

BEST PRACTICES FOR YOUR CONSERVATION DISTRICT



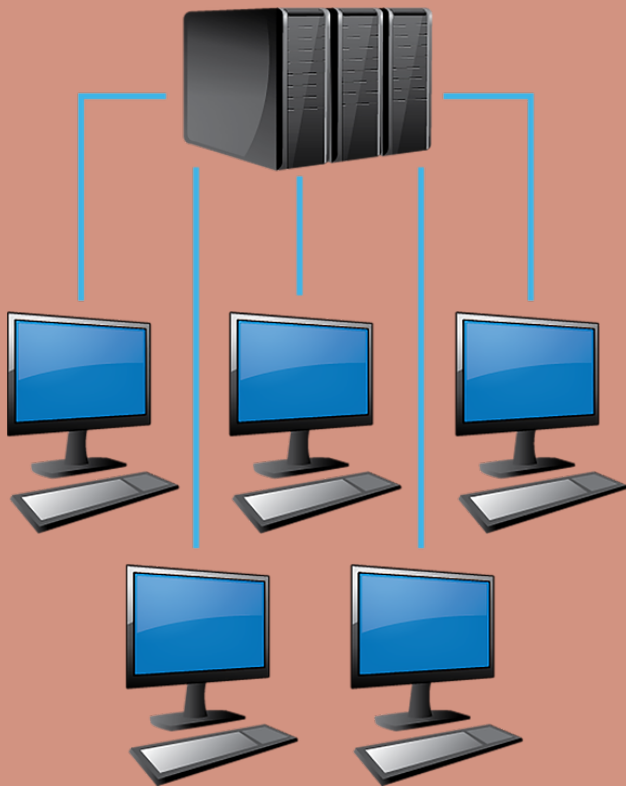
PREPARING FOR CD TRANSITIONS

- Why?
 - Staff turnover statewide
 - Loss of continuity within CD programs and activities
 - Loss of critical historical information



USDA COMPUTER NETWORK

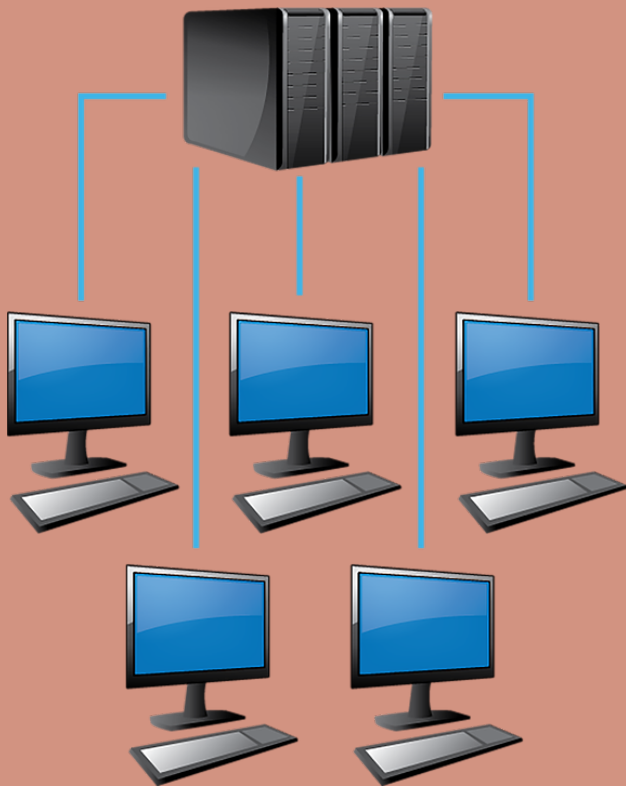
Access to System for New CD Employees



- LincPass
- Background Check
- SAAR
- 30 Day LincPass Exemptions

USDA COMPUTER NETWORK

Data Storage

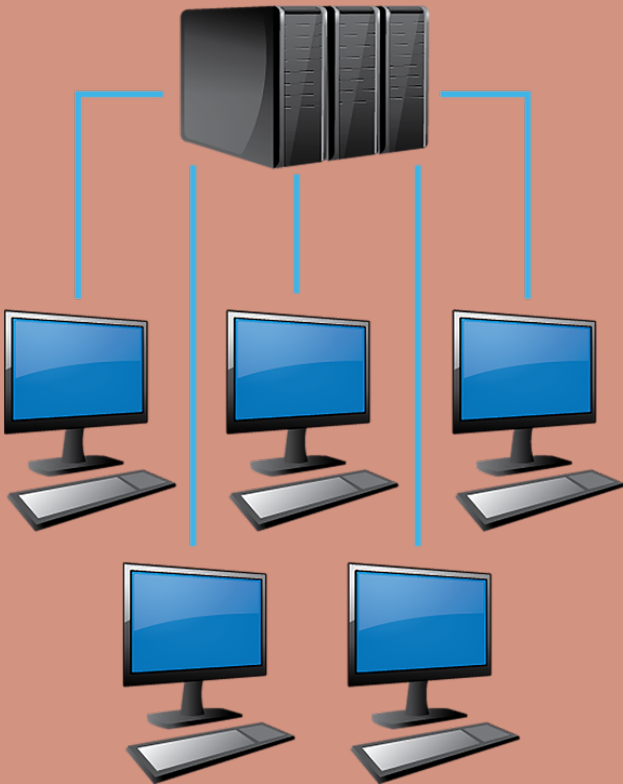


- OneDrive
- Shared Drives
- Teams Shared Drive
- PED
- Cloud Storage

USDA COMPUTER NETWORK

Other Concerns

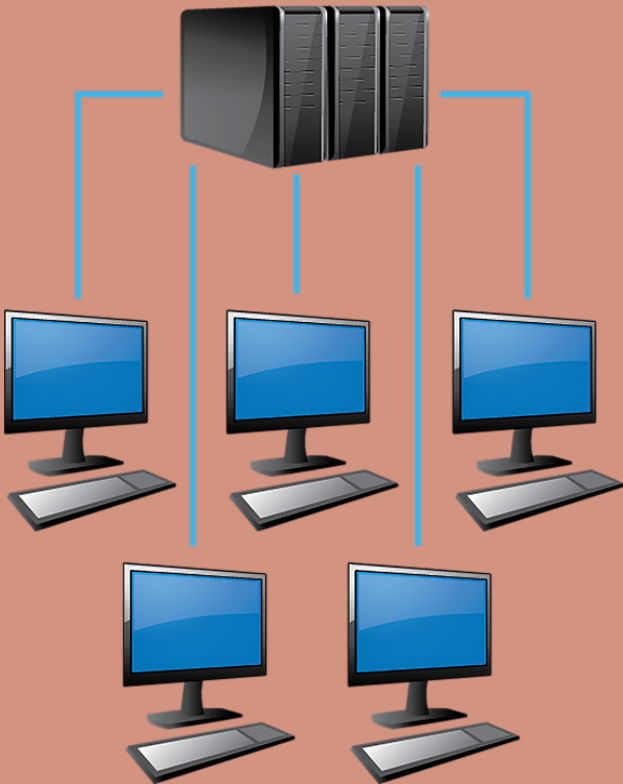
- Data Retrieval
- Email
- Employee Transition
- Old Computer Systems



USDA COMPUTER NETWORK

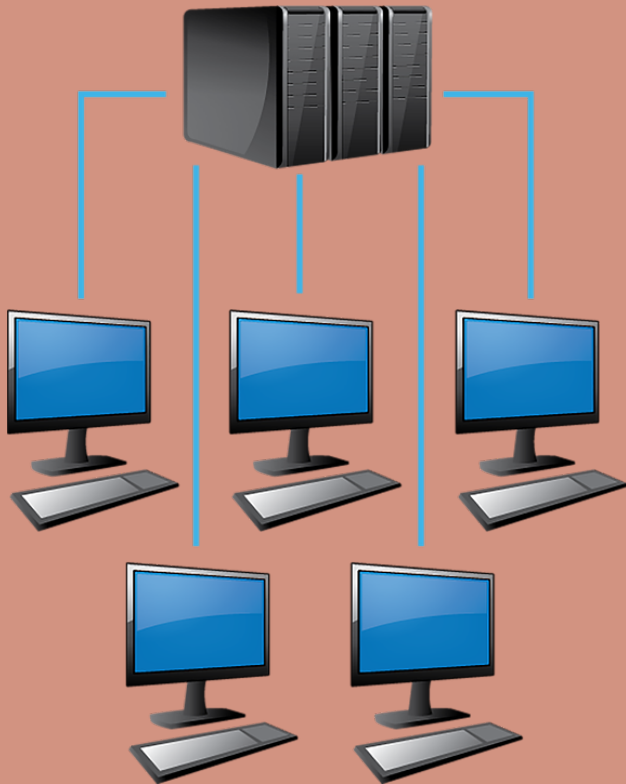
PERKS

- Free for CD to use
- Cost for computer itself
- Software Center
- If laptop-portability



USDA COMPUTER NETWORK

NEEDS IDENTIFIED

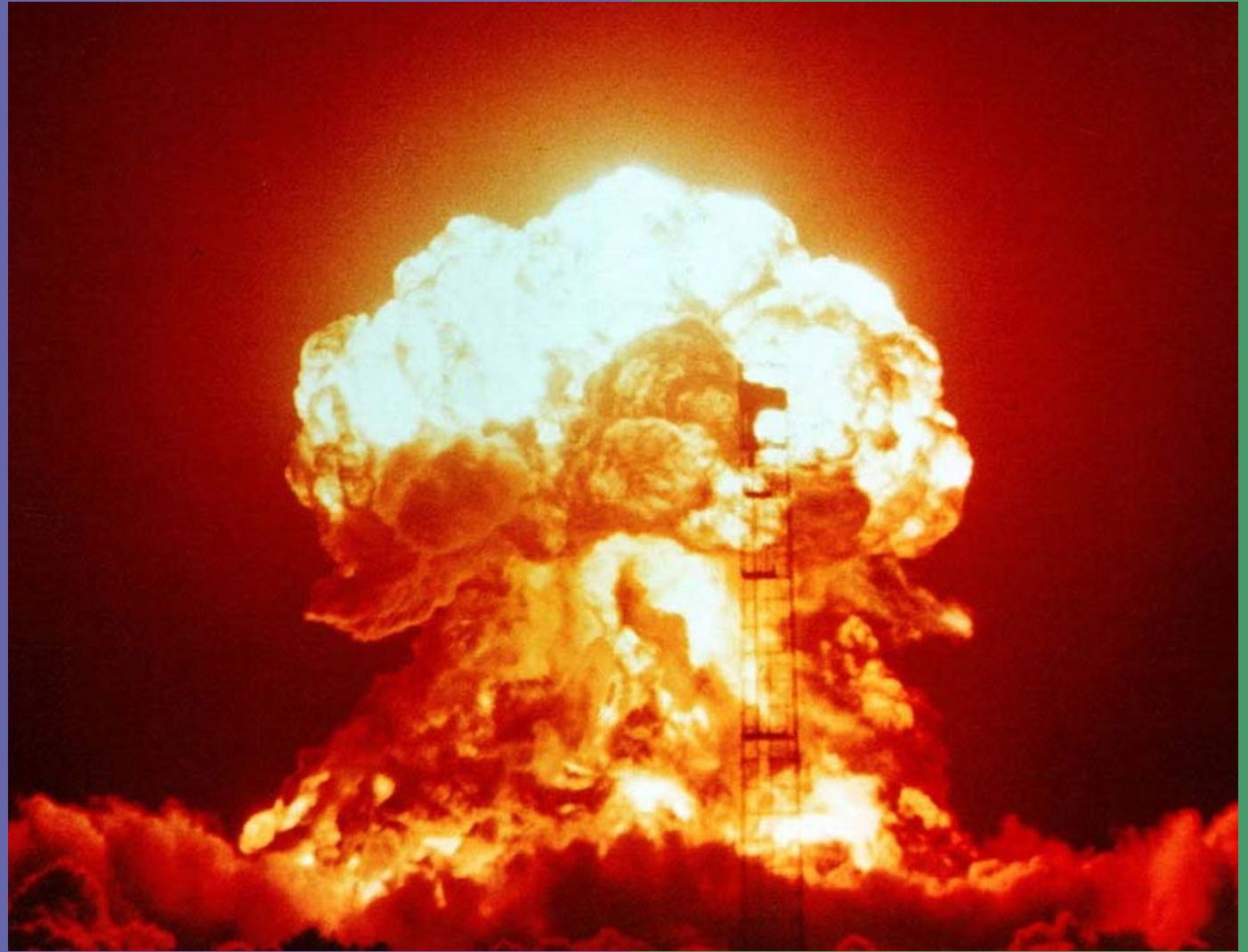


- Consistent onboarding to computer network by NRCS
- Plan for Data Transition
 - Email
 - Contacts
 - Historical records
 - Internet links

Any questions?



EVERYTHING
ELSE



LOGINS & PASSWORDS



- Keep a list
- Share location of list with at least one supervisor
- Write down security questions and answers

DUAL AUTHENTICATION ISSUES

- Sam.gov
- MailChimp
- Google
- Others???



Where is your personal phone number stored for CD business?

CD SPECIFIC DATES

- Monthly Duties/List for your CD
- Department of Administration Report
- Quarterly Reports
- Payroll
- MPERA reporting
- Password update requirements
- Permissive Mill Levy hearing/paperwork
- Budget to County
- Approved minutes
- MACD Resolutions



CD SPECIFIC DATES, CONTINUED

- Area Reports for Meetings
- Supervisor Elections
- Swearing in Supervisors
- Officer changes
- Grant Reports
- Meeting Agendas
- Etc.



"MAP" OF OFFICE, FILES AND STORAGE



- Where are the CD Files Stored
 - Hard copies
 - Electronic
- Is there more storage than just the office?

BANK
ACCOUNTS/OTHER
FINANCIAL
INSTITUTIONS



Keep all bank account/investment account information together

QUICKBOOKS

- Change the user information before you leave
- Intuit is a separate account-keep track of it too!
- Payout of Annual and Sick Leave-Personnel Policy
- Back up the company



BEFORE THE ADMIN LEAVES

Back up your work

- CD files
- CD Calendar
- CD Emails
- Internet bookmarks
- QuickBooks



BEFORE THE ADMIN LEAVES

- Keys
 - Office
 - File cabinet
 - Offsite storage
 - Any others
- Change Voicemail
- Update inventory
- CD Credit Card?



BEFORE THE ADMIN LEAVES

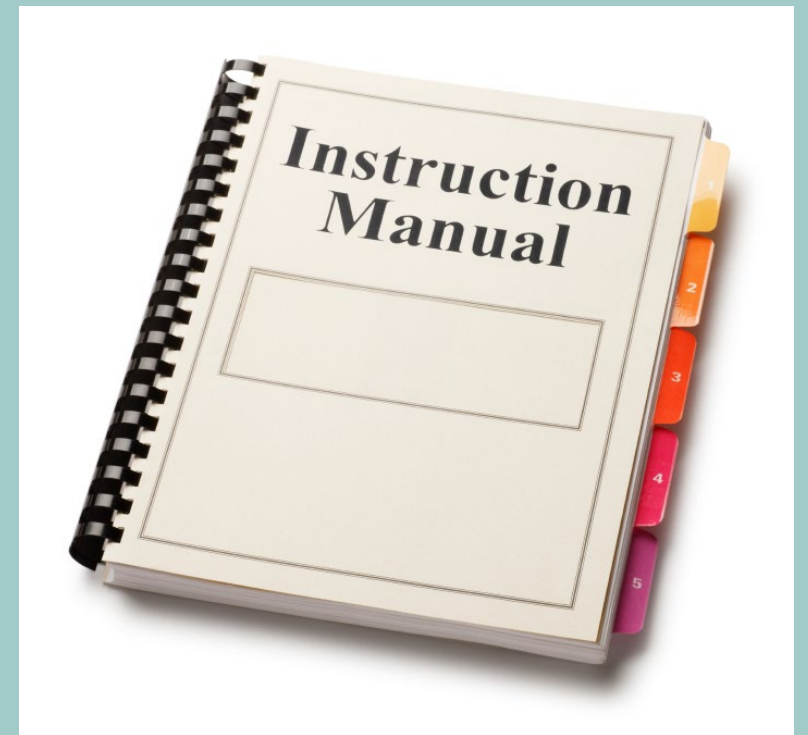
Leave a Procedures
Book/List

How does YOUR CD do
things???



PROCEDURES MANUAL

- Electronic procedures list/instructions
- Hard copy manual for your office



IF NO OVERLAP:

Leave a copy of:

- The New Employee Guide
- The handbook
- Orientation list

Contact information for:

- Area Representative
- CDB Specialist
- MACD



EXIT INTERVIEWS

- The good
- The bad
- The ugly?



ANY QUESTIONS?



Exit Considerations

ARE YOU ON THE USDA NETWORK OR PHONE SYSTEM

USDA Computer Network

- Access to historical CD documents for new employees
 - Where to store the CD information
- External hard drives/USB flash drives-need to be approved by IT
- Email access in case of shutdown
 - Gmail vs. MACD email address as backup?
 - Use as consistent history for CD
 - General, not associated with employee name
 - Use for Sam.gov, submittable, bank accounts etc.
 - Can be forwarded to USDA email?
 - Can USDA Email be forwarded to gmail or MACD email??
- LincPass–
 - Why does it take so long for some to get a LincPass and some have it so much faster, and what can people do to speed the process up?
 - How do a person get a LincPass?
 - What options when selecting your agency, CDs aren't listed, and we don't work for USDA
 - What Training do you have to complete every year to avoid losing the LincPass?
- DNRC has a contract with MACD on tech stuff–could be a source for purchasing external drives (More information soon on this topic)
- Wendy Jones said that when she started, contacts list for the CD was retrievable, but any emails specific to the previous employee were gone. Get an external hard drive, save files to that. Use alternative email address that any new admin can access, for all of the day-to-day CD official business. Can be forwarded to the USDA email address.
- Julie Goss-Why, if the CD owns the computer, is the system wiped to send on to the next person? Wendy said that from the IT perspective, once the user is gone, the data is gone. This breaks all kinds of records retention rules.

Data storage on USDA Computers

- Get an external hard drive approved by IT by going through your DC, or use cloud storage
- DON'T store CD files only on the USDA computer's hard drive-store it on the shared drive. The hard drive is completely wiped (email and all) between CD Employees. (although, I've received mixed information on this. One IT person said that anything on the "personal user drive"--what used to be the H drive and is now OneDrive--is deleted between employees.
- Because there's some time before a new employee can access files on the shared drive, back all of them, as well as the CD Calendar, email history, internet bookmarks that are work related, and contacts list up to the external hard drive,

and/or an alternate computer (QuickBooks computer?). Consider using a secondary computer for the bulk of the Conservation District work.

USDA Phone Systems—whole different problem

Submit a ticket through the District Conservationist

If you are on the USDA Network, your phone will run through the computer, if you aren't, it will be plugged into the wall.

EVERYTHING ELSE

Logins and Passwords

Keep a list that is accessible to other employees and/or supervisors

Either change security questions to something less personal, or make a list of the questions and answers

Include:

Wifi/Internet if applicable

Computer password

Microsoft account

Email logins/pw

Square

Google

Insta/FB/Twitter etc.

MailChimp

PayPal

SurveyMonkey

MPERA-If CD participates, info needs to be passed to new person about signing up

310 Database

Credit Card

Intuit and QuickBooks

Any other software (Adobe, photo, Arc, etc.)

Bank accounts

Virus protection software

Subscriptions (newspaper etc.)

Website and plugins

Zoom account

Microsoft Teams (Should be the same as the Microsoft account)

State of Montana Taxes

Federal Taxes

Eventbrite

Canva

Other google accounts, dropbox etc. as applicable

Office phone PIN

Dual Authentication issues

Sam.gov

MailChimp

Google

Others?? Where is your personal phone number stored for your CD business?

Make sure the office number/new number is advertised on Facebook/Website etc.—

Potential for cell phone for CD. (comments from recent email chain).

List of Due Dates Specific to your CD

Edit the Monthly Duties list to be accurate for your CD

Your CD's Dept. of Admin report

Quarterlies

Payroll

MPERA reporting (if part of the Public Employees Retirement System)

Password update requirements

Permissive Mill levy hearing and paperwork

Budget to the county

Approved minutes to Clerk and Recorder's office and to DNRC

MACD resolutions

Area reports for MACD area meetings (written/oral/highlights)

Supervisor Elections/nomination forms (usually March)

Swearing in Supervisors (January or when they're officially appointed)

Officer change (January)

Grant reports

Meeting agendas/follow up on meeting business time frames

"Map" of office and files and storage areas

Where are files stored?

Is there more in the store room or does the CD have off-site storage?

Computer file storage—where is stuff stored there?

QuickBooks

Make sure that any new person coming in knows how to change the user info in the system whether you use Desktop or Online version.

Bryan-Online version they have set up individual users (probably only with online version)-may not want the exiting person to have access anymore, so you need to make those changes.

Jess Fields logged into their account and making changes wasn't a problem-desktop version (not a paid version)

Intuit is a separate account—your account subscription information is stored there so it needs to be updated as well (email, name etc.)

Payout of Annual and Sick leave following state rules-personnel policy?

Before you leave

Backup your work

- CD files

- QuickBooks

- CD calendar

- CD emails

- Internet bookmarks/favorites

Keys to building/office/storage/file cabinets/others

Change office voicemail

Update office inventory

CD Credit card? If in name of employee, destroy and leave instructions for new one

- Debit card vs. credit card—pros and cons (spending sprees etc.)

- Limit on credit card usage (cards for supervisors?)

- Liz Riter-Debit card can be set up many different ways, you can put limits on them and exclude the use of ATM, can do a short-term increase on limits for events etc.

If no overlap, leave a copy of:

- The handbook

- Field guide

- Orientation list

- Contact information for the area representatives for the EO/CDB/MACD

Leave a procedures book/list for your CD:

Should the CD have financial policy written up and officially adopted? (Some is in the CD Operations Audit)-Nothing at DNRC specifically written up otherwise. Could be added to personnel policies for each individual CD.

Payroll

Payroll taxes

Transfer bank account-Update signature cards

Wendy-Loans etc. Put all bank account stuff in one place and be changed over (online accounts too)

(Certificates of deposit too)

Board meetings

- Agendas

- Notices

- Location(s) of meetings

- Packet list

- Electronic packet vs. Hard copy

- Where and when to publish meeting notices

- Minutes/who they go to etc.

Website

- How to update

- What to update

Social Media

- Passwords

- Social Media Policy

Supervisors

- Reimbursement policy
- Residency ordinance?

Personnel Policy

Stream Permitting

- Who determines project status
- FWP Biologists and contact info
- Supervisor areas (if app) and contact information
- Rules for your CD
- Project verification forms

Newsletter process

CD Events held annually or regularly

Office phone instructions

- Voice mail
- Forwarding
- PIN etc.

LincPass/USDA Network

- Leave list of paperwork that new employee needs to fill out (consult DC)
- (might consider leaving a list of the IRS and state required paperwork and how they should file it, as well as PERS if the CD participates)

Grants Management

- Active list of grants and location of files and status of each

Annual Plans/Long Range Plans/Operational Plans

- Where are they stored?
- Do updates need to be provided to the board?

Mill Levies

- Regular levy
- Permissive Mill Levy-Public Hearing date, due to county date, etc.

Budget

- Where is your CD's approved budget?
- How does the new person create one?
- Signature authority issues-designated to long-term employees should be re-authorized to new employees—contracts, etc.

Need an HR designated supervisor for off and onboarding—work with that supervisor as you prepare to leave

Exit interview/report?

Should we create a template for CDs with recommended questions or topics of discussion?

Board chair? Personnel Committee? Entire board (**would be in a public meeting**)? Board member of choice?

Recommendations on filling the position?

New job description?

Contentious or short term exits

How would these work? How does a board handle escorting an employee to the door, making sure that they have all of the CD equipment/files back, and that the employee is paid and won't have reason to come back on them legally?

Veronica has an interim job list for supervisors for gap between administrators.

Should the CD have an employee remote office inventory? Equipment, files, etc. list that the employee has at home.

At meeting on July 6, 2022

Chris Evans

Julie Goss

Julie Ralston

Bryan Vogt

LaRinda Spencer

Audra Bell

Wendy Jones

Kylie Martin

Jess Fields

Liz Riter

Veronica Grigaltchik

Hailey Graf

Mary Hendrix

2022 New Employee Orientation

- Material review during onboarding and as new employee has time-refer to these resources as needed
 - Review the CD's Website if they have one
 - Review <http://dnrc.mt.gov/divisions/cardd/conservation-districts>
 - Specific sections to review:
 - CD Resource Documents page
 - Webinars & Zoom trainings page
 - Especially New CD Employee Orientation video or PDF
 - Review <https://employees.macdnet.org>
 - Specific things to review:
 - Resources & Training page
 - CD Toolbox tab
 - New Employee Guide tab
 - Employee Handbook-under revision-tab
 - Review <https://macdnet.org>
 - Review/develop CD's workplan
 - 310 Law, CD rules for implementation and Documents
 - Examples of past work and projects
 - [CD Law Book](#)

CDB Specialist Section

- **Organizational History and Structure**
 - History of CDs
 - What CDs do
 - How CDs are structured
 - Who CDs serve
 - Partnering organizations
 - How CDs are funded
- **Conservation District Programs and Activities-Scope of programs**
 - Cost Share
 - Water test
 - Pollinator
 - Permitting program
 - Stream project assistance
 - Other technical/resource assistance
- **Conservation District Authority**
- **Training available from DNRC**
- **Grants/funding available from DNRC**
 - CDA grants for appropriate CDs

- Other programs
- **310 assistance**
- **Legal assistance**
- **Technical assistance**

Area Representative's Section

- **Working with a board**
- **Day to day activities/responsibilities**
 - Financial
 - How/where does our funding come from
 - Budgets
 - Paying the bills
 - Doing payroll
 - Monthly financial reports to the board
 - Open meetings & Public Records
 - Financial reports (DOA especially)
 - Fiscal year (some are different)
 - Stream Permitting
 - Education and Outreach activities
 - District Programs
 - Communications & Outreach
 - Newsletter
 - Website
 - Conservation Storytelling – Multimedia Outreach
- **Employee Organization**
 - Area meetings
 - Biannual meetings (spring and fall)
 - Roundtable meetings
 - Biennial Statewide Employee Training
 - Training on off years
 - Events
 - Resources & Support
 - [DNRC Webinar Trainings](#)
 - [Employee Handbook](#)
 - [New Employee Guide](#)
 - [Employee Organization Website](#)
 - Area Representatives/other employees
 - [CD Lawbook](#)
- **Where to look for help**
 - CD's Strategic Plan
 - CD's Operational Work Plan

- New Employee Guide
- Employee Handbook
- EO website
 - Virtual Roundtables
 - Virtual trainings
- Area Representatives
- EO Officers
- MACD
- DNRC
 - Virtual Welcome Wagon
 - Supervisor training

e-QIP Invitation

SECURITY RIDER: The content of this document and any attachments are confidential and intended solely for the addressee. This document should be treated and protected as Personally Identifiable Information (PII). All USDA employees and contractors are responsible for protecting the privacy of all USDA employees and customers.

All Requested data must be typed and returned electronically.

Last Name: _____

First Name: _____

Middle Name: _____

DATE OF BIRTH: _____

SOCIAL SECURITY NUMBER: _____

CITY & STATE OF BIRTH: _____

COUNTRY OF BIRTH: _____

Applicant's E-MAIL ADDRESS: _____

Applicant's TELEPHONE NUMBER: _____
(INCLUDE AREA CODE AND EXTENSION)

Servicing HR Office complete this section

Accounting/Fund Data: MOOPMINVES09#001 (DO NOT CHANGE THIS NUMBER)

Type of Investigation: ___ SF-85 ___ SF-85P ___ SF-86 Sensitivity Level _____
--

Position Title _____

Select one of the following choices:

Volunteer _____ Contractor _____ Affiliate _____
Student _____ ACES _____ Intern _____
Federal Employee _____

Submitting Office Number and State Location: _____

Servicing HR Contact and Phone:

Name _____ Telephone Number _____

Declaration for Federal Employment*

(*This form may also be used to assess fitness for federal contract employment)

Form Approved:
OMB No. 3206-0182

Instructions

The information collected on this form is used to determine your acceptability for Federal and Federal contract employment and your enrollment status in the Government's Life Insurance program. You may be asked to complete this form at any time during the hiring process. Follow instructions that the agency provides. If you are selected, before you are appointed you will be asked to update your responses on this form and on other materials submitted during the application process and then to recertify that your answers are true.

All your answers must be truthful and complete. **A false statement on any part of this declaration or attached forms or sheets may be grounds for not hiring you, or for firing you after you begin work. Also, you may be punished by a fine or imprisonment (U.S. Code, title 18, section 1001).**

Either type your responses on this form or print clearly in dark ink. If you need additional space, attach letter-size sheets (8.5" X 11"). Include your name, Social Security Number, and item number on each sheet. We recommend that you keep a photocopy of your completed form for your records.

Privacy Act Statement

The Office of Personnel Management is authorized to request this information under sections 1302, 3301, 3304, 3328, and 8716 of title 5, U. S. Code. Section 1104 of title 5 allows the Office of Personnel Management to delegate personnel management functions to other Federal agencies. If necessary, and usually in conjunction with another form or forms, this form may be used in conducting an investigation to determine your suitability or your ability to hold a security clearance, and it may be disclosed to authorized officials making similar, subsequent determinations.

Your Social Security Number (SSN) is needed to keep our records accurate, because other people may have the same name and birth date. Public Law 104-134 (April 26, 1996) asks Federal agencies to use this number to help identify individuals in agency records. Giving us your SSN or any other information is voluntary. However, if you do not give us your SSN or any other information requested, we cannot process your application. Incomplete addresses and ZIP Codes may also slow processing.

ROUTINE USES: Any disclosure of this record or information in this record is in accordance with routine uses found in System Notice OPM/GOVT-1, General Personnel Records. This system allows disclosure of information to: training facilities; organizations deciding claims for retirement, insurance, unemployment, or health benefits; officials in litigation or administrative proceedings where the Government is a party; law enforcement agencies concerning a violation of law or regulation; Federal agencies for statistical reports and studies; officials of labor organizations recognized by law in connection with representation of employees; Federal agencies or other sources requesting information for Federal agencies in connection with hiring or retaining, security clearance, security or suitability investigations, classifying jobs, contracting, or issuing licenses, grants, or other benefits; public and private organizations, including news media, which grant or publicize employee recognitions and awards; the Merit Systems Protection Board, the Office of Special Counsel, the Equal Employment Opportunity Commission, the Federal Labor Relations Authority, the National Archives and Records Administration, and Congressional offices in connection with their official functions; prospective non-Federal employers concerning tenure of employment, civil service status, length of service, and the date and nature of action for separation as shown on the SF 50 (or authorized exception) of a specifically identified individual; requesting organizations or individuals concerning the home address and other relevant information on those who might have contracted an illness or been exposed to a health hazard; authorized Federal and non-Federal agencies for use in computer matching; spouses or dependent children asking whether the employee has changed from a self-and-family to a self-only health benefits enrollment; individuals working on a contract, service, grant, cooperative agreement, or job for the Federal government; non-agency members of an agency's performance or other panel; and agency-appointed representatives of employees concerning information issued to the employees about fitness-for-duty or agency-filed disability retirement procedures.

Public Burden Statement

Public burden reporting for this collection of information is estimated to vary from 5 to 30 minutes with an average of 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to the U.S. Office of Personnel Management, Reports and Forms Manager (3206-0182), Washington, DC 20415-7900. The OMB number, 3206-0182, is valid. OPM may not collect this information, and you are not required to respond, unless this number is displayed.

Declaration for Federal Employment*

Form Approved:
OMB No. 3206-0182

(*This form may also be used to assess fitness for federal contract employment)

General Information

- 1. FULL NAME** (Provide your full name. If you have only initials in your name, provide them and indicate "Initial only". If you do not have a middle name, indicate "No Middle Name". If you are a "Jr.," "Sr.," etc. enter this under Suffix. First, Middle, Last, Suffix)

◆

2. SOCIAL SECURITY NUMBER

◆

3a. PLACE OF BIRTH (Include city and state or country)

◆

3b. ARE YOU A U.S. CITIZEN?

☐ YES ☐ NO (If "NO", provide country of citizenship) ◆

4. DATE OF BIRTH (MM / DD / YYYY)

◆

5. OTHER NAMES EVER USED (For example, maiden name, nickname, etc.)

◆

◆

6. PHONE NUMBERS (Include area codes)

Day ◆

Night ◆

Selective Service Registration

If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.

7a. Were you born a male after December 31, 1959?

☐ YES

☐ NO (If "NO", proceed to 8.)

7b. Have you registered with the Selective Service System?

☐ YES (If "YES", proceed to 8.)

☐ NO (If "NO", proceed to 7c.)

7c. If "NO," describe your reason(s) in item 16.

Military Service

8. Have you ever served in the United States military?

☐ YES (If "YES", provide information below) ☐ NO

If your only active duty was training in the Reserves or National Guard, answer "NO."

If you answered "YES," list the branch, dates, and type of discharge for all active duty.

Branch	From (MM/DD/YYYY)	To (MM/DD/YYYY)	Type of Discharge

Background Information

For all questions, provide all additional requested information under item 16 or on attached sheets. The circumstances of each event you list will be considered. However, in most cases you can still be considered for Federal jobs.

For questions 9, 10, and 11, your answers should include convictions resulting from a plea of *nolo contendere* (no contest), but omit (1) traffic fines of \$300 or less, (2) any violation of law committed before your 16th birthday, (3) any violation of law committed before your 18th birthday if finally decided in juvenile court or under a Youth Offender law, (4) any conviction set aside under the Federal Youth Corrections Act or similar state law, and (5) any conviction for which the record was expunged under Federal or state law.

9. During the last 7 years, have you been convicted, been imprisoned, been on probation, or been on parole? (Includes felonies, firearms or explosives violations, misdemeanors, and all other offenses.) *If "YES," use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved.* ☐ YES ☐ NO

10. Have you been convicted by a military court-martial in the past 7 years? *(If no military service, answer "NO.") If "YES," use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the military authority or court involved.* ☐ YES ☐ NO

11. Are you currently under charges for any violation of law? *If "YES," use item 16 to provide the date, explanation of the charges, place of occurrence, and the name and address of the police department or court involved.* ☐ YES ☐ NO

12. During the last 5 years, have you been fired from any job for any reason, did you quit after being told that you would be fired, did you leave any job by mutual agreement because of specific problems, or were you debarred from Federal employment by the Office of Personnel Management or any other Federal agency? *If "YES," use item 16 to provide the date, an explanation of the problem, reason for leaving, and the employer's name and address.* ☐ YES ☐ NO

13. Are you delinquent on any Federal debt? (Includes delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans such as student and home mortgage loans.) *If "YES," use item 16 to provide the type, length, and amount of the delinquency or default, and steps that you are taking to correct the error or repay the debt.* ☐ YES ☐ NO

Declaration for Federal Employment*

Form Approved:
OMB No. 3206-0182

(*This form may also be used to assess fitness for federal contract employment)

Additional Questions

14. Do any of your relatives work for the agency or government organization to which you are submitting this form? (Include: father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, and half-sister.) If "YES," use item 16 to provide the relative's name, relationship, and the department, agency, or branch of the Armed Forces for which your relativeworks. ☐ YES ☐ NO
15. Do you receive, or have you ever applied for, retirement pay, pension, or other retired pay based on military, Federal civilian, or District of Columbia Government service? ☐ YES ☐ NO

Continuation Space / Agency Optional Questions

16. Provide details requested in items 7 through 15 and 18c in the space below or on attached sheets. Be sure to identify attached sheets with your name, Social Security Number, and item number, and to include ZIP Codes in all addresses. If any questions are printed below, please answer as instructed (these questions are specific to your position and your agency is authorized to ask them).

Certifications / Additional Questions

APPLICANT: If you are applying for a position and received a tentative/conditional job offer or have not yet been selected, carefully review your answers on this form and any attached sheets.

APPOINTEE: If you are being appointed, carefully review your answers on this form and any attached sheets, including any other application materials that your agency has attached to this form. If any information requires correction to be accurate as of the date you are signing, make changes on this form or the attachments and/or provide updated information on additional sheets, initialing and dating all changes and additions. When this form and all attached materials are accurate, read item 17, complete 17b, read 18, and answer 18a, 18b, and 18c as appropriate.

17. **I certify** that, to the best of my knowledge and belief, all of the information on and attached to this Declaration for Federal Employment, including any attached application materials, is true, correct, complete, and made in good faith. **I understand that a false or fraudulent answer to any question or item on any part of this declaration or its attachments may be grounds for not hiring me, or for firing me after I begin work, and may be punishable by fine or imprisonment.** I understand that any information I give may be investigated for purposes of determining eligibility for Federal employment as allowed by law or Presidential order. **I consent** to the release of information about my ability and fitness for Federal employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel specialists, and other authorized employees or representatives of the Federal Government. **I understand** that for financial or lending institutions, medical institutions, hospitals, health care professionals, and some other sources of information, a separate specific release may be needed, and I may be contacted for such a release at a later date.

- 17a. Applicant's Signature: _____ Date: _____
(Sign in ink) (MM / DD / YYYY)
- 17b. Appointee's Signature: _____ Date: _____
(Sign in ink) (MM / DD / YYYY)

Appointing Officer:

Enter Date of Appointment or Conversion
MM / DD / YYYY

18. **Appointee (Only respond if you have been employed by the Federal Government before):** Your elections of life insurance during previous Federal employment may affect your eligibility for life insurance during your new appointment. These questions are asked to help your personnel office make a correct determination.

- 18a. When did you leave your last Federal job? _____ Date: _____
(MM / DD / YYYY)
- 18b. When you worked for the Federal Government the last time, did you waive Basic Life Insurance or any type of optional life insurance? ☐ YES ☐ NO ☐ DO NOT KNOW
- 18c. If you answered "YES" to item 18b, did you later cancel the waiver(s)? If your answer to item 18c is "NO," use item 16 to identify the type(s) of insurance for which waivers were not canceled. ☐ YES ☐ NO ☐ DO NOT KNOW



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.

Employment Type (choose one)	
Work Title	
Company/Organization Name	
Contracting Officer Representative	
Contract/Agreement Number	
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)	
Country of Citizenship (if other than U.S.)	
Social Security Number	- -
Home Address ²	Street 1 Street 2 City State Zip
Business Telephone	- -
Business Address ³	Street 1 Street 2 City State Zip
Personal Email Address ⁴	

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**