

This is a guideline for activity users on how to fill out the form.

1. "SYSTEM TO BE ACCESSED" : "DCPDS" is the only one for activity users.
2. "USER LEVEL" : Check for "Activity Command"
3. "Add"/ "Replaces" : As necessary, you can fill out the blocks.
4. "Modify" / "Name Change" / "Delete/End Date" : As necessary, you can check the boxes.
5. "Section 1 " : Your last name, first name and middle initial.
6. "Check the applicable status" : If you are MLC, please check "Other, Specify:" box and type "MLC" in the block as well. Please DO NOT check "Gov't Contractor" for MLC on this form. This means "US Contractor", but not "Master Labor Contractor".
7. "Major Claimant" : Type your major claimant code.
8. "UIC" : Type your UIC (Unit Identification Code) used in DCPDS.
9. "Organizational Code" : Type your office code used in DCPDS.
10. "Position Title" : Type your position title.
11. "Activity Name" : Type your activity name/title.
12. "Email Address" : Type your official email address, not commercial one.
13. "Location / Building Number" : Type your building number.
14. "Work Mailing Address" : Type your "FPO AP" address, not Japanese address.
15. "Phone" / "DSN" / "Fax" / "DSN" : Type your official ones.
16. "I assume the responsibility..." : Type your name in print in the left block and electronically sign the form. Date cannot be inputted manually, but when you sign the block, the date comes out in your signature, too.
17. "I certify this user requires..." : This is for your supervisor so type your supervisor's name in print in the left block and have your supervisor electronically sign the form.

18. "Section 2" : This section is important so your account will be configured along with your inputs here.
19. "DCPDS ACCESS" : Check for module, e.g. "US Module" or "LN Module" or both.
20. "Initiates/Creates RPAs", "Signs RPAs as Requesting Official", "Signs RPAs as Authorizing Official", "Reviews RPAs only (Fiscal)", "Approves RPAs as Appointing Official (HRSC ONLY)" : Select access level you want to have; however, normally ones other than "Approves RPAs as Appointing Official (HRSC ONLY)" can be used for activity users.
21. "CSU" : Check for "CSU" access.
22. "Self Service Hierarchy Manager" : If you are requesting for this, the form will have to be signed by DCPD as well. Before you check the block, please consult your access to the system with your supervisor.
23. "User will belong to..." : Type DCPDS groupbox names as much as you can identify. If you cannot, you can leave the block as blank.
24. "User requires access to the following...": "Activity/UIC Access" is the one for activity users. Please type UICs that you wish to have access in the blocks.
25. "Section 4" : eOPF is only for HRSC users so leave the whole section as blank.
26. "Section 5" : This is for Aki YAMADA so please leave the block as blank.
27. "Section 6" : This block must be signed for Self Service Hierarchy Manager function.