



## OFFICE OF TRUST SERVICES PATHWAYS INTERNSHIP PROGRAM

### New Employee System Accesses On-Boarding Checklist and Guide (Student Only)

**Purpose:** To guide employees through the normal on-barding workflow processes within the Bureau of Indian Affairs (BIA) for requesting basic government information systems accesses.

**PLEASE NOTE:** Ensure that you have the most current version of this document; if you have been handed a printed copy of this document, you may be using outdated material. This document should be directly accessed from the BIA Pathways Website here: <https://www.bia.gov/WhoWeAre/BIA/OTS/Youth/index.htm>

Student Name: \_\_\_\_\_

Completed

- \_\_\_\_\_ 1. Security Requirements and DOI Access-ID Badge (Smartcard)
- \_\_\_\_\_ 2. Request DOI Learn Account Access and Complete First-Time Login (DOI Learn)
- \_\_\_\_\_ 3. Complete FISSA+ Training
- \_\_\_\_\_ 4. BIA Email (Bison Connect) Account Setup
- \_\_\_\_\_ 5. BIA Email Activation – First-Time Login (**After Favorable Screening Received**)
- \_\_\_\_\_ 6. QuickTime Training and Profile Account Setup
- \_\_\_\_\_ 7. Log Into QuickTime
- \_\_\_\_\_ 8. “Travel Only” Government Charge Card (GOVCC) Training and J.P. Morgan Application
- \_\_\_\_\_ 9. Concur System Access Request Form/Profile Setup (Travel Arrangement System) and Complete First-Time Login (Concur)

**After Tentative Selection Offer (Letter sent to student)**

**1. Security Requirements and DOI ID Badge (Smartcard)**

There are two critical steps that must be completed by the applicant before issuance of a DOI ID Badge (government-issued identity credential): 1) submission of the background investigation (BGI) forms through e-QIP (Electronic Questionnaires for Investigations Processing) and 2) electronic finger prints. After the successful completion of a FBI finger print check, Personnel Security will issue a favorable screening. This is when HR will confirm the offer of employment and negotiate a start date. The employee’s continued employment will be contingent upon the successful completion and adjudication of a full BGI. The investigation can take up to (6) six months to complete.

Following is the general process. The Coordinator or Supervisor should monitor this progress closely to ensure forward movement:

- Human Resources (HR)
  - Create a “sponsorship record” in the DOI Access system and select “**Requires Network Access**”. When the record is created, HR normally will set the employee’s status to **FUTURE** (Pending Favorable Screening).

- ✓ Applicant and supervisor will receive an Email notification from HSPD-12 to find the nearest credentialing location and enroll for credentialing appointment (ID card and complete the electronic fingerprints).



- ✓ **Supervisors can check the status of sponsorship records in DOI access at <https://doiaccess.doi.net/app/>**

- ✓ When the DOI Access sponsorship record is created, an automated process creates a disabled Active Directory (AD) account, and places it into a container named DOI Access/Pending.
- Send a e-QIP request form to Personnel Security to initiate the background investigation.
- Personnel Security
  - Send the applicant an *Email* providing detailed instructions and to complete e-QIP and BGI requirements within 5 days.

 Student



- Complete e-QIP online forms and upload required documents. When instructed, send signed original security forms (i.e., release forms) to the Personnel Security office.
- Employee will then receive an *Email* to schedule an appointment and complete enrollment at Credentialing Center (includes photo and **electronic fingerprinting**).
- It is very important that the employee respond immediately to requests from Personnel Security for additional information or clarification!
- Personnel Security
  - Review and release BGI packet in e-QIP.
  - Release fingerprints in the DOI Access system for **Favorable Screening** determination.
  - Update and “Adjudicate” the DOI sponsorship record as Favorable in Personnel Security Module.
- Human Resources (HR)
  - Release DOI Access Card for print. HR may need to update the employee’s sponsorship record from FUTURE to CURRENT (If they haven’t done so already).
  - **The card printing process normally takes about a 2 weeks after the record is updated in the database.**
  - Credentialing Center staff will issue a “Credential/PIV Card Ready For Certificate Update” *Email* notice to the employee and supervisor when the card has arrived and is available for pick-up.
  - After the card is activated, the Active Directory (AD) status will be changed from “Pending” to “Active” in DOI Access.

 Student

- Log-in to DOI Access to schedule an appointment to pick-up and activate smartcard/DOI ID Badge



**When to Stop a BGI:** If an employee (or selectee) is separated (or offer withdrawn) before the full BGI is completed, you **MUST CONTACT** Personnel Security to **Cancel the BGI process or you will be charged.**

**Links and Help**

**e-QIP:** [www.opm.gov](http://www.opm.gov) and click on “Investigations”, “e-QIP Application”, “Enter e-QIP Applicant Site” and follow the prompts.

**DOI Access (Smartcard)**

- Check DOI Access Card Status and Site: <https://doiaccess.doi.net/app/>
- Schedule appointment to pick-up/activate:  
<https://timetrade.com/app/usaccess/workflows/usaccess001/schedule/?appointmentTypeGroupId=hspd12>

**Issues with PIV Card**, please check it against the link below. Provide screen shots of the error msgs.

- <https://wiki.doi.net/cardcheck/>

**Human Resources (HR)**

- GERALYN ECKIWADAU, Human Resources Specialist, 405-247-1603, [geralyn.eckiwardah@bia.gov](mailto:geralyn.eckiwardah@bia.gov)
- DANIELLA THOMPSON, Human Resources Assistant, 405-247-1641, [daniella.thompson@bia.gov](mailto:daniella.thompson@bia.gov)

**Personnel Security**

- LARA WILLIE, Security Assistant, 505-563-5294, [lara.willie@bia.gov](mailto:lara.willie@bia.gov)
- JANET NASH, Security Specialist, 505-563-5238, [Janet.Cook@bia.gov](mailto:Janet.Cook@bia.gov)
- JACQUELINE HONAHNI, Supervisor Security Specialist, 505-563-5287 [Jacqueline.Johnson@bia.gov](mailto:Jacqueline.Johnson@bia.gov)

**After Favorable Screening and Before the First Day****2. Request DOI Learn Account Access**

Normally DOI Learn accounts are created automatically approximately 2-4 weeks after an employee starts. However, due to the limited time allotted for the internship, the Employee will need to expedite the process by sending requesting access.

**Employee to do:**

- Send an email to the Administrator as follows:

**EMAIL**

**To:** [doilearn@bia.gov](mailto:doilearn@bia.gov)

**CC:** [gayla.schock@bia.gov](mailto:gayla.schock@bia.gov); [otspathways@bia.gov](mailto:otspathways@bia.gov)

**Subject:** Request for manual creation of a DOI Learn account

Please create a DOI Learn account for me using the following information:

My legal full name is: First Name Last Name

The Office I work for is: Office of Trust Services, Bureau of Indian Affairs

My supervisor's name is: [Gayla Schock]

- If approved, the Administrator will send employee an email giving them their user name, temporary password, and instructions on how to login.
- Employee must complete a **first-time login** to activate account at <https://gm2.geolearning.com/geonext/doi/login.geo>

**3. Complete Cyber-Awareness (FISSA+) Training****Employee to do:**

- Employee completes the Cyber-Awareness (Federal Information Systems Security Awareness + Privacy and Records Management [FISSA+]) Training in DOI Learn at: <https://gm2.geolearning.com/geonext/doi/login.geo?OriginalURL=%2fgeonext%2fdoi%2fmyhome.geo>
- Save a PDF copy of the Cyber-Awareness (FISSA+) Training Certificate to your computer. This certificate will be needed to setup your BIA Email (Bison Connect).

**4. BIA Email (Bison Connect) Account Setup (After Favorable Screening)****Employee to do:**

- Employee sends an email to the BIA Helpdesk containing the following information and attaches a PDF copy of the FISSA+ Training Certificate:

**EMAIL**

**To:** [biahelpdesk@bia.gov](mailto:biahelpdesk@bia.gov)  
**CC:** [gayla.schock@bia.gov](mailto:gayla.schock@bia.gov); [otspathways@bia.gov](mailto:otspathways@bia.gov)  
**Subject:** Expedite Request for BIA Email Account for New Employee

**Re: Reason code "New User"**

Attached is a FISSA+ training completion certificate. Please update my IIS eProfile to show FISSA+ training completed and ensure my information is listed as follows:

My legal full name is: First Name Last Name  
 The Office I work for is: Office of Trust Services  
 Organization Code is (*Choose One*): K00443 - Forestry or K00460 - Rangeland  
 My supervisor's name is: Gayla Schock  
 (*If applicable*) Also, employee will need to have his/her workstation setup at [address and room number].

- The employee will receive an e-mail with their new login and temporary password and login instructions. You will use this information to login to your BIA Email on or after your program start date. You will not be able to login from your home computer without a USB smart card reader.

<i>Links and Help</i>
<b>BIA DOI Learn Webpage:</b> <a href="http://www.bia.gov/WhoWeAre/AS-IA/OHCM/doilearn/">http://www.bia.gov/WhoWeAre/AS-IA/OHCM/doilearn/</a>
<b>BisonConnect:</b> <a href="https://mail.google.com/mail/u/0/#inbox">https://mail.google.com/mail/u/0/#inbox</a>
<b>Bison Tips and Tricks:</b> <a href="https://sites.google.com/a/doi.gov/bisonconnect-resource-site/tips-and-tricks">https://sites.google.com/a/doi.gov/bisonconnect-resource-site/tips-and-tricks</a>
<b>Bison Support:</b> <a href="https://sites.google.com/a/doi.gov/bisonconnect-resource-site/support">https://sites.google.com/a/doi.gov/bisonconnect-resource-site/support</a>

**On or After Employee's Start Date**

This can be also done before Start Date if you have a USB smart card reader.

**5. BIA Email Activation – First-Time Login**



**Employee to do:**



- Employee should refer back to the e-mailed instructions sent from the BIA Helpdesk to complete the **first-time login** process to activate their BIA email account. You will need:
  - Need USB smart card reader
  - DOI Access Card (Smartcard)
  - Go to: <http://mail.doi.gov/>

Before any of the following steps completed, the employee must activate their email account. This is how your "active directory" profile account gets activated, which is what is required for any federal information systems accesses.

**6. BIA Email Account Reactivation – **Restored****



**Employee to do:**

- Employee sends an email to the BIA Helpdesk following Step 4 **BIA Email (Bison Connect) Account Setup** with the following changes:

**Subject:** BIA Email Account Reactivation Request  
**Re: Reason code "Restore (Reactivate) Account"**

And if you do not get an immediate response, you can send an email to [christopher.sowder@bia.gov](mailto:christopher.sowder@bia.gov), IT Specialist (Sysadmin), requesting activation.

**AD ACCOUNTS THAT WERE DISABLED DUE TO TRANSMISSION OF SENSITIVE INFORMATION**

See attachment #2 “Steps for Supervisors To Take to get Employees Account Restored” issued in Apr 2017 by the Division of Information Security (DIS) and the Privacy Officer provide guidance to Supervisors of employees whose AD account has been disabled due to transmission of sensitive, inappropriate or PII data outside the DOI.

## 6. QuickTime Training and Profile Account Setup



### Employee to do:

- Employee completes “QuickTime Employee eLearning” at: <https://hrdtrainingportal.ibc.doi.gov//DMARTPORTAL/?LOAD=1&PGID=117#Quicktime>
- Using BIA email account, forward a PDF copy of the “Certificate of Course Completion” to the QT Administrator and provide the following:

*EMAIL*

**To:** [carl.cook@bia.gov](mailto:carl.cook@bia.gov)

**CC:** [deborah.abeita@bia.gov](mailto:deborah.abeita@bia.gov); [gayla.schock@bia.gov](mailto:gayla.schock@bia.gov); [otspathways@bia.gov](mailto:otspathways@bia.gov)

**Subject:** New Employee - BIA QuickTime Access

Attached is a QuickTime Employee Training Completion Certificate. I am requesting QuickTime Employee ID and Password using the following information:

My legal full name is: First Name Last Name

The Office I work for is: Office of Trust Services

Organization Code is (*Choose One*): K00443 – Forestry/Fire or K00460 - Rangeland

My supervisor’s name is: Gayla Schock

- The employee will receive an e-mail with their new login and temporary password and login instructions.

## 7. Log Into QuickTime



### Employee to do:

- Update Internet Explorer browser’s security settings (enable TLS) 
- Using a USB card reader, insert DOI Access Card
- Go to DOI Application Access Portal at <https://apps.doi.gov>

### Steps:

- Under DOI Access Card select “Connect”
1. A window will pop up, select your certificate name, click OK (*If you select wrong cert, close all windows and start over*)
  2. Another window will pop up; enter your smart card PIN authentication number. *This is the same 8 digit pin number you chose when you first registered for your DOI Access Card.*
  3. Then you will be directed to a new screen, select the “BIA / BIE T&A” link and you will be directed to the QuickTime application login
  4. Select “I Agree” then the QT portal will open
  5. Enter your QT Employee ID and Password to log in

*Links and Help*

**DOI Wiki:** [http://wiki.doi.net/DOIWiki/index.php/Main\\_Page](http://wiki.doi.net/DOIWiki/index.php/Main_Page)  
**BisonConnect:** <http://wiki.doi.net/DOIWiki/index.php/BisonConnect>  
**Pathways QuickTime Program Administrator:** [monica.cooper@bia.gov](mailto:monica.cooper@bia.gov)  
**QuickTime Training:** <https://hrdtrainingportal.ibc.doi.gov/DMARTPORTAL/?LOAD=1&PGID=117>  
**QuickTime Help:** [https://www3.abc.doi.gov/services/hr/Quicktime/SSA\\_nonewd/WebHelp/qttime.htm](https://www3.abc.doi.gov/services/hr/Quicktime/SSA_nonewd/WebHelp/qttime.htm)

**Leave and Attendance**

- [IBC QuickTime Site](#)
- [DOI Leave Handbook](#) & [IA Leave Handbook](#) (PDF)
- [Time and Attendance Guide - 8/2015](#) (PDF) **New**
- [Timekeepers Handbook](#) (PDF)

**8. “Travel Only” Government Charge Card (GOVCC) Training and J.P. Morgan Cardholder Application Form**

 **Employee to do:**

- Complete the online “Cardholder Training” at <https://cctrain.abc.doi.gov/>
  1. Complete **only** modules A & B
- Email copies of the 2 training certifications to supervisor and designated Pathways Coordinator to verify training has been completed.

*EMAIL*

To: [gayla.schock@bia.gov](mailto:gayla.schock@bia.gov); [bradley.cress@bia.gov](mailto:bradley.cress@bia.gov); [otspathways@bia.gov](mailto:otspathways@bia.gov)

Subject: **Cardholder training completed**

Attached are Modules A & B “Travel Only” training completion certificates.

- Upon receiving confirmation training completed, supervisor will works with employee to complete JP Morgan Cardholder Application form. (Digital signatures not accepted. The form must be printed, signed, and scanned)
- See **Attachment #1** for a prefilled copy of the “Travel Only” form
- Supervisor will email the completed Application to your local Agency Organization Program Coordinator (A/OPC) for processing.

**9. Concur System Access Request Form and Profile Setup (Travel Arrangement System)**

*Employee must have an AD account, BIA email and a valid GOVCC before they can use Concur.*

 **Employee to do:**

- Employee and Supervisor complete the Concur Government Edition (CGE) System Access Request Form at:  
[https://sp.ia.doi.net/sites/ASIA/ocfo/IAConcur/SiteAssets/default/Concur%20Government%20Edition%20\(CG E\)%20System%20Access%20Request%20Form.pdf](https://sp.ia.doi.net/sites/ASIA/ocfo/IAConcur/SiteAssets/default/Concur%20Government%20Edition%20(CG E)%20System%20Access%20Request%20Form.pdf)

Program Hired Under	Part I(b): New User Information/Current Profile			Part V: Travel Reviewers or Approvers Only	
	Default Line of Accounting (LOA) – FY 2017:	New Duty Station Street Address & City/State/Zip:	New Routing List Name	Name	Role
Fire	17XA1125TR / AAK4004403 / AF1004040.999900	* This is the Student’s College or University Address (Where they Physically Attend Classes)	K00443 Forestry Projects - Student	Gayla Schock	Approver
Forestry	178A2100DD / AAK4004403 / AON3E7070.999900		K00443 Forestry Projects – Student	Gayla Schock	Approver
Rangeland	178A2100DD / AAK4004600 / AON9B1010.999900		K00460 Division of Natural Resources	Gayla Schock	Approver



- Fax pages 1, 2 and 3 (only) to (703) 390-6570 to the attention of Jessica Massung - **Do not send this form via email**

Before you can make any travel arrangements in Concur, you must have your travel charge card number added to your Concur account profile.

- Concur Administrator will send the employee an e-mail with their new user login and temporary password.
- Employee must complete the **first-time login** process to activate their Concur Account at: <https://cge.concursolutions.com/>
- In the upper right hand corner, click on the “Profile” drop down and select the “Profile Setting” link and update your personal information.
- You must add your GOVCC to the “Credit Card Information” section.

### *Links and Help*

#### **BIA Charge Card POCs:**

- Cheryl Battle, 703-390-6477, [cheryl.battle@bia.gov](mailto:cheryl.battle@bia.gov)
- Pamela Zongo, 703-390-6710, [pamela.zongo@bia.gov](mailto:pamela.zongo@bia.gov)
- Gwen Hunt, 703-390-6764, [gwen.hunt@bia.gov](mailto:gwen.hunt@bia.gov)
- Bradley Russell, 703-390-6468, [bradley.russell@bia.gov](mailto:bradley.russell@bia.gov)

**Travel Support Helpdesk:** [TDYdesk@bia.gov](mailto:TDYdesk@bia.gov).

**AS-IA/BIA Charge Card Program Intranet website:** <http://iamabqzucmw01p.ia.doi.net:16200/inside.indianaffairs/Org/AS-IA/OCFO/AP/CCS/TravPurch/index.htm>

**DOI Integrated Charge Card Program Purchase Cardholders Handbook:**  
<https://www.doi.gov/pam/programs/chargecard/cardholders>

**Concur Application Portal:** <https://cge.concursolutions.com/>

**BIA Concur SharePoint site:** <https://sp.ia.doi.net/sites/ASIA/ocfo/IAConcur/default.aspx>

**Concur Helpdesk:** 1-855-847-6398 Option 1

**Email:** [travel\\_helpdesk@ios.doi.gov](mailto:travel_helpdesk@ios.doi.gov)

**DOI E-Gov Travel Facts:** <https://www.doi.gov/pfm/etravel>

**Per Diem Rates:** <http://www.gsa.gov/portal/category/21287>

**DOI TDY Handbook:** [https://www.doi.gov/sites/doi.gov/files/uploads/FMM%202015-014%20Issuance%20of%20Amended%20DOI%20TDY%20Policy\\_0.pdf](https://www.doi.gov/sites/doi.gov/files/uploads/FMM%202015-014%20Issuance%20of%20Amended%20DOI%20TDY%20Policy_0.pdf), and Attachment: <https://www.doi.gov/sites/doi.opengov.ibmcloud.com/files/uploads/Amended%20DOI%20TDY%20Travel%20Policy.pdf>

**MUST BE LIGIBLE OR JP MORGAN WILL REJECT APPLICATION**

**Attachment #1**

**Cardholder Application**



Integrated  Declining Balance

**1 CLIENT INFORMATION**

**DOI/BUREAU OF INDIAN AFFAIRS**

Agency Name\*

70002

8226

Company Number\*

Bank Number\*

**2 APPLICANT INFORMATION**

Full First Name\*

Initial

Last Name\*

Name as it will appear on Card\* (25 Character Limit - including spaces)

Name Line 2 (embossed under cardholder name) (25 Character Limit - including spaces)

**3 ACCOUNT SPEND LIMITS/CONTROLS**

Unrestricted Spend Limit  
(Selecting this option will initiate a credit review on IBA Travel/Integrated apps)

Restricted Spend Limit  
(No credit review. Alternate credit review by agency)

Not Applicable  
(Spend limits will be assigned in Section 9)

**4 ACCOUNT SECURITY**

Social Security Number\* OR Security Identifier\*\*  
(Required for Integrated card applications) (Enter 9 characters if Social Security Number is not provided)

N/A

AND

Date of Birth (MM/DD/YYYY)\* OR Mother's Maiden Name/Password\*\*  
(Required for Integrated card applications) (Enter first four letters of mother's maiden name or 4 digit/letter password)

N/A

**5 STATEMENT / CARD DELIVERY ADDRESS - Required**

BIA, OTS, Youth Prog Coord Office

Street Address\*

1849 C Street, NW, MS-4620-MIB

Street Address Line 2

Washington

DC

20240

City\*

State/Province\*

Zip / Postal Code\*

**8 APPLICANT AUTHORIZATION**

If you are requesting that the Bank issue a commercial card in your name, by completing this application you authorize us, when we deem it appropriate, to investigate your credit history for the purpose of account establishment or card issuance and for subsequent credit inquiries should a card be issued in your name. If this application is approved for the establishment of any Account listed above, you agree to be bound by the Agreement governing use of the Account which will be provided to you or your Organization in connection with Account opening. You also understand the Account is to be used for government purposes only and not for personal use. We are required by law to obtain, verify and record information that identifies each person or business that opens a new Account. By completing or otherwise providing this application and/or the information on it, you agree to provide and consent to us obtaining, from third parties if necessary your name, residential address, date of birth and social security number to verify your identity. When you give us your mobile phone number, you are giving permission to be contacted at that number by automatic telephone dialing systems, text messages, and artificial or prerecorded voice messages concerning this Account sent from us and our representatives. Message and data rates may apply. In this application, the terms "Bank," "we," and "us" refer to JPMorgan Chase Bank, N.A. and Chase Bank USA, N.A. and their affiliates.

APPLICANT SIGNATURE\* DATE\*

APPROVER/SUPERVISOR SIGNATURE DATE

**9 A/OPC Use Only**

\$ 13,000.00 \$ 0.00 0100  
Spend Limit\* Single Purchase Limit Agent ID Access Checks:

N/A N/A  
Site ID Field Accounting Code/Cost Center

Tax Exempt:  108 Indicate:\* Blank (B) Fleet Product Codes: 1 5 N D Y N  
Flag Status Include (I) 1 2 3 4 5 6  
Exclude(E) Divert (D)

Merchant Category Code Group*	Single Purchase	Cycle Spend	Daily Trans	Cycle Trans
TDOITRVCB	B \$	\$ 7500		
IDOITRVIB	B \$ 500.00	\$ 2500		
CCASH WED-7/DAY	B \$	\$ 270/DAY		
		\$ 560/WK		
EDOITVLC	E \$	\$		
	\$	\$		
	\$	\$		
	\$	\$		

## Instructions for Completing the Cardholder Application

<u>Field Name</u>	<u>Instructions</u>
<b>*Agency Name</b>	Agency, division or component
<b>*Company Number</b>	5 digit number
<b>*First Name</b>	Legal first name of the cardholder or authorized user responsible for the card
<b>Middle Initial</b>	Optional
<b>*Last Name</b>	Legal last name of the cardholder or authorized individual responsible for the card
<b>Name As It Will Appear On The Card</b>	Embossed Name Line 1 on the card
<b>Name Line 2</b>	Embossed Name Line 2 on the card
<b><sup>1</sup> Social Security Number</b>	Full social security number for Individual Bill or Integrated Cards
<b><sup>1</sup> Security Identifier</b>	If no SSN is provided, enter a unique 4 to 9 digit value which will be used to authenticate callers.
<b>Unrestricted Spend Limit</b>	Used only for IBA and Integrated card request. If checked, a credit review will be conducted if instructed by the agency.
<b>Restricted Spend Limit</b>	For IBA and Integrated card only. If checked, no credit review will be conducted and a restricted credit limit will be assigned to the card.
<b>*Home Address</b>	Provide the physical home address for the cardholder or responsible party
<b>*Street Address</b>	Same as above
<b>Street Address 2</b>	Same as above
<b>*City</b>	Same as above
<b>*State</b>	Same as above
<b>*ZIP/Postal Code</b>	Same as above
<b>*Country</b>	Same as above
<b>*Country of Citizenship</b>	Country of citizenship for cardholder or responsible party
<b>Card/Statement Address</b>	Mailing address for statement and card if applicable
<b>Street Address</b>	Same as above
<b>Street Address 2</b>	Same as above
<b>City</b>	Same as above
<b>State</b>	Same as above
<b>ZIP/Postal Code</b>	Same as above
<b>Country</b>	Same as above
<b>Business Telephone</b>	Phone number for cardholder or responsible party

<u>Field Name</u>	<u>Instructions</u>
<b>Mother's Maiden Name/Password</b>	First 4 of MMN or 4 character password – used to authenticate
<b>Business Contact Email Address</b>	Email address for cardholder or responsible party
<b>*Cardholder Signature</b>	Signature Cardholder or responsible party
<b>Approver/Supervisor Signature</b>	If applicable based on the agency policy
<b>Spend Limit</b>	Monthly spend limit determined by the A/OPC
<b>Single Purchase Limit</b>	Single transaction amount maximum
<b>Agent ID</b>	4 digit value – identifies type of plastic
<b>Site ID Field</b>	5 digit value – Card Delivery location
<b>Accounting Code/ Cost Center</b>	Default accounting if applicable
<b>Access Checks</b>	Indicated that Access Checks/Convenience Checks are requested
<b>Tax Exempt Flag</b>	Pre-populated if applicable
<b>Tax Exempt Status</b>	Pre-populated if applicable
<b>Fleet Product Code 1</b>	Pre-populated if applicable
<b>Fleet Product Code 2</b>	Pre-populated if applicable
<b>Fleet Product Code 3</b>	Pre-populated if applicable
<b>Fleet Product Code 4</b>	Pre-populated if applicable
<b>Fleet Product Code 5</b>	Pre-populated if applicable
<b>Fleet Product Code 6</b>	Pre-populated if applicable
<b>MCCG</b>	The Merchant Category Code Group
<b>MCCG Single Purchase</b>	The single purchase limit for that Merchant Category Code Group
<b>MCCG Daily Transactions</b>	Number of transactions per day for Merchant Category Code Group
<b>MCCG Cycle Spend</b>	Cycle limit for that Merchant Category Code Group
<b>MCCG Cycle Transactions</b>	Number of transactions per cycle for that Merchant Category Code Group
<b>Action</b>	I = Include, E = Exclude, D = Divert, B = Blank
<b>Diversion Account Number</b>	Pre-populated in applicable
<b>*Hierarchy Level 1</b>	Pre-populated if applicable
<b>*Hierarchy Level 2</b>	
<b>*Hierarchy Level 3</b>	
<b>*Hierarchy Level 4</b>	
<b>*Hierarchy Level 5</b>	

**Steps for Supervisors To Take to get Employees Account Restored do to PII Violations**

The Division of Information Security (DIS) and the Privacy Officer provide guidance to Supervisors of employees whose AD account has been disabled due to transmission of sensitive, inappropriate or PII data outside the DOI. In order to get the employee's email account restored, the following steps need to be followed:

- Council your employee on Handling Sensitive Information Within Indian Affairs.
- Assist your employee with retaking the 2017 FISSA Training through DOI Learn.
- After training is completed, employee must print a certificate of completion. If date is correct, it will be accepted. If the date is not current, please take a screenshot of the Online Training (OLT) activity of the FISSA Training (see below).
- The certificate or OLT activity will need to be scanned and emailed to the BIA CIRT at [bia\\_socc@bia.gov](mailto:bia_socc@bia.gov). Once received the BIA CIRT will generate an email to have the user account re-enabled.
- You and your employee will be advised when confirmation is received that the account has been restored.

Any questions should be directed to BIA CIRT at 703-390-6777 or to the Indian Affairs Privacy Act Officer, Scott Christenson, at 612-725-4518 or [biaprivacy@bia.gov](mailto:biaprivacy@bia.gov).

Home Role: Learner Notes Help Contact Us Log Off

DOI learn

Logged in as: SCOTT CHRISTENSEN

My Home EEO, Diversity & Ethics Courses Search

Course Catalog: OLT Activities

Course: Federal Information Systems Security Awareness + Privacy and Records Management (FISSA+) Close Record

OLT Activities Details Print Certificate

Progress: Completed Score: 100 Required: Yes Duration: 1 hour 30 minutes Subscription Term Expiration: N/A  
Course Terms: Due in 180 day(s), Recurs every 1 Year(s) based on Assignment Date  
Due Date: 8/21/2012 Expiration Date: 2/23/2013

Description:

Privacy Act, Records Management, Federal Information System Security Awareness (FISSA), and Rules of Behavior have once again been combined into one 90-minute training session designed to ensure all staff collect and handle information appropriately and securely.

• More

To launch a learning activity, click the activity name below.

OLT Lessons

Activity Name	Score	Progress	Last Accessed	Time to Complete	Attempts
Federal Information Systems Security Awareness + Privacy and Records Management (FISSA+)	100%	Completed	11/29/2012 2:17:46 PM	3h 35m	10

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