

Request Workflow

Does the user have a NOAA email address?

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Yes

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Does the user know their password?

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Yes

Request:

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Did the PI approve the request?

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Yes

Type of User:

Current user:

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Automatically approve. Current ITSAC and Current Suitability Check

New user:

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Did the user complete their ITSAC training?

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Yes

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Does the user have a valid CAC?

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Yes - verify CAC and user approved.

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Is the user a US citizen or permanent resident?

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SC-1 (process)

○

Yes - complete Security Paperwork Package

○

User completes the following paperwork:

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Security Coversheet

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FD-258 Fingerprint (quantity 2)

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OF-306 Declaration of Federal Employment

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Is the user a Foreign National?

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SC-2 (process)

○

From: Yes - complete Security Paperwork Package
<https://rdhpcs-common-docs.rdhpcs.noaa.gov/wikis/rdhpcs-common-docs/> - RDHPCS-Common-Docs

Permanent link: User completes the following paperwork:
https://rdhpcs-common-docs.rdhpcs.noaa.gov/wikis/rdhpcs-common-docs/doku.php?id=aim_request_workflow&rev=1435801884

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Security Coversheet

- FD-258 Fingerprint (quantity 2)

- OF-306 Declaration of Federal Employment

- Federal Sponsor completes/reviews the following paperwork:

- * Foreign National Visitor/Guest Security Coversheet

- ESF - Endorsement Supplement Form
- Appendix C
- Appendix A - Espionage Indicators Certification
- Appendix B

- Security Paperwork Package is complete?

- * Yes

- Paperwork is submitted to the appropriate sponsoring organization's Administrative Official or Trusted Agent AO/TA person (GFDL, ESRL, NCEP, NSSL, AOML, etc.)

- * SP-1 (process depends on where/who is submitting the package)

- AO/TA person submits paperwork to OSY

- * SP-2 (process)

- OSY reviews paperwork and generates e-QIP email to user

- User received OSY email - Invitation for e-QIP

- User completes e-QIP - submits the form, prints, signs, and sends OSY signature pages

- OSY reviews the material submitted and submits to OPM

- OSY sends email to AO/TA office that the user is clear for their position at NOAA, FBI fingerprint results were favorable, and NACI submitted to OPM. - user approved.

The problem is identifying who the appropriate AO/TA is for each user.