

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	
<p>Privacy Act Statement. The following information is provided in accordance with 5 U.S.C. § 552a(e)(3) and M-03-22.</p> <p>Authority: This information is being collected under the authority 5 U.S.C. 7312 and 7532 and Executive Order 10450.</p> <p>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.</p> <p>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].</p> <p>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.</p>	<p>The data collected on this sheet is used to input the USDA, (contractor, intern, volunteer, etc.) information into EmpowHR specific purpose of sponsorship for the agency's PIV credential access to agency facilities, systems, and information. When Identifiable Information. Safeguard according to agency policy.</p> <p>Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data needed, and completing and reviewing the collection of information. Send comments regarding this collection of information, including suggestions for reducing the burden, to Washington, DC 20503-2941, Paperwork Project, (0584-xxxx*). Do not return the completed form.</p>

EmpowHR Data Entry Screen Shots





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	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>

National ID				
Personalize Find View All [Grid Icon] [Print Icon] First [Left Arrow] 1 of 1 [Right Arrow] Last				
Country	*National ID Type	*National ID	National ID Re-enter	Primary ID
USA	Social Security Number [v]	[]	[]	<input checked="" type="checkbox"/>

***Country of Citizenship** [] [magnifying glass icon] **Emergency Response Official**

Notes: []



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

Edit Name

English Name Format	
Prefix:	[] [v]
*First:	[]
*Last Name:	[]
Suffix:	[] [v]
<input type="button" value="Refresh Name"/>	Display Name:
	Formal Name:
	Name:



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	<input type="button" value="+"/>	<input type="button" value="-"/>

Phone Information				Personalize	Find	View All	First	1 of 1	Last
*Phone Type	Telephone	Extension	Preferred						
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>						
								<input type="button" value="+"/>	<input type="button" value="-"/>

Email Addresses			Personalize	Find	View All	First	1 of 1	Last
*Email Type	*Email Address	Preferred						
Business	<input type="text"/>	<input checked="" type="checkbox"/>						
							<input type="button" value="+"/>	<input type="button" value="-"/>



Edit Address

Country: United States

Address 1:

Address 2:

Address 3:

City: State: Postal:

County:



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

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

Person ID: NEW

Choose Org Relationship to Add

Person of Interest

Add the Relationship

Save Notify Previous tab Add Update/Display Include History Correct History

- Affiliate
- Contractor
- Fellow
- Intern
- Volunteer

[Biographical Details](#) | [Contact Details](#)



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:

Last Name:

First Name:

Social Security Number:

Date of Birth:

Include History Correct History Case Sensitive

Search Clear [Basic Search](#) [Save Search Criteria](#)

Edit POI Relationship | **Assignment**

Contract

Person ID: [Redacted]

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	Char
1 Contract	12314421F0509	30	FNS	09/18/2021	09/17/2026	Active	03/01/2022	FNS	NEISLL01	LincPass	03/0
2 Contract	12319818F0073	30	FNS	09/14/2020	09/30/2022	Active	02/11/2020	FNS	NEISLW01	LincPass	02/1

Save Return to Search Notify

Full 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

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](#)