



CIVILIAN HUMAN RESOURCES SYSTEM ACCESS REQUEST FORM  
PERSONAL DATA – PRIVACY ACT OF 1974

<b>Section 3</b>		<b>HRLink</b>			
<b>HRLink ACCESS:</b> <i>(Please check all the following options that apply to this user)</i>					
<input type="checkbox"/> <b>Personnel Reports (w/PII access)</b>		<input type="checkbox"/> <b>Dashboard and Metrics <span style="color: red;">only</span> (statistical numbers)</b>			
User requires access to the following personnel records					
<input type="checkbox"/> <b>No Restrictions – User views all records in the Navy database</b>					
<input type="checkbox"/> <b>Major Claimant – User views all records in the following Major Claimant(s):</b>					
<input type="checkbox"/> <b>OPSCTR– User views all records in the following OPSCTR(s):</b>					
<input type="checkbox"/> <b>HRO – User views all records in the following SOID(s):</b>					
<input type="checkbox"/> <b>Activity/UIC Access – User views all records in the following UIC(s):</b>					
<ul style="list-style-type: none"> <li>• Access should be limited to the following UIC</li> <li>• Examples: 00187, 30531</li> </ul>					
<b>Section 4</b>		<b>eOPF (OCHR Corporate ONLY)</b>			
<b>eOPF ACCESS:</b> <i>(Please select the option that applies to this user. Select only one option.)</i>					
<input type="checkbox"/> <b>HR Specialist Group</b> - view and print documents in own eOPF and other employees' eOPFs					
<input type="checkbox"/> <b>AVI Group</b> - member of HR Specialist Group with a license to add by importing, annotating, and re-indexing documents in other employees' eOPFs					
<input type="checkbox"/> <b>AVIS Group</b> - member of HR Specialist Group with a license to add by scanning, annotating, and re-indexing documents in other employees' eOPFs					
<input type="checkbox"/> <b>Purge Administrator</b> - member of HR Specialist Group who can purge deleted documents from other employees' eOPFs					
<input type="checkbox"/> <b>Password Administrator</b> - can reset passwords and unlock user accounts					
<input type="checkbox"/> <b>Administrator</b> - has user admin, application admin, and system admin functionality					
<input type="checkbox"/> <b>Super Administrator</b> –manages POI access and security					
<b>Section 5</b>		<b>This section to be completed by servicing HRD (if applicable)</b>			
<i>(HRD Approver's Signature)</i>					
<b>Section 6</b>		<b>This section to be completed by DCHR (if applicable)</b>			
<i>(DCHR Approver's Signature)</i>					
<b>Section 7</b>		<b>This section to be completed by OCHR Corporate (if applicable)</b>			
<i>(OCHR Approver's Signature)</i>					
<b>Section 8</b>		<b>Additional Information</b>			
<b>Section 9</b>		<b>For OCHR Corporate use only</b>			
<b>DCPDS USER ID:</b>		<b>Responsibility/Secure Profile/View Name:</b>		<b>Secure Profile/View Smart (RPA) No.:</b>	
<b>Virtual Position No.:</b>				<b>CITRIX USER ID:</b>	
<b>Group Boxes:</b>					