

Reasonable Accommodation - Requesting Account access



Headquarters Air Force
Personnel Center/DP3DA

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1. Purpose and Overview. The purpose of this guide is to outline Disability Program Managers (DPM) instructions to register in the Reasonable Accommodation Request and DPM/AEPM Sharepoint site and request an Envision account to work Reasonable Accommodation Requests (RAR).

2. Before you start this process.

Prior to initiating this process, DPMs will need to gather the following:

- Google Chrome Browser
- CAC card
- Finance POC (email)
- Servicing PAS Codes
- DD2875
- Appointment letter assigning you to a DPM role
- Completion date of the Cyber Awareness Challenge Training
- The name, email, and phone number for the account being requested
- Completion date of the Safeguarding Personally Identifiable Information (PII) Training

Note: You will not be able to complete the registration process if you use Internet Explorer. If the page does not load, please check to see that you are VPN'd into the government network and that your browser is CAC-enabled.

3. DPM Registration: Register as a DPM (Sharepoint Database). Submit this form to register as an Affirmative Employment Program Manager (AEPM), Disability Program Manager (DPM), and/or Special Emphasis Program Manager (SEPM), please select as many roles as you are currently appointed.

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Before submitting this form, you will need to identify the appropriate finance POC who is responsible for assisting with purchases related to Reasonable Accommodation Requests.

Proceed to check if you have already registered and avoid duplicate records:

<https://usaf.dps.mil/:1:/t/ReasonableAccommodationRequestWorkflowOwners/FKnyBxwrqtBDlzd-eTDXQb8BHCDYe5JzgHYP7jOrGyxcRw?e=LX4aQc>

If you are not listed in the database proceed to register using below link:

<https://forms.osi.apps.mil/pages/responsepage.aspx?id=jbExg4ct70ijX6yIGOv5tD5WkmzuZEBIh0-bxJ1Ow1xUQjRYWIFYNE05M0Y2VDVaWlpGRjNFRFILWiQIQCN0PWcu>

Submit this form to register as a Affirmative Employment Program Manager (AEPM), Disability Program Manager (DPM), and/or Special Emphasis Program Manager (SEPM), select your role and click on the submission button.

1. Role *

Special Emphasis Program Manager (SEPM)

Affirmative Employment Program Manager (AEPM)

Disability Program Manager (DPM)

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Note: You may be assigned several roles, you must add a request for each role.

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Proceed to answer the following questions:

DPM Information

DPMs can serve at the installation OR at the MAJCOM/FIELDCOM/FOA/DRU level.

2. Envision Account

Do you have an account on Envision (envision.af.mil)?

Yes

No

3. Finance POC Email

Email for finance POC who is responsible for assisting with purchases related to Reasonable Accommodation Requests.

Enter your answer

4. At what organizational level do you serve as a DPM? *

Installation

MAJCOM/FIELDCOM/FOA/DRU

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Next

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Proceed to select an answer, employees must know the location you service, select the location tab and proceed to find your servicing Unit or MAJCOM geographic location.

5. At what installation are you the DPM?

Select your answer

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4. AVIANO DPM? *

BARKSDALE

BEALE

BOLLING

BROOKS

BUCKLEY

5. CANNON

CHARLESTON

Select your answer

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Note: This field will allow employees to find you using the following link:

<https://www.my.af.mil/gcss-af/USAF/AFP40/d/Files/editorial/DPM%20and%20AEPM%20Listing.pdf>

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Proceed to upload your DPM appointment letter, complete below questions and submit.

Additional Items

6. Documents (Non-anonymous question ⓘ)

Please upload an appointment letter if you have one indicating your assignment to this role.

↑ Upload file

File number limit: 5 Single file size limit: 10MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

7. Have you completed Defense Equal Opportunity Management Institute (DEOMI) training? *

Yes

No

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Feedback

8. Notes and feedback: Use this space to include any notes you would like to share with the SEPM/DPM/AEPM Management Team or general feedback on this form.

Enter your answer

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Submit

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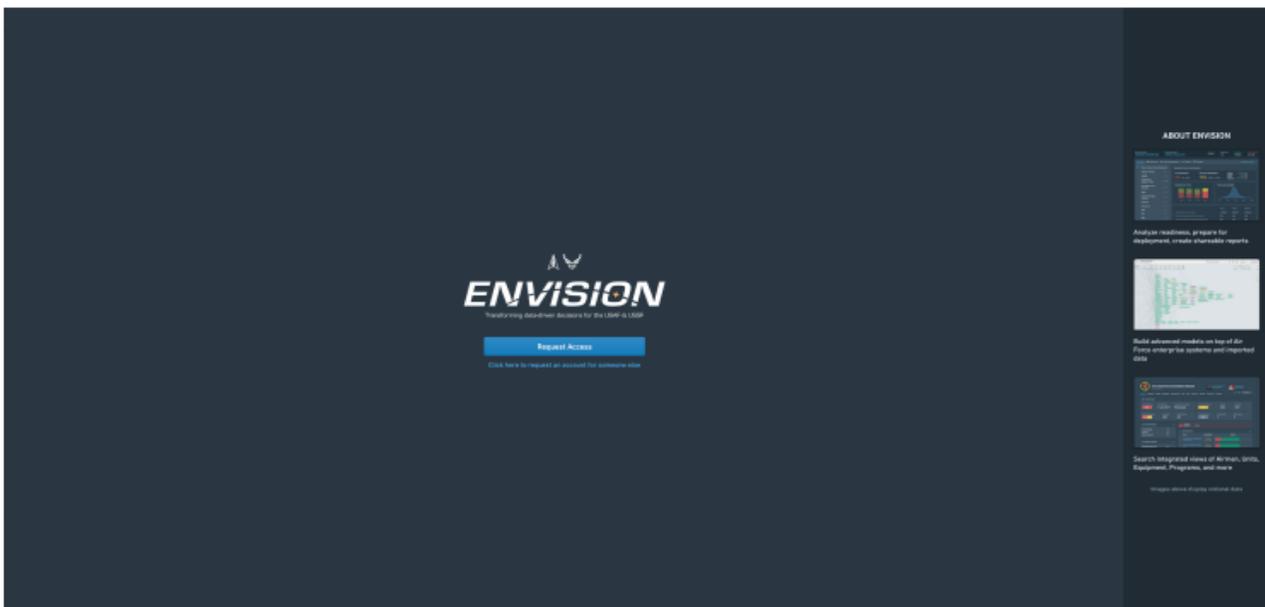
4. Envision Account Access: Request a new or reactivate an existing account. Envision will allow visualization and processing of all assigned MAJCOM & Installation RA Requests. A Disability Program Manager must first request an Envision account. Once the Envision account is created a System Access Request Form DD2875 will need to be completed and signed off by the security manager.

4.1 Envision access to request a new or reactivate an account. DPMs may utilize the following link to request a new or reactivate an account in Envision, complete and submit:

<https://envision.af.mil/workspace/slate/app/ri.slate.main.document.e0bb3822-7149-4dcb-913c-e4a28498d81f>

4.2 Cyber Awareness Training completion. Prior to initiating access request, proceed to complete training: <https://public.cyber.mil/training/cyber-awareness-challenge/>

1. Step-by-step Envision - New Account Access Request: With your CAC inserted, navigate to the Envision site on NIPR: <https://envision.af.mil>. Click on the button to Request Access.



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You will be prompted to below registration page, which includes a series of steps, ensure your account has the correct information. Fill out the personal information section and verify all information is correct before proceeding. In the Unit Identification Code (UIC) field, please input the PAS code for your Unit or of the Unit you support. **This is the last 4 digits of your PAS. If you require access to PII beyond your unit (but not for the entire Air Force), please enter ALL PAS code for the highest-level echelon for which you require access to PII.**

2. On the Access Information page select “**General AF User**” under Affiliation

Request Access to Envision

Progress

- Overview ✓
- Personal Information ✓
- Access Information**
- Training Certificates
- Acceptable Use Policy
- Review and Submit

Enter Access Information

Assignment
Select the DOD organization to which you are currently assigned.

Envision

Program Affiliations
Select the current Envision program you are using in your role. Please note that Envision access is currently limited to several programs. If you do not see your program on this list or are unsure which program affiliation to select, please check with your commander or team lead.

Filter...

- ACE Accountability**
Users for the ACE Accountability LOE
- Air Force Audit Agency User**
Air Force Audit Agency users
- AMC Health of Fleet**
Users affiliated with Maintenance Groups
- cafforgen**
Access to CAFFORGEN resources
- COVID Case Data Entry**

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3. Select "PII Airman Data for the Air Force" (screenshot below)

Request Access to Envision

Progress

- Overview ✓
- Personal Information ✓
- Access Information**
- Training Certificates
- Acceptable Use Policy
- Review and Submit

Installation
Select the installation to which you are assigned.
JOINT BASE LANGLEY-EUSTIS

Your designation is Civilian

What level of access to Airman data do you require?

Please note: requesting access more sensitive than necessary will result in a rejected access request.

No PII Data
No access to PII data.

Airman PII for Readiness Workflows
(Recommended for Command Teams, Staff, Unit Leaders, etc. If you request PII data access, you must provide your reason for need to know at the level requested in the role description below.)
Basic Airman data along with training and personal data.

What level of PII data do you require?

PII Airman Data for my Unit PAS: ###

PII Airman Data for the Air Force ⚠ Restricted Access

Role Description (Required: explain need to know for PII access) [Help?](#)

Installation: Joint Base Langley-Eustis
End date: N/A
Requesting Installation Level PII to support my role as a Disability Program Manager (DPM) and/or Affirmative Employment Program Manager (AEPM). This duty requires me to review Reasonable

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4. Include the following justification:

I require access to Unit Level PII data within Air Force Envision as part of my role as a Disability Program Manager working on Reasonable Accommodation Requests (**include your location**).

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5. Upload your Cyber Awareness Training and completion date

Request Access to Envision

Progress

- Overview ✓
- Personal Information ✓
- Access Information ✓
- Training Certificates**
- Acceptable Use Policy
- Review and Submit

Verify Training Completion

Cyber Awareness Training [Estimate 1 hour]

All new accounts are required to have completed the **DoD Cyber Awareness Challenge** within the last year. Uploading a certificate of completion is now optional, but providing the date of completion is still required.

[If you need to complete this training, click here](#)

I attest that I have completed this training on the following date:

MM/DD/YYYY

PII Training [Estimate 1 hour]

All new accounts are required to have completed the **Safeguarding Personally Identifiable Information (PII) training** within the last year. Uploading a certificate of completion is now optional, but providing the date of completion is still required.

[If you need to complete this training, click here](#)

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Your request will be reviewed by the Project Management Team who will approve all requests. Once approved, you will have access to *non-PII data in Envision*.

Use the following information in the request:

Supervisor Name: Alicia Lundy

Supervisor Email: alicia.lundy@us.af.mil

6. Read and acknowledge the Envision Acceptable User Policy
7. Once your Envision account is created (**may take 24 hrs**), proceed to request PII access.

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- 5 **PII Training.** Complete training (see below link) and save the certificate

<https://cyber.mil/training/identifying-and-safeguarding-personally-identifiable-information-pii/>

- 6 **Requesting PII Access on Envision.** Proceed to submit a request for PII access using below link:

<https://envision.af.mil/workspace/module/view/latest/ri.workshop.main.module.caaca8f5-58cb-4c26-b7d4-bdd0a250aeb8>

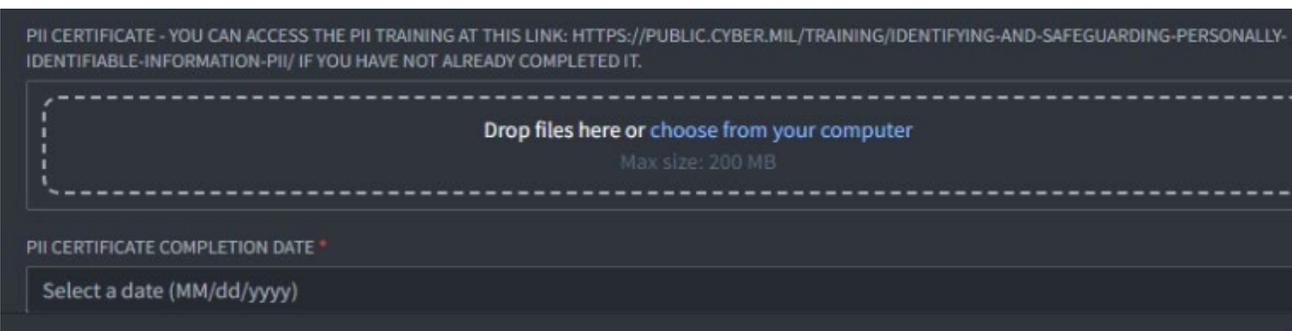
Fill out the personal information section and verify all information is correct before proceeding, under RANK, select “CIV”, include your “duty title”.



A screenshot of a dark-themed form. The first field is labeled "RANK" with a red asterisk and a help icon. Below it is a dropdown menu with the text "Select an option...". The second field is labeled "DUTY TITLE" with a red asterisk and is currently empty.

You will need to attach your PII Certificate. If you have not yet completed the training, or it is expired please complete the training here:

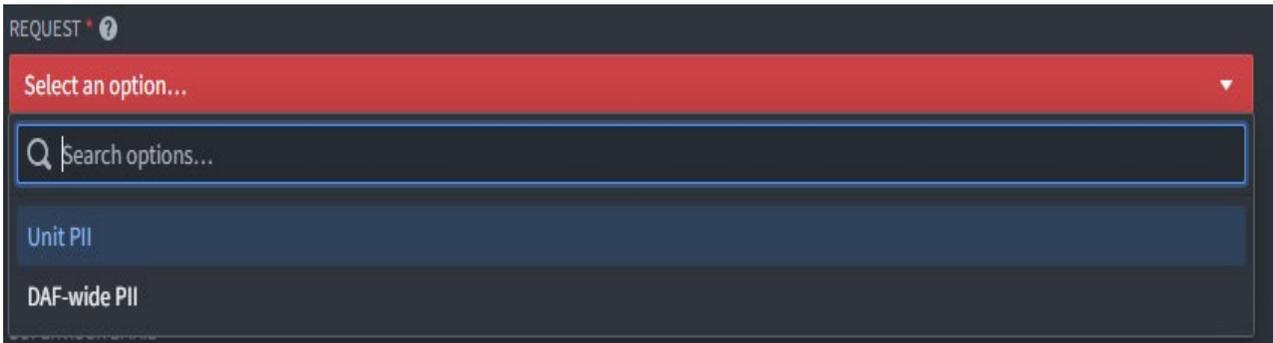
<https://public.cyber.mil/training/identifying-and-safeguarding-personally-identifiable-information-pii/>



A screenshot of a dark-themed form. At the top, it says "PII CERTIFICATE - YOU CAN ACCESS THE PII TRAINING AT THIS LINK: HTTPS://PUBLIC.CYBER.MIL/TRAINING/IDENTIFYING-AND-SAFEGUARDING-PERSONALLY-IDENTIFIABLE-INFORMATION-PII/ IF YOU HAVE NOT ALREADY COMPLETED IT." Below this is a dashed-line box for file upload with the text "Drop files here or choose from your computer" and "Max size: 200 MB". At the bottom, there is a field labeled "PII CERTIFICATE COMPLETION DATE" with a red asterisk and a date picker showing "Select a date (MM/dd/yyyy)".

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The next field will ask what level of PII Access you will need in Envision. There are two levels of access: Unit and DAF-Wide. Unit access will allow you to view PII data for civilians assigned to your unit and all subordinate units. DAF-Wide PII will give you access to PII data for ALL civilians.



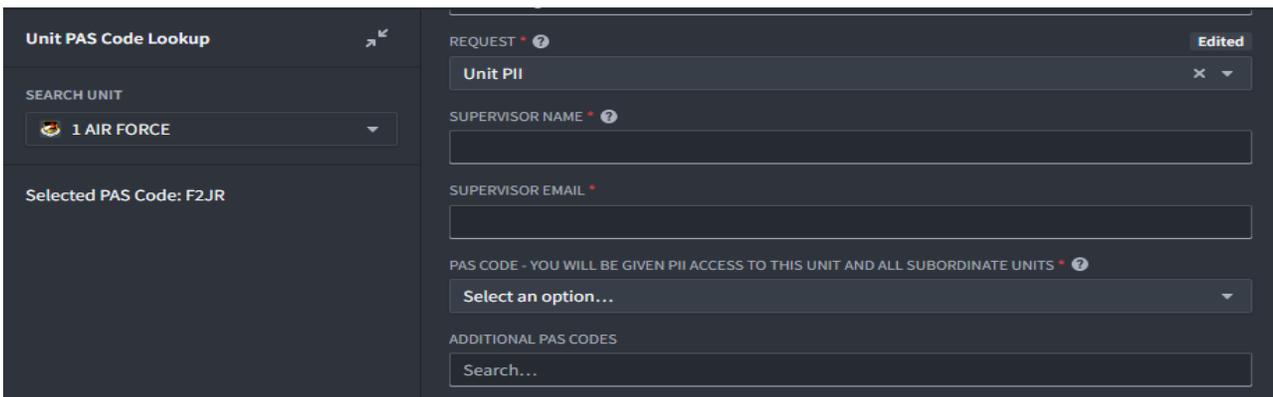
A screenshot of a web interface showing a dropdown menu titled 'REQUEST'. The dropdown is open, displaying two options: 'Unit PII' and 'DAF-wide PII'. Above the dropdown is a search bar with the placeholder text 'Search options...'. The dropdown menu has a red header with the text 'Select an option...'. The 'Unit PII' option is highlighted in blue.

If you selected Unit PII, you will be able to designate the Unit you are requesting access for in the following boxes:



A screenshot of a web interface showing a form for selecting a PAS code. The form has a title 'PAS CODE - YOU WILL BE GIVEN PII ACCESS TO THIS UNIT AND ALL SUBORDINATE UNITS'. Below the title is a dropdown menu with the text 'Select an option...'. Below the dropdown is a search bar with the placeholder text 'Search...'. The search bar is labeled 'ADDITIONAL PAS CODES'.

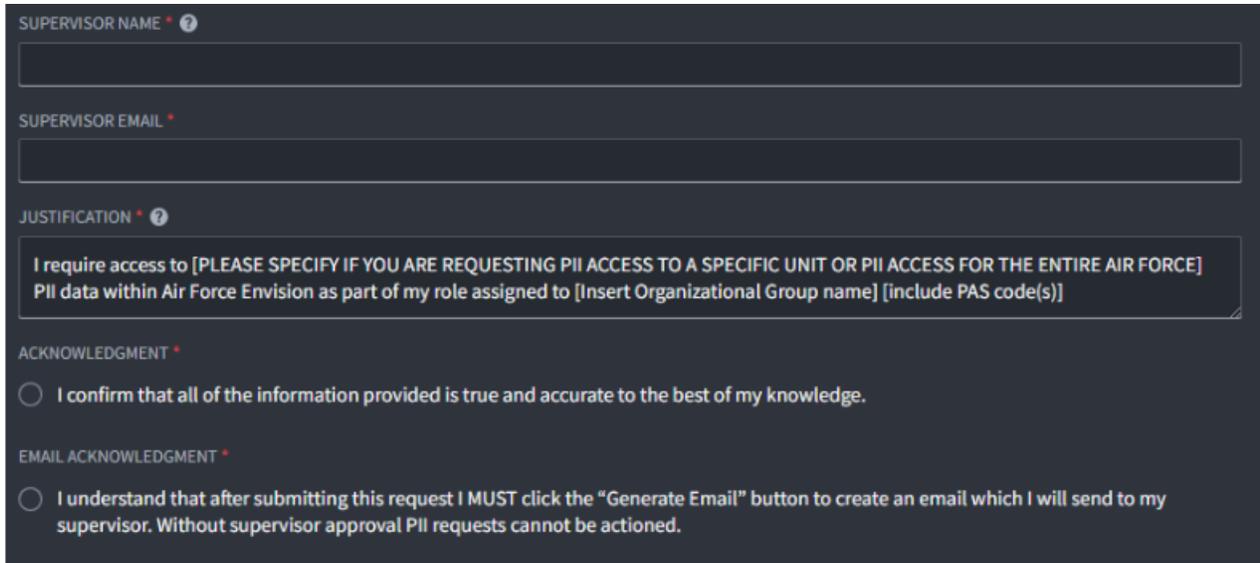
If you need access to units outside of your Unit Hierarchy, list ALL additional PAS codes you service. If you are not sure of the PAS codes of your Unit, you can look it by opening the drawer on the left hand side labeled: Unit PAS Code Lookup. This will let you search Units by their name and, when selected, display their PAS code.



A screenshot of a web interface showing a sidebar and a main form. The sidebar is titled 'Unit PAS Code Lookup' and has a search bar with the placeholder text 'SEARCH UNIT'. Below the search bar is a dropdown menu with the text '1 AIR FORCE'. Below the dropdown is the text 'Selected PAS Code: F2JR'. The main form is titled 'REQUEST' and has a dropdown menu with the text 'Unit PII'. Below the dropdown is a search bar with the placeholder text 'Search...'. The search bar is labeled 'ADDITIONAL PAS CODES'. The main form also has fields for 'SUPERVISOR NAME' and 'SUPERVISOR EMAIL'.

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Next, you will need to enter approval authority for PII access request and email. At the moment is listed as supervisor **DO NOT ENTER** your supervisor's information.



The screenshot shows a dark-themed form with the following sections:

- SUPERVISOR NAME ***: An empty text input field.
- SUPERVISOR EMAIL ***: An empty text input field.
- JUSTIFICATION ***: A text area containing the text: "I require access to [PLEASE SPECIFY IF YOU ARE REQUESTING PII ACCESS TO A SPECIFIC UNIT OR PII ACCESS FOR THE ENTIRE AIR FORCE] PII data within Air Force Envision as part of my role assigned to [Insert Organizational Group name] [include PAS code(s)]".
- ACKNOWLEDGMENT ***: A radio button followed by the text: "I confirm that all of the information provided is true and accurate to the best of my knowledge."
- EMAIL ACKNOWLEDGMENT ***: A radio button followed by the text: "I understand that after submitting this request I MUST click the 'Generate Email' button to create an email which I will send to my supervisor. Without supervisor approval PII requests cannot be actioned."

Use the following approval information in the request:

Labeled as Supervisor Name: Alicia Lundy

Labeled as Supervisor Email: alicia.lundy@us.af.mil

Please double check to make sure email does not include empty spaces before or after email information. You will also need to write a justification as to why you require PII access and attest that the information you are providing is accurate.

Justification: I require access to Unit Level PII data within Air Force Envision as part of my role as a Disability Program Manager working on Reasonable Accommodation Requests at (enter your location). If you require access to PII beyond your unit (but not for the entire Air Force), modify the request appropriately. Once you have completed all the fields, please click Submit.

Note: Additional PAS code access must be requested via the PII/PAS request dashboard, include all PAS codes. Must utilize link provided on item 6.

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Note: Steps are summarized in SharePoint, DPM – Checklist under “DPMs: Getting Started Guide

<https://usaf.dps.mil/teams/ReasonableAccommodationRequestPublicTeam/SitePages/DPMs--Getting-Started.aspx>

7 Envision Reasonable Accommodation Request - Module. Once PII access request is approved by A1, Disability Program Managers will accept and track RA Request utilizing below link:

<https://envision.af.mil/shares/links/t6h7am4spo7ry>