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USA Staffing Onboarding Manager

*Audience: Department of the Navy
(DON) Community*

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USA STAFFING ONBOARDING MANAGER

This Fact Sheet:

- Describes Onboarding Manager
- Answers frequently asked questions

Background

Onboarding Manager is a new component of Office of Personnel Management's web-based USA Staffing suite of systems. The Department of the Navy (DON) will use this system to automate the entry on duty (EOD) process. Onboarding Manager allows quick and efficient EOD forms completion and processing by job selectees and HR professionals. By streamlining the EOD process and improving the new employee's experience, Onboarding Manager ultimately emphasizes and reinforces the DON's commitment to hiring reform.

Key Onboarding Manager Features

- Sends applicant and position information from USA Staffing to Onboarding Manager, thus reducing data entry and decreasing opportunity for errors
- Allows DON HR professionals to assign Federal, Department of Defense (DoD) and DON EOD forms to selectees to complete and submit
- Guides users through a simple questionnaire and automatically populates their answers into the assigned EOD forms, thereby reducing repetitive inputs by selectees and HR professionals
- Provides real-time communications and status updates between selectees and HR professionals
- Allows selectees and HR professionals to electronically sign EOD forms, as appropriate
- Enables HR professionals to quickly and efficiently view and process completed EOD forms
- Exports applicable EOD forms from Onboarding Manager system into electronic Official Personnel Folder (eOPF)

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Frequently Asked Questions

Q. Who will have access to Onboarding Manager?

A. Selectees will be invited to create a secure, personal user account to use Onboarding Manager. DON HR professionals at Human Resources Offices (HROs) and Human Resources Service Centers (HRSCs) will be given Onboarding Manager HR user accounts as appropriate.

Q. Will HR users be required to have USA Staffing license to use Onboarding Manager?

A. No. Onboarding Manager does not require USA Staffing license; it is free to use.

Q. Will selectees need DoD/DON Common Access Card (CAC) to use Onboarding Manager?

A. No, selectees may access Onboarding Manager online using their computer or mobile device such as smart phone, tablets, etc.

Q. How secure is selectees' personal information in Onboarding Manager?

A. The Office of Personnel Management (OPM) has taken several steps to ensure that personal information is protected. Additionally, all selectee information contained in Onboarding Manager is purged 90 days after EOD. Detailed privacy information is available at <https://onboarding.usastaffing.gov/misc/PrivacyPolicy.aspx>.

Q. Which EOD forms are available in Onboarding Manager?

A. Currently, there are various commonly used Standard Forms (e.g., SF 61, Appointment Affidavit), Optional Forms (e.g., OF 306, Declaration of Federal Employment), DoD forms (e.g., DD 2760, Qualification to Possess Firearms or Ammo), and DON HR forms (e.g., DON Employee Data Sheet). OPM continues to develop other commonly used EOD forms in the Onboarding Manager system.

Q. What kind of user assistance is provided?

A. Onboarding Manager system includes detailed and content-specific help links. If additional assistance is required, selectees may contact the HR professional working with them in the onboarding process. If the HR professionals need further assistance, they may contact the USA Staffing Onboarding Manager helpdesk.

Where to Find Additional Information

Please send questions regarding Onboarding Manager to DONhrFAQ@navy.mil.



www.donhr.navy.mil



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