Person Model
Adjudicator Training

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Introduction

Welcome to the Person Model Adjudicator training. Identity management has become an important part of our homeland security and it directly affects you.

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

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

The USDA PIV Credential is called the LincPass. The USDA PIV-I Credential (called AltLinc) is an alternative to the LincPass and is designated for short-term personnel requiring limited access and working less than 6 months. As an Adjudicator, you will play a part in the process for non-Federal Employees to enroll for a LincPass/ AltLinc so they can access facilities and systems.
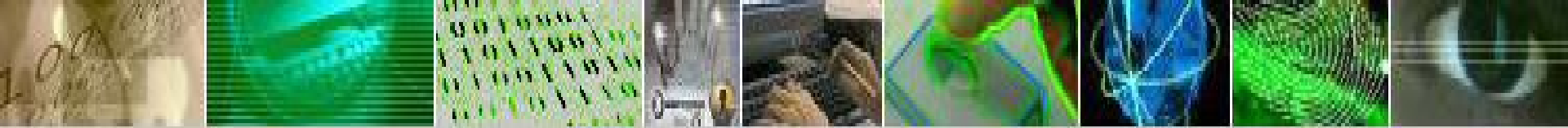
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HSPD-12 Mandate - Understanding USDA's credentials

➢ HSPD-12 mandates all Federal departments to implement a single, standard credential for access to both physical and logical assets.

➢ USDA's HSPD-12 compliant ID is called the LincPass, as it is designed to link a person's identity to an ID credential and the credential to a person's ability to physically and logically access federally controlled buildings and information systems, respectively.

➢ USDA's limited capability to credential its short-term Employee population requires the use of an alternative credential to the USDA LincPass. This alternative credential is a PIV-I credential called AltLinc and can be issued to short-term personnel (6 months or less) requiring limited IT and/ or physical access.
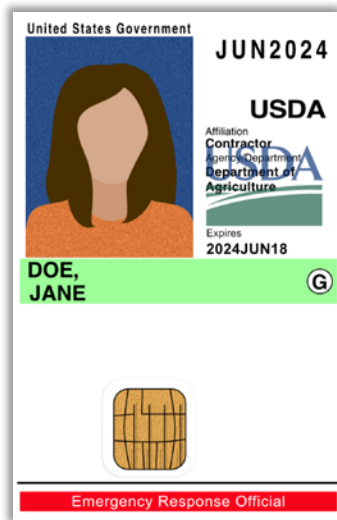
Note: For questions related to AltLinc policy, please contact the USDA Help Desk for a copy of the AltLinc Business Policy, Process and Procedure document. AltLinc was rolled out USDA wide in September 2019.
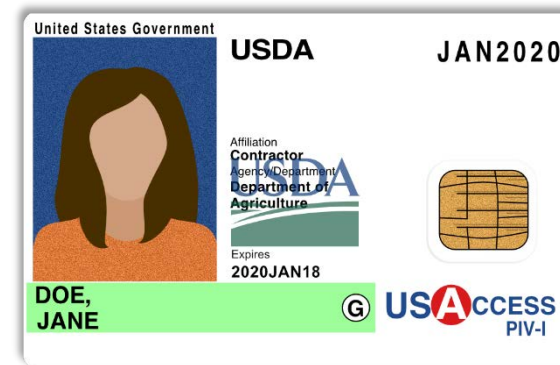
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HSPD-12 Mandate - Understanding USDA's credentials cont.

LincPass

✓ Vertical orientation
✓ Data retained in USAccess
✓ Requires NACI (minimum)
✓ Includes digital signature, encryption certificate and biometric data

AltLinc

✓ PIV-I credential
✓ Horizontal orientation
✓ Same cardstock as the LincPass card
✓ Data retained in USAccess
✓ Requires minimum of FBI fingerprint
✓ Includes digital signature, encryption certificate and biometric data

Non-Federal Employee Adjudication

This training covers the procedures for adjudicating non-Federal Employees in Person Model. A non-Federal Employee is person who provides a service to USDA but is not a Federal Employee. Many different types of non-Federal Employees support USDA.

Non-Federal Employees are adjudicated in Person Model. Person Model is USDA's authoritative database for storing and maintaining personnel identity records. In Person Model, there are five options to represent the various non-Federal Employee types:

- – Contactors
- – Affiliates
- – Fellows
- – Interns
- – Volunteers
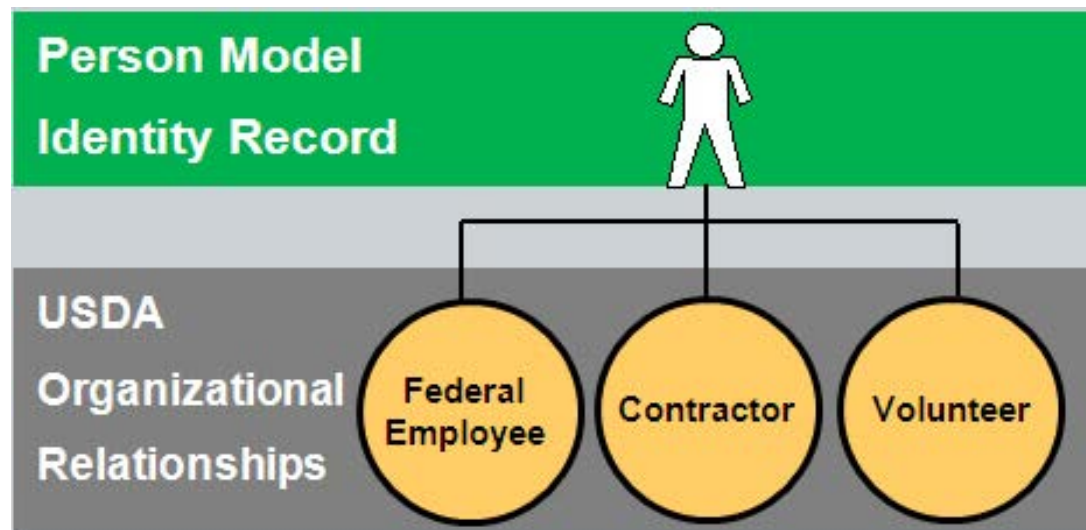
Separation of Duties

The FIPS 201 control objective that ensures separation of duties in the system plays an important part in the chain of trust and the security of the entire PIV program. The control objective enhances security by limiting powers.

Here are some examples of how this occurs in the USAccess system:

- Role Administrators cannot hold any other role. They cannot access their own record to assign a role.
- Only the Sponsor can edit a PIV record.
- A person can be a sponsor and an adjudicator, but cannot sponsor and adjudicate the same record

Authorizing an Applicant, registering his or her data, and issuing the Credential must be performed by persons occupying a variety of roles, adding a layer of quality checks during the entire process. Separation of duties such as these ensure that no single corrupt official in the process may issue a Credential with an incorrect identity or to a person not entitled to the Credential, making fraudulent use of the system much more difficult.
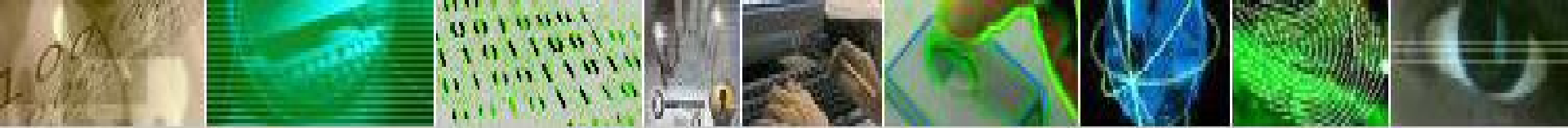
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Training Objectives

At the conclusion of this training, Person Model Adjudicators will be familiar with the following concepts and system functionalities related to non-Federal Employee adjudication:

- Module A: The Adjudicator Role

- Module B: Introduction to Person Model

- Module C: Person Model Navigation

- Module D: Person Information

- Module E: Non-Federal Employee Adjudication

For step-by-step instructions, please refer to the Person Model Adjudicator Guide on the USDA HSPD-12 website: http://lincpass.usda.gov/training.html.

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Module A: The Adjudicator Role

The next few screens provide an overview of the Adjudicator role and the Adjudicator's responsibilities.

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

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Module A: The Adjudicator Role – Part One

The Adjudicator must be a U.S. Government official. The Adjudicator is assigned to this role by the Agency Role Administrator in Person Model as well as the USAccess portal.

You *must* receive Adjudicator training and have an active sponsorship in USAccess before you can be assigned the Adjudicator role in Person Model and USAccess.

NOTE: If an Adjudicator is not properly designated in USAccess, adjudications performed in Person Model will be marked as <u>incomplete</u> in USAccess.

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Module A: The Adjudicator Role – Part Two

The Adjudicator is the individual authorized to record or update the status of adjudication results for a non-Federal Employee in Person Model.

A favorable adjudication result will initiate the PIV credential issuance process.

This training refers to the process of entering Background Investigation results into Person Model only.

Adjudicators should follow their agency procedures for processing and adjudicating background investigations (BIs).

Module A: The Adjudicator Role – Part Three

Please note: when you are granted the Adjudicator role in Person Model, you are also granted *read-only* access to the Person Information screens, as well as access to Person Model reports.

To begin adjudication duties in Person Model, you must meet the following prerequisites:

➢ **Person Model:**
- Be a Federal Employee
- Complete EmpowHR Adjudicator training in AgLearn
- Have a User ID and password for EmpowHR (Person Model is a module of EmpowHR)

➢ **USAccess:**
- Have a LincPass or, at a minimum, be sponsored for the LincPass
- Be designated as an Adjudicator in USAccess by your Agency Role Administrator
- Have a user ID and password for USAccess

➢ **Federal Employee Information:**
- Have BI results for the applicable non-Federal Employee

Please note: you must complete all training modules for all USDA authoritative systems for which you will be adjudicating personnel (Person Model and/ or EmpowHR) in AgLearn. You will also have a User ID and password for both EmpowHR/ Person Model and USAccess.

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Module A: The Adjudicator Role – Part Four

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

The minimum required investigation for an AltLinc credential (issued to short-term personnel requiring limited access for 6 months or less) is an FBI Fingerprint check.

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

When the background investigation (BI) is complete and a determination is made, the Adjudicator records the decision in Person Model.

To expedite card issuance, it is recommended that the Adjudicator enter results as they are returned. A LincPass may be issued with a successful fingerprint check while the full investigation (NACI or higher) is pending.

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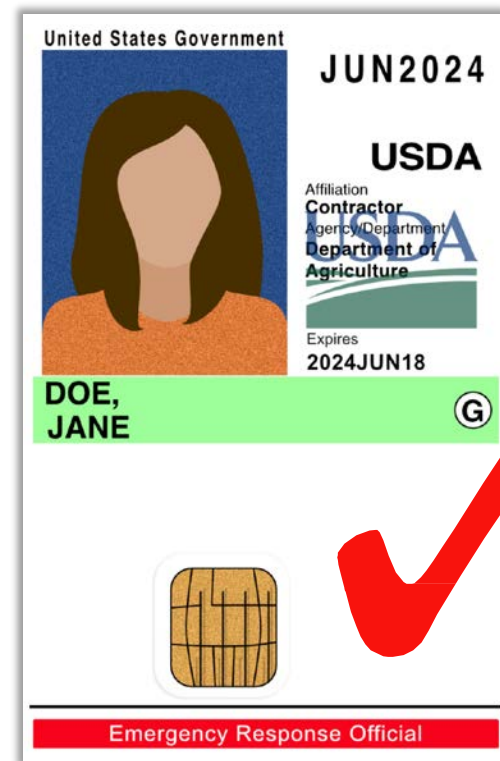
Module B: Introduction to Person Model

The next few screens provide an overview of the Person Model system. Only a Federal Employee may have access to Person Model.

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

Module B: Introduction to Person Model – Part One

Person Model, also known as Non-Employee Processing (NEIS), is a module within EmpowHR, 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 **Organizational Relationship** the person has with USDA.

For example, a USDA Federal Employee who works for NRCS may also be a Volunteer with the Forest Service. Alternatively, a person who previously performed under a contractual agreement with USDA as a Contractor may become a Federal Employee.

In Person Model, a non-Federal Employee is called a **Person of Interest (POI).**
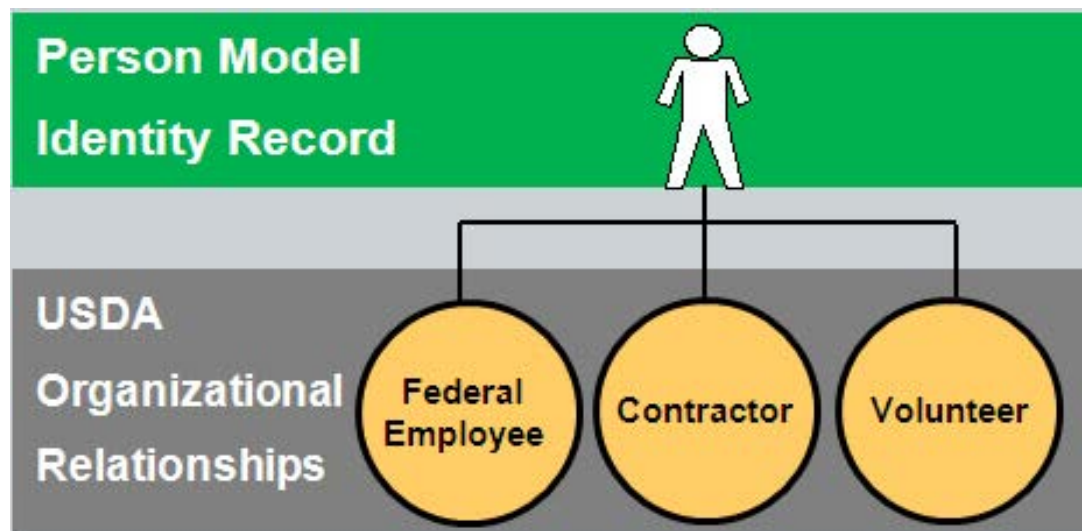
Module B: Introduction to Person Model – Part Two

Person of Interest (POI) Types

In Person Model, the Sponsor assigns each person a **Person of Interest (POI)** type. From there, the Sponsor assigns them to a **Contract** or **Grant/Agreement**.

Contractors are assigned to Contracts; all other non-Federal Employee types are assigned to a Grant/Agreement.

Contract → **• Contractor**

Grant/Agreement →
- Affiliate
- Fellow
- Intern
- Volunteer

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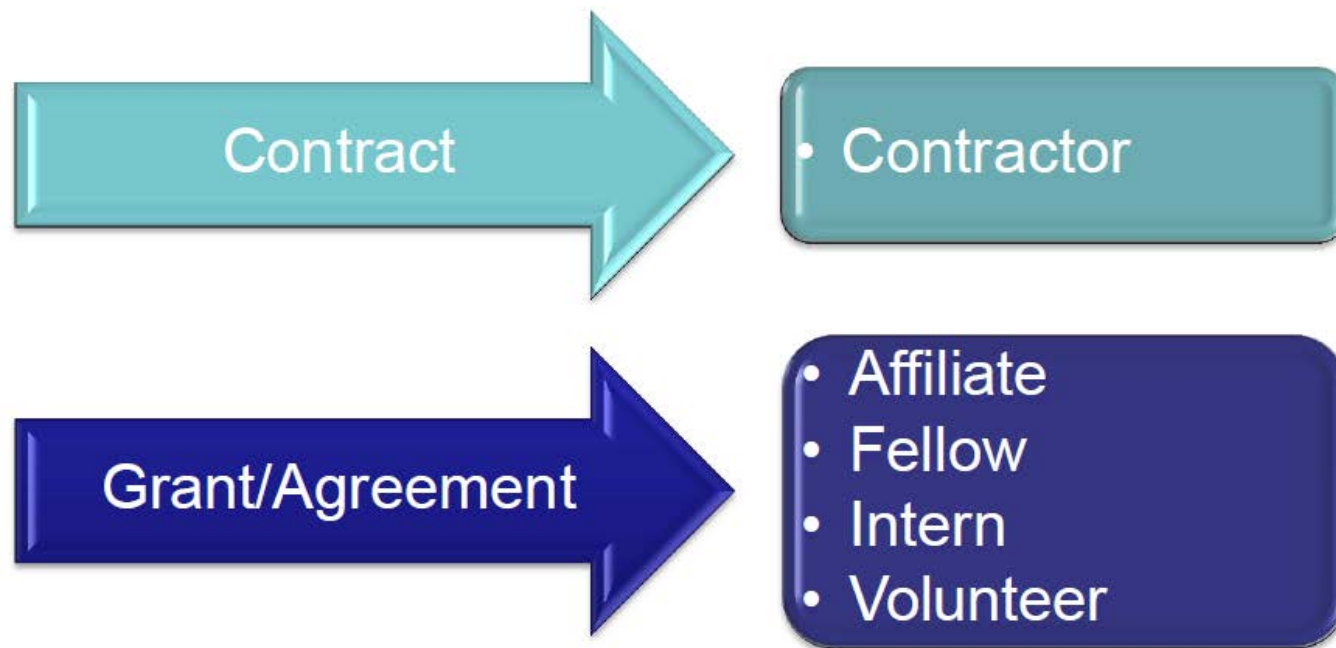
Module B: Introduction to Person Model – Part Three

Person Model vs. USAccess

Adjudicators must complete adjudication actions in Person Model. Person Model is a module of EmpowHR, which has a direct connection to USAccess and feeds identity, sponsorship and adjudication information to USAccess for subsequent card actions.

A change to any data element in Person Model stored in USAccess triggers an update, including identity attributes or adjudication information. Data is fed from Person Model to USAccess daily at 7 am CST.

Identity information, such as:
- Last Name
- Date of Birth
- Home Address

Adjudication information, such as:
- Fingerprint results
- BI results
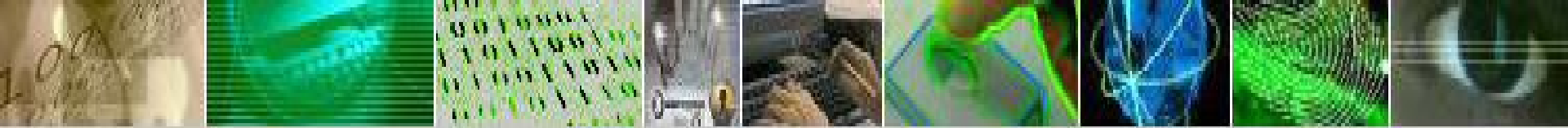
Card-related functions, such as:
- Submitting background investigations to OPM

Oversight functions, such as:
- Reporting

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Module B: Introduction to Person Model – Part Four

Once data flows over from Person Model to USAccess, non-Federal Employees will receive the following credential types:

- Non-Federal Employees who are sponsored for a LincPass (i.e. personnel working for more than 6 months and/ or requiring non-limited access) will receive a LincPass as detailed in the top image.

- Short- term non-Federal Employees, Affiliates, Fellows, Interns and Volunteers who required limited IT and/ or physical access and will be working for less than 6 months will be sponsored for an AltLinc card that has a horizontal presentation, as shown in the image on the bottom.

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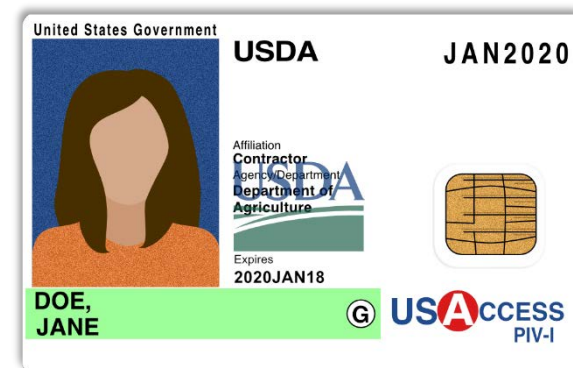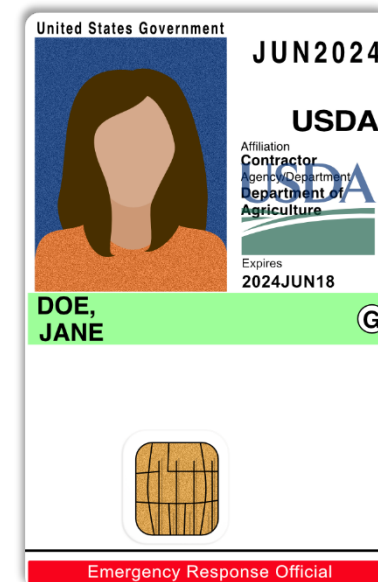
Module B: Introduction to Person Model – Part Five

Below is an overview of the process to credential non-Federal Employees. A **green** process shape indicates the step is completed in **Person Model**. A **gray** process shape occurs in **USAccess**.

Legend

Occurs in Person Model

Occurs in USAccess

- *Steps 1-4 may be completed by Data Entry Personnel.*
- *Adjudication (5) should occur independently of sponsorship by a designated Adjudicator.*
- *Sponsorship (6) must be completed by a designated Sponsor.*
- *Sponsorship, Enrollment, and Adjudication must be completed to move to Issuance/Activation.*

1. Company/ Organization (optional)
2. Contract/ Grant/ Agreement
3. Person Information
4. Assignment
5. Adjudication
6. Sponsorship
7. Enrollment
8. Issuance
9. Activation
10. Maintenance

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Module B: Introduction to Person Model – Part Six

Person Model: USDA's authoritative database for non-Federal Employees

Do **NOT** enter data directly into USAccess

Person Model data sent to USAccess for credentialing; links to eAuth and Active Directory

Identity Information is linked to the credential

Non-Feds can use LincPasses/ AltLinc cards for logical and physical access

Entering data in USAccess prohibits Person Model data changes from updating USAccess

Entering data directly into USAccess requires *extra work* for the Sponsor to re-enter/ correct data in Person Model

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Module C: Person Model Navigation

The next few screens show you how to log into Person Model and navigate throughout the system. Only a Federal Employee may have access to Person Model.

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

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Module C: Person Model Navigation – Part One

The next few slides explain the basic features of Person Model navigation and data entry, including:

- Logging in
- Non-Employee Processing menu
- Links and icons
- Search records
- Tabs
- Drop-down lists
- Hyperlinks
- Saving and editing records
- Error messages

Module C: Person Model Navigation – Part Two
Logging In

Open a web browser to the following address: https://usda.empowhr.gov/

A warning screen will display. Review the message, then sign in to EmpowHR using eAuth and your LincPass card.

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Module C: Person Model Navigation – Part Three

Click on the **Non-Employee Processing** link from the left-side navigational menu.

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Module C: Person Model Navigation – Part Four

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.

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.
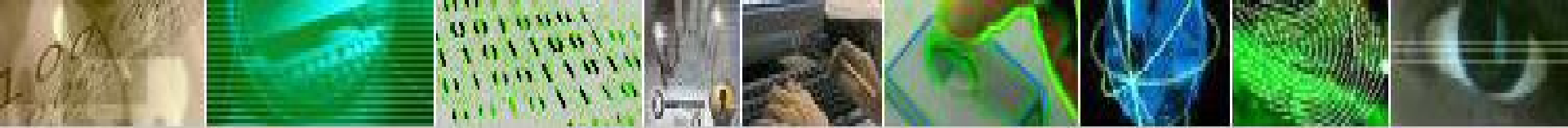
Module C: Person Model Navigation – Part Five

Non-Employee Processing

Person Model Reports
Person Model Reports
- Location Report
- Non Employee Process
- Non Employee Summary Report
- Period of Performance Report

Person Information
Modify a person's basic information, such as name and contact information.

Add a New Relationship
Attach a new person-of-interest type to an existing person.

Maintain a Persons Assignment
Maintain the information for a person-of-interest without jobs.

Person Organizational Summary
View a summary of all the organizational relationships for a person.

Company/Organization
Company/Organization

Contract Information
Contract Information

Non Employee Information
Non Employee Information

Adjudication Information
Adjudication Information

You should have access to all/some of the Non-Employee Processing links in the above screenshot.

To perform actions in Person Model, click the corresponding **icon** in the center of the page.

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Module C: Person Model Navigation – Part Six

Searching and filtering records

Personal Information

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

Find an Existing Value | Add a New Value

▼ **Search Criteria**

Empl ID: [begins with ▼] [　　　　　]
First Name: [begins with ▼] [　　　　　]
Last Name: [begins with ▼] [　　　　　]
Social Security Number: [= ▼] [　　　　　]
Date of Birth: [= ▼] [　　　　　] 📅

☐ **Include History** ☐ **Correct History** ☐ **Case Sensitive**

[Search] [Clear] Basic Search 💾 Save Search Criteria

Find an Existing Value | Add a New Value

Click on the **Find an Existing Value** tab and enter search terms in any of the **boxes** available to narrow your results.

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Module C: Person Model Navigation – Part Seven

Searching and filtering records

If the search terms entered do not yield any results, a message will appear at the bottom of the page saying "**No matching values were found**."

Module C: Person Model Navigation – Part Eight

Searching and filtering records

Note: If the search yields multiple records that match the search criteria, only the first 300 records will be displayed. Select the applicable hyperlink from the list of search results to view the detailed record.

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Module C: Person Model Navigation – Part Nine

Tabs

Several screens in Person Model use **tabs** to separate pages. Click on the appropriate tab to enter information on that page.

Module C: Person Model Navigation – Part Ten

Drop-down lists

Many fields include **drop-down lists** from which you can select a pre-populated option. Click the arrow on the right of the field to select an option from the list.

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Module C: Person Model Navigation – Part Eleven

Hyperlinks

Click on **hyperlinks** to be directed to another page.

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Module C: Person Model Navigation – Part Twelve

Save and Correct History

Select the **Save** button to save information you have entered.

Select the yellow **Correct History** button on the bottom right to make any changes to a saved record.

Contract/Grant/Agreement Information

Type:	Contract
*Number:	
Contract Description:	
*Sub Agency:	03 🔍
*Period of Performance Start Date:	09/21/2011
*Period of Performance End Date:	12/31/2022
USDA POC:	🔍
Security Office Identifier:	
Submitting Office Number:	
OPAC/ALC Number:	
Notes:	Collaborator

Company/Organization Information

DUNS:	🔍
Company/Organization Name:	🔍
Address Line 1:	
Address Line 2:	
City:	
State:	
Postal Code:	Country:
Phone Number:	Contact Name:

[Save] [Return to Search] [Previous in List] [Next in List] [Notify] [Add] [Update/Display] [Include History] [Correct History]

Module C: Person Model Navigation – Part Thirteen

Error Messages

When performing certain functions or entering information in Person Model, you may receive an error message in a pop-up window. The error may be related to incorrect format for data entered, a required field left incomplete, or another conflict.

Follow the instructions in the error message to correct the issue, or call the USDA HSPD- 12 Help Desk if you are unclear about what the message is telling you.

Message

Cannot change current or history records unless in Correction mode. (15,1)

You have attempted to change a record that is effective dated, and the record contains an effective date that makes it either the current record or a historical record. Either use the Add (+) button to create a new record with a future effective date, or change your mode to Correction.

OK

Message

The highlighted field is required. You must enter a value for it before proceeding. (15,54)

The specified field is required but does not have a value.

OK

Module D: Person Information

The next few screens show you how to view Person Information, including Biographical Details and Contact Details. This may be helpful to Adjudicators in verifying the identity of the person you are adjudicating. You may also use this functionality to look up biographical or contact information for the non-Federal Employee.

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

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Module D: Person Information – Part One

Non-Employee Processing

Person Model Reports
Person Model Reports
- Location Report
- Non Employee Process
- Non Employee Summary Report
- Period of Performance Report

Person Information
Modify a person's basic information, such as name and contact information.

Add a New Relationship
Attach a new person-of-interest type to an existing person.

Maintain a Persons Assignment
Maintain the information for a person-of-interest without jobs.

Person Organizational Summary
View a summary of all the organizational relationships for a person.

Company/Organization
Company/Organization

Contract Information
Contract Information

Non Employee Information
Non Employee Information

Adjudication Information
Adjudication Information

Select the **Person Information** icon. This will direct you to the Person Information main menu. From here you will have read-only access to Biographical Details and Contact information.

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Module D: Person Information – Part Two

Personal Information

Enter any information you have and click Search. Leave fields blank for a

| **Find an Existing Value** | Add a New Value |

▼ **Search Criteria**

Empl ID:	begins with ▼	
First Name:	begins with ▼	
Last Name:	begins with ▼	
Social Security Number:	= ▼	
Date of Birth:	= ▼	📅

☐ Include History   ☐ Correct History   ☐ Case Sensitive

| Search | Clear | Basic Search | 💾 Save Search Criteria |

To search for an existing Person Information record, select the **Find an Existing Value** tab. Use the drop down list to select one of the available search criteria. You may search by **EmplID**, **First Name**, **Last Name**, **Social Security Number**, or **Date of Birth**. Enter the search terms and click **Search**. Select the applicable hyperlink from the list of search results. You may also select Advanced Search for a Boolean search.

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Module D: Person Information – Part Three

Select the **Biographical Details** tab to view the biographical information.

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Module D: Person Information – Part Four

Select the **Contact Details** tab to view additional contact information**.**

Module E: Non-Federal Employee Adjudication

The next few screens show you how to create a non-Federal Employee adjudication record in Person Model. Only a Federal Employee designated as an Adjudicator may create or edit non-Federal Employee adjudication records in the system.

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

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Module E: Non-Federal Employee Adjudication – Part One

Select **Non-Employee Processing**, then select **Adjudication Information** from the drop-down menu.

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Module E: Non-Federal Employee Adjudication – Part Two

From here, you can search for non-Federal Employee records ready for adjudication.

Use the drop-down list to select one of the available search criteria (EmplID, First Name, Last Name, Social Security Number, or Date of Birth), enter the search terms, and click "Search."

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Module E: Non-Federal Employee Adjudication – Part Three

Select the applicable hyperlink in the **EmplID** column from the list of search results.

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Module E: Non-Federal Employee Adjudication – Part Four

Investigation Type: Use the drop-down list to select the investigation type. If the non-Federal Employee has received a security clearance, enter the highest clearance completed.

Note: The minimum requirement for HSPD-12 credentials is a NACI. At a minimum, non-Federal Employees must complete and submit paperwork for their BI (or enter and submit via e-QIP) and complete a fingerprint check to enroll.

Module E: Non-Federal Employee Adjudication – Part Five

Status: Use the drop-down list to select the appropriate option*: "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-Federal 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.

Module E: Non-Federal Employee Adjudication – Part Six

Adjudication Date: This field is masked and therefore does not permit data entry. The Adjudication Date will default to the current date when results were entered.

Adjudicator OprId: This field is masked and therefore does not permit data entry. The Adjudicator OprId will default to the Person ModelAdjudicator's username.

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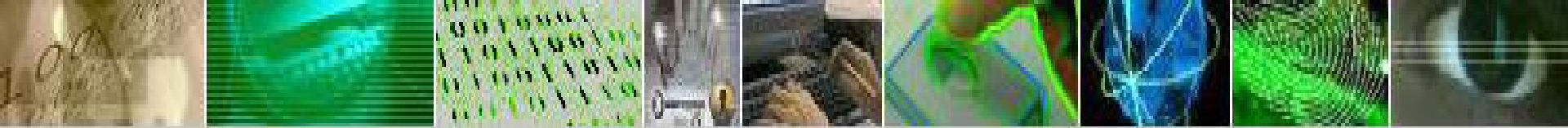
Module E: Non-Federal Employee Adjudication – Part Seven

Additional notes about the investigation may be entered in the Notes field.

Add a New Row: If a non-Federal Employee obtains an additional level of clearance, you may record it in Person Model in an additional row. To add a new row, click the plus sign button at end of any row. Follow steps on slides 42 - 45 to add the new clearance information.

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Module E: Non-Federal Employee Adjudication – Part Eight

Note: The **Security Office Identifier** (SOI), **Submitting Office Number** (SON), and **OPAC/ALC Number** are populated at the bottom of the non-Federal Employee's adjudication record. These fields are pre-populated based on the information entered for each of the Contracts, Grants or Agreements assigned to the non-Federal Employee.

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Module E: Non-Federal Employee Adjudication – Part Nine

Click the **Save** button. The Person Model Adjudication results have now been successfully recorded for the non-Federal Employee.

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Module E: Non-Federal Employee Adjudication – Part Ten

Upon Completion of Person Model Adjudication

- Once adjudication results have been recorded in Person Model, the records will be sent automatically to the USAccess credentialing system.

- The applicant will receive an enrollment notification and instructions to schedule their enrollment using the GSA Scheduling Tool. The applicant should follow instructions in the email to schedule his/her appointment.

- Note: The Sponsor should follow up to ensure receipt of the enrollment email and resend in USAccess as needed.

- After enrollment and entry of a favorable fingerprint result in Person Model, the LincPass/ AltLinc is printed and shipped.

- The applicant will receive notification via email that the LincPass/ AltLinc is ready to be picked up and activated. The applicant will schedule his/her appointment using the GSA Scheduling Tool.

- The applicant will pick up and activate his/her own LincPass.

Resources - Part One

Person Model Reports

The Person Model Report Service allows system users to check non-Federal Employee status to determine where non-Federal Employees are in the LincPass/ AltLinc sponsorship and adjudication process. The report can also be used to troubleshoot issues with specific non-Federal Employee records. All users have access to Person Model reports through the Person Model Reports icons.

Reports include a Location Report, Non-Employee Process Report, Period of Performance Report, and a Summary Report. Refer to the Person Model Reports Guide on the LincPass Website for detailed instructions on using this reporting utility.

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Resources – Part Two

USAccess

From time to time, you may need to complete certain actions in USAccess. It is also advised to take advantage of USAccess reports, such as the Applicant Status Report (ASR), to track credentialing progress for those you have adjudicated.

For technical issues with accessing the USAccess, Sponsor or Reports Portal, please contact the USAccess Help Desk at 1-866-493-8391 or usaccess.helpdesk@perspecta.com.

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Resources – Part Three

For more information on LincPass/ Altlinc applicability, please see the USDA Departmental Manual (DM) 4620-002 via the following link: http://lincpass.usda.gov/ref_lincpass.html

Additional information and training materials on HSPD-12 at USDA can be located at: https://lincpass.usda.gov/training.html.

For any additional support about instructions in this guide or issues with records processing, please contact the USDA HSPD-12 Help Desk:

Toll Free Telephone: 833-682-4675
Email: USDAHSPD12help@dm.usda.gov

For technical issues with accessing or generating the USAccess ASR, please contact the USAccess Help Desk at 1-866-493-8391 or usaccess.helpdesk@perspecta.com.

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