

Direct Access

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Guidelines For Authorizing Direct-Access Command User

Introduction Access to command functions of Direct-Access is limited to authorized personnel -- *Command Users*. This section provides guidelines and procedures for designating Command Users.

The Command User The Command User role in Direct-Access provides the user with the ability to access the Self-Service for Commands functions of the system. It is a powerful, multipurpose role, intended for use by trusted, mature and responsible members of the command cadre. The CGHRS Command User has the ability to:

- Schedule and approve (for payment) reserve IDT drills.
- Initiate and view enlisted evaluations (employee reviews).
- Access the Airport Terminal, which provides a list of personnel in receipt of orders to or from the unit and the ability to view, modify and print travel orders.
- Generate and view member competency¹ reports.
- Print CG-4170, BAH/Emergency/Dependency Data forms.
- View command information including roster and personnel allowance list.
- View member service record information (CG Member Info) including assignment history, competencies, training history, contact telephone numbers and address.

Command Users must be designated by the unit Commanding Officer/Officer in Charge or Executive Officer/Executive Petty Officer.

Choosing Command Users Each unit must designate at least one Command User. Additional Command Users should be designated based the need to access the information listed above.

Commanding Officers may designate as many Command Users as necessary to meet the unit's needs and maintain a smooth workflow. However, designations of Command Users in pay grades below E-6 are subject to review and approval by PSC and COMDT (G-WRI). There are alternative access roles available for personnel who do not need access to all of the Command User functions (see below).

Continued on next page

¹Competencies is a PeopleSoft term used to describe a person's skills, training, achievements and awards. In the Coast Guard, we use the Competencies module to record the following information about our personnel: Competencies (formerly known as Qualification Codes) Education and Degree Information Languages Honors and Awards Test Results from Armed Services Vocational Aptitude Battery (ASVAB) tests and retests. School completions, including Class "A" and "C" schools that are entered through the Training Administration System (TAS). Licenses & Certifications Memberships

Guidelines For Authorizing Direct-Access Command User Access

Command User Responsibilities Direct-Access, based on the Operator ID, allows a Command User access to all command functions. Any Command User has the ability to enter comments and approve an employee review, enter IDT drills, enter reserve orders requests, or view transfer information. Commanding Officers should clearly define an individual's role when making Command User designations.

When you designate Command Users provide them with the answers to these questions:

Does the individual have your authorization to:

- View enlisted evaluations?
- Initiate enlisted evaluations?
- View pending transfer information?
- Run reports and rosters?
- Input reserve drill information?

Alternatives to Command User Access Granting full command access may not always be necessary or appropriate. Consider granting one or more of these roles in lieu of full command access.

Role	Functions	Suggested users
Airport Terminal Only (CGAIRTRM).	Allows access to the Airport Terminal	Housing Officers/staffs and Relocation Specialists.
Employee Review Only (CGEMPREV)	User can initiate, route or approve enlisted employee reviews	Supervisors (E-6 and above) and Marking Officials. Note: Employee Reviews may be initiated using the worksheets (CG-3788a,b or c) from enclosure (1) to the Personnel and Pay Procedures Manual. A Command User can handle final data entry in CGHRS. It is not necessary for every person in the chain of command to use Direct-Access to complete an employee review. Use this rule to determine if you should authorize someone at your command Employee Review Access: <i>If the evaluation was being completed using the old paper-process, would that person's name and signature appear on the form as the supervisor, marking official or approving official?</i> If yes , the person should be authorized access in Direct-Access. If no , the person's input on the evaluation may be captured using the worksheets .
Field Admin (CGFIELDADM)	User can view and modify member competencies, run reports, view dependency data, print CG-4170s, view and print travel orders, and most other non-pay related personnel actions.	Unit administrative staff. Note: Applications must be approved by the servicing SPO and be accompanied by a Memorandum of Understanding (MOU). This is to ensure the SPO is aware that the unit will be assuming responsibility for entering competency data and prevents duplicate data entry. A template for the MOU is included with the access form.
Global Workforce Inquiry Solution (CGGWIS)	Allows view-only access to member and unit data. Includes ability to access the Airport Terminal.	HR Managers (CO/OIC, XO/XPO, Admin Officer, HQ/CGPC Staffs).
Reserve Orders Manager (CGRSVMGR)	User can initiate and route requests for reserve orders.	Supervisors of reserve personnel. Note: Reservists can submit requests using Self-Service, this role is only necessary to initiate requests on the member's behalf.

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Guidelines For Authorizing Direct-Access Command User Access

Designation Procedure

To designate a Command User (or other role types), utilize CG PSC Form 7421/2.

1. Complete the first section (Blocks 1 through 7) of the form.
2. The authorizing official's name, rank, title and phone number must be printed or typed in Block 8 and the block must be signed.
 - Note that "By direction" is not authorized. Only the CO/OIC, XO/XPO, or HQ/CGPC/AREA/MLC/DIST Branch Chief may authorize access.
 - If the applicant is the CO/OIC, then they may sign their own application.
3. Fax the form to PSC's Customer Care Center at: (785)-339-2297.
4. The PSC Customer Care Center will enable Command User privileges in Direct-Access and notify the user, via email, when completed. Forms are *usually* processed within 3-working days of receipt.

Retain the original CG PSC Form 7421/2 until the member/employee departs the unit (transfer, discharge, etc.), or the designation is otherwise terminated or revoked.

Terminating Privileges

To terminate Command User designation and privileges, have the member sign the acknowledgment in Section 3 of CG PSC Form 7421/2 and fax to the PSC Customer Care Center at (785) 339-2297

Please fill out online or print neatly! This authorization supercedes previous applications.

Department of Homeland Security U. S. Coast Guard CG PSC 7421/2 (Rev. 08/06)		Direct-Access User Access Authorization And Payment Approving Official (PAO) Designation	
1. User's Name (Last, First, MI.) (Please print)		2. Rank/Rate:	3. Employee ID # (Not SSN)
4. Dept ID/Unit Name (Include Staff Symbol)	5. Area Code & Phone Number:		6. e-Mail address:
7. User Role Description (see instructions)(Include current roles, this authorization supercedes all of your previous authorizations): <input type="checkbox"/> CGSSCMD --Command User (evals, drills, Airport Terminal, etc.) <input type="checkbox"/> CGEMPREV -- Employee Review Only (not needed if you have CMD or HRS) <input type="checkbox"/> CGRSVDRL -- Schedule, Edit and Approve Reserve IDT Drills (Only) <input type="checkbox"/> CGRSVMGR -- Create, review, and endorse requests for reserve orders. <input type="checkbox"/> CGAIRTRM --Airport Terminal Only (Relocation Specialists/Housing Office) <input type="checkbox"/> CGFIELDADM --Unit with access to Member Competencies (Quals, Awards & Schools) (Route request through servicing SPO) <input type="checkbox"/> CGGWIS --Global Workforce Inquiry System <input type="checkbox"/> CGHRS -- (SPO) DEPT ID _____ <input type="checkbox"/> CGHRSUP —(SUPERVISOR, Payment Approving Official (PAO)) (Application must be approved by PSC (MAS)). ACO/MAS: Name/Sign: _____ <input type="checkbox"/> CGMRS — Medical Readiness System Clinical Access (Med care providers) <input type="checkbox"/> CGTRNOFF – Electronic Training Request (ETR) <input type="checkbox"/> CGFTESO – Unit Educational Services Officer <input type="checkbox"/> CGSECURN --Unit Security Manager (View Only) (Application must be approved by cognizant Area/District Security Manager) Dist/Area SecMgr Name/Sign: _____ <input type="checkbox"/> CGSECUVW --Area/Dist Security Manager (View Only). Fax completed form to COMDT (CG-86) at 202-372-3950. CG-86 Name/Sign: _____ -----HQ/CGPC/TQC/TRACENs/PSC Only----- <input type="checkbox"/> CGTRNFAC --Training Center (TAS Course Sessions) <input type="checkbox"/> CGTRNTQC --TQC/TAS Course Scheduler <input type="checkbox"/> CGASGN --CGPC (epm/opm) or ISC(fot) Assignment Officer <input type="checkbox"/> CGRSVISC/CGRSVORD —Reserve Orders Approval/Funding, ISC(fot) only. <input type="checkbox"/> Others Not Listed. Please describe what you need to access in Direct-Access.		Scope of Authorization <i>Subject to the limitations that follow, the user is authorized access to the computer systems identified above. This authorization contains no implied authorization to access any computer system of the United States Government not specifically identified herein. Authorization will be revoked upon separation, retirement, reassignment of duties, change of organization or when determined by the Information Systems Security Officer to be in the best interest of the Government.</i> WARNING: Only Authorized Users May Use These Systems. To protect these systems from unauthorized use and to ensure that these systems are functioning properly, system administrators monitor these systems. Individuals using these systems without authority, or in excess of their authority, are subject to having all of their activities on these systems monitored and recorded by system personnel. In the course of monitoring individuals improperly using these systems, or in the course of system maintenance, the activities of authorized users may also be monitored. Anyone using these systems expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, management may authorize system personnel to provide the evidence of such monitoring to law enforcement officials.	
8. Authorizing Official (Signature, Typed or printed name, Rank, Title (CO/OIC, XO/XPO or HQ/CGPC/AREA/MLC/DIST Branch Chief) and Phone 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. This member has demonstrated that they are knowledgeable in the use of the program I've authorized and has my confidence that they will diligently make entries and if in doubt they will seek assistance. I also acknowledge that if I lose confidence in this member for any reason I have a responsibility to withdraw this authorization.			
Signature AND PRINTED or TYPED Name,		Rank,	Title (see instructions),
		Phone	9 Date:
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). My password meets the DOT Information Systems Security requirements, and I may be held responsible for my inappropriate protection or sharing of my password. I understand that prior to entering any transactions into Direct-Access I must be knowledgeable on the validity of the entry, the impact of that entry within Direct-Access, and the impact on the member. I also understand that I must cite appropriate source documents (e.g. award citations, letters of authorization, etc.) prior to entering data into Direct-Access. I understand that I am fully accountable to the Coast Guard and may be found liable for erroneous or improper entries/payments until properly relieved of accountability. Personal monetary liability, adverse personal evaluation, and or further administrative or disciplinary actions may result if I am found negligent in the performance of my duties.			
10. User's Signature:		11. Date:	
(For PSC Use Only) Direct-Access Security Administrator And PAO Validation/Designation		Fax to: (785) 339-2297	
Operator ID (if not = to Emplid):	OPRCLASS:	Direct-Access Security Administrator Signature:	Date:

Previous editions are obsolete and may not be used.

Revocation of Access Authority

Complete this section when the user is reassigned, separates from the service/terminates employment or the access needs to be terminated for any other reason. Fax it to (785) 339-2297

11. User's Name (Last, First, MI.) (Please print)	12. Rank/Rate:	13. Employee ID # (Not SSN)
<p>14. Notice to User: You are hereby notified that the above access authorization has been revoked. The associated login name and password are still valid for access to self-service items. To access a United States Government computer without authorization is a violation of Federal law (18 U.S.C. 1030 et al). <i>Authorization to access another United States Government computer system does not imply reinstatement of the authorization being revoked.</i></p> <p>Unit Attached to: _____</p> <p>Acknowledgment (user's signature): _____ (Date): _____</p>		
<p>15. Authorizing Official (<i>Signature AND Typed or printed name, Rank, Title and Phone Number</i>):</p> <p>_____</p> <p>Name, Rank, Title (e. g. CO/OIC, XO/XPO, By direction), Phone Number</p>		16 Date:
16. <i>Direct-Access Security Administrator</i> Signature:		17. Date:

Instructions:

- Fax the completed first page of the form to the PSC Customer Care Center at the number on the form.
- Retain the original form in the unit's files until the member departs the unit.
- When the member departs the unit, or access needs to be terminated for some other reason, have the user sign and date the *Revocation of Access Notice* section of the form. Fax the complete form (both pages) to the PSC Customer Care Center.
- Direct-Access termination should be part of your unit checkout process

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")																
3	<p>Enter the user's employee number. For military personnel, the employee ID number can be found on the member's LES. For civilian personnel, 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 civilian employee's employee ID number. Follow these steps to access the unit roster:</p> <ul style="list-style-type: none"> Select menu items in the following order: Home > Self Service > Self Service > Self Service for Commands > Use > Command Information The department lookup page will display. The relationship type field will show "Own unit only" and the department field will show your sub-department ID number. Enter the department ID number for the unit in the department field. Click the Search button to continue. When the Airport Terminal displays click on the Cg Dept Run tab. Choose "Civilian" from the drop-down menu in the Source field. Click the Execute button. The roster section will fill in with the information. Only the first five rows will be displayed. Click the View All link to see the remaining rows. The Employee ID number is shown in the second column. 																
4	Enter the name of the unit the user is assigned to, include the staff symbol if applicable.																
5	Enter the user's business phone number, including the area code																
6	Enter the user's e-mail address.																
7	<p>Choose the appropriate user role from the list provided.</p> <table border="1"> <thead> <tr> <th>Role</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Command User (evals, Airport Terminal, etc.) (CGSSCMD)</td> <td>Allows unit administrators access to the Airport Terminal, Unit Roster, Unit Personnel Allowance List (PAL), ability to review and approved orders, career intentions worksheets, reserve IDT drills and Employee Review (enlisted evaluations). Select "Employee Review Only" if you do not want access to the other Command User functions.</td> </tr> </tbody> </table> <p>Command User Menus (CGSSCMD)</p> <p>Home > Develop Workforce > Administer Training > Inquire > Airport Panel Home > Develop Workforce > Administer Training > Inquire > Airport Terminal by Employee Home > Develop Workforce > Career Management > Inquire > Separation Summary Home > Develop Workforce > Career Management > Inquire > Sep Requests by Status Home > Develop Workforce > Manage Competencies (GBL) > Report > Accomplishments Home > Develop Workforce > Manage Competencies (GBL) > Report > Competencies Home > Develop Workforce > Manage Competencies (GBL) > Report > PDIF Home > Develop Workforce > Plan Careers > Use > Employee Review Home > Develop Workforce > Plan Careers > Use > CG Member Info Home > Develop Workforce > Plan Careers > Inquire > Arrivals and Departures Home > Develop Workforce > Plan Careers > Inquire > Airport Term Details Home > Develop Workforce > Plan Careers > Inquire > Employee Review Summary Home > Develop Workforce > Plan Careers > Report > Member Counseling Report Home > Develop Workforce > Plan Successions (GBL) > Setup > CG Role User Home > Develop Workforce > Plan Successions (GBL) > Setup > Dept Relationships</p> <p>Home > Administer Workforce > Administer Workforce > Report > Generate CG-4170A Home > Administer Workforce > Administer Workforce > Report > Unit Roster Home > Administer Workforce > Maintain Travel Orders > Use > Maintain Travel Orders Home > Administer Workforce > Maintain Travel Orders > Setup > Misc Expense Table Home > Administer Workforce > Maintain Travel Orders > Setup > Travel Purpose Table Home > Administer Workforce > Maintain Travel Orders > Setup > Accounting Region Table Home > Administer Workforce > Maintain Travel Orders > Setup > TONO / Acct Line Setup</p> <p>Home > Define Business Rules > Manage Human Resources (GBL) > Setup > Department Table Home > Self Service > Self Service for Commands > Use > Command Information Home > Self Service > Self Service for Commands > Use > Positions at a Department Home > Self Service > Self Service for Commands > Use > Separation Requests</p> <p>Home > Self Service > Manager > Tasks > Schedule Multiple Drills Home > Self Service > Manager > Tasks > Schedule Drills</p> <p>Home > PeopleTools > Report Manager > Inquire > Report List Home > PeopleTools > Query > Search : Query List</p> <table border="1"> <thead> <tr> <th>Query Name</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1 CG_DEPT_ROLE_QRY</td> <td>Department Role Query</td> </tr> <tr> <td>2 CG_GOOD_CONDUCT_QRY</td> <td>Good Conduct Award Query</td> </tr> <tr> <td>3 CG_OFFICER_CNT</td> <td>Count of Officers Query</td> </tr> <tr> <td>4 EMPLOYEE_SALARY_PS_NVISION_</td> <td>Employee Salary (PS/nVision)</td> </tr> <tr> <td>5 PER701__DEPT_TBL</td> <td>PER701--Dept Tbl</td> </tr> </tbody> </table>	Role	Description	Command User (evals, Airport Terminal, etc.) (CGSSCMD)	Allows unit administrators access to the Airport Terminal, Unit Roster, Unit Personnel Allowance List (PAL), ability to review and approved orders, career intentions worksheets, reserve IDT drills and Employee Review (enlisted evaluations). Select " Employee Review Only " if you do not want access to the other Command User functions.	Query Name	Description	1 CG_DEPT_ROLE_QRY	Department Role Query	2 CG_GOOD_CONDUCT_QRY	Good Conduct Award Query	3 CG_OFFICER_CNT	Count of Officers Query	4 EMPLOYEE_SALARY_PS_NVISION_	Employee Salary (PS/nVision)	5 PER701__DEPT_TBL	PER701--Dept Tbl
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5 PER701__DEPT_TBL	PER701--Dept Tbl																

Block	Instructions	
7	Role	Description
	CGRSVMGR	Allows supervisor to initiate requests for reserve orders on behalf of members who can't access Self-Service and allows the user to review and endorse requests for orders. Home > Self Service > Manager > Tasks > Create Reserve Orders
	CGEMPREV -- Employee Review Only (not needed if you have CMD or HRS)	Allow supervisors to initiate, review and approve Employee Reviews. Supervisors (E-6 and above) and Marking Officials. Note: Employee Reviews may be initiated using the worksheets (CG-3788a,b or c) from enclosure (1) to the Personnel and Pay Procedures Manual. A Command User can handle final data entry in CGHRS. It is not necessary for every person in the chain of command to use Direct-Access to complete an employee review. Use this rule to determine if you should authorize someone at your command Direct-Access to initiate Employee Review's: <i>If the evaluation was being completed using the old paper-process, would that person's name and signature appear on the form as the supervisor, marking official or approving official?</i> If yes , the person should be authorized access in Direct-Access. If no , the person's input on the evaluation may be captured using the worksheets .
	Employee Review Menus (CGEMPREV): Home > Develop Workforce > Plan Careers > Use > Employee Review Home > Develop Workforce > Plan Careers > Report > Member Counseling Report	
	CGAIRTRM --Airport Terminal Only	Allows Relocation Specialists and Housing Officers to view arrivals and departures. Home > Develop Workforce > Administer Training > Inquire > Airport Panel Home > Develop Workforce > Administer Training > Inquire > Airport Terminal by Employee Home > Develop Workforce > Plan Careers > Inquire > Arrivals and Departures Home > Develop Workforce > Plan Careers > Inquire > Airport Term Details
	CGFIELDADM Field Unit Administrator with limited SPO permissions	Allows unit administrative personnel to modify member competencies. Applications must be approved by the servicing SPO and be accompanied by a Memorandum of Understanding (MOU).
	CGFIELDADM Menus Home > Develop Workforce > Manage Competencies (GBL) > Use > Competencies Home > Develop Workforce > Manage Competencies (GBL) > Use > Competencies Multiple Home > Develop Workforce > Manage Competencies (GBL) > Use > Education Home > Develop Workforce > Manage Competencies (GBL) > Use > Licenses and Certificates Home > Develop Workforce > Manage Competencies (GBL) > Use > Memberships Home > Develop Workforce > Manage Competencies (GBL) > Use > Languages Home > Develop Workforce > Manage Competencies (GBL) > Use > Honors and Awards Home > Develop Workforce > Manage Competencies (GBL) > Use > Honors and Awards Multiple Home > Develop Workforce > Manage Competencies (GBL) > Use > Test Results Home > Develop Workforce > Manage Competencies (GBL) > Use > Training Home > Develop Workforce > Manage Competencies (GBL) > Use > Training Multiple Home > Develop Workforce > Manage Competencies (GBL) > Report > Accomplishments Home > Develop Workforce > Manage Competencies (GBL) > Report > Competencies Home > Develop Workforce > Manage Competencies (GBL) > Report > PDIF Home > Administer Workforce > Administer Workforce > Report > Generate CG-4170A Home > Compensate Employees > Administer Base Benefits > Use > Dependent/Beneficiary (view only) Home > Compensate Employees > Administer Base Benefits > Use > Life and AD/D Benefits (view only)	

Continued on next page

Block	Instructions	
7	Role	Description
	Role	Description
	Global Workforce Inq.(CGGWIS)	Allows HR Managers (CO/OIC, XO/XPO, Admin Officer, HQ/CGPC Staffs) view only access to the database. They can lookup data on a person or a unit. Includes ability to access the Airport Terminal. Please see the Direct-Access online help. http://www.uscg.mil/hq/hrsic/cghrms/index.htm for details
	CG Training Officer	Allows Unit Training Officers to submit electronic training requests and view enrollment information.
	Area/Dist Security Manager (View Only)	Allows Area and District Security Managers to view a member's security clearance information, including status. Fax completed form to COMDT (CG-86) at 202-372-3950 for approval.
	Unit Security Manager (View Only)	Allows unit Security Managers view only access to a member's security clearance information. (Application must be approved by cognizant Area/District Security Manager)
	CGHRS (SPO ONLY)	Allows SPO staffs access to view and modify a member's Competencies, SGLI Elections, BAH/Dependency Data, and completed other personnel transactions formerly completed in SDA II. Also allows access to the Airport Terminal. Enter District (DD) and Reporting Unit (RU) numbers in the space provided.
	Medical Readiness System (CGMRS)	Used by clinics, Independent Duty HS's to enter, track and maintain medical data. See ALCOAST 301/02 for more information. Personnel users should choose CGMRSWVR for access to waivers.
	CGPC (epm/opm) or ISC(fot) Assignment Officer	Allows assignment officers to generate shopping lists and issues orders.
	Training Center (TAS Course Sessions)	Allows TRACEN staffs to view course rosters and enter course completions/changes.
	TQC/TAS Course Scheduler	Allows TQC staff and HQ program managers to schedule courses and issue orders.
Other/Not Listed.	If the listed roles do not suit your needs, check "Other" and briefly describe your need for Direct-Access in the space provide.	
8	Enter the Name, Rank, Title and Phone number of the authorizing official. "By direction" is not authorized for granting Direct-Access. Only the CO/OIC, XO/XPO, or HQ/CGPC/AREA/MLC/DIST Branch Chief may authorize access. Must typed or printed and signed.	
9	Enter the date the form was signed by the authorizing official	
10	User signs here.	
11	Enter the date the form was signed by the user.	

The Memorandum of Understanding (MOU) that follows only needs to be completed when transferring responsibilities for data input from the servicing SPO to the field unit. It must be submitted to PSC if you selected the CG Field Admin role and are not assigned to a SPO.

Memorandum Of Understanding For Unit To Maintain Member Competency Data

U.S. Department of
Homeland Security

United States
Coast Guard



Commanding Officer
Unit Name

Address.
City, ST Zip
Staff Symbol: ()
Phone: ()
Fax: ()
Email:

5230

MEMORANDUM

From: Unit and Servicing SPO

Reply to
Attn of: Unit Point of Contact

To: Distribution

Subj: MEMORANDUM OF UNDERSTANDING FOR UNIT TO MAINTAIN MEMBER
COMPETENCY DATA

1. To allow field units to maintain member competency and other non-payroll related personnel data, using the Direct-Access, these parties have entered into an agreement on the following items:

- (a) **SYSTEMS ACCESS:** (Enter Name of Unit) will complete a user access form (CG PSC 7421/2) for each person that will be authorized full access, to Direct-Access applications, in order to provide pay and personnel support for members assigned to the following units:

List Units

Access forms must be delivered to SPO Chief for expedited processing through PSC.

- (b) **RESOURCES:** No additional YN resources will be provided to Name of Unit during the initial phases of software rollout.
- (c) **RESPONSIBILITIES:** Data input responsibilities will shift from (SPO) to (Unit) . (Unit) will be responsible for entering all member competency information (**Education, Honors and Awards, Qualification Codes and Training, collectively know as "Competencies"**), for those units listed above, on the effective date of this agreement. (Unit) must incorporate internal controls to safeguard data input integrity. The Personnel Service Center (PSC) may require the future designation of at least one Payment Approving Official.

- (d) **SUPPORT:** (SPO) will provide training, as requested, on data input requirements and software navigation. They will also be available to provide assistance with various pay entitlement questions.
- (e) **EFFECTIVE DATE:** This agreement is entered into effective (date) and will remain in effect for a period not to exceed two years from the effective date or until terminated by both parties, whichever occurs first.
- (f) **Agreed to by** (Signatures Below):

FIRST LAST NAME RANK, USCG Title: (CO, XO, or SPO Chief only)	FIRST LAST NAME RANK, USCG Executive Officer, Unit #
---	--

List of CG-PSC form 7421/2 (Direct-Access Form) For Each Unit Member Who Is To Be Authorized Access

Dist: Original SPO General Files
 Copy Unit General Files
 Copy Fax to PSC (Customer Service) with User Access Forms

COMDT (G-WRI-3)

SPO/HRS Access Overview

Purpose This document provides policies and procedures for granting Human Resource Site (HRS) access to Direct-Access.

HRS Access Defined HRS access permits a Direct-Access user to create and transmit transactions, which effect changes in a member's pay entitlements. HRS users can also access and maintain non-payroll data, such as competencies, awards, enlisted employee reviews, etc. HRS access duplicates the Self-Service for Employees and Self-Service for Commands roles to allow users at Personnel Reporting Units (SPOs) to service members and commands that do not have access to Direct-Access.

HRS Supervisor (HRSUP) role users have the ability release Direct-Access transactions that require approval and to override software edits. Additionally, all HRSUP role users are designated PAOs.

HRS User Responsibility and Liability It is Coast Guard policy that HRS users have the same level of financial liability as an Authorized Certifying Officer (ACO). ACO liability is described in Chapter 1 of the Certifying and Disbursing Manual (COMDTINST M7210.1 (series)). If an HRS user incorrectly certifies a document to an ACO (the ACO for military pay is PSC Topeka) that directly results in an erroneous or improper payment, the HRS user is responsible for the error. HRS users remain fully accountable to the Coast Guard and may be found to have pecuniary² liability; and/or may have their personal evaluations (OER/CIV Performance Appraisal/Employee Review) impacted by such action by an official in their chain with evaluation approving authority.

² **pe·cu·ni·ar·y** Requiring payment of money: *a pecuniary offense.*

HRS/HRSUP Role User Designation Criteria

Introduction This section provides guidelines for determining who will be granted HRS or HRS Supervisor access at SPOs and field units.

SPO Staffs Active duty, reserve and civilian employees permanently assigned to a position in one of the existing SPOs may be granted HRS access in Direct-Access. Yeomen, temporarily assigned to a SPO, may be granted access.

**SPO Supervisors/
Payment
Approving
Officials** Certain Direct-Access entitlements transactions require review and approval before they can be released for processing. Approval of these transactions is limited to properly designated Pay Approving Officials (PAOs). PAOs are assigned the HRS Supervisor (HRSUP) role in Direct-Access.

Per Chapter 1 of the Personnel and Pay Procedures Manual (PSCINIST M1000.2a), the commanding officer of a unit with a SPO must nominate at least one officer, chief petty officer, first class petty officer, or civilian employee in grade GS-7 or above, for designation by PSC (MAS) as a Payment Approving Official (PAO).

In addition to reviewing and approving transactions, HRS Supervisors have the ability to override Direct-Access program edits. This allows the user to “force” a transaction to be saved, even if it does not meet the criteria established for an entitlement to be paid. This functionality exists because the system edits are closely tied to the member’ assigned position and department in Direct-Access. Therefore, the edits prevent some transactions, which are otherwise appropriate, from being entered into the system. An example of this would be attempting to put in a sea pay change on a member who has departed, PCS, from a sea pay eligible unit to a unit where sea pay is not authorized. Direct-Access would normally prevent entry of this type of transaction because the member’s current unit is not authorized sea pay.

Continued on next page

HRS/HRSUP Role User Designation Criteria, Continued

Field Unit HRS Access Personnel at field units may be granted HRS access, provided the following criteria are met and the unit has entered into a Memorandum of Understanding (see exhibit (1) for an example) with the servicing SPO, for the transfer of data input responsibility.

- Must be a YN or CWO (PERS).
- If YN2 or YN3, must have access to and be directly supervised by a Subject Matter Expert (someone knowledgeable in pay matters).
 - Senior YN (E-6 and above).
 - CWO (PERS).
 - Full time Personnel/Admin Officer.

The HRS Supervisor role will not be granted to users at field units. Units will contact the servicing SPO to coordinate input of transactions that require approval or the override of system edits.

Alternatives to HRS Access for Field Unit Personnel Granting HRS access may not always be necessary or appropriate. Consider granting one or more of these roles in lieu of HRS access.

Role	Functions	Suggested users
Airport Terminal Only (CGAIRTRM).	Allows access to the Airport Terminal	Housing Officers/staffs and Relocation Specialists.
Employee Review Only (CGEMPREV)	User can initiate, route or approve enlisted employee reviews	Supervisors (E-6 and above) and Marking Officials. Note: Employee Reviews may be initiated using the worksheets (CG-3788a,b or c) from enclosure (1) to the Personnel and Pay Procedures Manual. A Command User can handle final data entry in CGHRS. It is not necessary for every person in the chain of command to use Direct-Access to complete an employee review.
Field Admin (CGFIELDADM)	User can view and modify member competencies, run reports, view dependency data, print CG-4170s, view and print travel orders, and most other non-pay related personnel actions.	Unit administrative staff. Note: Applications must be approved by the servicing SPO and be accompanied by a Memorandum of Understanding (MOU). This is to ensure the SPO is aware that the unit will be assuming responsibility for entering competency data and prevents duplicate data entry. A template for the MOU is included with the access form.
Global Workforce Inquiry Solution (CGGWIS)	Allows view-only access to member and unit data. Includes ability to access the Airport Terminal.	HR Managers (CO/OIC, XO/XPO, Admin Officer, HQ/CGPC Staffs).

HRS/HRSUP Role User Designation Procedure

Introduction

This section provides the procedure for designation HRS Role Users.

Designation Procedure

To designate an HRS user, utilize CG PSC Form 7421/2.

1. Complete the first section (Blocks 1 through 7) of the form at the unit level.
2. The authorizing official's name, rank, title and phone number must be printed or typed in Block 8 and the block must be signed.
 - Note that for field unit access "By direction" is not authorized. Only the CO/OIC or XO/XPO may authorize Direct-Access. The SPO supervisor may sign applications from users within that SPO.
 - Users at field units should include a copy of the Memorandum of Understanding.
3. Fax the form to PSC's Customer Care Center at: (785)-339-2297.
4. The PSC Customer Care Center will enable HRS privileges in Direct-Access and notify the user, via email, when completed. Forms are *usually* processed within 3-working days of receipt.
5. HRSUP role users will receive a memo, via the chain of command, outlining the duties, responsibilities, and liabilities.

Retain the original CG PSC Form 7421/2 until the member/employee departs the unit (transfer, discharge, etc.), or the designation is otherwise terminated or revoked.

Memorandum of Understanding for Unit to Assume SPO Functions

U.S. Department of
Homeland Security

United States
Coast Guard



Commanding Officer
Unit Name

Address.
City, ST Zip
Staff Symbol: ()
Phone: ()
Fax: ()
Email:

5230

MEMORANDUM

From: Unit and Servicing SPO

Reply to
Attn of: Unit Point of Contact

To: Distribution

Subj: MEMORANDUM OF UNDERSTANDING FOR UNIT TO ASSUME SPO DATA
INPUT RESPONSIBILITIES

1. To begin the process of shifting personnel and pay data input responsibilities using Direct-Access these parties have entered into an agreement on the following items:

- (g) **SYSTEMS ACCESS:** (Enter Name of Unit) will complete a user access form (CG PSC 7421/2) for each person that will be authorized full access, to Direct-Access applications, in order to provide pay and personnel support for members assigned to the following units:

List Units

Access forms must be delivered to SPO Chief for processing through PSC.

- (h) **RESOURCES:** No additional YN resources will be provided to Name of Unit during the initial phases of software rollout.
- (i) **RESPONSIBILITIES:** Data input responsibilities will shift from (SPO) to (Unit) . (Unit) will be responsible for entering pay and personnel transactions for those units listed above, on the effective date of this agreement. (Unit) must incorporate internal controls to safeguard data input integrity.

(j) **SUPPORT:** (SPO) will provide training, as requested, on data input requirements and software navigation. They will also be available to provide assistance with various pay entitlement questions. The SPO will continue to input those transactions, which require approval by a Payment Approving Official (PAO).

(k) **EFFECTIVE DATE:** This agreement is entered into effective (date) and will remain in effect for a period not to exceed two years or until terminated by both parties, whichever occurs first.

(l) **Agreed to by** (Signatures Below):

FIRST LAST NAME RANK, USCG
Title:
(CO, XO, or SPO Chief only)

FIRST LAST NAME RANK, USCG
Executive Officer, Unit

#

List of CG-PSC form 7421/2 (Direct-Access Form) For Each Unit Member Who
Is To Be Authorized Access

Dist: Original SPO General Files
Copy Unit General Files
Copy Fax to PSC (Customer Service) with User Access Forms

COMDT (CG-102)