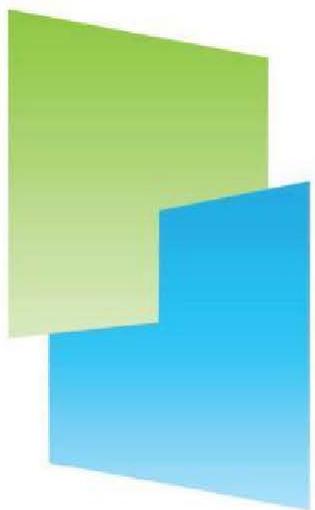




EmpowHR

Adjudicator Training



LincPass

simple. smart. secure.



Introduction

Welcome to the EmpowHR 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 Federal Employees to enroll for a LincPass/ AltLinc so they can access facilities and systems.





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.



United States
Department of
Agriculture





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



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.





Training Objectives

At the conclusion of this training, EmpowHR Adjudicators will be familiar with the following concepts and system functionalities related to Federal Employee Adjudication:

- Module A: The Adjudicator Role
- Module B: Introduction to EmpowHR
- Module C: EmpowHR Navigation and Federal Employee Adjudication

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



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.



Module A: The Adjudicator Role - One

The Adjudicator must be a U.S. Government official. The Adjudicator is assigned to this role by the Agency Role Administrator in EmpowHR 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 EmpowHR and USAccess.

NOTE: If an Adjudicator is not properly designated in USAccess, adjudications performed in EmpowHR will be marked as incomplete in USAccess.





Module A: The Adjudicator Role - Two



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

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

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

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



Module A: The Adjudicator Role - Three

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

- **EmpowHR:**
 - Be a Federal Employee
 - Complete EmpowHR Adjudicator training in AgLearn
 - Have a User ID and password for 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 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.



Module A: The Adjudicator Role - 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 EmpowHR.

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.





Module B: Introduction to EmpowHR

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

You must follow USDA business policy and standards for creating or editing records in EmpowHR. 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 EmpowHR - One

EmpowHR is a Human Capital Management System that fully supports the achievement and effective delivery of the human capital goals of the President's Management Agenda. EmpowHR is an integrated suite of commercial and Government applications that support all critical Human Resources (HR) components in a single enterprise system.

For the purposes of HSPD-12 efforts, EmpowHR is USDA's authoritative database for storing and maintaining personnel identity records for Federal Employees. EmpowHR maintains a ***single identity record*** for each person.





Module B: Introduction to EmpowHR - Two

EmpowHR vs. USAccess

Adjudicators must complete adjudication actions in 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 EmpowHR stored in USAccess triggers an update, including identity attributes or adjudication information. Data is fed from EmpowHR 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



Module B: Introduction to EmpowHR - Three

LincPass/ AltLinc

Once all required data flows over from EmpowHR to USAccess, the following card types will be printed as follows:

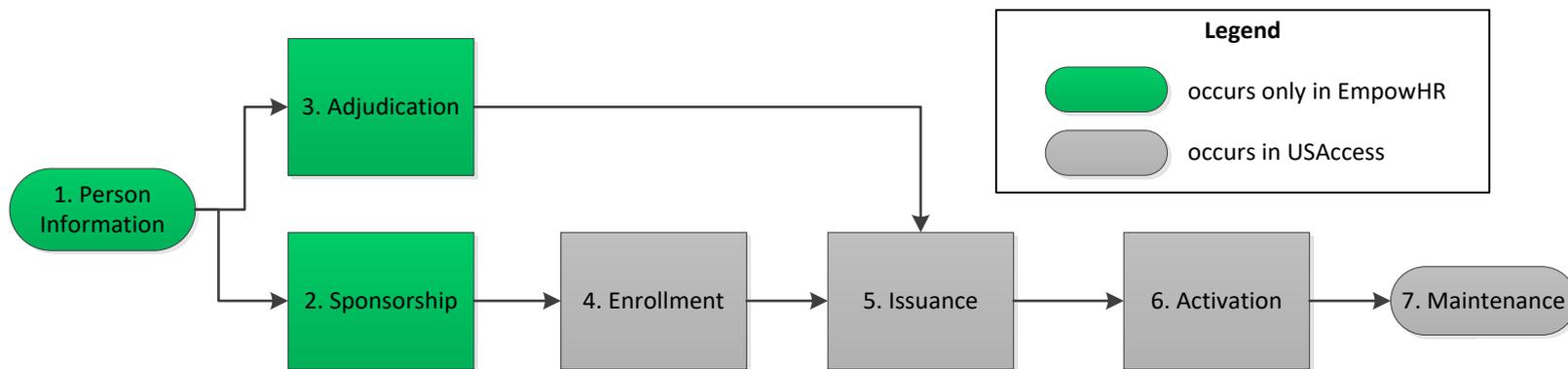
- Federal Employees who are sponsored for a LincPass will receive a **LincPass**, as shown in the *top* image.
- Federal Employees who are sponsored for an AltLinc will receive an AltLinc card that has a horizontal presentation, as shown in the image on the bottom.





Module B: Introduction to EmpowHR - Four

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



- *Steps 1 may be completed by Data Entry Personnel.*
- *Sponsorship (2) must be completed by a designated Sponsor.*
- *Adjudication (3) should occur independently of sponsorship by a designated Adjudicator.*
- *Sponsorship, Enrollment, and Adjudication must be completed to move to issuance/Activation.*



Module B: Introduction to EmpowHR - Five

EmpowHR: USDA's authoritative database for Federal Employees

Do **NOT** enter data directly into USAccess

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

Identity Information is linked to the credential

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

Entering data in USAccess prohibits EmpowHR data changes from updating USAccess

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



Module C: EmpowHR Navigation and Adjudication

The next few screens show you how to log into EmpowHR and navigate throughout the system and adjudicate a Federal Employee. Only a Federal Employee designated as an Adjudicator may create or edit Federal Employee adjudication records in the system. Only a Federal Employee may have access to EmpowHR.

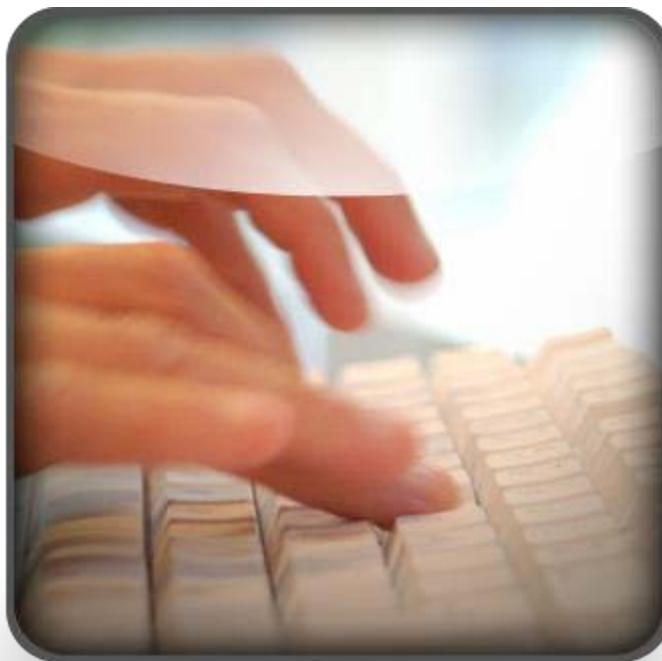
You must follow USDA business policy and standards for creating or editing records in EmpowHR. USDA business policy can be found in the USDA Departmental Regulation (DR) and Departmental Manual (DM) at http://lincpass.usda.gov/ref_lincpass.html.



Module C: EmpowHR Navigation and Adjudication - One

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

- Logging in
- Search records
- Enter an Adjudication Decision





Module C: EmpowHR Navigation and Adjudication-Two: Logging In

USDA United States Department of Agriculture
National Finance Center

EMPOWHR
SOLUTIONS
FROM HIRE TO RETIRE

WARNING

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

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

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

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

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

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: EmpowHR Navigation and Adjudication - Three

(US Dept of Agriculture) on USDAUAT

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu

Personalize Content | Layout

Menu

Search: []

- My Favorites
- Employee Self Service
- PAR Processing**
- Position Management
- Payroll Documents
- HR Reports
- Payroll Processing
- Workforce Administration
- Manage Performance
- Non-Employee Processing
- Workforce Development
- Organizational Development
- EmpowHR Setup Tables (HD)
- EmpowHR User Security (HD)
- Set Up HRMS
- Worklist
- Reporting Tools
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary
- EmpowHR Documentation

Main Menu

- Employee Self Service**
Employee Self Service transactions; includes Time Reporting, Personal Information, Payroll and Compensation, Benefits, Stock Activity, Training and Development, and employee Recruiting Activities.
 - Tasks
 - View
 - Review Transactions
 - Manage Delegation
- PAR Processing**
PAR Processing
 - Has Employees
 - Update Reports To
 - Mass Reports to Update
 - 11 More...
- Position Management**
Position Management
 - Mass OIP Update
 - Job Codes
 - Position Information
 - 10 More...
- Payroll Documents**
Payroll Documents
 - Certifications
 - Education Information
 - Allowances
 - 28 More...
- HR Reports**
HR Reports
 - PAR Error Messages
 - Sync Tracking Comments
 - Retirement Eligibility by POI
 - 6 More...
- Payroll Processing**
Payroll Processing
 - Personal Information
- Workforce Administration**
Hire employees, add non-employees, maintain personal and job data, administer global assignments, labor relations, absence and vacation.
 - Increase Workforce
 - Personal Information
 - Job Information
 - 4 More...
- Manage Performance**
This folder will be used by HR for performance management activities.
 - Use
 - Inquire
 - Report
- Non-Employee Processing**
 - Person Model Reports
 - Person Information
 - Add a New Relationship
 - 6 More...
- Workforce Development**
Perform Competency Management and Performance Management, maintain Faculty Events and Career Planning.
 - Competency Management
 - Career Planning
- Organizational Development**
Maintain Succession Planning and Position Management.
 - Succession Planning USF
 - Position Management
- EmpowHR Setup Tables (HD)**
EmpowHR Help Desk Setup Tables
 - Charities Table
 - City Table
 - Departments USF
 - 5 More...
- EmpowHR User Security (HD)**
EmpowHR Help Desk User Security Access
 - Create New Doid
 - Employee Password Reset
- Set Up HRMS**
Define installation and system setup tables.
 - Foundation Tables
 - Common Definitions
 - Product Related
 - System Administration
- Worklist**
Maintain worklist settings and monitor worklist.
 - Worklist
 - Worklist Details
- Reporting Tools**
Run, create, and manage queries and inVision reports.
 - Report Manager
 - Query
 - PSiVision
- PeopleTools**
Enhance, deploy, and extend PeopleSoft and non-PeopleSoft applications.
 - Utilities
- Change My Password**
Create a new password.
- My Personalizations**
Personalize options such as locale.
- My System Profile**
Set up personal preferences, such
- My Dictionary**
Add/delete words in personal

Once logged in you will be directed to the main page of EmpowHR. The left-side menu and icons in the center of the page link you to the required processes. Click on **PAR Processing** in the Navigational Menu.



Module C: EmpowHR Navigation and Adjudication - Four

The screenshot shows the 'PAR Processing' screen in the EmpowHR system. The screen has a blue header with 'Main Menu >' and 'PAR Processing'. Below the header, there is a grid of 15 menu items, each with a document icon, a title, and a brief description. The 'Adjudication Information' menu item is highlighted with an orange border.

PAR Processing		
Hire Employee Identifies details of the hire including employee name, address, job, payroll, and compensation details	Update Reports To Update Reports To	Mass Reports to Update Mass Reports to Update
Address Processing Address Info	Adjudication Information Adjudication Information	HR Processing Identifies personnel action details of request ready for human resources to process
Update Applied Action Update Applied Recs	Correct Applied Action Identifies details regarding corrections to a personnel action	Create New Oprid Create New Oprid
Employee Password Reset Employee Password Reset	Mass Actions Mass Actions	Person Attachments PAR Documents Attachment
Departmental Transfer	Employee Security Clearance Employee Security Clearance	

In the PAR Processing screen, click on **Adjudication Information**.



Module C: EmpowHR Navigation and Adjudication - Five

Adjudication Information

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

Find an Existing Value

Search Criteria

Search by: begins with

Include History Correct History

[Advanced Search](#)

Search for the Employee in the **begins with** field.



Module C: EmpowHR Navigation and Adjudication - Six

Adjudication Information

Name: [Redacted] Empl ID: [Redacted] XXX-XX-[Redacted]

*Investigation Type	*Status	Adjudication Date	Adjudicator Oprid	Notes
1 FBI	Approved	6/16/2014	[Redacted]	AFR 2014-05-23

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

Investigation Type: Use the drop-down list to select the appropriate Investigation Type the Employee has completed. If the employees completed background investigation is not in the drop-down list because it is higher than a NACI, select the “**NACI**” option because that is the highest background investigation level that HSPD-12 is concerned with.

Status: Use the drop-down list to select the “**Approved**” option for confirmed background investigation.

Note: An applicant is eligible to enroll for a LincPass or AltLinc after the successfully adjudicated fingerprint (FBI/NCHC) results have been entered into EmpowHR. Enrollment for a LincPass is not contingent upon a background investigation (NACI) being completed.



Module C: EmpowHR Navigation and Adjudication - Seven

Adjudication Information

Name: [Redacted] Empl ID: [Redacted] XXX-XX-[Redacted]

*Investigation Type	*Status	Adjudication Date	Adjudicator Oprid	Notes
1 FBI	Approved	6/16/2014	[Redacted]	AFR 2014-05-23

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

Note: The **Notes** field can be used to enter in the true adjudicator name and actual adjudication date. Save the updates by clicking the **Save** button.

Note: The **Adjudication Date** and **Adjudicator OprID** fields are populated by the system.



Module C: EmpowHR Navigation and Adjudication - Final

Upon Completion of EmpowHR Adjudication

- Once adjudication results have been recorded in EmpowHR, 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 EmpowHR, 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 their own LincPass.





Sponsor Resources - One

USAccess

USACCESS Program
Powered by Perspecta Assured Identity

010001010100010001010011

PIV Credential Log In

Use your USAccess PIV Credential to Login

[Login with a Smart Card](#)

—WARNING! THIS SYSTEM IS FOR AUTHORIZED USE ONLY!—
This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY". This system is subject to monitoring. Therefore, no expectation of privacy is to be assumed. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

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.



Sponsor Resources - Two

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.

