



BUREAU OF INDIAN OFFICE OF TRUST SERVICES

Updated: 4/14/2020

New Employee System Accesses On-Boarding Checklist and Guide

Purpose: To guide the new hire employees through the systems on-boarding processes within the DOI and BIA for requesting basic government information systems accesses. Keep in mind - this is a general overview of the process. This document is updated periodically as new information is received. If you discover any issues with this checklist, send an email to otspathways@bia.gov. Visit doi.gov/employees for Federal employee news, systems accesses, and resources.

Information needed from supervisor:

Office Name: _____
 Division or Branch: _____
 Organization Code: _____
 Supervisor's Name: _____
 QT Certifier Name: _____
 Timekeeper Name: _____

Phase 3 (Pre-Employment)

- Step 1 Security Requirements, HSPD-12 credentialing, and DOI ID Badge
- Step 2 Complete Cyber-Awareness/FISSA+
- Step 3 Update/Verify IIS e-Profile

Phase 4 (New Employee Orientation)

- Step 4 Complete the Cardholder Travel Training, CitiBank Travel Cardholder Application, and Online CitiManager Registration
- Step 5 Complete the ConcurGov System Access Request Form and Request Access
- Step 6 Complete QuickTime Training and Request Access
- Step 7 Activate BIA Email Account
- Step 8 Complete EPAP in DOI Talent

Automated Account Deactivations/Terminations (Applicable to all Employees)

The following system's access will be terminated after periods of inactivity.

When	System	Process to Reactivate
30 days of inactivity (automatic after not logging in)		Call or email Administrator at 1-888-367-1622, menu option 3, then 6 (Monday - Friday, 6:00 am - 5:30 pm, Mountain) or at HRMS_Helpdesk@ios.doi.gov
30 days of inactivity (automatic after not logging in)		Email the BIA Master Administrator at raymond.addison@bia.gov to request "Being taken out of a Suspended Status"
365 days of inactivity (automatic after not logging in)		Email the DOI Travel Help Desk at travel_helpdesk@ios.doi.gov to request "Reactivate ConcurGov Account" and "CC" supervisor
Typically 60 days of inactivity	Active Directory (DOI Network)	Call or email IA Service Center at (866) 703-7100 or servicecenter@bia.gov to request "Reactivation and PW Reset". NOTE: The employee must complete the Annual Cyber-Awareness/FISSA+ Training in DOI Talent BEFORE the IA Service Center will Reactivate.
Access: At any time Certificate: 3 years Card: 5 years	DOI ACCESS 	Smartcard (Govt. ID/PIV Card) - Terminations, Suspensions, Certificate Expirations and Renewals. The supervisor or designated administrative official can use the DOI Access system to check to details of any employee's card status by selecting the "Credentials tab" at: https://doiaccess.doi.net/app/root/extra/signin Also under the "Credentials tab" in DOI Access, the supervisor can see when an employee's card OR certificate will expire and employee will need to have either the card replaced or the certificates renewed. At the top of the page in the yellow bar is the name of the sponsoring official who can assist with requesting new certificates or a card. When a certificate is about to expire, the employee will receive a system generated email 30 days before the expiration date from USAccess with instructions on what steps to take.

NOTE: This is After employee receives a Tentative Selection Offer Letter from HR

Employee is a “Selectee” contingent upon a favorable screening and clearance

Step 1.

Security requirements, HSPD-12 Credentialing, DOI ID Badge (smartcard). 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 months or longer to complete. The following is a general overview of the HR process. The employee will work closely with the supervisor during this progress to ensure forward movement.

Because your DOI Access credential is used to validate your identity and grant you access to the DOI network, the credential and network must be linked through an access management tool called Active Directory or AD.

1. Human Resources (HR)

- Creates a sponsorship record (aka identity proofing) in the DOI Access system and selects “Requires Network Access” and “Business Email”. When the record is created, HR normally will set the selectees’s status to **FUTURE** (Pending Favorable Screening). NOTE: The card will not go to print until this is updated to Current. This will USAccess trigger a system-generated email to the selectee.
- Selectee receives an email from HSPD12Admin@usaccess.gsa.gov with instructions to schedule an credentialing appointment at the nearest credentialing location and what to bring to your appointment.
 - Also, when the sponsorship record is created, DOI-Access will auto create “Pending” AD (Active Directory) request in a que called “DOI Access/Pending”.
- Sends an e-QIP request request form to Personnel Security to initiate the Favorable Screening (Provisional) and Background Investigation (BGI).
 - Provisional: Selectee has been favorably screened to begin EOD process, while the investigation continues
- If position requires, schedule **Medical/Drug Testing**

2. Personnel Security

- Creates record in eQIP, and emails selectee instructions about the eQIP process and BGI requirements, both to complete within **5 days**.
NOTE: Personnel security will not send eQIP email until after HR has completed the sponsorship record in DOI Access (telling selectee to schedule appointment, etc.)

3. Selectee

- Completes eQIP online forms and uploads required documents. When instructed, sends signed original security forms (i.e., release forms) to the Personnel Security Office and HR (sponsorship record data must match the identity documents presented at the time of enrollment).
- In addition to eQIP (HR sponsor), the selectee will have received an USAccess system-generated email to schedule an Appointment at the nearest Credentialing Center.
 - GSA Online Scheduling System: [Click here](#) or <https://portal.usaccess.gsa.gov/scheduler/>
- **Remember to bring valid IDs/Documents.** A photo will be taken and the employee will complete the **electronic fingerprinting**.
 - Directions to this facility are available at <http://www.fedidcard.gov>
 - **It is very important** that the selectee respond immediately to requests from Personnel Security for additional information or clarification!
 - **What To Bring To Your Appointment**
When going to your appointment, please bring two forms of identification. Two forms are required to validate your identity, one of which must be a Government-issued photo ID. If you have a PIV Credential and are picking up a new or replacement card, bring your old PIV credential with you to the appointment. To review a complete list of acceptable forms of identity, please visit <http://www.fedidcard.gov>
- If applicable, selectee works with HR to complete **Medical/Drug Testing** requirements. Appointments will be paid for by BIA and scheduled at the nearest facility.



4. Personnel Security

- Reviews for completeness and releases BGI packet in e-QIP for DCSA (Defense Counterintelligence & Security Agent, aka FBI) scheduling (BGI).
- Releases electronic fingerprints in the DOI Access system to OPM/FBI for a National Criminal History Check (NCHC) for a Favorable Screening.
- Updates DOI Access with NCHC Adjudication with a **Favorable Screening** determination. This means that the final Adjudication has not been completed; however, a smartcard can be issued based on the Favorable Provisional Adjudication (to gain access to AD).
- An email will be system-generated to HR titled “Favorable Adjudication Determination” (from not adjudicated to adjudicated).
- Also BIA’s IIS (Identity Information System) will be updated with the Favorable Screening through the BIA’s Personnel Security Module (interfaces with IIS for the AD).
- Emails determination to HR for action.

5. HR

- Changes sponsorship record in DOI Access from future to **CURRENT**.
 - An email will be system-generated to the supervisor notifying them “The employment status for [EMPLOYEE NAME] has been changed from Future to Active in DOI Access”
 - **This will release the Smartcard for printing which normally takes about 2 weeks.**
 - The Smartcard will be sent to where the employee completed the enrollment Credentialing UNLESS AN ALTERNATE ADDRESS IS PROVIDED
- When the Smartcard has arrived, the Credentialing Center staff will update the system to trigger a system-generated email titled “Credential Ready For Pick Up” to both the supervisor and selectee with instructions.

Attention Supervisors →

6. Selectee

- Upon receipt of the “Credential Ready for Pick Up” email, schedule an appointment to pick-up and activate the Smartcard. GSA Online Scheduling System at [Click here](#) or <https://portal.usaccess.gsa.gov/scheduler/>
 - Information in email includes:
 - A **one-time activation password**, please bring that with you to your appointment. It will allow you to activate your card without an operator.
 - NOTE: If selectee received a Pick Up eMail that did not contain a one-time activation password, or did not receive a USAccess - Credential Ready for Pick Up email, activating smartcard will require an Activator’s assistance.
 - Will need **Smartcard PIN authentication number**. *This is the same 8 digit pin number the employee chose when they first registered for during the credentialing process.*
 - **Need to Reschedule?** Use the Scheduling System to reschedule or cancel your appointment.
- After the card is activated, the AD status will be changed from “Pending” to “Active” in DOI Access. Steps on how to activate a BIA email account will be done later with Step 7.

7. Hiring Manager (Supervisor)

- Monitors and assists selectee with process and requirements.
 - Track credentialing and BGI progress in DOI Access at [Click here](#) or <https://doiaccess.doi.net/app/>



<p>Sponsorship Status (reflects if employee has been sponsored to receive a DOI Access card)</p> <ul style="list-style-type: none"> — Incomplete Sponsor: Record not fully sponsored, contact HR Sponsor) — Verification Required: Record returned for verification, contact HR Sponsor) — Sponsored: Employee has been sponsored to receive a DOI Access PIV card 	<p>Enrollment Status (displays the status of an applicant’s enrollment)</p> <ul style="list-style-type: none"> — Pre-enrolled, Sponsored: Selectee must schedule and complete the enrollment appointment at a credentialing. — Completed: Enrollment process is completed 	<p>Adjudication Status (displays status of fingerprint and background investigation)</p> <ul style="list-style-type: none"> — Incomplete: Personnel Security has not initiated the adjudication process. — Provisional: Selectee has been favorably screened to begin EOD process, while the investigation continues. — Adjudicated: Final adjudication, after the closed case is received from OPM to be adjudicated by Personnel Security 	<p>Issuance Status (displays status of DOI Access card issuance and activation)</p> <ul style="list-style-type: none"> — Blank: If prior three sections are completed, contact HR Sponsor to investigate. — Issuance Request Pending: Card being printed — Batch submitted/completed: Card being shipped — Batch Delivered: Card ready for pick-up; contact applicant to collect/activate card — Activated: Card has been picked up and activated
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(Continued) Hiring Manager (Supervisor)

- Track Personnel Security progress in IIS at <https://eprofile.ia.doi.net/>
 - Got to: Reports/My Direct Reports - Individual Investigation Information

Requesting Office of Investigation	Investigation Status	Investigation Type	Person Name - Case Number	Pkg Received by Personnel Security	Submitted to OPM Date	Fingerprint Results Determination	Fingerprint Determination Date	Final Determination	Final Determination Date	Person's Primary Office	Security Specialist	Security Assistant	Hiring Official/ SPOC	Historical Record	Govt Approver/ Supervisor	COTR	Employment Type
K00480 - DIVISION OF NATURAL RESOURCES	PENDING	NACI - NATIONAL AGENCY CHECK WITH INQUIRES	Employee Name	06/12/2019	06/10/19	FAVORABLE	06/12/2019			K00480 - DIVISION OF NATURAL RESOURCES	VALENZUELA REBECCA R.	CREEK MARGARET WINE	ECKHWAUDAH, GERALYN JEWELL	NO	SCHOCK, GAILAL		FEDERAL EMPLOYEE

✘ Important Information for Supervisor!

When to Stop the BGI process. If a selectee withdraws acceptance of job offer or the offer is rescinded before the full BGI is completed, it's the supervisor's responsibility to IMMEDIATELY notify Personnel Security to cancel the BGI process to avoid being charged.

At this point in the process, and **Identity Information System (IIS) e-Profile** will have been created for the selectee from information received through the DOI sponsorship and updated by Personnel Security Module. The e-Profile application is what the BIA's IT uses to manage and track network and system accesses for employees.



Also at this time a **BIA User Account Request for AD and Email** will be system-generated in IIS for new employees who are sponsored as "Requires Network Access". Under the employee's eProfile, select System Requests. The requests will show as "Pending" Approval from the System Administrator (as shown below).

Request Code	System Name	Role Name	Bureau	Region	SU	BO	SA	View Status	View History	Add Comment to Request	Archived System
NEW	BIA - ACTIVE DIRECTORY	USER	BIA	BIA CENTRAL OFFICE	➡	➡	P	View Status	History	Add Comment	No
NEW	BIAEMAIL	USER	BIA	BIA CENTRAL OFFICE	➡	➡	P	View Status	History	Add Comment	No
NEW	IIS - EPROFILE	USER			➡	➡	P	View Status	History	Add Comment	No

Links and Help

Human Resources (HR)

Daniella "Bo" Thompson, Human Resources Assistant, 405-247-1641, daniella.thompson@bia.gov

Personnel Security

Lara Willie, Security Assistant, 505-563-5294, lara.willie@bia.gov

Janet Nash, Security Specialist, 505-563-5238, janet.cook@bia.gov

eQIP: 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: [Click here](#) or <https://doiaccess.doi.net/app/root/extra/signin>

Schedule appointment in (USAccess) to pick-up/update/activate: [Click here](#) or <https://portal.usaccess.gsa.gov/scheduler/select-activity>

DOI Wiki: http://wiki.doi.net/DOIWiki/index.php/Main_Page

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

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

IIS Identity Information System

Check employee's accesses and status at: <https://eprofile.ia.doi.net/>

After Favorable Screening and Before First Day of Work (Work-Ready)

Employee has received a Confirmation Letter from HR

Step 2.

Complete the Information Management and Technology (IMT) Awareness Training (aka Cyber-Awareness/FISSA+). This is required before the employee can get network access. This course has been tested for use in **Internet Explorer 9 and higher and in Google Chrome** and contains the following modules:

1. Federal Information Systems Security Awareness (FISSA)
 2. DOI Rules of Behavior
 3. Privacy Awareness
 4. Records Management
 5. Section 508 Compliance
1. Request a DOI Talent Account and complete FISSA+ Training:
- Go to the [DOI Talent](https://edoiu.doi.gov/login/index.php) webpage and select Request New Account at <https://edoiu.doi.gov/login/index.php>
 - Complete all fields, including non-mandatory fields.
 - Use employee’s Name: Legal First name and Last name
 - Role is: IN Employee
 - Domain ID is: IN_BIA
 - Sponsoring Bureau is: Bureau of Indian Affairs
 - Affiliation: A Pathways student is Youth/Student, all other employee’s are DOI – Fed
 - Affiliate Org/Sponsor is : Office of Trust Services
 - Comment: (Enter the course name you want to attend, Indicate if you have ever been a DOI contractor, volunteer, or employee, including the following information):
 - Affiliate Org/Sponsor (Organization Code): _____
 - Supervisor’s name: _____
 - Former affiliation (if former BIA or DOI employee): _____

NOTE: Do NOT submit if you have previously have had a DOI Talent account. Instead, call the DOI Talent Help Desk at 888-367-1622, option 3 then 6.

- The DOI Talent Administrator will email the User ID, Temporary Password, and instructions on how to Login.
- Return to DOI Talent, go to My Learning/Required Learning/By Plan to find and complete the training.



Employees can also search for the training using Find Learning/Courses/Course Name.

SEARCH: “Cybersecurity (FISSA), Privacy, Records Management, Section 508 Compliance, Controlled Unclassified Information Reference Guides and the DOI Rules of Behavior”

Required Learning

Your required learning is shown below.

Programs

Program Name	Due date	Progress
Cybersecurity (FISSA), Privacy, Records Management, Section 508 Compliance, Controlled Unclassified Information Reference Guides and the DOI Rules of Behavior <small>Target Audience: All DOI Users who require network access. Instructions for completing this course: • Download/read the PDF document IT Security, Records Management, Privacy, Section 508 and Controlled Unclassified Identification. You must download the document before you will be given access to the quiz.</small>	September 15 2019, 11:00 PM	0%

IMPORTANT: Be sure to download and save a copy of the Completion Certificate

- Email supervisor to let them know that this step has been completed.



Email

To: Supervisor or Designated Program Official
 Subject: Cyber-Awareness/FISSA+ Completed
 (optional) Attached is a copy of my Completion Certificate

- After the supervisor and employee receives confirmation the IIS eProfile has been updated (as shown below), IT will then review/approve the system generated request already pending for access to the Active Directory (AD) and an Bison Connect email account.



Training Taken: Add Training

Name	Date Completed	Mandatory
FEDERAL INFORMATION SYSTEMS SECURITY AWARENESS (FISSA)	07/25/2018	Y

Export to Excel



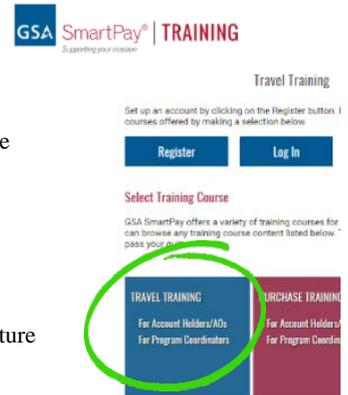
Links and Help

DOI Training Streaming/Download Page: <https://www.doi.gov/doitalent/training-download>
DOI Talent: <https://doitalent.ibc.doi.gov/>
DOI Talent Create New Account Link: <https://edoiu.doi.gov/login/index.php>.
Online Web Version of Office 365 (OWA) Bison Connect: <https://portal.office.com>
OWA Google Help Center: <https://support.google.com/docs/>
BIA Service Center (formlery Help Desk): servicecenter@bia.gov, (866) 703-7100

Step 3.

Complete the Cardholder Travel Training, CitiBank Travel Cardholder Application, and Online CitiManager Registration

- Register for a GSA SmartPay Travel Training account:
 - Go to the GSA SmartPay Training Page at: <https://training.smartpay.gsa.gov/>.
 - Register to Create New Account and Login.



Employee's can also search for the course in DOI Talent using Find Learning/Courses/Course Name They will be directed to the GSA SmartPay website.

“Travel Card Training For Cardholders”

- Complete the [Travel Training For Account Holders/AO](#) and save a PDF copy of the Completion Certificate.
 - Also save a copy of the Certificate [Travel Training for Account Holders/ AOs PDF](#) for future reference.
- IMPORTANT:** Email the Completion Certificate to the supervisor to let them know this has been completed.



Email

To: Supervisor and Designated Program Official
 Subject: Travel Cardholder Training Completed

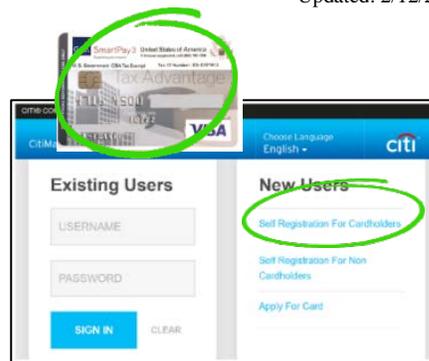
- Complete CitiBank Travel Card Application:
 - After supervisor receives an email the training has been completed, they will either send the employee a hard copy Citibank Application Form to complete or they will send a request to the A/OPC and they will send to the employee an email with instructions and an application initiation passcode to complete the application online.
 - IMPORTANT:** The employee will work with the supervisor and/or the A/OPC on **when** and **where** to have the Card shipped to.
 - ✓ Card should arrive within 10-14 calendar days.
 - ✓ There is a \$25 fee for requesting Rush Delivery (via FedEx). **The A/OPC will need a Physical Address for FedEx.**

✗ Before moving on to the next step, the employee will need to have their Citibank Travel Card in hand

4. CitiBank Account Creation: (MANDATORY)

Download copies of charge card statements, make profile changes, pay balances, etc.

- Activate Citibank Travel Card
- Register to Create New Account and Login at: <https://home.cards.citidirect.com/CommercialCard/ux/index.html#/login>
- Select Self Registration for Cardholders using employee’s BIA email account
 - Complete all fields, including non-mandatory fields (especially the Card’s Data section)
- Send an email the supervisor to notify them this was completed and request a **Concur System Access Request Form** (see the next Step 4).



Email

To: Supervisor and Designated Program Official
 Subject: Citibank Login Account Created – Request for Concur Access Application

Links and Help

GSA Charge Card Training: <https://training.smartpay.gsa.gov/>
Travel Support Helpdesk: TDYdesk@bia.gov
DOI E-Gov Travel Facts: <https://www.doi.gov/pfm/etravel>
Federal Travel Regulations (FTR): <http://www.gsa.gov/fttr>
Per Diem Rates: <http://www.gsa.gov/portal/category/21287>
DOI Integrated Charge Card Program Policy Handbook: <https://sites.google.com/a/ios.doi.gov/doi-integrated-charge-card-program-policy/home?pli=1>
CitiManager: <https://home.cards.citidirect.com/CommercialCard/Cards.html?classic=2>
BIA Central Office A/OPC: Cheryl Battle, cheryl.battle@bia.gov, (703)-390-6477

Step 4.

Complete the ConcurGov System Access Request Form, Request Access, Login and Update Profile in ConcurGov

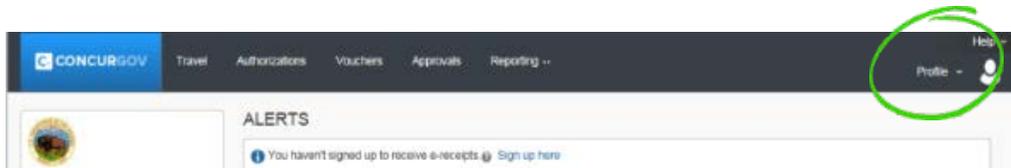
This is BIA’s online travel management system.



Before the employee can login to ConcurGov, BIA email must be activated.



1. Complete and email the **Concur System Access Request Form** to the supervisor.
 - ✓ Only the yellow highlighted sections.
2. The supervisor will review, sign and forward the Form to the IA Concur Team at IA_concur_team@bia.gov
3. The IA Concur Team will email the employee (“cc” the supervisor) a User ID, temporary password, and login instructions.
4. If the employee has access to a government computer, complete the first-time login at: <https://cge.concursolutions.com/>
 - Update profile in ConcurGov in the upper right hand corner under Profile/Profile Setting.
 - **IMPORTANT:** Before the employee can travel, they must add their Citibank Travel Card information in ConcurGov under the Profile Setting/Credit Card Information.



For employees who will need to travel immediately.

Because the FBMS vendor account code will likely not be available immediately, the supervisor will need to submit a request through the IA Concur Team to create a temporary “dummy vendor code” in the employee’s ConcurGov profile.

IMPORTANT: If this is done, it will be **critical** to follow-up with the IA Concur Team to update the employee’s vendor code using the vendor code generated in FBMS, **BEFORE** the employee attempts to sign the Voucher, the Voucher will reject.



Email

To: IA_Concur_Team@bia.gov
 CC: Supervisor and Designated Program Official
 Subject: Request to Update Concur FBMS Vendor Code

Traveler name: _____
 Travel Authorization #: _____
 Travel Voucher #: _____

**Now that the account is activated,
 the employee can access Concur
 using a smart phone!**



Employees can also access ConcurGov with a smart phone at <https://cge.concursolutions.com/>

- Book airfare, rental cars, and hotels;
- View travel itineraries and flight status updates;
- Take photos of receipts and save them to the associated expenses in the travel voucher;
- Create and submit travel authorizations (orders) and vouchers

Links and Help

Concur: <https://cge.concursolutions.com/>
IA Concur Team: ia_concur_team@bia.gov
BIA Concur SharePoint site: <https://sp.ia.doi.net/sites/ASIA/ocfo/IAConcur/default.aspx>
ConcurGov Questions/Assistance/Issues/Login & Password Resets:
DOI Travel Help Desk: travel_helpdesk@ios.doi.gov
Concur Helpdesk: (855)-847-6398
 Select from the following options:
 1. DOI helpdesk assistance (navigation support, password resets) – Hours of Operation 6:00AM-5:30PM MT Monday-Friday (excluding Federal Holidays)
 2. **Duluth:** Travelers stationed in the lower 48 (CONUS)
 3. **El Sol:** Travelers stationed in Alaska
 4. **El Sol:** Travelers station in Hawaii and Pacific Islands
 5. Emergency Response Travelers related to Fire, Law Enforcement and Natural Disaster Emergencies

Contacting TMCs outside of normal hours will result in an After Hours Fee of **\$26.62:**
 DTI Hours: 7:00AM-10:00PM ET (excluding Federal Holidays)
 El Sol Hours: 8:00AM-6:00PM Alaska Time (excluding Federal Holidays)

**Step 5.
 Complete QuickTime (QT) Training, Request Access and Login**

This training IS NOT in DOI Talent.

1. Register to Create New Account and Login on the HR Academy Page at: <https://hracademy.ibr.doi.gov/login/index.php#Quicktime>
 - The employee must use their BIA email account
2. Complete the QuickTime eLearning Training and save a PDF copy of the Completion Certificate.
3. **IMPORTANT:** Email the Completion Certificate to the supervisor. The supervisor will send a request to the QuickTime Administrator to create and account.
 - The QT Administrator will need the employee’s Social Security Number to manually create an account. .



Email

To: raymond.addison@bia.gov
 CC: Supervisor and Designated Program Official
 Subject: New Employee - BIA QuickTime Access
 Attached is my QT Employee Training Completion Certificate. I am requesting a User ID and Password.
 Following is my information:

Office Name: Office of Trust Services
 Division or Branch: _____
 Organization Code: _____
 Supervisor’s Name: _____
 QT Certifier: _____
 Timekeeper: _____
 Employee Phone Number: _____

4. The QT Administrator will email the employee an User ID, Temporary Password, and instructions on how to Login.

<p><i>Links and Help</i></p> <p>DOI Wiki: http://wiki.doi.net/DOIWiki/index.php/Main_Page Pathways QuickTime Program Administrator: georgia.murrow@bia.gov BIA QuickTime Program Administrator: raymond.addision@bia.gov QuickTime Training: https://hrdtrainingportal.ibt.doi.gov/DMARTPORTAL/?LOAD=1&PGID=117 QuickTime Help: https://www3.ibt.doi.gov/services/hr/Quicktime/SSA_nonewd/WebHelp/qtime.htm Leave and Attendance IBC QuickTime Site DOI Leave Handbook & IA Leave Handbook (PDF) Time and Attendance Guide [QuickTime Pay codes, etc.] (PDF) & Timekeepers Handbook (PDF)</p>
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Step 6.

Complete Employee Performance Appraisal Plan (EPAP) in DOI Talent

Whenever a supervisor has a new hire, they will complete these steps as a part of employee’s onboarding process.

1. The supervisor (rating official) Claims the employee in DOI Talent
2. Go to the [DOI Talent](#) Page and access the menu (daisy wheel)/users
 - Browse/search for employee
 - Open employee profile
 - Open user details/open job assignment
 - Choose manager/Update job assignment
 - Update temporary manager for your team members
3. Start performance plan process
 Job aids for each step in the Paperless Performance Plan appraisal workflow are located in DOI Talent at <https://doitalent.ibt.doi.gov/course/view.php?id=13269>



4. Employee confirms their supervisor in [DOI Talent](#)
 Since learners/employees are no longer able to update their own supervisors in DOI Talent, they still need a way to confirm/check their assigned supervisor. It’s an easy thing to do.



Figure 1: Showing DOI Talent menu with down arrow highlighted

1. In the upper right portion of the menu in DOI Talent, click the down arrow.
2. Choose the Profile option. This will open your user profile.
3. Scroll down to find the Job assignments block.
4. Click into your Job Assignment to view your manager and temporary manager.

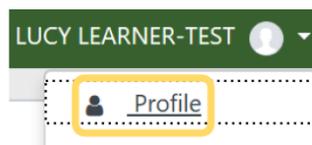


Figure 2: Showing DOI Talent menu after clicking down arrow, highlighting Profile link

Job assignments

Test User Organization

Figure 3: Job Assignments block with clickable organization shown

<p><i>Links and Help</i></p> <p>DOI Talent Customer Support Center: HRMS_Helpdesk@ios.doi.gov, (888) 367-1622, option 3 or 6 DOI mandatory training list: https://www.doi.gov/doitalent/mandatory_training DOI talent sharepoint site: https://doimsp.sharepoint.com/sites/doitalent DOI talent training/streaming download page: https://www.doi.gov/doitalent/trainingdownload Paperless performance plan job aids: https://doitalent.ibt.doi.gov/course/view.php?id=13269 Webinar registration: https://doilearn2.webex.com/doilearn2/onstage/g.php?prid=aa65b3aa9beccf794e36a14aa69d6a67</p>

Acronyms and Commonly Used Terms

A/OPC.....	Agency/Organization Program Coordinator - for travel card questions
AD.....	Active Directory (DOI Network)
BGI.....	Back Ground Investigation
BIA.....	Bureau of Indian Affairs
Bison Connect.....	BIA Email System (Google)
Citibank Travel Card.....	Charge Card (not a credit card)
Concur.....	Concur or ConcurGov (previously known as Concur Government Edition or CGE). Online travel system, for travel reservations, authorizations, and vouchers system
DOI	Department of the Interior
EOD	Entrance on Duty (Your official appointment date with the Federal Government)
e-QIP	Electronic Questionnaires for Investigations
FISSA+	Federal Information Systems Security Awareness. (Done annually)
FPPS.....	Federal Personnel and Payroll System
FTR	Federal Travel Regulations
FY	Fiscal Year (Oct 1 to Sept 30) as compare to CY
HO.....	Host Office
HRO	Human Resources Office
HSPD-12.....	Homeland Security Presidential Directive 12
IA	Indian Affairs (AS-IA, BIA, BIE)
ID	Identification
IIS.....	Identity Information System (e-Profile)
IMT	Information Management and Technology
IT.....	Information Technology (OCIO)
LWOP.....	Leave Without Pay
OCIO	Office of the Chief Information Officer
OPM.....	Office of Personnel Management
OTS.....	Office of Trust Services
PIV	Personal Identity Verification
PP.....	Pay Period
QT	QuickTime
RTD	Return to Duty
SmartCard	Government ID, aka HSPD-12 card and DOI Access card
T&A.....	Time and Attendance
TA	Travel Authorization
TDE	Temporary Duty Extended (Long Term Travel TDY)
TDY	Temporary Duty (Travel)
TMC	Travel Management Center
TOD.....	Tour of Duty