



APPENDIX B – USA STAFFING SYSTEM USER REQUEST

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) authorize 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.

To request access to USA Staffing Upgrade the System Access Request (SAR) needs to be completed and emailed to your servicing OCHR Operations Center Helpdesk.

Norfolk mail to: OCHR-NRF_Helpdesk@navy.mil

Philadelphia mail to: helpdesk.ne@navy.mil

San Diego submit ticket to: <https://portal.secnav.navy.mil/orgs/MRA/DONHR/HelpSupport/Pages/OPSAssist.aspx>

Silverdale submit ticket to: <https://portal.secnav.navy.mil/orgs/MRA/DONHR/HelpSupport/Pages/OPSAssist.aspx>

Stennis mail to: ochrste_helpdesk.FCT@navy.mil

Users can also send the SAR to 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 postal code)		
5. Work telephone number (including area code)		
C. USER TYPE:		
Select User Type	Human Resources User (OCHR Personnel) Enter Org Code Here Hiring Manager User (Command or HRO Personnel) Onboarding User (HRO Personnel) Enter CPOID Here Resume Mining (HRO Personnel or Command Recruiter) Auditor (OPM, DoD, or DON) Applicant Flow Data Only (Command EEO Personnel, Include Command MOA)	
D. PROFILE: Complete this section only if you requested Hiring Manager User or Human Resources User		
1. If you Selected Human Resources User , please check the appropriate permission profile: <input type="checkbox"/> DON OCHR Staffing Only (OCHR Ops Center personnel with authority to post JOAs, issue certs, etc.) <input type="checkbox"/> DON OCHR OM Only (OCHR Ops Center personnel with authority to conduct onboarding functions in USA Staffing) <input type="checkbox"/> DON OCHR Staffing and OM (OCHR Ops Center personnel with authority to post JOAs, issue certs, and conduct onboarding functions) <input type="checkbox"/> DON HR View Only (OCHR personnel with authority to review recruitments and onboarding functions in USA Staffing, formerly known as Read Only and Reports) <input type="checkbox"/> DON HR Limited Access (EIC & limited scope HR personnel with authority to document the case file)		
2. If you Selected Hiring Manager User , please check the appropriate permission profile: <input type="checkbox"/> DON Hiring Manager (Supervisory or Managerial personnel, see block 11 of your PD if unsure) <input type="checkbox"/> DON Hiring Manager Assistant (HRO, command liaison and administrative personnel with delegated authority to assist the hiring manager complete tasks in USA Staffing and subject matter experts (SMEs).)		



DON USA STAFFING USER GUIDE

E. OFFICE: Complete this section only if you requested Hiring Manager User or Onboarding user

Please list the **UICs** for the Commands you are assigned to or are assigned to provide Onboarding service:

F. OFFICE: Complete this section only if you requested Human Resources User, AFD Only, or Auditor

<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 <input type="checkbox"/> Medical Boutique
<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 <input type="checkbox"/> Medical Boutique

G. USER CERTIFICATION:

I hereby certify that I understand that by signing this USA Staffing System/ Resume Mining User Request, I am solely responsible for the use and protection of the user ID, password, and content therein. I will only access information required to complete my official duties, and I will refrain from accessing unauthorized information or information for commands outside my scope of responsibility. 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, DOD/DON regulations, and the DON User Guide. I understand I will lose all USA Staffing access if I violate these laws and instructions.

SUPERVISORY APPROVAL:

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

HUMAN RESOURCES DIRECTOR APPROVAL:

REQUIRED FOR RESUME MINING OR AFD ONLY Resume Mining: This individual has completed Merit Systems Principles Training within the last year. **AFD Only:** This individual has completed Cyber Awareness, PII, and AFD training within the last year.

OCHR 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.