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New Employee Onboarding: Personnel Security

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Working for or on behalf of the U.S. Federal Government begins with a multi-step onboarding process which will include a Federal Bureau of Investigation (FBI) National Criminal History Check (fingerprint check) and a background investigation.

Below are the requirements:

- Complete initial pre-employment forms in USA Staffing's Onboarding module
- Make a fingerprinting appointment at one of over 1,200 Fieldprint sites located across the United States or at a US Access Credentialing Station
- Complete the NBIS eApp questionnaire

Your eApp questionnaire will not be released to the Defense Counterintelligence and Security Agency (DCSA) for processing until after you start your employment; DCSA conducts your formal background investigation.

eApp is a web-based automated system that was designed to facilitate the processing of standard investigative forms used by DCSA. eApp allows the user to electronically enter, update and transmit their personal investigative data over a secure internet connection. You will find some useful information about the

background investigation process on the [DCSA website](#).

USDA's LincPass Card

USDA's LincPass card is designed to link a person's identity to an ID credential and the credential to a person's ability to access federally controlled buildings and information systems physically and logically, respectively. You may hear of the LincPass referred to as a Personal Identify Verification (PIV) card or as a US Access Credential or as a Common Access Card (CAC). All these denote the same thing. USDA named our cards LincPass in honor of Abraham Lincoln who established the Department of Agriculture in 1862.

Below are the steps to obtain a credential:

- You will receive an email invitation to Enroll from HSPD12Admin@usaccess.gsa.gov
- You will schedule an Enrollment appointment online
- You will attend your Enrollment appointment as scheduled
- You will receive an email that your credential is ready for pick up and to make an appointment to Activate your credential
- You will schedule an Activation appointment online
- You will attend an appointment to Activate your credential
- Your credential is now active and ready to use

It is very important that you make an enrollment appointment for your LincPass as soon as you receive the message requesting that you do so. Appointments at enrollment stations nearest to you may be limited due to the COVID19 pandemic.

If you have not received the enrollment email message from HSPD-12 by the start of your second work week, please contact: LincPassHelpAPHIS@usda.gov

You can track the status of your LincPass by using the [LincPass Tracker](#).

To avoid being turned away at the LincPass Enrollment Station:

- Please bring two valid and non-expired forms of ID to enroll for your USAccess credential. Two forms are required to validate your identity, one of which must be a Government-issued photo ID.

- **NOTE:** Your first and last names MUST match exactly the name(s) on the identity documents you submit for enrollment.
- Review a [complete list of acceptable forms of identity documentation](#) and policies regarding presentation of names on these documents.

Once you have your LincPass, there are some actions that may be needed:

- Contact MRP IT for help in associating your new LincPass to your computer and/or Active Directory account or for any other computer access issues.
- Contact your Facility Manager to ensure access into any buildings or rooms via your LincPass.
- Contact MRPBS HRD Personnel Security at LincPassHelpAPHIS@usda.gov with issues related to lost, stolen or damaged LincPass cards.

******You will find some useful information about the LincPass process on the [USDA HSPD-12 website](#).

e-Authentication

e-Authentication is one of the most important tools you will need to perform critical functions. Your **eAuthentication** account consists of a User ID, a password and your customer profile which contains information about you that will permit USDA websites, portals and applications to identify if you have the correct permissions to access the applications and/or view the website.

A personnel action will typically be processed within your first week of employment. This establishes your personnel record. Once your Government email address has been added to your personnel record, you will receive an invitation email from the eAuthentication server prompting you to register your eAuthentication account.

This email will come from DoNotReply.ICAM@ocio.usda.gov.

If you are not issued a Government email address, but you still need access to USDA eAuthenticated websites, portals or applications, this invitation can be sent to your personal email but you must alert your office's administrative personnel to request that for you.

Requests can be sent to:

- Help@usda.gov
- HR.System.Access@usda.gov - for APHIS Employees Only
- Tanika.V.Harris@usda.gov - for AMS Employees Only

If you have not received the eAuthentication email by the start of your second work week AND you have verified that it is not in your Junk/Trash/Spam folders - please contact MRP IT at Help@usda.gov.

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