

# What's New for the field in T-PAX Version 6.10

## Having trouble with your secondary/confirmation password?

Try entering it in all uppercase letters (e. g. "Test1234#" would be entered as "TEST1234#"). Secondary passwords stored in the system prior to the upgrade on 10 June were inadvertently converted to all uppercase letters

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# What's New for the field in T-PAX Version 6.10

## Attaching Electronic Files (T-PAX Imaging Function)

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**Introduction** The T-PAX Imaging Function provides travelers with the ability to attach scans (or other electronic files) of receipts, orders and amendments to their travel request, authorization, claim/settlement or request for advance.

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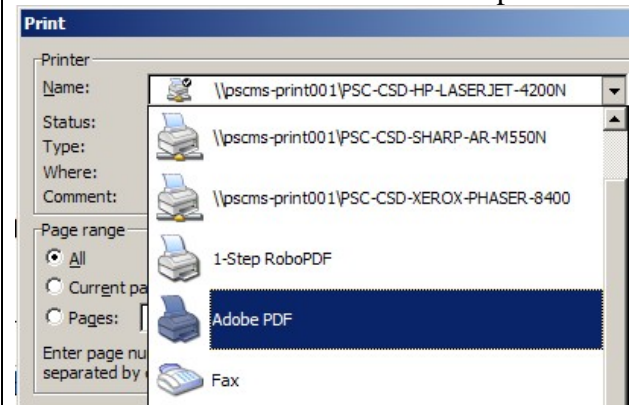
**Before you begin** All documents MUST first be in an Adobe Acrobat PDF file. There are several ways to create a PDF file using *Adobe Acrobat 7 Standard*, which is included in the Coast Guard Standard Workstation software package. Two of the most common methods are discussed in the following sections:

1. Print to PDF
2. Create PDF from file

[Skip to page 6 for the procedure for adding the file to your claim.](#)

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**Print to PDF** If the document is already in electronic format, but not an Adobe Acrobat PDF file (e. g. an image (.jpg, .gif, .tif, etc.), a web page, an email message, or MS Office file) you can 'print' the file directly to Adobe Acrobat.

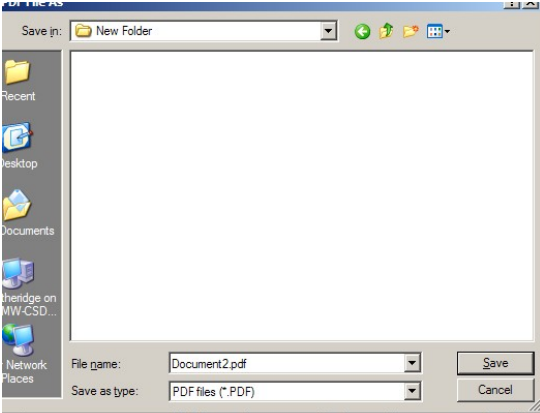
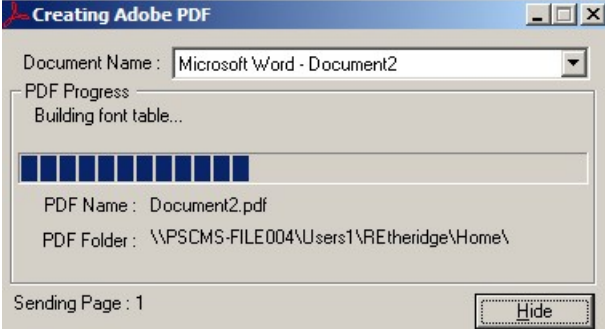
Step	Action
1	Open the file and select <b>File   Print</b> from the application's menu.
2	Select " <b>Adobe PDF</b> " from the list of printers 

*Continued on next page*

# What's New for the field in T-PAX Version 6.10

## Attaching Electronic Files (T-PAX Imaging Function), Continued

Print to PDF (continued)

Step	Action
3	<p>Name the file and select a location to save it to.</p> 
4	<p>Click the “Save” button. The “Creating Adobe PDF” information box will appear.</p> 
5	<p>After the process is complete, the PDF file will open in Adobe Acrobat.</p>

### Create PDF from a file

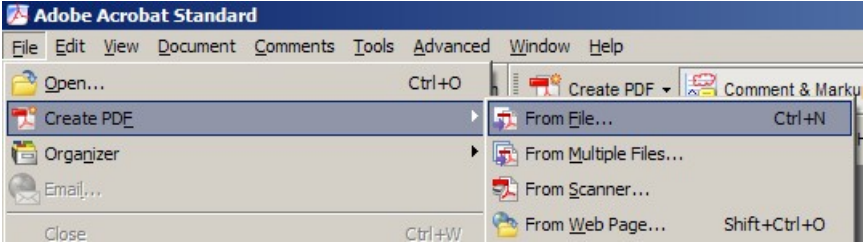
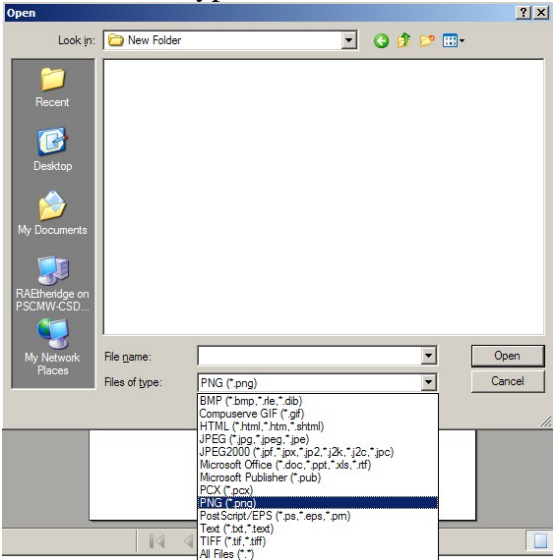
If the document is already in electronic format, but not an Adobe Acrobat PDF file (e. g. an image (.jpg, .gif, .tif, etc.), you can convert it to PDF file format using Adobe Acrobat’s *Create PDF* menu.

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# What's New for the field in T-PAX Version 6.10

## Attaching Electronic Files (T-PAX Imaging Function), Continued

### Create PDF from a file (cont'd)

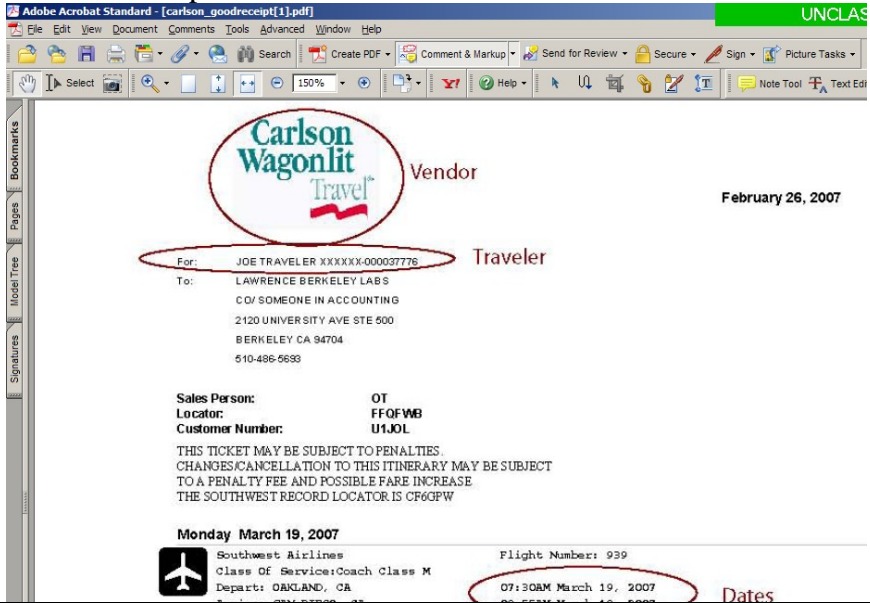

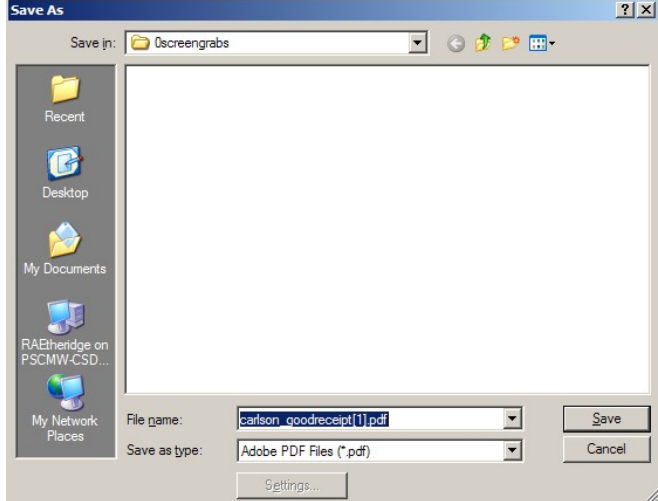
Step	Action
1	Start Adobe Acrobat (Start Menu   Programs   Adobe Acrobat 7 Standard)
2	<p>Select <b>File   Create PDF   From File</b> from the menu.</p>  <p><i>(Note that you can also create a PDF directly from a scanner if you have one attached to your workstation)</i></p>
3	<p>Select the file type and location</p> 
4	Click the <b>Open</b> button.

Continued on next page

# What's New for the field in T-PAX Version 6.10

## Attaching Electronic Files (T-PAX Imaging Function), Continued

Create PDF from a file (cont'd) (continued)

Step	Action
5	<p>The file will open in Adobe Acrobat</p> 
6	<p>Click the Save icon -- , select a location and, if desired, a new name for the PDF file. Then, click the Save button.</p> 

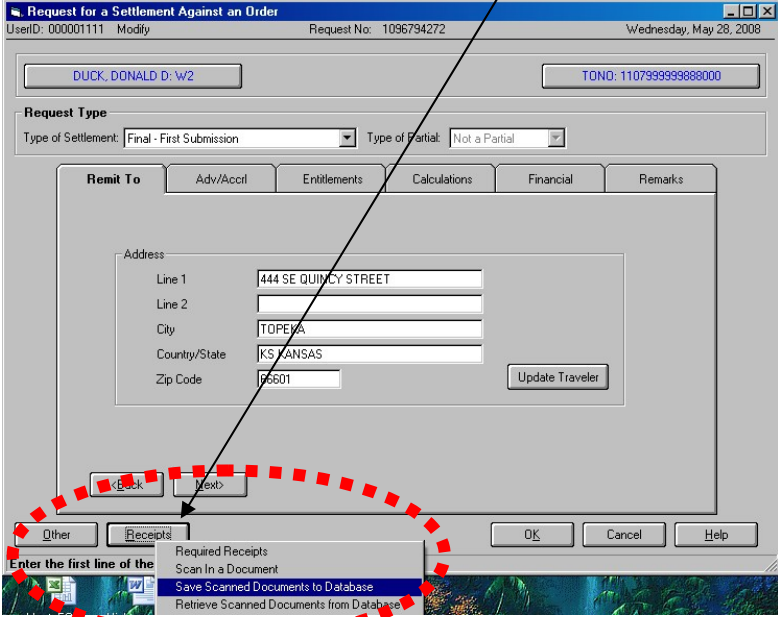
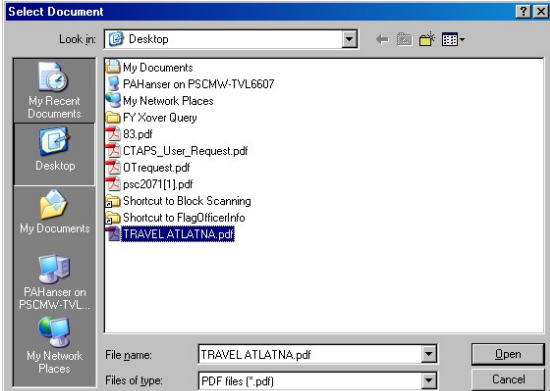
Continued on next page

# What's New for the field in T-PAX Version 6.10

## Attaching Electronic Files (T-PAX Imaging Function), Continued

### Attaching files in T-PAX

Now that you have your receipts and other supporting documentation in the correct format and saved to a location that is accessible from the workstation you are logged onto, you can attach them to your claim in T-PAX.

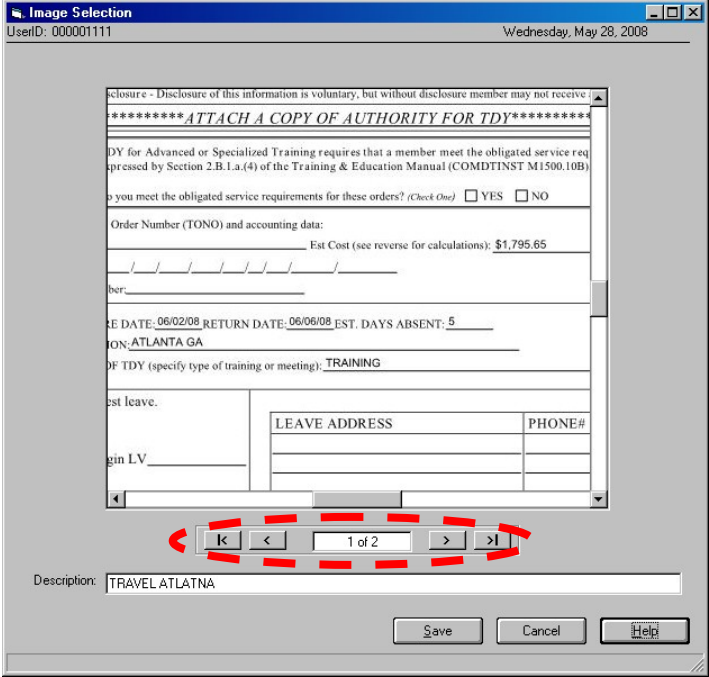
Step	Action
1	<p>After completing a settlement – click the <b>“Receipts”</b> button then, select <b>“Save Scanned Documents to Database”</b> from the menu.</p> 
2	<p>Locate and select the PDF file and click the <b>“Open”</b> button.</p> 

*Continued on next page*

# What's New for the field in T-PAX Version 6.10

## Attaching Electronic Files (T-PAX Imaging Function), Continued

Attaching files in T-PAX (continued)

Step	Action
3	<p>Verify the document and the number of pages on Image Selection Screen and click “Save”.</p>  <p>This has now attached the PDF file to the claim number in the database. Repeat this procedure for each attachment.</p>

*Continued on next page*

# What's New for the field in T-PAX Version 6.10

## Attaching Electronic Files (T-PAX Imaging Function), Continued

### Viewing /Managing attachments

To View Documents that have been attached to a travel claim/advance/authorization, Click the “**Receipts**” button and then click **Retrieve Scanned Documents from Database**.

Request for a Settlement Against an Order  
UserID: 000001111 Modify Request No: 1096794272 Wednesday, May 28, 2008

DUCK, DONALD D: W2 TONO: 110799999888000

Request Type  
Type of Settlement: Final - First Submission Type of Partial: Not a Partial

Remit To Adv/Accr Entitlements Calculations Financial Remarks

Address  
Line 1 444 SE QUINCY STREET  
Line 2  
City TOPEKA  
Country/State KS KANSAS  
Zip Code 66601 Update Traveler

<Back Next>

Other Receipts  
Required Receipts  
Scan In a Document  
Save Scanned Documents to Database  
Retrieve Scanned Documents from Database

OK Cancel Help

Continued on next page



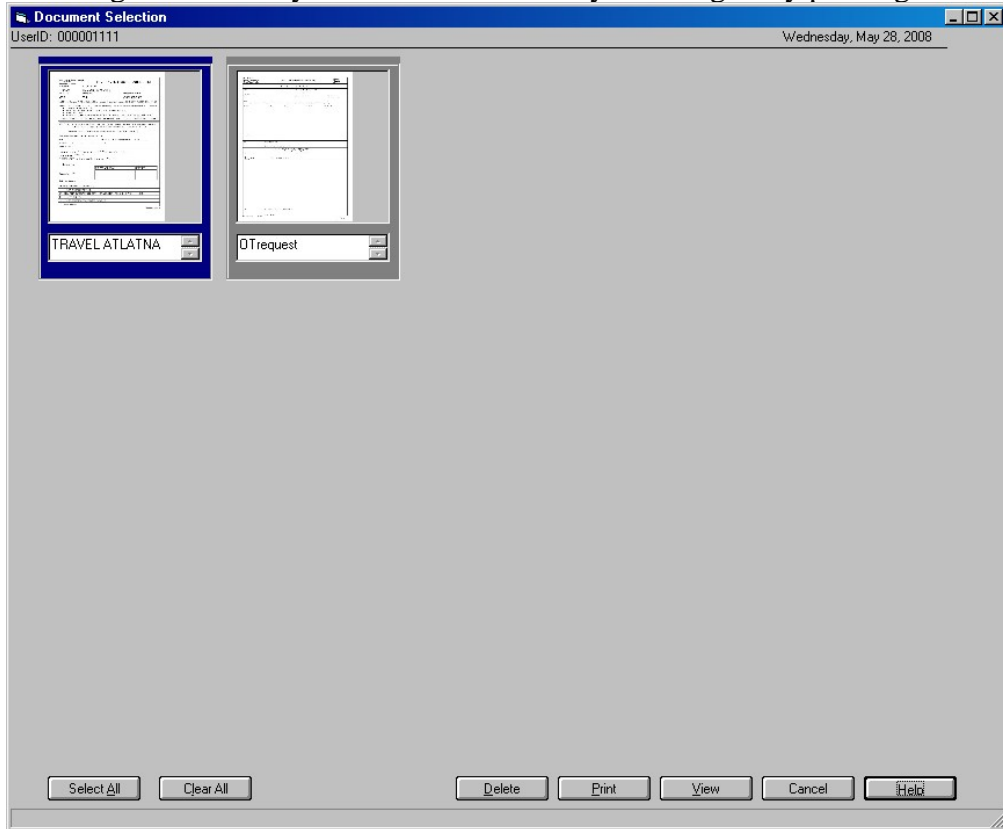
# What's New for the field in T-PAX Version 6.10

## Attaching Electronic Files (T-PAX Imaging Function), Continued

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### Viewing /Managing attachments (cont'd)

Each document saved will be shown by thumbnails. Click on the document to be viewed and then click **View**. This will bring up the Image Selection screen again. You may view this document by scrolling or by printing.



Click the “**Delete**” button to remove an attachment.

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# What's New for the field in T-PAX Version 6.10

## Self-Service Password Reset

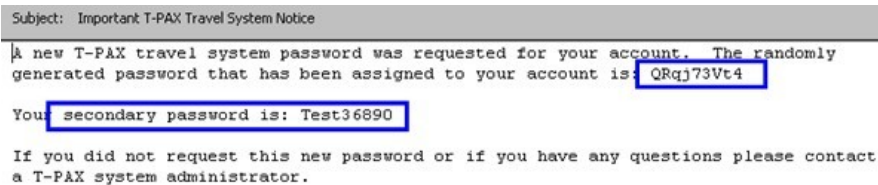
### Primary and Secondary Passwords are reset

#### Having trouble with your secondary/confirmation password?

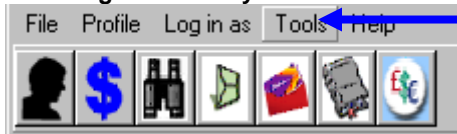
Try entering it in all uppercase letters (e. g. "Test1234#" would be entered as "TEST1234#"). Secondary passwords stored in the system prior to the upgrade on 10 June were inadvertently converted to all uppercase letters

T-PAX now has two system generated passwords that go to the user's primary email account that is listed in T-PAX when user clicks on Forgotten password button. One for the logon password and one for the secondary/confirmation password.

1. When you log into T-PAX with the new system generated password, a message will appear that your password is older than 90 days and you must change it. The NEW password requires of a minimum of 9 characters with a minimum one upper case, one lower case and one numeric character. The screen that appears after clicking OK will only allow the logon password to be changed. After changing the logon password the TPAX Traveler View screen will appear.
2. To change your **secondary password**, click on the Tools drop down and click on Change Passwords. Currently T-PAX will only recognize the old/current secondary password in ALL UPPERCASE LETTERS. This is how it must be entered into the "old password" field. Reset your secondary password using the same requirements as above to be in compliance with AIS password requirements.



### To change Secondary Password: Click Tools | Change Passwords



Enter the current (the one provided in the email) secondary password in the "Old Password" field. Enter it in all UPPERCASE LETTERS, e. g. "Test36890" would be entered as "TEST36890". Then create and confirm your new secondary password and click OK.

Enter the current secondary password in the "Old Password" field. Enter it in all UPPERCASE LETTERS, e. g. "Test36890" would be entered as "TEST36890".

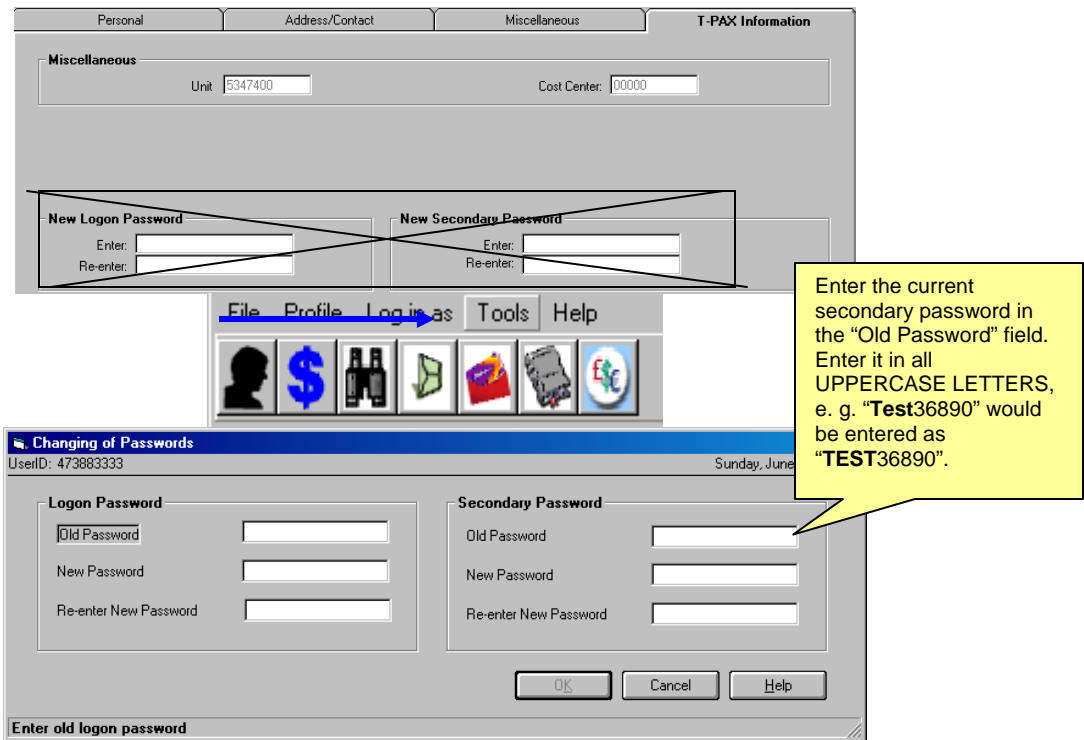
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# What's New for the field in T-PAX Version 6.10

## Self-Service Password Reset, Continued

### Reset/Change Passwords

Due to security issues, users may no longer change their T-PAX passwords in their profile on the T-PAX Information tab. These fields have been disabled. To reset/change T-PAX passwords, please click the Tools menu and then Change Passwords. You will be required to enter in the “Old Password” prior to resetting/changing. If you have used the above “forgotten password” button, please type the system random generated password into the “Old Password” field.



# What's New for the field in T-PAX Version 6.10

## Orders

### What's Authorized Tabs

These tabs have been expanded and updated to provide accurate orders. All authorized entitlements marked on these two tabs will print on the orders as well as what is input on the Remarks tab. Should extensive entitlements be used, a "page 2" of the printed orders will be created.

Travel Order  
UserID: 000001111 Sunday, June 01, 2008

DUCK, DONALD D: W2 Grade/Rank: W2 Order Number: TO BE ASSIGNED Type of Order: Normal

Description What's Authorized (TDY #1) What's Authorized (TDY #2) Remarks

**Quarters**

- Government (Use Directed)
- Contract Quarters
- Commercial Lodging
- Dual Lodging Authorized

**Messing**

- Government Rate (Military Only)
- Mess is Directed for ALL three meals
- Proportional Rate Red. Per Diem
- Reduced per diem (Mil.) 0
- Commercial (full locality per diem) Red. Per Diem
- Reduced Per Diem Authorized (Civ.) 0
- No Per Diem Authorized (Civ.)  Conference Per Diem (125%)
- Actual Expense  Actual Expense Lodging Plus (150%)
- Super Actual Expense Lodging Plus (300%)

<Back Next>

OK Cancel Help

Select the category that best describes type of travel authorized for this order

Travel Order  
UserID: 000001111 Sunday, June 01, 2008

DUCK, DONALD D: W2 Grade/Rank: W2 Order Number: TO BE ASSIGNED Type of Order: Normal

Description What's Authorized (TDY #1) What's Authorized (TDY #2) Remarks

**Transportation**

- Gov't Procured Transportation  Commercial Carrier
- Gov't Owned Conveyance: None
- Priv. Owned Conveyance: None
- POV is more advantageous to the Gov't
- POV not to exceed GTR of: 0
- Rental Car Rental Upgrade: None

**Miscellaneous**

- Excess Baggage  Conference Fee  One phone / day
- Official Comm. Fees  Personal Phone NTE 0
- Leave Authorized  Variations Authorized
- Registration Fee  Local Travel Authorized
- Remain Overnight for 0
- RON Location:

<Back Next>

OK Cancel Help

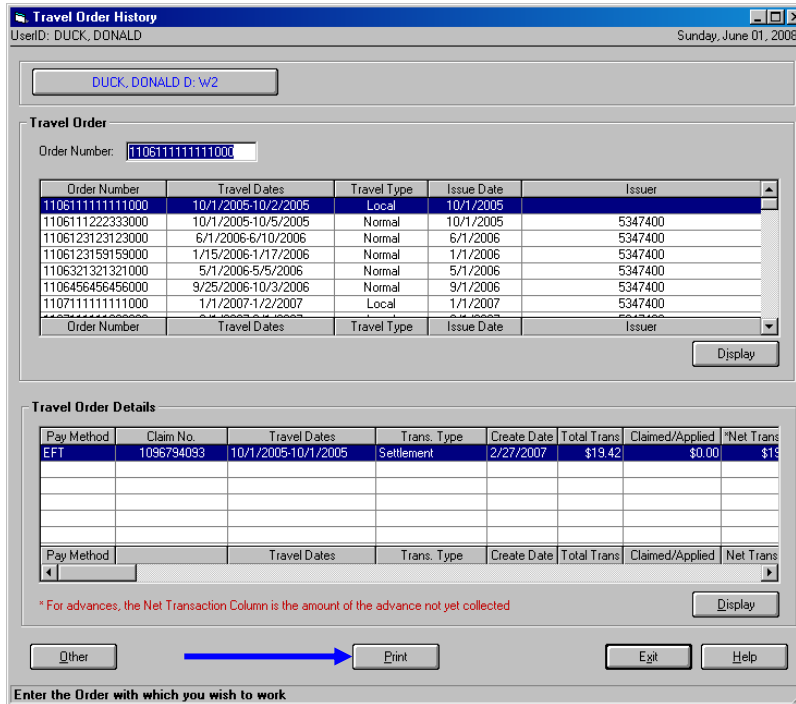
Check to authorize Gov't Procured Transportation

# What's New for the field in T-PAX Version 6.10

## Printing Travel Voucher Summaries (TVS)

### Print TVS from order history

Users may now print a TVS from the Travel Order History screen by highlighting the TONO and settlement and clicking the print button at the bottom of the screen and then selecting Print Voucher.

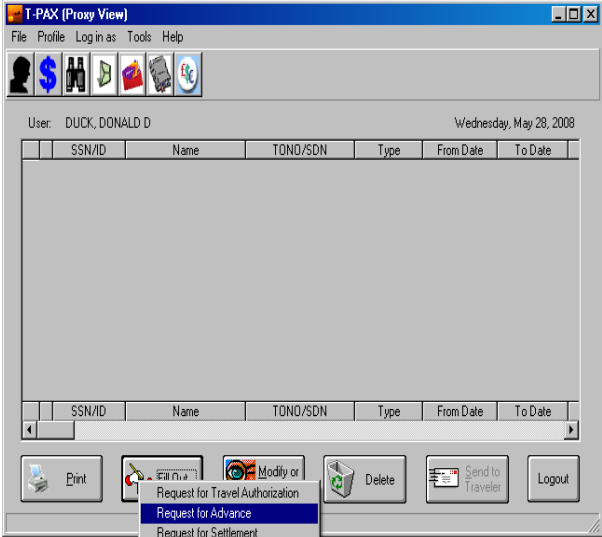


# What's New for the field in T-PAX Version 6.10

## Advance Signature Proxy (ASP)

**Introduction** Advance Signature Proxy (ASP) – This function is for SPO's. This permission/designation is granted after the completion of a new form CG PSC-7421 (<http://www.uscg.mil/hq/cg1/psc/forms/psc7421.pdf>)

**Procedure** Follow these steps to request a travel advance as an ASP.

Step	Action
1	Sign into T-PAX and change your view by selecting “ <i>Log in as Proxy</i> ” from the menu bar.
2	<p>Click <b>Fill Out and Click Request for Advance</b>.</p>  <p>Note: Although other options appear, they are not available as an Advance Signature Proxy.</p>
3	Type the traveler's name that the advance is to be completed for and click OK.

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# What's New for the field in T-PAX Version 6.10

## Advance Signature Proxy (ASP), Continued

Procedure (continued)

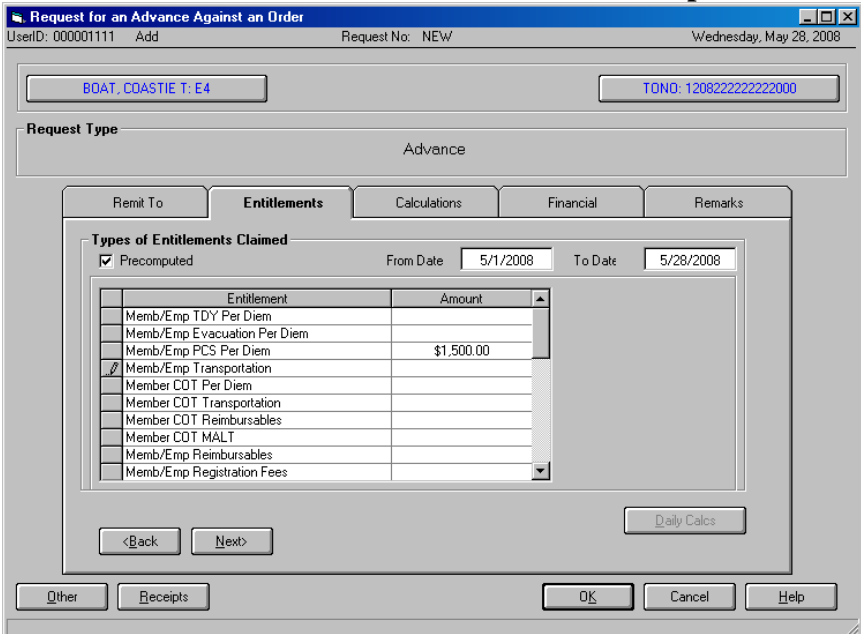

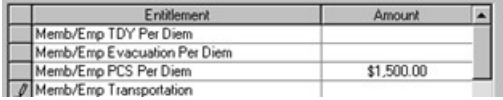
Step	Action																														
4	Type a new TONO or select an existing TONO and click <b>OK</b> . <p><b>Employee/Member</b></p> <table border="1"><thead><tr><th>Name</th><th>ID</th></tr></thead><tbody><tr><td>BOAT, COASTIE T</td><td>000009999</td></tr><tr><td>BOOGER, WOOL E</td><td>000006969</td></tr><tr><td>BOSH, DAVID W</td><td>2005365</td></tr><tr><td>BOURQUIN, JENNIFER L</td><td>1114690</td></tr></tbody></table> <p><b>Order</b></p> <p>TONO: 120822222222000</p> <table border="1"><thead><tr><th>Order Number</th><th>Category</th><th>Start Date</th><th>End Date</th></tr></thead><tbody><tr><td>120822222222000</td><td>PCS</td><td>5/1/2008</td><td>5/15/2008</td></tr><tr><td>1108245511555000</td><td>Normal</td><td>4/25/2008</td><td>4/27/2008</td></tr><tr><td>1108123456789000</td><td>Normal</td><td>4/10/2008</td><td>4/12/2008</td></tr><tr><td>1208G885RS111000</td><td>PCS</td><td>4/9/2008</td><td>4/16/2008</td></tr></tbody></table> <p>OK Cancel Help</p> <p>Enter a partial last name of the employee/member that you wish to find [List appears after 2 characters entered]</p>	Name	ID	BOAT, COASTIE T	000009999	BOOGER, WOOL E	000006969	BOSH, DAVID W	2005365	BOURQUIN, JENNIFER L	1114690	Order Number	Category	Start Date	End Date	120822222222000	PCS	5/1/2008	5/15/2008	1108245511555000	Normal	4/25/2008	4/27/2008	1108123456789000	Normal	4/10/2008	4/12/2008	1208G885RS111000	PCS	4/9/2008	4/16/2008
Name	ID																														
BOAT, COASTIE T	000009999																														
BOOGER, WOOL E	000006969																														
BOSH, DAVID W	2005365																														
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Order Number	Category	Start Date	End Date																												
120822222222000	PCS	5/1/2008	5/15/2008																												
1108245511555000	Normal	4/25/2008	4/27/2008																												
1108123456789000	Normal	4/10/2008	4/12/2008																												
1208G885RS111000	PCS	4/9/2008	4/16/2008																												

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# What's New for the field in T-PAX Version 6.10

## Advance Signature Proxy (ASP), Continued

Procedure (continued)

Step	Action
5	<p>Click the <b>Entitlements</b> Tab and click in the <b>Pre-computed</b> box.</p> 
6	<p>Enter the dates for the advance in the <b>From Date</b> and <b>To Date</b> fields.</p> 
7	<p>Enter the <b>advance amount</b> into the <b>Entitlement Amount</b> field.</p>  <p>Note – You cannot input amount larger than value of entitlement.</p>

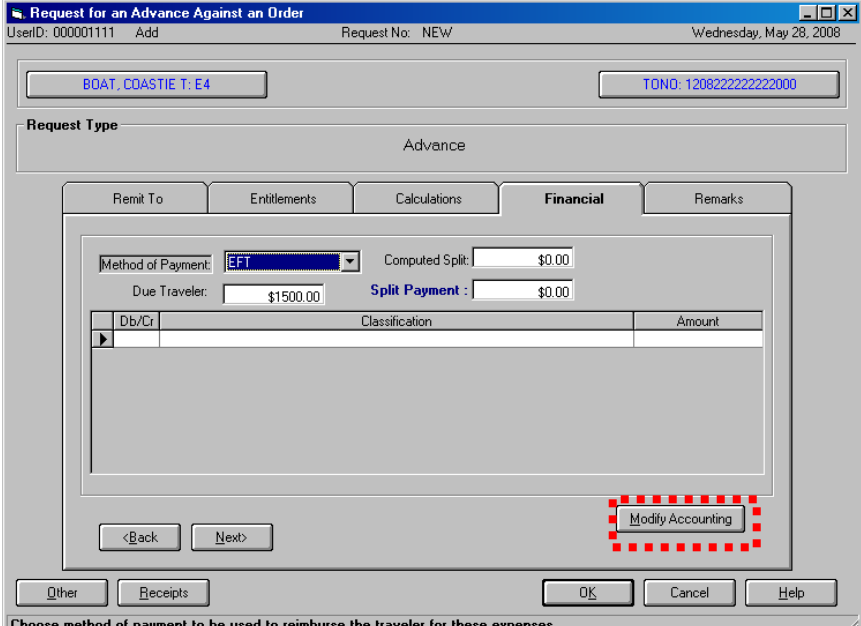
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# What's New for the field in T-PAX Version 6.10

## Advance Signature Proxy (ASP), Continued

Procedure (continued)

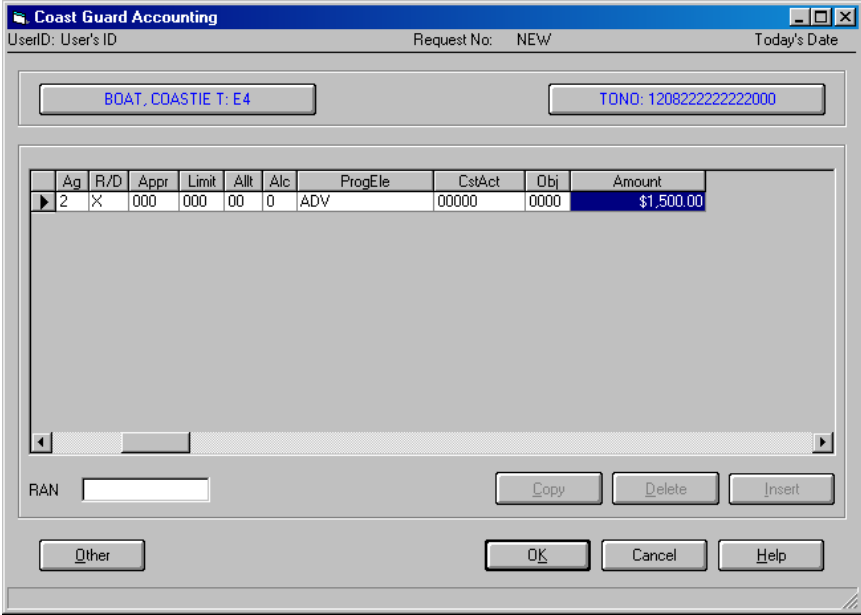
Step	Action
8	<p>Click the <b>Financial Tab</b> and then click the <b>Modify Accounting</b> button</p>  <p>The screenshot shows a window titled "Request for an Advance Against an Order". At the top, it displays "UserID: 000001111 Add" and "Request No: NEW" on the left, and "Wednesday, May 28, 2008" on the right. Below this are two input fields: "BOAT_COASTIE T: E4" and "TONO: 120822222222000". A "Request Type" dropdown is set to "Advance". There are five tabs: "Remit To", "Entitlements", "Calculations", "Financial" (which is selected), and "Remarks". Inside the "Financial" tab, there are fields for "Method of Payment" (set to "EFT"), "Computed Split" (\$0.00), "Due Traveler" (\$1500.00), and "Split Payment" (\$0.00). Below these is a table with columns "Db/Cr", "Classification", and "Amount". At the bottom of the "Financial" tab, the "Modify Accounting" button is highlighted with a red dashed box. Other buttons include "&lt;Back", "Next&gt;", "Other", "Receipts", "OK", "Cancel", and "Help". A footer note reads: "Choose method of payment to be used to reimburse the traveler for these expenses".</p>

*Continued on next page*

# What's New for the field in T-PAX Version 6.10

## Advance Signature Proxy (ASP), Continued

Procedure (continued)

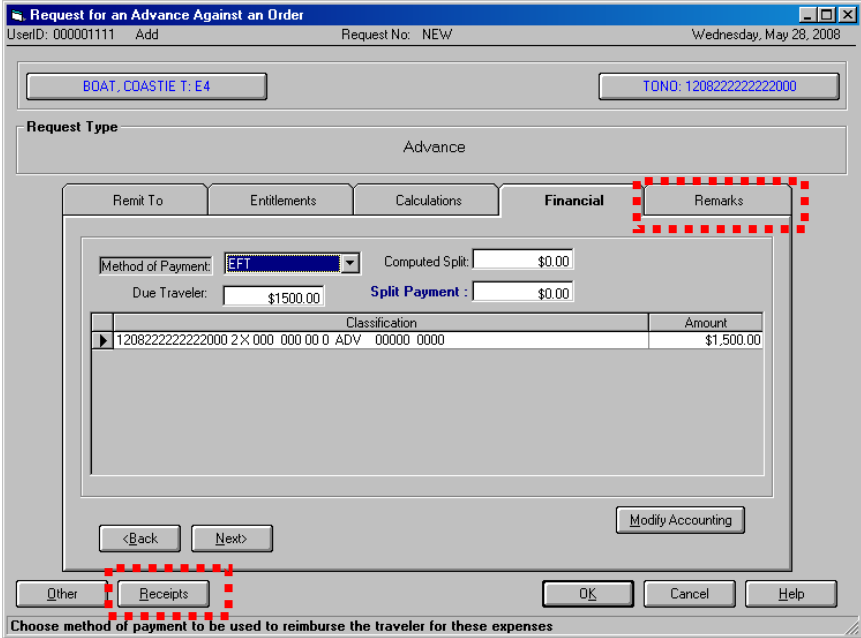
Step	Action																				
9	<p>On the <b>Coast Guard Accounting</b> screen click <b>OK</b> Note: <b>DO NOT</b> change this line of accounting...this is a default used for advances.</p>  <table border="1" data-bbox="574 701 1378 743"><thead><tr><th>Ag</th><th>R/D</th><th>Appr</th><th>Limit</th><th>Allt</th><th>Aic</th><th>ProgEle</th><th>CstAct</th><th>Obj</th><th>Amount</th></tr></thead><tbody><tr><td>2</td><td>X</td><td>000</td><td>000</td><td>00</td><td>0</td><td>ADV</td><td>00000</td><td>0000</td><td>\$1,500.00</td></tr></tbody></table>	Ag	R/D	Appr	Limit	Allt	Aic	ProgEle	CstAct	Obj	Amount	2	X	000	000	00	0	ADV	00000	0000	\$1,500.00
Ag	R/D	Appr	Limit	Allt	Aic	ProgEle	CstAct	Obj	Amount												
2	X	000	000	00	0	ADV	00000	0000	\$1,500.00												

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# What's New for the field in T-PAX Version 6.10

## Advance Signature Proxy (ASP), Continued

Procedure (continued)

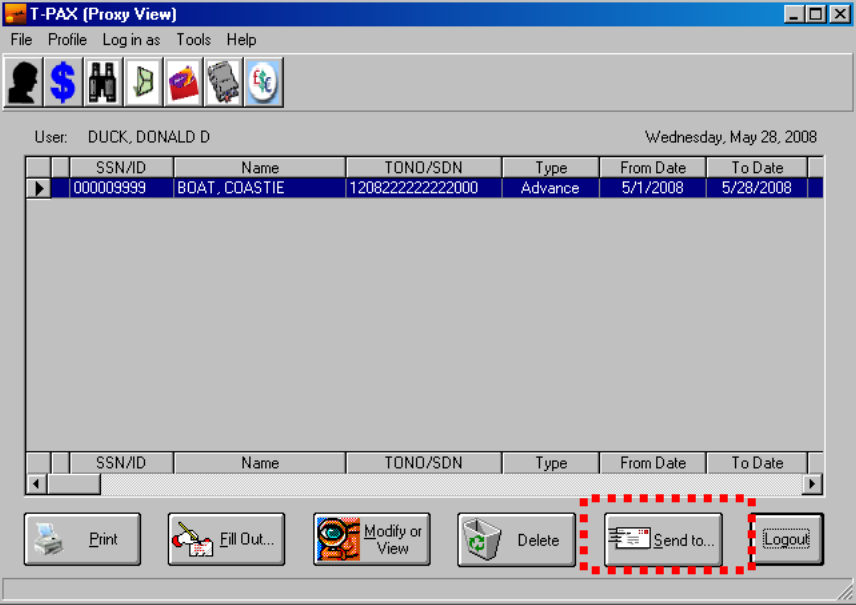
Step	Action
10	<p>Enter remarks if required and use the Imaging Function (by clicking the <b>Receipts</b> button) to attach <b>SIGNED</b> Orders. <b>If orders are not attached, Advance will be returned!</b></p> 
11	<p>When complete, click the <b>OK</b> button on the <b>Request for Advance against an Order</b> screen.</p>

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# What's New for the field in T-PAX Version 6.10

## Advance Signature Proxy (ASP), Continued

Procedure (continued)

Step	Action
12	<p>Click the <b>Send to</b> button – this will give the opportunity to send to either the traveler or AO</p> 
13	Once submitted to the AO, follow same procedures as approving a settlement.
14	ALL advances will be screened by PSC (tvl).

# What's New for the field in T-PAX Version 6.10

## Proxy Expiration Date

### Set date on profile tab

When a T-PAX user elects to assign a “Full Signature Proxy” an expiration date is recommended to be placed in the Signature Proxy Expire field. It is recommended a one year designation period be assigned.

The screenshot shows the 'Traveler Account' window for user 'DUCK, DONALD'. The 'T-PAX Information' tab is active, and the 'Additional Information' section is expanded. The 'Sig. Proxy Expire' field is highlighted with a blue selection box and contains the date '8/30/2008'. Other fields include 'Unit: 5347400', 'Cost Center:', 'Default Authorizing Official: MANN, HE', 'Unit Representative: DOD, SCOOBY', 'Full Signature Proxy: MOUSE, MICK E', and 'Advance Signature Proxy: JACK, BLACK'. Navigation buttons '<Back' and 'Next>' are at the bottom left, and 'OK', 'Cancel', and 'Help' are at the bottom right. A status bar at the bottom reads 'Select the signature proxy for this traveler.'

# What's New for the field in T-PAX Version 6.10

## Travel Limited to Cost of Constructed Travel

### Entering Cost of a GTR

When this transportation Mode is selected on the What's Authorized screen of the settlement, users will see a new screen appear.

- On the Constructed Itinerary, users must enter the Mem GTR costs for each leg of the trip. Please reference travel regulations to calculate this cost.
- T-PAX will then pay the lesser of the two costs – actual expense as input in the Itinerary or the Constructed Cost input on the Constructed Itinerary.
- DO NOT put the Cost of the GTR in the reimbursable screen or user will be overpaid.
- On the Entitlement page, click the Cons. Comp button and the screen will show you what T-PAX is going to reimburse for each leg, either the Actual cost of the Constructive cost.

The screenshot shows a window titled "Trip" with the following details: UserID: 000001111, Request No: 1096794488, Sunday, June 01, 2008. The name "DUCK, DONALD D. W2" and TONO: 1108123159456000 are displayed. The "Whats Authorized" tab is active, showing a checked box for "Owner/Operator of POV" and a dropdown menu for "Transp. Mode" set to "POC Limited to Cost of Constructed Travel". Navigation buttons include <Back, Next, Other, Exceptions, Occasionals, OK, Cancel, and Help. A footer note reads: "Which code describes the mode of transportation authorized".

The screenshot shows the "Constructed Itinerary" tab in the "Trip" window. It features a "Constructed Trip Duration" dropdown set to "Greater than or equal to 24 hours". Below is a table with the following data:

From Date	To Date	To Location	Mem GTR	From Date	To Date
2/10/2008	2/10/2008	Denver, COLORADO	\$325.00	2/10/2008	2/10/2008
2/11/2008	2/11/2008	TOPEKA / SHAWNEE, KANSAS	\$150.00	2/11/2008	2/11/2008

Navigation buttons include <Back, Next, Recalc Dates, Other, Exceptions, Occasionals, OK, Cancel, and Help. A footer note reads: "Enter the GTR costs that would have been incurred by the traveler for this leg of travel".

Continued on next page

# What's New for the field in T-PAX Version 6.10

## Travel Limited to Cost of Constructed Travel, Continued

**Request for a Settlement Against an Order**

UserID: 000001111 Modify Request No: 1096794488 Sunday, June 01, 2008

DUCK, DONALD D: W2 TONO: 1108123159456000

**Request Type**  
 Type of Settlement: Final - First Submission Type of Partial: Not a Partial

Remit To Adv/Accol **Entitlements** Calculations Financial Remarks

**Types of Entitlements Claimed**

Trips/Type	Dates Encompassed	Status
Temporary Duty Trip	2/10/2008 - 2/11/2008	Validated Data

Add Itinerary  
View/Modify  
Delete

<Back Next Cons. Comp. Daily Calcs

Other Receipts OK Cancel Help

**Constructive Comparisons for Legs of Travel**

UserID: 000001111 Request No: 1096794488 Sunday, June 01, 2008

DUCK, DONALD, W2 TONO: 1108123159456000

	From Date	To Date	Actual		POV	GTR	
	2/10/2008	2/10/2008	\$303.02	<-	\$0.00	\$361.75	
	2/11/2008	2/11/2008	\$303.50		\$0.00	\$186.75	<-

<- points to the method of payment used to pay the leg

Other OK Help

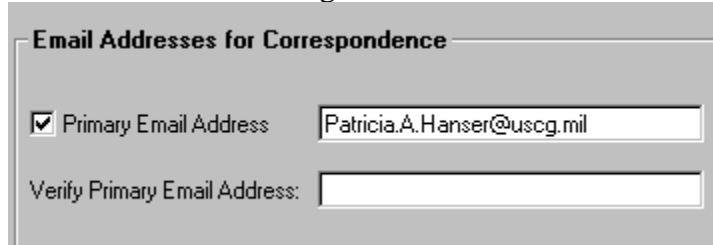
# What's New for the field in T-PAX Version 6.10

## Validate/Verify Email Addresses

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### Email Address entry

It is important that all Email addresses are kept current in T-PAX. To ensure email addresses are correct, T-PAX will now require a validation entry when the email address is entered or changed.



**Email Addresses for Correspondence**

Primary Email Address    Patricia.A.Hanser@uscg.mil

Verify Primary Email Address:   

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# What's New for the field in T-PAX Version 6.10

## Locked Accounts

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### Locked Accounts

#### Locked T-PAX Accounts -

- a. A T-PAX account may be locked by the system administrator for a few reasons. Examples include:
  - i. Separated employee
  - ii. Non USCG person without T-PAX Profile Creation Form
- b. Should you get the below error message, please contact PSC Customer Care for assistance.



# What's New for the field in T-PAX Version 6.10

## New User Access/Proxy/AO Designation Form

**New Form to be in use soon** CG PSC 7421 (2008 Revision) – Mentioned above was the new T-PAX/WinIats User Access Authorization & Approving Official (AO) Designation Form. **This form is currently in the “DRAFT” stage.** Once final approval is given, this form will be made available to the field via the PSC Forms web page. This form will supersede previous versions.

<b>Department of Homeland Security</b> U. S. Coast Guard CG PSC 7421 (Rev. 05/08)		<b>Tpax/WinIats User Access Authorization &amp; Approving Official (AO) Designation</b>	
1. User's Name (Last, First, MI.) (Please print)		2. Rank/Rate:	3. Employee ID # (Not SSN)
4. Official Duty Station & OPFAC		5. Area Code & Work Phone Number:	6. e-Mail address:
7. User Role Description (see instructions)(Include current roles, this authorization supercedes all of your previous authorizations): <b>TPAX (Travel Preparation &amp; Examination System Permissions)</b> <input type="checkbox"/> Create "Non-CG Employee" Self Service User Profile <input type="checkbox"/> TPAX AO (Authorizing Official) Permissions Date of Expiration: _____ <input type="checkbox"/> Advance Signature Proxy Permissions Date of Expiration: _____ <input type="checkbox"/> Customer Service Representative Permissions (PSC Only) Date of Expiration: _____ <input type="checkbox"/> System Administrator (PSC TVL Only) Date of Expiration: _____ <b>WinIats Access Permissions (PSC TVL Only)</b> <input type="checkbox"/> Examiner Permissions <input type="checkbox"/> Auditor Permissions <input type="checkbox"/> Distribution Permissions <input type="checkbox"/> System Administrative Restricted Permissions <input type="checkbox"/> System Admin Permissions (full) <input type="checkbox"/> Super User Permissions (system <sup>suppt</sup> users only) <b>Web Image How Access Permissions (PSC TVL Only)</b> <input type="checkbox"/> Examiner Permissions (all travel folders) Exception: _____ <input type="checkbox"/> System Admin Permissions (all travel folders) (JUMPS and Direct Access are separate permission forms that must be filled out separately.)		<b>Scope of Authorization</b> 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. <b>WARNING: Only Authorized Users May Use These Systems.</b> 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. <b>Cmd Designation (Signature &amp; printed name, Rank, Title (CO/JOIC, XO/XPO or HQ/CGPC/AREA/MLC/DIST Branch Chief) &amp; Phone Number):</b> 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.			
			9 Date: _____