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| 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**](mailto: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:** | | | | |  | | |
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| This form contains Privacy Act Information. Safeguard in accordance with the Privacy Act of 1974 | | | | | | | |