

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.

<b>EmpowHR/Person Model NON-EMPLOYEE DATA SHEET</b>		OMB Control Number: 0584-XXXX Expiration Date: xx/xx/xxxx
<p><b>Privacy Act Statement.</b> The following information is provided in accordance with 5 U.S.C. § 552a(e)(3) and M-03-22.</p> <p><b>Authority:</b> This information is being collected under the authority 5 U.S.C. 7312 and 7532 and Executive Order 10450.</p> <p><b>Purpose:</b> 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><b>Routine Uses:</b> 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 <a href="https://www.usda.gov/home/privacy-policy/system-records-notices">https://www.usda.gov/home/privacy-policy/system-records-notices</a>].</p> <p><b>Disclosure:</b> 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, 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.</p> <p>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.</p>	

## 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:

Add



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 [Dropdown Arrow]	[Text Box]	[Text Box]	<input checked="" type="checkbox"/>

\*Country of Citizenship  [Magnifying Glass Icon]       Emergency Response Official

Notes: [Text Area]





### Edit Name

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



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				<a href="#">Add Address Detail</a>					

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

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

Save Notify Previous tab Next tab

Add Update/Display Include History Correct History



favorites Main Menu > Non-Employee Processing > Person Information

### Edit Address

**Country:** United States

**Address 1:**

**Address 2:**

**Address 3:**

**City:**  **State:**   **Postal:**

**County:**



avorites Main Menu > Non-Employee Processing > Person Information

[Biographical Details](#) | [Contact Details](#) | **Organizational Relationships**

Person ID: NEW

**Choose Org Relationship to Add**

Person of Interest

- 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**

<b>Empl ID:</b>	begins with ▾	<input type="text"/>
<b>Last Name:</b>	begins with ▾	<input type="text"/>
<b>First Name:</b>	begins with ▾	<input type="text"/>
<b>Social Security Number:</b>	= ▾	<input type="text"/>
<b>Date of Birth:</b>	= ▾	<input type="text"/> 

Include History    Correct History    Case Sensitive

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





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	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

POI Relationship | Assignment

Personalize   Find   First 1-2 of 2 Last					
Sponsor ID	Card Type	Change Date			
NEISLL01	LincPass	03/01/2022	<a href="#">Card Shipping Info</a>	<a href="#">Work Address Info</a>	+
NEISLW01	LincPass	02/11/2020	<a href="#">Card Shipping Info</a>	<a href="#">Work Address Info</a>	+

Update/Display | Include History | Correct History



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

### Work Address

Work Address	
Country:	<input type="text"/> 
Address:	<a href="#">Edit Address</a>
Geographical Location Code:	
Building #:	<input type="text"/> 
Room Number:	<input type="text"/>



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](#)