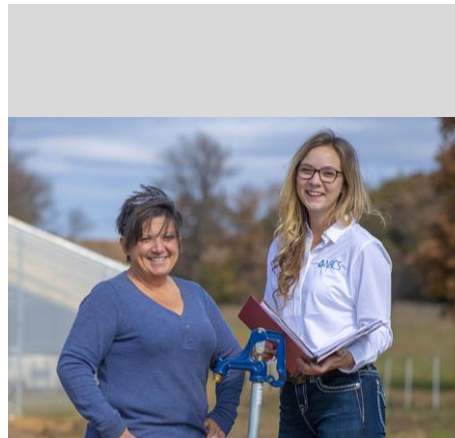# Onboarding and Offboarding:
Non-Federal Employees

Non-Federal Employee

A Non-Federal Employee includes any employee that is hired outside of NRCS but works in an NRCS office

These include:

- ➤ ACES - Contractor
- ➤ SWCD - Affiliate
- ➤ Pheasants/Quail Forever - Affiliate
- ➤ MDC - Affiliate
- ➤ Ducks Unlimited - Affiliate

Non-Federal Employees must complete a background check because they are physically located in NRCS offices and work with NRCS contracts and PII.

There have been **222** non-federal employees **onboarded** since January 01, 2024

There have been **192** non-federal employees **terminated** since January 01, 2024

Current average of onboarding time is approximately 21 days. M&S staff are currently inputting data within 1 business day of submission.

Non-Federal Employee Onboarding

When a potential employee is offered a position with an affiliate, the affiliate organization is responsible for providing the required documentation to NRCS in a timely manner.

This documentation can be provided by the District Conservationist or the Area Admin.

The potential employee should complete the paperwork and return it to the DC or Area Admin for submission to the State Office.

*****Errors will delay the onboarding process*****

Key Onboarding Information

Five documents required:

- Non-Federal Employee (NFE) Data Form

- Resume or application

- OF306

- ISA completion certificate (security awareness training)

- IRM-03 (new or update)

Key Onboarding Information, cont.

Management & Strategy (M&S) staff will begin onboarding process once required documents are uploaded to SharePoint AND employee information entered on our internal spreadsheet.

It is the Area Admin's responsibility to complete both steps and M&S will not proceed with the onboarding process until that occurs.

If there are errors in the documents, it will be noted on the spreadsheet for the Admin to review and have corrected.

Key Onboarding Information, cont.

M&S staff will enter the employee's information in EmpowHR. This will autogenerate an email to the incoming employee requesting them to enroll for a lincpass appointment (fingerprints) **EVEN if they will not need a physical lincpass card.**

M&S staff will also provide the incoming employee with the document: *Employee Instructions - What To Expect During the First Steps of the Onboarding Process* by email.

Longest delay in the onboarding process is waiting for the incoming employee to complete enrollment

Key Onboarding Information, cont.

The incoming employee is responsible for following the instructions in the email they receive from **USAccess Sponsorship Complete.** They are provided with a set of instructions on how to complete the USAccess Identification Credential, also known as the Lincpass Appointment

- The instructions are sent to the email address they provided during the initial steps of the onboarding process
- **EMPLOYEES MUST HAVE A REAL ID OR PASSPORT AS A PRIMARY FORM OF IDENTIFICATION TO COMPLETE THEIR LINCPASS APPOINTMENT.**

***It is the employee's responsibility to let the admin they are working with know their lincpass appointment is complete. Failure to do this will delay the onboarding process.

Key Onboarding Information, cont.

The Area Admin must update the "Onboarding NFE and Offboarding NFE BSS Form" on SharePoint with the date that the employee **completes** their Lincpass appointment

This is the date that the employee *physically went to and enrolled for their lincpass*. This is not the date that they scheduled the appointment for. It should only be entered <u>AFTER</u> the appointment is complete.

M&S staff will **<u>NOT</u>** move forward with background check request until that date is entered in SharePoint.

Key Onboarding Information, cont.

After the Lincpass appointment is complete and the spreadsheet has been updated with the completion date, M&S staff will submit the OF306 and resume to Personnel Security (PerSec).

Submission of the OF306 and resume initiates the background investigation through Homeland Security.

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Key Onboarding Information, cont.

The employee will receive a second email from "Personnel Security-Action Required Background Investigation" with directions for completing the e-APP questionnaire

- The instructions are sent to the email address they provided during the initial steps of the onboarding process (check inbox, spam and trash folders daily)
- *The background investigation is time sensitive and must be completed ASAP*
- It is VERY important that they provide all the information requested for each question. **Failure to this will result in in delays to the onboarding process**

Onboarding: Background Check errors

1. Mis-spellings

2. Missing information

3. Incorrect dates

4. Inconsistent work history compared to the resume

5. Inconsistent educational history compared to the resume

6. The dates in the resume do not match the dates provided in the e-APP questionnaire

**The security specialist completing the background investigation compares the resume to the eAPP questionnaire. If the information doesn't correspond the background investigation will not pass

Key Onboarding Information, cont.

When the initial background investigation is complete and passed, the M&S staff member and the employee receive an email from PerSec stating, "We are pleased to inform you that your Security Initial Determination (SID) has been approved."

- This determination is preliminary and will be finalized after the full background investigation is complete
- The employee will be notified of the final determination upon the adjudication of the background investigation
- If the background investigation is not approved, the employee will be notified

Once the SID approval email is received, the new employee may begin work in the office.

Frequent Errors – Onboarding Process

1. Paperwork is not filled out correctly

2. Applicant not watching their email, including spam, trash, junk folders, for the next steps email

3. Applicant not scheduling their lincpass enrollment appointment

4. Lincpass enrollment completion date not entered in the onboarding spreadsheet

5. Applicant not completing their eApp within the required time frame

Frequent Errors – Onboarding Process

6. Onboarding form is not correctly filled out: wrong birthday,   SSN, mis-spellings

7. Incorrect version of forms being used

Offboarding

When an employee resigns or is terminated, the required forms must be submitted to the Administrative SharePoint within 24 hours.

Unless there is an extenuating circumstance, an employee cannot be terminated in the system without these forms:

- FPAC Employee Off-Boarding Checklist
- AD3001
- IRM3 (delete)
- LincPass Destruction form
- IT/Cell Phone Checkout
- 1143 (also submit to Area Business Tools Specialist)