



MEMORANDUM

From:

To: CG PPC
Thru: CG PPC (TVL)

Subj: AUTHORIZING/APPROVING OFFICIAL DESIGNATION

Ref: (a) Pay Personnel and Procedures Manual (PPCINST M1000.2 series)

1. An Authorizing/Approving Official (AO) is delegated in writing by this form from the “by direction” authority to authorize, approve and sign appropriate travel documents in accordance with ref (a). All AOs must have this form signed and on file with PPC (TVL) along with the CG-7421(A) form. AO privileges may be revoked in accordance with ref (a).

- a. **AO by Delegation:** E-6’s/GS-7’s/WS-8’s and above who have passed the USCG AO Course may be designated as an AO. An E-5 may be recommended for designation only if extenuating circumstances create a situation where E-6’s/GS-7’s/WS-8’s and above are not available for designation. Each unit CO/OinC must designate AO’s to authorize/approve and sign their TPAX transactions and manual travel claim documents.
- b. **AO by Position:** Successful USCG AO Course completion is still required when a specified signature authority (e.g. DAO, HSWL, ITA) is required by reference and/or regulation (e.g. JTR, FTR or COMDTINST) and automatically confers AO status on that position.

2. CMD Designation CO/OIC in the requested user’s supervisory chain of command:
I certify AO eligibility and successful completion of the USCG AO Course hereby granting “by direction” signature authority to authorize, approve and sign appropriate travel documents in accordance with ref (a).

CO/OIC CAC Digital Signature

Date

EMPLID

Rank

Title

Phone

OPFAC

By signing below I certify that I have read and understand the Statements of Responsibility and Liability in accordance with ref (a).

| | | | |
|--|--------------------------------|----------------------------|--------------|
| _____ | _____ | _____ | _____ |
| User's Name (Last, First, MI) | Rank/Rate | Employee ID | Title |
| | (SSN for non- employees) | | |
| _____ | _____ | _____ | _____ |
| Official Duty Station & OPFAC | (Area Code) Work Number | work e-mail address | |
| _____ | _____ | | |
| AO User Digital Signature | Date | | |

Privacy Act Statement

Authority: Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act.

Principle Purpose: To record names, signature, and other identifiers for the purpose of identifying individuals requesting U.S. Coast Guard Authorizing/Approving Official (AO) privileges. NOTE: Records may be maintained in both electronic and/or paper form.

Routine Uses Disclosures: None

Disclosure: Disclosure of this information (including your SSN if not a member of/employee of the USCG) is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.

#

2