

# USA Staffing (USAS) Onboarding Buddy User Access Request

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 this information is voluntary, failure to provide the information may impede or prevent the processing of your requested User Account. Records or the information contained therein may be specifically disclosed outside the USDA Marketing and Regulatory Programs generally permitted under 5 U.S.C.552a (b) of the Privacy Act.

## Instructions:

1. Provide all of the information in the Employee Information section.
2. The employee and supervisor will need to complete and sign the Acknowledgment of Understanding & Responsibility sections.
3. Email the access request to Systems Analysis and Reporting Branch (SARB) at [HR.System.Access@usda.gov](mailto:HR.System.Access@usda.gov)  
Title the email - Onboarding Buddy Access Request

## Employee Information (Who Needs Access)

*First Name:	<input type="text"/>	*Organization (e.g., APHIS-PPQ or AMS-FGIS)	<input type="text"/>
Middle Initial:	<input type="text"/>	*Office Address:	<input type="text"/>
*Last Name:	<input type="text"/>	*City:	<input type="text"/>
*Position Title:	<input type="text"/>	*State:	<input type="text"/>
*Work Email (usda.gov):	<input type="text"/>	*Zip Code:	<input type="text"/>
*Work Phone:	<input type="text"/>	*Do you have a PIV card or LincPass?	Yes No

Please note - If you do not have an active LincPass, it may delay your access.  
Please plan to have a back-up Onboarding Buddy available for New Hires if this is a time sensitive request.

## Type of Access Required NonHR

**Onboarding Buddy:** For individuals who are responsible for meeting with the new hire on day one to complete the mandated forms such as OF-306, I-9, Oath of Office, etc. and assist them with onboarding needs.

**\*What USA Staffing Customer(s) do you need access?** The USA Staffing Customers you select, should indicate the program(s) you need system permission to access the appropriate New Hire records. USA Staffing Customers drill down to the third level of the organization structures. **Please select from either the AMS or APHIS options. You may also write-in additional customers if you need to list more than two customers.**

List any additional customers  
you need access to here:

## Employee's Acknowledgement of Understanding & Responsibility

- I certify that all information provided is accurate to the best of my knowledge.
- I agree to comply with training requirements as outlined by SARB.
- I understand any unauthorized or improper use of accesses and privileges may result in removal of these accesses
- I understand the need to safe guard all PII and Sensitive Information.
- I will not share my User IDs (log in name) or passwords with anyone.
- I will not disclose any PII, sensitive, classified or compartmented information I access or learn of as a result of my privileged user duties and activities without authorization. I will only disclose information with those who have an official need to know.
- I will protect government-issued computer equipment and all portable electronic devices assigned to me at all times. I will not leave government-issued computer equipment exposed in a parked car or any other unsecured location where it might be seen and/or stolen.
- I will not use personally-owned or non-APHIS or AMS issued devices to store government related work.
- I will not use my privileged user access to obtain information or data for which I am not specifically authorized, or for non-official purposes. I further understand that investigation and monitoring of my privileged user activities may be conducted to ensure integrity of agency systems.
- I will collect PII only if required to do so by law or regulation. When required, I will collect the minimum amount of PII required to accomplish my official duties, and delete PII from the hard drive or other electronic device where it is stored when no longer needed.
- I will ensure appropriate and authorized encryption software is installed on all government-issued computers and devices assigned to me. This includes any government-issued external hard drives and USB flash drives.
- When electronic transmission or physical transport of PII is necessary, I will apply additional protection measures. I will encrypt or password protect any electronic communication or portable media that contains PII. I will double wrap any documents that must be transported through a certified delivery service, and obtain tracking information to confirm delivery.
- I will make paper copies of PII only if it is absolutely necessary to perform official duties. I will not store paper copies of PII at my residence or authorized telework location without the knowledge and approval of my supervisor. I will store paper copies containing PII in a secure, locked cabinet or other locked storage container. I will discard paper copies according to APHIS and AMS policy.
- I have read the USA Staffing Rules of Behavior and fully understand my responsibilities and the activities and behaviors that are prohibited. **USA Staffing Rules of Behavior:**  
[https://help.usastaffing.gov/USAS/index.php?title=USA\\_Staffing\\_Rules\\_of\\_Behavior](https://help.usastaffing.gov/USAS/index.php?title=USA_Staffing_Rules_of_Behavior)

**Employee's Acknowledgement of Understanding & Responsibility**

- I will immediately report to my supervisor any incident where PII or other sensitive agency data may have been lost, stolen, or compromised.
- I will exercise sound judgment and the highest ethical standards when performing duties that require handling and protecting PII and other sensitive/confidential information.
- I understand that if after 6 months of inactivity, my access may be removed.

**Employee Signature**

**Date**

**Supervisor's Acknowledgement of Understanding & Responsibility**

- This employee requires HR access to the USA Staffing/Onboarding application to perform the specified duties of an Onboarding Buddy.
- I certify that I have discussed with the employee the need to safe guard all PII and Sensitive Information.
- I certify that I have discussed with the employee that any unauthorized or improper use of accesses and privileges may result in removal of these accesses.
- It is my responsibility to notify the HR-SARB staff when this employee no longer requires USA Staffing Onboarding access.

**Supervisor Name (Printed)**

**Title**

**Supervisor Signature**

**Date**