Department of Homeland Security U. S. Coast Guard CG PSC-7210 (12/03)	**DESIGNATION AS PAYMENT APPROVING OFFICIAL (PAO) FOR JUMPS FORM ENTRY**

Section 1 -- Member Information

Name: _____
Last First MI

Grade: _____ SSN: _____ Employee ID: _____

Official Duty Station: _____

DD-OFPAC-RU: _____ Department ID: _____

SDA-II User ID: _____

DA/PeopleSoft User ID:

Statement of Responsibility and Liability:

PERSRU / Personnel Office officials (PAO) having access to the review and approval module in SDA-II and/or the CGHRSUP role in DA/PeopleSoft shall become knowledgeable in the matters of the document being signed. The PAO shall ensure documents are properly and carefully audited before certification and not signed as just a matter of formality. The PAO shall not compromise system integrity by revealing personal passwords.

The PAO is fully accountable to the Coast Guard and may be found liable for erroneous or improper payments until properly relieved of accountability. Personal monetary liability, adverse personal evaluation, and or further administrative or disciplinary actions may result if found negligent in the performance of PAO duties.

Member Signature: _____

Section 2 -- Command Designation

The member above is designated as a PAO for the listed PERSRU / Personnel Office. By his/her signature in Section 1, they certify agreement to the statements made under responsibilities and liability.

Commanding Officer (or designee) Signature: _____

Last, First MI *Rank* *Title* *Telephone No.*

Section 3 -- PSC Validation/Designation

Above information reviewed by: Approved ☐ Disapproved: ☐

Last, First MI *Rank* *Title* *Telephone No.*

Signature:

Section 4 -- Termination/PSC notification

PAO duties are automatically terminated with a permanent transfer out of the PERSRU, including any inter-unit transfer, or when terminated by other competent authority.

Above member's PAO authorizations are terminated

Effective Date: _____ Reason: _____ (PCS, UCMJ, etc.)

Last, First MI *Rank* *Title* *Telephone No.*

Commanding Officer (or designee) Signature: _____

Send copy of termination to PSC (MAS)