

**BY ORDER OF THE COMMANDER
82D TRAINING WING (AETC)**

**SHEPPARD AIR FORCE BASE
INSTRUCTION 36-26**



31 MAY 2018

*Certified Current on, 6 July 2021
Personnel*

**SHEPPARD AIR FORCE BASE HUMAN
RESOURCES SYSTEMS ACCESS
INSTRUCTION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction further implements Air Force Policy Directive (AFPD) 36-26, *Total Force Development and Management*. It is written to establish guidance for the use of the Sheppard Air Force Base (SAFB) Form 1, *Human Resources Systems Access Request*. This form must be submitted when requesting access to Virtual Personnel Center (vPC), Case Management System (CMS), and Base Level Service Delivery Module (BLSDM). The guideline is applicable to all personnel. This instruction directs collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10, United States Code, Section 8013, Secretary of the Air Force (AF). Privacy Act system notice F036 AF PC Q, Personnel Data System, applies. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AF Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with AF Records Information Management System Records Disposition Schedule, or any updated statement provided by the AF Records Management office (SAF/CIO A6P). Refer recommended changes and questions about this publication to the Office of Primary Responsibility using AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command. See **Attachment 1** for a Glossary of References and Supporting Information.

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Chapter 1

SAFB FORM 1

1.1. Section 1.

1.1.1. Fill out section 1 with the following information:

- 1.1.1.1. Name (Last, First, Middle Initial).
- 1.1.1.2. Grade.
- 1.1.1.3. Department of Defense Identification Number.
- 1.1.1.4. Organization.
- 1.1.1.5. Office Symbol.
- 1.1.1.6. Job Title/Function.
- 1.1.1.7. Defense Secure Network (DSN).
- 1.1.1.8. E-Mail Address.

1.2. Section 2.

1.2.1. Fill out section 2 with the following information:

- 1.2.1.1. Commander's Name (Last, First, Middle Initial).
- 1.2.1.2. Commander's Grade.
- 1.2.1.3. Commander's Organization.
- 1.2.1.4. Commander's Office Symbol

1.3. Section 3.

1.3.1. Fill out section 3 with the following information:

- 1.3.1.1. Place check next to system(s) the individual needs access to.
- 1.3.1.2. If a member requires vPC, CMS, or Personnel Records Display Application (PRDA) access, the required role must be specified. **Note:** The commander must initiate commander delegated PRDA access via Assignment Management System (AMS). This for is used for all other PRDA roles.
- 1.3.1.3. If a member requires vPC or BLSDM, all required Personnel Accounting Symbol (PAS) codes must be specified.
- 1.3.1.4. If the individual requires access to five (5) or PAS codes, all of the required PAS codes and unit names must be sent in an excel file with the SAFB Form 1.

1.4. Section 4.

1.4.1. Fill out section 4 with the following information:

1.4.1.1. Date and requester's digital signature.

1.4.1.2. Date and commander's digital signature.

RONALD E. JOLLY, SR.
Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 36-26, *Total Force Development and Management*, 22 December 2015

AFMAN 33-363, *Management of Records*, 1 March 2008

Prescribed Forms

SAFB Form 1, *Human Resources Systems Access Request*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AF—Air Force

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AMS—Assignment Management System

BLSDM—Base Level Service Delivery Module

CMS—Case Management System

DSN—Defense Secure Network

PAS—Personnel Accounting Symbol

PRDA—Personnel Records Display Application

SAFB—Sheppard Air Force Base

vPC—Virtual Personnel Center