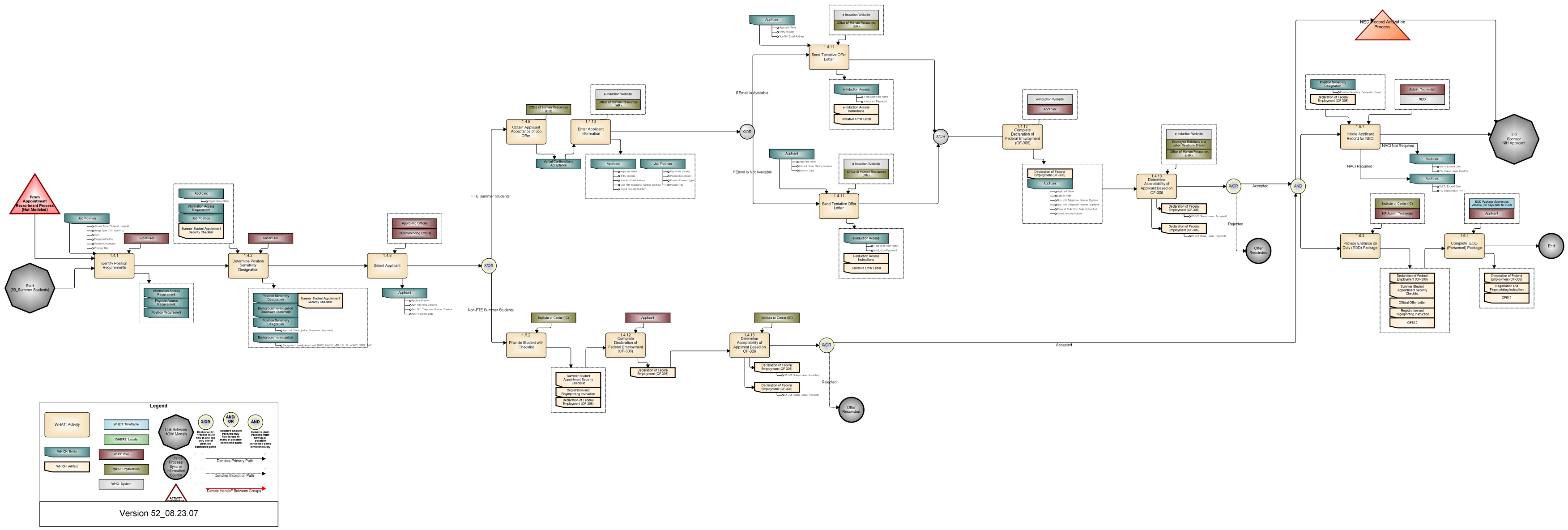
From Appointment Recruitment Process (Not Modeled)
Start (99_Summer Students)
Job Position
Access Type (Physical , Logical)
Badge Type (PIV, Non PIV)
CAN
Exception Factors
Position Description
Position Title
Supervisor
1.4.1
Identify Position Requirements
Information Access Requirement
Physical Access Requirement
Position Requirement
Applicant
Organization Status
Information Access Requirement
Job Position
Summer Student Appointment Security Checklist
Supervisor
1.4.2
Determine Position Sensitivity Designation
Position Sensitivity Designation
Summer Student Appointment Security Checklist
Background Investigation Disclosure Statement
Position Sensitivity Designation
Approval Status (value: Supervisor Approved)
Background Investigation
Background Investigation Level (NACI, NACIC, MBI, LBI, BI, ANACI, SSBI, SAC)
Approving Official
Recommending Official
1.4.8
Select Applicant
Applicant
Applicant Name
Non NIH Email Address
Non NIH Telephone Number Daytime
Not To Exceed Date
X/OR
FTE Summer Students
Non-FTE Summer Students
Office of Human Resources (HR)
1.4.9
Obtain Applicant Acceptance of Job Offer
Verbal Confirmation / Acceptance
e-Induction Website
Office of Human Resources (HR)
1.4.10
Enter Applicant Information
Applicant
Applicant Name
Entry on Date
Non NIH Email Address
Non NIH Telephone Number Daytime
Social Security Number
Job Position
Pay Scale (Grade)
Position Description
Position Duration Type
Position Title
X/OR
If Email is Available
If Email is Not Available
Applicant
Applicant Name
Entry on Date
Non NIH Email Address
e-Induction Website
Office of Human Resources (HR)
1.4.11
Send Tentative Offer Letter
e-Induction Access
e-Induction User Name
e-Induction Password
e-Induction Access Instructions
Tentative Offer Letter
Applicant
Applicant Name
Current Home Mailing Address
Entry on Date
e-Induction Website
Office of Human Resources (HR)
1.4.11
Send Tentative Offer Letter
e-Induction Access
e-Induction User Name
e-Induction Password
e-Induction Access Instructions
Tentative Offer Letter
X/OR
e-Induction Website
Applicant
1.4.12
Complete Declaration of Federal Employment (OF-306)
Declaration of Federal Employment (OF-306)
Applicant
Applicant Name
Date of Birth
Non NIH Telephone Number Daytime
Non NIH Telephone Number Nighttime
Place of Birth (City, State & Country)
Social Security Number
e-Induction Website
Employee Relations and Labor Relations Branch
Office of Human Resources (HR)
1.4.13
Determine Acceptability of Applicant Based on OF-306
Declaration of Federal Employment (OF-306)
OF-306 Status (value: Accepted)
Declaration of Federal Employment (OF-306)
OF-306 Status (value: Rejected)
X/OR
Accepted
Rejected
Offer Rescinded
Institute or Center (IC)
1.6.2
Provide Student with Checklist
Summer Student Appointment Security Checklist
Registration and Fingerprinting Instruction
Declaration of Federal Employment (OF-306)
Applicant
1.4.12
Complete Declaration of Federal Employment (OF-306)
Declaration of Federal Employment (OF-306)
Institute or Center (IC)
1.4.13
Determine Acceptability of Applicant Based on OF-306
Declaration of Federal Employment (OF-306)
OF-306 Status (value: Accepted)
Declaration of Federal Employment (OF-306)
OF-306 Status (value: Rejected)
X/OR
Rejected
Offer Rescinded
Accepted
AND
NED Record Activation Process
Position Sensitivity Designation
Position Sensitivity Designation Level
Declaration of Federal Employment (OF-306)
Admin. Technician
NED
1.6.1
Initiate Applicant Record for NED
NACI Not Required
NACI Required
Applicant
Not To Exceed Date
PIV Status (value: Non PIV)
Applicant
Not To Exceed Date
PIV Status (value: PIV I)
2.0
Sponsor NIH Applicant
Institute or Center (IC)
HR Admin. Technician
1.6.3
Provide Entrance on Duty (EOD) Package
Declaration of Federal Employment (OF-306)
Summer Student Appointment Security Checklist
Official Offer Letter
Registration and Fingerprinting Instruction
OF612
EOD Package Submission Window (30 days prior to EOD)
Applicant
1.6.4
Complete EOD (Personnel) Package
Declaration of Federal Employment (OF-306)
Registration and Fingerprinting Instruction
OF612
End
Legend
WHAT: Activity
WHEN: Timeframe
WHERE: Locale
WHICH: Entity
WHO: Role
WHICH: Artifact
WHO: Organization
WHO: System
Link Between HOW Models
Outside Process Sync or Information Source
ACTIVITY CONNECTOR
X/OR
Exclusive Or: Process must flow in one and only one of possible connected paths
AND/OR
Inclusive And/Or: Process may flow in one or many of possible connected paths
AND
Inclusive And: Process must flow in all possible connected paths simultaneously
Denotes Primary Path
Denotes Exception Path
Denote Handoff Between Groups
Version 52_08.23.07