

**DEFENSE CIVILIAN PAY SYSTEM (DCPS) NON-PAYROLL OFFICE ACCESS FORM** (Block 27 continuation of DD Form 2875)

**PRIVACY ACT STATEMENT**

**AUTHORITY:** Executive Orders 10450 and 9397 (SSN), Public Law 99-474, The Computer Fraud and Abuse Act (as amended), and 18 U.S.C. Section 1030 (as amended).  
**PRINCIPAL PURPOSE(S):** To record names, signatures, and Social Security Numbers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information.  
**ROUTINE USE(S):** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: The DoD "Blanket Routine Uses" set forth at the beginning of DoD's compilation of systems of records notices apply to this system.  
**DISCLOSURE:** Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay, or prevent further processing of this request.

**PART I. USER PERSONAL INFORMATION** (To be completed by the user, an authorized CSR, or the user's supervisor/government sponsor)

<b>1. NAME</b> (Last, First, Middle Initial)	<b>2. EMPLOYEE ID</b> (SSN/LN #/SOFA #)	<b>3. AGENCY/MAJOR CLAIMANT</b> AGENCY CODE: _____ MAJOR CLAIMANT CODE: _____
<b>4. AFFILIATION</b> (If affiliation is Foreign National, provide country code) <input type="checkbox"/> CIVILIAN (C) <input type="checkbox"/> CONTRACTOR (R) <input type="checkbox"/> MILITARY (M) <input type="checkbox"/> FOREIGN NATIONAL (F)    COUNTRY CODE: _____		
<b>5. DCPS SECURITY AWARENESS ONLINE COURSE COMPLETION CERTIFICATION</b> (IMPORTANT: New users must complete this course before requesting access) <input type="checkbox"/> I have completed the DCPS Security Awareness Online Course.    DATE (YYYY-MM-DD): _____		

**PART II. USER ACCESS INFORMATION** (To be completed by the user, an authorized CSR, or the user's supervisor/government sponsor.)

<b>6. DATABASE DESIGNATOR</b> (X all that apply for a payroll office and enter designator(s) in column 13. A different form must be submitted for each payroll office.) <input type="checkbox"/> CPI <input type="checkbox"/> OMA <input type="checkbox"/> ZFA <input type="checkbox"/> ZFR <input type="checkbox"/> ZKA <input type="checkbox"/> ZKE <input type="checkbox"/> ZPA <input type="checkbox"/> ZPV <input type="checkbox"/> ZGT <input type="checkbox"/> ZLO <input type="checkbox"/> ZPB <input type="checkbox"/> ZPD <input type="checkbox"/> ZPH <input type="checkbox"/> ZPM			
<b>7. HOME ACTIVITY CODE</b>	<b>8. SITE ACTIVITY CODE</b>	<b>9. SITE INDICATOR CODE</b>	<b>10. PRINTER ID FOR REPORTS</b>
<b>11.a. CSR NAME</b> (Last, First, Middle Initial)		<b>b. TELEPHONE NUMBER</b>	<b>c. EMAIL ADDRESS</b>
<b>12. USER TYPE</b> (X one): Enter <b>ONLY</b> corresponding:		<b>AUTHORIZATION TYPE</b> (Enter in Column 15):	<b>AUTHORIZATION NUMBER</b> (Enter in Column 16):
<input type="checkbox"/> <b>E - Customer Service Representative (CSR)</b>		<b>M - CSR MER Clerk (non-SF50)</b> <b>P - CSR Tables Maintenance</b> <b>V - CSR View</b>	CSR group or "All" for all groups within CSR site (Leave Column 16 blank) CSR group or "All" for all groups within CSR site
<input type="checkbox"/> <b>T - Time and Attendance (T&amp;A)</b>		<b>T - T&amp;A Site Clerk</b>	T&A group or "all" for all groups within T&A site
<input type="checkbox"/> <b>B - Combined Duties Representative (CDR (CSR and T&amp;A))</b>		<b>M - CDR MER Clerk (non-SF50)</b> <b>P - CDR Tables Maintenance</b> <b>T - CDR T&amp;A Site Clerk</b> <b>V - CDR View</b>	CSR group or "All" for all groups within CSR site (Leave Column 16 blank) T&A group or "All" for all groups within CSR site CSR group or "All" for all groups within CSR site
<input type="checkbox"/> <b>I - Enhanced CSR (ECSR (CSR and T&amp;A))</b>		<b>M - ECSR MER Clerk (non-SF50)</b> <b>P - ECSR Tables Maintenance</b> <b>T - ECSR T&amp;A Site Clerk</b> <b>V - ECSR View</b>	(Leave Column 16 blank) (Leave Column 16 blank) (Leave Column 16 blank) (Leave Column 16 blank)
<input type="checkbox"/> <b>C - T&amp;A Certification</b>		<b>C - T&amp;A Site Certifier</b>	Activity code or activity and organization codes
<input type="checkbox"/> <b>P - Human Resources Office (HRO)</b>		<b>M - HRO MER Clerk (SF50)</b> <b>L - HRO Leave Bank</b> <b>V - HRO View</b> <b>N - PRO View</b>	CSR group or "All" for all groups within CSR site Agency code/major claimant code CSR group or "All" for all groups within CSR site
<input type="checkbox"/> <b>D - Remote Disbursing Office (RDO)</b>		<b>D - RDO Report Printing</b>	RDO site
<input type="checkbox"/> <b>V - Accounting</b>		<b>J - Accounting Technician</b>	(Leave Column 16 blank)

**ACTION CODE** (Enter in Column 13): **A** - Add **C** - Change **D** - Delete

13. ACTION CODE	14. DATABASE	15. AUTH TYPE	16. AUTH NO.	13. ACTION CODE	14. DATABASE	15. AUTH TYPE	16. AUTH NO.

**USER AGREEMENT**

I accept the responsibility for the information and DoD system to which I am granted access and will not exceed my authorized level of system access. I understand that my access may be revoked or terminated for non-compliance with DoD security policies. I accept responsibilities to safeguard the information contained in these systems from unauthorized or inadvertent modification, disclosure, destruction, and use. I understand that my use of the system may be monitored as part of managing the system, protecting against unauthorized access and verifying security problems. I will ensure system media and output are properly marked, controlled, stored, transported and destroyed based on sensitivity and need-to-know. I will report all DCPS IA-related suspicious threats and vulnerabilities to the appropriate organization. I have completed a U.S. Government background investigation equal with the level of access granted. I will use strong passwords, protect workstation, and not leave my CAC card or other authentication device unattended. I will keep my security training current. I agree to notify the appropriate organization that issued my account(s) when access is no longer required.

<b>17. USER'S SIGNATURE</b>	<b>18. DATE</b> (YYYY-MM-DD)
<b>19. SUPERVISOR APPROVAL</b> (Completed by user's supervisor or government sponsor)	
<b>a. CERTIFICATION OF NEED-TO-KNOW</b> <input type="checkbox"/> I certify that this user requires access as requested in block 13 of the user's DD Form 2875.	
<b>b. SUPERVISOR/GOVERNMENT SPONSOR'S FULL NAME</b>	<b>c. SIGNATURE</b>
<b>d. DATE</b> (YYYY-MM-DD)	

**IMPORTANT:** Submit this form with the user's DD Form 2875, "System Authorization Access Request (SAAR)".

# DEFENSE CIVILIAN PAY SYSTEM (DCPS) NON-PAYROLL OFFICE ACCESS FORM

## INSTRUCTIONS FOR REQUESTING INITIAL ACCESS RIGHTS

**IMPORTANT:** Make sure this form is submitted with the user's DD Form 2875, "System Authorization Access Request (SAAR)".

### PART I. USER PERSONAL INFORMATION

BLOCK 1. Enter user's last name, first name, middle initial, and suffix (if applicable).

BLOCK 2. Enter user's Social Security Number (SSN), local national (LN) number, or Status of Forces Agreement (SOFA) number. **Foreign national employees MUST provide the number assigned to them to work on the base.**

BLOCK 3. Enter user's agency code and major claimant code. (Section H1 of DCPS User Manual contains a list of agency and major claimant codes.)

BLOCK 4. Enter an **X** in the box to the left of user's affiliation. If affiliation is "Foreign National", you **MUST** enter user's 2-character country code in the space provided. (Section G of DCPS User Manual contains a list of country codes.)

BLOCK 5. Place an **X** in the box to the left of statement and then enter the date the new user completed the DCPS Security Awareness Online Course.

### PART II. USER ACCESS INFORMATION

BLOCK 6. Place an **X** in the box to the left of each database within a payroll office that the new user will be accessing. (**IMPORTANT:** A separate DCPS Payroll Office Access Form must be submitted for each payroll office for which the new user will provide service.)

BLOCK 7. If Block 12 is **E, B, I, P, D,** or **T**, enter the activity code of where the user is employed; otherwise enter six zeroes.

BLOCK 8. If Block 12 is **E, B, P, D,** or **T**, enter the site activity code of the activity for which the user will have access rights; otherwise, enter six zeroes.

BLOCK 9. If site activity identified in Block 8 is divided into physical locations, enter 2-position CSR or T&A site indicator code for which the user will have access rights; otherwise, enter two zeroes.

BLOCK 10. Enter identification number of printer where requested or automatically generated DCPS reports will print.

BLOCK 11. a. Enter CSR name. b. Enter CSR telephone number. c. Enter CSR email address.

BLOCK 12. Enter an **X** in the box to the left of user's user indicator type. (**NOTE:** Refer to Block 15 (Authorization Type) description below for functions of each user indicator type.)

BLOCK 13. Enter **A** to add authorization type and authorization number within a database for accounts the new user will access. (Repeat for each database and for each authorization type and number.)

BLOCK 14. Enter appropriate database designator.

BLOCK 15. Perform one of the following actions: (Repeat for each database and for each authorization type and authorization number.)

If Block 12 is **E**, enter one of the following authorization type codes:

**M** - CSR MER Clerk (non-SF50). Accesses CSR Main Menu: Employee Data Menu, Leave Menu, On-Line Inquiries Menu, CSR Reports Menu, In Lieu of LES, Debt Collection Menu, Retirement Reports Menu (VA only)..

**P** - CSR Tables Maintenance. Accesses CSR Main Menu: On-Line Inquiries Menu, Tables Maintenance Menu.

**V** - CSR View. Accesses CSR Main Menu: On-Line Inquiries Menu, CSR Reports Menu, In Lieu of LES, Debt Collection Menu.

If Block 12 is **B**, enter one of the following authorization type codes:

**M** - CDR MER Clerk (non-SF50). Accesses CSR Main Menu: Employee Data Menu, Leave Menu, On-Line Inquiries Menu, CSR Reports Menu, In Lieu of LES, Debt Collection Menu, Retirement Reports Menu (VA only)..

**P** - CDR Tables Maintenance. Accesses CSR Main Menu: On-Line Inquiries Menu, Tables Maintenance Menu.

**T** - CDR T&A Site Clerk. Accesses CSR Main Menu: On-Line Inquiries Menu, Time and Attendance Menu.

**V** - CDR View. Accesses CSR Main Menu: On-Line Inquiries Menu, CSR Reports Menu, In Lieu of LES, Debt Collection Menu.

If Block 12 is **I** (VA only), enter one of the following authorization type codes:

**M** - ECSR MER Clerk (non-SF50). Accesses CSR Main Menu: Employee Data Menu, Leave Menu, On-Line Inquiries Menu, CSR Reports Menu, In Lieu of LES, Debt Collection Menu, Retirement Reports Menu (VA only)..

**P** - ECSR Tables Maintenance. Accesses CSR Main Menu: On-Line Inquiries Menu, Tables Maintenance Menu.

**T** - ECSR T&A Site Clerk. Accesses CSR Main Menu: On-Line Inquiries Menu, Time and Attendance Menu.

**V** - ECSR View. Accesses CSR Main Menu: On-Line Inquiries Menu, CSR Reports Menu, In Lieu of LES, Debt Collection Menu.

If Block 12 is **P**, enter one of the following authorization type codes:

**M** - HRO MER Clerk (SF50). Accesses DCPS Personnel Main Menu: New Hire Process, Employee Update Process, Separations and Severance Pay, Employee ID Correction, TSP, FEGLI Deductions, FEHB Deductions, Master Employee Inquiry, Employee Locator Inquiry, Leave Bank Table Inquiry, Overseas Allowances/Differentials Inquiry, Cash Awards, Debt Collection Menu.

**L** - HRO Leave Bank. Accesses DCPS Personnel Main Menu: New Hire Process, Employee Update Process, Separations and Severance Pay, Employee ID Correction, TSP, FEGLI Deductions, FEHB Deductions, Master Employee Inquiry, Employee Locator Inquiry, Leave Bank Table Inquiry, Leave Bank Menu, Overseas Allowances/Differentials Inquiry, Cash Awards, Debt Collection Menu.

**V** - HRO View. Accesses DCPS Personnel Main Menu: Master Employee Inquiry, Employee Locator Inquiry, Leave Bank Table Inquiry, Overseas Allowances/Differentials Inquiry, Cash Awards, Debt Collection Menu.

**N** - PRO View. Accesses personnel views of leave, time and pay information.

If Block 12 is **D**, enter **D** - RDO Report Printing. Accesses all options on Remote Disbursing Reports Menu.

If Block 12 is **T**, enter **T** - T&A Site Clerk. Accesses Time and Attendance Menu: Timecard Format 1 - Sequential, Timecard Format 1 - Individual, Timecard Format 2 - Sequential, Timecard Format 2 - Individual, Work Schedule Change, Accepted T&A Inquiry, Excessive Timecard Exceptions, Retroactive T&A Inquiry, History (Time) - Sequential, T&A Reports Menu.

If Block 12 is **C**, enter **C** - T&A Site Certifier. Accesses Time and Attendance Menu: Timecard Format 1 - Sequential, Timecard Format 1 - Individual, Timecard Format 2 - Sequential, Timecard Format 2 - Individual, Work Schedule Change, Accepted T&A Inquiry, Excessive Timecard Exceptions, Retroactive T&A Inquiry, History (Time) - Sequential, T&A Reports Menu, T&A for Certification, Missing Certification Report.

If Block 12 is **V**, enter **J** - Accounting Technician. Accesses all options on DCPS Accounting Data Main Menu.

BLOCK 16. Enter appropriate authorization number. **NOTE:** User may not have **K, M** and/or **T** authorization types for the same authorization numbers. (Refer to Authorization Number column for valid entries. Repeat for each database and for each authorization type and authorization number.)

BLOCKS 17 and 18. Sign and date the form.

BLOCKS 19a through 19d. User's supervisor or government point of contact should place an **X** in the box to the left of the statement, print his or her name, and then sign and date the form.

## INSTRUCTIONS FOR REQUESTING MODIFICATION TO ACCESS RIGHTS

**IMPORTANT:** Make sure this form is submitted with the user's DD Form 2875, "System Authorization Access Request (SAAR)".

BLOCKS 1 through 5 and 17 through 19. Complete as directed in the Instructions for Requesting Initial Access Rights section.

BLOCK 6. Place an X in the box to the left of the database designator that contains site activity to be modified.

BLOCK 7. Enter the activity code of where the user is employed from initial access request or a different activity code if user has changed employers.

BLOCK 8. Enter site activity code to be modified.

BLOCK 9. If site activity identified in Block 8 is divided into physical locations, enter 2-position CSR or T&A site indicator code to be modified; otherwise, enter two zeroes.

BLOCKS 10 and 12. Complete as directed in the Instructions for Requesting Initial Access Rights section above.

BLOCKS 13 through 16. Add, change, and delete authorization types and numbers within the databases for accounts the user accesses. (See Instructions for Requesting Initial Access Rights section for details.)

## INSTRUCTIONS FOR REQUESTING ADDITION OF A SITE ACTIVITY

**IMPORTANT:** Make sure this form is submitted with the user's DD Form 2875, "System Authorization Access Request (SAAR)".

BLOCKS 1 through 5 and 17 through 19. Complete as directed in the Instructions for Requesting Initial Access Rights section.

BLOCK 6. Place an X in the box to the left of the database designator that contains site activity to be added.

BLOCK 7. Enter the activity code of where the user is employed from initial access request.

BLOCK 8. Enter site activity code to be added.

BLOCK 9. If site activity identified in Block 8 is divided into physical locations, enter 2-position CSR or T&A site indicator code for which the user will have access rights; otherwise, enter two zeroes.

BLOCKS 10 and 12. Complete as directed in the Instructions for Requesting Initial Access Rights section above.

BLOCKS 13 through 16. Add authorization types and numbers within the database for accounts the user will access. (See Instructions for Requesting Initial Access Rights section for details.)

## INSTRUCTIONS FOR REQUESTING DELETION OF A SITE ACTIVITY

**IMPORTANT:** Make sure this form is submitted with the user's DD Form 2875, "System Authorization Access Request (SAAR)".

BLOCKS 1 through 5 and 17 through 19. Complete as directed in the Instructions for Requesting Initial Access Rights section.

BLOCK 6. Place an X in the box to the left of the database designator that contains site activity to be deleted.

BLOCK 7. Enter the activity code of where the user is employed from initial access request.

BLOCK 8. Enter site activity code to be deleted.

BLOCK 9. If site activity identified in Block 8 is divided into physical locations, enter 2-position CSR or T&A site indicator code to be deleted; otherwise, enter two zeroes.

BLOCKS 10 and 12. Complete as directed in the Instructions for Requesting Initial Access Rights section above.

BLOCKS 13 through 16. Leave blank.