



**DON Hierarchy Level 3/4/5 (Agent) Setup**  
**Purchasing CPP (DON)**  
**Bank 8203**

**Government Services**

Or mail request to:  
 U.S. Bank Government Services  
 200 South Sixth Street – EP-MN-L25C  
 Minneapolis, MN 55402  
 Email: CPSDONAC@usbank.com

**Reporting levels**

Level 1: 47163    Level 2: 00017    Level 3: \_\_\_\_\_    Level 4: \_\_\_\_\_    Level 5: \_\_\_\_\_    Command DoDAAC: \_\_\_\_\_  
(5 digits) (1 letter and 5 numbers)

Financial system:  DAI    Navy ERP    Navy ERP (OLCERT - PO/LI)    Navy ERP (OLCERT - SDN)  
 OPTI C/F    SABRS

Will this new Agent be for Contract Pay?    Yes    No

**Setup information**

Cycle Date: 19

Agency/Organization name: \_\_\_\_\_ (maximum 40 characters)

Name of A/OPC: \_\_\_\_\_

A/OPC Type:

Address Line 1: \_\_\_\_\_ (maximum 40 characters)

Address Line 2: \_\_\_\_\_ (optional) (maximum 40 characters)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_  
(maximum 15 characters)

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Reason for New Agent Setup being requested:  
 (i.e. "Command reorganization due to ...." or "GPC Program is growing as a result of ...")

Provide A/OPC User IDs that need to have access to this new agent. If more than 5 then submit separate spreadsheet with additional information.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Form Submitted by Hierarchy Level 3 A/OPC**

Name (print/type): \_\_\_\_\_

Phone: : \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date submitted: \_\_\_\_\_

**Customer service**  
**888-994-6722**