

# Access to the NRCS Network for Non-Federal Employees (NFE)

Date: April 3, 2017

North Carolina State Instructions for Providing Non-Federal Employees (NFE) with NRCS Network access.

The following are steps will need to be completed to gain access to the NRCS Network for access to programs such as Toolkit.

1. The NFE will submit request for access to the NRCS Network via email to their respective Area Office or State Office.
2. The Area Office will provide the following information to the NFE for completion.
  - a. NEIS Person Model PII Sheet
  - b. OF-306, Declaration for Federal Employment
  - c. E-QIP Invitation Sheet
  - d. FYXX Information Security Awareness (ISA) exam
3. The completed documents are to be sent to the State Office POC (Business Services Specialist-BSS) via encrypted email from the Area Office.
4. POC grades the FYXX ISA Exam. Exam must be passed before moving forward.
5. POC enter the NFE information into EmpowHR Person Model and sponsor for LincPass PIV Badge if access to the federal network is requested.
  - a. This step requires the NFE be assigned to an official agreement or MOU in EmpowHR (i.e. ATAC)
6. NFE receives an automated email to complete level 2 eAuth
7. NFE receives an automated email form HSPD12Admin about enrolling for the Lincpass PIV Badge
8. NFE makes the appointment to enroll for LincPass
  - a. At enrollment identity is proven, picture is taken, electronic fingerprints are captured
9. POC email security package to the Personnel Security E-QIP box (Notes that NFE has enrolled for lincpass)
10. Personnel Security POC submits information to Federal Background Investigation Bureau (FBIB)
11. After clean FBI fingerprint report is received Personnel Security POC adjudicates fingerprints in EmpowHR. This will send LincPass to printing
12. IRM 3 is signed by Personnel Security POC and sent to State POC
13. SAAR Ticket can then be completed granting access to network using eAuth.
14. NFE receives NRCS access to computer network with NRCS affiliated email domain
15. NFE get email from Personnel Security asking them to complete questionnaire for investigation processing (e-QIP)
16. NFE completes the e-QIP and e-Qip will release to OPM- FBIB by Personnel Security
17. NFE receives and email from HSPD12Admin to make an appointment to go pick up and activate LincPass Badge.