

## Instructions for completing DCPDS User Request Form

Item	Compl By*	Descr/Instr
Date	CPAC	Date request is initiated.
New User, Change Request, End Date User Acct	CPAC	<ul style="list-style-type: none"> <li>• For a new account, check the New User block.</li> <li>• For changes, use the drop-down list to indicate the type of change.</li> <li>• For end dating, include the end date in Remarks.</li> </ul>
CSU Access	CPAC	Check if a CSU account is being requested (required if the requester needs an ART account).
Installation / Location Name	CPAC	Enter the requester's installation or activity, e.g., Ft Sam Houston, COE Portland.
Level of Access	CPAC	Check one (only): global (access to all records) or secure view (access to selected records only based on organizational location). For secure view access, Organization Component IDs must be included (by the CPAC) and Security Profile fields must be completed (by the CPOC).
Grade	CPAC	Enter requester's pay plan-grade, or military rank, or "Contr" for contractors.
Job or Organization role	CPAC	Select the requester's general system from the drop-down list, e.g., staffer, classifier, manager, resource manager, etc. (used to determine the productivity suffix appended to the user ID).
Employee Name	CPAC	Type the requester's name as it appears in the database (last, first, MI). If not in the database, CPOC will need to create the record (employee or external user) in DCPDS before the account can be created.
SSAN	CPAC	Enter the requester's social security number as it appears in the database (CPOC completes this block if a pseudo-SSAN is being used).
APPR, NAF, LN	CPAC	Check one of the blocks to indicate if the employee is appropriated fund, nonappropriated fund, or local national.
Employee AKO Email Address	CPAC	Requester's AKO email address (an AKO account is required).
Proposed User ID	CPAC	"Name" portion of the AKO Email address plus productivity suffix (JOHN.DOE3/MGR). For modifications to existing accounts, enter the actual user ID being modified.
System Role	CPOC	(Template Responsibility) Enter the primary "template responsibility" being requested, e.g., CIVDOD Personnelist, CIVDOD Manager, etc. If more than one responsibility is being requested, include the others in the Remarks area.
Printer	CPAC	If a registered printer is associated with the requester (CPOC and CPAC requests only), enter the IP address and name of the printer. For all others, leave the IP address blank and use 0DEFAULT as the printer name. (CPACs should complete these fields for CPAC users.)
Security Profile	CPOC	Name of Parent Security Profile (if one exists) and security profile. Use check box to indicate if profile is new or exists. For new profiles, org component IDs must be included.
Organization Component IDs	CPAC	List all organization components to which the requester should have access (CPO-ID, Command Code, UIC, and Org Structure ID). If the user should have access to subordinate organizations, follow the org component with a percent sign (%). (Examples: EJSBW1J407A02 or EJSBW1J407%). All NAF org component codes begin with "NAF". Leave blank for global accounts.
Group Box	CPOC	Name of groupbox to which user should belong. Needs to be created if new.
Dflt Routing Gp	CPOC	Leave as is (all Army users are part of the NE_REGION routing group).
SF52 Permissions	CPOC	<p>Select the type of RPA permissions the user needs (i.e., ability to initiate, sign or authorize an RPA).</p> <ul style="list-style-type: none"> <li>• Do not use "Reviewer." (may be used for RM)</li> <li>• "Personnelist" and "Approver" are for CPOC and NAF CPU staff only (NAF CPU chiefs will designate for their office).</li> <li>• If only selecting "Initiate," then others will not be able to route an RPA to this user.</li> </ul>
Civilian RPA Code	CPOC	Enter the RPA Smart Number flexible characters (char 6-14) (Region number + CPAC code (CPO-ID) + org abbreviation. NAF: region number + "NAF" + NAF installation code), e.g., 5EWW1KCAA.

<b>CSU Information (complete if CSU (or ART) Account is being requested)</b>		
CSU Access	CPAC	Check CPO if user is in a CPAC or CPOC, manager for managers, administrator for administrative assistant, secretary, etc. (more than one may be checked). System Admin is only for selected CPOC ISD users.
Organization Components	CPAC	Use drop-down box to indicate if the access to organizational segments is the same as for DCPDS as shown above, or different. If different, include the org component IDs.
Positions to View	CPAC	Use check boxes to indicate which types of positions the requester will need to view.
<b>Remarks</b>		
Remarks	CPAC, CPOC	Enter any continued information from other blocks (e.g., additional template responsibilities, additional org components). Be sure to include the following if applicable: COREDOC access required.

\* **Completed By column:** "CPAC" indicates that initiator completes the item (for CPOC accounts, this will be completed by the CPOC).