

CHRA HR Systems Employee User Request Form (For Outside CHRA Community Use Only)

PRIVACY ACT STATEMENT

AUTHORITY: E.O. 9397 (SSN).
PRINCIPAL PURPOSE(s): Used to establish or modify user accounts for HR Systems.
ROUTINE USE(s): None.
DISCLOSURE: Voluntary; however, failure to provide the requested information may make it impossible to complete user account(s) request

Instructions: Click the blue fields to activate pick list, check box, and free text entry fields. Use the TAB key to move to the next entry field OR click in the next entry field.

===== **Employee Information** =====

- 1. Servicing Region:
- 2. Servicing CPAC:
- 3. Employee Name:
- 4. Employee Type:
- 5. EIN(For Local Nationals): 6. DoD ID/EDIPI:
- 7. AKO UserName:
- 8. Enterprise Email Address: @mail.mil
- 9. Phone:

===== **Access Requested** =====

1. Type of Request:

- New Account
- Modify Existing Account
- Delete Account

If Modifying an account, please enter current account UserID

2. Account(s) to be created/modified/deleted (must also be identified on your DD 2875 SAAR form):

- CPOL Portal/ACL
- DCPDS
- BOBi
- Other

3. Type of Account(s):

- Admin (-MGA)
- Manager (-MGR)
- Resource Manager (-RMM)
- EEO (-EEO)
- Other (-OTH)

4. Account Organization Access:

Access needs to mirror the following current user, if known:

OR, if not known:

List the **organization codes**, **SMART Numbers** and/or **secureviews** the user needs to access (may be continued in the NOTES section):

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5. Which of the following DCPDS capabilities will the user need?

- Initiator Requestor Authorizer Reviewer (RMM only)

If the account nominee is not a Supervisor or Manager, by checking the "Requestor" and/or "Authorizer" permission, the supervisor signing this form is delegating the authority to the employee. Requesting and Authorizing RPAs are serious responsibilities and the supervisor may be held accountable for the actions taken by the end user. It is the supervisors responsibility to ensure they have the authority to delegate these responsibilities on behalf of their organization or command before signing and submitting this form.

NOTE: BOTH "Initiator" AND "Requestor" capabilities are required in DCPDS in order for the user to initiate and/or submit Request for Personnel Actions (RPAs) via AutoNOA. With "Initiator" capability only, the user must login to DCPDS in order to "initiate" RPAs, they will not have the capability to do this via AUTONOA. Also, with "Initiator" capability only, DCPDS users are unable to correct/delete/cancel RPAs routed to their DCPDS inbox.

6. User needs access to the following types of Records:

- APPR NAF LN EXT MIL

7. User needs to be attached to the following groupbox(es) in DCPDS:

Examples of valid groupbox names: RMO-4BNRMAA00-RMM; MGR-4FUCOAA00-MGR; etc.

NOTES:

I have reviewed the information contained in this completed user request form and have assured that the information provided is correct. I certify that my employee needs the required access in order to perform his/her job function. For the DCPDS capabilities of Requesting and/or Authorizing RPAs, I understand that delegating my authority for these capabilities may result in me being held accountable for the actions of my employee.

Date _____

Supervisor Signature _____

Next Steps

1. Save the User Request Form using the AKO username as the filename (e.g. john.a.doe.pdf)
2. Completely fill out a [DD FORM 2875](#) - SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR) form. It is located at the following link: https://service.chra.army.mil/sys_attachment.do?sys_id=b669864541296bc0d853c60161030a2e&view=true
3. E-mail the completed documents to your servicing CPAC. When providing the requested information to the Civilian Personnel Advisory Center, you may encrypt the information to protect it from unauthorized disclosure. After the CPAC reviews the forms, they will submit a ticket to the G6-Functional Operations Division.