

**EmpowHR/Person Model  
NON-EMPLOYEE DATA SHEET**

OMB Control Number: 0584-XXXX  
Expiration Date: xx/xx/xxxx

**Privacy Act Statement.** The following information is provided in accordance with 5 U.S.C. § 552a(e)(3) and M-03-22.  
**Authority:** This information is being collected under the authority 5 U.S.C. 7312 and 7532 and Executive Order 10450.  
**Purpose:** This information is collected to conduct background investigations which is a pre-requisite for all non-FNS employees (contractor, intern, volunteers, etc.) to be granted a security clearance for employment at all FNS locations.  
**Routine Uses:** The information you provide on this form may be shared with other federal, state, local, and foreign government agencies and authorized organizations following approved routine uses described in the associated published system of records notice [USDA/OP-2 - Security Records for USDA Employees, which can be found at <https://www.usda.gov/home/privacy-policy/system-records-notice>].  
**Disclosure:** Disclosing the information is voluntary. However, if you do not provide the information requested, we cannot process the request for affiliation with our agency.

The data collected on this sheet is used to input the USDA, Food and Nutrition Service's non-employee (contractor, intern, volunteer, etc.) information into EmpowHR/Person Model. The data collected is for the specific purpose of sponsorship for the agency's PIV credential and background investigation required for access to agency facilities, systems, and information. When completed, this form contains Personally Identifiable Information. Safeguard according to agency policy.

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Services, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22314 ATTN: PRA (0584-xxxx\*). Do not return the completed form to this address.

**Non-Employee Information**

Full Legal NAME (Last, First, Middle, Suffix)		<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	LINCPASS REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	AFFILIATION TYPE
HOME ADDRESS			APARTMENT/UNIT NUMBER	
CITY		STATE		ZIP CODE
BUSINESS ADDRESS			SUITE NUMBER	
CITY		STATE		ZIP CODE
PRIMARY PHONE (Area code + number)	ALTERNATE PHONE (Area code + number)	BUSINESS EMAIL ADDRESS		SOCIAL SECURITY NUMBER
BIRTH DATE (MM/DD/YYYY)	PLACE OF BIRTH (City, state, country if not USA)			COUNTRY OF CITIZENSHIP

**Contract /Agreement Assignment and COR /Sponsor Information**

COMPANY NAME		CONTRACT/GRANT OR AGREEMENT NUMBER	
COR /SPONSOR NAME			
COR/SPONSOR WORK PHONE NUMBER	COR/SPONSOR CELL PHONE (Area code + number)	PLANNED EXIT DATE	
Position Risk Designation (See notes below)		Sponsor Signature	

Position Risk Designation Notes

As required by section 1400.201(b) of title 5, Code of Federal Regulations (CFR), this system is for uniform and consistent position designation of any positions, including contractor employee positions, when the investigation will be conducted under the Federal Investigative Standards prescribed by the Office of Personnel Management and the Office of the Director of National Intelligence in December 2012. Pursuant to an assignment of functions under section 2.2(e) of E.O. 13467, the December 2012 Federal Investigative Standards apply to investigations for contractor employee fitness.

The Contracting Officer's Representative (COR) will use the OPM Automated Position Designation Tool, to determine the appropriate position designation requirement for all contractor employee positions. If you have any questions in using the OPM Automated Position Designation Tool or in designating the position, consult with the FNS HRD Personnel Security Specialist. The tool can be found here: <https://www.opm.gov/suitability/suitability-executive-agent/position-designation-tool/>

The position designation system consists of a four-step process that will guide the designator through an examination of the position's duties and responsibilities. The completion of this process will result in a final designation for the position which, in turn, will determine the investigative requirements for the contractor employee position.

**High Risk / Tier 4 and National Security Designated Position / Tier 3 and Tier 5**  
 Contractors/Affiliates: It is anticipated that no contractors will require a high risk or national security investigation. If there may be a need, please contact the FNS HRD Personnel Security Specialist for guidance.

**Moderate Risk / Tier 2**  
 Contractors/Affiliates: The Tier 2 is the level of investigation needed for contract personnel performing for a period of 180 days or greater with responsibilities such as database administration, software development, technical maintenance, LAN administration, or duties that involve substantial access to sensitive information. The Tier 2 will require re-investigation every five years.

**Low Risk / Tier 1**  
 Contractors/Affiliates: Contractors performing for a period of 180 days or greater not categorized in any of the previous categories are considered to require Tier 1 background investigations. The Tier 1 investigation is the minimum required investigation for the issuance of the USDA LincPass. The Tier 1 remains in force indefinitely, but requires an updated fingerprint check (SAC) every five years.

**FINGERPRINT CHECK (SAC)**  
 Contractors/Affiliates: Contractors performing for a period of less than 180 days require a finger print check. The SAC is the minimum required investigation for an interim fitness determination and for issuance of the LincPass while the appropriate Tiered investigation is in process.