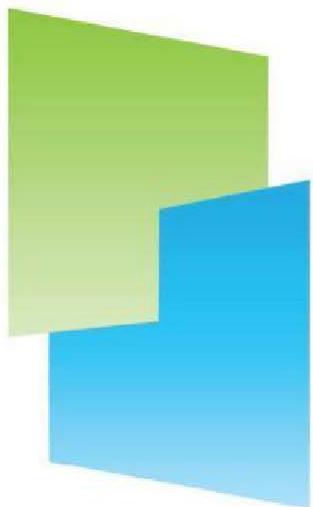




## Person Model

### *Sponsor and Data Entry Training*



**LincPass**  
simple. smart. secure.



## 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.

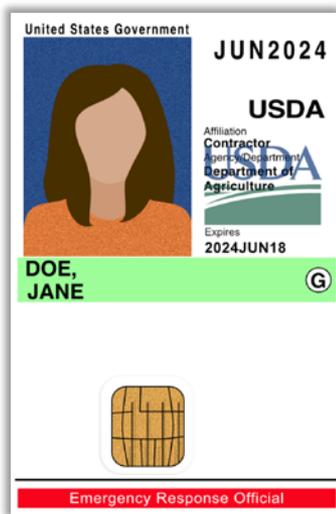
**Note:** For questions related to AltLinc policy, please contact the USDA Help Desk for a copy of the AltLinc Business Policy, Process and Procedure document. AltLinc was rolled out USDA wide in September 2019.





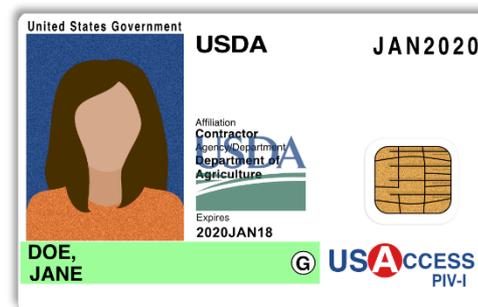
## HSPD-12 Mandate - Understanding USDA's credentials - Two

### 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

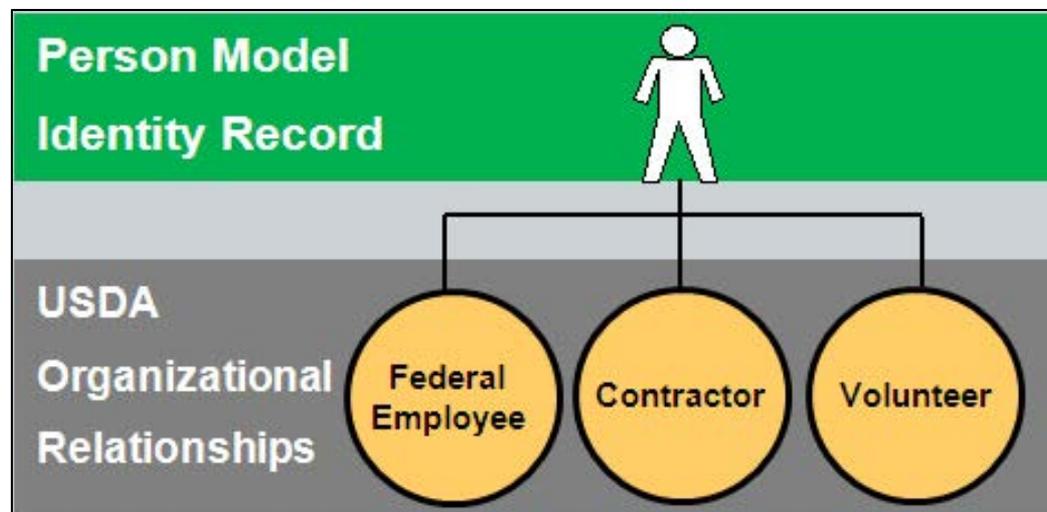


## Non-Federal Employee Sponsorship

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





## 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>.



## 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](http://lincpass.usda.gov/ref_lincpass.html).



## 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 incomplete in USAccess.**





## 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



## 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.



## 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.



## 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**.





## 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.





## 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](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       | ✓<br>✓<br>ELEVATED PRIVILEGES FOR SENSITIVE OR MISSION CRITICAL APPLICATIONS<br>ACCESS TO APPLICATIONS BEYOND THOSE CONSIDERED LIMITED |
| LIMITED IT ACCESS          | ✓<br>ACCESS LIMITED TO ONLY USDA EMAIL, T&A APPLICATION, AGLearn, & GOVTRIP  |
| RESTRICTED PHYSICAL ACCESS | ✓<br>UNACCOMPANIED ACCESS TO USDA FACILITIES   |
| LIMITED PHYSICAL ACCESS    | ✓<br>UNACCOMPANIED ACCESS TO GENERAL COMMON AREAS AND WORKSPACE ONLY   |



## 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](http://lincpass.usda.gov/ref_lincpass.html).

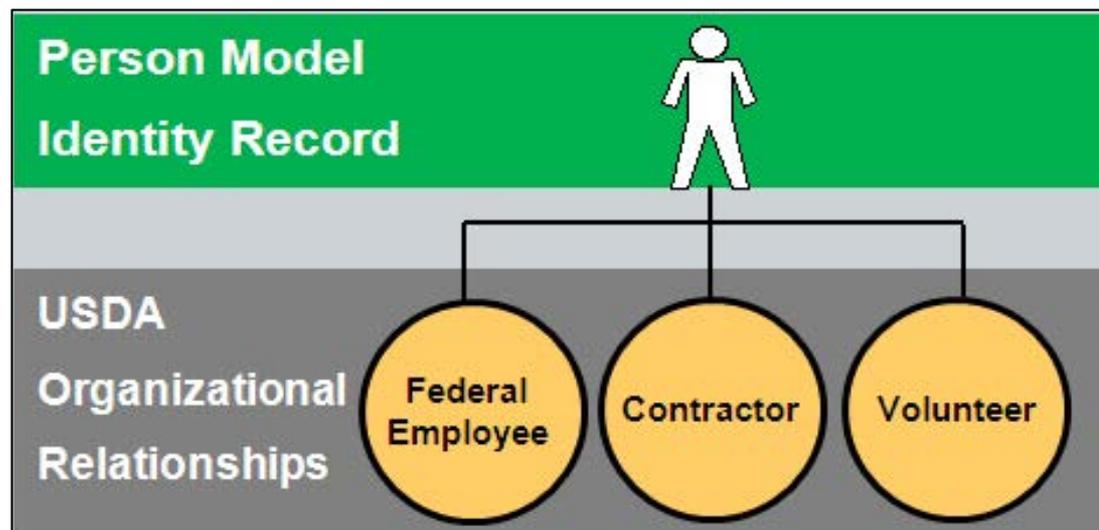


## Module B: Introduction to Person Model - One

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 overtime.

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 - 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
- FERRO designation

### **Card-related** functions, such as:

- Reprints
- Reissues

### **Oversight** functions, such as:

- Reporting

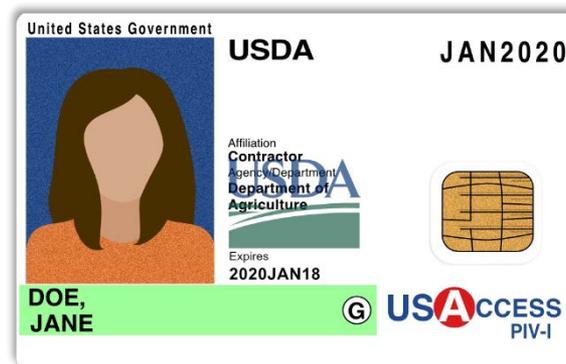
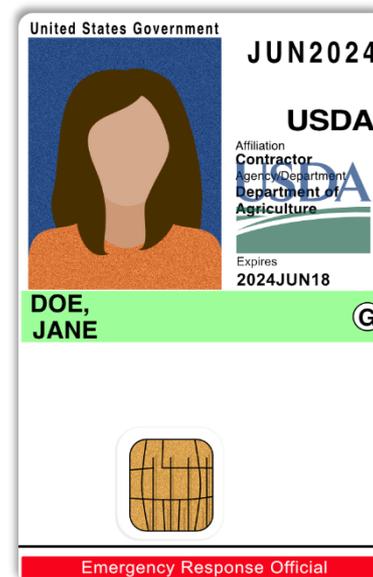


## Module B: Introduction to Person Model - Three

### LincPass/ AltLinc

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

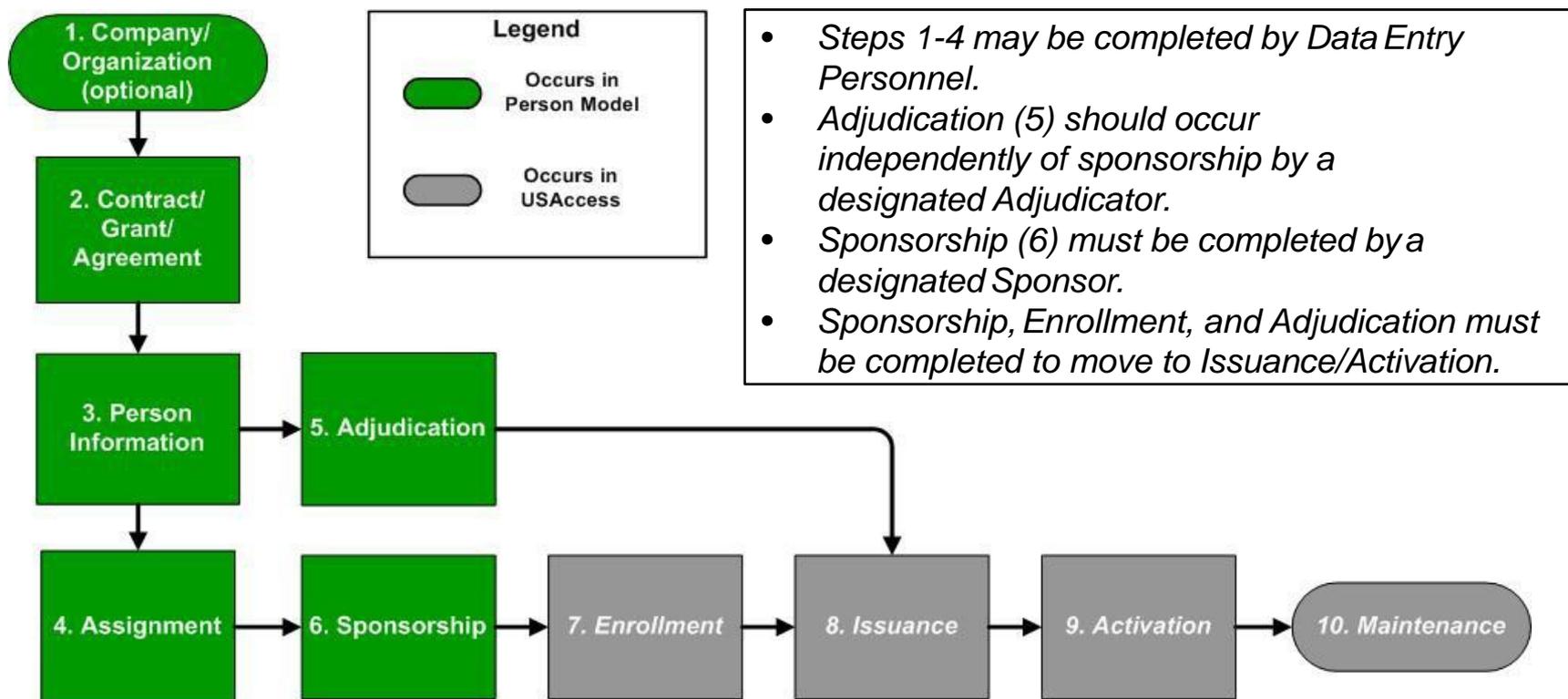
- Non-Federal Employees who are sponsored for a LincPass (i.e. personnel working for more than 6 months and/ or requiring non-limited access) will receive a LincPass as detailed in the top image.
- Short- term non-Federal Employees, Affiliates, Fellows, Interns and Volunteers who required limited IT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





## 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**.





## 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



## 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](http://lincpass.usda.gov/ref_lincpass.html).



## 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





## Module C: Person Model Navigation - 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.

User ID

Password

**Sign In**

[Login using eAuthentication](#)  
[Did you forget your password?](#)

[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: Person Model Navigation - Three

(US Dept of Agriculture) on USDAUAT

Home | Worklist | Add to Favorites | Sign out

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
- PeopleTools
  - Change My Password
  - My Personalizations
  - My System Profile
  - My Dictionary
  - EmpowHR Documentation

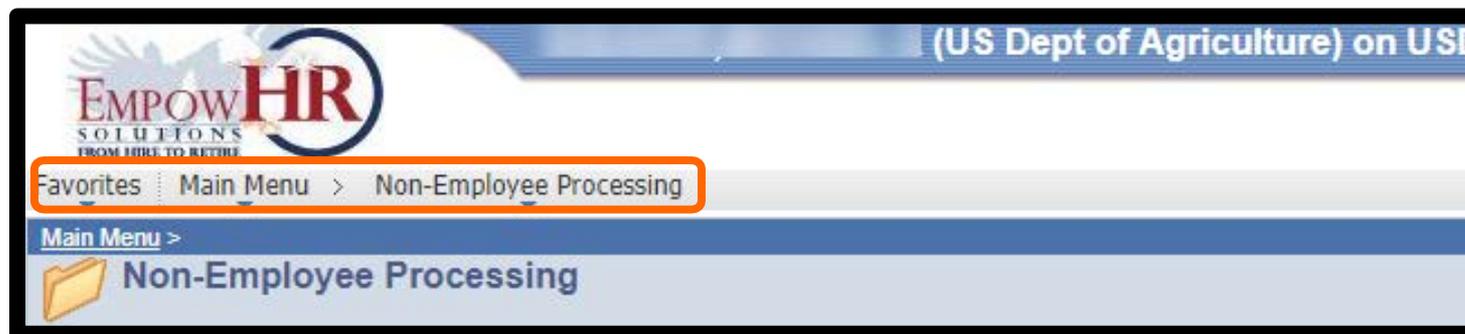
Main Menu

- 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
  - Hire Employee
  - 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 Oerid
  - 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 vision 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

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.



## Module C: Person Model Navigation - Five

The screenshot shows the EMPOWHR SOLUTIONS web application. The breadcrumb trail at the top reads: Favorites > Main Menu > **Non-Employee Processing** > Person Information. A dropdown menu is open under 'Non-Employee Processing', listing the following options: Person Model Reports, Person Information, Add a New Relationship, Maintain a Persons Assignment, Person Organizational Summary, Company/Organization, Contract Information, Non Employee Information, and Adjudication Information. The left sidebar contains the 'Personal Information' section with a 'Find an Existing Value' button and a 'Search Criteria' dropdown. Below these are input fields for 'Empl ID:' and 'First Name:'.

### 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.



## Module C: Person Model Navigation - Six

### Navigational Menu

EMPowHR SOLUTIONS FROM HIRE TO RETIRE

(US Dept of Agriculture) on USDAUT

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > | Non-Employee Processing

Main Menu >

Non-Employee Processing

|   |  |  |
|---|--|--|
| <b>Person Model Reports</b><br>Person Model Reports<br><a href="#">Location Report</a><br><a href="#">Non Employee Process</a><br><a href="#">Non Employee Summary Report</a><br><a href="#">Period of Performance Report</a> | <b>Person Information</b><br>Modify a person's basic information, such as name and contact information.      | <b>Add a New Relationship</b><br>Attach a new person-of-interest type to an existing person. |
| <b>Maintain a Persons Assignment</b><br>Maintain the information for a person-of-interest without jobs.   | <b>Person Organizational Summary</b><br>View a summary of all the organizational relationships for a person. | <b>Company/Organization</b><br>Company/Organization  |
| <b>Contract Information</b><br>Contract Information   | <b>Non Employee Information</b><br>Non Employee Information  | <b>Adjudication Information</b><br>Adjudication Information                                  |

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.



## Module C: Person Model Navigation - Seven

### 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.



## Module C: Person Model Navigation - Eight

### 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:

First Name:

Last Name:

Social Security Number:

Date of Birth:

Include History  Correct History  Case Sensitive

[Basic Search](#)

**No matching values were found.**

[Find an Existing Value](#) | [Add a New Value](#)

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 - Nine

### 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**

Emp ID:

First Name:

Last Name:

Social Security Number:

Date of Birth:

Include History  Correct History  Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

**Search Results**

View All  1-22 of 22

| Emp ID                 | First Name | Last Name | National ID Format | Date of Birth |
|------------------------|------------|-----------|--------------------|---------------|
| <a href="#">002603</a> | SUSAN      | TESTER    | XXX-XX-            |               |
| <a href="#">008465</a> | WANDA      | TESTER    | XXX-XX-            |               |
| <a href="#">115433</a> | TERRANN    | TESTER    | XXX-XX-            |               |
| <a href="#">171947</a> | ERWIN      | TESTER    | XXX-XX-            |               |
| <a href="#">279446</a> | WANDA      | TESTER    | XXX-XX-            |               |
| <a href="#">307298</a> | SUSIE      | TESTER    | XXX-XX-            |               |
| <a href="#">333964</a> | ONE        | TESTER    | XXX-XX-            |               |

**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

**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

[Basic Search](#)



**Personal Information**

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

Empl ID:

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.



## Module C: Person Model Navigation - Eleven

### Tabs

The screenshot displays a web application interface for a Person Model. At the top, there are three tabs: "Biographical Details" (highlighted with an orange border), "Contact Details", and "Organizational Relationships". Below the tabs, the text "Person ID: NEW" is visible. The main content area is divided into sections. The first section is titled "Name" and includes a "Find | View All" link, a "First 1 of 1 Last" indicator, and two input fields: "\*Effective Date:" with the value "08/15/2019" and a calendar icon, and "\*Display Name:" with a blue "Add Name" link. Below this is a section titled "Biographic Information" with several input fields: "\*Date of Birth:" with a date picker showing "0 Years 0 Months", "Date of Birth Re- enter" with a date picker, "Birth Country:" with a dropdown menu showing "USA" and a search icon, and "Birth State:" with a search icon. The bottom of the form is partially obscured by a white box.

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 - Twelve

### Drop-down lists

The screenshot shows a web application interface with a table titled "Email Addresses". The table has three columns: "\*Email Type", "\*Email Address", and "Preferred". The "Preferred" column has a checkbox and two buttons (+ and -). A drop-down menu is open for the "Business" option in the "\*Email Type" column. The menu lists the following options: Business, Blackberry, Business, Campus, Dorm, Home, and Other. The "Business" option is highlighted in blue. Below the table, there are navigation buttons: "previous tab", "Next tab", "Add", and "Update/Display".

| *Email Type | *Email Address | Preferred                           |
|-------------|----------------|-------------------------------------|
| Business    |                | <input checked="" type="checkbox"/> |
| Blackberry  |                |                                     |
| Business    |                |                                     |
| Campus      |                |                                     |
| Dorm        |                |                                     |
| Home        |                |                                     |
| Other       |                |                                     |

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.



## Module C: Person Model Navigation - Thirteen

### Required fields

#### Biographic Information

**\*Date of Birth:**   0 Years 0 Months

Date of Birth Re-enter:  

Birth Country:  

Birth State:  

Birth Location:

#### Biographical History

[Find](#) | [View All](#)    First  1 of 1  Last

**\*Effective Date:**    

**\*Gender:**  

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



## Module C: Person Model Navigation - Fourteen

### Hyperlinks

**Name** Find | View All First ◀ 1 of 1 ▶ Last

\*Effective Date:   + -

\*Display Name:

**Biographic Information**

\*Date of Birth:   0 Years 0 Months

Date of Birth Re-enter:  

Birth Country:  

Birth State:  

Birth Location:

**Biographical History** Find | View All First ◀ 1 of 1 ▶ Last

\*Effective Date:   + -

\*Gender:  ▼

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



## Module C: Person Model Navigation - Fifteen

### Calendars

**Biographic Information**

\*Date of Birth:  0 Years 0 Months

Date of Birth Re-enter:

Birth Country: USA

Birth State:

Birth Location:

**Biographical History**

\*Effective Date:

\*Gender:

**National ID**

| Country | *National ID Type      | *National ID         | National ID Re-enter | Primary ID                          |
|---------|------------------------|----------------------|----------------------|-------------------------------------|
| USA     | Social Security Number | <input type="text"/> | <input type="text"/> | <input checked="" type="checkbox"/> |

**Calendar Pop-up:** August 2019

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Current Date

**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.



## Module C: Person Model Navigation - Sixteen

### Lookup feature

**Biographical Details** | **Contact Details**

JOHN TESTER

**Name**

\*Effective Date: 08/15/2019

\*Display Name: JOHN TESTER

**Biographic Information**

\*Date of Birth:

Date of Birth Re-enter:

Birth Country: USA

Birth State:

Birth Location:

**Biographical History**

\*Effective Date: 08/15/2019

\*Gender: Unknown



**Look Up Birth State**

Birth Country: USA

State: begins with

Description: begins with

[Basic Lookup](#)

**Search Results**

View 100 First  1-62 of 62  Last

| State              | Description                                  |
|--------------------|--|
| <a href="#">AA</a> | <a href="#">Armed Forces Americas</a>        |
| <a href="#">AE</a> | <a href="#">A-Forces EU, ME, Africa, CAN</a> |
| <a href="#">AK</a> | <a href="#">Alaska</a>                       |
| <a href="#">AL</a> | <a href="#">Alabama</a>                      |
| <a href="#">AP</a> | <a href="#">Armed Forces Pacific</a>         |
| <a href="#">AR</a> | <a href="#">Arkansas</a>                     |
| <a href="#">AS</a> | <a href="#">American Samoa</a>               |
| <a href="#">AZ</a> | <a href="#">Arizona</a>                      |
| <a href="#">CA</a> | <a href="#">California</a>                   |
| <a href="#">CO</a> | <a href="#">Colorado</a>                     |
| <a href="#">CT</a> | <a href="#">Connecticut</a>                  |
| <a href="#">DC</a> | <a href="#">District of Columbia</a>         |
| <a href="#">DE</a> | <a href="#">Delaware</a>                     |

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.

**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:



## 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](http://lincpass.usda.gov/ref_lincpass.html).



## Module D: Company/Organization (Optional) - One

Favorites | Main Menu > Non-Employee Processing

Main Menu >

**Non-Employee Processing**

|   |  |  |
|---|--|--|
| <b>Person Model Reports</b><br>Person Model Reports <ul style="list-style-type: none"><li><a href="#">Location Report</a></li><li><a href="#">Non Employee Process</a></li><li><a href="#">Non Employee Summary Report</a></li><li><a href="#">Period of Performance Report</a></li></ul> | <b>Person Information</b><br>Modify a person's basic information, such as name and contact information.      | <b>Add a New Relationship</b><br>Attach a new person-of-interest type to an existing person. |
| <b>Maintain a Persons Assignment</b><br>Maintain the information for a person-of-interest without jobs.   | <b>Person Organizational Summary</b><br>View a summary of all the organizational relationships for a person. | <b>Company/Organization</b><br>Company/Organization  |
| <b>Contract Information</b><br>Contract Information   | <b>Non Employee Information</b><br>Non Employee Information  | <b>Adjudication Information</b><br>Adjudication Information                                  |

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.



## Module D: Company/Organization (Optional) - Two

**Company/Organization**

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**

Company/Organization: = Company

DUNS: begins with

Company Name: contains

Include History  Correct History  Case Sensitive

Search Clear Basic Search Save Search Criteria

**Search Results**

Only the first 300 results can be displayed.

View All First 1-100 of 300 Last

| Company/Organization | DUNS          | Company Name |
|----------------------|---------------|--------------|
| Company              | 0000000000001 |              |
| Company              | 0000000099999 |              |
| Company              | 000000900     |              |
| Company              | 000003191     |              |

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.



## 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

DUNS

\*Company/Organization Name

\*Contact Name

\*Contact Phone #

Entered by

#### Company/Organization Address

\*Address Line 1

Address Line 2

\*City

\*State

Postal Code



## 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](http://lincpass.usda.gov/ref_lincpass.html).



## 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.



## 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 |
|--------------------------|----------------------|---------|------------|---------|------------------|
| <a href="#">Contract</a> | 00000000             | AG      | 03         | (blank) | (blank)          |
| <a href="#">Contract</a> | 00000000000000000000 | AG      | 30         | (blank) | (blank)          |
| <a href="#">Contract</a> | 0000009504           | AG      | 11         | (blank) | (blank)          |
| <a href="#">Contract</a> | 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.



## Module E: Contract, Grant or Agreement Record - Three

### Contract Information

Contract/Grant Flag:  ▼

Number:

Sub-Agency:

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:                           | <input type="text" value="000"/>                       |
| Contract Description:              | <input type="text"/>                                   |
| *Sub Agency:                       | <input type="text"/> <input type="button" value="Q"/>  |
| *Period of Performance Start Date: | <input type="text"/> <input type="button" value="BT"/> |
| *Period of Performance End Date:   | <input type="text"/> <input type="button" value="BT"/> |
| USDA POC:                          | <input type="text"/> <input type="button" value="Q"/>  |
| Security Office Identifier:        | <input type="text"/>                                   |
| Submitting Office Number:          | <input type="text"/>                                   |
| OPAC/ALC Number:                   | <input type="text"/>                                   |
| Notes:                             | <input type="text"/>                                   |

### Company/Organization Information

|                            |   |
|----------------------------|---|
| DUNS:                      | <input type="text"/> <input type="button" value="Q"/> |
| Company/Organization Name: | <input type="text"/> <input type="button" value="Q"/> |
| Address Line 1:            | <input type="text"/>                                  |
| Address Line 2:            | <input type="text"/>                                  |
| City:                      | <input type="text"/>                                  |
| State:                     | <input type="text"/>                                  |
| Postal Code:               | <input type="text"/>                                  |
| Country:                   | <input type="text"/>                                  |
| Phone Number:              | <input type="text"/>                                  |
| Contact Name:              | <input type="text"/>                                  |



## 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.



## 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.

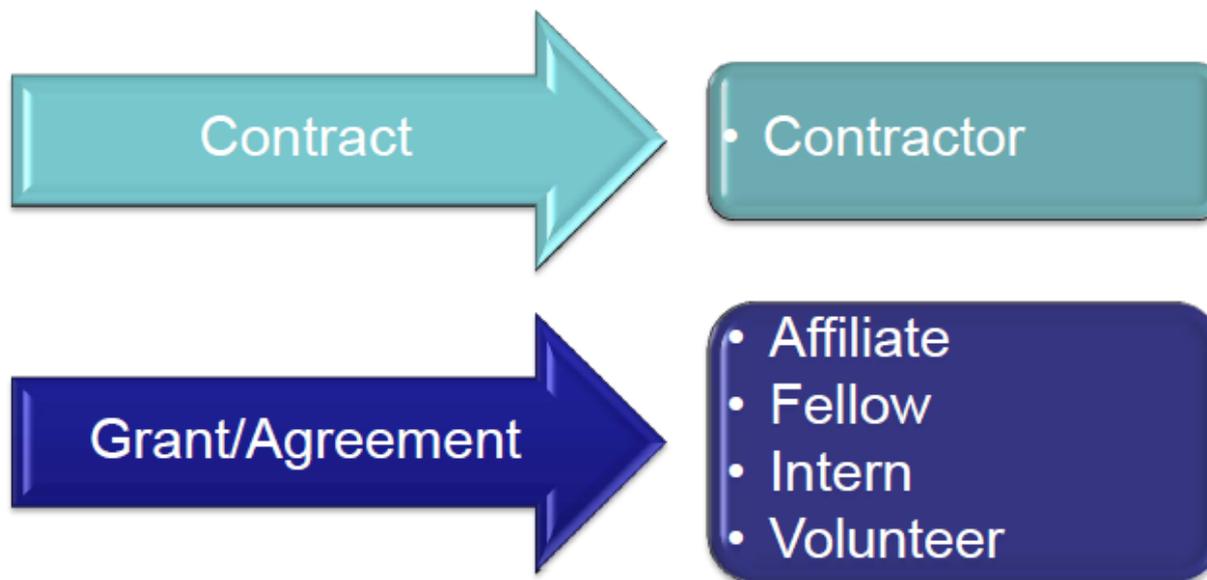
You must follow USDA business policy and standards for creating or editing records in Person Model. USDA business policy can be found in the USDA Departmental Regulation (DR) and Departmental Manual (DM) at [http://lincpass.usda.gov/ref\\_lincpass.html](http://lincpass.usda.gov/ref_lincpass.html).



## 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.





## 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:

First Name:

Last Name:

Social Security Number:

Date of Birth:   

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.**



## 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.**



## Module F: Person Information - Four

### Personal Information

Empl ID:

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.



## Module F: Person Information - Five

**Message**

National ID [REDACTED] is already used for employee [REDACTED] . (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.



## 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.

**Biographical Details** | **Contact Details** | **Organizational Relationships**

Person ID: NEW

**Name** Find | View All First 1 of 1 Last

\*Effective Date: 08/15/2019 [calendar icon] [+ -]

\*Display Name: [Add Name](#)

**Biographic Information**

\*Date of Birth: [calendar icon] 0 Years 0 Months

Date of Birth Re-enter [calendar icon]

Birth Country: USA [magnifying glass icon]

Birth State: [magnifying glass icon]

Birth Location: [text input]

**Biographical History** Find | View All First 1 of 1 Last

\*Effective Date: 08/15/2019 [calendar icon] [+ -]

\*Gender: Unknown [dropdown arrow]

**National ID** Personalize | Find | View All [grid icon] First 1 of 1 Last

| Country | *National ID Type                       | *National ID | National ID Re-enter | Primary ID                          |
|---------|---|--------------|----------------------|-------------------------------------|
| USA     | Social Security Number [dropdown arrow] | [text input] | [text input]         | <input checked="" type="checkbox"/> |

\*Country of Citizenship [magnifying glass icon]  Emergency Response Official

Notes: [text area]



## 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.

**Biographical Details**
Contact Details
Organizational Relationships

Person ID: NEW

**Name**
Find | View All
First 1 of 1 Last

\*Effective Date: 08/15/2019
+ -

\*Display Name:
[Add Name](#)

**Biographic Information**

\*Date of Birth:

0 Years 0 Months

Date of Birth Re-enter

Birth Country:
USA

Birth State:

Birth Location:

**Biographical History**
Find | View All
First 1 of 1 Last

\*Effective Date:
08/15/2019
+ -

\*Gender:
Unknown

**National ID**
Personalize | Find | View All
First 1 of 1 Last

| Country | *National ID Type      | *National ID         | National ID Re-enter | Primary ID                          |
|---------|------------------------|----------------------|----------------------|-------------------------------------|
| USA     | Social Security Number | <input type="text"/> | <input type="text"/> | <input checked="" type="checkbox"/> |

\*Country of Citizenship

 Emergency Response Official

Notes:



## 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              |            |        |         | <a href="#">Add Address Detail</a> |      |          |       | +      | -    |

| Phone Information |           |           |                          | Personalize | Find | View All | First | 1 of 1 | Last |
|-------------------|-----------|-----------|--------------------------|-------------|------|----------|-------|--------|------|
| *Phone Type       | Telephone | Extension | Preferred                |             |      |          |       |        |      |
|                   |           |           | <input type="checkbox"/> |             |      |          |       | +      | -    |

| Email Addresses |                |                                     | Personalize | Find | View All | First | 1 of 1 | Last |   |
|-----------------|----------------|-------------------------------------|-------------|------|----------|-------|--------|------|---|
| *Email Type     | *Email Address | Preferred                           |             |      |          |       |        |      |   |
| Business        |                | <input checked="" type="checkbox"/> |             |      |          |       |        | +    | - |

## Module F: Person Information - Nine

Biographical Details | Contact Details | **Organizational Relationships**

Person ID: NEW

Choose Org Relationship to Add

Person of Interest

Add the Relationship

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

[Biographical Details](#) | [Contact Details](#)

- Affiliate
- Contractor
- Fellow
- Intern
- Volunteer

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 PersonModel.

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 PersonModel.

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](http://lincpass.usda.gov/ref_lincpass.html).



## 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)

**Add Person of Interest** | **Assignment**

MICKEY MOUSE Person ID: 407786

Person of Interest Type: Affiliate

**Security Data** Find | View All | First 1 of 1 Last

Effective Date: 08/15/2019

| *Security Access Type | Enabled                  | Value 1              | Value 2              |
|-----------------------|--------------------------|----------------------|----------------------|
| <input type="text"/>  | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> |

**Person of Interest History** Personalize | Find | First 1 of 1 Last

|   | *Effective Date | *Organizational Relationship Status | Planned Exit | More Information |
|---|-----------------|-------------------------------------|--------------|------------------|
| 1 | 08/15/2019      | A                                   |              |                  |

OK Cancel Apply

## Module G: Assignment and Sponsorship - Two

**Add Person of Interest** | Assignment

MICKEY MOUSE Person ID: 407787

Person of Interest Type: Contractor

**Security Data** Find | View All | First 1 of 1 Last

Effective Date: 08/15/2019

| *Security Access Type | Enabled                             | SetID | Value 1 | Department | Value 2 |
|-----------------------|-------------------------------------|-------|---------|------------|---------|
| POI DEPT              | <input checked="" type="checkbox"/> | SetID | NOEMP   | Department | AGNEIS  |

**Person of Interest History** Personalize | Find | First 1 of 1 Last

|   | *Effective Date | *Organizational Relationship Status | Planned Exit | More Information |
|---|-----------------|-------------------------------------|--------------|------------------|
| 1 | 08/15/2019      | A                                   |              |                  |

OK | Cancel | Apply

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

Edit POI Relationship **Assignment**

**Contract**

MICKEY MOUSE Person ID: 407787

Person of Interest Type: Contractor

| Contract ID | Contract/Grant Flag | Sub-Agency | Sub-Agency Description | Begin Date | Expiration Date | Status | Effective Date | Sponsor ID | Card Type                                  | Change Date |
|-------------|---------------------|------------|------------------------|------------|-----------------|--------|----------------|------------|--|-------------|
| 1           | Contract            |            |                        |            |                 | Active | 08/15/2019     |            | LincPass<br>AltLinc<br>No LincPass/AltLinc |             |

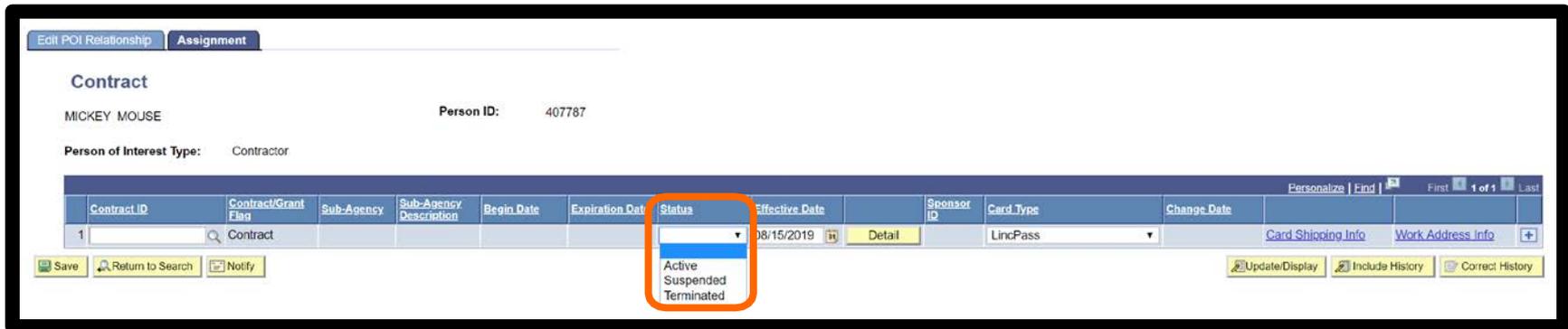
Save Return to Search Notify

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.

## Module G: Assignment and Sponsorship - Four



The screenshot shows a web interface for managing assignments. At the top, there are tabs for "Edit POI Relationship" and "Assignment". Below this, the "Contract" section displays "MICKEY MOUSE" and "Person ID: 407787". The "Person of Interest Type" is set to "Contractor". A table lists the contract details, with the "Status" column highlighted by a red box. The dropdown menu for "Status" is open, showing three options: "Active", "Suspended", and "Terminated".

| Contract ID | Contract/Grant Flag | Sub-Agency | Sub-Agency Description | Begin Date | Expiration Date | Status | Effective Date | Sponsor ID | Card Type | Change Date |
|-------------|---------------------|------------|------------------------|------------|-----------------|--------|----------------|------------|-----------|-------------|
| 1           | Contract            |            |                        |            |                 | Active | 08/15/2019     |            | LincPass  |             |

**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**.



## Module G: Assignment and Sponsorship - Five

Contract

MICKEY MOUSE Person ID: 407787

Person of Interest Type: Contractor

| Contract ID | Contract/Grant Flag | Sub-Agency | Sub-Agency Description | Begin Date | Expiration Date | Status | Effective Date | Sponsor ID | Card Type | Change Date | Personalize | Find | First | 1 of 1 | Last |
|-------------|---------------------|------------|------------------------|------------|-----------------|--------|----------------|------------|-----------|-------------|-------------|------|-------|--------|------|
| 1           | Contract            |            |                        |            |                 | Active | 08/15/2019     |            | LincPass  |             |             |      |       |        |      |

Save Return to Search Notify Update/Display Include History Correct History

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.

## Module G: Assignment and Sponsorship - Six

The screenshot shows a web application interface for managing contract assignments. At the top, there are tabs for 'Edit POI Relationship' and 'Assignment'. Below the tabs, the contract details are displayed: 'Contract' MICKEY MOUSE, 'Person ID: 407787', and 'Person of Interest Type: Contractor'. A table lists contract details with columns for Contract ID, Contract/Grant Flag, Sub-Agency, Sub-Agency Description, Begin Date, Expiration Date, Status, Effective Date, and Sponsor ID. The first row shows Contract ID 1, Contract/Grant Flag Contract, Status Active, and Effective Date 08/15/2019. A dropdown menu for 'Card Type' is open, showing options: LincPass, AltLinc, and No LincPass/AltLinc. The 'Card Shipping Info' hyperlink is highlighted in orange. Other buttons include Save, Return to Search, Notify, Update/Display, Include History, and Correct History.

| Contract ID | Contract/Grant Flag | Sub-Agency | Sub-Agency Description | Begin Date | Expiration Date | Status | Effective Date | Sponsor ID | Card Type | Change Date | Card Shipping Info                 | Work Address Info                 |
|-------------|---------------------|------------|------------------------|------------|-----------------|--------|----------------|------------|-----------|-------------|------------------------------------|-----------------------------------|
| 1           | Contract            |            |                        |            |                 | Active | 08/15/2019     | Detail     | LincPass  |             | <a href="#">Card Shipping Info</a> | <a href="#">Work Address Info</a> |

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:

**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                                 |
|-------------------------|--------------|---------------------------------------|---|
| <a href="#">100002</a>  | SHP          | <a href="#">USDA - WASHINGTON</a>     | <a href="#">USDA - INDEPENDENCE AVENUE</a>    |
| <a href="#">100016</a>  | SHP          | <a href="#">U.S. DOE NATIONAL LAB</a> | <a href="#">U.S. DOE NATIONAL LAB</a>         |
| <a href="#">100018</a>  | SHP          | <a href="#">OPM - BOYERS</a>          | <a href="#">OPM</a>                           |
| <a href="#">100020</a>  | SHP          | <a href="#">DOE - AIKEN</a>           | <a href="#">SAVANNAH RIVER SITE</a>           |
| <a href="#">100025</a>  | SHP          | <a href="#">USDA - FT COLLINS</a>     | <a href="#">USDA - CENTRE AVE</a>             |
| <a href="#">100027</a>  | SHP          | <a href="#">DOE - OAK RIDGE</a>       | <a href="#">DOE -OAK RIDGE OFFICE</a>         |
| <a href="#">100028</a>  | SHP          | <a href="#">DOE - LOS ALAMOS</a>      | <a href="#">DOE - LOS ALAMOS NATIONAL LAB</a> |

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**.



## Module G: Assignment and Sponsorship - Eight

### Card Shipping Information

#### Card Shipping Information

Card Ship Addr Cd:   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.



## Module G: Assignment and Sponsorship - Nine

### Use of Data Entry Personnel

Contract

MICKEY MOUSE Person ID: 407787

Person of Interest Type: Contractor

| Contract ID | Contract/Grant Flag | Sub-Agency | Sub-Agency Description | Begin Date | Expiration Date | Status | Effective Date | Sponsor ID | Card Type                                  | Change Date |
|-------------|---------------------|------------|------------------------|------------|-----------------|--------|----------------|------------|--|-------------|
| 1           | Contract            |            |                        |            |                 | Active | 08/15/2019     | Detail     | LincPass<br>AltLinc<br>No LincPass/AltLinc |             |

Buttons: Save, Return to Search, Notify, Include History, Correct History

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.



## 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.

| Sponsor ID | Card Type | Change Date |                                    |                                     |
|------------|-----------|-------------|------------------------------------|-------------------------------------|
|            | LincPass  | 08/15/2019  | <a href="#">Card Shipping Info</a> | <a href="#">Work Address Info</a> + |

Update/Display Include History **Correct History**

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.



## 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.





## 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.





## 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.

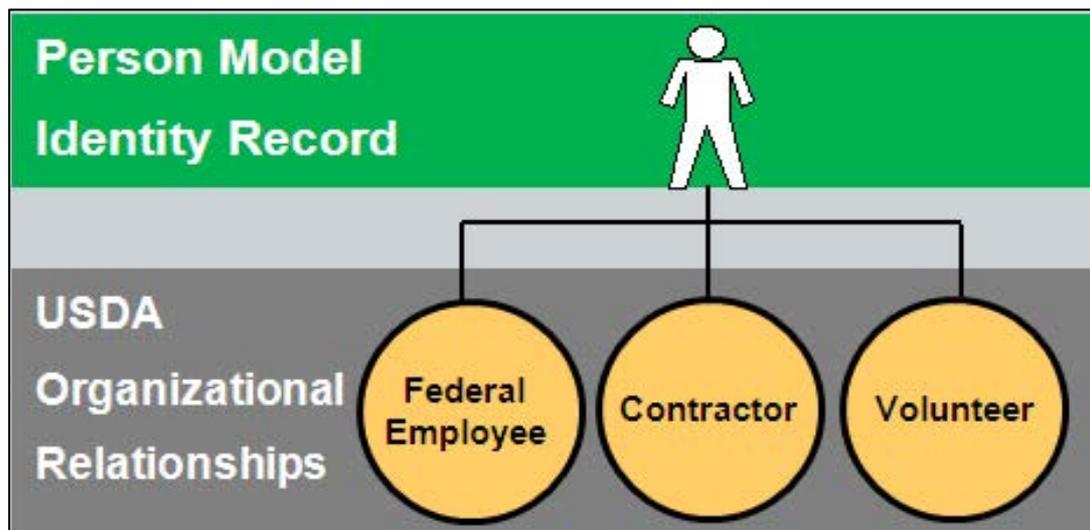


## Module H: Additional Person Model Features - One

### 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.





## 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.

#### Person Organizational Summary

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

**Find an Existing Value**

**Search Criteria**

|                         |               |  |
|-------------------------|---------------|--|
| Empl ID:                | begins with ▼ | <input type="text"/>   |
| Last Name:              | begins with ▼ | <input type="text"/>   |
| First Name:             | begins with ▼ | <input type="text"/>   |
| Date of Birth:          | = ▼           | <input type="text"/>  |
| Social Security Number: | = ▼           | <input type="text"/>   |

Case Sensitive

**Search** **Clear** [Basic Search](#)  [Save Search Criteria](#)

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

**Person Org Summary**

MICKEY MOUSE Person ID: 407787

▼ **Person of Interest Instance**

| Person of Interest Type | Empl_rcd# | Status   | Begin Date/ | End Date |
|-------------------------|-----------|----------|-------------|----------|
| Contractor              |           | A:Active | 08/15/2019  |          |
| Volunteer               |           | A:Active | 08/15/2019  |          |

[Return to Search](#) [Notify](#)

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

Edit POI Relationship | Assignment

**Contract**

MICKEY MOUSE Person ID: 407787

Person of Interest Type: Contractor

| Contract ID            | Contract/Grant Flag | Sub-Agency | Sub-Agency Description | Begin Date | Expiration Date | Status     | Effective Date | Sponsor ID | Card Type | Change Date | Work Address Info                   |
|------------------------|---------------------|------------|------------------------|------------|-----------------|------------|----------------|------------|-----------|-------------|-------------------------------------|
| 1 00000000             | Contract            | 03         | ARS                    | 09/21/2011 | 12/31/2022      | Active     | 08/15/2019     | MS048221   | LincPass  | 08/15/2019  | <a href="#">Work Address Info</a> + |
| 2 00000000000000000000 | Contract            | 30         | FNS                    | 09/10/2012 | 06/21/2013      | Terminated | 08/15/2019     |            |           |             | <a href="#">Work Address Info</a> + |
| 3 01111                | Contract            | 03         | ARS                    | 08/30/2017 | 08/30/2019      | Terminated | 08/15/2019     |            |           |             | <a href="#">Work Address Info</a> + |

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

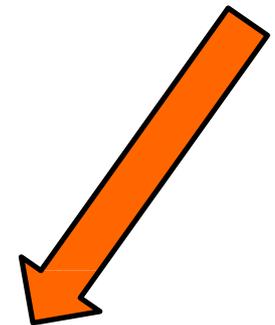
If a person has **more than one assignment** for a POI Type, this will result in two or more **rows** on the assignment page, as shown above.

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**.

First 1-3 of 3 Last

|                                   |   |
|-----------------------------------|---|
| <a href="#">Work Address Info</a> | + |
| <a href="#">Work Address Info</a> | + |
| <a href="#">Work Address Info</a> | + |

History | **Correct History**





## Module H: Additional Person Model Features - Five

### Multiple Assignments

Edit POI Relationship **Assignment**

### Contract

MICKEY MOUSE

Person of Interest Type: Contractor

|   | Contract ID | Contract/Grant Flag | Sub-Agency | Sub-Agency Description |
|---|-------------|---------------------|------------|------------------------|
| 1 | 00000000    | Contract            | 03         | ARS                    |

Save Return to Search Previous in List **Next in List** Notify



Edit POI Relationship **Assignment**

### Grant/Agreement

MICKEY MOUSE

Person of Interest Type: Volunteer

|   | Grant/Agreement | Contract/Grant Flag | Sub-Agency | Sub-Agency Description |
|---|-----------------|---------------------|------------|------------------------|
| 1 | 00000000        | Gran/Agree          | 03         | ARS                    |

Save Return to Search **Previous in List** Next in List Notify

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.

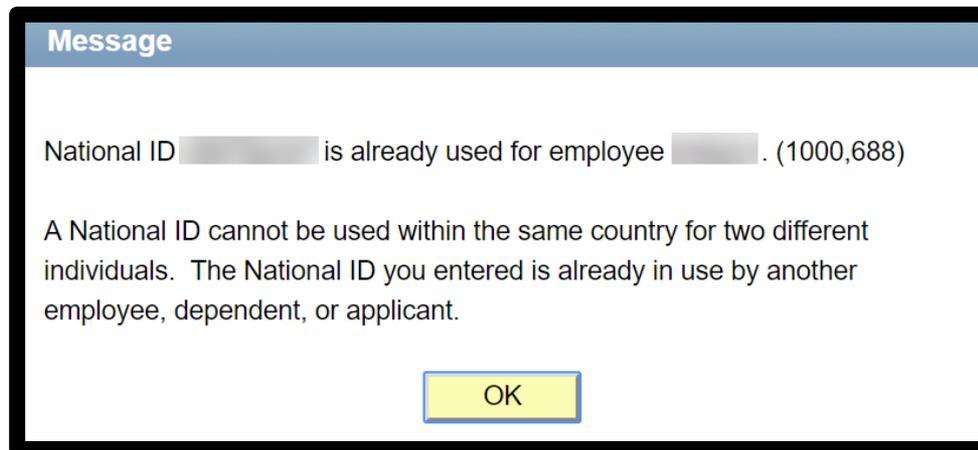
To view multiple assignments for different POI Types, select **Previous In List** or **Next in List**.



## 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**:



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 former Federal Employees who retire and become contractors, for example.

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



## 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.



## 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

|  |  |  |
|--|--|--|
|  <a href="#">Location Report</a><br>Location Report                                |  <a href="#">Non Employee Process</a><br>Non Employee Process |  <a href="#">Non Employee Summary Report</a><br>Non Employee Summary Report |
|  <a href="#">Period of Performance Report</a><br>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.



## 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 a 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>.

### Find USAccess Centers

Listed below are the USAccess Credentialing Centers available for enrollment, credential issuance and activation, and credential maintenance activities. Use this search feature to find a center near you. Credentialing center hours of operation vary and change frequently. The GSA Online Scheduling System you use to make your appointment will have the most up-to-date hours of operation for the center.

NOTE: Most Light Activation (LA) and Light Credentialing Solution (LCS) locations and hours of operation are not posted on this website. For LA and LCS locations and availability in your agency, please contact your agency's HSPD-12 point of contact or program office responsible for issuing employee and contractor PIV credentials.

**State**      **Activity**

DC    Enrollment

**Agency**

Search    Reset



## 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    | 00219   | YES            | ANCHORAGE      | AK    | USA                            | 222 W 7th Ave                  | US Bureau of Land Management                    | 99513      | DOI        | BLM                                | Contact USDA Helpdesk              | 813-402-4075   | usdshsp12help@blm.usda.gov                                |  |
| LAS  | 1               | Activation only           | Dedicated | 002253  | NO             | CORDOVA        | AK    | USA                            | 612 2nd Street                 | Chugach NP Cordova RD                           | 99574      | USDA       | FS                                 | Tanya Zastrow                      | 907-424-4722   | tzastrow@fs.fed.us  |  |
| MCU  | 1               | Enrollment and Activation | Dedicated | 002236  | NO             | CRADO          | AK    | USA                            | 904 9th Street                 | Tongass NP Crado RD                             | 99521      | USDA       | FS                                 | Katherine Kruse                    | 907-626-1615   | kkrase@fs.fed.us  |  |
| LAS  | 1               | Activation only           | Dedicated | 00795   | YES            | DELTA JUNCTION | AK    | USA                            | 6 Mile Post 1420.5 Alaska Hwy  | Jervis Building                                 | 99757      | USDA       | FS                                 | Lloyd Wilhelms                     | 907-694-4242 x104  | lloyd.wilhelms@fs.usda.gov                                |  |
| FIXED  | 1               | Enrollment and Activation | Shared    | 00194   | YES            | DENALI PARK    | AK    | USA                            | 6 Mile Post 277 Parks Highway  |   | 99755      | DOI        | NPS                                | Contact USDA Helpdesk              | 813-402-4075   | usdshsp12help@den.usda.gov                                |  |
| SHIP TO  | SHIP TO         | Dedicated                 | 00796     | YES     | DELTA JUNCTION | AK             | USA   | 134 1ST AVE WEST               | BERDMAN SCHROEDER BLDG         |   | 99756      | USDA       | RD                                 | WILLIAM WILLIAMS                   | 907-642-9291   | WILLIAM.WILLIAMS@AK.USDA.GOV                              |  |
| FIXED  | 2               | Enrollment and Activation | Shared    | 00128   | Yes            | FISHBANKS      | AK    | USA                            | 801 12TH AVE                   | Room 967  | 99701-6211 | DOI        | BLA                                | Contact USDA Helpdesk              | 813-402-4075   | usdshsp12help@fish.usda.gov                               |  |
| FIXED  | 2               | Enrollment and Activation | Shared    | 000162  | YES            | JUNEAU         | AK    | USA                            | 809 W 9th Street               | USDA Forest Service                             | 99801      | USDA       | FS                                 | EJ Terry                           | 907-586-7928   | e.terry@fs.fed.us   |  |
| MCU  | 1               | Enrollment and Activation | Shared    | 000162  | YES            | JUNEAU         | AK    | USA                            | 809 W 9th Street               | USDA Forest Service                             | 99801      | USDA       | FS                                 | Charlyte Malacca<br>Erg Adams      | 907-586-4700<br>907-586-7927                             | cmalacca@fs.fed.us<br>ergadams@fs.fed.us                  |  |
| LAS  | 1               | Activation only           | Dedicated | 00797   | YES            | KENAI          | AK    | USA                            | 110 Trading Bay Road           | Site 140  | 99611      | USDA       | RD                                 | Wylie Chandler                     | 907-283-6640   | wylie.chandler@ak.usda.gov                                |  |
| MCU  | 1               | Enrollment and Activation | Dedicated | 002297  | NO             | KETCHIKAN      | AK    | USA                            | 468 Main Street                | Ketchikan Supervisors Office<br>Palmer Building | 99901-4591 | USDA       | FS                                 | Debbie Gerhardt                    | 907-226-6340   | dgerhardt@fs.fed.us                                       |  |
| SHIP TO  | SHIP TO         | Dedicated                 | 00660     | YES     | PALMER         | AK             | USA   | 800 West Bergeman              |                                | 99645   | USDA       | RD         | Connie Erickson                    | 907-761-7708                       | connie.erickson@ak.usda.gov                              |   |  |
| LAS  | 1               | Activation only           | Dedicated | 002238  | NO             | PETERSBURG     | AK    | USA                            | 123 Snow Bay Loop Road         | Tongass NP                                      | 99833      | USDA       | FS                                 | Olav Uppengaard                    | 907-772-9550   | olavuppenaard@fs.fed.us                                   |  |
| LAS  | 1               | Activation only           | Shared    | 002343  | NO             | SEWARD         | AK    | USA                            | 13399 Ranger Station Spur      |   | 99664      | USDA       | FS                                 | Katy Tschandler                    | 907-286-7737   | kttschandler@fs.fed.us                                    |  |
| MCU  | 1               | Enrollment and Activation | Shared    | 002346  | NO             | WRANGELL       | AK    | USA                            | 523 Bennett Street             | Tongass NP Wrangell RD                          | 99929      | USDA       | FS                                 | Lynne Niese                        | 907-874-7505   | lynne@fs.fed.us   |  |
| LAS  | 1               | Activation only           | Shared    | 00421   | Yes            | ANCHORAGE      | AL    | USA                            | UNGS, ALASKA SCIENCE CENTER    | 4210 UNIVERSITY DRIVE                           | 99508      | DOI        | USGS                               | Contact USDA Helpdesk              | 813-402-4075   | usdshsp12help@al.usda.gov                                 |  |
| FIXED  | 2               | Enrollment and Activation | Shared    | 001407  | NO             | ANNISTON       | AL    | USA                            | 1413 Hillory Robinson Int Pkwy | State A   | 36207      | USDA       | FS                                 | Brenda Haggren<br>Charles M. Clark | 256-835-7821 x2<br>256-835-7821 x2                       | brenda.haggren@al.usda.gov<br>charlesm.clark@al.usda.gov  |  |
| SHIP TO  | SHIP TO         | Dedicated                 | 001600    | YES     | ANNISTON       | AL             | USA   | 1413 Hillory Robinson Int Pkwy | State A                        | 36207   | USDA       | FS         | Brenda Haggren<br>Charles M. Clark | 256-835-7821<br>256-835-7821       | brenda.haggren@al.usda.gov<br>charlesm.clark@al.usda.gov |   |  |
| LAS  | 1               | Activation only           | Dedicated | 002193  | YES            | ALBIRN         | AL    | USA                            | 1380 Skyway Drive              |   | 36880      | USDA       | NBCC                               | Wendy F Smith<br>Courtney Harrell  | 334-887-4328<br>334-887-4339                             | wendy.f.smith@al.usda.gov<br>courtney.harrell@al.usda.gov |  |
| LAS  | 1               | Activation only           | Dedicated | 005802  | YES            | ALBIRN         | AL    | USA                            | 411 S Drexler Dr               |   | 36802      | USDA       | ARS                                | Debra LaFond                       | 334-887-6596 ext 2709                                    | debra.lafond@al.usda.gov                                  |  |
| FIXED  | 2               | Enrollment and Activation | Shared    | 001946  | YES            | BEAUMONT       | AL    | USA                            | 690 29th Street N              | Room 600  | 35203      | DOI        | Contact USDA Helpdesk              | 813-402-4075                       | usdshsp12help@al.usda.gov                                |   |  |
| FIXED  | 1               | Enrollment and Activation | Shared    | 000826  | YES            | COOPER CENTER  | AL    | USA                            | MELE 166.8 RICHARDSON HIGHWAY  |   | 36157-0459 | DOI        | NPS                                | Contact USDA Helpdesk              | 813-402-4075   | usdshsp12help@al.usda.gov                                 |  |
| FIXED  | 1               | Enrollment and Activation | Shared    | 00580   | YES            | PORT WADSWORTH | AL    | USA                            | ALASKA FIRE SERVICE OFFICE     | 1541 GAFFNEY ROAD                               | 36103      | DOI        | BLM                                | Contact USDA Helpdesk              | 813-402-4075   | usdshsp12help@al.usda.gov                                 |  |
| LAS  | 1               | Activation only           | Shared    | 00853   | YES            | GLENDALE       | AL    | USA                            | ALBENALLEN FIELD OFFICE        | MILE POST 186.5 GLENN HIGHWAY                   | 36988      | DOI        | BLM                                | Contact USDA Helpdesk              | 813-402-4075   | usdshsp12help@al.usda.gov                                 |  |
| LAS  | 1               | Activation only           | Dedicated | 002827  | YES            | GROVE HILL     | AL    | USA                            | 127A Clarke Street             |   | 36491      | USDA       | NBCC                               | Deborah Slat                       | 215-275-1185   | debs.slat@al.usda.gov                                     |  |
| LAS  | 2               | Activation only           | Shared    | 000596  | YES            | GUSTAVUS       | AL    | USA                            | 1 PARK ROAD                    | SUITE 140                                       | 36826      | DOI        | NPS                                | Contact USDA Helpdesk              | 813-402-4075   | usdshsp12help@al.usda.gov                                 |  |
| FIXED  | 1               | Enrollment and Activation | Shared    | 000596  | YES            | GUSTAVUS       | AL    | USA                            | 1 PARK ROAD                    | SUITE 140                                       | 36826      | DOI        | NPS                                | Contact USDA Helpdesk              | 813-402-4075   | usdshsp12help@al.usda.gov                                 |  |



## Module I: Additional Sponsor Resources - Four

### 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.

ROLE: SPONSOR - DEPARTMENT OF AGRICULTURE  
Sponsor Applicant 12001000000225@fedidcard.gov Logout  
Issuance Criteria Show Applicant Status Show Previous Card Info

Sponsor Info  
Card Address Info  
Save

Print Method  
Select Card Print Method CENTRAL PRINTING

Card Shipping Address  
Shipping Method STANDARD/ OVERNIGHT  
Select Address State DELAWARE Site USDA - 1221 COLLEGE PARK DR Expires  
Street Address 1 FSA LIGHT CREDENTIALING CENTER Street Address 2 1221 COLLEGE PARK DR SUITE 201  
City DOVER State DE  
Zip Code 19904 Country USA

Previous Next Cancel

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.



## Module I: Additional Sponsor Resources - Five

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.

**USACCESS Program**  
Powered by Perspecta Assured Identity

1100010101000100001000

ROLE: SPONSOR - DEPARTMENT OF AGRICULTURE

Sponsor Applicant 12001000000225@fedidcard.gov Log out

Issuance Criteria: 7 **X** Show Applicant Status ●●●●

| Category                | Field                | Value                          | Status                                  |
|-------------------------|----------------------|--------------------------------|---|
| Sponsorship Information | Agency               | DEPARTMENT OF AGRICULTURE      | Has Valid Credential Option <b>X</b>    |
|                         | Employee Type        | EMPLOYEE                       | Is Adjudicated <b>X</b>                 |
|                         | Agency Rank          |                                | Is Registered <b>X</b>                  |
|                         | Contract Number      |                                | Is Sponsored <b>X</b>                   |
|                         | User Principal Name  | System Generated UPN           | PIV-I Agency Specific Criteria <b>X</b> |
|                         |                      | User Specified                 | Sponsor Has EID <b>X</b>                |
|                         |                      | 12001003805934@fedidcard.gov   | Valid Ship To Address <b>X</b>          |
|                         |                      |                                | 4 Cert With Unique Email                |
|                         |                      |                                | 4 Cert With Valid Email                 |
|                         |                      |                                | Citizenship Matches ID Type             |
| Card Information        | Credential Option    | NONE                           | Employee ID Format Correct <b>X</b>     |
|                         | Smart Card Type      | STANDARD DUAL INTERFACE        | Has Active Employment Status            |
|                         | Agency Role          |                                | Has Sponsored Enrollment                |
|                         | Card Header          | UNITED STATES GOVERNMENT       | Has UPN                                 |
|                         | Last Enrollment Date |                                | Has Unique UPN                          |
|                         | Agency Special Use   |                                | Has Valid Employee Type Code            |
|                         |                      |                                | Has Valid First Name                    |
|                         |                      |                                | Has Valid Last Name                     |
|                         |                      |                                | Has Valid Middle Name                   |
|                         |                      |                                | Print Mode/ Card Type Is Valid          |
|                         |                      | Print Mode Is Valid For Agency |   |
|                         |                      | SecID Is Unique                |   |
|                         |                      | Ship To Address Is Active      |   |
|                         |                      | Valid Return To Address        |   |

Next Cancel



## Module I: Additional Sponsor Resources - Six

### 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 Check |
|------------|------------|-------------|-------------|---------------------|---------------|--------------|----------------|----------------------|-----------------------|---------------------|-----------------|-------------------|
| REGISTFAR  | SUPER      | TEST        |             | 131534              | FAIL          |              | FAIL           |                      |                       | FAIL                |                 |                   |
| LAMBEFTONE | JACK       | A           |             | 131535              | FAIL          |              | FAIL           |                      |                       |                     |                 |                   |
| DATABASE   | TEST       | T           |             | 131536              |               |              | FAIL           |                      |                       |                     |                 | FAIL              |

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**.



## Module I: Additional Sponsor Resources - Seven

**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](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](mailto:usdahspd12help@dm.usda.gov)

USAccess Help Desk (for USAccess system questions/issues)

Toll Free: 866-493-8391

Email: [usaccess.helpdesk@perspecta.com](mailto:usaccess.helpdesk@perspecta.com)

GSA MSO Help Desk (general policy questions)

Phone: 202-501-4740

Email: [hspd12@gsa.gov](mailto:hspd12@gsa.gov)

eAuthentication Help:

Phone: 800-457-3642, Option 1

