



Outlook

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## Onboarding nonfederal process- Effective 1/1/2025

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**From** Soil & Water Conservation Program <soil&waterconservationprogram@swcd.mo.gov>

**Date** Tue 12/17/2024 9:24 AM

**To** DNR.Soil and Water Conservation Districts staff <dnr.soilandwaterconservationdistrictsstaff@dnr.mo.gov>

**Cc** DNR.MGS SWC Staff <dnr.swcstaff@dnr.mo.gov>

 1 attachment (1 MB)

Onboarding\_Offboarding\_nonfederal\_employees.pptx;

Good morning.

Please see the email below from Ashley Johnson on NRCS' policy and procedures partners have to follow when onboarding staff. The attachment has instructions on the process. There is also guidance on what needs to be completed when a partner employee's employment ends.

Thank you,

Soil & Water Conservation Program

Phone 573-751-4932

*We'd like your feedback on the service you received from the Missouri Department of Natural Resources. Please consider taking a few minutes to complete the department's Customer Satisfaction Survey at <https://www.surveymonkey.com/r/MoDNRsurvey>. Thank you.*

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**From:** Johnson, Ashley - FPAC-NRCS, MO <ashley.johnson2@usda.gov>

**Sent:** Monday, December 16, 2024 3:48 PM

**To:** ug-MO-nrcs <mo-nrcs@usda.gov>

**Cc:** Goodrich, Nate - FPAC-NRCS, MO <nate.goodrich@usda.gov>; Plassmeyer, Jim <jim.plassmeyer@dnr.mo.gov>; Andrew White <awhite@pheasantsforever.org>

**Subject:** Onboarding nonfederal process- Effective 1/1/2025

Good afternoon everyone,

Beginning January 1<sup>st</sup>, 2025, the new policy and procedure for onboarding of non-federal employee will go into effect. This change will impact those partners that have a presence or access in USDA Service Centers. NRCS has increased its communication with our partnerships since late summer of the change that will begin in the new year, but I wanted to provide this overview.

Personal and physical security remain a high priority within USDA and NRCS. Missouri NRCS new procedure will require all new partner employees before reporting to work their first day must clear a soft background check (Security Initial Determination). To keep this process moving smoothly, communication will be the key between NRCS and the Partners. One very important part of the process is to have the OF306, NFE and resume available for processing. We need for those employees who are filling out the form to complete it accurately the first time. Often, there are issues with this form not being filled out right, causing major delays. Once the paperwork is submitted to the appropriate staff member

for processing we have been seeing on an average of two to three weeks before the security check is returned.

Below are some key items that can help those who are filling out the forms to ensure a quick turnaround.

1. OF306 is completed accurately, and all questions answered in the 1<sup>st</sup> attempt. If not, this will cause delays.
2. The new hire has the **correct email address** listed on the NFE as personal security will be reaching out to them for additional information if needed or directions.
3. There are **8** sites within Missouri that new employees can complete their enrollment and one at the NRCS State Office in Columbia, MO in which there can be a live print. Columbia is a site that can be easily accessible for our partners with appointment availability.
4. Communication **will be key** in this process. Please reach out to your respective Area or FOSA Admins that assist with the onboarding process.

Attached is also the non-federal process to help communicate with employees and partners on the process.

As we transition into this new process, please make sure and reach out to your respective Administrative Assistant or myself if you have any questions.

Thank you,  
Ashley L. Johnson

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