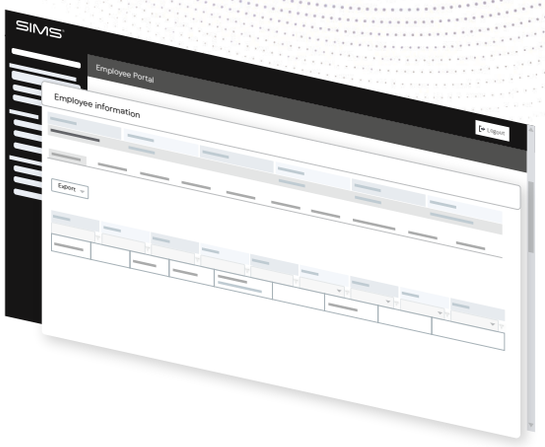
SIMS Employee Portal

Free Up Your Security Team & Empower Employees with Self-Service Access



SIMS Employee Portal empowers employees with self-service access to their personnel information and the ability to digitally submit common security requests and reports – reducing routine inquiries and administrative burden for security staff, while giving employees the information and tools they need to contribute to a compliant security program.

Time Savings for Security Staff

SIMS Employee Portal gives employees authenticated, self-service access to review and validate a targeted subset of their personnel data stored in SIMS – such as clearance status, foreign travel, and training records – significantly reducing routine inquiries to the security team and freeing security staff to focus on higher-value, mission-critical responsibilities. And, by enabling employees to digitally submit common requests and reports directly into SIMS, the portal eliminates manual data re-entry, improves overall security team productivity, and keeps records accurate and current.

Self-Service Access to Personnel Records

Employees have 24/7 access to a view-only snapshot of their current record in SIMS, putting key information at their fingertips and eliminating emails and phone calls to the security team. Employees can instantly verify clearance status, active accesses and contracts, foreign travel and contacts, training, and more. Supervisors can also be granted access to a Direct Reports tab, enabling convenient visibility into key information for the employees they manage.

Digital Submission of Requests & Reports

Employees can also use the portal to digitally submit common security requests and reports. Supported submission types include Personnel Access Requests (PAR), foreign travel and foreign contact reporting, reportable events and incidents, and outgoing and incoming visit requests. All submissions update SIMS in real time and can be configured to trigger email notifications to appropriate internal contacts, ensuring security teams always work with current data and can respond quickly.

Configurable to Your Security Program

SIMS Employee Portal is configurable, enabling organizations to tailor the experience for employees to align with their industrial security program and workforce needs. Based on an employee's permissions, clients can designate which pages are visible, which types of records are displayed on each page, and which data is read-only versus editable. Column names and display order can be modified to match organizational terminology. This flexibility allows each client to create a portal experience that aligns with their security program – ensuring employees see exactly what they need, and nothing more.

SIMS ROI, Maximized

SIMS Employee Portal is included with every SIMS deployment at no additional cost, maximizing the value of each organization's SIMS investment. Any employee with a SIMS personnel record can be granted portal access without consuming a SIMS license or incurring additional fees – making it easy to extend self-service capabilities broadly across the workforce, regardless of organization size.

Seamless SIMS Workflow Integration

Organizations that use SIMS Workflow to automate more complex industrial security processes can embed workflow links directly within SIMS Employee Portal, giving employees streamlined, centralized access to initiate new requests and cases from a single location. This tight integration between the portal and SIMS Workflow eliminates friction for employees, drives adoption of automated processes, and ensures all submissions flow seamlessly into the appropriate workflow – keeping security processes moving efficiently and reducing administrative burden on security teams.

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SIMS Employee Portal

Key Features

- Included with every SIMS deployment at no additional cost
- Authenticated, 24/7 employee self-service access to a targeted subset of their personnel record
- Digital submission of PARs, foreign travel, foreign contacts, reportable events/incidents, and outgoing/incoming visit requests
- Real-time updates to SIMS
- Configurable page and field display
- Configurable email notifications
- Ability to integrate SIMS Workflow
- Option to deploy on-prem or in CMMC Level 2 certified cloud environment

Supported Submission Types

- **Personnel Access Requests (PAR)** – Clearance and access requests based on affiliated program/contract and unclassified justification
- **Foreign Travel** – Pre- and post-travel submissions in compliance with SEAD 3 requirements
- **Foreign Contacts** – SEAD 3 and SAP compliant reporting for foreign contacts and relatives, including automated completion of Foreign Associate or Relation PSQ Forms
- **Reportable Events & Incidents** – SEAD 3 compliant reporting using dynamic, client-configurable forms
- **Outgoing Visit Requests** – DOE and unclassified/classified/international DoD outgoing visit requests
- **Incoming Visit Requests** – Requests for individual visitors, visit authorizations, or conferences, with the ability to upload a visitor list

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