***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 GuardPPC 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):

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| 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:       |