

Rectrac and FMD Users

HQAMC-210408-EXMN Operation Guidance Compliance Checklist

1. Register for an account at the IMCOM Academy Training - <https://academy.armymwr.com/>
 2. Search the catalog and complete:
 - a. Rectrac Online Training
 - b. Payment Card Industry (PCI) Training (annual requirement)
 - c. NAF Internal Controls Training (*FMD users only*)
- TIP:** complete the post-training survey to receive your certificate of completion.
3. Visit the Ft. Gordon portal - <https://cs.signal.army.mil> and complete:
 - a. Cyber Awareness Training
 - b. Army IT User Agreement
 4. Go to the SharePoint location below to upload your certificates.
 - a. [Rectrac HQAMC-210408-EXMN](#)
 - b. Locate your program's folder, create a subfolder with your name and upload all training certificates.

5. Go to SharePoint location below and complete the remaining documents.
 - a. [1- Blank Forms - Request for New Rectrac Account](#)
 - i. **Appendix B** (digitally signed by user)
 - ii. **MIS Acceptable Use Policy** (digitally signed by user & supervisor)
 - iii. **MIS DD2875** (digitally signed by user & supervisor)
 - BOX 13, questions 1-3 must be answered.
 - Level 1 is for clerks; level 2 is for managers. Pick one.

Important: Do not overwrite blank forms. Save a copy to your folder.

6. Upload all 3 completed documents to your personal folder created in Step 4.
7. Notify your supervisor you've completed all requirements.
8. **For Supervisors:** review the folder for accuracy to avoid any delay in processing. Send an email to our Rectrac Distro letting us know the folder is ready for review.

Rectrac Distro: usarmy.iblm.imcom.list.dfmwr-rec-trac@army.mil

9. IT section will review and create your account once all documents are verified and completed.