

CYMS Users

HQAMC-210408-EXMN Operation Guidance Compliance checklist

End Users (ALL Users):

1. Payment Card Industry (PCI) Training (**completed within a year**)
 - a. Complete the Payment Card Industry (PCI) training located in the IMCOM Academy website <https://www.imcomacademy.com/ima/>
 - b. Save a copy of your certificate in the share drive under your programs folder within End Users Name. [SharePoint\DFMWR\CYS\CYSS_Share\RDWebCYMSApplication\SAAR_AUP_PCI](#)
2. SAAR DD Form 2875 (**Specific to MIS CYMS**).
 - a. Complete PART I (Questions 1-12) and digitally sign the System Authorization Access Request (SAAR) DD Form 2875.
 - i. note: this form may have already been completed for CaC Card access to a computer; however, this SAAR form is tailored specific to authorize access to CYMS.
 - b. Save the signed SAAR in the share drive under your programs folder within End Users Name. [SharePoint\DFMWR\CYS\CYSS_Share\RDWebCYMSApplication\SAAR_AUP_PCI](#)
3. DFMWR Acceptable Use Policy (AUP) **MIS**
 - a. Complete and digitally sign the Acceptable Use Policy (AUP) that is tailored to CYMS users.
 - b. Save the signed AUP in the share drive under your programs folder within End Users Name. [SharePoint\DFMWR\CYS\CYSS_Share\RDWebCYMSApplication\SAAR_AUP_PCI](#)
4. Appendix B – Agreement to comply with Information Security Policies
 - a. Complete and digitally sign the Appendix B.
 - b. Save the signed agreement in the share drive under your programs folder within End Users Name. [SharePoint\DFMWR\CYS\CYSS_Share\RDWebCYMSApplication\SAAR_AUP_PCI](#)

Supervisor:

1. SAAR DD2875 Form Specific for CYMS Access Request:
 - a. Complete PART II (Question 13)
 - i. Sub-Question #2: **Erase the Level the End User is “NOT”:**
 - a. Level I is for all Admin Asst. “Clerical” Staff.
 - b. Level II is for all Non-Admin Asst. staff.
 - ii. Sub-Question #3: Enter in the date user completed PCI training.
 - b. Complete blocks 17-20b.
 - i. Save the digitally signed “CYMS” SAAR in the share drive under your programs folder within End Users Name. [SharePoint\DFMWR\CYS\CYSS_Share\RDWebCYMSApplication\SAAR_AUP_PCI](#)
2. DFMWR Acceptable Use Policy (AUP) **MIS**
 - a. Digitally sign & Save in the share drive under your programs folder within End Users Name. [SharePoint\DFMWR\CYS\CYSS_Share\RDWebCYMSApplication\SAAR_AUP_PCI](#)

FTS:

1. Verify that the PCI Training Certificate, Appendix B and DFMWR AUP is signed and saved in share drive.
2. Verify that the “CYMS” SAAR DD Form 2875 was filled out correctly and signed by both End User and Supervisor. FTS Sign block 21 and forward to DFMWR IT and Security Manager.

Admin. Assistants only: Complete all CYMS User Access Training Requirements

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