



HSPD-12 NEWSFLASH

SUBJECT: MANDATORY ROLE HOLDER DESIGNATION IN USACCESS REQUIRED

What's Changing?

USAccess will be implementing a new system rule requiring that ALL Sponsors and Adjudicators to be designated as role holders within the USAccess system. Going forward every role holder must be designated in their role in USAccess by your agency's Role Administrator.

What Are the Impacts?

This mostly impacts EmpowHR agencies as any record that is sponsored and/or adjudicated by someone that is not designated as a Sponsor or Adjudicator in USAccess will be marked as sponsorship incomplete. Applicants with incomplete sponsored records will not receive the notice to enroll and will not be able to enroll. In terms of data preparation processes, nothing will change and records should be prepared and certified using the current processes.

There is no impact to PayPers agencies as all Sponsors and Adjudicators are already designated in USAccess by the Role Administrator. Please continue to follow this process.

****** ALL Role Holders MUST be designated in USAccess by July 31st ******

Next Steps (EmpowHR Agencies Only):

1. We will provide each EmpowHR agency's Role Administrator a list of the known Sponsors and Adjudicators. The list will indicate if they have taken the training based on the last AgLearn training completion report we received.
2. Once the Role Administrator receives the list, they should designate all the current Sponsors and Adjudicators in USAccess by July 31st, provided they already have completed the training in AgLearn.
3. For those role holders that have not completed the training yet:
 - a. The Role Administrator should verify that the training is available to the role holder in their AgLearn learning plan (and request it be placed there by the AgLearn training coordinator if it is not)
 - b. The Role Administrator should inform the role holder that they need to complete the training before being designated and that this must be completed in time to designate the role holder by July 31st.
4. Going forward, each agency must designate each Sponsor and Adjudicator as a role holder in USAccess prior to the role holder Sponsoring/Adjudicating any Applicant records. Prior to being designated, each role holder must complete the appropriate role holder training via AgLearn and must be sponsored in the USAccess system.

QUESTIONS ABOUT THIS NEWSFLASH OR HSPD-12?

USDA HSPD-12 Website: <http://lincpass.usda.gov>

Contact the USDA HSPD-12 Help Desk:

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