



**DEPARTMENT OF THE ARMY**  
**ASSISTANT SECRETARY OF THE ARMY**  
**MANPOWER AND RESERVE AFFAIRS**  
111 ARMY PENTAGON  
WASHINGTON DC 20310-0111

S: 15 September 2023  
S: 29 September 2023

SAMR (690-12a)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Equal Employment Opportunity Employee Access to Data Systems Administered by Civilian Human Resources Agency

References: See Enclosure 1

1. Pursuant to references (a) through (k), Equal Employment Opportunity (EEO) officials require access to Civilian Personnel Human Resources (HR) data systems for their serviced population to carry out official EEO duties and responsibilities. This policy establishes procedures and standards for obtaining approved access for this purpose.
2. Army Commands (ACOM), Army Service Component Commands (ASCC), Direct Reporting Units (DRU), and the Office of the Administrative Assistant to the Secretary of the Army (AASA) are responsible for obtaining and reporting data based on Equal Employment Opportunity Commission (EEOC) reporting requirements. Under this policy, only EEO personnel employed in the 0260 occupational series who provide EEO information to Department of the Army Officials to formulate the EEOC Form 462 Report and Management Directive 715 Report, process EEO complaints, and manage Special Emphasis and Disability Programs will be granted access. The collection, preparation, maintenance, storage, and safeguarding of EEO data will be accomplished in accordance with Federal guidelines, Army Regulations, and other Federal information security regulations. (See references (a) through (d) and (h).) Additionally, this policy ensures access and privileges are in accordance with management's approval and users' assigned roles and responsibilities.
3. No later than 15 September 2023 for currently serving EEO Specialists or no later than 30 days after assumption of duty for new EEO Specialists, requesting EEO Officials will:
  - a. Ensure each requested user requires EEO access to the system to perform organizational functions.
  - b. Initiate requests following the procedures established below for their serviced population.

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c. Complete DD Form 2875 System Authorization Access Request form and a user request form for their serviced population for access to the HR data systems listed in paragraph 4.a of this policy to the Office of the Deputy Assistant Secretary of the Army - Equity and Inclusion, EEO Policy and Programs (DASA-EI, EEOPP).

d. Include the serviced population codes on the user request form for designated systems to ensure access accuracy. Examples below:

- (1) Agency Description and Sub-Element Flag,
- (2) Central Civilian Personnel Office (CCPO) ID,
- (3) Unit ID Codes.

e. Ensure each requested user has completed Information Assurance training, understands the accountability associated with personally identifiable information (PII), and ensure requestor has updated Common Access Card information in Identity, Credential, and Access Management (ICAM) at: <https://idco.dmdc.osd.mil/idco/>.

f. The requesting EEO Official will submit requests for account termination via the Civilian Human Resources Agency (CHRA) Service Now Portal when the account is no longer required.

g. If organizations require access to HR system data for personnel outside their serviced population, organizations must include supporting documentation on a memorandum signed by the agency commander or designee and submitted with the DD Form 2875, System Authorization Access Request (DD 2875) and the user request form to DASA-EI, EEOPP.

h. The CHRA Service Now Portal is located at: <https://service.chra.army.mil/chra>.

i. Note: EEO Officials who have Hiring Manager access to USA Staffing® (USAS) are ineligible to gain access as an Applicant Flow Data report user.

4. No later than 29 September 2023 for currently serving EEO employees or no later than 30 days after assumption of duty for new EEO employees, CHRA G6 or G3 will:

a. Provide EEO employees authority to access HR data systems for their serviced populations to include Defense Civilian Personnel Data System; CHRA Access Control Lists, Business Objects Business Intelligence, and USAS.

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b. Provide Global Army Civilian HR Data Permissions to 11 DASA - EI series 0260 employees: Senior EEO Advisor; Director, EEOPP; Director, EEO Compliance and Complaints Review/Adjudication; Team Chief, Compliance and Complaints; three EEO Compliance Specialists; MD 715 Primary, and three Alternate MD 715 Program Managers.

c. Provide access to Army Civilian HR data for the requesting organization's serviced population for ACOMs, ASCCs, DRUs, and AASA EEO Employees.

d. CHRA forms and pertinent information to gain access to Army Civilian HR data are available at: <https://service.chra.army.mil/>.

5. Any unauthorized activity, such as accessing records of personnel outside of assigned organizational purview, for any reason, and any misuse of HR data, such as disclosure of personal information, will result in immediate suspension of access privileges. Commanders/directors must act swiftly to determine if the violation requires an informal or formal investigation. Access will be suspended during an investigation and may be revoked based on the findings. Misuse may be punishable under references (j) and (k), and/or may result in disciplinary action up to and including removal from Federal employment in accordance with reference (i).

6. If a user's access is revoked, the following must occur before reapplying for access:

a. Written counseling by the user's immediate supervisor on the misuse of PII which must accompany the new access documentation.

b. User must complete and submit a certificate for "Identifying and Safeguarding PII" training located at <https://iatraining.us.army.mil>.

c. Complete and submit a newly signed Acceptable Use Policy dated after the violation occurred.

d. Complete and submit a new DD 2875 with required signatures.

e. Complete and submit a new User Request Form.

7. The DASA-EI will appoint in writing and provide to CHRA G6 and G3 the names of the MD 715 Program Manager and Alternate Program Managers who are authorized to recommend approval for ACOM, ASCC, DRU, and ASAA EEO employees' access to HR systems.

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8. The provisions of this policy are effective immediately and apply to CHRA G3 and G6 personnel, Army Civilian Senior Leader Management Office (CLSMO), and EEO employees in the DASA-EI, ACOMs, ASCCs, DRUs, and AASA. This policy shall be rescinded upon publication of revised and/or updated issuances.

AGNES GEREKEN SCHAEFER

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Enclosure 1

References

- a. Executive Order 10450, "Security Requirements for Government Employment," January 1, 2018.
- b. Executive Order 13478, "Amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Numbers," November 18, 2008.
- c. Computer Fraud and Abuse Act, Public Law No. 99-474, 18 United States Code, Section 1030, as amended 16 October 1986.
- d. AR 25-2 (Army Cybersecurity), 4 April 2019.
- e. 29 CFR Part 1614, §§ 108(c)(3), 203(d)(1)(i)(A), and § 601, 3 January 2017.
- f. AR 690-12 (Equal Employment Opportunity and Diversity), 12 December 2019.
- g. AR 690-600 (Equal Employment Opportunity Discrimination Complaints), 4 February 2004.
- h. AR 690-752 (Disciplinary and Adverse Actions), 10 February 2022.
- i. Computer Fraud and Abuse Act of 1986.
- j. Identity Theft Enforcement and Restitution Act of 2008.
- k. National Information Infrastructure Protection Act.