted to change your password.
3. Enter your temporary password, 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.

Forgot your password? Contact your Agency Security Officer (ASO).

b) Start Screen (Required)

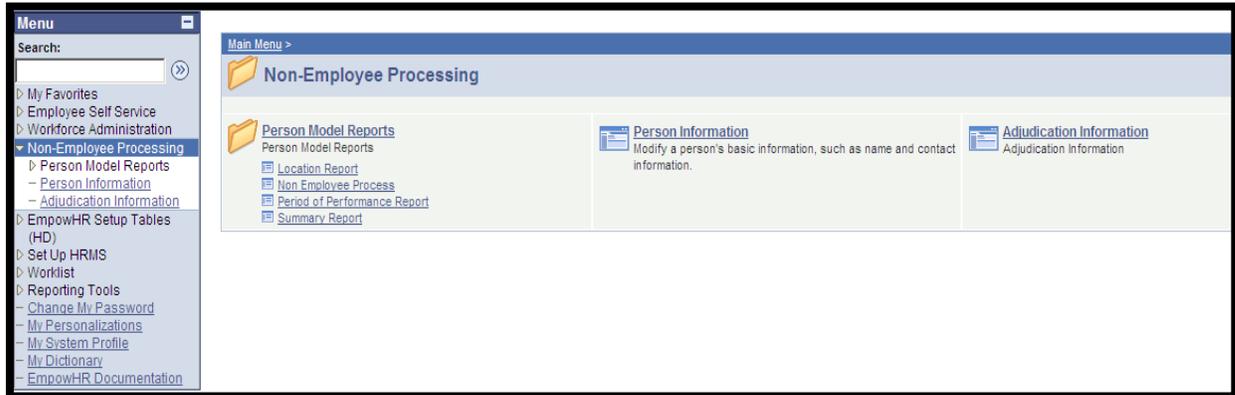


Figure 2: Start Screen

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 to perform required actions. You should have access to the following Non-Employee Processing functions:

- Person Model Reports (all roles)
- Person Information (all roles; Sponsor and Adjudicator have view/search only)
- Add a New Relationship (Data Entry only)
- Maintain a Person's Assignment (Data Entry and Sponsor only)
- Person Organizational Summary (all roles)
- Company/Organization (Data Entry and Sponsor only)

Contract Information (Data Entry and Sponsor only)

c) Person Information

In this step, you will view a Person Information record. The Person Model Adjudicator has read-only access to **Biographical Details** and **Contact Information**.

1. From the left navigation menu, select **Non-Employee Processing**, then select **Person Information**. From here, you can search for existing Person Information records.

- To search for an existing record, use the available search criteria to look for the record. 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.



Figure 3: Person Model Existing Record Search Screen

Note: To search by Social Security number you must enter the entire number with hyphens. If you choose to search by Name, enter in the following format without spaces: lastname, firstname. You can also search by first or last name only.

- To view search results, select the appropriate hyperlink to view the record. Once you have selected a record, you may use the navigation menu at the bottom to search through results. **Return to Search** will bring you back to the Search Results page. You can also choose **Previous** in List or **Next** in List.

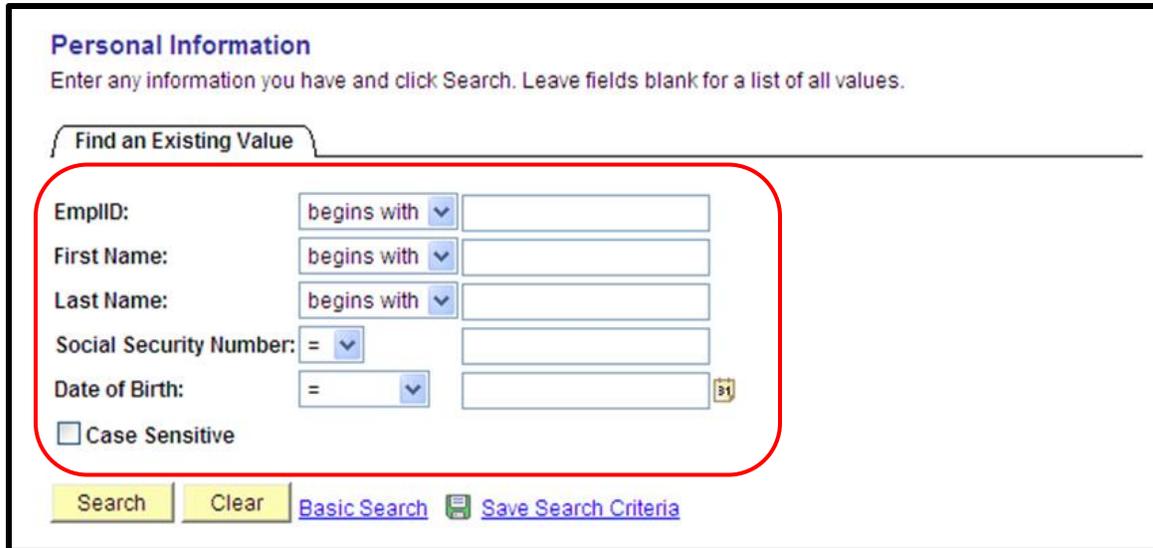
d) Adjudication Information (Required)

1. From the Non-Employee Processing menu, select **Adjudication Information**.



Figure 4: Person Model Adjudication Menu

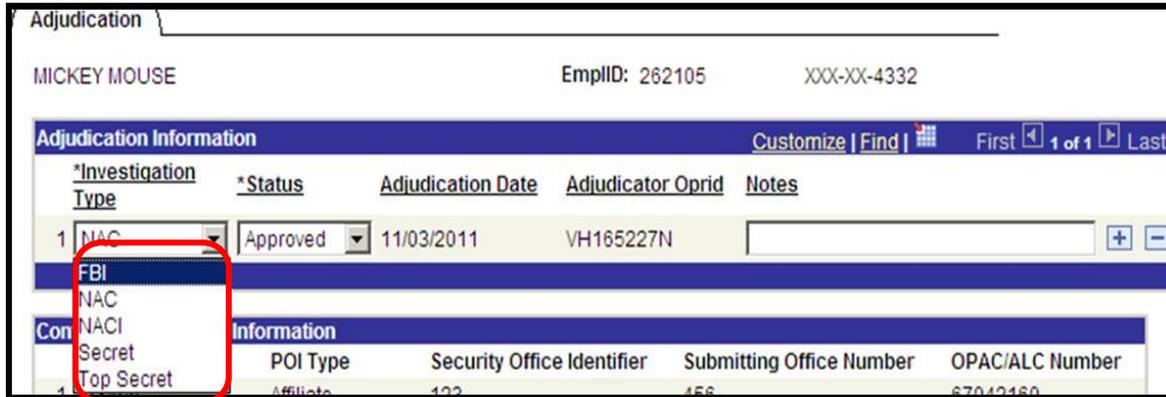
2. Use the search fields to locate the non-employee. Select the appropriate hyperlink at the bottom of the screen to enter Adjudication results.



The screenshot shows the 'Personal Information' search screen. At the top, it says 'Personal Information' and 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a tab labeled 'Find an Existing Value'. A red box highlights the search criteria fields: 'EmpID:' with a 'begins with' dropdown and a text input; 'First Name:' with a 'begins with' dropdown and a text input; 'Last Name:' with a 'begins with' dropdown and a text input; 'Social Security Number:' with an '=' dropdown and a text input; and 'Date of Birth:' with an '=' dropdown, a text input, and a calendar icon. There is also a 'Case Sensitive' checkbox. At the bottom, there are 'Search' and 'Clear' buttons, and two hyperlinks: 'Basic Search' and 'Save Search Criteria'.

Figure 5: Person Model Adjudication Search Screen

- On the Adjudication tab, select the **Investigation Type** and **Status**, and enter optional information in the **Notes** field.



*Investigation Type	*Status	Adjudication Date	Adjudicator OprID	Notes
1 NAC	Approved	11/03/2011	VH165227N	

Figure 6: Adjudication Screen Investigation Type

- **Investigation Type:** Use the drop-down list to select the appropriate investigation type. Options are FBI, NAC, NACI, Secret, and Top Secret.
- **Status:** Use the drop-down list to select the appropriate option. Options are Approved or Not Approved.

Note: Selecting “Not Approved” in the Status field has serious consequences in the HSPD-12 system, and will revoke a non-employee’s access to USDA facilities and systems. Please be sure to know, understand, and follow USDA business policy and standards for processing adjudication information.

- **Adjudication Date:** This date is pre-populated to reflect when the data was entered into the Person Model system. This field is masked and therefore does not permit data entry. The Adjudication Date will default to the current date.
- **Adjudicator OprID:** This field is pre-populated as the Person Model OprID for the person entering the adjudication information. This field is masked and therefore does not permit data entry. The Adjudicator OprID will default to the Person Model Adjudicator’s username
- **Notes:** This is an optional field for additional information about the adjudication.

4. Select the **Save** button.
5. To add another adjudication result, select the plus icon (+) to the right of the first row. Person Model will display a new row. Enter the new data as shown in Step 3, then select the **Save** button.



The screenshot shows the 'Adjudication' section of the Person Model Adjudicator Data Entry interface. At the top, it displays 'MICKEY MOUSE' and 'EmplID: 262105 XXX-XX-4332'. Below this is a table for 'Adjudication Information' with columns for Investigation Type, Status, Adjudication Date, Adjudicator Opid, and Notes. Two rows are shown: Row 1 has 'NACI' as the investigation type, 'Approved' as the status, '09/29/2011' as the date, 'NEISCL02' as the opid, and 'Received 9/27/11' as the note. Row 2 has 'Top Secret' as the investigation type, 'Approved' as the status, '09/29/2011' as the date, 'NEISCL02' as the opid, and an empty note field. Below the adjudication table is a 'Contract Assignment Information' table with columns for Number, POI Type, Security Office Identifier, Submitting Office Number, and OPAC/ALC Number. Two rows are shown: Row 1 has '123456' as the number, 'Affiliate' as the POI type, '123' as the identifier, '456' as the office number, and '67042160' as the OPAC/ALC number. Row 2 has 'ABC12345' as the number, 'Contractor' as the POI type, '1234' as the identifier, '4689' as the office number, and '9876541' as the OPAC/ALC number. At the bottom left, a 'Save' button is highlighted with a red box. Other buttons include 'Return to Search', 'Update/Display', 'Include History', and 'Correct History'.

Figure 7: Add Adjudication Results

Step 3: Enrollment and Activation

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



PERSON MODEL ADJUDICATOR DATA ENTRY GUIDE V1.1

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

