

U.S. DEPARTMENT OF HOMELAND SECURITY U. S. Coast Guard CG-7421G (Rev. 10/20)		DIRECT ACCESS WORK-LIFE MANAGEMENT SYSTEM USER ACCOUNT AUTHORIZATION	
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: <input type="checkbox"/> Family Advocacy Specialist <input type="checkbox"/> Family Advocacy Program Manager <input type="checkbox"/> Family Resource Specialist <input type="checkbox"/> Special Needs Program Manager <input type="checkbox"/> Substance Abuse CDAR <input type="checkbox"/> Substance Abuse SAP <input type="checkbox"/> Substance Abuse Program Manager <input type="checkbox"/> Sexual Assault Specialist <input type="checkbox"/> Sexual Assault Program Manager <input type="checkbox"/> Critical Incident Stress Management Specialist (CISM) <input type="checkbox"/> CISM Program Manager <input type="checkbox"/> Employee Assistance Specialist <input type="checkbox"/> Employee Assistance Program Manager <input type="checkbox"/> Workplace Violence & Threatening Behavior Specialist <input type="checkbox"/> Workplace Violence & Threatening Behavior Program Manager <input type="checkbox"/> Victim Witness Specialist <input type="checkbox"/> Victim Witness Program Manager <input type="checkbox"/> _____ (Other Role, not listed above)		WIMS User Access Approval: Please see " How to complete and route the User Access Form (CG-7421G) " at https://cg.portal.uscg.mil/units/ppc/RoboHelp/DAGP/WIMS/WIMSUserAccess.pdf for the approval process and listing of authorized approvers Direct Access User Roles: Direct Access user roles and access are administered separately. Please complete form CG-7421G for changes/additions to Direct Access user roles. Revocation: Direct Access Roles are automatically terminated upon PCS, separation, retirement, reassignment of duties (Fleet-Ups) and change of organization (inter-office transfer). 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 https://dcms.uscg.afpims.mil/ppc/ccb/ or https://cg.portal.uscg.mil/units/ppc/SitePages/Contact%20Us.aspx or via email at PPC-DG-CustomerCare@uscg.mil	
8. Authorizing Official (<i>Signature & Typed or printed name, Rank, Title (HSWL Product-Line Manager (PLM) (Field Office Supervisor)) & Phone Number</i>): I certify that the access I have authorized is based on an official need. I'm aware of the general functionality I have authorized and I'm aware of what this will allow this member to complete. If this is for a contractor, the Contracting Officer's Technical Representative (COTR) signs as AO.			
Signature AND PRINTED or TYPED Name,		Rank,	Title,
8a. Area Code & Phone (ext):		9. Date:	
10. Approving Official (<i>Signature & Typed or printed name, Rank, Title (Work-life Division Chief/Deputy)</i>): I certify that the access I have authorized is based on an official need. I'm aware of the general functionality I have authorized and I'm aware of what this will allow this member to complete. If this is for a contractor, the Contracting Officer's Technical Representative (COTR) signs as AO.			
Signature AND PRINTED or TYPED Name,		Rank,	Title,
10a. Area Code & Phone (ext):		11. Date:	
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.	
Acknowledgment: 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.)			
12. User's Signature:		13. Date:	
		Email form to: PPC-DG-CustomerCare@uscg.mil (only send page 1, do not send instructions)	

Please refer to " How to complete and route the User Access Form (CG-7421G) " at https://cg.portal.uscg.mil/units/ppc/RoboHelp/DAGP/WIMS/WIMSUserAccess.pdf for additional/updated information.	
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	Enter the user's employee number. 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 employee's employee ID number. Follow these steps to access the unit roster: <ul style="list-style-type: none"> • Select the following links on the Portal home page: Human Resources > Human Resources Reports > CG Unit Roster Report. • Follow the procedure guide at https://cg.portal.uscg.mil/units/ppc/PD/guides/Documents/SelfService/Command/Unit%20Roster.pdf to run the report.
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	Choose the appropriate user role from the list provided.
8	Enter the Name, Rank, Title, and Phone number of the authorizing official (HSWL Regional Manager (RM) or Work-Life Supervisor).
9	Enter the date the form was signed by the authorizing official.
10	Enter the Name, Rank, Title and Phone number of the approving official. (HSWL SC designated representative - Please see " How to complete and route the User Access Form (CG-7421G) " at https://cg.portal.uscg.mil/units/ppc/RoboHelp/DAGP/WIMS/WIMSUserAccess.pdf for additional/updated information).
11	Enter the date the form was signed by the approving official.
12	User signs here.
13	Enter the date the form was signed by the user.

Work-Life Information Management System (WIMS)

Work-Life Program	Phone Number
Family Advocacy	202-475-5161
Special Needs	202-475-5160
Substance Abuse	202-475-5148
Sexual Assault	202-475-5163
Critical Incident Stress Mgmt	202 475-5156
Employee Assistance	202 475-5156
Workplace Violence & Threatening Behavior	202 475-5156
Victim Witness	202 475-5156

Note: In the event that HSWL SC designated representative is not available for signature you may contact Program at the above listed numbers for signature.

Who is authorized access?

- Only Coast Guard personnel assigned duties in one of the 8 respective areas identified above can be granted access to the system.

How to complete the Direct Access Work-Life Management System User Account Authorization (CG-7421G)?

- The individual requiring access completes blocks 1 through 7, and signs in block 12. The HSWL Regional Manager (RM) or Work-Life Supervisor will complete block 8. Then pages 1 and 2 of CG-7421G will be sent electronically or scanned via email to the HSWL SC designated representative.
- The HSWL SC designated representative will review and approve access and then submit the signed form to PPC Topeka.
- PPC Topeka will then grant user access to the system.

Direct Access II Functional Roles on CG-7421G

- User access to the system and approval of the Functional Roles within WIMS lies with the Regional Program Manager and HSWL SC Work-Life Division staff. For example, if you were assigned as the Family Advocacy Specialist (FAS), you would be able to see all FAP cases within the entire Coast Guard. However, you would not be able to see details for Substance Abuse, Special Needs or other program area cases. Listed below are the Functional Roles that appear on CG-7421G, and that can be granted:
 - Family Advocacy Specialist
 - Family Resource Specialist
 - Substance Abuse CDAR

- Substance Abuse SAP
 - Sexual Assault Specialist
 - Critical Incident Stress Management Specialist (CISM)
 - Employee Assistance Specialist
 - Workplace Violence & Threatening Behavior Specialist
 - Victim Witness Specialist
- An individual could have multiple Functional Roles depending on their position within the organization (e.g. Special Needs and Family Advocacy). In this example, you would have access to both Special Needs and Family Advocacy cases. If this situation arises, the individual can request both roles using one CG-7421G.
- Program Managers and HSWL Service Center Work-Life Program POCs will have access to all cases within their respective programs.
- Family Advocacy PM
 - Special Needs PM
 - Substance Abuse PM
 - Sexual Assault PM
 - Critical Incident Stress Management PM
 - Employee Assistance PM
 - Workplace Violence & Threatening Behavior PM
 - Victim Witness PM