

Instructions

Human Resource System Access

There are two new forms for accounts which replaced the old SANAR Form, the two new forms required are now the DD 2875 (SAAR) and the "Employee User Request Form". These forms are found in CPOL (log in at top right of page) under the home tab, by selecting Account Request Information in the box titled "Welcome to the CPOL Links." These forms must be digitally signed and cannot be scanned, as they required a final digital signature once accounts are built. Forms are also accessible at http://www.chra.army.mil/a_char/tools/gps/view.asp?ID=134.

When completing the forms there are a couple of "hints" to be offered that are not listed in the instructions. Please note that these hints are not the only fields required on the forms:

DD2875 SAAR-(Attached what we use to verify all required data on the SAAR)
User ID under Type of Request should be your AKO username as it shows in the AKO Person Look up (some users guess).
System Name (Platform or Applications) You can enter "See User Request Form". This let them know to look at the User Request Form to see what systems are needed.
*****Common fields missed are blocks 10, 16, 17, 20 a-c, 22, 23, 24 and Part III.

Employee User Request Form-

=====Employee Information =====

- 1) Your Servicing Region is ARWE - West Region (but only if you are serviced out of Fort Huachuca CPAC; work with your servicing CPAC to complete otherwise).
- 2) Note that there are 2 Fort Huachuca selections ST - DCIPS Fort Huachuca and EJ - Fort Huachuca.

=====Access Requested =====

- 3) Type of Accounts, this is for DCPDS access.
 - MGA is for those who will initiate RPAs
 - MGR is for those who will approve RPAs (If in a non-supervisory position, a memo from the organization that delegates the non-supervisory user to have supervisory/authorizing access in DCPDS is REQUIRED).
 - RMM is for Resource Managers
 - 4) Organization codes can be found in CPOL>Manager Tab>Select Employee>Org Structure (top of page) OR CPOL>Manager Tab>Org Structure. ***Someone with a Manager Tab in CPOL can assist with determining the organization.
 - 5)Requestor-Can be listed as person requesting RPA, Authorizer-Can authorize RPAs (managers), Reviewer (this is for RMM accounts).
 - If you have a -MGA account, your permissions should be Initiator and Requestor
 - If you have a -MGR account, your permissions should be Initiator, Requestor, and Authorizer
 - If you have a -RMM account, your permissions should be Reviewer only
- *Don't forget the supervisor's signature

Enclosure 3

System Authorization Form Review/Acceptance Guidance

CHRA - DD form 2875 (SAAR) Instructions:

If ANY of the “Required” information listed below is not received or is not legible the request must be returned to the user for correction.

| FIELD | GUIDANCE |
|-------------------------------|--|
| TYPE OF REQUEST | Required. Check box for Initial, Modification or Deactivate IS Required. User ID Required for Modification or Deactivation. |
| DATE | Not Required. Other dates on the form can be used if needed. |
| SYSTEM NAME | Required. Users must list ALL systems in this Block OR make reference to an attached User Request Form (URF) (i.e. See attached URF). We CANNOT accept “Written In” entries in this area. If you need additional space, use Block 27 to continue listing Systems for which you are requesting access. See Enclosure 4 for a List of Systems administered by CHRA. |
| LOCATION | Not Required. |
| 1. NAME | Required. |
| 2. ORGANIZATION | Required. |
| 3. OFFICE SYMBOL | Not Required. |
| 4. PHONE | Required. (Not Required for account deactivation.) |
| 5. EMAIL ADDRESS | Required. |
| 6. JOB TITLE AND GRADE / RANK | Required. (Not Required for account deactivation.) |
| 7. OFFICIAL MAILING ADDRESS | Not Required. Contacts are made via phone or email. |
| 8. CITIZENSHIP | Required. Check box for US, FN, or OTHER. If OTHER is checked, provide additional information in block 27. (Not Required for account deactivation.) |
| 9. DESIGNATION OF PERSONNEL | Required. Check box for MILITARY, CIVILIAN, or CONTRACTOR. (Not Required for account deactivation.) |
| 10. IA TRAINING | Both the check box and the date are Required. Date must be within 12 months of the employee signature date. (out of format date can be accepted if legible). (Not Required for account deactivation.) |
| 11. USER SIGNATURE | Required. (Not Required for account deactivation.) |
| 12. DATE | Not Required if electronic signature. Required if ink signature. |
| 13. JUSTIFICATION FOR ACCESS | Not Required. |

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| 14. TYPE OF ACCESS | Not Required. Only 'authorized' accounts are established regardless of indicator marked. |
| 15. USER REQUIRES ACCESS TO: | Acceptable if blank. Return if marked 'Classified'. Only 'unclassified' access is established regardless of indicator marked. |
| 16. VERIFICATION OF NEED TO KNOW | Required. Check box. (Not Required for account deactivation.) |
| 16a. ACCESS EXPIRATION DATE | Required if block 9 indicates "Contractor". (Not Required for account deactivation.) |
| 17. SUPERVISOR'S NAME | Required. |
| 18. SUPERVISOR'S SIGNATURE | Required. |
| 19. DATE | Not Required with electronic signature. Required with ink signature. |
| 20. SUPERVISOR'S ORG | Required. |
| 20a. SUPERVISOR'S EMAIL ADDRESS | Required. |
| 20b. PHONE NUMBER | Required. |
| 21. SIGNATURE OF INFORMATION OWNER/OPR | Not Required. |
| 21.a. PHONE NUMBER | Not Required. |
| 21.b. DATE | Not Required with electronic signature. Required with ink signature. |
| 22. SIGNATURE OF IAO OR APPOINTEE | Required. (Not Required for account deactivation.) |
| 23. ORGANIZATION | Required. (Not Required for account deactivation.) |
| 24. PHONE NUMBER | Required. (Not Required for account deactivation.) |
| 25. DATE | Not Required with electronic signature. Required with ink signature. |
| 26. NAME | Not Required. |
| 27. OPTIONAL INFORMATION | Not Required. Information from page one of the 2875 may be present here instead of the appropriate blocks. |

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| 28. TYPE OF INVESTIGATION | <p>Required. Minimum of NACI or equivalent.</p> <ul style="list-style-type: none"> - For U.S. employees, the appropriate background investigation must be initiated - For foreign nationals, the appropriate background investigation must be completed and favorably adjudicated before access may be granted <p>See Enclosure 5 for additional Investigation levels. (Not Required for account deactivation.)</p> |
| 28a. DATE OF INVESTIGATION | Required. (Not Required for account deactivation.) |
| 28b. CLEARANCE LEVEL | Required. Secret, Top Secret, or None. (Not Required for account deactivation.) |
| 28c. IT LEVEL DESIGNATION | Required. Level III is the minimum for access. (Not Required for account deactivation.) |
| 29. VERIFIED BY | Required. (Not Required for account deactivation.) |
| 30. SECURITY MANAGER PHONE NUMBER | Required. (Not Required for account deactivation.) |
| 31. SECURITY MANAGER SIGNATURE | Required. (Not Required for account deactivation.) |
| 32. DATE | Not Required with electronic signature. Required with ink signature. |
| PART IV | CHRA ISD Representative will complete the DATE PROCESSED, PROCESSED BY, and DATE fields in Part IV of the DD 2875. If multiple ISD representatives process the request, the representative processing the DCDPS portion of the request will sign in Part IV. If the DD form 2875 does not pertain to DCDPS, any ISD representative can sign in Part IV. |
| DATE PROCESSED | Required. |
| PROCESSED BY | Required. |
| DATE | Required. |