



U.S. Department of Agriculture
PERSONNEL & DOCUMENT SECURITY DIVISION
WEBSETS USER REQUEST & ACKNOWLEDGEMENT

____ (DB01-Production) ____ (DB60-QA) ____ (DB61-UAT)

User Information

Employee Name & Position Title:

Existing SETS User ID (if applicable)

Employee SSN:
Dept/Agency/POI & Work Telephone Number

SELECT ONE: Type of Role Requested (see page 2 for definitions)

- Input boxes for PDS Admin, PDS User, Agency Security POC, HR User, Auditor (Read Only)

Reason for Access:

Job Location (City, State) Email Address:

webSETS ACCESS TO THE FOLLOWING AGENCY CODES ARE REQUIRED:

PRIVACY ACT: Requesting this information is authorized by Section 301 of Title 5, U.S. Code, which permits an agency head to issue regulations on employee conduct and for the protection of agency records and property.

Computer Use / Password Disclosure Statement: I understand my USERID and password are for my exclusive use only. I agree to protect my password from disclosure by all reasonable means, and not to divulge it willingly or permit its use knowingly by another person.

I have read the above and understand the responsibilities inherent with being issued a webSETS USERID. Upon request, I may receive a copy of this signed statement.

Employee Signature:

Date:

Mission Area Personnel Officer/HR Action Officer: Supervisory Approval

- Input boxes for Approve, Upgrade, Terminate

Agency Official Requesting Access (Signature certifies the user requires this access to perform assigned duties):

Official Signature:

Date:

Printed Name & Title:

Telephone Number:

PDS Security Officer Approval (PDS USE ONLY)

- Input boxes for Approved, Rejected - Reason:

SO Printed Name:

Signature:

LEVEL OF INVESTIGATION: DATE CLOSED: CLR/SUIT LEVEL:
SEND COMPLETED FORM TO: PERSONNEL & DOCUMENT SECURITY DIVISION - BY FAX 1-855-619-4775
OR BY MAIL: 1400 INDEPENDENCE AVE, SW, RM S-310, WASHINGTON, DC 20250; CONTACT: 202/720-7373 or pdsd@usda.gov.

SENSITIVE SECURITY INFORMATION(SSI)//SP-PRVCY

webSETS USER REQUEST & ACKNOWLEDGEMENT ROLE DEFINITIONS

PDSD Administrator (PDSD Staff Only)

The PDSD Administrator role allows for full editing access to the system, to include all screens and reports, except those generated automatically by the Personnel/Payroll System. The PDSD Administrator will also have access to the Maintenance screen to make design modifications.

PDSD User (PDSD Staff Only)

The PDSD User role allows for full editing access to all fields, except those generated automatically by the Personnel/Payroll system, on all screens. This role does have permission to use the "Certify a Clearance" tool. The following reports may be accessed under this role (may expand):

- Staff Stats
- Overdue Staff Actions
- Forms on Hand chart
- Closed Cases on Hand chart

Agency Security POC

The Agency Security POC role allows for read-only access on all screens except Adjudication Management and Special Access. Under the Employee Details screen, ability to ADD, SAVE, DELETE non-Fed records. Under the Entry on Duty screen, ability to ADD and SAVE. Under the Security Package screen, ability to ADD and SAVE in the following fields: Form Type, Employee Initiated, Received by POC, and Email Address. They will also have the ability to use the OPM e-QIP website link on this screen, as well as the Employee Email Notification tool. This role does not have permission to use the "Certify a Clearance" tool. They will have access to the following reports (may expand):

- Periodic Reinvestigation
- Clearances by Agency
- Accessions, Separations, and Changes
- Overdue Appt Security/Suitability Taskings
- Contractor Employees
- Suitability/No Access Determinations

HR User

HR offices will be required to update SETS on all background investigations conducted at the time of hiring, such as NAC and NACI's. The HR User role allows for read-only access on all screens except the Adjudication Management and the Special Access. This role has the ability to ADD, SAVE, and DELETE non-Fed records under the Employee Details screen and on all fields on the Entry on Duty screen and the Reciprocity screen. This role can update the non-automated fields from the Personnel/Payroll system on the Employee Details screen. This role does not have permission to use the "Certify a Clearance" tool. They will have access to the following reports (may expand):

- Accessions, Separations, and Changes
- Overdue Appt NAC/NACI's
- Overdue Appt Security/Suitability Taskings
- Contractor Employees
- Suitability/No Access Determinations

Auditor :

Read-only access to all screens except Adjudication Management and Special Access.
No access to any reports.