***Please fill out completely and attach to customer care ticket -*** [***https://www.dcms.uscg.mil/ppc/ccb/***](https://www.dcms.uscg.mil/ppc/ccb/)

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| U.S. Coast Guard  PPC AO elevated permissions checklist | USCG PCS/TDY SYSTEMS USER ELEVATED PERMISSIONS CHECKLIST | | | | | | |
| Requester’s Name (Last, First, MI.) | | | | | 2. Rank/Rate: | | 3. Employee ID (SSN for non-employees) |
| 4. Official Duty Station: | | 5. Area Code & Work Phone Number: | | 6. USCG e-Mail address: | | | |
| 7. ***Permissions requesting:***  mLINQS AO (Authorizing Official) Permissions  (E-5/GS7 and above)  Date of Expiration (1 year from request date):    E2 AO (Authorizing Official) Permissions  (E-5/GS7 and above)  Date of Expiration (1 year from request date):    Travel System Proxy Permissions (E-4 and above with AO approval) (AO must submit request)  Date of Expiration (1 year from request date):      Admin/SPO Permissions (E-5/GS7 and above)  Date of Expiration (1 year from request date):     |  | | --- | | 9. Check all that apply:  Yeoman (YN rating)  Civilian Admin GS7 or above  NON-YN with admin responsibilities  Independent duty  Active Duty  Reserve Duty  Other:  (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | 8.  ***Training Requirements attest:***  **All YNs/ Admin E4 and above who have completed the required AO training may have access to proxy members travel claims. ONLY AOs E5/GS7 and above may input and/or approve authorizations and/or tvl claims.**  **I (name, rank, rate)** **attest that I have reviewed the appropriate travel training and understand the roles and responsibilities that come with the requested permissions. I understand where to locate the applicable guides, news and updates regarding travel, travel systems and AO/SPO/Admin information. I understand that after the period of 1 year, I must retake the training and submit a request to maintain/keep the requested elevated permissions.**  Per DHS security standards an annual elevated privileges account recertification is required in the USCG travel apps. Elevated privileges have a one-year shelf life before they expire (1 year after permissions have been granted). After 1 year, those privileges will have to be reinstated after completing the newest training [mLINQS PCS travel application (uscg.mil)](https://www.dcms.uscg.mil/ppc/travel/mllinqs/), certifying the training completion and sending the PPC Customer Care template from our webpage.  PPC travel webpage - <https://www.dcms.uscg.mil/ppc/travel/>  E2 dedicated webpage - <https://www.dcms.uscg.mil/ppc/travel/ets/>  mLINQS dedicated travel webpage –  <https://www.dcms.uscg.mil/ppc/travel/mllinqs/>  10. Date travel training was completed: | | | | |
| 11. Requester’s Signature: | | | | | | Date: | |