

# Building Access Security Instructions

In order to initiate this process, please ensure that the following completed items are sent to Kristi Nile (kristi.nile@usda.gov) as quickly as possible, **Personnel security will reject them if they are not typed:**

- a. PII Sheet (please make sure top of form is completely filled in, especially the Work Title) (typed/attached) **We use this form to verify accuracy of the information provided.**
- b. eQip form (typed/attached) **MUST BE the Oct 2019 version.**
- c. OF-306 form (attached)

When these documents are complete, please put them in a zip file. The entire file (verses each document) should be encrypted with the Personnel Security password of: **nrcs-mt1**.

The security process is hampered by things like:

- Documents and/or responses to Personnel Security are not submitted in a timely manner
- Personal information such as name, SSN or DOB do not match between the documents
- Information such as middle name or written information (as specifically documented in Section 16 of the OF-306 when required) is missing or inaccurate. This is an incredibly detailed, strict and important document. The entire form must be clearly visible (including the form number at the bottom).
- Information is not typed on the documents as requested by Personnel Security

\*\*\*\*\*

## **Non-Federal Employee (NFE) Personnel Security Processing Steps (once I receive the entire package listed above in steps a-c)**

1. Initiate Fingerprints following the instructions below.
2. After notification, Personnel Security will initiate eQip.
3. The fingerprint report will return to Personnel Security in 3 to 5 business days and the NFE should have completed the eQip and returned electronically.

**Fingerprints:** Fingerprints electronically sent by a Fieldprint location for review. There are numerous Fieldprint locations across Montana.

1. Visit [www.fieldprintswft.com](http://www.fieldprintswft.com).
2. Click on the "**Schedule an Appointment**" button.
3. Enter an email address under "**New Users/Sign Up**" and click the "**Sign Up**" button. Follow the instructions for creating a Password and Security Question and then click "**Sign Up and Continue**".
4. Enter the **Fieldprint Code: FPUSDAFPACNRCSMTNF**
  - When prompted, enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing.
5. At the end of the process, print the Confirmation/Receipt Page.
  - The cost of the appointment is around \$16.40. This fee is not borne by the Government.
6. When you attend your Fieldprint appointment, ensure that you:
  - **Take the Confirmation Page with you to your fingerprint appointment and take two forms of identification.**