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Contractors have become an integral part of the government workforce. It is often difficult to distinguish between Federal employees and Contractors. Contractors typically work under a defined service contract whereby they are not subject to the supervision and control usually prevailing in relationships between the government and its employees. Under a non-personal services contract, an outside entity dictates its employees' compensation, benefits, and rewards. The government contracts for a required service; specifies the details in a statement of work or task order; and reviews, approves, and pays for work products, but does not manage individual performance. Government employees are required to keep the relationship with Contractors above reproach.

They can do that by remembering to:

1. Refer to Contractors as "personnel." They are not Federal government employees.
2. Identify Contractors as such with distinctive LincPass badges.
  - (a) Clearly identify their work area.
  - (b) Clearly identify their status on email addresses and within signature blocks.
3. Respect the employer-employee relationship between the contracting entity and their employees.
4. Be aware of intellectual property rights in the Federal workplace.
5. Report possible conflicts by Contractors to include violations of the law.
6. Safeguard proprietary, Privacy Act, and other sensitive and nonpublic information.
7. Respect the [ethical boundaries](#) between Federal employees and Contractors.
8. Work closely with the Marketing and Regulatory Programs Business Services (MRPBS) Acquisition and Asset Management Division (AAMD) Contract Specialist and the Program Contracting Officer's Representative (COR) to describe and assign the contract tasking(s) to Contractors.

Contractors are subject to the same network access requirements and restrictions established by MRPBS Information Technology Division (ITD) as are Federal employees. All Contractors must provide proof that they completed the current fiscal year Information Security Awareness (ISA) test, submit all required documentation, and provide two sets of fingerprints. The ISA requirement is ongoing. Contractors must complete the training every fiscal year or their access to APHIS networks & applications will be terminated.

The **USDA Agency/Program COR** works closely with the MRPBS AAMD Contracting Officer and the point of contact (POC) within the company to ensure that all required documentation for Contractors beginning their work with USDA is complete and accurate before it is submitted to MRPBS Human Resources Division (HRD) Personnel Security for creation of the LincPass badge.

The steps for Contractors to obtain a LincPass and eAuthentication are as follows:

1. The Contractor must pass the ISA test, print out the completion certificate, and provide copies to their company POC and the USDA COR. Contractors can take the test at the public portal: <http://deliver.courseavenue.com/Login/usda>
2. The Contractors must provide fingerprints for a Special Agency Check (SAC). Contractors are subject to the same initial employment suitability determinations as are Federal employees (see separate Non-Federal Fingerprint Process document).

3. The Contractor must complete and provide the below-referenced adjudication documentation.
  - a. HRO-1197, Contractor Supplement.
  - b. [AD-1197](#), Request for USDA ID Badge.
  - c. [OF-306](#), Declaration for Federal Employment (which is also used to assess fitness for Federal contract employment).
  - d. Scanned copies of [two forms of ID](#) that show identity and authorization to work (if applicable).
  - e. FD-258 Fingerprint Cards (one FD-258 card is required for digital prints; two cards are required for ink prints). If digital (Live Scan) fingerprints were taken, please provide information about the USDA APHIS site and the date where fingerprinting was done.
  - f. Copy of current fiscal year ISA training completion certificate.
4. The Contractor must submit the full package to the **Agency/Program Contracting Officer's Representative (COR)** who will review the information for accuracy and completeness. The COR will ensure that forms are completed correctly and **clearly indicate the location to which the LincPass badge should be shipped for activation.** *(Note: Inaccurate or incomplete location information will result in significant delays for the Contractor obtaining their LincPass credentials.)*
5. The **Agency/Program COR** is responsible for ensuring that the request for a government email address (if required) is submitted to [help@usda.gov](mailto:help@usda.gov). The request must include the following:
  - a. Identification that the request is for a Contractor.
  - b. Name of the Contractor.
  - c. Agency/Program they will be working for.
  - d. Agency/Program POC they will be working most closely with.
  - e. Type of work they will be doing.
  - f. Current Fiscal Year ISA certificate as an attachment.
6. The **Agency/Program COR** is responsible for ensuring that a complete package is submitted to APHIS MRPBS HRD Personnel Security Section (PSS) for establishment of a profile in the non-Federal side of EmpowHR and for a SAC. **The profile in EmpowHR cannot be created until the complete package (HRO1197, AD1197, OF306, FD258 Fingerprint Cards/Live Scan information and the ISA completion certificate) is received by PSS.**
7. Within 5 days of receipt of the complete package, HR PSS Assistant will create the EMPL ID for the Contractor in EmpowHR. This action is required to ensure access to Federal applications via a Level 2 eAuthentication account and allows for the issuance of a LincPass (if LincPass is required). The established government email address will be populated in EmpowHR and will be used to send all messages related to eAuthentication and LincPass. If no government email address will be established, the COR should note that on the paperwork provided to HR PSS and include an alternate personal email address.

8. When the Agency/Program COR can confirm that the email address has been created in the Global Address Listing (GAL), they should submit a copy of the ISA completion certificate to the Agency Information System Security Manager (ISSM) and then request the following through ATAC:
  - a. 30-day personal identity verification (PIV) exclusion
  - b. eAuthentication invitation
  - c. Network access to shared drives/email groups
  - d. Equipment (as appropriate)
9. The Contractor is responsible for accepting the eAuth invitation and registering within the eAuth portal by providing their date of birth and last four digits of their Social Security number. Once their eAuth has been established, they can have access to AgLearn and other USDA applications as appropriate.
10. Only after both the EMPL ID is created in EmpowHR *and* an email address is available can the Contractor be **SPONSORED** for their LincPass. Sponsorship typically happens within 1 to 3 days after the EMPL ID is created.
11. When the Contractor is sponsored for their LincPass they will receive an email message from [HSPD12Admin@usaccess.gsa.gov](mailto:HSPD12Admin@usaccess.gsa.gov) with the subject line of "USAccess - Sponsorship Complete." This message directs them through the process of making an **ENROLLMENT** appointment. *(Note: To avoid delays in obtaining their credentials, it is important for the Contractor to follow the instructions provided in the email message, schedule an enrollment appointment, and be sure to bring all the appropriate identification documents to the enrollment appointment.)*

Agency/Program CORs should check in with Contractors within the first couple of weeks to ensure they have received and have responded to the LincPass enrollment message. If travel to the credentialing station is required, and Agency/Program CORs should work with supervisors to determine the best time to schedule the enrollment appointment.

Access to appointments at most of the credentialing stations are out of the control of MRPBS. It may take from 1 to 30 days to get an enrollment appointment.

12. While the Contractor is going through the enrollment process, the **ADJUDICATION** process begins. Enrollment doesn't have to be completed for the adjudication process to begin.

*To avoid delays in LincPass issuance, Agency/Program CORs are responsible for ensuring that the appropriate adjudication documents listed in step 3 of this document are provided to HRD PSS. HRD reviews the documentation and requests the SAC. If favorable, the HR PSS Specialist will adjudicate the Contractor in EmpowHR within 5 days of receipt of the SAC.*

13. Only when the Contractor is **sponsored, enrolled, and adjudicated** does the LincPass begin printing.

14. When the LincPass arrives at the credentialing station, the Registrar will check it in and send the Contractor an email message from [HSPD12Admin@usaccess.gsa.gov](mailto:HSPD12Admin@usaccess.gsa.gov) with the subject line of “USAccess - Credential Ready for Pick Up.” This message directs the Contractor through the process of making an activation/card pick up appointment. *(Note: To ensure the activation process runs smoothly, the Contractor should closely follow the instructions provided in the email message, schedule an activation/card pick up appointment, and bring all required information to the appointment.)*

If travel to the credentialing station is required, Agency/Program CORs should to work with supervisors to determine the best time to schedule the activation/card pick up appointment.

**The LincPass is now active.** The Agency/Program COR and/or the onsite Agency POC need to ensure that that Contractor can access the information systems needed to do their work.

- A. If the Contractor experiences issues with their LincPass not being recognized on their government-provided computer/tablet/iPad, they should contact ITD at [help@usda.gov](mailto:help@usda.gov). There is a unique ID attached to the LincPass that needs to be associated with their specific equipment. If equipment has been used by other Federal or Non Federal personnel in the past, the ID may need to be cleared and associated with the new person.
- B. If the Contractor needs access to information systems or network resources via eAuthentication, they may need to work directly with the program system owners to ensure that they are provided the correct permissions to those systems.
- C. If the Contractor experience issues with their LincPass not working in their facility, they should contact the facility manager.

For other LincPass issues, send an email message to [lincpass.security@aphis.usda.gov](mailto:lincpass.security@aphis.usda.gov).

The status of a LincPass can be found by using the [LincPass Tracker](#).

A request to have the eAuthentication email resent if the original message is lost or the password is forgotten can be directed to [help@aphis.gov](mailto:help@aphis.gov).

When Contractors leave or ‘roll off the project’; the **Agency/Program COR** is responsible for the following:

- Alert MRPBS HR Personnel Security so their USDA credentials (eAuthentication & Linc Pass) can be terminated.
- Ensure the physical LincPass card is destroyed appropriately.
- Notify MRPBS ITD and any other information system owners who may have provided the Contractor with access to agency/program applications that they can remove this access.

Similar notification to MRPBS ITD or information system owners is required if a resource is switching projects. As with federal employees, Contractors should have only the appropriate level of access to applications, not more.

## **Fingerprint Process for Contractors**

### **Non Federal Fingerprint Card (Form FD-258)**

Fingerprints for Contractors are required to be submitted on Form FD-258. One (1) FD-258 is required for digital prints and two (2) for ink prints. See Detailed Fingerprint Card Instructions which are included.

### **Digital Fingerprints Submitted Electronically (via Live Scan)**

Fingerprints taken digitally and transmitted electronically are usually processed the same day, and the FBI Fingerprint Report is normally received by MRPBS HRD Personnel Security within four (4) calendar days. USDA Live Scan locations include Minneapolis MN, Fort Collins CO, Raleigh NC, Ames IA, Washington DC and Riverdale MD. The vendor contracted to work with USDA should contact the Contracting Officer's Representative (COR) or the Agency POC to determine if [Live Scan](#) is available to use or if hard copy fingerprints will be required.

**NOTE:** Hard copy fingerprinting is typically conducted at a local police station; however, the Transportation Security Administration (TSA) or the United Parcel Service (UPS) in some locations may offer this service. It is the responsibility of the person needing the prints to determine which the most feasible option is.

Live Scan sites owned and operated by USDA MRP can be used by Non Federal Personnel.

Live Scan sites owned and operated by Federal Military or Civilian agencies **other than** within USDA MRP **cannot** be used.

**Hard Copy Fingerprint Cards - (digital or ink)** shall be forwarded by the vendor through the COR, to: USDA APHIS MRPBS Personnel Security - 250 Marquette Plaza Minneapolis, MN 55403

Hard copy fingerprints which are mailed will take at least one (1) to two (2) weeks longer than fingerprints transmitted electronically. This additional time should be taken into consideration when choosing to mail hard-copy fingerprints instead of prints being transmitted electronically.

(a) **Processing Delays and/or Rejection of Fingerprint Submissions.** If the FD-258 is not filled out correctly or if the fingerprints are "Unclassifiable" due to the quality of the fingerprints, etc., new Fingerprint Cards may have to be submitted. This will delay approval for non-federal personnel to begin working on the site. A list of reasons fingerprints could be delayed or rejected are included.

(b) **Notification of Fingerprint Report Results.** Once HR PSS receives the results of the FBI Special Agency Check (SAC) also known as a Fingerprint Check, a suitability determination will be made and the COR will be notified. The COR will inform the vendor and the APHIS MRPBS AAMD Contracting Officer as necessary. Non-federal personnel may not be permitted to access the site until a determination of suitability has been rendered.

**Fingerprint results are only valid for 120 days.**

If there is a case where by the non-federal personnel had worked for USDA in the past and are coming back to work, HR PSS can resubmit the fingerprints electronically if required. In most other cases, the non-federal personnel will have to be re-printed.

**Detailed FD-258 Fingerprint Card Instructions:** See Next Page

**COMPLETE THE FOLLOWING BLOCKS ON THE FINGERPRINT CARD AS INDICATED:**

1. **NAME – NAM** Last Name, First Name, Middle Name (not just initial) if no middle name put “NMN”
2. **SIGNATURE OF NON FEDERAL PERSONNEL FINGERPRINTED** (Legible signature of person being fingerprinted must appear in this space)
- 2a. **RESIDENCE OF NON FEDERAL PERSONNEL FINGERPRINTED** (Full Home Address)
3. **ALIASES - AKA** List any names used including signature name that are different than the name in the “NAM” block. Also list maiden name and all previous married names of females if applicable)
4. **ORI** (LEAVE BLANK)
5. **DATE OF BIRTH - DOB** Month/Day/Year format (MM/DD/YYYY) If a complete DOB is not known, enter approximate age followed by “YEARS OF AGE”
6. **CITIZENSHIP - CTZ** (US if a citizen of the United States, otherwise enter the appropriate country). Use the correct abbreviation for foreign country OR correctly spell the name of the country.
7. **SEX** (Male **M**, Female **F**) See Sex Code Table for additional codes if applicable
8. **RACE – RAC** Race must be indicated by using the Race Code Table
9. **HEIGHT - HGT** (List in feet & inches. Fractions of an inch should be rounded off to the nearest inch. Inches less than ten should be preceded by a zero. Example: 6’ 01” = **601**)
10. **WEIGHT - WGT** (In Pounds) Round off to the nearest pound. Example: 135- 1/4 lbs. = **135**)
11. **EYES - EYES** See Eye Color Code Table
12. **HAIR - HAIR** See Hair Color Code Table
13. **PLACE OF BIRTH - POB** State, Territorial Possession, Province (Canadian) or Country of birth if not born in the U.S. (**Must use Correct Abbreviation!**)
- 14-16 **BLOCKS 14, 15, AND 16** (LEAVE BLANK)
17. **SOCIAL SECURITY NO. - SOC** (Your Social Security Number)
18. **MISCELLANEOUS NO. - MNU** (LEAVE BLANK)

17. **DATE FINGERPRINTED - DATE** Month/Day/Year format (MM/DD/YYYY)

18. **SIGNATURE OF OFFICIAL TAKING FINGERPRINTS** (Signature of official taking fingerprints and official's ID number if applicable)

19. **EMPLOYER AND ADDRESS** Enter the FULL Company's Name and Address

20. **REASON FINGERPRINTED** Federal Contract/Scholarship Program/Foreign Service National, etc.

21. **FINGERPRINT IMPRESSIONS BLOCKS**

Indicate amputated fingers, tip-amputated, transplanted toes/fingers, missing at birth, deformed, bandaged, scars, etc., in the appropriate finger block(s) if applicable.

**NOTE: DO NOT BEND OR FOLD FINGERPRINT CARD(S)**

The Contractor POC shall mail the fingerprint cards to the Contracting Officer Representative (COR) identified on the formal contract/agreement.

Fingerprint Cards can be obtained through the General Services Administration.

<https://www.gsaadvantage.gov> or [www.bsc.usda.gov](http://www.bsc.usda.gov)

**SEX CODE TABLE**

<i>External Code</i>	<i>Literal</i>	<i>Description</i>
F	Female	Female
G	Female	Female Print, Male Reference
M	Male	Male
N	Male	Male Print, Female Reference
Y	Male	Male, Unreported
Z	Female	Female, Unreported
X	Unknown	Unknown Sex

**RACE CODE TABLE**

<b>External Code</b>	<b>Literal</b>	<b>Description (If Subject Is)</b>
<b>A</b>	<b>Asian or Pacific Islander</b>	<b>Chinese, Japanese, Filipino, Korean, Polynesian, Indian, Indonesian, Asian Indian, Samoan, or other Pacific Islander</b>
<b>B</b>	<b>Black</b>	<b>A person having origins in any of the black racial groups of Africa</b>
<b>I</b>	<b>American Indian or Alaskan Native</b>	<b>American Indian, Eskimo, or Alaskan Native, or a person having origins in any of the 48 contiguous states of the United States or Alaska who maintains cultural identification through tribal affiliation or community recognition.</b>
<b>U</b>	<b>Unknown</b>	<b>Of Indeterminable Race</b>
<b>W</b>	<b>White</b>	<b>Caucasian, Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</b>

**EYE COLOR CODE TABLE**

<i>Eye Color</i>	<i>Eye Color Code</i>
<b>BLACK</b>	<b>BLK</b>
<b>BLUE</b>	<b>BLU</b>
<b>BROWN</b>	<b>BRO</b>
<b>GRAY</b>	<b>GRY</b>
<b>GREEN</b>	<b>GRN</b>
<b>HAZEL</b>	<b>HAZ</b>
<b>MAROON</b>	<b>MAR</b>

**HAIR CODE TABLE**

<b>BALD</b>	<b>BLD</b>
<b>BLACK</b>	<b>BLK</b>
<b>BLONDE (or strawberry)</b>	<b>BLN</b>
<b>BLUE</b>	<b>BLU</b>
<b>BROWN</b>	<b>BRO</b>
<b>GREEN</b>	<b>GRN</b>
<b>GRAY (or partially gray)</b>	<b>GRY</b>
<b>ORANGE</b>	<b>ONG</b>
<b>PURPLE</b>	<b>PLE</b>
<b>PINK</b>	<b>PNK</b>
<b>RED (or auburn)</b>	<b>RED</b>
<b>SANDY</b>	<b>SDY</b>
<b>WHITE</b>	<b>WHI</b>
<b>UNKNOWN</b>	<b>XXX</b>

### PROCESSING DELAYS AND/OR REJECTION OF FINGERPRINT SUBMISSIONS

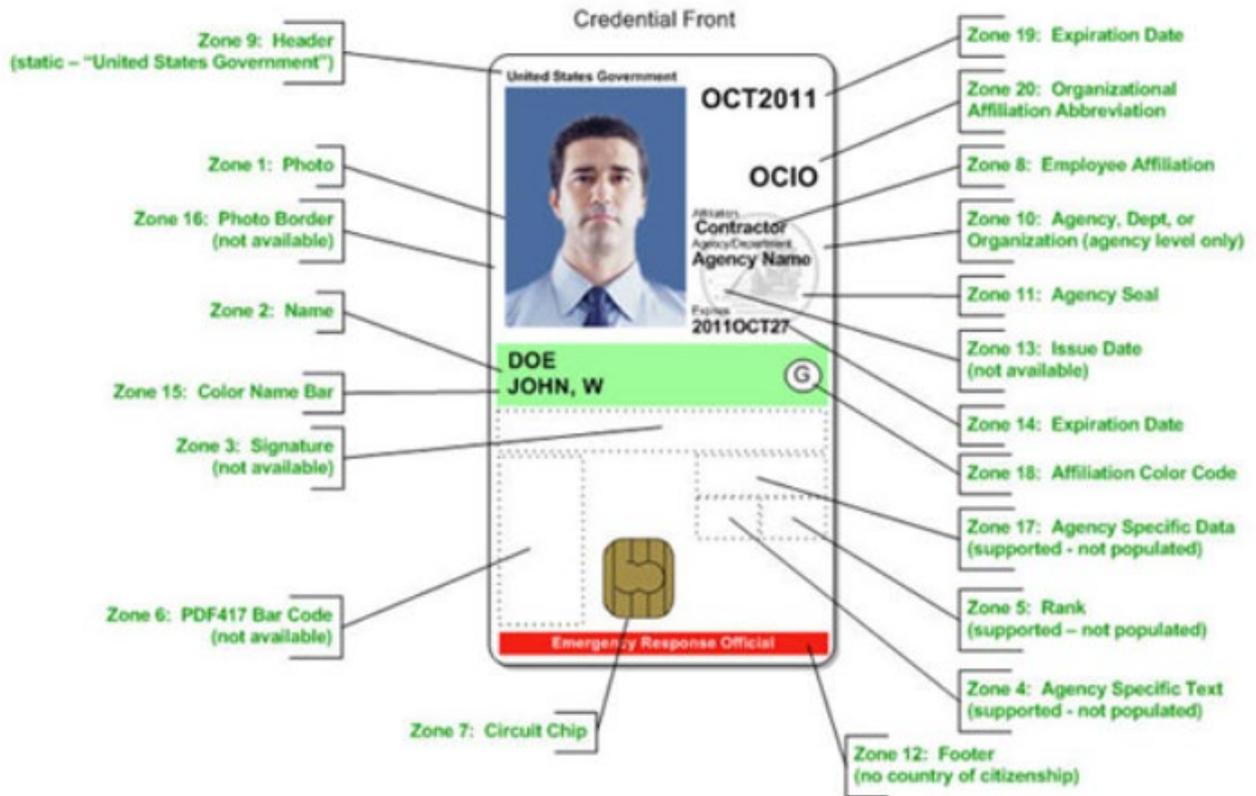
Paper fingerprint submission must meet specific criteria to be converted and processed.

**The following may cause a rejection or delay in processing:**

- ❑ Poor penmanship
- ❑ Use of highlighter in entry block
- ❑ Entry not within boundaries of entry block
- ❑ Labels or stray marks applied to “Leave Blank” areas
- ❑ Using an incorrect fingerprint card (other than FD-258)
- ❑ Use of pencil or ink other than blue or black

**Paper or electronic fingerprint submissions may also be rejected for the following reasons:**

- ❑ Missing or invalid required data (i.e. date of birth)
- ❑ Descriptive data not complete (i.e. name not shown at top of card)
- ❑ No attempt to print deformed or scarred fingers in both rolled and plain impression blocks
- ❑ More than one fingerprint impression per block (It must be indicated if an individual has extra digits, split thumbs or webbed fingers)
- ❑ Fingerprints not properly rolled or poor quality
- ❑ Fingerprints on back of fingerprint card
- ❑ Fingerprints out of sequence
- ❑ Finger(s) missing due to amputation and not noted as “AMP” or “XX” in fingerprint block
- ❑ Missing fingerprints with no reason given including the plain “flat” impressions





# Credentialing Process - Contractors

