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, 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.

OMB Control Number: 0584-XXXX

Expiration Date: xx/xx/xxxx

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.

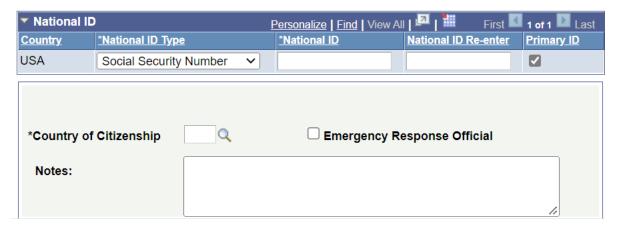
## **EmpowHR Data Entry Screen Shots**



### **Personal Information**

Add

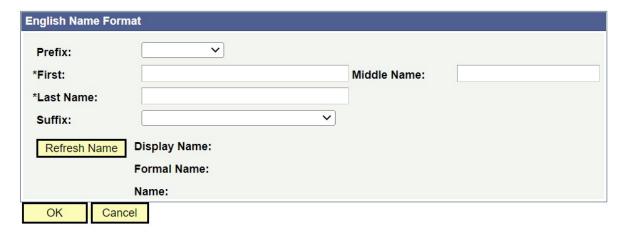


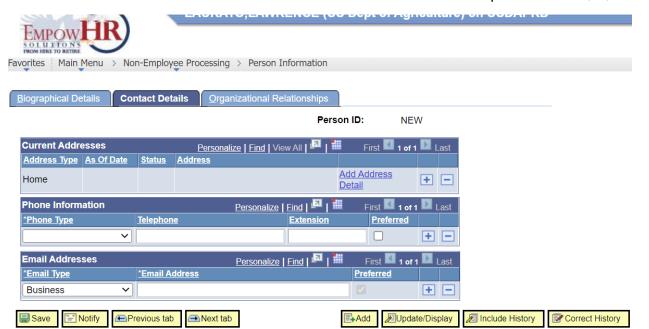


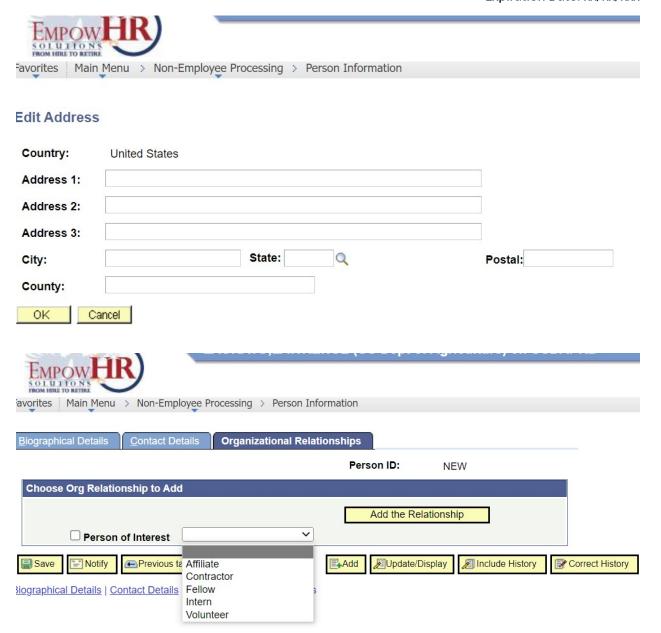


Favorites Main Menu > Non-Employee Processing > Person Information

#### **Edit Name**









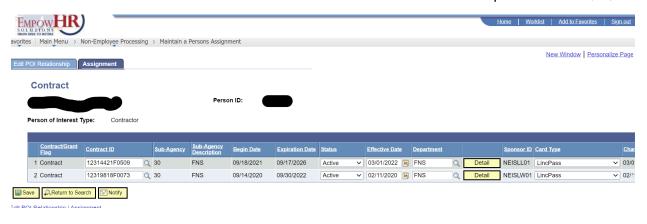
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Favorites Main Menu > Non-Employee Processing > Maintain a Persons Assignment

#### **Maintain a Persons Assignment**

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

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LAUNATO, LAWNENCE (US Dept of Agriculture) on

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

## **Vork Address**

Work Address	
Country:	
Address:	Edit Address
Geographical Location Code:	
Building #:	Q
Room Number:	
OK Cancel	



#### **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