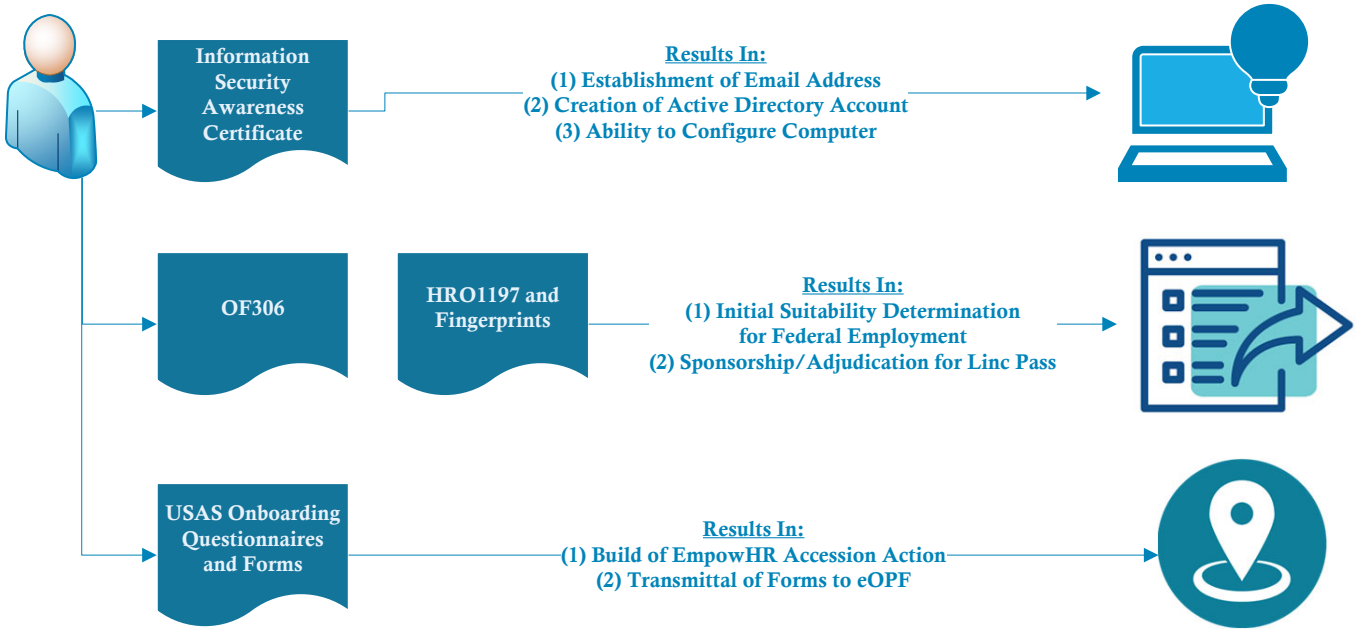
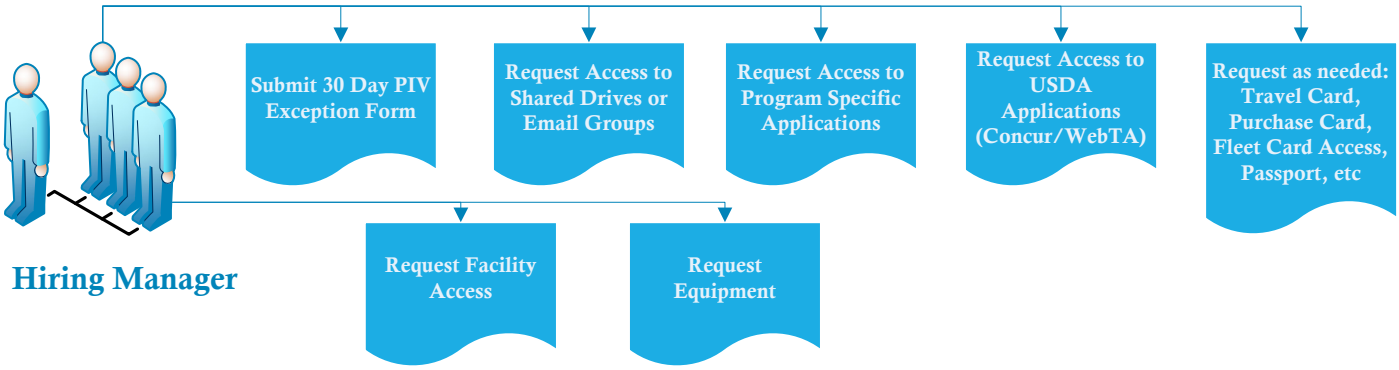
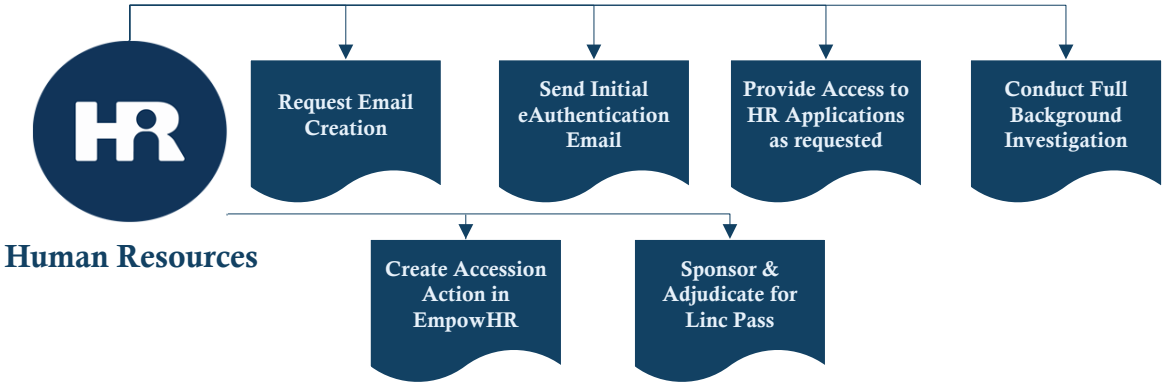
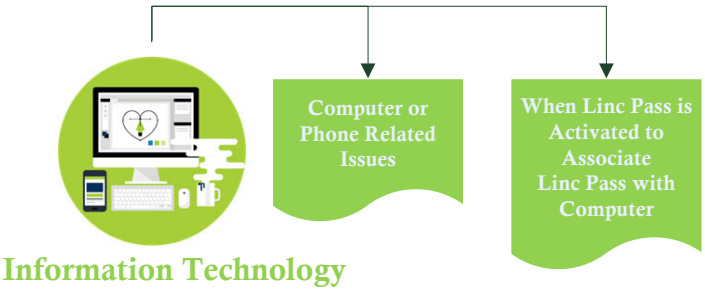
New Hire


Information Security Awareness Certificate
Results In:
(1) Establishment of Email Address
(2) Creation of Active Directory Account
(3) Ability to Configure Computer
OF306
HRO1197 and Fingerprints
Results In:
(1) Initial Suitability Determination for Federal Employment
(2) Sponsorship/Adjudication for Linc Pass
USAS Onboarding Questionnaires and Forms
Results In:
(1) Build of EmpowHR Accession Action
(2) Transmittal of Forms to eOPF


Submit 30 Day PIV Exception Form
Request Access to Shared Drives or Email Groups
Request Access to Program Specific Applications
Request Access to USDA Applications (Concur/WebTA)
Request as needed: Travel Card, Purchase Card, Fleet Card Access, Passport, etc
Hiring Manager
Request Facility Access
Request Equipment


HR
Request Email Creation
Send Initial eAuthentication Email
Provide Access to HR Applications as requested
Conduct Full Background Investigation
Human Resources
Create Accession Action in EmpowHR
Sponsor & Adjudicate for Linc Pass


Computer or Phone Related Issues
When Linc Pass is Activated to Associate Linc Pass with Computer
Information Technology

Access to Building or other Space Related Issues
Facilities