

Security Requirements and Earth Team Volunteers *Commonly Asked Questions*

- **Privacy Basics and Information Security & Privacy Awareness Tests**

Why are we asking Earth Team volunteers to complete these tests?

FISMA and OMB policy (Memorandum M-07-17, Attachment I.A.2.d.) requires all employees, contractors and volunteers to receive annual security and privacy awareness training, and they must be included as part of the agency's training totals.

When should an Earth Team Volunteer take these tests?

1. If they touch any USDA information whether electronically or physically (i.e. a volunteer filing private/sensitive information)
2. If they have USDA network access.

When shouldn't an Earth Team Volunteer take these tests?

1. If it is a group or an individual who does not come into the office and there is no access to USDA networks/private or sensitive information either physically or electronically
2. If your volunteers are supervised while collating public information in the office and do not have the ability to "touch" sensitive/private information
3. If the volunteer does not have the ability to "touch or view" any USDA information, unless this information is already available to the public and approved for release

Once a volunteer supervisor has decided that the volunteer must take the tests, what are the next steps?

Contact your State Training Officer for guidance.

- **LincPass and Non-Employee Identity System (NEIS)**

Why are we asking volunteers to complete a background investigation?

Homeland Security Presidential Directive-12 (HSPD-12), "Policy for a Common Identification Standard for Federal Employees and Contractors" directed the implementation of a new standardized credentialing process. As such, the Department of Agriculture (USDA) has established a new HSPD-12 compliant credential called the "LincPass." Personnel who meet certain criteria will be required to get a LincPass; otherwise the current USDA site badge can be issued. Issuance of a LincPass requires a minimum of a National Agency Checks and Inquiries (NACI) background check.

When does a volunteer need to have a LincPass?

1. If there is access to greater than a Level 2 internal eAuthentication account, USDA e-mail, or other protected Information Technology resources.
2. If there is access to sensitive information as defined in Departmental Regulation 3440-002, Control and the Protection of "Sensitive Security Information" (DR 3440-002), and the Privacy Act documents.
3. If there is unescorted access to federally controlled mission critical or National Capital Region areas or as determined by an Agency's Local Risk Assessment.

Once a volunteer supervisor has decided that the volunteer will require a LincPass, what are the next steps?

Complete and submit the following forms to your Human Resources Staff:

1. The Optional Form 301A, Volunteer Services Agreement for Natural Resources Agencies *for Individuals or Groups* (Attached)
2. The Personal Identity Information (PII) Earth Team Volunteer Sheet (Attached)

Why are these forms necessary?

As an NRCS employee, your information is stored in the EmpowHR System. When a volunteer requires a LincPass Smart Card, their information will be stored in the Non-Employee Identity System (NEIS).

The information on the Optional Form 301A and the PII Earth Team Volunteer Sheet contain the minimum amount of information that must be entered into the NEIS system to begin the process for sponsorship for a LincPass Smart Card on an Earth Team Volunteer.

The Human Resources (HR) Staff will be required to add an "internal numbering sequence" (OF301A - State - Sequence #) and a "termination date" to the OF-301A. If you know when the volunteer assignment will end, it is suggested that you provide this date to the HR staff. If you are unsure as to the length of time a volunteer will assist you, it is recommended that you utilize a one or two year time frame.

Volunteer Services Agreement for Natural Resources Agencies <i>for Individuals or Groups</i>			
<i>Please print when completing this form</i>			
Site Name	Agency		Reimbursement (if any)
Name of Volunteer or Group Leader – Last, First, Middle	Home Phone	Cell Phone	Email Address
Street Address	City	State	Zip Code

IF VOLUNTEER IS UNDER AGE 18 – Name of Parent or Guardian	Home Phone	Cell Phone	Email Address
Street Address	City	State	Zip Code

I affirm that I am the parent/guardian of the above named volunteer. I understand that the agency volunteer program does not provide compensation, except as otherwise provided by law; and that the service will not confer on the volunteer the status of a Federal employee. I have read the attached description of the work that the volunteer will perform.

I give my permission for _____ to participate in the specified volunteer activity sponsored by _____ at _____
(Name of Sponsoring Organization, if applicable) (Name of Volunteer Duty Station)

From _____ to _____
(Date) (Date) (Parent/Guardian Signature) (Date)

Emergency Contact Name	Home Phone	Cell Phone	Email Address
Street Address	City	State	Zip Code

GOVERNMENT OFFICIAL COMPLETES THIS SECTION	
Brief description of work to be performed. Include details such as minimum time commitment required, use of personal equipment, use of government vehicle, etc. Attach the complete job description to this form. If this is a group agreement, the leader is to provide the group name, a complete list of group participants to be attached to this form, and parental approval (above) completed for each volunteer under the age of 18.	
Government Vehicle required? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Valid State Driver's License <input type="checkbox"/> International Driver's License
Personal Vehicle to be used? <input type="checkbox"/> Yes <input type="checkbox"/> No	Please verify that the volunteer is in possession of one of these documents. DO NOT keep a copy of the document for his/her file.

The NRCS Sponsor has determined by agency Risk Assessment that a performing Earth Team Volunteer requires a LincPass Smart Card. The 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 details on the Privacy Act of 1974, visit this website: <http://www.usdoj.gov/oip/privstat.htm>.

Instructions: Enter the information below. Enter applicant's complete name and address as it appears on their government-issued ID, such as a driver's license or passport. If the information doesn't match, the non-employee will encounter problems during the enrollment process and may have to reapply.

NRCS Office Name:
Earth Team Volunteer Coordinator Name:
Earth Team Volunteer Coordinator Business Phone:
Applicant Name: <i>First, Middle (if any), Last, Suffix (if any):</i>
Applicant Social Security Number (<i>xxx-xx-xxxx</i>):
Applicant Date of Birth (<i>mm/dd/yyyy</i>):
Applicant Place of Birth (<i>City/State. If outside U.S., enter City/Country.</i>):
Applicant Business Email (<i>This is for enrollment notification. If the applicant does not have a business email address, enter the address of the person who will manage enrollment activities, e.g. Security Officer, Supervisor, or Human Resources Manager.</i>):
Applicant Business Phone:
Applicant Country of Citizenship (<i>Enter the applicant's country of citizenship</i>):
Applicant Non-Employee Type (<i>Enter one of the following: Contractor, Volunteer, Soil and Water Conservation District, Intern, or Other Non-Federal Employee.</i>):
Applicant Home Address (<i>Enter the applicant's home address. Remember that it is <u>strongly recommended</u> that you enter the applicant's address as shown on their government-issued ID, such as a driver's license or passport.</i>):
Applicant Work Address (<i>Enter the applicant's work address</i>):

Please hand carry or send via locally-secured fax to:
[Contact State Human Resources Staff for fax number]