



TEXAS MILITARY DEPARTMENT
STATE HUMAN RESOURCE DEPARTMENT
MILITARY SUPERVISOR CAPPS ACCOUNT REQUEST FORM

Authority:

Sec 437.059 of the Texas Government Code (Gov't Code) authorizes the Adjutant General to appoint full-time state employees, traditional national guard members, state guard volunteers, or federal employees to positions as determined appropriate for operations of the Texas Military Department.

Purpose:

TMD operations include military supervisors who manage state employees. TMD's migration to the automated timekeeping system for state employees called CAPPs (Centralized Accounting Personnel/Payroll System) requires these military supervisors to have a CAPPs user account to approve state employee time and leave. For authentication purposes, each military supervisor's DOD ID number, located on the reverse side of his/her Common Access Card (CAC) will be used to generate a CAPPs user ID number. This request form is needed to obtain the information required to establish the military supervisors CAPPs user account. Military personnel information is confidential and not subject to disclosure under Gov't Code Chapter 552.

Instructions:

Complete the section below and submit the form via encrypted email to frank.oduro@military.texas.gov or deliver to State Human Resources, Bldg 64, Camp Mabry.

Military Supervisor Information:

Position Name: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

DOD ID Number: \_\_\_\_\_ Bus. Phone Number: \_\_\_\_\_

Physical Location: \_\_\_\_\_

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

Supervisor Name/Position: \_\_\_\_\_

Table with 2 columns: State/Federal Program(s) Managed (list all applicable) and Number of State employees supervised. Includes three rows of input lines.

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