

DEPARTMENT OF HOMELAND SECURITY  
U.S. Coast Guard  
**PHS DIRECT ACCESS 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-Empld MBRs)</small>
4. Dept ID & Unit Name (Include Staff Symbol)	5. Area Code & Phone Number	6. E-mail Address
<p>7. Role Designation—Do not forget current elevated roles <small>(Current designations will be removed if not included on this request).</small> <small>Note: See Chapter 1-2 of the <a href="#">Personnel and Pay Procedures Manual, PPCINST M1000.2(series)</a> for an explanation of user roles common to field units.</small></p> <p><b>Standard Roles</b></p> <p><input type="checkbox"/> Agency Liaison</p> <p><input type="checkbox"/> Calls to Active Duty <small>(View Only)</small></p> <p><input type="checkbox"/> COTA</p> <p><input type="checkbox"/> DSI</p> <p><input type="checkbox"/> DSI <small>(View Only)</small></p> <p><input type="checkbox"/> IO</p> <p><input type="checkbox"/> Medical Affairs</p> <p><input type="checkbox"/> Medical Affairs <small>(View Only)</small></p> <p><input type="checkbox"/> Policy</p> <p><input type="checkbox"/> Readiness</p> <p><b>Roles Requiring PAO Training and Approval</b></p> <p><input type="checkbox"/> Assignments</p> <p><input type="checkbox"/> Calls to Active Duty</p> <p><input type="checkbox"/> Compensation</p> <p><input type="checkbox"/> Officer Support</p> <p><input type="checkbox"/> Recruitment</p> <p><small>See Chapter 1-2 of the <a href="#">PPCINST M1000.2(series)</a> for rules.</small></p> <p style="text-align: center;">PPC (MAS) PAO Approval Signature _____</p>		<p><b>Automatic Revocation:</b> Elevated Direct Access 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.</p> <p>CGHR SUP user roles for PAOs are automatically terminated each calendar year unless the PAO completes annual required training and is re-designated in accordance with Chapter 1-2 of <a href="#">Personnel and Pay Procedures Manual, PPCINST M1000.2(series)</a>.</p> <p><b>Manual Revocation:</b> Supervisors may submit an email citing the reason and which elevated roles to revoke to PPC Customer Care at: <a href="mailto:PPC-DG-CustomerCare@uscg.mil">PPC-DG-CustomerCare@uscg.mil</a>.</p> <p><b>Form Submission:</b> 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.</p> <p><b>Digital Signatures:</b> <small>(click here for even more info)</small> 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: <a href="http://www.uscg.mil/ppc/forms/#tabs-1">http://www.uscg.mil/ppc/forms/#tabs-1</a></p> <p><b>Ink Signatures:</b> PPC will accept ink signatures for this form only when the Member and AO both sign with ink.</p> <p><b>Attachments:</b> Can be viewed by clicking the Paperclip Icon next to the Corresponding Role. You can only attach one multipage attachment for each role. You cannot attach multiple single page documents.</p>
<p><b>Comments:</b></p>		

**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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**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/Districts/Sectors/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 EMLPID:	10. AO RANK:	11. AO TITLE:	12. AO Phone:
13. AO's Signature:			

**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.