

<b>U.S. DEPARTMENT OF HOMELAND SECURITY</b> U. S. Coast Guard CG-7421B (Rev. 02-11)		<b>DIRECT ACCESS USER ACCESS AUTHORIZATION AND PAYMENT APPROVING OFFICIAL (PAO) DESIGNATION</b>		
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 <a href="#">Personnel and Pay Procedures Manual, PPCINST M1000.2(series)</a> for an explanation of user roles common to field units). (Include current roles, this authorization supersedes all of your previous authorizations):  <input type="checkbox"/> <b>CGSSCMD</b> --Command User (evals, drills, Airport Terminal, etc.) <input type="checkbox"/> <b>CGEMPREV</b> -- Employee Review Only (not needed if you have CGSSCMD or CGHRS) <input type="checkbox"/> <b>CGRSVDRL</b> -- Schedule, Edit and Approve Reserve IDT Drills (Only) <input type="checkbox"/> <b>CGRSVMGR</b> -- Create, review, and endorse requests for reserve orders. <input type="checkbox"/> <b>CGAIRTRM</b> --Airport Terminal Only (Relocation Specialists/Housing Office) <input type="checkbox"/> <b>CGFIELDADM</b> --Unit with access to Member Competencies (Quals, Awards & Schools) (Route request through your Servicing Personnel Office -- <a href="#">Per Pay &amp; Personnel Procedures Manual, PPCINST M1000.2(series), Chap 1.</a> ) <input type="checkbox"/> <b>CGGWIS</b> --Global Workforce Inquiry System (Provides View Only Access to Personal Data) <input type="checkbox"/> <b>CGHRS</b> -- (SPO) DEPT ID _____ (See Chapter 1 of the <a href="#">CG SPO Manual, PPCINST M5231.3(series)</a> for rules) <input type="checkbox"/> <b>CGAPPL</b> -- Applicant Data (Use with CGHRS for accessions. This role is necessary to create applicant IDs. <b>Cannot be selected with CGHRSUP.</b> ) <input type="checkbox"/> <b>CGHRSUP</b> ---(SUPERVISOR, Payment Approving Official (PAO)) (Application must be approved by PPC (MAS)). (See Chapter 1 of the <a href="#">CG SPO Manual, PPCINST M5231.3(series)</a> ) <input type="checkbox"/> <b>CGSIPDR</b> (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"/> <b>CGMRS</b> -- Medical Readiness System Clinical Access (Med care providers) <input type="checkbox"/> <b>CGTRNOFF</b> -- Electronic Training Request (ETR). Unit ESOs. <input type="checkbox"/> <b>CGFTESO</b> -- Unit Educational Services Officer. Unit ESOs. <input type="checkbox"/> <b>CGSECURN</b> --Unit Security Manager (View Only) <input type="checkbox"/> <b>CGSECUVW</b> --Area/Dist Security Manager (View Only). Fax completed form to COMDT (CG-86) at <b>202-372-3950</b> for approval. CG-86 will forward to PPC. CG-86 Name/Sign: _____ Date: _____ <input type="checkbox"/> <b>CGTRNFAC</b> --Training Center (TAS Course Sessions) <input type="checkbox"/> <b>CGTRNTQC</b> --TQC/TAS Course Scheduler <input type="checkbox"/> <b>CGASGN</b> --CGPSC (epm/opm/rpm) or District/PSSU/BASE Reserve Assignment Officer <input type="checkbox"/> <b>CGRSVISC/CGRSVORD</b> ---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: _____ _____			<b>Revocation:</b> 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 <a href="#">CG SPO Manual, PPCINST M5231.3(series)</a>  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 <a href="http://www.uscg.mil/ppc/ccb">http://www.uscg.mil/ppc/ccb</a> or <a href="http://cgweb.ppc.uscg.mil/ccb/">http://cgweb.ppc.uscg.mil/ccb/</a> or via email at <a href="mailto:PPC-DG-CustomerCare@uscg.mil">PPC-DG-CustomerCare@uscg.mil</a>	
8. <b>Authorizing Official</b> (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 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, and Rank			Title	
Area Code & Phone (ext)			9 Date:	
<b>Privacy Act Statement</b>				
<b>AUTHORITY:</b> Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act. <b>PRINCIPAL PURPOSE:</b> 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. <b>ROUTINE USES:</b> None. <b>DISCLOSURE:</b> Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.				
<b>Acknowledgment:</b> 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:		<b>Fax to: (785) 339-2297</b> (fax only page 1, do not fax instructions)

Block	Instructions										
1	Enter the user's last name, first name and middle initial.										
2	Enter the user's Rank (e.g. "CAPT") or Rate (e. g. "YN1") or GS paygrade (e. g. "GS7")										
3	<p>Enter the user's employee number. For military personnel, the employee ID number can be found on the member's LES. For civilian personnel, the employee ID number can be found on the unit roster. Any member of the command that already has access to Direct-Access can access the unit roster and locate the civilian employee's employee ID number. Follow these steps to access the unit roster:</p> <ul style="list-style-type: none"> <li>Select menu items in the following order: <a href="#">Self Service</a> &gt; <a href="#">Self Service</a> &gt; <a href="#">Self Service for Commands</a> &gt; <a href="#">Use</a> &gt; <b>Command Information</b></li> <li>The department lookup page will display. The relationship type field will show "Own unit only" and the department field will show your sub-department ID number. Enter the department ID number for the unit in the department field.</li> <li>Click the Search button to continue.</li> <li>When the Airport Terminal displays click on the <b>Cg Dept Run</b> tab.</li> <li>Choose "Civilian" from the drop-down menu in the Source field.</li> <li>Click the <b>Execute</b> button. The roster section will fill in with the information. Only the first five rows will be displayed. Click the <a href="#">View All</a> link to see the remaining rows. The Employee ID number is shown in the second column.</li> </ul>										
4	Enter the name of the unit the user is assigned, include the staff symbol if applicable.										
5	Enter the user's business phone number, including the area code										
6	Enter the user's business e-mail address.										
7	<p>Choose the appropriate user role from the list provided. Here's a summary of some of the roles used by field units.</p> <table border="1"> <thead> <tr> <th>Role</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Command User (evals, Airport Terminal, etc.) (CGSSCMD)</td> <td>Allows unit administrators access to the Airport Terminal, Unit Roster, Unit Personnel Allowance List (PAL), ability to review and approved orders, career intentions worksheets, reserve IDT drills and Employee Review (enlisted evaluations). Select "<b>Employee Review Only</b>" if you do not want access to the other Command User functions.</td> </tr> </tbody> </table> <p>Command User Menus (CGSSCMD)</p> <ul style="list-style-type: none"> <li>Develop Workforce &gt; Administer Training &gt; Inquire &gt; Airport Panel</li> <li>Develop Workforce &gt; Administer Training &gt; Inquire &gt; Airport Terminal by Employee</li> <li>Develop Workforce &gt; Career Management &gt; Inquire &gt; Separation Summary</li> <li>Develop Workforce &gt; Career Management &gt; Inquire &gt; Sep Requests by Status</li> <li>Develop Workforce &gt; Manage Competencies (GBL) &gt; Report &gt; Accomplishments</li> <li>Develop Workforce &gt; Manage Competencies (GBL) &gt; Report &gt; Competencies</li> <li>Develop Workforce &gt; Manage Competencies (GBL) &gt; Report &gt; PDIF</li> <li>Develop Workforce &gt; Plan Careers &gt; Use &gt; Employee Review</li> <li>Develop Workforce &gt; Plan Careers &gt; Use &gt; CG Member Info</li> <li>Develop Workforce &gt; Plan Careers &gt; Inquire &gt; Arrivals and Departures</li> <li>Develop Workforce &gt; Plan Careers &gt; Inquire &gt; Airport Term Details</li> <li>Develop Workforce &gt; Plan Careers &gt; Inquire &gt; Employee Review Summary</li> <li>Develop Workforce &gt; Plan Careers &gt; Report &gt; Member Counseling Report</li> <li>Develop Workforce &gt; Plan Successions (GBL) &gt; Setup &gt; CG Role User</li> <li>Develop Workforce &gt; Plan Successions (GBL) &gt; Setup &gt; Dept Relationships</li> </ul> <p>Administer Workforce &gt; Administer Workforce &gt; Report &gt; Generate CG-4170A</p> <p>Administer Workforce &gt; Administer Workforce &gt; Report &gt; Unit Roster</p> <p>Administer Workforce &gt; Maintain Travel Orders &gt; Use &gt; Maintain Travel Orders</p> <p>Administer Workforce &gt; Maintain Travel Orders &gt; Setup &gt; Misc Expense Table</p> <p>Administer Workforce &gt; Maintain Travel Orders &gt; Setup &gt; Travel Purpose Table</p> <p>Administer Workforce &gt; Maintain Travel Orders &gt; Setup &gt; Accounting Region Table</p> <p>Administer Workforce &gt; Maintain Travel Orders &gt; Setup &gt; TONO / Acct Line Setup</p> <p>Define Business Rules &gt; Manage Human Resources (GBL) &gt; Setup &gt; Department Table</p> <p>Self Service &gt; Self Service for Commands &gt; Use &gt; Command Information</p> <p>Self Service &gt; Self Service for Commands &gt; Use &gt; Positions at a Department</p> <p>Self Service &gt; Self Service for Commands &gt; Use &gt; Separation Requests</p> <p>Self Service &gt; Manager &gt; Tasks &gt; Schedule Multiple Drills</p> <p>Self Service &gt; Manager &gt; Tasks &gt; Schedule Drills</p> <p>PeopleTools &gt; Report Manager &gt; Inquire &gt; Report List</p> <p>PeopleTools &gt; Query &gt; Search : Query List</p> <table border="1"> <thead> <tr> <th>Query Name</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1 CG_DEPT_ROLE_QRY</td> <td>Department Role Query</td> </tr> <tr> <td>2 CG_GOOD_CONDUCT_QRY</td> <td>Good Conduct Award Query</td> </tr> </tbody> </table>	Role	Description	Command User (evals, Airport Terminal, etc.) (CGSSCMD)	Allows unit administrators access to the Airport Terminal, Unit Roster, Unit Personnel Allowance List (PAL), ability to review and approved orders, career intentions worksheets, reserve IDT drills and Employee Review (enlisted evaluations). Select " <b>Employee Review Only</b> " if you do not want access to the other Command User functions.	Query Name	Description	1 CG_DEPT_ROLE_QRY	Department Role Query	2 CG_GOOD_CONDUCT_QRY	Good Conduct Award Query
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Block	Instructions	
7	Role	Description
	<b>CGEMPREV</b> -- Employee Review Only (not needed if you have CMD or HRS)	<p>Allow supervisors to initiate, review and approve Employee Reviews. Supervisors (E-6 and above) and Marking Officials. <b>Note:</b> Employee Reviews may be initiated using the worksheets (CG-3788a,b or c). A Command User can handle final data entry in CGHRS. It is not necessary for every person in the chain of command to use Direct-Access to complete an employee review.</p> <p>Use this rule to determine if you should authorize someone at your command Direct-Access to initiate Employee Review's:</p> <p><i>If the evaluation was being completed using the old paper-process, would that person's name and signature appear on the form as the supervisor, marking official or approving official?</i></p> <p>If <b>yes</b>, the person should be authorized access in Direct-Access.  If <b>no</b>, the person's input on the evaluation may be captured using the worksheets.</p>
	Employee Review Menus (CGEMPREV):	
	Develop Workforce > Plan Careers > Use > Employee Review Develop Workforce > Plan Careers > Report > Member Counseling Report	
	<b>CGRSVDRL</b>	Allows supervisor to schedule, edit and approve reserve IDT drills (only)
	<b>CGRSVMGR</b>	Allows supervisor to initiate requests for reserve orders on behalf of members who can't access Self-Service and allows the user to review and endorse requests for orders. Self Service > Manager > Tasks > Create Reserve Orders
	<b>CGAIRTRM</b> --Airport Terminal Only	Allows Relocation Specialists and Housing Officers to view arrivals and departures.
	Develop Workforce > Administer Training > Inquire > Airport Panel Develop Workforce > Administer Training > Inquire > Airport Terminal by Employee Develop Workforce > Plan Careers > Inquire > Arrivals and Departures Develop Workforce > Plan Careers > Inquire > Airport Term Details	
	<b>CGFIELDADM</b> Field Unit Administrator with limited SPO permissions	Allows unit administrative personnel to modify member competencies. Applications must be approved by the servicing SPO and be accompanied by a Memorandum of Understanding (MOU). See Personnel & Pay Procedures Manual, PPCINST M1000.2(series), Chapter 1, for example MOU – <a href="http://www.uscg.mil/ppc/3pm.asp">http://www.uscg.mil/ppc/3pm.asp</a>
	CGFIELDADM Menus	
	Develop Workforce > Manage Competencies (GBL) > Use > Competencies Develop Workforce > Manage Competencies (GBL) > Use > Competencies Multiple Develop Workforce > Manage Competencies (GBL) > Use > Education Develop Workforce > Manage Competencies (GBL) > Use > Licenses and Certificates Develop Workforce > Manage Competencies (GBL) > Use > Memberships Develop Workforce > Manage Competencies (GBL) > Use > Languages Develop Workforce > Manage Competencies (GBL) > Use > Honors and Awards Develop Workforce > Manage Competencies (GBL) > Use > Honors and Awards Multiple Develop Workforce > Manage Competencies (GBL) > Use > Test Results Develop Workforce > Manage Competencies (GBL) > Use > Training Develop Workforce > Manage Competencies (GBL) > Use > Training Multiple Develop Workforce > Manage Competencies (GBL) > Report > Accomplishments Develop Workforce > Manage Competencies (GBL) > Report > Competencies Develop Workforce > Manage Competencies (GBL) > Report > PDIF Administer Workforce > Administer Workforce > Report > Generate CG-4170A Compensate Employees > Administer Base Benefits > Use > Dependent/Beneficiary (view only) Compensate Employees > Administer Base Benefits > Use > Life and AD/D Benefits (view only)	

Continued on next page

Block	Instructions	
7	Role	Description
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	<b>Global Workforce Inq.(CGGWIS)</b>	Allows HR Managers (CO/OIC, XO/XPO, Admin Officer, HQ/CGPSC Staffs) view only access to the database. They can lookup data on a person or a unit. Includes ability to access the Airport Terminal.
	<b>CGHRS (SPO ONLY)</b>	Allows SPO staffs access to view and modify a member's Competencies, SGLI Elections, BAH/Dependency Data, and completed other personnel & pay transactions. Also allows access to the Airport Terminal. Enter the department ID in the space provided. Member's department ID must be listed as an SPO on the SPO Contact List at <a href="http://cgweb.ppc.uscg.mil/spocontactlist.asp">http://cgweb.ppc.uscg.mil/spocontactlist.asp</a> .
	<b>CGAPPL</b>	Applicant Data (Use with CGHRS for accessions. This role is necessary to create applicant IDs. <b>Cannot be selected with CGHRSUP.</b> )
	<b>CGHRSUP</b>	<b>CGHRSUP—(SUPERVISOR, Payment Approving Official (PAO)) (Application must be approved by PPC (MAS)).</b> (See Chapter 1 of the <a href="#">CG SPO Manual, PPCINST M5231.3(series)</a> for rules) <b>(Cannot be selected with CGAPPL.)</b>
	<b>CGSIPDR</b>	Access to the EI-PDR for SPO supervisors/auditors (CGHRSUP role required). Also complete form CG-7421D, Imagenow User Access Authorization and select the SPO IPDR user role.
	<b>Medical Readiness System (CGMRS)</b>	Used by clinics, Independent Duty HS's to view legacy medical data. CGMRS was discontinued but some users still need to access the old data. Personnel users should choose CGMRSWVR for access to waivers.
	<b>CCGTRNOFF</b>	Allows Unit Training Officers to submit electronic training requests and view enrollment information.
	<b>CGFTESO</b>	Unit Educational Services Officer. Unit ESOs. Allows user to update test scores (Foreign Language testing results, ASVAB, etc.)
	<b>CGSECURN</b>	Allows unit Security Managers view only access to a member's security clearance information.
	<b>CGSECUVW</b>	FORCECOM/OPCOM/Dist Security Manager (View Only). Fax completed form to COMDT (CG-86) at <b>202-372-3950</b> for approval. CG-86 will forward to PPC.
	<b>CGTRNFAC</b>	Allows <b>TRACEN</b> staffs to view course rosters and enter course completions/changes.
	<b>CGTRNTQC</b>	Allows <b>TQC</b> staff and <b>HQ</b> program managers to schedule courses and issue orders.
	<b>CGASGN</b>	Allows assignment officers at CGPSC (epm/opm/rpm) or District/PSSU Reserve Assignment Officers to generate shopping lists and issue orders.
<b>CGRSVISC/CGRSVORD</b>	Reserve Orders Approval/Funding. HQs, PSC, District (drx) and PSSUs only.	
<b>Other/Not Listed.</b>	If the listed roles do not suit your needs, check "Other" and briefly describe your need for Direct-Access in the space provide.	
8	Enter the Name, Rank, Title and Phone number of the authorizing official. "By direction" is not authorized for granting access. Only the <u>CO/OIC, XO/XPO</u> or Division or Branch Chiefs at HQs/DCMS/CGPSC/PPC/FORCECOM/OPCOM (and their sub-units), <u>Districts</u> or <u>Sectors</u> may authorize access. The name must be typed or printed and signed.	
9	Enter the date the form was signed by the authorizing official	
10	User signs here.	
11	Enter the date the form was signed by the user.	