

E-Mail ALSPO C/11

Subj: PAYMENT APPROVING OFFICIAL DESIGNATIONS

- Ref: (a) [Coast Guard Certifying and Disbursing Manual, COMDTINST M7210.1\(series\)](#)
(b) [E-Mail ALSPO B/11; Segregation of Duties, Review and Approval for Individual Pay Entitlement and Multiple Pay Entitlement Transactions](#)
(c) [Coast Guard Servicing Personnel Office \(SPO\) Manual, PPCINST M5231.3](#)
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Introduction

This E-Mail ALSPO message prescribes required training requirements for Payment Approving Officials (PAOs) at Servicing Personnel Offices (SPOs).

The PAO training establishes a formal PAO certification process that provides uniform training to all PAOs. It provides PAOs with a comprehensive skill set enabling them to perform their PAO duties in compliance with appropriation law and Treasury regulations. This training will result in a more competent PAO corps and will assist the USCG in earning clean audit opinions.

The Internal Controls over Financial Reporting (ICOFr) training contributes to the awareness of all personnel who cause to be conducted, conduct, or review/approve personnel transactions that have an impact on the creation of USCG financial data. The training content includes an overview of Office of Management & Budget (OMB) Circular A-123 and other documents that describe the federal requirements to have sufficient controls in place to ensure proper execution of financial transactions. In addition, the training provides participants with the background necessary to comply with federal requirements regarding the, entry, accuracy review, and approval of pay transactions that occur at all levels of the Coast Guard. Comprehensive understanding of these principles helps to strengthen the Coast Guard's internal control structure and also assists the USCG with earning clean audit opinions.

Continued on next page

E-Mail ALSPO C/11

Subj: PAYMENT APPROVING OFFICIAL DESIGNATIONS

Payment Approving Officials' responsibilities and liabilities

Coast Guard Policy requires that PAOs have the same level of financial liability as an Authorized Certifying Officer (ACO), as described in Chapter 1 of reference (a). Thus, if a PAO incorrectly certifies a document to an ACO that directly results in an erroneous or improper payment, the PAO is responsible for the error. PAOs remain fully accountable to the Coast Guard and may be found to have pecuniary liability; and/or may have their personal evaluations (OER/CIV Performance Appraisal/Enlisted Employee Review) impacted by such action by an official in their chain with evaluation approving authority.

- Only properly designated PAOs/SPO Supervisors-Auditors have the authority to approve Direct Access transactions for transmission to PPC.
 - Only properly designated PAOs may have SPO Supervisor/Auditor (CGHRSUP) capability in Direct Access.
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SPO requirements

The Commanding Officer (CO) of a unit with a SPO must nominate at least one Officer, Chief Petty Officer, First Class Petty Officer, Second Class Petty Officer, or Civilian employee in grade GS-7 or above, for designation by PPC (MAS) as a PAO/SPO Supervisor-Auditor. However, the CO can delegate the authority to sign block 8 on Form CG-7421B (Revision 02/11 or later, see enclosure (1)) to the supervisor of the SPO.

Commanding Officers may designate as many PAOs as necessary to meet the SPO's needs and maintain a smooth workflow while ensuring the requirements for segregation of duties are met. Per references (b) and (c), the approver of a pay or accession transaction cannot be the originator of the transaction.

Continued on next page

E-Mail ALSPO C/11

Subj: PAYMENT APPROVING OFFICIAL DESIGNATIONS

**PAO
designation and
Direct Access
user role**

PAO designations and Direct Access Human Resource Site Supervisor (HRSUP) user role authorizations are processed together.

HRS Supervisor (HRSUP) role users have the ability to release Direct Access transactions that require approval. Certain Direct Access entitlements transactions require review and approval before they can be released for processing. Approval of these transactions is limited to properly designated PAOs.

**Prerequisites
for
HRSUP/PAO
designation**

PAOs must be E-6/GS-7 or above. E-5's may be recommended for designation only if extenuating circumstances create a situation where E-6's and above are not available for designation.

Minimum requirements for designation include:

- Being in proper billet for this authority.
- Being the proper rank.
- Having successfully completed the ICOFR online training course (Course code 810047).
- Having successfully completed the PAO online training course (Course code 502360).

If an E-5 is being recommended for PAO, the Authorizing Official must attach a letter to Form CG-7421B (Revision 02/11 or later, see enclosure (1)) that describes the justification for PAO responsibilities being granted to an E-5 (as prescribed in block 8 on Form CG-7421B).

Upon verification of the minimum requirements, and application approval, PPC will provide a formal letter of designation to the member, via the chain of command. (The letter and all minimum requirements supporting documentation must be maintained at the SPO or unit and be made available for external review and audit, to substantiate PAO application due process.)

PAOs may not perform any of the duties of a PAO until receipt of email notification by PPC (PS&R).

Continued on next page

E-Mail ALSPO C/11

Subj: PAYMENT APPROVING OFFICIAL DESIGNATIONS

**Online training
courses /
competency
code**

The PAO and ICOFR online training courses can be accessed via the Learning Management System (LMS) (<https://elearning.uscg.mil/>). Both courses are listed in the **Acquisitions** catalog.

Individuals needing to obtain the PAO competency (current and prospective PAOs), must contact their unit Training Officers (TO) to assign the PAO competency to the candidate in the Training Management Tool (TMT). Once the unit Training Officer has assigned the PAO competency to the individual, their course completions will automatically be updated in TMT upon successful training completion. If the training officer does not assign the competency, an individual's training completion will not be recorded in TMT, potentially jeopardizing PAO status.

Unit Training Officers have the ability to run unit training reports to determine individuals' status in meeting PAO training requirements. PPC can also verify course completion by running reports in the Coast Guard Business Intelligence (CGBI) tool, the Coast Guard's enterprise/high-level reporting tool.

Both courses must be completed annually to maintain PAO status. The training cycle (based on calendar year) starts on 01 January and ends on 31 December. As a result, PAOs/PAO candidates must complete the training courses during the calendar year each and every year. This mirrors the criteria for annually Mandated Training.

TMT uses 3 primary colors to communicate member training status: red, yellow, and green. Red means a member is overdue for training and green indicates the requirement is complete for the current training cycle. Yellow indicates completion during the previous training cycle, with no completion during the current training cycle.

Annually, during the month of January, PPC will verify those who have not completed the training requirements and suspend PAO privileges for those individuals not in compliance.

Upon successful completion of the PAO and ICOFR courses, and fulfillment of all minimum requirements, the PAO/CGHRSUP will be assigned by PPC in DA. Upon receipt of the formal designation letter from PPC, the unit TO shall certify the member as a PAO in TMT.

Continued on next page

E-Mail ALSPO C/11

Subj: PAYMENT APPROVING OFFICIAL DESIGNATIONS

Maintaining PAO status

All PAOs must take the required training by 1 August 2011 to maintain current PAO status. Beginning in 2012, all PAOs must be re-designated by 31 December of each year, requiring prospective PAOs to repeat the online training courses, submit a new Form CG-7421B (Revision 02/11 or latter see enclosure (1)), and accompanying letters, if required. On the 1st Business Day of the new calendar year, all PAOs who did not complete their annual training requirements will be decertified. PAOs are reminded that it takes approximately 24 hours for training completion to be transferred from the LMS to TMT. As a result, it is not advised to wait until 31 December to complete the annual training.

Annually, during the month of January, PPC will verify those who have not completed the re-designation requirements and suspend PAO privileges for those individuals not in compliance.

Terminating privileges

All Direct Access (DA) PAO privileges terminate, automatically, upon transfer or separation. As a result, there is no need to notify PPC when a member is transferred or separated:

- Access to all but self-service applications is automatically terminated when a military member departs on PCS orders.
- All access to Direct Access is automatically revoked when a military member is separated from the service.

If a designated PAO is removed from his or her PAO position prior to the end of the fiscal year, the CO shall notify PPC (MAS) by formal letter and must cite the reasons and effective dates.

CGHRSUP DA user roles for PAOs are automatically terminated each calendar year unless the PAO completes annual required training and is re-designated in accordance with this chapter.

When the PAO designation is no longer required, the unit TO should remove the competency requirement from TMT.

Continued on next page

E-Mail ALSPO C/11

Subj: PAYMENT APPROVING OFFICIAL DESIGNATIONS

Directives affected This E-Mail ALSPO message provides interim guidance which shall expire one year from the date of issuance unless it is incorporated into an appropriate PPC publication, reissued, or cancelled. The contents of this E-Mail ALSPO will be included in the next change to reference (c).

Questions Questions regarding the content of this E-Mail ALSPO message may be directed to PPC Customer Care at:

 (866) 772-8724/(785) 339-2200
 <http://www.uscg.mil/ppc/ccb/> (Online Trouble Ticket/Inquiry Form)
 PPC-DG-CustomerCare@uscg.mil (E-Mail)

Released by Internet release authorized.

/s/
J. D. PHILLIPS, CAPT, USCG
Commanding Officer

Encl: (1) CG-7421B (Rev. 02/11), Direct Access User Access Authorization and Payment Approving Official (PAO) Designation

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|--|--|---|---|---|
| U.S. DEPARTMENT OF HOMELAND SECURITY U. S. Coast Guard CG-7421B (Rev. 02-11) | | DIRECT ACCESS USER ACCESS AUTHORIZATION AND PAYMENT APPROVING OFFICIAL (PAO) DESIGNATION | | |
| 1. User's Name (Last, First, MI.) (Please print or type) | | 2. Rank/Rate: | 3. Employee ID # | |
| 4. Dept ID & Unit Name (Include Staff Symbol) | | 5. Area Code & Phone Number: | | 6. e-Mail address: |
| 7. User Role Description (Note: See Chapter 1 of the Personnel and Pay Procedures Manual, PPCINST M1000.2(series) for an explanation of user roles common to field units). (Include current roles, this authorization supersedes all of your previous authorizations): <input type="checkbox"/> CGSSCMD --Command User (evals, drills, Airport Terminal, etc.) <input type="checkbox"/> CGEMPREV -- Employee Review Only (not needed if you have CGSSCMD or CGHRS) <input type="checkbox"/> CGRSVDRL – Schedule, Edit and Approve Reserve IDT Drills (Only) <input type="checkbox"/> CGRSVMGR – Create, review, and endorse requests for reserve orders. <input type="checkbox"/> CGAIRTRM --Airport Terminal Only (Relocation Specialists/Housing Office) <input type="checkbox"/> CGFIELDADM --Unit with access to Member Competencies (Quals, Awards & Schools) (Route request through your Servicing Personnel Office – Per Pay & Personnel Procedures Manual, PPCINST M1000.2(series), Chap 1.) <input type="checkbox"/> CGGWIS --Global Workforce Inquiry System (Provides View Only Access to Personal Data) <input type="checkbox"/> CGHRS -- (SPO) DEPT ID _____ (See Chapter 1 of the CG SPO Manual, PPCINST M5231.3(series) for rules) <input type="checkbox"/> CGAPPL – Applicant Data (Use with CGHRS for accessions. This role is necessary to create applicant IDs. Cannot be selected with CGHRSUP.) <input type="checkbox"/> CGHRSUP —(SUPERVISOR, Payment Approving Official (PAO)) (Application must be approved by PPC (MAS).) (See Chapter 1 of the CG SPO Manual, PPCINST M5231.3(series)) <input type="checkbox"/> CGSIPDR (SPO Access to the EI-PDR via WebNow - also complete form CG-7421D) PPC (MAS) PAO Designation Approved by (name/signature): _____ Date: _____ <input type="checkbox"/> CGMRS — Medical Readiness System Clinical Access (Med care providers) <input type="checkbox"/> CGTRNOFF – Electronic Training Request (ETR). Unit ESOs. <input type="checkbox"/> CGFTESO – Unit Educational Services Officer. Unit ESOs. <input type="checkbox"/> CGSECURN --Unit Security Manager (View Only) <input type="checkbox"/> CGSECUVW --Area/Dist Security Manager (View Only). Fax completed form to COMDT (CG-86) at 202-372-3950 for approval. CG-86 will forward to PPC. CG-86 Name/Sign: _____ Date: _____ <input type="checkbox"/> CGTRNFAC --Training Center (TAS Course Sessions) <input type="checkbox"/> CGTRNTQC --TQC/TAS Course Scheduler <input type="checkbox"/> CGASGN --CGPSC (epm/opm/rpm) or District/PSSU/BASE Reserve Assignment Officer <input type="checkbox"/> CGRSVISC/CGRSVORD —Reserve Orders Approval/Funding, District (r)/PSSUs only. <input type="checkbox"/> Others Not Listed. Please describe (in the space below) what you need to access in DA: _____ _____ | | | Revocation: Direct Access Roles are automatically terminated upon PCS, separation, retirement, reassignment of duties (Fleet-Ups) and change of organization (inter-office transfer). 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 of CG SPO Manual, PPCINST M5231.3(series) Users who have been reassigned (PCS, Change of Department IDs) will retain Self-Service access. The user role termination process is kicked off by submission of a PCS departing endorsement. If the member submits a new access form, and it is processed by PPC before the SPO submits the PCS departing endorsement, the system will terminate the new access. Please be sure to submit transactions in a timely manner. If Revocation is due to reasons other than those listed above contact PPC Customer Care via on-line trouble-ticket at http://www.uscg.mil/ppc/ccb or http://cgweb.ppc.uscg.mil/ccb/ or via email at PPC-DG-CustomerCare@uscg.mil | |
| 8. Authorizing Official (<i>Signature & Typed or printed name, Rank, Title ("By direction" is not authorized. Only the CO/OIC, XO/XPO or Division/Branch Chiefs at HQs/DCMS/CGPSC/PPC/FORCECOM/OPCOM (and their sub-units), Districts or Sectors may sign) & Phone Number:</i> 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. If this is for a PAO Designation, I certify the member has completed online mandatory training requirements. If I have recommended an E5 be designated as a PAO, I have attached required justification. If this is for a contractor, the Contracting Officer's Technical Representative (COTR) signs as AO. | | | | |
| Signature AND PRINTED or TYPED Name, _____ Rank, _____ Title, _____ Area Code & Phone (ext) _____ | | | | 9 Date: _____ |
| 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. | | | | |
| Acknowledgment: 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.) | | | | |
| 10. User's Signature: | | 11. Date: | | Fax to: (785) 339-2297 (fax only page 1, do not fax instructions) |