

INSTRUCTIONS FOR COMPLETING APPLICATION FOR ACCESS TO SYSPLEX FORM

Please complete only the following blocks for the SYSPLEX Access Form:

BLOCK 1 – Applicant's Name and EMAIL

BLOCK 2 – Applicant's phone number

BLOCK 3 – Applicant's Social Security Number. Use 5 zeros and last 4 digits

BLOCK 4 – Applicant's Duty Station. Under Region/Field Office list your Department Code, Agency Code, Personnel Office Identifier, City, State and Zip Code.

BLOCK 5 – Applicant's Agency Name.

BLOCK 14 – Applicant must sign and date.

Please fax form to GESD Personnel Systems Branch at 504-255-5543