



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

Number: 12-18

3 May 2012

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

1. The Human Resources Office (HRO) will be presenting its Remote Designee Workshops. 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.** Air personnel will attend the class on 20-23 August 2012 at the 129th RQW located at 680 Macon Road, Moffett FAF, CA 94035. Travel days are 19 August 2012 and 24 August 2012.

3. **TRAVEL INFORMATION.** If you are traveling by air, plan to arrive at the San Jose International Airport located approximately 10 miles from the training site.

4. **HOTEL RESERVATIONS.** If you are traveling, make your hotel reservations by 3 August 2012. The following hotel will 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 this establishment:

a. Quality Inn & Suites, 5 Fairchild Drive, Mountain View, CA 94043, (650) 934-0155. This hotel

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).

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
LTC, CA ARNG
Director, Human Resources Office

DISTRIBUTION:

Air: TA
Army: TA