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Subj: Direct Access User Roles for Accessions

Ref: (a) OMB Circular No. A-130, Appendix III
    (b) Direct Access Accessions Users Guide
    (c) Personnel and Pay Procedures Manual, PSCINST M1000.2(series)

Purpose   This E-Mail ALSPO message announces the implementation of improved internal controls for the processing of accessions.

Background   Direct Access (DA) user account management policies and procedures were reviewed as part of the DHS Financial Statement Audit. An outcome of the review was a recommendation to segregate the user roles for accessions so that a person who enters an applicant's data is not the person that hires the applicant.

- Reference (a) mandates the separation of duties, which is the practice of dividing the steps in a critical function among different individuals.

DA user roles for accessions   The CG Applicant Data (CGAPPL) user role is now required in order for SPOs to generate an applicant ID and enter applicant data (See reference (b), Chapter 2-B and Chapter 3 for more information on these accession processing steps). The ability to perform these actions has been removed from the SPO Technician (CGHRS) and SPO Supervisor (CGHRSUP) user role permission lists.

The following user roles are required for accession processing:

Role(s)	Responsibility/Access
CGHRS with the CGAPPL add on	1. Generates Applicant ID number and job requisition number, if necessary. 2. Enters/Verifies applicant data: • Identification data • Education and test results • Contract data (type of accession, pay grade/rate/rating, term, service dates, prior service dates, etc.)
CGHRSUP	Hires Applicant
CGHRS*	Completes post hire processing (e.g.): • Tax Withholding • Payment Option Election • Reserve Orders and/or Endorsements on orders • Pay Entitlements • SGLI/FSGLI Elections

CGHRSUP or CGHRS w/ CGAPPL is not prohibited from completing post hire processing.

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Rules for assigning the CGAPPL user role

The CGAPPL user role:

- cannot be assigned to a CGHRSUP role user.
- is used in conjunction with the CGHRS user role.
- is not a stand-alone user role. Applicants for the CGAPPL must meet the criteria for SPO access per reference (c), page 1-13.

SPO action

No SPO action is required at this time. To ensure processing of accessions is not delayed, PSC (id) has assigned the CGAPPL user role for all CGHRS users (who do not also possess the CGHRSUP user role). Members assigned to SPOs in the future will need to follow the procedures below to request the CGAPPL role.

The role is assigned by completing a form CG-PSC-7421/2, Direct Access User Access Authorization and Payment Approving Official (PAO) Designation (Rev. 10/2008 or later):

- Select the "CGHRS[1]" and "CGAPPL" user roles in block 7, along with any other user roles desired/presently held[2].
- Ensure blocks 8 and 10 are signed.
- Fax the form to PSC at the number on the form.

DA user role forms are processed within three business days. Users are notified, via e-mail, when their account has been updated. Status requests/tracers may be submitted to PSC Customer Care if an e-mail acknowledgement is not received within three business days.

Notes: (1) The CGAPPL role can only be issued with the CGHRS role.
(2) Include current roles, a new designation form supersedes all of your previous designations.

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Forms/Reports	Form CG-PSC-7421 is available from PSC's web site at: http://www.uscg.mil/hr/psc/forms.

The DA User Role Query provides a report of all DA users at a department. The report shows the user's name, operator ID and the roles assigned to the user. Procedures for running the query are in the DA online help at: http://www.uscg.mil/hr/psc/ps/self_service/commands/user_role_query.htm.

Questions   Questions regarding the content of this E-Mail ALSPO may be directed to PSC Customer Care at:

☎   (866) 772-8724/(785) 339-2200
🖱   http://www.uscg.mil/hr/psc/ccb/

Released by   Internet release authorized.

/s/
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