Person Model
Sponsor and Data Entry Training

LincPass
simple. smart. secure.

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Introduction

Welcome to the Person Model Sponsor and Data Entry 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 a Sponsor 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 a Sponsor, 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.

HSPD-12 Mandate - Understanding USDA's credentials - One

➢ 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.
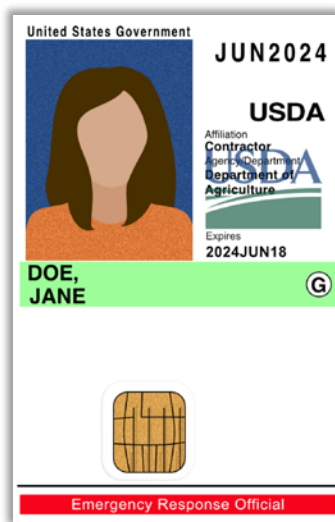
Note: For questions related to AltLinc policy, please contact the USDA Help Desk for a copy of the AltLinc Business Policy, Process and Procedure document. AltLinc was rolled out USDA wide in September 2019.
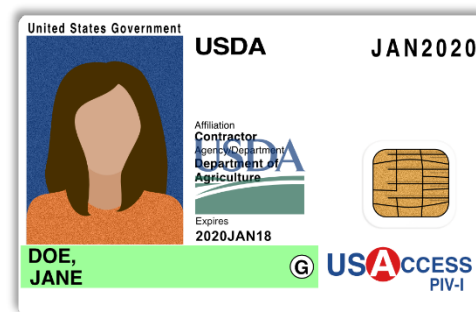
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HSPD-12 Mandate - Understanding USDA's credentials - Two

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
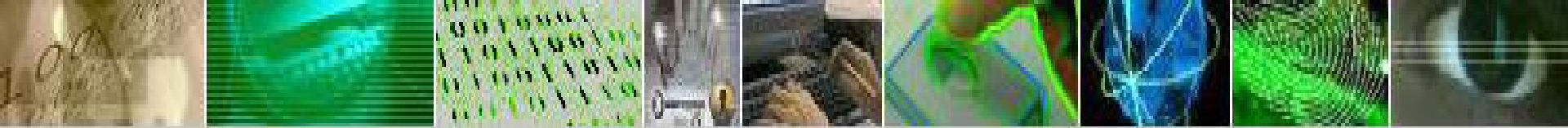
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Non-Federal Employee Sponsorship

The purpose of this training is to provide an overview of features and functionality for the Sponsor role, and to clarify processes so Sponsors can assist USDA in meeting card issuance goals. This training covers the procedures for sponsoring non-Federal employees for a LincPass/ AltLinc. 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 sponsored in Person Model. Person Model is USDA's authoritative database for storing and maintaining personnel identity records for non-Federal Employees. In Person Model, there are five options to represent the various non-Federal Employee types:

- – Contactors
- – Affiliates
- – Fellows
- – Interns
- – Volunteers

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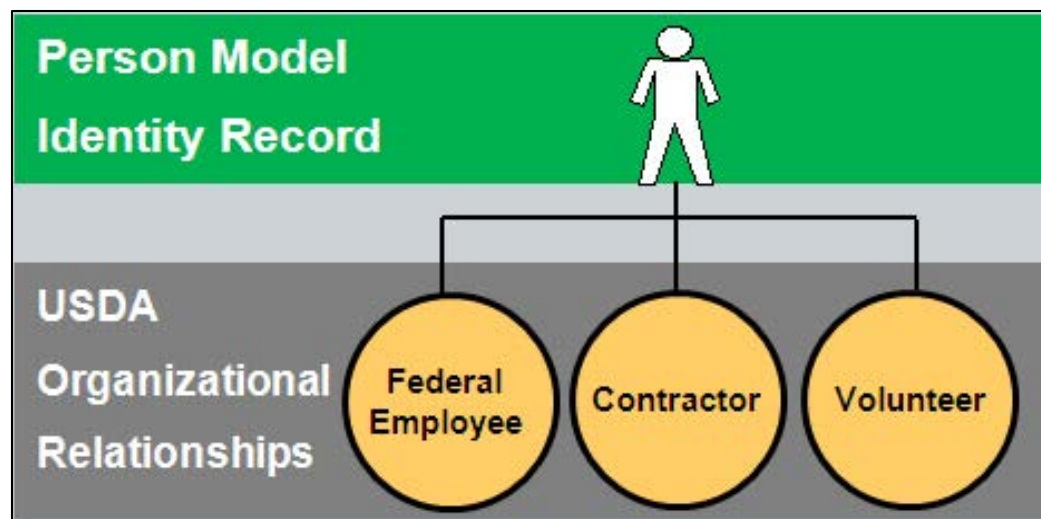
Separation of Duties

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 in the issuance chain (i.e. they are allowed to have a Report Viewer and/ or CIT Operator role). They cannot access their own record to assign a role.
- Only the Sponsor can edit a PIV record (Note: however, changes made in Person Model can overwrite PIV record details in USAccess)
- 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.
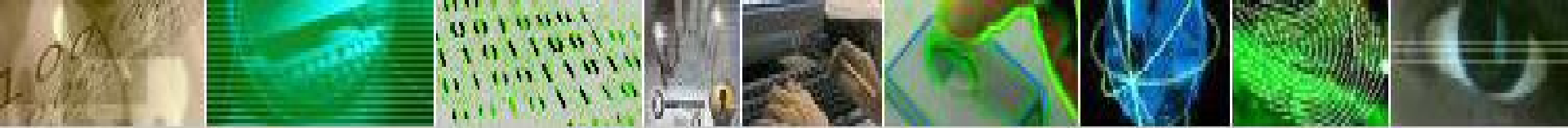
Training Objectives

At the conclusion of this training, Person Model Sponsors and Data Entry Personnel will be familiar with the following concepts and system functionalities related to non-Federal Employee sponsorship:

- Module A: The Sponsor Role

- Module B: Introduction to Person Model

- Module C: Person Model Navigation

- Module D: Company/Organization

- Module E: Contract, Grant or Agreement

- Module F: Person Information

- Module G: Assignment and Sponsorship

- Module H: Additional Person Model Features

- Module I: Additional Sponsor Resources

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

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Module A: The Sponsor Role

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

You must follow USDA business policy and standards for sponsorship. 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 Sponsor Role - One

The Sponsor must be a U.S. Government official; non-Federal Employees are not permitted to hold the role. The Sponsor is assigned to this role by the Agency Role Administrator in the USAccess portal.

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

Please note: If a Sponsor is not designated in USAccess, sponsorships performed in Person Model will be marked as <u>incomplete</u> in USAccess.

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Module A: The Sponsor Role - Two

The Sponsor is responsible for *ensuring data* for non-Federal Employees *is entered* for sponsorship in Person Model.

Since the Sponsor role is a collateral duty for many, ***data entry duties may be delegated*** to another person who holds the Data Entry role. However, Sponsorship must be performed by an official Sponsor.

When requesting access to Person Model, you can request:
- Data Entry role
- Sponsor role
- Both Data Entry and Sponsor roles

Sponsor personnel must:
- Have a LincPass
- Complete Person Model Sponsor training
- Obtain Person Model data entry access

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Module A: The Sponsor Role - Three

To begin Sponsorship duties, you must meet the following prerequisites:

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

- ➢ **USAccess** *(not required for Data Entry Personnel)***:**
  - Have a LincPass
  - Complete the Sponsor Post-Sponsorship Training in *AgLearn*
  - Be designated as a Sponsor in USAccess by your Agency Role Administrator
  - Have a User ID and password for USAccess

- ➢ **Non-Federal Employee Information:**
  - Have Personally Identifiable Information (PII) for the non-Federal Employee
  - Have a contract/grant/agreement number and period of performance dates

Please note: you must complete all training modules for all USDA authoritative systems for which you will be sponsoring personnel (Person Model and/ or EmpowHR) in AgLearn as well as complete the Sponsor Post-Sponsor Training (in AgLearn) which details all of the functions you need to perform in USAccess. Once you are designated as a Sponsor, you will have a User ID and password for both EmpowHR/ Person Model and USAccess.

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Module A: The Sponsor Role - Four

The following is an overview of the Non-Federal Employee Sponsor's duties:

1. Determine an Applicant's need for a PIV credential
2. Initiate the sponsorship process
3. Perform or validate data entry in Person Model
4. Sponsor non-Federal Employees in Person Model
5. Ensure non-Federal Employees obtain a LincPass/ AltLinc
6. Maintain current information in Person Model
7. Ensure that all updates to the Applicant's records are accurate
8. Change any Applicant's employment status, which may result in card suspension or revocation
9. Request a PIV credential reissue
10. Reprint a new card for existing credential holders
11. Initiate requests for re-enrollments for current or previous credential holders
12. Resend system emails to Applicants as needed

We will discuss these duties in more detail on the next slide.

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Module A: The Sponsor Role - Five

Sponsor Duties

The Sponsor's duties begin with the following tasks:

1. Initiate the Sponsorship Process:
   Identify non-Federal Employees who require a LincPass/ AltLinc.

2. Validate Data Entry:
   Ensure completion of **data entry** required for LincPass/ AltLinc issuance in Person Model. **Identify** non-Federal Employees who require a LincPass/ AltLinc.

3. Sponsor non-Federal Employees:
   Sponsor applicants in Person Model. This means selecting the appropriate **Card Type** and entering **Card Shipping Information**.

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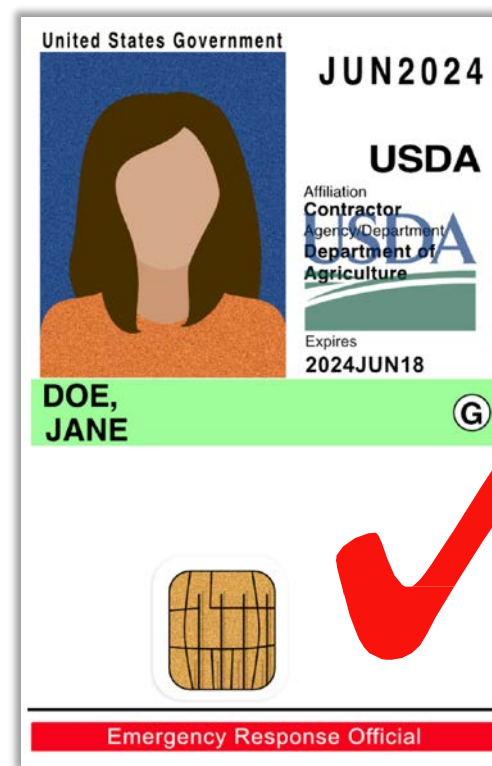
Module A: The Sponsor Role - Six

Sponsor Duties, cont'd.

Sponsors also provide oversight of credentialing by sending reminders, performing record updates or running reports as needed.

4. Ensure non-Federal Employees obtain a LincPass/ AltLinc: Ensure applicants obtain and **activate their LincPass/ AltLinc** in a timely manner.

5. Maintain Data in Person Model:
    Update Person Model with any new information, such as updating periods of performance or recording name changes or updating card shipping addresses for applicants.

6. Perform Sponsorship Duties in USAccess:
    Perform functions in USAccess as needed, such as requesting card reprints/reissues, resending email notifications, or running reports.

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Module A: The Sponsor Role - Seven

As part of the Sponsor's responsibilities, they must determine the type of credential a person requires prior to sponsorship. Sponsor's should use the USDA Credential Matrix/ Risk Assessment to determine the type of credential that an applicant requires.

To determine policy details related to requirements for a LincPass vs. an AltLinc credential, please refer to the DR and DM on the HSPD-12 website: https://hspd12.usda.gov/ref_lincpass.html as well as the published AltLinc Business Policies, Processes and Procedures document. Please reach out to the USDA HSPD-12 Help Desk if you should need a copy of the AltLinc Business Policies, Processes and Procedures document.

USDA Credential Matrix

ACCESS RIGHTS	LINCPASS	ALTLINC	SITE BADGE	VISITOR BADGE	NO BADGE
RESTRICTED IT (REGARDLESS OF ANY OTHER ACCESS OR TERM OF EMPLOYMENT)	✓				
RESTRICTED PHYSICAL (REGARDLESS OF ANY OTHER ACCESS OR TERM OF EMPLOYMENT)	✓				
LIMITED IT / LIMITED PHYSICAL < 6 MONTHS (BADGE DETERMINED BY AGENCY)*		✓			
LIMITED IT / LIMITED PHYSICAL > 6 MONTHS (BADGE DETERMINED BY AGENCY)	✓				
LIMITED IT / NO PHYSICAL < 6 MONTHS (WORK OFF-SITE)*		✓			
LIMITED IT / NO PHYSICAL > 6 MONTHS	✓				
NO IT / LIMITED PHYSICAL < 6 MONTHS*		✓			
NO IT / LIMITED PHYSICAL > 6 MONTHS	✓				
NO IT / UNACCOMPANIED PHYSICAL ACCESS			✓		
NO IT/ ACCOMPANIED PHYSICAL ACCESS				✓	
NO IT/ NO PHYSICAL					✓

* For individuals who require access rights for less than 6 months, this is an agency determination that is dependent on access to systems and/ or facilities.

ACCESS TYPE	ACCESS DESCRIPTION
RESTRICTED IT ACCESS	✓ ELEVATED PRIVILEGES FOR SENSITIVE OR MISSION CRITICAL APPLICATIONS ✓ ACCESS TO APPLICATIONS BEYOND THOSE CONSIDERED LIMITED
LIMITED IT ACCESS	✓ ACCESS LIMITED TO ONLY USDA EMAIL, T&A APPLICATION, AGLEARN, & GOVTRIP
RESTRICTED PHYSICAL ACCESS	✓ UNACCOMPANIED ACCESS TO USDA FACILITIES
LIMITED PHYSICAL ACCESS	✓ UNACCOMPANIED ACCESS TO GENERAL COMMON AREAS AND WORKSPACE ONLY

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Module B: Introduction to Person Model

The next few screens provide an overview of the Person Model 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 B: Introduction to Person Model - 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 for non-Federal Employees. Person Model maintains a *single identity record* for each person, and tracks the history of each **Organizational Relationship** the person has with USDA over time.

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).**

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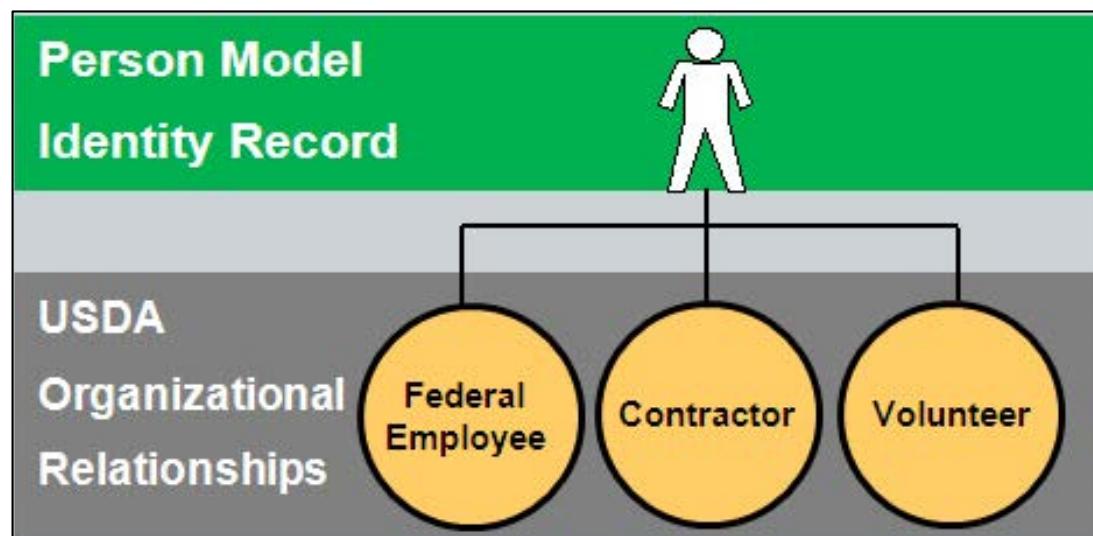
Module B: Introduction to Person Model - Two

Sponsors must complete sponsorship actions for non-Federal Employees 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.

Whenever an Employee's sponsorship related information changes, Sponsors must complete sponsorship actions for Federal and non-Federal Employees in the authoritative HR System (EmpowHR/ Person Model) and **NOT USAccess**.

A change to any data element in Person Model stored in USAccess triggers an update, including identity attributes or sponsorship 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

Sponsorship information, such as:
- Card Type
- Card Shipping Address code
- FERO designation

Card-related functions, such as:
- Reprints
- Reissues

Oversight functions, such as:
- Reporting

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Module B: Introduction to Person Model - Three

LincPass/ AltLinc

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 with a horizontal presentation, as shown in the image on the bottom.

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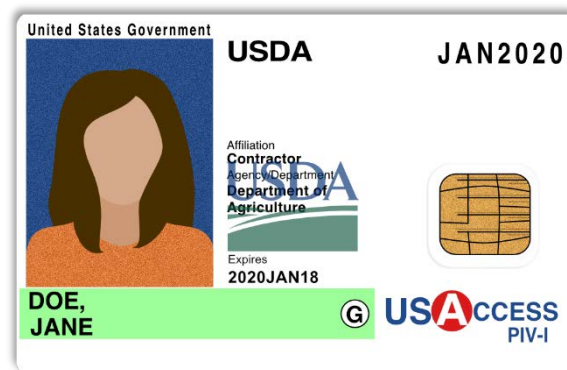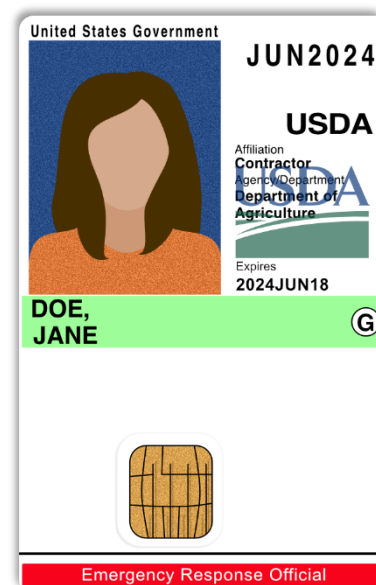
Module B: Introduction to Person Model - Four

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**.

- *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.*
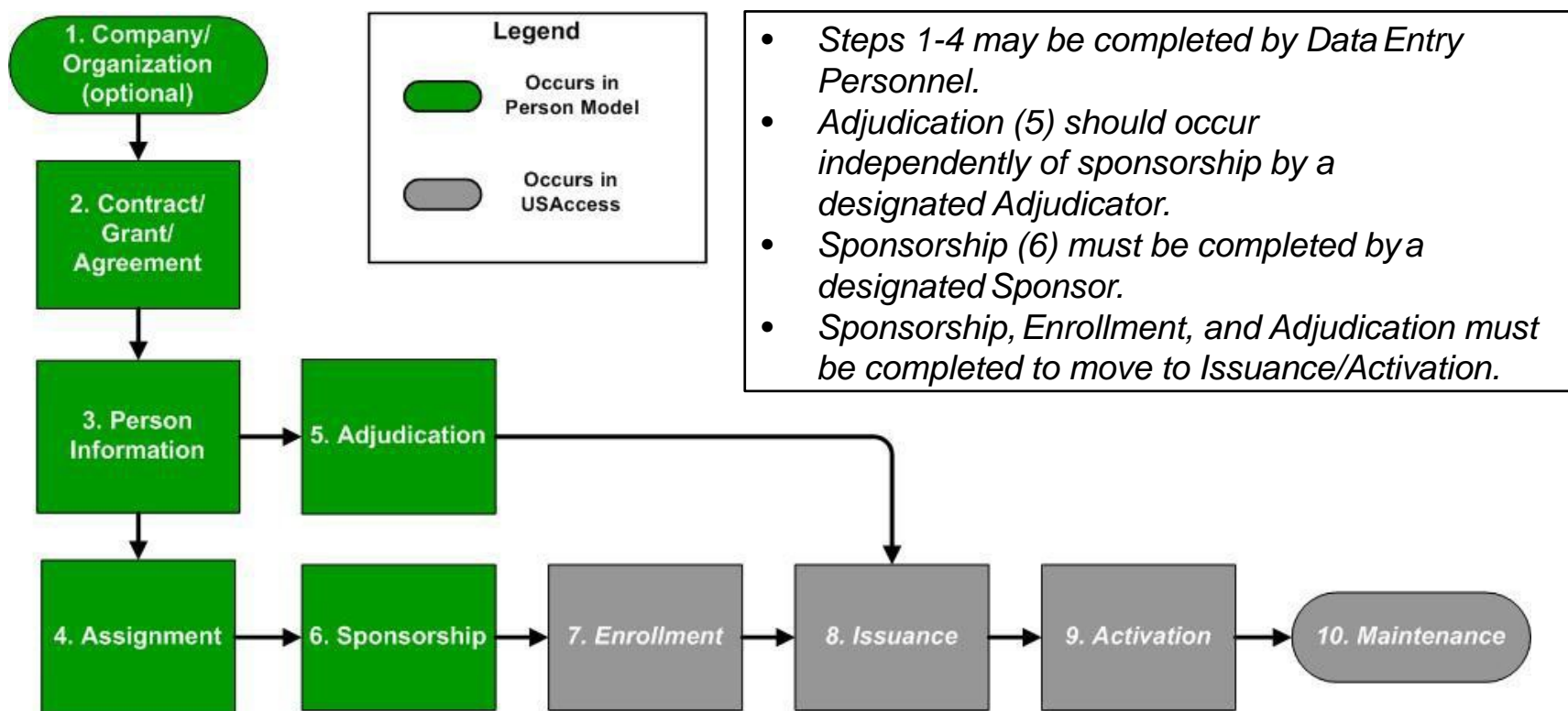
Module B: Introduction to Person Model - Five

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.

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 - 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
- Add record
- Tabs
- Drop-down lists
- Required fields
- Hyperlinks
- Date fields/calendars
- Lookup feature/magnifying glass
- Saving and editing records
- Error messages

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Module C: Person Model Navigation - 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.

Module C: Person Model Navigation - Three

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

Module C: Person Model Navigation - Four
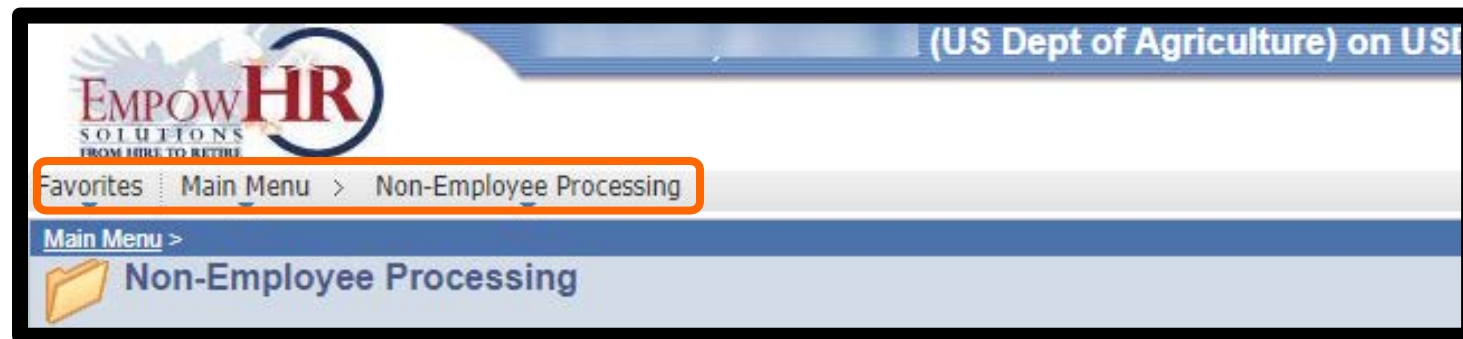
Navigation Tip

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.

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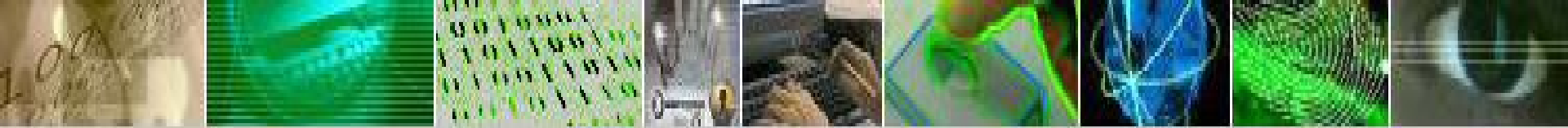
Module C: Person Model Navigation - Five

Navigation Tip

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.

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Module C: Person Model Navigation - Six

Navigational Menu

You should have access to all/some of the Non-Employee Processing **links** in the above screenshot depending on your role(s). *Note:* Sponsors who also have Data Entry capabilities will have full read/write/edit access to Person Information screens.

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 - Seven

Searching and filtering records

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 - Eight

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**."

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Module C: Person Model Navigation - Nine

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.

Module C: Person Model Navigation - Ten

Adding new records

To **add** new records to the system, first click on the **Add a New Value** tab in the **Person Information** window, then click the add **Add** button.

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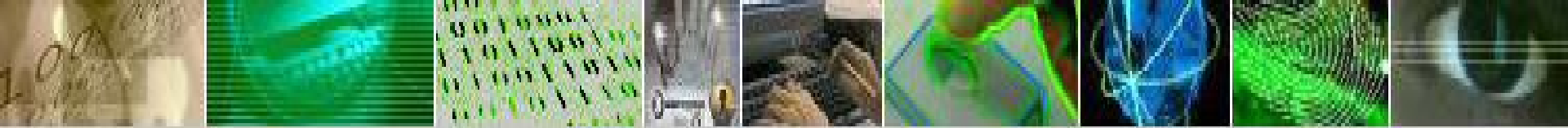
Module C: Person Model Navigation - Eleven

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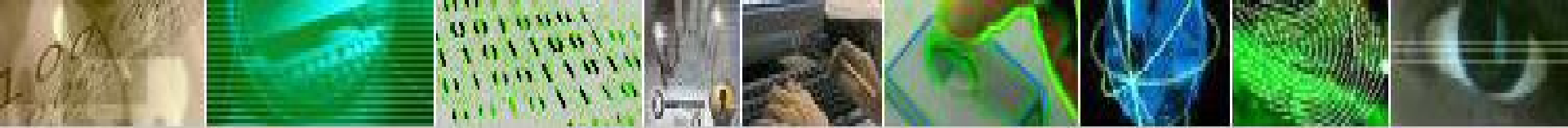
Several screens in Person Model use **tabs** to separate pages. Click on the appropriate tab to enter information on that page.

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Module C: Person Model Navigation - Twelve

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 - Thirteen

Required fields

Required fields are marked by an **asterisk** (*); the record cannot be created unless all of the required fields are completed.

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Module C: Person Model Navigation - Fourteen

Hyperlinks

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

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Module C: Person Model Navigation - Fifteen

Calendars

Date fields can be entered **manually** (mm/dd/yyyy), or you can click on the **calendar** icon to select a date from a pop-up calendar.

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Module C: Person Model Navigation - Sixteen

Lookup feature

Use the **lookup feature** (magnifying glass) to search and filter from a list of pre-populated entries on another page.

Module C: Person Model Navigation - Seventeen

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.

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Module C: Person Model Navigation - Eighteen

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: Company/Organization (Optional)

The next few screens show you how to create a Company/Organization record in Person Model (or verify that it is already in the system). Only a Federal Employee may create or edit Company/Organization Information records in 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 D: Company/Organization (Optional) - One

Select the **Company/Organization** icon. You can find an existing Company/Organization record in the system or add a new one.

While **Company/Organization** information is **not required** in Person Model, it is recommended to enter as much information as possible. This information can be extremely helpful for reporting and organizational purposes.

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Module D: Company/Organization (Optional) - Two

To find an existing Company/Organization, click on the **Find an Existing Value** tab. Enter the search terms to narrow your results. Select the applicable hyperlink from the list of search results.

Module D: Company/Organization (Optional) - Three

Company/Organization

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

Company/Organization: [▼]
DUNS: [   ]
Company Name: [   ]

[Add]

Find an Existing Value | Add a New Value

To add a new Company/Organization, click on **Add a New Value** tab. Enter any information you have in the fields provided, then click **Add**. Or, you can simply leave the fields blank and click **Add** to be directed to a blank record.

Any data you entered on this screen will be pre-populated on the new Company/Organization record.

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Module D: Company/Organization (Optional) - Four

The screenshot to the right shows a blank Company/Organization record. The minimum required fields to save a Company/Organization record are:

- Company/Org
- DUNS (if company selected)
- Company/Organization Name
- Contact Name
- Contact Phone #
- Address Line 1
- City
- State

Enter as much data as you have for the Company/Organization, then click Save.

For step-by-step instructions, please refer to the Person Model Sponsor Data Entry Guide.

Company/Organization

Company/Organization Details

*Company/Org	Company ▼
DUNS	
*Company/Organization Name	
*Contact Name	
*Contact Phone #	
Entered by	

Company/Organization Address

*Address Line 1	
Address Line 2	
*City	
*State	🔍
Postal Code	

[Save] [Notify] [Add] [Update/Display] [Include History] [Correct History]

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Module E: Contract, Grant or Agreement Record

Congratulations! You have just learned how to find, enter, and save a Company/ Organization record in Person Model.

The next few screens show you how to create a Contract, Grant or Agreement record in Person Model (or verify that it is already in the system). Only a Federal Employee may create or edit Contract, Grant or Agreement records in 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 E: Contract, Grant or Agreement Record - One

Contract Information

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

| Find an Existing Value | Add a New Value |

Search Criteria

Contract/Grant Flag:	= ▼	▼
Number:	begins with ▼	
Sub-Agency:	begins with ▼	🔍
DUNS:	begins with ▼	🔍
Company/Org Name:	begins with ▼	🔍

☐ Include History   ☑ Correct History   ☐ Case Sensitive

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

Select the **Contract Information** icon to go to the Contract Information main menu. You can find an existing **Contract, Grant or Agreement** record in the system or add a new one.

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Module E: Contract, Grant or Agreement Record - Two

Contract 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**

Contract/Grant Flag:	= ▼	Contract ▼
Number:	begins with ▼	0000
Sub-Agency:	begins with ▼	🔍
DUNS:	begins with ▼	🔍
Company/Org Name:	begins with ▼	🔍

☐ Include History ☑ Correct History ☐ Case Sensitive

Search | Clear | Basic Search | 💾 Save Search Criteria

Search Results

View All | First ◄ 1-4 of 4 ► Last

Contract/Grant Flag	Number	Company	Sub-Agency	DUNS	Company/Org Name
Contract	00000000	AG	03	(blank)	(blank)
Contract	0000000000000000000	AG	30	(blank)	(blank)
Contract	0000009504	AG	11	(blank)	(blank)
Contract	00002111	AG	11	(blank)	(blank)

To find an existing **Contract Information** record, click on the **Find an Existing Value** tab. Enter the search terms to narrow your results. Select the applicable hyperlink from the list of search results.

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Module E: Contract, Grant or Agreement Record - Three

Contract Information

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

Contract/Grant Flag: Contract ▼
Number: Contract
Sub-Agency: Grant/Agreement

Add

To add a new Contract, Grant or Agreement record, click the **Add a New Value** tab. Select an option from the Contract/Grant flag drop-down list. Any information you enter will be populated on the next screen.

As a reminder:
- **Contractors** are assigned to **Contracts**.
- **Affiliates, Fellows, Interns, and Volunteers** are assigned to **Grants/Agreements.**

Keep this in mind when selecting Contract or Grant/Agreement. Click the **Add** button.

Module E: Contract, Grant or Agreement Record - Four

The screenshot to the right shows a blank Contract/ Grant/ Agreement record.

The minimum required fields to save a Contract/ Grant/ Agreement record are:

- Type
- Number
- Sub-Agency
- Period of Performance Start Date
- Period of Performance End Date

Enter as much data as you have for the Company/Organization, then click Save.

For step-by-step instructions, please refer to the Person Model Sponsor Data Entry Guide.

Contract/Grant/Agreement Information

Type:	Contract
*Number:	000
Contract Description:	
*Sub Agency:	
*Period of Performance Start Date:	
*Period of Performance End Date:	
USDA POC:	
Security Office Identifier:	
Submitting Office Number:	
OPAC/ALC Number:	
Notes:	

Company/Organization Information

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

Save | Notify | Add | Update/Display | Include History | Correct History

Module E: Contract, Grant or Agreement Record - Five

Contract/Grant/Agreement Information

Type:	Contract
***Number:**	000
Contract Description:	
***Sub Agency:**	🔍
***Period of Performance Start Date:**	📅
***Period of Performance End Date:**	📅

Please 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 9/30/2020, the POP End Date should be set to 10/1/2020 to ensure they remain active.

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Module F: Person Information

Congratulations! You have just learned how to find, enter, and save a Contract, Grant or Agreement record in Person Model.

The next few screens show you how to create a Person Information record in Person Model (or verify that it is already in the system). Only a Federal Employee may create or edit Person Information records in 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 F: Person Information - One
Person of Interest (POI) Types

In Person Model, you will assign each person a **Person of Interest (POI)** type. From there, you will assign 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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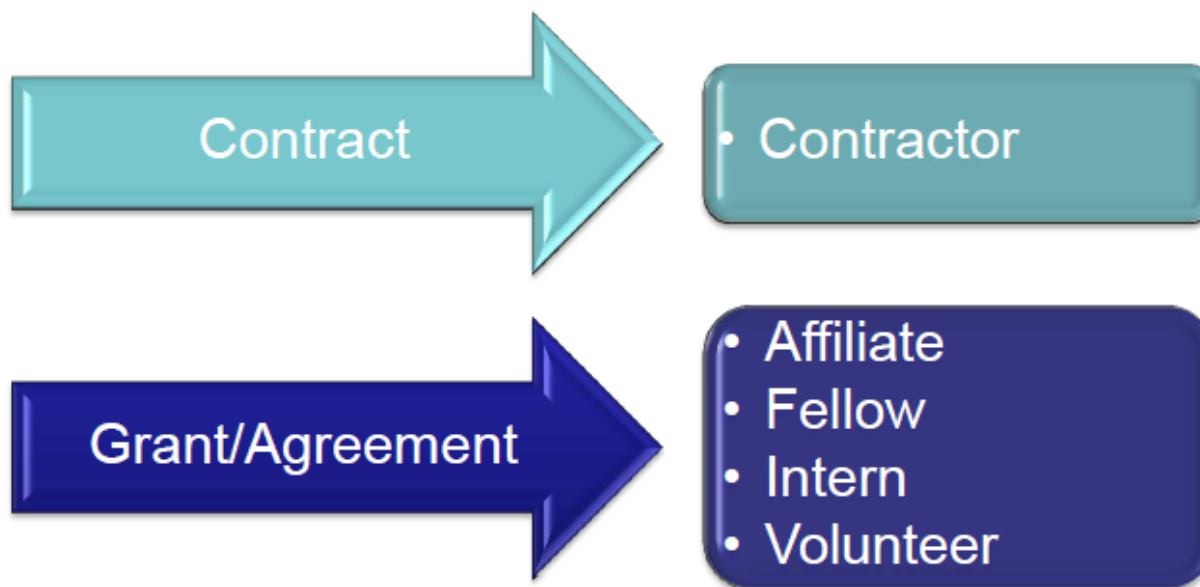
Module F: Person Information - Two

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:	= ▼	31

☐ Include History   ☐ Correct History   ☐ Case Sensitive

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

Select the **Person Information** icon to go to the Personal Information main menu. You can find an existing **Person Information** record in the system or add a new one.

WARNING: Please make sure to always search for an existing identity first prior to creating a new identity in order to prevent duplicate identities from being created.

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Module F: Person Information - Three

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 find an existing **Person Information** record, click on the **Find an Existing Value tab**. Enter the search terms to narrow your results. Select the applicable hyperlink from the list of search results.

WARNING: Make sure to search for an identity by both Name and then with another search by Social Security Number in order to ensure another identity does not already exist.

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Module F: Person Information - Four

Personal Information

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

Empl ID: NEW

Add

To add a new **Person Information** record to the system, click the **Add a New Value** tab.

Note: EmplID will default to NEW. Do not edit this field.

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

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Module F: Person Information - Five

Message

National ID ▓▓▓▓▓▓ is already used for employee ▓▓▓▓. (1000,688)

A National ID cannot be used within the same country for two different individuals. The National ID you entered is already in use by another employee, dependent, or applicant.

OK

If you receive the error message shown above, the person you are attempting to enter already has a record in the system. If you are unable to locate the Person Information record, the person may have a Federal Employee record in the system, and you do not have permission to view the record.

In this scenario, follow the steps in Module H to Add a New POI Type. Once you add one of the Person of Interest types to their record, you will be able to view the record and assign them to a contract, grant or agreement.

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Module F: Person Information - Six

The screenshot to the right shows a blank Person Information record.

Note the **three tabs** at the top of the record. You will enter information on each of these tabs.

This screenshot shows the **Biographical Details** tab.

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Module F: Person Information - Seven

The minimum required fields to save a Person Information record are:

- Effective Date (pre-populated)
- First and Last Name
- DOB (enter twice)
- Effective Date and Gender (pre-populated)
- SSN (enter twice)
- Country of Citizenship
- Home Address 1, City, State, Country
- Business Email
- Organizational Relationship/Type and Assignment

Enter as much data as you have for the **Biographical Details** tab, then click on the **Contact Details** tab.

For step-by-step instructions, please refer to the Person Model Sponsor Data Entry Guide.

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Module F: Person Information - Eight

The screenshot to the right shows the **Contact Details** tab on a blank Person Information record.

Enter as much data as you have for the **Contact Details** tab, then click on the **Organizational Relationships** tab.

For step-by-step instructions, please refer to the Person Model Sponsor Data Entry Guide.

Biographical Details	Contact Details	Organizational Relationships

Person ID: NEW

Current Addresses — Personalize | Find | View All | First 1 of 1 Last

Address Type	As Of Date	Status	Address		
Home				Add Address Detail	➕ ➖

Phone Information — Personalize | Find | First 1 of 1 Last

*Phone Type	Telephone	Extension	Preferred	
▼			☐	➕ ➖

Email Addresses — Personalize | Find | First 1 of 1 Last

*Email Type	*Email Address	Preferred	
Business ▼		☑	➕ ➖

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Module F: Person Information - Nine

On the **Organizational Relationships** tab, check the **Person of Interest** box, then Select the **Person of Interest** type. Click **Add the Relationship**.

You will now be directed to the **Add a 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.**

Module G: Assignment and Sponsorship

Congratulations! You have just learned how to find, enter, and save a Person Information record in Person Model.

The next few screens show you how to complete an Assignment and Sponsorship in Person Model. Only a Federal Employee, such as a Contracting Officer Representative (COR), may create or edit Assignment records in 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 G: Assignment and Sponsorship - One

You will now learn how to complete the Assignment and how to perform Sponsorship.

The screenshot to the right shows a blank Organizational Relationship. Note the two tabs at the top of the record. You will enter information on both of these tabs.

The minimum required fields to complete the Organizational Relationship are:

- Effective Date (pre-populated)
- Security Access Type
- Value 1
- Value 2
- Effective Date (pre-populated)
- Organizational Relationship Status (pre-populated)
- Contract/Grant/Agreement Number
- Status
- Effective Date (pre-populated)

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Module G: Assignment and Sponsorship - Two

On the Add a Person of Interest tab you will see the following fields already populated: **Name, Person ID,** and **Person of Interest Type**.

Completion of the required **Security Data** fields assigns 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.

For step-by-step instructions, please refer to the Person Model Sponsor Data Entry Guide.

Module G: Assignment and Sponsorship - Three

Click on the **Assignment** tab. The screenshot above shows a blank **Assignment** screen. The minimum required fields to complete on this page are:

- Contract/Grant/Agreement Number
- Status
- Effective Date (pre-populated)
- Card Type (required when status = Active; all other statuses do not require this field)

The remaining fields will be populated based on the contract, grant or agreement you select, or will be system-generated. For step-by-step instructions, please refer to the Person Model Sponsor Data Entry Guide.

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Module G: Assignment and Sponsorship - Four

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 Employee is assigned to multiple contracts, grants or agreements, changing status on one assignment will not affect status on other assignments within Person Model.

Employment Status is derived using the following rules:

- Active on at least one assignment = 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.

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Module G: Assignment and Sponsorship - Five

If a non-Federal Employee **moves from one USDA contract, grant or agreement to a different one,** the Sponsor should assign the non-Federal Employee to a new contract, grant or agreement and set to their status to Active **before** the non-Federal Employee is terminated on the old contract, grant or agreement.

To avoid card termination, it is important that the non-Federal Employee is set to **Active** on the new contract, grant or agreement **before being terminated** on the previous contract, grant or agreement.

When a non-Fed **leaves their employment prior to the contract, grant or agreement expiration date**, it is critical that the Sponsor **terminates the sponsorship** and **collects the credential** for destruction.

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Module G: Assignment and Sponsorship - Six

For any Active contract, grant, agreement that is marked as Active, the Sponsor must select an associated Card Type. To do this, select one of the options in the Card Type dropdown (LincPass, AltLinc, No LincPass/ AltLinc). Note: a person can have multiple types of sponsorships if they are assigned to multiple active Contract, Grant, Agreements. It is the sponsor's responsibility to understand what type of credential a person requires. Refer to slide 15 if you need to review the USDA credential matrix that can assist a Sponsor in determining what type of credential a person requires.

Click on the **Card Shipping Info** hyperlink. Note: A Ship To address is required when doing central printing (Locally printed cards do not require a Ship To address). Cards will present an issuance error in USAccess if the Ship To address is not provided for centrally printed cards.

Note: If you have Data Entry access ONLY, you will not be able to select the **Card Type** or enter **Card Shipping Information**. Click Save to complete the end of the data entry process.

Module G: Assignment and Sponsorship - Seven

Card Shipping Information

Card Shipping Information
Card Ship Addr Cd: [ ] 🔍
Card Ship Header:
Address Line 1:
Address Line 2:
City:
State: Postal Code:

Cancel

Search Results

Only the first 300 results can be displayed.

View 100   First ◀ 1-300 of 300 ▶ Last

Office Id (Orgunit ID)	Address Type	Official Title	Office Symbol
100002	SHP	USDA - WASHINGTON	USDA - INDEPENDENCE AVENUE
100016	SHP	U.S. DOE NATIONAL LAB	U.S. DOE NATIONAL LAB
100018	SHP	OPM - BOYERS	OPM
100020	SHP	DOE - AIKEN	SAVANNAH RIVER SITE
100025	SHP	USDA - FT COLLINS	USDA - CENTRE AVE
100027	SHP	DOE - OAK RIDGE	DOE -OAK RIDGE OFFICE
100028	SHP	DOE - LOS ALAMOS	DOE - LOS ALAMOS NATIONAL LAB

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

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Module G: Assignment and Sponsorship - Eight

Card Shipping Information

Card Shipping Information

Card Ship Addr Cd: 100002 🔍 USDA - WASHINGTON

Card Ship Header: USDA - INDEPENDENCE AVENUE

Address Line 1: USDA

Address Line 2: 1400 INDEPENDENCE AVE SW ROOM 1408

City: WASHINGTON

State: DC   **Postal Code:** 20250   **Country:** USA

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.

A list of current ship-to codes can be obtained from the USDAHSPD-12 Help Desk.

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Module G: Assignment and Sponsorship - Nine

Use of Data Entry Personnel

Note: Sponsors may employ the use of **Data Entry Personnel** to begin the assignment process. Data Entry role holders do not have the ability to select Card Type, which is the official act of sponsorship in Person Model.

If you are a Sponsor and a Data Entry role holder has already set up the assignment for you, select **Maintain a Person's Assignment** and **search** for the non-Federal Employee. Review the information, select Correct History, then **follow the steps on slides 65-70** to select the Card Type field and enter Card Shipping information.

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Module G: Assignment and Sponsorship - Ten

Transferring to a new contract, grant or agreement

If a non-Federal Employee **moves from one USDA contract, grant or agreement to a different one,** the Sponsor should assign the non-Federal Employee to a new contract, grant or agreement and set to their status to Active **before** the non-Federal Employee is terminated on the old contract, grant or agreement.

To avoid card termination, it is important that the non-Federal Employee is set to **Active** on the new contract, grant or agreement **before being terminated** on the previous contract, grant or agreement.

Module G: Assignment and Sponsorship - Eleven

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 to ensure you are reflected as the Sponsor of record. *This 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. Select No LincPass/ AltLinc, Save
7. Select the correct Card Type for that person, Save
8. You should now see your user ID populated under Sponsor ID.

NOTE: 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.

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Module G: Assignment and Sponsorship - Twelve

Upon Completion of Person Model Sponsorship

- Now the record is ready for Adjudication Information to be entered by the Agency Adjudicator.

- 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 completed adjudication 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 must pick up and activate his/her own LincPass/ AltLinc.

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Module G: Assignment and Sponsorship - Thirteen

Next Steps:

- Adjudicators will identify list of non-Federal Employees who are ready for adjudication in Person Model.

- Sponsors should check the USAccess Applicant Status Report (ASR) to determine LincPass/ AltLinc issuance status or potential issues for all sponsored non-Federal Employees. Refer to the ASR Guide via the following link on the USDA HSPD-12 website: Applicant Status Report Guide

Note: You must be a designated role holder in USAccess to access the report. Please consult your agency Role Administrator if you require access.

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Module H: Additional Person Model Features

Congratulations! You have just learned how to Sponsor non-Federal Employees in Person Model.

The next few screens provide an overview of additional Person Model features. Only a designated USAccess role holder may perform these actions in USAccess.

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Module H: Additional Person Model Features - One

Multiple Assignments

As a reminder, Person Model can track multiple relationships a person has with USDA. For example, a contractor for NRCS may also be a Volunteer with the Forest Service. Alternatively, a person may perform under more than one contract, grant or agreement at the same time.

The next few slides will review the Person Organizational Summary, multiple assignments, and Adding a New POI Type to existing records.

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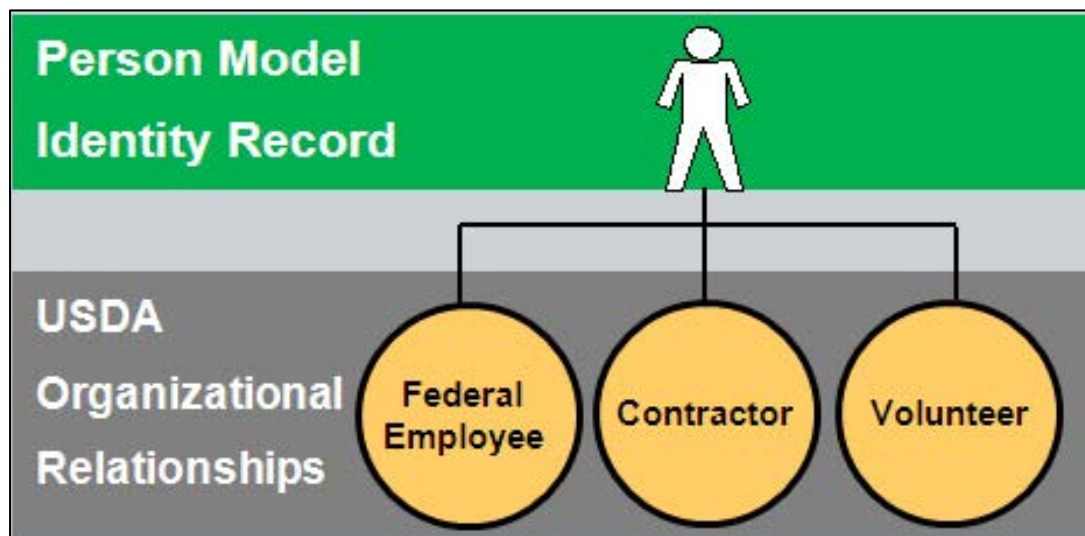
Module H: Additional Person Model Features - Two

Person Organizational Summary

The **Person Organizational Summary** is a helpful tool for identifying all of a person's POI Types assigned.

To view a summary of all Organizational Relationships assigned to a Person, select **Person Organizational Summary**, then **search** for the non-Federal Employee.

Module H: Additional Person Model Features - Three

Person Organizational Summary

Here you may view the Person's Organizational Relationship Summary. Note the two different POI Types assigned.

Module H: Additional Person Model Features - Four

Multiple Assignments

If a person has **more than one assignment** for a POI Type, this will result in two 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 row** by selecting **Correct History**, then clicking the plus (**+**) sign. This will add a new row. Then, complete the assignment and select **Save**.

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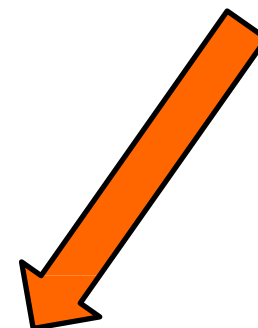
Module H: Additional Person Model Features - Five

Multiple Assignments
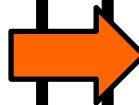
Some people may have multiple assignments under various Contracts, Grants and Agreements, and may have several different POI Types – for example, a Contractor for NRCS and a Volunteer for FS.

To view multiple assignments for different POI Types, select **Previous In List** or **Next in List**.

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Module H: Additional Person Model Features - Six

Error Messages

When entering a new Person Information record in Person Model, you may receive the error message below stating the **SSN is already in use**:

> **Message**
>
> National ID ▓▓▓▓ is already used for employee ▓▓▓ . (1000,688)
>
> A National ID cannot be used within the same country for two different individuals. The National ID you entered is already in use by another employee, dependent, or applicant.
>
> [OK]
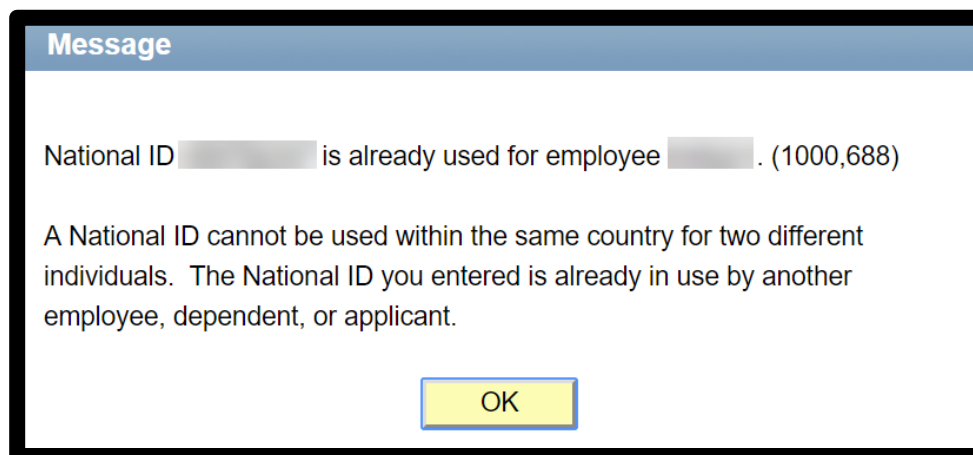
This means that the person already has a record entered in the system, but you may not be able to view it. It may not have a POI Type assigned. This is common for <u>former Federal Employees </u>who retire and become contractors, for example.

To Add a POI type, follow the instructions on the next page.

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Module H: Additional Person Model Features - Seven

Add a New POI Type

To Add a new POI Type to someone who already has a record entered in Person Model, complete these steps:

Add a New Relationship

Add a New Value

Empl ID: _____

Person of Interest Type: _____

Add

Select the **Add a New Relationship** icon. Enter the **EmplID** or use the lookup function (magnifying glass) to search by name. Enter the **Person of Interest (POI) Type** or use the lookup function (magnifying glass) to select the Person of Interest Type.

Click **Add**, then follow the same steps described in Module G to complete the assignment.

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Module H: Additional Person Model Features - Eight

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.

Main Menu > Non-Employee Processing >

Person Model Reports

Person Model Reports

Location Report
Location Report

Non Employee Process
Non Employee Process

Non Employee Summary Report
Non Employee Summary Report

Period of Performance Report
NEIS Period of Performance Report

New 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 USDA HSPD-12 Website for detailed instructions on using this reporting utility.

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Module I: Additional Sponsor Resources

Congratulations! You have just learned about additional Person Model features.

The next few screens provide an overview of additional resources for Sponsors outside of the authoritative HR system.

Module I: Additional Sponsor Resources - One

Post Sponsorship Activities:

In addition to the initial sponsorship of an non-Federal Employee Applicant, a Sponsor is responsible for maintaining an Applicant's record and performing various credential actions throughout the LincPass lifecycle. The Post-Sponsorship Sponsor Training covers the following post-sponsorship activities:

- Maintaining Applicant Sponsorship Information

- Employment status changes

- Requesting Reissues and Renewals

- Requesting Reprints

- Resending System Notifications

- Marking the LincPass Destroyed

- USAccess Reports Portal

Module I: Additional Sponsor Resources - Two

There are sets of enrollment and activation workstations (Fixed credentialing centers, mobile credentialing centers and light activation stations) leased from the GSA HSPD-12 Managed Services Office (MSO) that are located in agency-provided space and managed by agency points of contact (POCs). Some of these Centers are agency-specific or dedicated, while others operate as shared services centers. In addition, some of these Centers complete Enrollments and/ or Activations.

To locate a credentialing centers, visit: https://www.fedidcard.gov/find-usaccess-centers.

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Module I: Additional Sponsor Resources - Three

USDA has a number of different types of credentialing centers to support its large and geographically-dispersed population. Another resource for determining credentialing locations is the Deployment Listing provided by the USDA HSPD-12 Help Desk detailing all USDA HSPD-12 locations (Shared and Dedicated) and outside agency SHARED locations for LAS, MCU and FIXED Operational Stations. This list is sent every other week to the Agency Leads and Lead Sponsors.

This list is in sync with available enrollment and activation stations that applicants can visit to complete HSPD-12 enrollments, activations, etc. Sponsors can use this list to determine the best SHIP TO location for applicants. If an updated list is needed, Sponsors can ask for the latest list from the HSPD-12 Help Desk.

USDA HSPD-12 Master Deployment Credentialing Centers
Effective July 17, 2019

Site Type	Equipment Total	Activity Type	Status	Site ID	Ship To	City	State	Country	Address 1	Address 2	Zip Code	Department	Agency	Activator	Activator Phone	Activator Email
FIXED	1	Enrollment and Activation	Shared	10121	YES	ANCHORAGE	AK	USA	222 W 7th Ave	US Bureau of Land Management	99513	DOI	BLM	Contact USDA Helpdesk	833-682-4675	usdahspd12help@ibm.usda.gov
LAS	1	Activation only	Dedicated	102235	NO	CORDOVA	AK	USA	612 2nd Street	Chugach NF Cordova RD	99574	USDA	FS	Tanya Zastrow	907-424-4722	tzastrow@fs.fed.us
MCU	1	Enrollment and Activation	Dedicated	102236	NO	CRAIG	AK	USA	504 9th Street	Tongass NF Craig RD	99921	USDA	FS	Katherine Kruse	907-826-1615	kkruse@fs.fed.us
LAS	1	Activation only	Dedicated	10795	YES	DELTA JUNCTION	AK	USA	Mile Post 1420.5 Alaska Hwy	Jarvis Building	99737	USDA	FSA	Lloyd Wilhelm	907-894-4242 x104	lloyd.wilhelm@ak.usda.gov
FIXED	1	Enrollment and Activation	Shared	10164	YES	DENALI PARK	AK	USA	Mile Post 237 Parks Highway		99755	DOI	NPS	Contact USDA Helpdesk	833-682-4675	usdahspd12help@ibm.usda.gov
SHIP TO		SHIP TO	Dedicated	10796	YES	DILLINGHAM	AK	USA	134 1ST AVE. WEST	HERMAN SCHRODER BLDF	99576	USDA	RD	WILLIAM WILLIAMS	907-842-3921	WILLIAM.WILLIAM@AK.USDA.OOV
FIXED	2	Enrollment and Activation	Shared	10128	Yes	FAIRBANKS	AK	USA	101 12TH AVE	Room B67	99701-6211	DOI	BEA	Contact USDA Helpdesk	833-682-4675	usdahspd12help@ibm.usda.gov
FIXED	2	Enrollment and Activation	Shared	100162	YES	JUNEAU	AK	USA	709 W 9th Street	USDA Forest Service	99801	USDA	FS	LJ Terry / Charlotte Malacue / Eric Adam	907-586-7958 / 907-586-8700 / 907-586-7767	l.jterry03@fs.fed.us / crmalacue@fs.fed.us / eadam@fs.fed.us
MCU	1	Enrollment and Activation	Shared	100162	YES	JUNEAU	AK	USA	709 W 9th Street	USDA Forest Service	99801	USDA	FS	LJ Terry / Charlotte Malacue / Eric Adam	907-586-7958 / 907-586-8700 / 907-586-7767	l.jterry03@fs.fed.us / crmalacue@fs.fed.us / eadam@fs.fed.us
LAS	1	Activation only	Dedicated	10797	YES	KENAI	AK	USA	110 Trading Bay Road	Ste. 160	99611	USDA	RD	Wylie Chandler	907-283-6640	wylie.chandler@ak.usda.gov
MCU	1	Enrollment and Activation	Dedicated	102237	NO	KETCHIKAN	AK	USA	648 Mission Street	Ketchikan Supervisors Office Federal Building	99901-6591	USDA	FS	Debbie Gardario	907-228-6340	dgardario@fs.fed.us
SHIP TO		SHIP TO	Dedicated	10660	YES	PALMER	AK	USA	800 West Evergreen	Suite 201	99645	USDA	RD	Connie Erickson	907-761-7708	connie.erickson@ak.usda.gov
LAS	1	Activation only	Dedicated	102238	NO	PETERSBURG	AK	USA	123 Scow Bay Loop Road	Tongass NF	99833	USDA	FS	Ginn Uppencamp	907-772-5950	guppencamp@fs.fed.us
LAS	1	Activation only	Shared	102345	NO	SEWARD	AK	USA	33599 Ranger Station Spur		99664	USDA	FS	Katy Toth-Stauble	907-288-7757	ktothstauble@fs.fed.us
MCU	1	Enrollment and Activation	Shared	102346	NO	WRANGELL	AK	USA	525 Bennett Street	Tongass NF Wrangell RD	99929	USDA	FS	Lynda Nore	907-874-7505	lnore@fs.fed.us
LAS	1	Activation only	Shared	10421	Yes	ANCHORAGE	AL	USA	USGS, ALASKA SCIENCE CENTER	4210 UNIVERSITY DRIVE	99508	DOI	USGS	Contact USDA Helpdesk	833-682-4675	usdahspd12help@ibm.usda.gov
FIXED	2	Enrollment and Activation	Shared	10167	NO	ANNISTON	AL	USA	1413 Hillyer Robinson Ind Pkwy	Suite A	36207	USDA	FSA	Brenda Burgess / Charlene M. Clark	256-835-7821 x2 / 230-835-7821	brenda.k.burgess@al.usda.gov / charlene.clark@al.usda.gov
SHIP TO		SHIP TO	Shared	100160	YES	ANNISTON	AL	USA	1413 Hillyer Robinson Ind Pkwy	Suite A	36207	USDA	FSA	Brenda Burgess / Charlene M. Clark	256-835-7821 x2 / 230-835-7821	brenda.k.burgess@al.usda.gov / charlene.clark@al.usda.gov
LAS	1	Activation only	Dedicated	102195	YES	AUBURN	AL	USA	3381 Skyway Drive		36830	USDA	NRCS	Wendy F Smith / Courtney Harold	334-887-4528 / 334-887-4589	wendy.f.smith@al.usda.gov / courtney.harold@al.usda.gov
LAS	1	Activation only	Dedicated	105832	YES	AUBURN	AL	USA	411 S Donahue Dr.		36832	USDA	ARS	Dexter LaTrend	334-887-8596 ext.2709	Dexter.LaTrend@ars.usda.gov
FIXED	3	Enrollment and Activation	Shared	101946	YES	BIRMINGHAM	AL	USA	950 22nd Street N	Room 660	15203	DOL		Contact USDA Helpdesk	833-682-4675	usdahspd12help@ibm.usda.gov
FIXED	1	Enrollment and Activation	Shared	100826	YES	COPPER CENTER	AL	USA	MILE 106.8 RICHARDSON HIGHWAY		99573-0439	DOI	NPS	Contact USDA Helpdesk	833-682-4675	usdahspd12help@ibm.usda.gov
FIXED	1	Enrollment and Activation	Shared	10590	YES	FORT WAINWRIGHT	AL	USA	ALASKA FIRE SERVICE OFFICE	1541 GAFFNEY ROAD	99703	DOI	BLM	Contact USDA Helpdesk	833-682-4675	usdahspd12help@ibm.usda.gov
LAS	1	Activation only	Shared	10853	YES	GLENNALLEN	AL	USA	GLENNALLEN FIELD OFFICE	MILE POST 186.5 GLENN HIGHWAY	99588	DOI	BLM	Contact USDA Helpdesk	833-682-4675	usdahspd12help@ibm.usda.gov
LAS	1	Activation only	Dedicated	102927	YES	GROVE HILL	AL	USA	127A Clarke Street	USDA-NRCS	36451	USDA	NRCS	Deborah Sloat	251-275-3185	deb.sloat@al.usda.gov
LAS	2	Activation only	Shared	100936	YES	GUSTAVUS	AL	USA	1 PARK ROAD	SUITE 140	99826	DOI	NPS	Contact USDA Helpdesk	833-682-4675	usdahspd12help@ibm.usda.gov
FIXED	1	Enrollment and Activation	Shared	100936	YES	GUSTAVUS	AL	USA	1 PARK ROAD	SUITE 140	99826	DOI	NPS	Michelle P. Burger	256-773-6541 x2	michelle.burger@al.usda.gov

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Special Note on Card Shipping:

Prior to completing a reprint or renewal in USAccess, Sponsors should **check Card Shipping locations** to make sure they are still current, and update in EmpowHR/Person Model as appropriate.

Remember that the Work Location of an applicant may not always be the same as the Card Shipping location. These are two separate sets of fields in Person Model.

If an applicant has moved since the Card Shipping Information was originally entered, Sponsors should change the Card Shipping Address in Person Model to make sure the cards are shipped to the correct location.

If you need to expedite shipping of the card, you can select the new Card Shipping Address directly in USAccess, but be sure to update Person Model as well. Any changes made in USAccess will be overwritten with data from Person Model the next day.

Remember that Credentialing Centers and locations where cards can be shipped often change. They may move to a new location or be decommissioned and permanently closed. Make sure to check the USDA HSPD-12 listing of locations for LAS, MCU and FIXED Operational Shared Stations that is sent every other week for updated locations.

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An applicant record must meet a total of 36 criteria for USAccess to print the credential. There are two ways to check on any failed issuance criteria:

1. Sponsorship Record > View Applicant screen > Issuance Criteria field.

If an Applicant record fails to comply with any of the issuance rules, the system puts a red **X** next to the Issuance Criteria field. If you mouse over the Issuance Criteria field, the system displays a drop-down list of all 36 issuance rules with a red **X** next to every rule with which the record does not comply.

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2. Failed Issuance Rules Report (FIRR)

If an Applicant record fails to comply with any of the issuance rules, the system lists the record on the Failed Issuance Rules Report (FIRR). All designated role holders can view and download the FIRR using the Reports Portal.

Last Name	First Name	Middle Name	Name Suffix	Issuance Pending ID	Is Registered	Is Sponsored	Is Adjudicated	Has Valid First Name	Has Valid Middle Name	Has Valid Last Name	Has ABIS Record	Passed ABIS Chec
REGISTRAR	SUPER	TEST		131534	FAL		FAIL			FAL		
LAMBERTONE	JACK	A		131535	FAL		FAIL					
DATABASE	TEST	T		131536			FAIL					FAL

Figure 2: Sample FIRR

The FIRR contains Applicant Name, DOB, Agency/Sub-Agency, an Issuance Pending ID, and all 41 Issuance Rules. If an Applicant has failed one or more rules, the report viewer will see a "FAIL" noted in the column associated with the issuance rule(s) that requires resolution.

For a complete list of all 41 Issuance rules, please refer to the **Failed Issuance Rules Report Job Aid**.

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Resources: 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: http://lincpass.usda.gov/.

If you need help or additional information, please see the contact list below:

USDA HSPD-12 LincPass Website Sponsor page: http://hspd12.usda.gov/Sponsor.html

USDA HSPD-12 Help Desk (all role holder/applicant questions; ePACs related issues)
Toll Free: 833-682-4675
Email: usdahspd12help@dm.usda.gov

USAccess Help Desk (for USAccess system questions/issues)
Toll Free: 866-493-8391
Email: usaccess.helpdesk@perspecta.com

GSA MSO Help Desk (general policy questions)
Phone: 202-501-4740
Email: hspd12@gsa.gov

eAuthentication Help:
Phone: 800-457-3642, Option 1

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