

Data input into EmpowHR is collected on the EmpowHR/Person Model FNA 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		OMB Control Number: 0584-0686 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-FNA employees (contractor, intern, volunteers, etc.) to be granted a security clearance for employment at all FNA 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 Administration 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 Administration, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22314 ATTN: PRA (0584-0686). Do not return the completed form to this address.	

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				
*Effective Date:	06/13/2022			
*Gender:	Unknown			

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

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

*Country of Citizenship		☐ Emergency Response Official
Notes:		



Favorites Main Menu > Non-Employee Processing > Person Information

Edit Name

English Name Format	
Prefix:	
*First:	
*Last Name:	
Middle Name:	
Suffix:	
Refresh Name	Display Name:
	Formal Name:
	Name:
OK	Cancel



EMPLOYEE INFORMATION (US Dept of Agriculture) ON USDA HR

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		☒	+ -	



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



favorites Main Menu > Non-Employee Processing > Person Information

Biographical Details

Contact Details

Organizational Relationships

Person ID: NEW

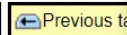
Choose Org Relationship to Add

☐ Person of Interest

Add the Relationship

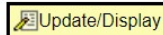
 Save

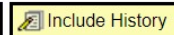
 Notify

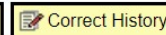
 Previous tab

Affiliate
Contractor
Fellow
Intern
Volunteer

 Add

 Update/Display

 Include History

 Correct History

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



LAURIE, LAWRENCE (00 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](#)



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](#)

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](#)



LAORATO, LAWRENCE (US Dept of Agriculture) on

avorites 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](#)