

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

Section 3		HRLink			
HRLink ACCESS: <i>(Please check all the following options that apply to this user)</i>					
<input type="checkbox"/> Personnel Reports + Dashboard and Metrics		<input type="checkbox"/> Dashboard and Metrics (Check no other boxes in this section)			
User requires access to the following personnel records					
<input type="checkbox"/> No Restrictions – User views all records in the Navy database					
<input type="checkbox"/> Major Claimant – User views all records in the following Major Claimant(s):					
<input type="checkbox"/> HRSC – User views all records in the following HRSC(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"> • Access should be limited to the following UIC • Examples: 00187, 30531 					
Section 4		eOPF (OCHR Corporate ONLY)			
eOPF ACCESS: <i>(Please select the option that applies to this user. Select only one option.)</i>					
<input type="checkbox"/> HR Specialist Group - view and print documents in own eOPF and other employees' eOPFs					
<input type="checkbox"/> AVI 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"/> AVIS Group - member of HR Specialist Group with a license to add by scanning, annotating, and re-indexing documents in other employees' eOPFs					
<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					
Section 5		This section to be completed by servicing HRD (if applicable)			
<i>(HRD Approver's Printed Name)</i>		<i>(HRD Approver's Signature)</i>		<i>(Date)</i>	
Section 6		This section to be completed by DCHR (if applicable)			
<i>(DCHR Approver's Printed Name)</i>		<i>(DCHR Approver's Signature)</i>		<i>(Date)</i>	
Section 7		This section to be completed by OCHR Corporate (if applicable)			
<i>(OCHR Approver's Printed Name)</i>		<i>(OCHR Approver's Signature)</i>		<i>(Date)</i>	
Section 8		Additional Information			
Section 9		For OCHR Corporate use only			
DCPDS USER ID:		Responsibility/Secure Profile/View Name:		Secure Profile/View Smart (RPA) No.:	
Virtual Position No.:		CSU USER ID:		CITRIX USER ID:	
Group Boxes:					