



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

<b>Section 3</b>		<b>HRLink</b>	
HRLink ACCESS: <i>(Please check all the following options that apply to this user)</i>			
<input type="checkbox"/> Personnel Reports (w/PII access)		<input type="checkbox"/> Dashboard and Metrics <b>only</b> (statistical numbers)	
User requires access to the following personnel records			
<input type="checkbox"/> No Restrictions – User views all records in the Navy database		<input type="checkbox"/> CBC - User views all records for DON/Benefits	
<input type="checkbox"/> Major Claimant – User views all records in the following Major Claimant(s):			
<input type="checkbox"/> OPSCTR– User views all records in the following OPSCTR(s):			
<input type="checkbox"/> HRO – User views all records in the following SOID(s):			
<input type="checkbox"/> Activity/UIC Access – User views all records in the following UIC(s):			
<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>	
eOPF ACCESS: <i>(Please select the options that apply to this user)</i>			
<input type="checkbox"/> HR Specialist Group - view and print documents in own eOPF and other employees' eOPFs			
<input type="checkbox"/> DOC_MGMT Group - member of HR Specialist Group with a license to add by importing, annotating, and re-indexing documents in other employees' eOPFs			
<input type="checkbox"/> Transfer Group - members of HR Specialist Group who can transfer employee eOPFs to outside agencies			
<input type="checkbox"/> Purge Administrator - member of HR Specialist Group who can purge deleted documents from other employees' eOPFs			
<input type="checkbox"/> Password Administrator - can reset passwords and unlock user accounts			
<input type="checkbox"/> Administrator - has user admin, application admin, and system admin functionality			
<input type="checkbox"/> Super Administrator –manages POI access and security			
<b>Section 5</b>		<b>This section to be completed by servicing HRD (if applicable)</b>	
(HRD Approver's Signature)			
<b>Section 6</b>		<b>This section to be completed by DCHR (if applicable)</b>	
(DCHR Approver's Signature)			
<b>Section 7</b>		<b>This section to be completed by OCHR Corporate (if applicable)</b>	
(OCHR Approver's Signature)			
<b>Section 8</b>		<b>Additional Information</b>	
<b>Section 9</b>		<b>For OCHR Corporate use only</b>	
DCPDS USER NAME:		CITRIX/HRLINK USER NAME:	
Virtual Position No.:			