Instructions for completing SANAR Form (limits the number of times it is sent back for corrections (expediting the request):

Part I needs to be fully completed by the employee:

Reminders

Item 1 will need the AKO user id

Item 4 leave blank

Item 5 will need the remark entered as: Request is for access to "list the systems such as DCPDS, CSU (Manager Tab), CIV Pay Pool Admin/Manager etc) **Please note that if the request is for Pay Pool Access, the Pay Pool Manager's Name/Title/Signature MUST be on the form, along the margin is acceptable.

Item 9 leave blank
Item 11 will need the complete AKO email address (not the civ@mail.mil address)

Part II needs to be fully completed by the supervisor (all blocks 13-17)

Part III needs to be fully completed by the organization IASO (all blocks 18-21)

Form Web Address

SANAR form can be found at:
http://www.chra.army.mil/hr/tools/gps/files/SANAR%20Form~134.pdf .However, the links sometimes change and it may also be obtained at www.cpol.army.mil
Click on "Employee Portal Login (CAC)" to log in (top right) Select the "Home" tab Click on "Account Request Information"
Click on "SANAR Form" in the list of Attachments