

**For:** FFAS Employees

**Processing Non-Employee Security Documentation**

**Approved by:** Deputy Administrator for Management



**1 Overview**

**A Background**

In an effort to reduce on-boarding and computer access approval times for non-employees, the Emergency Preparedness Division (EPD) has streamlined the on-boarding process.

EPD's goal is to provide a preliminary decision regarding approval to work within five working days of receiving the required documentation for non-employees. This will help meet the on-boarding and computer access timeframe goals for the individuals assisting in the process.

EPD has modified the AD-2109, Non-Employee Request for Investigation Processing by incorporating information previously requested on the Personal Identifying Information (PII) sheet. Therefore, the previous process of submitting a PII sheet is no longer required.

In order for a non-employee to obtain USDA system access, the following criteria must be met:

- submission of required security documentation to EPD,
- EPD approval to work,
- establishment of an eAuth account, **and**
- successful completion of the USDA information security awareness training (ISAT).

**Note:** The term "non-employee" includes but is not limited to contract employees, unpaid interns, and volunteers.

Disposal Date	Distribution
October 1, 2015	All FFAS Employees; State Office relay to County Offices

## 1 Overview (Continued)

### B Purpose

This notice provides guidelines for:

- obtaining required documentation,
- creating records in the person model system, and
- submitting required documents to EPD

### C Contact

For questions regarding this notice contact either of the following:

- e-mail at [robert.haughton@wdc.usda.gov](mailto:robert.haughton@wdc.usda.gov), or  
telephone at 202-720-0135, or
- EPD Customer Service Help Line at 202-720-7696, or  
Email: [RA.DCWashing2.FSA.EPD.PerSecDC@wdc.usda.gov](mailto:RA.DCWashing2.FSA.EPD.PerSecDC@wdc.usda.gov)

## 2 Non-Employee Security Documentation

### A Guidelines for Required Documents

To determine if a non-employee has a background investigation on file that meets or exceeds what is required for the position, and to facilitate a record in the person model system, submit the following forms to EPD:

- AD-2109, Non-Employee Request for Investigation Processing located at <http://fsaintranet.sc.egov.usda.gov/dam/ffasforms/currentforms.asp>,
- OF-306, Declaration For Federal Employment, located at <http://www.opm.gov/forms/Optional-forms/>, and
- Non-employee resume.

**Note:** AD-2109 forms **must** be signed by a government employee.

## 2 Non-Employee Security Documentation (Continued)

### B Non-Employee Form I-9, Employment Eligibility Verification Requirements

Whether a non-employee is a U.S. born citizen, U.S. naturalized citizen, noncitizen national, citizen of another country, or maintains dual citizenship, a completed Employment Eligibility Verification Form (I-9) must be provided to EPD. Proof of citizenship documents must comply with the instructions provided on the I-9 and the individual in the office responsible for reviewing these documents must record in section two, the following :

- document title,
- issuing authority,
- document number,
- expiration date, if any; **and**
- date employment will begin.

Non-employees must sign and date section one. Employers must sign and date the certification in section two.

A copy of the current I-9 is available at  
<http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>.

### C Non-Employee Approval Notifications

A prospective non-employee with a current investigation that meets or exceeds the requirements for the position and has an acceptable review of the OF-306, will be granted immediate approval; completion of the eQIP and submission of fingerprints will **not** be required.

Non-employees who are not granted immediate approval will be instructed by EPD within three working days to:

- complete the eQIP (electronic Questionnaire for Investigations Processing) with instructions; **and**
- schedule a fingerprint appointment with EPD or submit two FD-258 Applicant Fingerprint Cards or SF-87 Fingerprint Cards for processing.

**Note:** Due to EPD's transition to electronic fingerprint submissions, the FD-258 and SF-87 are both acceptable for electronic processing.

A preliminary decision will be provided once EPD reviews the investigative documents and the fingerprint results.

**Note:** In some cases, a fingerprint check may be requested for a non-employee who has a current investigation on file.

## 2 Non-Employee Security Documentation (Continued)

### D Explanation of eQIP Documents

EPD will initiate an eQIP notification for each prospective non-employee identified as requiring a background investigation and will request additional information, as appropriate, for the risk level of the position. The eQIP process will generate a number of forms and signature pages. Non-employees will be required to submit the documentation based on the position for which they are being considered.

IF the position risk level is...	THEN the following documents are required...
NACI (Low Risk)	<ul style="list-style-type: none"> <li>• E-QIP Signature Form (CER), and</li> <li>• Authorization for Release of Information (REL)</li> </ul>
MBI (Moderate Risk)	<ul style="list-style-type: none"> <li>• E-QIP Signature Form (CER),</li> <li>• Authorization for Release of Information (REL), and</li> <li>• Fair Credit Reporting Act of 1970 Release</li> </ul>
BI (High Risk)	<ul style="list-style-type: none"> <li>• E-QIP Signature Form (CER),</li> <li>• Authorization for Release of Information (REL),</li> <li>• Authorization for Release of Medical Information (MEL),and</li> <li>• Fair Credit Reporting Act of 1970 Release</li> </ul>

## 3 Records in the Person Model System

### A Creating Non-Employee Records

It is the responsibility of EPD to create all non-employee records in the person model system. It is essential to provide new non-employees timely access to information systems. EPD will create a new employee record in the person model system within one business day of receiving the AD-2109.

Approximately 24 hours after the record is created in the person model system:

- EPD personnel will be able to record the employee's fingerprint or reciprocity investigation adjudication,
- the non-employee will receive an email from the US Access notification system to enroll for a LincPass identification card, and
- approximately 48 hours after the record has been entered in the person model system the non-employee will receive an invitation from Enterprise Entitlement Management Service (EEMS) to create a USDA eAuth account. Once the eAuth account has been created, the non-employee will need to wait 24-48 hours before having the ability to log into AgLearn. After logging into AgLearn the non-employee must successfully complete the USDA ISAT training for system access.

Once the State Security Officer notifies the FSA Information Security Office that the required actions are complete, including the successful completion of the ISAT training, access will be granted.

#### 4 Submitting Required Documents to EPD

##### A Office Action

Ensure all required documentation is submitted to EPD by either of the following:

- electronically through the EPD personnel security mailbox at [RA.DCWashing2.FSA.EPD.PerSecDC@wdc.usda.gov](mailto:RA.DCWashing2.FSA.EPD.PerSecDC@wdc.usda.gov), or
- FAX submissions to 202-205-0014

All emailed documents must be encrypted with a password. Use the provided designated password from EPD for encrypting documents sent via email.

If documents cannot be sent electronically or via fax, offices shall submit the documents via UPS to the following address:

Emergency Preparedness Division  
Farm Service Agency, USDA  
1400 Independence Avenue SW Room 0092-S  
Mail Stop 0543  
Washington, DC 20250-0543