

DCPDS User ID Request Worksheet

A Systems Access Nomination and Authorization Request (SANAR) Form SAMR-CP-PSM must accompany this worksheet. The SANAR form must be completed **legibly**, signed, and received by the Civilian Personnel Operations Center Help Desk before any accounts can be issued. The SANAR Form can be found on the CPOC's Website.

Please complete the following information for each employee and forward to appropriate CPAC.

Date: _____

Requested Action

Title (Mr./Ms./CPT/etc), Name, Phone	
New User Request: <input type="checkbox"/>	Replaces User: <input type="checkbox"/>
Change User Request: <input type="checkbox"/>	Delete User: <input type="checkbox"/>

DCPDS User Build Organization Information

Unit Identification Code and Org Component:	
Work Center Code for NAF:	

Requested Responsibility (CPAC/CPOC only)

REGIONAL SERVICE CENTER (CPOC) <input type="checkbox"/>	Business Objects <input type="checkbox"/>
CIVILIAN PERSONNEL ADVISORY CENTER (CPAC) <input type="checkbox"/>	RESUMIX <input type="checkbox"/>
STAFFING (CPOC) <input type="checkbox"/>	
CLASSIFICATION (CPOC) <input type="checkbox"/>	
GATEKEEPER Function (CPAC/CPOC) <input type="checkbox"/>	

Requested Function (MANAGER/RMO)

ADMINISTRATIVE PERSONNEL <input type="checkbox"/>	Type of records to be accessed:
SUPERVISOR/MANAGER <input type="checkbox"/>	US - AF <input type="checkbox"/> US - NAF <input type="checkbox"/>
RESOURCE MANAGER <input type="checkbox"/>	LN - AF/NAF <input type="checkbox"/>
GATEKEEPER FOR MANAGERS <input type="checkbox"/>	GATEKEEPER FOR RMO <input type="checkbox"/>

Requested Signature Access (MANAGER/RMO)

RPA Initiator <input type="checkbox"/>
RPA Requestor (Block 5) <input type="checkbox"/>
RPA Authorizer (Block 6), Supervisors/Managers ONLY <input type="checkbox"/>
Reviewer (RMOs Only) <input type="checkbox"/>

Requested Signature Access (CPAC/CPOC only)

Personnelist (CPAC/CPOC Use Only) <input type="checkbox"/>
Approver (CPOC Use Only) <input type="checkbox"/>

OTHER

CSU/ART Account	Admin Personnel <input type="checkbox"/>
	Supervisor/MGR <input type="checkbox"/>
	Military/External <input type="checkbox"/>
OPF Tracker <input type="checkbox"/>	
BOA User Account <input type="checkbox"/>	

Request for Personnel Action (RPA) Information

--- FOR SYSADMIN USE ONLY ---

Smart RPA Number	
Group In-Box Name	
Secure User ID:	
User ID Created :	
Date User ID Created	
User ID Created By:	

CONTAINS PRIVACY ACT INFORMATION: SAFEGUARD IN ACCORDANCE WITH THE PRIVACY ACT OF 1974.

CFD Signature for Review

Date