USDA HSPD-12
Non-Employee LincPass and Person Model
Frequently Asked Questions (FAQs)

Prepared for

United States Department of Agriculture
Office of Homeland Security and Emergency Coordination (OHSEC)
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Revision Information

Version	Date	Revision Notes
1.0	12/15/2011	Initial Draft

General HSPD-12 FAQs can be found online at: http://lincpass.usda.gov/faq.html

Person Model

1. **What is Person Model?**

   Person Model is an upgrade and enhancement to EmpowHR and NEIS. Person Model maintains a single identity for each person in the system and tracks their relationship history with USDA over time. Person Model stores and maintains the identities of both Federal employees and non-Federal employees. Person Model feeds non-employee information required for LincPass enrollment to USAccess, the General Services Administration (GSA) credentialing system.

2. **How is Person Model different from NEIS?**

   There are changes to the look and feel, but the overall process and data elements are the same. For example, Sponsors can view the non-employee's relationship history on one screen instead of looking up individual contracts. Users can assign non-employee relationships to Federal employees, such as a volunteer agreement.

3. **I am already a NEIS role holder. Do I need to apply for a new role and a new login?**

   Your NEIS role, User ID and password will remain the same. Former NEIS users will log in via the same link: https://icams.usda.gov/.

4. **Do I need to re-enter data from NEIS in Person Model?**

   All data that was available in NEIS is available in Person Model. No re-entry of data is required.

5. **Do Payroll Personnel agencies still need to save records in USAccess?**

   Payroll Personnel agencies no longer need to use two systems to sponsor and adjudicate non-employees.

6. **Can I sponsor or adjudicate former federal employees?**

   Yes. Person Model has resolved issues in credentialing former federal employees. Active non-employee records for terminated or retired former feds flowed over to USAccess when Person Model was implemented. Please note that some records have not processed due to incomplete records, Sponsors who are not designated, and other date errors.

7. Will former federal employees automatically get enrollment notifications for their non-employee LincPasses?

No. Sponsors must log into USAccess and use the Sponsor Utility feature to resend a system notification for former feds to enroll.

8. How do I get access to Person Model?

Person Model login requests should be sent to one of your Agency Security Officers (ASOs) for submittal to NFC. If you do not know who your ASOs are, contact your Agency Lead for non-employee credentialing.

9. The Person Model Login Request asks for my EmplID. What is an EmplID, and where can I find this information?

For agencies that use EmpowHR, all employees are assigned an EmplID, which is a unique number generated by EmpowHR. Contact your Agency EmpowHR Administrator to request your EmplID. Payroll Personnel Agency users will be assigned a unique Person Model User ID when applying for access.

10. What role should I request on my Person Model login request?

Person Model roles are based on screen views. You may select multiple roles. Please note that while roles include “NEIS” in the title, roles correspond to new Person Model screens. The following is an overview of the Person Model roles and screen views associated with those roles:

- NEIS_Data_Entry - Screen View: Non-Employee Identity, Organizational Relationships, Company/Organization Information and Contract/Grant/Agreement Information.
- NEIS_Sponsor - Screen View: Sponsorship only. Note: this does not include data entry screens.
- NEIS_ Adjudicator - Screen View: Adjudication and read-only access to Person Information.
- NEIS_ Read_Only - Screen View: Reports ONLY.

11. What should I do if I forget my Person Model login?

Send a request for a password reset along with your Person Model User ID to your Agency Security Officer (ASO). If your system profile is current, you may reset your own password. For complete step-by-step instructions on profile updates, contact your ASO.

12. Can I reset my own password in Person Model?

Person Model provides users with the capability to reset their own passwords. Your profile must be updated to allow you to do so. Contact your ASO for more information.

13. What are the data fields in Person Model?

Refer to the Person Model Sponsor and Adjudicator training and Data Entry Guides for a complete list of all data fields for your role.

14. Why am I not able to enter information in some Person Model fields?

Some fields in Person Model are masked, or “grayed-out,” because they are not required, or they are pre-populated with a system-generated value.

15. When I enter a Contract/Grant/Agreement Number on the Assignment tab, I get an error message. Why is the system not recognizing the number?

You must use the lookup function (magnifying glass) to locate a Contract, Grant or Agreement number that is already in the system.

16. I am trying to assign a Contract to an Affiliate, but it’s not pulling up the Contract ID. I already entered the Contract into the system. What am I doing wrong?

A Contract can only be assigned to someone with a Contractor non-employee type selected for their Organizational Relationship. Conversely, a Grant/Agreement can only be assigned to someone with one of the four other non-employee types (Affiliate, Fellow, Intern, Volunteer). If you have selected the wrong Organizational Relationship, you can go to the Add a New Relationship link in the menu to add the appropriate Organizational Relationship.

17. I entered an Agreement into NEIS under Contract Information. Why can’t I locate it when I select Grant/Agreement?

All contracts, grants and agreements entered in NEIS were migrated to Person Model as Contracts. This is because NEIS had no way to differentiate a Contract from a Grant or an Agreement. Moving forward, new records can be entered in Person Model as a Contract or a Grant/Agreement.

18. Do I have to enter Company/Organization information?

No, Company/Organization information is optional in Person Model. While Company/Organization information is not required, it is recommended to enter as much information as possible as it can be helpful for reporting and organizational purposes.

19. What if some non-employees do not have their own email address?

It is strongly encouraged that you enter a unique and valid email address when possible. If this is not possible, data entry personnel or Sponsors are instructed to enter the email for a supervisor or other point of contact. Please note that if more than one person shares the same email address, non-employees will not receive automatic enrollment notifications from USAccess upon Sponsorship. Further action is required by the Sponsor in USAccess to complete the process. Detailed instructions are included in the Person Model Sponsor training and Person Model Sponsor Data Entry Guide.

20. I am trying to add a former Federal employee into Person Model, but I keep getting an error message that their Social Security Number already exists in the system. What do I do?

This means that the person already has a record in the system. The Federal employee record cannot be accessed by non-employee role holders. You need to add a Person of Interest relationship to their existing Federal employee record. Go to Add an New Relationship, enter the former Federal employee's EmplID (provided in the error message) or their name, then add a non-employee relationship to the person (affiliate, contractor, volunteer, etc.). Once you assign a non-employee relationship to them, the record will be visible they can be sponsored as a non-employee.

21. Does designating someone as an Emergency Response Official change the enrollment process in any way?

No. The enrollment process will not change. If a non-employee is identified as an Emergency Response Official, there will be an additional label added to their LincPass. Check with your Agency's HSPD-12 Security Officer before selecting this option in Person Model.

22. I entered the wrong information in a non-employee record. How do I correct it?

Select "Correct History" on the bottom right hand side of the screen and edit the record. However, if you need to edit the Date of Birth or Social Security Number, you must call the USDA HSPD-12 Help Desk. Additional steps are required by the technical team to allow these updates to process.

23. Why would a non-employee appear to be "Terminated" on their Person Model record? How do I change this?

When a non-employee record says "Terminated" in the Non-Employee Status field, it means the non-employee does not have an active organizational relationship assigned to them in Person Model. To change their status to Active, you must ensure the contract, grant or agreement associated with that organizational relationship is active.

24. I have updated the non-employee record in Person Model. Why does the record not appear in USAccess?

The record has not been processed and is pending transmittal to USAccess. Please allow one full day for new and updated Person Model records to process to USAccess. If you have verified that the Person Model record is complete and it is still not appearing in USAccess after a few days, contact the USDA Help Desk.

25. Can I run reports in Person Model?

Yes. Person Model generates several canned reports. Please refer to the Person Model Reports Guide for detailed instructions on running reports. This guide is available on the USDA HSPD-12 website.

26. Can non-employees perform data entry in Person Model?

No. Non-employees are not eligible for system access to the Person Model. You must be a Federal Employee to obtain system access.

27. What is the length of record retention in Person Model?

Records are maintained in Person Model for an unlimited time. A definitive length of time for records retention has not been determined due to non-employee turnover.

28. Is there a SORN/C&A that covers Person Model?

Yes, the EmpowHR SORN and C&A cover Person Model.

29. Is there a Configuration Control Board (CCB) for Person Model?

Yes. There is a Person Model CCB that works hand-in-hand with the EmpowHR CCB (NFC).

USAccess

1. **Can I enter information directly into USAccess?**

   No. Non-employee information must be entered into Person Model and that information will flow over to USAccess. This process must be followed to allow the appropriate information to be linked to each card assigned to use their LincPass cards for logical or physical access.

2. **I sponsored a non-employee, but he/she has not received a sponsorship or enrollment email. What should I do?**

   Sponsored non-employees should appear in the Applicant Status Reports (ASR) within 24-48 hours from the time of sponsorship. If they do not receive an email within a few days of sponsorship, make sure the applicant has a record in Person Model and all required fields (name, DOB, email address, etc.) are entered accurately. Verify that the non-employee has an active assignment and that the Card Shipping Information is entered. Check the USAccess Applicant Status Report (ASR) to verify the record has been processed. If they are still not showing up in the ASR, contact the USDA HSPD-12 Help Desk to verify the applicant has been processed.

3. **How do I send a reminder to applicants that have not enrolled or who need to re-enroll for their LincPass?**

   This can be completed by using the Sponsor Utility section of the Sponsorship role holder portal. Please see the Person Model Sponsor training for complete instructions. How do I re-issue a non-employee LincPass?

   To re-issue credentials, the Sponsor must take action in Person Model and USAccess using the instructions listed below (please refer to the Person Model Sponsor Training via the following link: http://lincpass.usda.gov/training.html).

4. **What if the Registrar is not able to find an applicant's record at the time of enrollment?**

   It is possible that the record has not processed into the USAccess system, or the identification documents that the non-employee provided during the attended enrollment does not match the information entered in the system. Applicants should not enroll until they have received an official sponsorship email instructing them to enroll.

5. **How do I determine when a non-employee's certificate on the card will expire?**

   The Sponsor should access the "Applicant Status Supplemental Report," which shows the certificate expiration date and the card expiration date for each applicant.

6. **Can a Sponsor verify when a non-employee card was suspended and/or destroyed?**

   USAccess has not issued a specific audit report at this time. However, the information can be tracked by using the USAccess Card History report.

HSPD-12 Policy/Business Process

1. **Who would be considered a non-employee?**
   A non-employee is anyone who supports USDA that is not a Federal employee. Contractors and other USDA cooperators, such as interns, volunteers, fellows and affiliates, are non-employees.

2. **How long is the process for non-employees to obtain a LincPass?**

   Once enrollment is complete, successfully adjudicated non-employees should receive their LincPasses within approximately ten business days. Before enrollment can begin, all required information will need to be entered into Person Model. Sponsors should initiate data collection after the USDA Credential Matrix has been applied and a non-employee is identified to obtain a LincPass.

3. **What are LACS and PACS?**
   LACS stands for Logical Access Control Systems, or access to federal computer systems. PACS stands for Physical Access Control Systems, which means systems that regulate access to federal facilities. The LincPass will be used for identification purposes, and in the future grant access to both.

4. **How would a cardholder perform their job between the time a credential expires or is lost, and when a new credential is issued and activated?**

   Until LACS/PACS integration there is no impact. After PACS integration, the non-employee will need a temporary site badge issued. The impact upon integration of LACS is unknown.

5. **Are LincPass credentials interoperable among different agencies? Would a cardholder from another Federal Department be able to use their card at USDA?**

   Yes, however policy has not been issued as of yet. Interoperability of credentials between Federal agencies is one of the goals of HSPD-12 and is currently under development. Any background investigations (NACI or higher) that were completed through another agency would be sufficient for the USDA requirement, as long as the investigation is still valid.

6. **How often would individuals need to go through the enrollment process?**
   Once. However, if a LincPass is lost, damaged, stolen, or broken, the non-employee will need to go through the Enrollment process again.

7. How does the printed LincPass expiration date apply to non-employees? Which would affect a non-employee, the five-year credential expiration or the period of performance end date in Person Model?

Both dates affect the LincPass expiration. The printed date on the LincPass is five years from the date of issuance. If a period of performance end date is reached in Person Model, any associated LincPasses will be automatically de-activated as will access to electronic systems or facilities. If a non-employee is assigned to multiple contracts, grants or agreements in the Person Model, the credential will be active as long as the non-employee is active on at least one contract, grant or agreement.

8. Can Foreign Nationals be sponsored for a LincPass?

Yes. For a foreign national to be sponsored for a LincPass they must meet specific documentation requirements to be eligible.

9. What are the requirements for Foreign Nationals to be eligible for a LincPass issuance?

For Foreign Nationals to be eligible for LincPass issuance, they must provide sufficient identification. For a complete list of acceptable documents, please visit the fedidcard.gov website.

10. What is a provisional LincPass vs. a permanent LincPass?

A provisional LincPass can be issued after a non-employee's fingerprints have been submitted and favorable results returned. The credential's expiration date is set for six months while the non-employee's BI conducted. A permanent LincPass can be issued once the BI is successfully completed, then expiration date on the credential will be set and create the permanent LincPass.

USDA Credential Matrix

1. **What is the USDA Credential Matrix?**

   The Credential Matrix is used to provide guidelines for determining LincPass applicability, and can be found in the Departmental Manual (DM) 4620-002 on the USDA HSPD-12 website.

2. **How do I use the USDA Credential Matrix?**

   The Credential Matrix provides a series of questions to help determine = LincPass applicability.

3. **Who decides who needs a LincPass?**

   Agencies must determine who is responsible for applying the USDA Credential Matrix and deciding if a non-employee will need to be credentialed for a LincPass. Typically this falls under the role of the Sponsor.

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4. **Do all non-employees need a LincPass?**

   No. You should use the Credential Matrix to determine LincPass applicability.

5. **If a non-employee doesn't need a LincPass, what type of ID are they issued?**

   If a non-employee doesn't need a LincPass per the Credential Matrix, they should be issued a site badge or a visitor badge.

6. **What about temporary employees?**

   This is based on the Credential Matrix per Agency decision. There is currently no policy addressing short-term PIV issuance. However, an alternate PIV card is under development to address short-term access.

7. **Should I keep records of completed Credential Matrices?**

   It is strongly recommended that you keep a record of completed Credential Matrices, especially in cases where it is determined that a non-employee does not require a LincPass.

8. **What about short-term contracts or agreements (e.g. 1 week or 6 months)? Do those people need a LincPass?**

   This is an agency decision that should be based on the Risk Assessment (see DM 4620-002). There is currently no policy addressing short-term PIV issuance. However, an alternate PIV card is under development to address short-term access.

Contracts, Grants and Agreements

1. **What role does the Contracting Officer (CO) have?**

   The CO is responsible for ensuring that the applicable FAR/AGAR clauses are included in the contract. When issuing appointment letters to the Contracting Officer Representative (COR) or Contracting Officer Technical Representative (COTR), the CO should ensure all Sponsor duties are included in the letter. The CO may need to provide any pertinent contract information to the COR/COTR for data entry into the Person Model, such as PIID/Contract Number and period of performance.

2. **Where can I find AGAR clauses?**

   AGAR Advisory 81 includes PIV clauses for contracts, and is available online on the USDA Procurement website (http://www.dm.usda.gov/procurement/policy/advisories.html).

3. **If a COR/ COTR does not complete the Sponsor training, should they be removed from the contract?**

   No. A COR/COTR is not required to be a Sponsor. The Sponsor role is a collateral duty for the COR/COTR. If the COR/COTR cannot perform sponsorship duties, another Sponsor will need to be designated to sponsor applicable non-employees on the contract.

4. **Should I include AGAR clauses in old/existing contracts?**

   Yes, it is recommended that as long as the period of performance is still valid, AGAR clauses should be included in all contracts.

30. **I have a non-employee that performs under a grant or agreement, not a contract. How do I handle this in the Person Model?**

    Person Model data fields accommodate all non-employee types instead of being contract-specific.

5. **What if a PIID/Contract, Grant or Agreement ID number changes to an existing contract, grant or agreement number entered in the system?**

   When you have a new contract, you can simply extend the expiration date of the existing contract to the new date, or enter a new contract and assign the appropriate non-employees from the previous contract.

6. **Do non-employees under short-term contracts need a LincPass (e.g. one week or six months)?**

   Each agency will need to determine who will need a LincPass based on the USDA Credential Matrix (see DM 4620-002). There is currently no policy addressing short-term PIV issuance. However, an alternate PIV card is under development to address short-term access.

7. **If a non-employee is here intermittently (e.g., attends work for one day and does not return for a few weeks), what type of identification do they need?**

   This is an agency decision that should be based on the USDA Credential Matrix (see DM 4620-002). There is currently no policy addressing short-term PIV issuance. However, an alternate PIV card is under development to address short-term access. For these types of contracts, grants, or agreements, you may want to consider issuing a site badge and ensuring the non-employee is escorted by someone who has a LincPass.

8. **How do non-employees start performing when there is a lag between the award or start date and getting a fingerprint initiated/returned?**

   Until integration of LACS and PACS, non-employees can be issued a site badge and can work as they do today. After LACS integration, non-employees will be issued a temporary site badge until they get their LincPass. The impact of lag time upon PACS integration is unknown.

9. **What if non-employee flashes a LincPass that has not reached the printed five-year expiration date but the contract, grant or agreement is expired?**

   Until LACS and PACS are fully implemented, there may be cases where this happens. CORs/COTRs should follow exit procedures to ensure that site badges and LincPasses are turned in at the end of the period of performance.

10. **Should I insert AGAR clauses in a Memorandum of Understanding (MOU) or other type of grant or agreement?**

    You can include AGAR clauses in MOUs, grants or agreements, although no revision to the AGAR is planned to include specific reference to MOUs, grants or agreements.

11. **How is a Sponsor notified when a Contract/Grant/Agreement in Person Model will expire soon?**

    Person Model sends automatic expiration notices via email to the person who entered the Sponsor. If a non-employee is not sponsored, the notification will be sent the Data Entry Person. These notifications are sent 30 calendar days prior to expiration, and again 48 hours prior to expiration. To ensure proper delivery of these emails, the Sponsor should make sure their profile is current (please refer to question number 12 for instructions on how to update your Person Model Profile). The Sponsor may also run a

Period of Performance report in Person Model to view recent or future contract expirations.

Role Holders

1. **What is the separation of duties?**

   An integral part of HSPD-12 is the separation of duties, which ensures that no individual has the capability to issue a PIV credential without the cooperation of other HSPD-12 role holders. As a result, each non-employee who requires a LincPass must go through several steps to obtain a LincPass. This includes Sponsorship, Adjudication, Enrollment and Activation.

Role Administrator

1. **What is a Role Administrator?**

   The HSPD-12 Role Administrator is responsible for coordinating the training of HSPD-12 Role Holders and verifying certification requirements are met. Agency Role Administrators are responsible for the designation of the HSPD-12 role holders within their agency. Additionally, Agency Role Administrators must verify appropriate separation of duties.

2. **Should the Agency Role Administrators be involved when identifying Sponsors and Adjudicators for non-employees?**

   Yes. Agencies should adhere to the existing HSPD-12 role structure.

HSPD-12 Security Officer

1. **What is the role of the HSPD-12 Security Officer?**

   The HSPD-12 Security Officer is responsible for maintaining credential security and physical building security within USDA. Please note, the HSPD-12 Security Officer should not be confused with the ASO.

ASO

1. **What is the role of the Agency Security Officer (ASO)?**

   ASOs are responsible for ensuring security access is properly requested and submitted in compliance with the Agency Security policy. ASOs are responsible for coordinating all security access activities between the agency and NFC. Please note, the ASO should not be confused with the HSPD-12 Security Officer.

Sponsor

1. **What is the role of a Sponsor?**

Non-employee Sponsors are responsible for coordinating data gathering and data entry into Person Model. The Sponsor coordinates with the Adjudicator to initiate a background investigation (BI) and authorizes individuals for a LincPass.

2. **Would a new Sponsor need to take action if he/she is taking over a former Sponsor's role holder duties?**

   Yes. The new designated Sponsor would need to take action in order to properly complete the role re-assignment for any active contracts and non-employee sponsorships.

3. **Who acts as the Sponsor?**

   Each agency must determine who will act as a Sponsor for non-employees and ensure they are designated by the Role Administrator in USAccess. The Sponsor is a program point of contact, e.g. a COR/COTR or Grants and Agreement specialist, who is familiar with the work being performed and the logical and physical access involved.

4. **Are Sponsors required to do all the data collection and data entry?**

   No. While the tasks of data collection and data entry fall under sponsorship, Sponsors can delegate portions of the process to data entry personnel or support staff. However, the official act of sponsorship in Person Model must be performed by the Sponsor.

5. **Do Sponsors need to be designated in USAccess?**

   Yes. If Sponsors are not designated in USAccess by the agency Role Administrator, non-employee records in Person Model will appear as incomplete in USAccess.

6. **Are Sponsors for non-employees required to be Federal Employees?**

   Yes. All Sponsors are required to be Federal Employees and must hold an active LincPass.

Adjudicator

1. **What is the role of an Adjudicator?**

   Non-Employee Adjudicators are responsible for recording finger print check and BI results in the system.

2. **Do Adjudicators need to be designated in USAccess?**

   Yes. If Adjudicators are not designated in USAccess by the agency Role Administrator, non-employee records in Person Model will appear as incomplete in USAccess.

3. Are Adjudicators for non-employees required to be Federal Employees?

Yes. All Adjudicators are required to be Federal Employees and must hold an active LincPass.

4. Who acts as the Adjudicator?

Each agency must determine who will act as Adjudicators for non-employees and ensure they are designated by the Role Administrator in USAccess. Agencies should follow existing adjudication procedures for non-employees.

Training

1. **What kind of training is there?**

   Sponsor and Adjudicator training modules have been distributed to Agency Leads and have been posted on the USDA HSPD-12 website. Like the NEIS training, the Person Model training will guide users through the system, step-by-step. Person Model Quick Start Guides and Data Entry Guides are available on the website as well. Person Model training will be available in AgLearn in the January 2012 timeframe.

2. **I already took NEIS training. Do I have to take Person Model training?**

   Yes. Each Person Model user is expected to complete the appropriate training for their role. Sponsors and Data Entry Personnel should review Person Model Sponsor Training, and Adjudicators should review Person Model Adjudicator training. Users should follow their Agency training and approval procedures for Person Model training.

1. **Should COs or HSPD-12 leads take Person Model training?**

   COs, HSPD-12 leads and others involved in non-employee LincPass implementation may take Person Model training if they choose, but it is not required. It may be helpful for non-HSPD-12 role holders to review Person Model training to better understand the systems and processes involved in non-employee LincPass implementation.

2. **I completed the USAccess training. Is Person Model training the same thing?**

   No. USAccess training provides instructions on how to perform your designated role, and also provides instructions for using USAccess. Person Model role holder training provides step-by-step instructions and screenshots of the system, as well as additional business process information related to non-employee LincPass implementation. You must complete USAccess training to be properly designated in your role. If you do not complete this training, any records you sponsor or adjudicate in the Person Model will appear as incomplete in USAccess.

3. **How do I provide evidence of training completion, and to whom?**

   For USAccess training, the certificate of completion will be submitted to the Role Administrator electronically or via paper copy. For Person Model training, the results will be recorded in Aglearn upon completion and accessible by your Agency Role Administrator.

4. **I am performing data entry and will not sponsor or adjudicate in Person Model. Should I take the Person Model training?**

   Yes. Data Entry personnel should take the Person Model role holder training.

Background Investigations

1. **What is a NACI?**

   A NACI is a National Agency Check with (Written) Inquiries. A NACI is the minimum background investigation (BI) required for LincPass issuance.

2. **How does the fingerprint check for HSPD-12 differ and/or replace the current non-employee fingerprint check?**

   The fingerprint check must be a Federal Bureau of Investigations (FBI) National Criminal History Check (NCHC). It does not replace any other fingerprint checks, but is the only one accepted for LincPass issuance.

3. **If a non-employee needs to start work immediately but does not have a BI, can the Sponsor expedite the process to issue the non-employee a LincPass?**

   Yes. Non-employees may enroll after a positively adjudicated fingerprint check is returned, and a BI is initiated.

4. **Certain agencies process the fingerprints and BI together, which requires a waiting period until everything is returned to determine suitability. Does this require waiting until the fingerprints and BI is returned before the Non-Employee can get their LincPass?**

   Not necessarily. You have the option of requesting an advanced fingerprint check, which allows non-employees to enroll after a positively adjudicated fingerprint check. You can also request to expedite the credential in USAccess at an added cost. It is recommended by the Department that Adjudicators enter results as they are received to expedite LincPass issuance.

5. **What happens if the non-employee's BI is unfavorably adjudicated?**

   If a BI is unfavorably adjudicated, the non-employee's LincPass will be revoked and confiscated. The non-employee will not be able to work, access any federally-controlled information systems or federally-controlled facilities if their LincPass is revoked.

6. **Who notifies the CO/USDA POC if a non-employee's BI is unfavorably adjudicated?**

   When the Adjudicator determines the non-employee is found unsuitable, he or she will inform the CO the applicant's BI was unfavorably adjudicated. The Adjudicator shall provide the non-employee, reasonable notice of the determination including the reason(s) the Applicant has been determined to not have provided his or her true identity or is otherwise unsuitable. The notice shall state the specific reasons for the determination, and that the individual has the right to answer the notice in writing. The notice shall inform the Applicant of the time limits for response, as well as the address to which such response should be made. If a notice is issued, the Agency Head/Staff Office Director or his/her designee will issue a written decision to the Contracting Officer (CO).

7. What is the time limit by which a non-employee must be removed from the facility if their BI is negatively adjudicated?

The non-employee must be removed from the facility as soon as possible. The maximum amount of time allotted is 72 hours.

8. What is the payment policy for non-employee BIs?

USDA has not issued a policy on payment for non-employee BIs. At this point, it is seen as the cost of doing business, and the Program Office is absorbing the cost.

9. If a non-employee holds an existing and active BI, are they required to get a new one?

No. If the non-employee holds a valid BI recognized by the Office of Personnel Management (OPM), a new investigation will not be necessary. Previous or existing investigations can be verified in PIPS (Personnel Investigations Processing System).

10. If a non-employee's BI was processed by a third-party company, is that considered a valid BI?

No. OPM must conduct the investigation to be considered valid. Private companies are not able to enter their investigation results into the OPM system.

11. How is a national security clearance handled?

If someone has a national security position that warrants a clearance, e.g. Secret or Top Secret, the BI is processed through DOD. DOD processes the investigation and determines suitability. Results can be verified in PIPS.