



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 12-04

3 May 2012

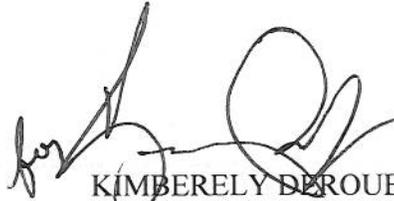
**Army Remote Designee Workshop
Defense Civilian Personnel Data System Rollout**

1. The Human Resources Office (HRO) will be conducting a Remote Designee Workshop. All Remote Designees will be required to submit Requests for Personnel Actions using the Defense Civilian Personnel Data System (DCPDS). This is a **mandatory** workshop that must be attended prior to being granted access to DCPDS. Wing FSS Officers and Unit/Directorate managers are encouraged to attend and learn the capabilities of the deployed DCPDS system.
2. **LOCATION AND DATES.** Army personnel will attend the class on 14-17 August 2012 at the Okinawa Armory located at 8410 Okinawa Street, Sacramento, CA 95828. Travel days are 13 August 2012 and 18 August 2012.
3. **TRAVEL INFORMATION.** If you are arriving by plane you will travel to the Sacramento International Airport located approximately 20 miles from the training location.
4. **HOTEL RESERVATIONS.** If you are traveling, make your hotel reservations by 3 August 2012. The following hotels honor the government per diem rate of \$99 per night. Please ensure you ask for the Federal government rate. Shuttle service to and from the airport is not provided by any of the establishments:
 - a. The Comfort Inn & Suites, 21 Howe Avenue, Sacramento, CA 95826, (916) 379-0400.
 - b. The Hyatt House, 11260 Point East Drive, Rancho Cordova, CA 95742, (916) 638-4141.
 - c. The Marriott Rancho Cordova, 11211 Point East Drive, Rancho Cordova, CA 95742, (916) 638-1100.
5. **REGISTRATION.** To attend this vital training, please complete the self registration on the CA website at: <http://www.calguard.ca.gov/cahr/Pages/training.aspx>. Once registered please submit a Standard Form 182, "Authorization, Agreement and Certification of Training," and a DD 2875, "System Authorization Access Request Form." These forms are available at the following sites: <http://www.calguard.ca.gov/cahr/Documents/Training/sf182.pdf>. and at <http://www.calguard.ca.gov/cahr/Documents/Training/DCPDS/dd2875.pdf>. Please make sure the security portion (part III) of the DD 2875 is completed by your security manager prior to submission. Forward the completed, signed forms to the Human Resources Office, Human Resources Development section at the following address: NGCAJ1HRO-HRDS@ca.ngb.army.mil. Technicians must make travel arrangements through the Defense Travel System (DTS).

TAAI: 12-04 Dated 30 April 2012

Subject: Army Remote Designee Workshop Defense Civilian Personnel Data System Rollout

6. **ADDITIONAL INFORMATION.** For questions regarding the course, please contact Ms. Lisa Nagata at (916) 854-3601 or SPC Shawn Brum at (916) 854-4250. Additionally, you may email the following link: NGCAJ1HRO-HRDS@ca.ngb.army.mil.



KIMBERELY DEROUEN SLAVEN
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Director, Human Resources Office

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