Data input into EmpowHR is collected on the EmpowHR/Person Model FNS 775 data sheet (Appendix B), which also contains the Public Burden statement. See screen shot of Public Burden Statement below.

EmpowHR/Person Model
NON-EMPLOYEE DATA SHEET

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-notices].
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, (contractor, intern, volunteer, etc.) information into EmpowH specific purpose of sponsorship for the agency's PIV creden access to agency facilities, systems, and information. When Identifiable Information. Safeguard according to agency poli

Public reporting burden for this collection of information is es including the time for reviewing instructions, searching exist data needed, and completing and reviewing the collection o sponsor, and a person is not required to respond to, a colle valid OMB control number. Send comments regarding this l collection of information, including suggestions for reducing Food and Nutrition Services, Office of Policy Support, 1320 22314 ATTN: PRA (0584-xxxx*). Do not return the comple

EmpowHR Data Entry Screen Shots

Favorites Main Menu > Non-Employee Processing > Person Information

Personal Information

| Find an Existing Value | **Add a New Value** |

Empl ID: NEW

Add

EmpowHR
SOLUTIONS
FROM HIRE TO RETIRE

Favorites | Main Menu > Non-Employee Processing > Person Information

| Biographical Details | Contact Details | Organizational Relationships |

Person ID: NEW

Name
Find | View All   First ◀ 1 of 1 ▶ Last

*Effective Date: 06/13/2022 📅   ➕ ➖

 *Display Name: Add Name

Biographic Information

*Date of Birth: 📅   0   **Years**   0   **Months**

Date of Birth Re-enter   📅

Birth Country: USA 🔍

Birth State: 🔍

Birth Location: [   ]

Biographical History
Find | View All   First ◀ 1 of 1 ▶ Last

*Effective Date: 06/13/2022 📅   ➕ ➖

*Gender: Unknown ▾

▾ National ID
Personalize | Find | View All | 🔲 | 🔲   First ◀ 1 of 1 ▶ Last

Country	*National ID Type	*National ID	National ID Re-enter	Primary ID
USA	Social Security Number ▾			☑

▼ National ID		Personalize	Find	View All	🖼	🏭	First ◀ **1 of 1** ▶ Last	
Country	***National ID Type**	***National ID**	**National ID Re-enter**	**Primary ID**
USA	Social Security Number ⌄			☑

*Country of Citizenship [ ] 🔍   ☐ **Emergency Response Official**

Notes: [   ]

●

EmpowHR SOLUTIONS FROM HIRE TO RETIRE

Favorites | Main Menu > Non-Employee Processing > Person Information

Edit Name

English Name Format		
Prefix: [⌄]		
***First:** [ ]	**Middle Name:** [ ]	
***Last Name:** [ ]		
Suffix: [⌄]		
Refresh Name **Display Name:**		
Formal Name:		
Name:		

OK   Cancel

EMPOWHR
SOLUTIONS
FROM HIRE TO RETIRE

Favorites | Main Menu > Non-Employee Processing > Person Information

| Biographical Details | **Contact Details** | Organizational Relationships |

Person ID: NEW

Current Addresses		Personalize	Find	View All			First ◄ 1 of 1 ► Last	
Address Type	**As Of Date**	**Status**	**Address**		
Home				Add Address Detail	➕ ➖

Phone Information		Personalize	Find			First ◄ 1 of 1 ► Last	
***Phone Type**	**Telephone**	**Extension**	**Preferred**	
⌄			☐	➕ ➖

Email Addresses		Personalize	Find			First ◄ 1 of 1 ► Last	
***Email Type**	***Email Address**	**Preferred**	
Business ⌄		☑	➕ ➖

[💾 Save] [📧 Notify] [⬅ Previous tab] [➡ Next tab]   [📄 Add] [📄 Update/Display] [📄 Include History] [📝 Correct History]

EMPOWHR
SOLUTIONS
FROM HIRE TO RETIRE

Favorites | Main Menu > Non-Employee Processing > Person Information

Edit Address

Country:	United States
Address 1:	
Address 2:	
Address 3:	
City:	**State:** 🔍 **Postal:**
County:	

[OK] [Cancel]

EmpowHR
SOLUTIONS
FROM HIRE TO RETIRE

Favorites | Main Menu > Non-Employee Processing > Person Information

| Biographical Details | Contact Details | **Organizational Relationships** |

Person ID: NEW

Choose Org Relationship to Add

Add the Relationship

☐ Person of Interest [▼]

| Affiliate |
| Contractor |
| Fellow |
| Intern |
| Volunteer |

🖫 Save   ✉ Notify   ⬅Previous ta   ...   ➕Add   ⟳Update/Display   ⟳Include History   ✏ Correct History

Biographical Details | Contact Details

EmpowHR
SOLUTIONS
FROM HIRE TO RETIRE

LACRATO,LAWRENCE (US Dept of Ag

Favorites | Main Menu > Non-Employee Processing > Maintain a Persons Assignment

Maintain a Persons Assignment

Enter any information you have and click Search. Leave fields blank for a list of all values.

| **Find an Existing Value** |

▼ **Search Criteria**

Empl ID: [begins with ▼] [   ]
Last Name: [begins with ▼] [   ]
First Name: [begins with ▼] [   ]
Social Security Number: [= ▼] [   ]
Date of Birth: [= ▼] [   ] 🗓

☐ Include History   ☐ Correct History   ☐ Case Sensitive

[Search]   [Clear]   Basic Search   🖫 Save Search Criteria

EMPOW**HR**
SOLUTIONS
FROM HIRE TO RETIRE

Favorites | Main Menu > Non-Employee Processing > Maintain a Persons Assignment

Home | Worklist | Add to Favorites | Sign out

New Window | Personalize Page

Edit POI Relationship | **Assignment**

Contract

⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛   **Person ID:**   ⬛⬛⬛⬛⬛

Person of Interest Type: Contractor

	Contract/Grant Flag	Contract ID	Sub-Agency	Sub-Agency Description	Begin Date	Expiration Date	Status	Effective Date	Department			Sponsor ID	Card Type	Chan
1	Contract	12314421F0509 🔍	30	FNS	09/18/2021	09/17/2026	Active	03/01/2022 📅	FNS 🔍		Detail	NEISLL01	LincPass	03/0
2	Contract	12319818F0073 🔍	30	FNS	09/14/2020	09/30/2022	Active	02/11/2020 📅	FNS 🔍		Detail	NEISLW01	LincPass	02/1

💾 Save 🔍 Return to Search 📧 Notify

Edit POI Relationship | Assignment

				Personalize	Find	🔼	First ◀ 1-2 of 2 ▶ Last
Sponsor ID	**Card Type**	**Change Date**		
NEISLL01	LincPass ▾	03/01/2022	Card Shipping Info	Work Address Info ➕
NEISLW01	LincPass ▾	02/11/2020	Card Shipping Info	Work Address Info ➕

🖥 Update/Display 📖 Include History 📝 Correct History

EMPOW**HR**
SOLUTIONS
FROM HIRE TO RETIRE

LAURATO,LAWRENCE (US Dept of Agriculture) on

Favorites > Main Menu > Non-Employee Processing > Maintain a Persons Assignment

Work Address

Work Address

Country: [   ] 🔍

Address: Edit Address

Geographical Location Code:

Building #:   [   ] 🔍

Room Number: [   ]

OK   Cancel

Favorites > Main Menu > Non-Employee Processing > Contract Information
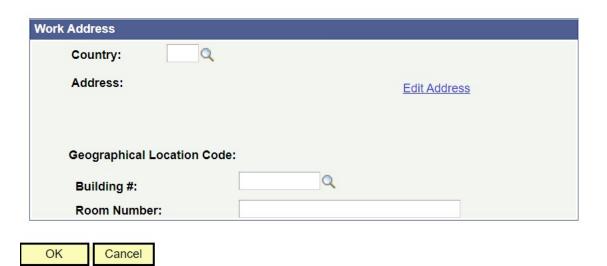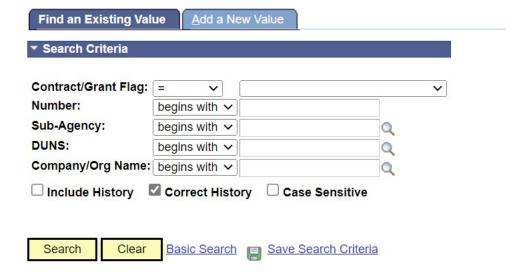
Contract Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

| **Find an Existing Value** | Add a New Value |

▼ Search Criteria

Contract/Grant Flag: [= ▼] [▼]
Number: [begins with ▼] [   ]
Sub-Agency: [begins with ▼] [   ] 🔍
DUNS: [begins with ▼] [   ] 🔍
Company/Org Name: [begins with ▼] [   ] 🔍

☐ Include History   ☑ Correct History   ☐ Case Sensitive

[Search]   [Clear]   Basic Search   💾 Save Search Criteria

Find an Existing Value | Add a New Value