

**DEPARTMENT OF HOMELAND SECURITY  
U.S. Coast Guard  
IMAGE NOW USER ROLE 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>(1111111 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).

**PPC Users** (Restricted to PPC Personnel Only)

**RAS:**

- |  |                                       |  |  |
|--|---------------------------------------|--|--|
| <input type="checkbox"/> Accounting Techs    | <input type="checkbox"/> Admin        | <input type="checkbox"/> Act/Res Pay Techs | <input type="checkbox"/> Annuitant Pay Techs |
| <input type="checkbox"/> Supervisor/Auditors | <input type="checkbox"/> View & Print | <input type="checkbox"/> View Only         |  |

**SES:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> ADT              | <input type="checkbox"/> IDT              | <input type="checkbox"/> SOCS              |
| <input type="checkbox"/> ADT View & Print | <input type="checkbox"/> IDT View & Print | <input type="checkbox"/> SOCS View & Print |
| <input type="checkbox"/> ADT View Only    | <input type="checkbox"/> IDT View Only    | <input type="checkbox"/> SOCS View Only    |

**TVL:**

- |  |   |                                       |                                    |
|--|---|---------------------------------------|------------------------------------|
| <input type="checkbox"/> Claim Examiners | <input type="checkbox"/> System Support | <input type="checkbox"/> View & Print | <input type="checkbox"/> View Only |
|--|---|---------------------------------------|------------------------------------|

**FAR:**

- MBR Record Review – KS

**Other:**

**Automatic Revocation:**

ImageNow 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.

**SPO, HQs, PSC Users** (only one may be checked in this category)

**Document Processors:**

- PSC-BOPS-MR

**Full Record Review:**

- |   |  |
|---|--|
| <input type="checkbox"/> OPM                          | <input type="checkbox"/> BCMR/Congressional Review |
| <input type="checkbox"/> RPM—Officer/Enlisted Records | <input type="checkbox"/> Auditor Support           |

**Restricted Record Review:**

- |   |  |
|---|--|
| <input type="checkbox"/> IPDR [SP/Unit Admin Supt]  | <input type="checkbox"/> RPM—Enlisted Records Only |
| <input type="checkbox"/> EPM  | <input type="checkbox"/> PPC                       |
| <input type="checkbox"/> CG HQs —Requires Justification Memo and Digital Signature from PCS-BOPS: _____ |  |

PPC-BOPS Approval Signature

**Administrators (PPC)**

- |  |  |
|--|--|
| <input type="checkbox"/> CS User Auth [Security Admin] | <input type="checkbox"/> ID AIS [Security Admin] |
| <input type="checkbox"/> ImageNow [Admin]              | <input type="checkbox"/> Scanners [Admin]        |

Routed internally at PPC to SDM for Approval and Signature

PPC (SDM) Approval Signature \_\_\_\_\_

**User Acknowledgement:** 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.

8. User's Signature:	
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[Signature Errors](#)

**Authorizing Official Acknowledgement:** 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.

\*\*\*Only the CO/OIC and XO/XPO of any unit or Division/Branch Chiefs (including sub units) at the following units may sign:

HQs/DCMS/CGPSC/PPC/FORCECOM/AREA ("By Direction" is not authorized)\*\*\*

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

9. AO EMPLID:	10. AO RANK:	11. AO TITLE:	12. AO Phone:
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13. AO's Signature:	
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[Signature Errors](#)

**Privacy Act Statement**

<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.