

Rectrac and FMD Users

HQAMC-210408-EXMN Operation Guidance Compliance Checklist

End Users

1. Trainings

- a. Complete the Payment Card Industry (PCI) training located in the IMCOM Academy website.
<https://www.imcomacademy.com/ima/>
- b. Complete the RecTrac Training from IMCOM Academy website.
https://www.imcomacademy.com/ima/?page_id=11652
- c. For **FMD users**, please complete the Internal Controls training from IMCOM Academy website.
https://www.imcomacademy.com/ima/?page_id=7709
- d. Save a copy of your certificates in the share drive under your Program's folder and name.
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2. MIS Acceptable Use Policy (AUP)

- a. Complete and sign the Acceptable Use Policy (AUP) that is tailored to RecTrac users.
- b. Save the signed AUP in the share drive under your Program's folder and name.
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3. MIS DD2875 for Rectrac

- a. Complete PART I, **blocks 1-10**
Note: This SAAR form is to authorize access to RecTrac particularly.
Also, make sure you have completed your **Cyber Awareness Training**, you will need that date of completion for **block 10**.
- b. Digitally sign and date the form, **blocks 11 and 12**
- c. Save the signed SAAR in the share drive under your Program's folder and name.
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4. Appendix B

- a. Complete and sign the Appendix B.
- b. Save the signed agreement in the share drive under your programs folder and name.
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Supervisors

1. Complete PART II, blocks 17-20B

- a. For block 13, please answer the following:
 - #1: Provide the activity/facility/program where the end user works at.
 - #2: Level I is for all Clerical Staff. Level II is for all Managerial Staff.
 - #3: Date the end user completed the PCI training.
- b. Save the signed SAAR in the share drive under your Program's folder and End User's Name.
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FA

1. Verify that the PCI, RecTrac, and Internal Controls Training Certificates are saved in share drive for each end user.
2. Verify that the SAAR DD Form 2875 was filled out correctly and signed by both End User and Supervisor.
3. Sign **block 21**.

GISO

1. Sign **block 22**.

Security Manager

1. Sign **block 31**.

*Blank forms and guidance can be found at <\\jblmfs\jblm\dfmwr\hq\Rectrac HQAMC-210408-EXMN>.