

**MARSHALL PERSONNEL INFORMATION SYSTEM (MPIS)
LEVEL OF ACCESS REQUEST**

MPIS CONTAINS DATA SUBJECT TO PRIVACY ACT OF 1974 AND NPD 1382.17

ATTENTION

When not under the continuing control and supervision of a person authorized access to this material, it must be, as a minimum, maintained under locked conditions.

WARNING

Disclosure of personal data subject to the Privacy Act, in any manner, to any person or agency not entitled to receive it, could result in being found guilty of a misdemeanor, punishable by a fine of not more than \$5,000 (5 USC 522a).

A "Level of Access" is used to grant an individual access to view personnel data that is within their assigned organizations and/or COG(s). The Access Code may be an organization code (i.e., SA21, a COG (i.e., SA), or a group of COG(s).

A. REQUESTING OFFICE

TYPE OF ACTION: ADD CHANGE DELETE

REQUEST DATE:

EMPLOYEE NAME:

EMPLOYEE ORGANIZATION CODE:

LEVEL OF ACCESS REQUESTED AND JUSTIFICATION:

EMPLOYEE'S SIGNATURE AND DATE:

SUPERVISOR'S SIGNATURE AND DATE:

**B. REVIEW AND APPROVAL
CUSTOMER AND EMPLOYEE RELATIONS OFFICE**

MPIS APPROVAL:

DATE:

APPROVAL OFFICER:

DATE:

OFFICE USE ONLY

SPECIAL VIEW:

ROUTING INFORMATION: Please forward to CD02/Rachel Stewart