USDA HSPD-12
Applicant Status Report Guide

Prepared for

**United States Department of Agriculture
Office of Security Services
300 7th Street SW, Washington DC 20024**

Version 4.0

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Revision Information

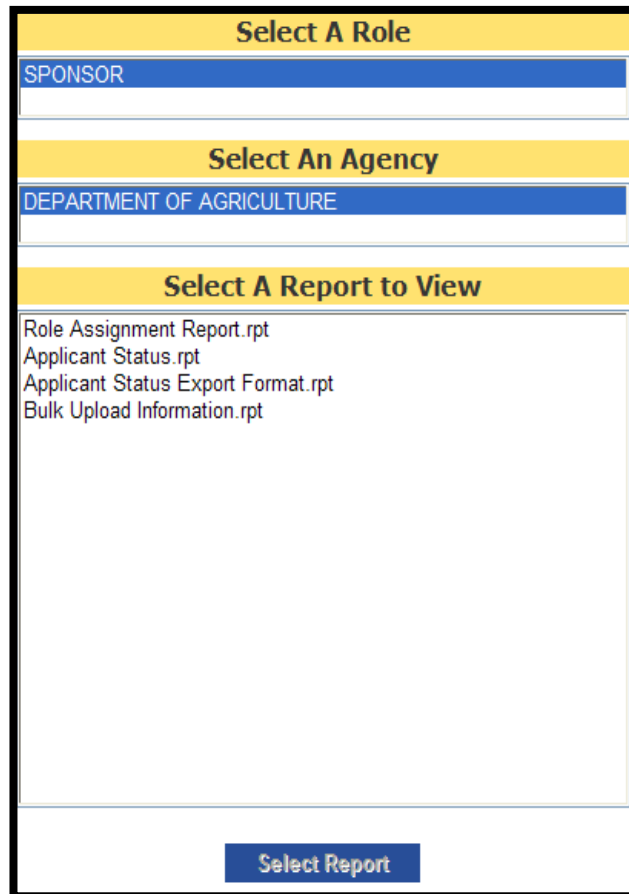| Version	Date	Revision Notes
1.0	2/21/2008	Initial Draft
2.0	4/1/2008	Added advanced search capability details
3.0	6/6/2008	Verbiage tweaks
4.0	8/14/2008	Updated screen shots and verbiage to coincide with USAccess system update 4.0

INTRODUCTION

The Applicant Status Report allows Agency Sponsors, Adjudicators, Security Officers, and Report Viewer role holders to check Applicant status in the USAccess system to determine where Applicants are in the LincPass issuance process. The report can also be used to troubleshoot issues with specific Applicant records, as it will highlight areas that require editing before an Applicant's card can be issued.

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

ACCESSING APPLICANT STATUS REPORT

Step 1. To access this report, go to the Reports portal (https://gsa.identitymsp.com/reportsportal) and log in using your USAccess user name and password.

Step 2. Select your role, then the "Applicant Status Export Format.rpt" report. Click the **Select Report** button to run the report.
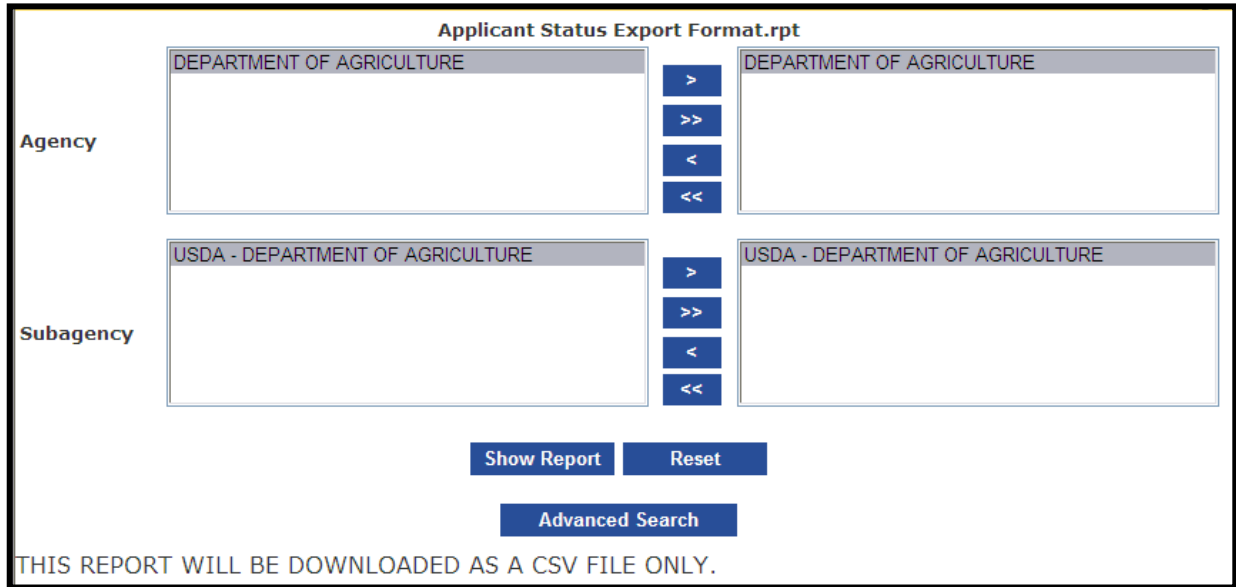

Figure 1: Selecting the Applicant Status Export Report

Step 3. On the next screen, leave all selected defaults and click the **Show Report** button to return all USDA applicant records to the screen.

Figure 2: Selecting the Agency and Sub-agency

Step 4. Alternatively, you can click the **Advanced Search** button to apply filters to the report prior to running it. The next section details how to apply the advanced filters.

NOTE: It is *highly recommended* that you use the Advanced Search features to limit results to at least your agency. Because USDA has tens of thousands of applicants in the system, the processing time can be extremely long if filters are not applied to limit the data set returned.

ADVANCED SEARCH CAPABILITIES

The Advanced Search will allow you to filter through the reports by Sub-agency, Sponsorship Status, Enrollment Status, Adjudication Status, and Issuance Status as well as by specific applicant names.

Figure 3: Report Filters

A. Applicant Name Filters

The Applicant Name filter allows you to search on specific applicants. You can search for a single applicant or multiple applicants at a time.

Figure 4: Applicant Name Filter

Step 1. Type in the applicant's last name in the **Last Name** box and then hit the **Search** button.

Step 2. Select the Applicant's name from the **Filtered Applicants** box and then click the ">" button to move the name to the right-hand box. All names in the right-hand box are the ones the report will search on.

B. Sponsorship Search Option Filters

The "Sponsorship Search Options" allow you to filter the report on various Sponsorship related fields.
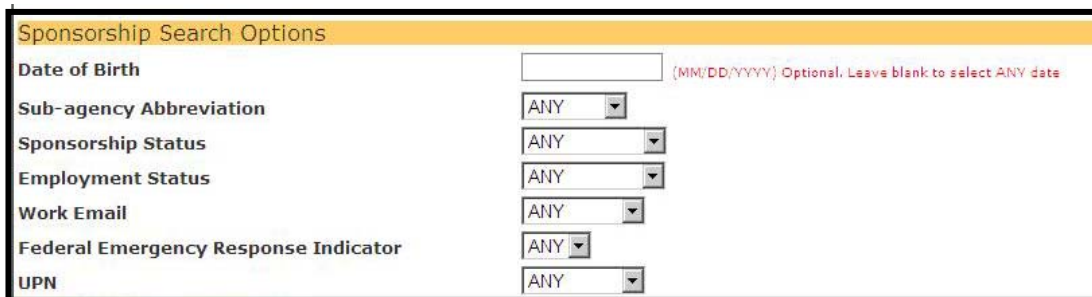
Figure 5: Sponsorship Filters

Available Filters:
- Date of Birth: use this to search on a particular birth date
- Sub-agency Abbreviation: use this to applicants from a particular agency.
- Sponsorship Status: use this to find sponsored and incomplete sponsored applicants as well as applicants that have been terminated (i.e. due to retirement, separation from USDA, LincPass terminated) or whose LincPass has expired.
- Employment Status: search for applicants by HR employment status
- Work Email: search for applicants who have ("Provided") or do not have ("Missing") an email address with their record
- Federal Emergency Response Indicator: find applicants who have or do not have the FERO designation
- UPN: search for applicants who have ("Provided") or do not have ("Missing") a UPN assigned to their record

C. Enrollment Search Options Filters

This filter allows you to search for applicants by enrollment status and flag status.

Figure 6: Enrollment Filters

Available Filters:
- Enrollment Status: use this filter to find applicants who have enrolled ("Complete") or not enrolled yet ("Incomplete").
- Document Referral: use this filter to find applicants who have enrolled but have an I-9 document referral flag ("YES") or not ("NO")
- Duplicate Check Status: use this filter to find applicants who have enrolled but have a biometric duplicate check flag:
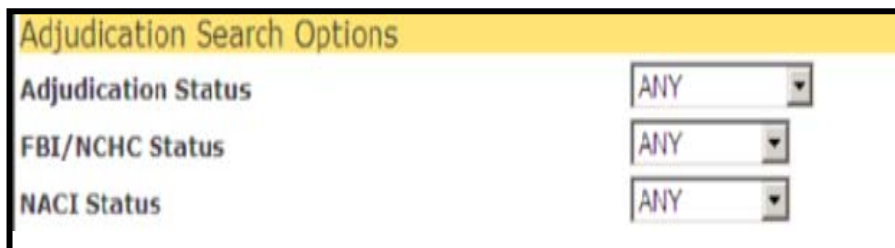   - Unknown – generally the applicant has not enrolled yet
    - Duplicate Cleared – the SO has already reviewed and cleared the flag from the applicant's record
    - Duplicate Confirmed – the SO has already reviewed the record and verified this was a duplicate record
    - Duplicate Found – there is a flag on the record that has not been reviewed yet
    - No Duplicate Found – the applicant enrolled and there were no flags

D. Adjudication Search Options Filters

This filter allows you to search for applicants based on their adjudication status. You can search on the overall status or by the individual background check statuses.

Figure 7: Adjudication Search Filters

Available Filters:
- Adjudication Status: use this filter to find applicants based on the overall adjudication status
- FBI/NCHC Status: use this filter to find applicants based on just the FBI Fingerprint Check status
- NACI Status: use this filter to find applicants based on just the NACI status

E. Issuance Search Options Filters
Use this filter to find applicants based on the card issuance status

Figure 8: Issuance Search Filter

Options for this filter are:
- <u>Active</u>: applicants with activated LincPasses
- <u>Card Delivered</u>: applicants whose LincPass has been delivered but not activated yet
- <u>Card Printing in Process</u>: applicants whose LincPass is currently in the printing process
- <u>No Status</u>: applicants whose have not completed all of the issuance criteria yet and the LincPass has not gone to printing
- <u>Terminated</u>: applicants whose LincPass is now terminated
- <u>Suspended</u>: applicants whose LincPass is now suspended

VIEWING THE REPORT RESULTS

Once all your filters have been placed (if you applied filters), click the **Show Report** button to run the report. You will be prompted to download the report to a CSV file.

Figure 9: Download Report to CSV

Click the **Download** button to download the report to your computer. You will be prompted to save the report in a location of your choosing.

TROUBLESHOOTING APPLICANT RECORDS

Once you have opened and saved the report you can now open it on your desktop to sort through and troubleshoot Applicant records. Use the following field legend as a guide to the fields available in the report. This legend describes the report fields, as well as how to interpret red highlighted areas. Red highlighted areas indicate information that must either be supplied or edited before the Applicant's record can be fully processed and the card issued.

Field Legend

Applicant Information
Last Name - Applicant Last Name
First Name - Applicant First Name
Middle Name - Applicant Middle Name
Suffix - Applicant Suffix
DOB - Applicant Date of Birth
Work Email - Applicant Work EMail - if "MISSING" the *Sponsor* must provide the email address before card issuance can occur
Home Email - Applicant Home EMail

Sponsorship Information
Sponsorship Status - Applicant Sponsorship Status, if "INCOMPLETE" the *Sponsor* must complete the applicant sponsorship
Sponsorship Create Date - Date the Applicant Sponsorship record was created
Sponsorship Last Update - Date the Applicant Sponsorship record was last modified
Fed Emer Response - Indicates if the Applicant is a Federal Emergency Response Official
UPN - User Principal Name, if "MISSING" the *Sponsor* must provide the UPN before card issuance can occur
Ship To Address - Address where the Applicant PIV credential will be mailed after card printing
Employment Status - Applicant's employment status (active, terminated, suspended, future)
Org Association Category - The applicant's category for the sponsoring agency (contractor, employee, etc.)
Card Required - If YES, a card is required for this applicant
Zone 4 - Agency Specific Text - Text printed on the card in Zone 4
Zone 17 - Agency Specific Data - Text printed on the card in Zone 17
Zone 5 -Rank - The rank code for this applicant printed on the card in Zone 5
Sub-agency Abbreviation - codes used for agencies that do not have sub-agencies but want to have something to sort applicants on

Enrollment Information
Enrollment Status - If "INCOMPLETE" the *Applicant* must appear in person for enrollment
Enrollment Create Date - Date the Applicant Enrollment record was created
Enrollment Last Update - Date the Applicant Enrollment record was last modified
Document Referral - If "YES" the *Security Officer* must review and approve the applicant-provided I-9 documents
Duplicate Check Status - DUPLICATE CLEARED - flagged applicant record has been cleared - no action required; "DUPLICATE CONFIRMED"- applicant record has been confirmed as a duplicate - no action required; "DUPLICATE FOUND"- applicant record has been flagged as a potention duplicate - security officer action required; NO DUPLICATE FOUND - applicant record has not been flagged as a duplicate - no action required
Enrollment ID - The applicant's unique identifier number

Adjudication Information
Adjudication Status - Applicant Adjudication Status, if "INCOMPLETE" or "NO STATUS" the *Adjudicator* must provide the applicant adjudication
Adjudication Status - Applicant Adjudication Status, if "DENIED" the applicant's FBI/NCHC or NACI status has been set to REJECTED
Adjudication Create Date - Date the Applicant Adjudication record was created
Adjudication Last Update - Date the Applicant Adjudication record was last modified
NCHC/FBI - Status for the National Criminal History Check
NACI - Status for the National Agency Check with Inquiries

Issuance Information
Issuance Status - Status of the credential, if "CARD DELIVERED" the *Applicant* must appear in person for card pickup and activation
Issuance Create Date - Date the Applicant Issuance record was created
Issuance Last Update - Date the Applicant Issuance record was last modified
Card Destroyed - Has the card been destroyed, YES or NO
CMS Card ID - Card serial number
Card ID - Issuance ID for this card
FASC-N - Federal Agency Smart Credential Number

Figure 10: ASR Legend

Additionally, see the "Gap Analysis Using the Applicant Status Report" guide on the USDA HSPD-12 website's "Training" page for more instructions on conducting gap analysis.

HELP RESOURCES

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

USDA LincPass website: http://lincpass.usda.gov

For USDA HSPD-12 questions or questions about instructions in this guide, please contact the USDA HSPD-12 Help Desk:
PH: 888-212-9309
Email: hspd12@ftc.usda.gov