

Network and Building Access

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. Current Resume
- b. PII Sheet (please make sure top of form is completely filled in, especially the Work Title) (typed/attached)
- c. eQip form (typed/attached) **MUST BE the Oct 2019 version.**
- d. OF-306 form (attached)
- e. Certificate of completion of 2023 ISA Training. Access the FY23 Information Security

Awareness Training by printing and scanning or saving the certificate of completion after passing the test. Click on this link <http://deliver.courseavenue.com/Login/usda> and create an account to access the training.

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

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

1. The NFE is put into Person Model and will receive an automated email in 24 to 48 hours to set up an appointment to go enroll (to capture electronic fingerprints, verify identity & take photo for LincPass) at a Credentialing Center near them. Please let your NRCS Sponsor know (Kristi Nile) when this occurs. Once the enrollment has taken place your NRCS Sponsor will advise Personnel Security that an enrollment appointment has been made.
2. After notification, Personnel Security will initiate eQip and process their electronic fingerprints for Lincpass adjudication.
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. Once this is done, if there are no issues, Personnel Security will favorably adjudicate the fingerprints for a Lincpass and release the investigation.
4. After adjudication is complete, the Lincpass will print and be delivered to the designated Credentialing Center in 5 to 10 business days and the subject will receive an automated email to pick up and activate lincpass.
5. At this point your NFE HAS CLEARED SECURITY!
6. To check on your NFE's Lincpass status please utilize the link:
<https://hspd12.usda.gov/LIT/SearchResults.aspx>

Please note that 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