USDA Credential Matrix

IT Access Rights	Physical Access Rights	Duration		LincPass	PIV-A	Site Badge	No Badge
Privileged IT	General OR Privileged Physical	ANY	→	✓			
General OR Privileged IT	Privileged Physical	ANY	→	✓			
General IT	General Physical	< 6 Months	→		✓		
General IT	General Physical	> 6 Months	→	✓			
General IT	No Physical (work off-site)	< 6 Months	→		✓		
General IT	No Physical	> 6 Months	→	✓			
No IT	General Physical	< 6 Months	→		✓		
No IT	General Physical	> 6 Months	→	✓			
No IT	Accompanied access to workspace only	ANY	→			✓	
No IT	No Physical	ANY	→				✓

Access Type	Access description
Privileged IT Access	✓ Elevated Privileges for sensitive or mission Critical applications ✓ Access to applications beyond those considered General , system administration
General IT Access	✓ General Access to USDA Domain account, USDA email, T&A application, AgLearn, Govtrip, and other application to which an employee or Non-employee is expected to have access
Privileged Physical Access	✓ Unaccompanied Access to USDA Facilities Including SENSITIVE Areas
General Physical Access	✓ Unaccompanied Access to USDA Facilities Including general common areas only

Questions regarding the training needs for your requirement may be addressed to the Office of the Assistant Secretary for Civil Rights (OASCR), Office of Contracting and Procurement (OCP), Office of Human Resources Management (OHRM), or Office of Information Affairs (OIA) as applicable.

Mandatory Contractor Training

(Applies to new service contracts awarded after November 1, 2023) (Applies to modified service contracts as applicable)

The contractor must ensure their employees (including subcontractor personnel) complete the training course(s) listed below in the frequency identified. The contractor must maintain records of course completion and provide them to the Contracting Officer or Contracting Officer Representative upon request.

Course Name	Frequency (Once, Quarterly, Annually, etc.)	Method of Training	Length of Training	Completion Date
Understanding and Interrupting Unconscious Bias	Annually	AgLearn	90 minutes	90 days after assignment in AgLearn
Anti-Harassment Training: Identifying and Preventing Workplace Harassment	Annually	AgLearn	60 minutes	90 days after assignment in AgLearn
Information Security Awareness	Annually	AgLearn	60 minutes	1 year since last completion date
USDA Records Management	Annually	AgLearn Or Paper-based	60 minutes	60 days after assignment
Section 508	Annually	AgLearn	60 minutes	45 days after assignment
If needed, add other courses as approved by the Contracting Officer				

Background Checks: Background checks are required to comply with Presidential Directive HSPD-12 that requires "for unescorted entry into a Federally controlled facility, the individual will have a background investigation on file." Within ten calendar days of contract award and a new employee being selected for work on this contract, provide a complete list of the name, address, social security number, date of birth, and work phone of each employee engaged in the performance of this contract. This information shall be provided to the COR in person (NOT VIA EMAIL). **No adjustment in contract price shall be made for the cost of the janitor to obtain hard copy fingerprints or to drop off background check information or for their time to obtain a LincPass.**

Excessive personnel turnover means more than 3 occurrences within a rolling 12-month performance period. No more than three background investigations will be conducted within a 12-month period at the Governments expense. Additional background investigations, if necessary, will be at the contractor's expense, and will be deducted from final invoice of the current line-item period of performance.