|  |
| --- |
| System User ID Request Worksheet for Managers/Supervisors Version 03 – 19 July 2011 |
| **FOR STATE USERS:** Return this worksheet to your Human Resources Office (HRO) Human Resource Specialist Information Systems (HRS-IS).**FOR STATE HRS-IS:** Save the worksheet to your hard drive, complete the following information then email the worksheet, as a Word document, to: **NGDCPDS@ngb.ang.af.mil** |
| I. Application(s) Requested (Mark All That Apply) |
| New User [ ]  | DCPDS [ ]  | My BIZ My Wkpl  [ ]  [ ]  | Change Request[ ]  |  CAC User End-Date Acct [ ]  [ ]   |
| II. Personal Information |
| Full Name (LAST, First MI) – Use Name as in DCPDS |  |
| Civilian Pay Plan & Grade or Military Rank  |  |
| SSAN  |  |
| Organization |  |
| Job Title |  |
| DSN/Commercial Phone Number  |  |
| Email Address |  |
| Date |  |
|  |  |
| **Remarks:** |  |
|  |  |
|  |  |
| III. DCPDS Application Access |
| Requested DCPDS User ID |  |
| Default Printer Name |       |
| Position Organization Address (POA) User Requires Access To: |  |
| RPA Code (Smart Number) (for NGB Only) |  |
| Parent Security Profile Name/Number (for NGB Only) |  |
| Security Profile (for NGB Only) |  |
|  |  |
| **Remarks:** |  |
|  |  |
|  |  |
| III. A. Requested Responsibility (Mark All That Apply) | **III. B. Requested Permissions (Mark All That Apply)** |
| Personnelist | **[ ]**  | RPA Initiator | **[ ]**  |
|  |  | RPA Requester | **[ ]**  |
|  |  | RPA Authorizer | **[ ]**  |
|  |  |  |  |
| **Remarks:** |  |       |  |
|  |  |       |  |
|  |  |  |  |
| III. C. RPA Information |
| Groupbox Name (i.e. AKHRO, AK\_ACTION\_REQ, AKHRO\_STAFFING, AKHRO\_CLASSIFICATION, etc) |                         |
| Groupbox Description (i.e. AKHRO, AK\_ACTION\_REQ, Staffing, CLASSIFICATION, etc) Only Required if a New Group In-Box |       |
|  |  |
| **Remarks:** |       |
|  |       |
|  |  |
| This form contains Privacy Act Information. Safeguard in accordance with the Privacy Act of 1974 |