CIVILIAN HUMAN RESOURCES SYSTEM ACCESS REQUEST FORM
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.

This form must be accurate and complete prior to any digital signatures being applied.

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:

☐ DCPDS   ☐ HRLink   ☐ **eOPF (OCHR Corporate and HRO Leads ONLY)**

USER LEVEL:

☐ **OCHR Corporate**   ☐ **Major Claimant**   ☐ **HRO**   ☐ **Activity/ Command**

REASON FOR SUBMISSION:

☐ Delete/End/Effective Date   ☐ **Resubmission/Modify**

☐ **Add EOD:**   ☐ **Replaces:**

Reason(Delete/Resubmission):

Section 1	This section to be completed by Requester/Supervisor

Full Name (Last, First, MI): *No Nicknames, Include Military title if applicable:*

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*):

☐ **Civilian Employee**   ☐ **LN Employee**   ☐ **Gov't Contractor ***

☐ **Military ***   ☐ **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.

(Requester's Signature)

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; and has an active/completed investigation at the Tier 1(NACI), Tier 3(ANACI) or higher level.

(Supervisor's Signature)

Section 2	DCPDS

DCPDS ACCESS: *(Please check all the following options that apply to this user)*
   NOTE: User cannot be Reviewer and Requesting/Authorizing Official

☐ **US Module**   ☐ **LN Module**

☐ **Initiates/Creates RPAs**   ☐ **Signs RPAs as Authorizing Official**   ☐ **Approves RPAs as Appointing Official**

☐ **Signs RPAs as Requesting Official**   ☐ **Reviews RPAs only (Fiscal)**

☐ **User is a Supervisor/Manager**   ☐ **Self Service Hierarchy Manager** (Position Hierarchy Maintenance Tool)
*** *DCHR Approval Required, Complete Section 6***

☐ **DoD Secure Appraisal Administrator - User views records in:**
   • Access should be limited to the following SOID/UIC/ORG
   • Examples: MJ00187/ALL, MJ0018720%

☐ **User will belong to the following Group Boxes:**

User requires access to the following personnel records:
☐ **No Restrictions – User views all records in the Navy database**   ☐ **CBC - User views all records for DON/Benefits**

☐ **Major Claimant – User views all records in the following Major Claimant(s):**

☐ **OPSCTR– User views all records in the following OPSCTR(s):**

☐ **HRO – User views all records in the following SOID(s):**

☐ **Activity/UIC Access – User views all records in the following organization(s):**
   • Access should be limited to the following SOID/UIC/ORG
   • Examples: MJ00187/ALL, MJ0018720%

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Section 3	HRLink

HRLink ACCESS: *(Please check all the following options that apply to this user)*

☐ **Personnel Reports (w/PII access)**   ☐ **Dashboard and Metrics only (statistical numbers)**

User requires access to the following personnel records

☐ **No Restrictions – User views all records in the Navy database**   ☐ **CBC - User views all records for DON/Benefits**

☐ **Major Claimant – User views all records in the following Major Claimant(s):**				
☐ **OPSCTR– User views all records in the following OPSCTR(s):**				
☐ **HRO – User views all records in the following SOID(s):**				
☐ **Activity/UIC Access – User views all records in the following UIC(s):** - Access should be limited to the following UIC - Examples: 00187, 30531			

Section 4	eOPF (OCHR Corporate and HRO Leads ONLY)

eOPF ACCESS: *(Please select the options that apply to this user)*

☐ **HR Specialist Group** - view and print documents in own eOPF and other employees' eOPFs

☐ **DOC_MGMT Group** - member of HR Specialist Group with a license to add by importing, annotating, and re-indexing documents in other employees' eOPFs

HRO Lead - view and print documents in own eOPF and other assigned employees' eOPFs

☐ **Transfer Group** - members of HR Specialist Group who can transfer employee eOPFs to outside agencies

☐ **Purge Administrator** - member of HR Specialist Group who can purge deleted documents from other employees' eOPFs

☐ **Password Administrator** - can reset passwords and unlock user accounts

☐ **Administrator** - has user admin, application admin, and system admin functionality

☐ **Super Administrator** –manages POI access and security

Section 5	This section to be completed by servicing HRD (if applicable)

(HRD Approver's Signature)

Section 6	This section to be completed by DCHR (if applicable)

(DCHR Approver's Signature)

Section 7	This section to be completed by OCHR Corporate (if applicable)

(OCHR Approver's Signature)

Section 8	Additional Information

Section 9	For OCHR Corporate use only

DCPDS USER NAME:	CITRIX/HRLINK USER NAME:	
Virtual Position No.:		