



DON USA STAFFING BUSINESS PROCESS GUIDE HIRING MANAGER USER

APPENDIX B – USER ACCOUNT REQUEST FORM

This form should be completed and sent to the Recruitment Tools and Processes Division (RTPD) POC for USAStaffingHelpdesk@navy.mil.

A. REQUESTED ACTION:	<input type="checkbox"/> New Account <input type="checkbox"/> Update Account
B. USER ACCOUNT INFORMATION: If request is to Update Account, clearly specify area(s) to be updated	
1. Full Name (Last, First, Middle Initial)	
2. Official Position Title, Pay Plan and Series	
3. Work Email Address	
4. Work Mailing Address (including zip code)	
5. Work telephone number (including area code)	
C. USER TYPE:	
1. Please select the user type(s) needed.	<input type="checkbox"/> Human Resources User (Operations Center Personnel) <input type="checkbox"/> Hiring Manager User (Command or HRO Personnel) <input type="checkbox"/> Onboarding User (HRO Personnel) <input type="checkbox"/> Reports Only User (Operations Center Personnel)
D. PROFILE: Complete this section only if you requested Hiring Manager User, Human Resources User or Onboarding User	
1. If you Selected Human Resources User , please check the appropriate permission profile: <input type="checkbox"/> DON EIC Representative (Ops Center personnel with authority to review applicant information for inquiries in USA Staffing.) <input type="checkbox"/> DON OCHR Ops Center User (Ops Center personnel with authority to post JOAs, issue certs, etc...) <input type="checkbox"/> DON OCHR Onboarding User (Ops Center personnel with authority to conduct onboarding functions in USA Staffing) <input type="checkbox"/> HR View Only (Ops Center personnel with authority to review recruitments and onboarding functions in USA Staffing)	
2. If you Selected Hiring Manager User , please check the appropriate permission profile: <input type="checkbox"/> DON Hiring Manager User (Authority to approve recruitments, and make selection decisions) <input type="checkbox"/> DON Hiring Manager Assistant (HRO, Command Liaison and Administrative personnel with the authority to review and print documents for Hiring Managers.)	
3. If you Selected Onboarding User , please check the appropriate permission profile: <input type="checkbox"/> DON HRO Onboarding User (HRO personnel with authority to conduct onboarding functions in USA Staffing)	



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E. OFFICE: Complete this section only if you requested Human Resources User or Reports Only

<p>1. Please select the offices you will need access to:</p>	<ul style="list-style-type: none"> <input type="checkbox"/> OCHR Silverdale Ops Center <input type="checkbox"/> OCHR San Diego Ops Center <input type="checkbox"/> OCHR Stennis Ops Center <input type="checkbox"/> OCHR Philadelphia Ops Center <input type="checkbox"/> OCHR Norfolk Ops Center <input type="checkbox"/> OCHR HQ Program Office <input type="checkbox"/> Navy Systems Management Activity <input type="checkbox"/> Human Resources Career Program (HRCP) <input type="checkbox"/> Senior Executive Service (SES) <input type="checkbox"/> Overseas Atlantic <input type="checkbox"/> Overseas Pacific <input type="checkbox"/> DCIPS/NCIS
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<p>2. If you are selecting multiple offices, please select the office that will be your primary (default) office?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> OCHR Silverdale Ops Center <input type="checkbox"/> OCHR San Diego Ops Center <input type="checkbox"/> OCHR Stennis Ops Center <input type="checkbox"/> OCHR Philadelphia Ops Center <input type="checkbox"/> OCHR Norfolk Ops Center <input type="checkbox"/> OCHR HQ Program Office <input type="checkbox"/> Navy Systems Management Activity <input type="checkbox"/> Human Resources Career Program (HRCP) <input type="checkbox"/> Senior Executive Service (SES) <input type="checkbox"/> Overseas Atlantic <input type="checkbox"/> Overseas Pacific <input type="checkbox"/> DCIPS/NCIS
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F. COMMAND: Complete this section only if you requested Hiring Manager User or HRO Onboarding User

<p>1. Please list the UICs for the Commands you are assigned to:</p>	
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G. USER CERTIFICATION:

I hereby certify that I understand that by signing this USA Staffing User Account Request Form, I am solely responsible for the use and protection of the user ID and password. I also understand that I am not authorized to share my user ID and password with any other individuals. I will utilize all tools and applications in accordance with the USA Staffing Rules of Behavior and Security Policy, as well as all applicable U.S. laws and DOD/DON regulations.

 Printed Name Signature Date

H. SUPERVISORY APPROVAL:

I certify that the above named individual meets the requirements for access and account management privileges. Furthermore, I certify that the named user requires account/access as indicated above in order to perform assigned duties.

 Printed Name Signature Date

 Title Phone Number

I. RTPD APPROVAL:

I certify that the above named individual meets the requirements for access and account management privileges. Furthermore, I certify that the named user requires account/access as indicated above in order to perform assigned duties.

 Printed Name Signature Date



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Authority and Usage

Public Law 99-474 (Counterfeit Access Device and Computer Fraud and Abuse Act of 1984) and Public Laws 93-579 (Privacy Act of 1974), authorizes collection of this information. The information will be used to verify that you are an authorized user of a Government automated information system (AIS) and/or to verify your level of Government security clearance. Although disclosure of the information is voluntary, failure to provide the information may impede or prevent the processing of your requested User Account. Disclosure of records or the information contained therein may be specifically disclosed outside the DoD according to the "Blanket Routine Uses" set forth at the beginning of the DISA compilation of systems of records, published annually in the Federal Register, and the disclosures generally permitted under 5 U.S.C.552a(b) of the Privacy Act.