

SANAR Form Completion Instructions

Employees who require access to the personnel databases [such as: the Defense Civilian Personnel Data System (DCPDS); the Civilian Servicing Unit (CSU); Army Regional Tools (ART); or the Civilian Personnel On-Line (CPOL) Army One Portal] to accomplish work requirements, must first establish an Army Knowledge On-Line (AKO) account. If the employee already has an AKO account, there is no need to attempt to create a second AKO account. Please visit the AKO web site (<https://www.us.army.mil>) to create a new account and/or to verify that the employee is able to successfully access AKO.

Part I – To be completed by the Nominee for access (e.g., by the employee requesting access)

Block 1: Leave blank.

Block 2: Current date.

Block 3: Full official name, position title, pay plan and grade or military rank.

Block 4: Leave blank.

Block 5: Enter “**DCPDS Access for Personnel Actions**”, and then indicate the level of access required:

- a. **Manager or Administrative** level of access.
- b. **RPA requester** – Enables the employee to create Requests for Personnel Action (RPAs) for the organization.
- c. **RPA authorizer** – Enables the employee to authorize RPAs for the organization. Typically only top level supervisors have this ability.
- d. **Resource Management (RM)** – If the employee works for an RM organization, please indicate if they require access to the RM group box and/or if they will be creating RPAs for the employees within RM.
- e. **OTA (ORACLE Training Administrator)** – Enables the employee to update the personnel database with completed training for the employees within the organization.
- f. Note any other access or abilities the employee requires within the personnel databases.

Block 6: Social security number is required to build new account.

Block 7: Date of birth is required to build new account.

Block 8: Commercial duty phone number, not home phone number. Be sure to include area code.

Block 9: Leave blank.

Block 10: Complete work address, not home address.

Block 11: AKO e-mail address (e.g., <AKO account name>@us.army.mil), not organization e-mail address (e.g., <name>@usace.army.mil, or <name>@usarec.army.mil, or <name>@mepcom.army.mil, etc.)

Block 12: Nominee's signature and date.

Part II – To be completed by the Nominee's Supervisor or Manager

Block 13: Most positions are "nonsensitive".

Blocks 14-16: Completed by employee's supervisor.

Block 17: Supervisor's signature and date.

Part III – To be completed by the Nominee's local Security Manager

Blocks 18-21: Completed by local security manager.

Block 22: Local security manager's signature and date.

Part IV – To be completed by the Nominee's local Information Assurance Security Officer (IASO).

Blocks 23-25: Completed by local IASO (usually someone in the local IM or DOIM organization).

Block 26: Local IASO's signature and date.

Mail completed forms to the SPD CPAC:

US Army Civilian Human Resources Agency
South Pacific Division, Civilian Personnel Advisory Center
ATTN: CHRA SPD CPAC (Personnel Systems Manager)
1325 J Street, Room 1450
Sacramento, CA 95814-2922

Note: We must receive the original form with original signatures before new accounts can be created. New accounts are usually created within 1-2 weeks after the completed SANAR request form is received.

Questions on completing the SANAR form should be directed to the SPD CPAC Personnel Systems Manager.