

DEPARTMENT OF HOMELAND SECURITY

U.S. Coast Guard

**TPAX/IATS USER ROLE DESIGNATION and Authorizing Official (AO) Designation**

Please fill out online. Do not print. This authorization supersedes current role designations.

1. User's Name (Last, First, MI.)	2. Rank	3. Employee ID # <small>(SSN for non-Emplid MBRS)</small>
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 **\*\*AO online training course transcript is required to be attached to email or form\*\***

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

**a. User Category**

Civilian  Military

**b. Home Address**

Street :

City: State: Zip:

**c. Work Address**

Street :

City: State: Zip:

**WINIATS (PPC TVL ONLY)**

Auditor  Super User—[System Support Users Only]

Examiner  System Administrative—Restricted

Distribution  System Administrative—Full

**Other/Comments**

**Automatic Revocation:**  
Tpx/WINIATS roles are automatically terminated 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](mailto: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 Tpx/IATS 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). I have read the CG-7421A Instructions located on Pg 2 of this document and agree to the Statement of Responsibility and Liability for the permissions being requested.

*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](#)

**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\*\*\***

**\*\*\*Manual and Electronic-AO requests 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 authorized)\*\*\***

**\*\*\*By signing block 13, I have read and understand the CG-7421A Instructions located on Pg 2 of this document and agree to the Statement of Responsibility and Liability for the permissions I am granting and the CMD Supervisor Statement of Responsibility and Liability\*\***

*Note: For Contractor Users, the Contracting Officer's Technical Representative (COTR) signs as AO.*

9. CMD EMPLID:	10. CMD RANK:	11. CMD TITLE:	12. CMD Phone:
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13. CMD's Signature:

[Signature Errors](#)

**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.

## CG-7421A (Rev. 07-13) Instructions

- Retain the original form in the unit's files for audit purposes.
- TPAX/WinIats termination should be part of your unit checkout process.

### All TPAX/WinIats System permissions:

Read and be familiar with:

- [Authorizing Official Online Training Course](#). Proof of completion required for AO permissions to be granted
- [Travel Management Center Information - PSC \(BOPS\)](#), ADTRAV contracts, Online Tools, FAQs and more.
- [Joint Travel Regulations \(JTR\)](#)
- [Coast Guard Supplement to the JTR](#)
- [Civilian Employees - Federal Travel Regulation \(FTR\)](#)
- [Government Travel Charge Card - PSC \(BOPS\)](#), Job Aides, Training, FAQs, and more.
- [Passports](#)
- [USCG Conference Guidance \(CGPortal\)](#)
- [Official Table of Distances](#)
- [Personnel and Pay Procedures Manual \(3PM\), PPCINST M1000.2 \(series\)](#)
- [DHS CFO Travel Pages](#)
- [DHS General Travel Policy and Approval Authority \(PDF\)](#)
- [DHS Local Travel Policy \(PDF\)](#)
- [The Coast Guard Freedom of Information \(FOIA\) and Privacy Acts Manual](#)

### Authorizing Official Requirements

AOs for both manual and electronic claims must have a 7421A form on file with PPC in order to legally sign 1351-2s. Transcripts or screenshot of the course completion must be submitted in same email to PPC. Screenshot must show the multiple sections of the AO course being completed and member's name for it to be accepted. This must be attached to either the email or the CG-7421A form.

An AO can be designated by delegation: E-6's/GS-7s/WS8s 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/OIC must designate AO's to authorize/approve and sign their TPAX and manual travel claim documents.

An AO can be designated 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

### Authorizing Official Statement of Responsibility and Liability:

AO Statement of Responsibility & Liability: AOs have the authority to review & approve travel payment transactions and therefore, shall become knowledgeable in the matters of document(s) being approved. AO's have broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements & authorize travel expenses incurred in connection with the travel. AOs shall ensure documents are carefully reviewed before approval and not signed only as a matter of formality. The AO shall not compromise system integrity by revealing their personal passwords. The AO is fully accountable to the Coast Guard and may be found liable for erroneous or improper payments. AO designation is terminated with a permanent transfer, inter-unit transfer, or when deemed necessary by competent authority.

All AO permissions will automatically expire member changes OPFACs, separates from the CG or changes status (i.e. from active to reserve components).

### TPAX Advance Signature Proxy Statement of Responsibility and Liability (SPO Designation):

TPAX AdvSigProxy Statement of Responsibility & Liability: AdvSigProxy have the authority to prepare Travel Advances on the member's behalf in TPAX, electronically sign for the member and forward to the appropriate AO and therefore, shall become knowledgeable in the matters of document(s) being created. TPAX AdvSigProxies have broad authority to processes advances in connection with the travel on behalf of any member within their area of responsibility (typically any unit that fall under the SPO). TPAX AdvSigProxy shall ensure documents are carefully reviewed before forwarding to AO. The TPAX AdvSigProxy shall not compromise system integrity by revealing their personal passwords or personal information contained within the TPAX system. The TPAX AdvSigProxy is fully accountable to the Coast Guard and may be found liable for erroneous or improper payments and may be held accountable for failure to follow the Privacy Act. TPAX AdvSigProxy designation is terminated with a permanent transfer, inter-unit transfer, or when deemed necessary by competent authority. By my signature above I certify I understand and agree to this Statement of Responsibility and Liability.

All AdvSigProxy permissions will automatically expire member changes OPFACs or separates from the CG or changes status (i.e. from active to reserve components).

### TPAX Customer Service Representative Statement of Responsibility and Liability:

TPAX CSR Statement of Responsibility & Liability: CSR have the authority to review all CG travel accounts in TPAX, to assist members with questions, reset of passwords, and necessary instruction and therefore, shall become knowledgeable in the matters of travel regulations for both military and civilian personnel, privacy act regulations, and the operation of TPAX. TPAX CSR shall not compromise system integrity by revealing their personal passwords or personal information contained within the TPAX system. The TPAX CSR is fully accountable to the Coast Guard and may be held accountable for failure to follow the Privacy Act. TPAX CSR designation is terminated with a permanent transfer, inter-unit transfer, or when deemed necessary by competent authority.

All Customer Service permissions will automatically expire one when member changes OPFACs or separates from the CG or changes status (i.e. from active to reserve components).

### TPAX System Administrator Statement of Responsibility and Liability:

TPAX SA Statement of Responsibility & Liability: TPAX SA have the broad authority within TPAX.....The TPAX SA is fully accountable to the Coast Guard and may be found liable for erroneous or improper payments and may be held accountable for failure to follow the Privacy Act. TPAX SA designation is terminated with a permanent transfer, inter-unit transfer, or when deemed necessary by competent authority.

### WinIats Examiner Statement of Responsibility and Liability:

An Examiner is the individual primarily responsible for the overall processing of travel payments.

### WinIats Auditor Statement of Responsibility and Liability:

An Auditor is the individual responsible for reviewing travel claims that have been processed and are flagged for audit. When a claim has been flagged by IATS for audit, an individual with Auditor Function capabilities must access the flagged block and either review the flagged claim on-screen, or review a printed audit report. The Auditor must review every input screen for a claim flagged for audit.

### WinIats Disbursing Statement of Responsibility and Liability:

An individual with Disbursing capabilities is responsible for preparing a block of processed claims for payment. In addition, this individual must release the processed blocks and carries the same accountability as a PAO.

### WinIats System Administrator (limited/full) Statement of Responsibility and Liability:

The System Administrator is the individual responsible for the overall operation of IATS and controlling the work flow throughout the system. System Administrators are responsible for the set-up and configuration of IATS for the particular travel office. In addition, System Administrators perform the following additional functions: Performing system maintenance; Establishing user accounts; Assigning/re-assigning blocks and claims; Deleting completed blocks; Deleting un-needed traveler or travel order details; Debt management; Importing and updating system rates files; Processing interfaces between accounting, disbursing, and personnel systems; Generating management reports; Running utility programs.

### WinIats SuperUser Statement of Responsibility and Liability:

When user accounts are created by the System Administrator, a View mode must be established. The functions a user may perform are dependent upon the View mode associated with their user ID. The Super User View allows the user to switch between various View modes without logging out and logging back in with a different user ID. When the Super User logs-in initially, their View mode defaults to System Administrator.

### CMD Supervisor Statement of Responsibility and Liability:

CMD Supervisor must have confidence in the member's ability and ensure all requirements have been met for the permissions being granted. If actions prove the member to be unfit for the role, CMD Supervisor MUST submit a PPC Customer Service ticket requesting member's permissions be revoked and state a reason. If member is found to have derelict in duties, misused/abused permissions or is found incapable of performing duties related to the permission being granted, Supervisor is agreeing to take the necessary and appropriate administrative/disciplinary action against the member.

The CMD Supervisor must belong in the direct chain of command AND be higher ranking than the member requesting the TPAX/IATS user roles. TPAX-AO request can only be approved by the CO/OIC and the XO/XPO of any unit or Division/Branch Chiefs (including sub units) at the following units: HQs/DCMS/CGPSC/PPP/FORCECOM. By signing this form, Supervisor is stating that they are one of the above titles and both the supervisor and user on this form have a "By Direction" memo on file at the unit and are authorized to sign on behalf of the CO/OIC.