

Field Office Guidance - Process for Processing a Non-Federal Employee (NFE) Such as Contractor/Affiliate/Volunteer Who Require AgLearn-Only eAuth Access

The new NFE is to complete the New NFE PII Sheet, encrypt the form, and email the form to the AAC. Send a separate email with the form password. The NFE must put their full social security number on the form. Typed is preferred – handwritten must be legible. The AAC will send the encrypted file to the NFE-EmpowHR (Person Model) point of contact.



PERSON MODEL PII SHEET

The NRCS Sponsor has determined that a performing non-employee requires a LincPass. Information collected on this Personal Identity Information (PII) sheet is required for LincPass sponsorship. This information is to be collected and transmitted in accordance with The Privacy Act of 1974; for more information, visit <http://www.justice.gov/opcl/privacy-act-1974>.

Instructions: Complete each block in its entirety with **applicant** information.

Legal Name ¹	First
	Middle
	Last Suffix
Date of Birth (mm/dd/yyyy)	/ /
Place of Birth (city, state; if outside U.S., enter city, country)	
Social Security Number	- -
Country of Citizenship (if other than U.S.)	
Home Address ²	Street 1
	Street 2
	City State ZIP
Business Address ³	Street 1
	Street 2
	City State ZIP
Business Telephone	- -
Personal Email Address ⁴	
Employment Type (choose one)	
Work Title	
Company/Organization Name	
Contract/Agreement Number	
Network Access (choose one)	LincPass Card EAuth Access for AgLearn (TSP or Partners not on USDA Network)

Notes

- ¹ Enter applicant's complete name **exactly** as it appears on the government-issued ID
- ² Enter applicant's complete home address **exactly** as it appears on the government-issued ID
- ³ This can be a USDA Service Center
- ⁴ Required for enrollment notification; must be a unique email address not already in the Person Model system. **Do NOT use another person's email address**