

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		OMB Control Number: 0584-XXXX Expiration Date: xx/xx/xxxx
<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, 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 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 type="text"/>	<input checked="" type="checkbox"/>

*Country of Citizenship Emergency Response Official

Notes:





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:



EMPLOYEE INFORMATION SYSTEM (EIS) - Department of Agriculture, Office of 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	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:



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

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

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



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

Work Address

Work Address	
Country:	<input type="text"/> 
Address:	<input type="text"/> Edit Address
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](#)