Attach Miscellaneous

Reset Form

DEPARTMENT OF HOMELAND SECURITY
U.S. Coast Guard

TPAX/WINIATS 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 --Select--	3. Employee ID # (SSN for non-Emplid MBRS)
4. Dept ID & Unit Name (Include Staff Symbol)	5. Area Code & Phone Number	6. E-mail Address

7. Role Designation—Do not forget current elevated roles (Current designations will be removed if not included on this request).

TPAX

☐ AO—**[E5/GS7 & Above]** Authorizing Official for TPAX and Paper Claims ****Requires Designation Memo****
☐ Travel Card Manager—Access to JPMC
Date of Expiration: *(Optional)*

****AO Endorsed Paper Claims submitted to PPC without this role approved will be rejected and returned to the unit for an approved AO's signature****

☐ PCS Signature Proxy—**[SPO's Only]**
☐ Unit Command Representative—Run unit reports within TPAX
☐ System Administrator—**[PPC TVL Only]**
☐ Customer Service Representative—**[PPC Only]**
☐ Customer Service Representative 2
Date of Expiration:
Role Justification:

New TPAX Profile

☐ Create Non-CG Self-Service Profile

WINIATS **(PPC TVL ONLY)**

☐ Auditor
☐ Examiner
☐ Distribution
☐ Super User—**[System Support Users Only]**
☐ System Administrative—Restricted
☐ System Administrative—Full

Other/Comments

Automatic Revocation:
Tpax/WINIATS roles are automatically terminated after one year of submission, upon PCS, separation, retirement, reassignment of duties (FleetUps), and change of organization (interoffice transfer). Users will retain Self-Service access only.

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 when the Member and AO both sign with ink.

Attachments:
Can be viewed by clicked the 'Show/Hide' Attachment buttons on top left of form. You can only attach one multipage attachment to the form. You cannot attach multiple single page documents. Once the form is signed attachments are disabled.

User Acknowledgement: I understand that I am authorized to access the Tpax/WINIATS 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:**
Signature Errors

Click Here - Email form to CMD Supervisor

CMD Supervisor: 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.

*** CMD Supervisor's must belong in the chain AND be higher ranking then the member requesting the TPAX user roles***
*******TPAX-AO request can only be approved by the CO/OIC and XO/XPO of any unit **or** Division/Branch Chiefs (including sub units) at the following units: HQs/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. **CMD EMPLID:**	10. **CMD RANK:** --Select--	11. **CMD TITLE:** --Select--	12. **CMD Phone:**

13. **CMD's Signature:**
Signature Errors

CMD Click Here - Email form to PPC

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.