

**SYSTEM ACCESS REQUEST
PERSONAL DATA – PRIVACY ACT OF 1974**

Public Law 99-474 (Counterfeit Access Device and Computer Fraud and Abuse Act of 1984) and Public Laws 93-579 (Privacy Act of 1974), authorizes collection of this information. The information will be used to verify that you are an authorized user of a Government automated information system (AIS) and/or to verify your level of Government security clearance. Although disclosure of the information is voluntary, failure to provide the information may impede or prevent the processing of your requested User Account. Disclosure of records or the information contained therein may be specifically disclosed outside the DoD according to the "Blanket Routine Uses" set forth at the beginning of the DISA compilation of systems of records, published annually in the Federal Register, and the disclosures generally permitted under 5 U.S.C.552a(b) of the Privacy Act.

Description for Use: Form used to request access to the Defense Civilian Personnel Data System (DCPDS), HRLink, electronic Official Personnel Folder (eOPF) .					
SYSTEM TO BE ACCESSED: <input type="checkbox"/> DCPDS <input type="checkbox"/> HRLink <input type="checkbox"/> eOPF <input type="checkbox"/> Citrix (OCHR Corporate ONLY)			USER LEVEL: <input type="checkbox"/> HRSC <input type="checkbox"/> Major Claimant <input type="checkbox"/> HRO <input type="checkbox"/> Activity/Command		
<input type="checkbox"/> Add EOD:		<input type="checkbox"/> Replaces:		<input type="checkbox"/> Modify * <input type="checkbox"/> Name Change From: <input type="checkbox"/> Other (explain): * Identify blocks being changed with an Asterisk	
				<input type="checkbox"/> Delete/End Date Effective: Reason:	
Section 1 This section to be completed by Requester/Supervisor					
Full Name (Last, First, MI): <i>No Nicknames, Include Military title if applicable:</i>			Check the applicable status (* note that Military and Gov't Contractor users will be contacted to provide additional required information (i.e. full SSN and DOB) for access): <input type="checkbox"/> Civilian Employee <input type="checkbox"/> LN Employee <input type="checkbox"/> Gov't Contractor * <input type="checkbox"/> Military * <input type="checkbox"/> Other, Specify:		
Major Claimant (e.g. NV70):	UIC:	Organization Code:	Position Title:		
Activity Name:			Email Address:		
Location/Building Number:			Phone (Including Area Code):	DSN:	
Work Mailing Address:			Fax:	DSN:	
I assume the responsibility for the data and system to which I am granted access. I will not exceed my authorized access. I understand my obligation to protect all passwords for the applications to which I am granted access.					
<i>(Requester's Printed Name)</i>		<i>(Requester's Signature)</i>		<i>(Date)</i>	
I certify this user requires access as requested in the performance of his/her job function. By signing, I verify that the employee has completed IA and PII required training.					
<i>(Supervisor's Printed Name)</i>		<i>(Supervisor's Signature)</i>		<i>(Date)</i>	
Section 2 DCPDS					
DCPDS ACCESS: <i>(Please check all the following options that apply to this user)</i> NOTE: User cannot be Reviewer and Requesting/Authorizing Official <input type="checkbox"/> US Module <input type="checkbox"/> LN Module					
<input type="checkbox"/> Initiates/Creates RPAs		<input type="checkbox"/> Signs RPAs as Authorizing Official		<input type="checkbox"/> Approves RPAs as Appointing Official (HRSC ONLY)	
<input type="checkbox"/> Signs RPAs as Requesting Official		<input type="checkbox"/> Reviews RPAs only (Fiscal)			
<input type="checkbox"/> CSU		<input type="checkbox"/> Self Service Hierarchy Manager (Position Hierarchy Maintenance Tool) *** DCPD Approval Required, Complete Section 6***			
<input type="checkbox"/> User will belong to the following Group Boxes:					
User requires access to the following personnel records:					
<input type="checkbox"/> No Restrictions – User views all records in the Navy database *** OCHR Approval Required ***					
<input type="checkbox"/> Major Claimant – User views all records in the following Major Claimant(s): *** DCPD Approval Required, Complete Section 6 ***					
<input type="checkbox"/> HRSC – User views all records in the following HRSC(s):					
<input type="checkbox"/> HRO – User views all records in the following SOID(s):					
<input type="checkbox"/> Activity/UIC Access – User views all records in the following organization(s):					
<ul style="list-style-type: none"> • Access should be limited to the following SOID/UIC/ORG • Examples: MJ00187/ALL, MJ0018720% 					

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