

DEPARTMENT OF HOMELAND SECURITY
U.S. Coast Guard
DIRECT ACCESS USER ROLE DESIGNATION

Please fill out online. Do not print. This authorization supersedes current role designations.

1. User's Name (Last, First, MI.)	2. Rank	3. Employee ID # <small>(1111111 for non-Empla MBRS)</small>
4. Dept ID & Unit Name (Include Staff Symbol)	5. Area Code & Phone Number	6. E-mail Address
<p>7. Role Designation—Do not forget current elevated roles <small>(Current designations will be removed if not included on this request).</small> <small>Note: See Chapter 1-2 of the Personnel and Pay Procedures Manual, PPCINST M1000.2(series) for an explanation of user roles common to field units.</small></p> <p>Command</p> <p><input type="checkbox"/> CGSSCMD—[CMD] Command User (Evals, Drills, Airport Terminal, etc.)</p> <p><input type="checkbox"/> CGEMPREV—[E6 & Above] Employee Review Only (not needed if you have CGSSCMD or CGHRS)</p> <p>Administration</p> <p><input type="checkbox"/> CGFIELDADM—[Admin] Access to Airport Terminal & Member Personal Profile (Competencies, Training, & Awards)</p> <p><input type="checkbox"/> CGHRSVW—[Admin] View only access to the CGHRS Role.</p> <p><input type="checkbox"/> CGHRS—[SPO] Pay Tech</p> <p><input type="checkbox"/> CGHRSUP—[SPO] Payment Approving Official (PAO). ***E5's require Justification Memo***</p> <p>Reserve Only Administration</p> <p><input type="checkbox"/> CGRSVISC/CGRSVORD—[DXR] Reserve Orders Approval/Funding</p> <p><input type="checkbox"/> CGRSVMGR—[Reserve Manager] Create, review, and endorse request for reserve orders</p> <p><input type="checkbox"/> CGRSVDRL—[Reserve Admin] Schedule, Edit, and Approve Reserve IDT Drills</p> <p>Mobilization</p> <p><input type="checkbox"/> View Only <input type="checkbox"/> Approver <input type="checkbox"/> Admin</p> <p><input type="checkbox"/> Processor <input type="checkbox"/> Resume Endorser</p> <p>Training</p> <p><input type="checkbox"/> CGTRNOFF—[Unit Training Officer] Electronic Training Request **Requires Designation Memo**</p> <p><input type="checkbox"/> CGFTESO—[Educational Services Officer] Testing Administration **Requires Designation Memo**</p> <p><input type="checkbox"/> CGTRNFAC—[Training Center] TAS Course Sessions</p> <p><input type="checkbox"/> CGTRNTQC—[TQC] TAS Course Scheduler</p> <p>Security</p> <p><input type="checkbox"/> CGSECUVW—Area/Dist Security Manager (View Only) **Requires Digital Signature from DCMS-34** <small>Routed by User to DCMS-35 for Approval and Signature</small></p> <p style="margin-left: 40px;"><small>DCMS-35 Approval Signature _____</small></p> <p>Various/Others</p> <p><input type="checkbox"/> CGURINALYSIS—[Unit Urinalysis Coordinator] Unit rosters with DOD-ID numbers. **Requires Designation Memo**</p> <p><input type="checkbox"/> CGASGN—[PSC] Assignment Officer (EPM/OPM/RPM)</p> <p><input type="checkbox"/> CGAIRTRM—[Relocation/Housing Office] Airport Terminal Only (Not required if administration roles checked above)</p> <p><input type="checkbox"/> Comments/Others [not listed] – Describe what you need to access in DA:</p>		

Automatic Revocation:
Elevated Direct Access roles are automatically terminated upon PCS, separation, retirement, reassignment of duties (FleetUps), and change of organization (interoffice transfer). Users will retain Self-Service access only.

CGHRSUP user roles for PAOs are automatically terminated each fiscal year unless the PAO completes annual required training and is re-designated in accordance with Chapter 1-2 of [Personnel and Pay Procedures Manual, PPCINST M1000.2\(series\)](#).

Manual Revocation:
Supervisors may submit an email citing the reason and which elevated roles to revoke to PPC Customer Care at:
PPC-DG-CustomerCare@uscg.mil.

Form Submission:
Please be sure to submit elevated roles request in a timely manner. Also recognize that if a user submits a new access form and it is processed by PPC before the SPO submits the PCS departing endorsement, the system will automatically terminate the new access once they are departed.

Digital Signatures: (click here for even more info)
Once a digital signature is applied the form is locked from editing. Only the signee can remove their own signature by right clicking and selecting "Clear Signature". If the signee is unavailable to remove a signature you can start over by downloading a new form here:
<http://www.uscg.mil/ppc/forms/#tabs-1>

Ink Signatures:
PPC will accept ink signatures for this form only if both the member and the AO sign in ink. Names must be printed/typed in blocks 8 and 13, these names must be legible.

Attachments:
Can be viewed by clicking the Paperclip Icon next to the Corresponding Role. You can only attach one multipage attachment for each role. You cannot attach multiple single page documents.

User Acknowledgement: I understand that I am authorized to access the Direct Access system and that accessing it for purposes beyond the scope of authorization is a violation of Federal Law (18 U.S.C 1030 et al).

Note: Refer to the Automated Information Systems (AIS) User Acknowledgement Form (CG-5500A), which is required for all U.S. Coast Guard AIS users. It contains the full scope of Authorization and Acknowledgement.

8. User's Signature:	
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Authorizing Official Acknowledgement: I certify that the access I have authorized is based on an official need. I am aware of the general functionality I have authorized and I am aware of what this will allow this member/employee to complete.

*****Only the CO/OIC and XO/XPO of any unit or Division/Branch Chiefs (including sub units) at the following units may sign:**

HQs/Districts/Sectors/DCMS/CGPSC/PPC/FORCECOM/AREA (**"By Direction" is not authorized**)***

Note: For Contractor Users, the Contracting Officer's Technical Representative (COTR) signs as AO.

9. AO EMPLID:	10. AO RANK:	11. AO TITLE:	12. AO Phone:
13. AO's Signature:			

Privacy Act Statement

AUTHORITY:	Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act.
PRINCIPAL PURPOSE:	To record names, signatures, and other identifiers for the purpose of identifying individuals requesting access to U.S. Coast Guard (USCG) systems and information. Note: Records may be maintained in both electronic and/or paper form.
ROUTINE USES:	None.
DISCLOSURE:	Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.