



DEPARTMENT OF THE ARMY  
266th FINANCIAL MANAGEMENT CENTER  
UNIT 23122  
APO AE 09227

AETS-FCZ

29 September 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter 13, Terminal Area Security Officer (TASO) Certification and Users for All Finance Systems

1. References.

- a. Military Pay Procedures Manual (MPPM), April 2007.
- b. WinIATS User Manual Version 6.14, June 2010.
- c. Travel Preparation and Examination (T-PAX) User Guide Version 6.0.13.
- d. Commercial Accounts Payable System Manual Version 8.1, December 2003.
- e. AR 11-37 (Army Finance & Accounting Quality Assurance Program), August 1988.
- f. AR 25-2 (Information Assurance), March 2009.
- g. Defense Joint Military System (DJMS) and Defense MilPay Office (DMO) Trusted Agent/Terminal Security Officer (TA/TASO) Manual v2.04, March 2010.
- h. Memorandum for DMPO Certifying Officer Appointment Officials.

2. Purpose. The purpose of this policy is to establish internal controls and define the responsibilities and duties of Account Requestors, Supervisors, Data Owners and (TA/TASO) as well as provide instruction and routing of system access requests (See Encl 1).

3. Scope. This policy applies to all Finance system users; with authorized access and profiles to sign and process documents for military pay, disbursing, travel, vendor pay and all other finance related documents. This policy applies to each Accounting and Disbursing Station Symbol (ADSN) and Disbursing Station Symbol Number (DSSN).

4. Policy. Careful consideration will be made when appointing Finance System TAs/TASOs. Unit TASOs have the ability to request system access for individuals assigned to their organization. However, all TASO requests must be approved by the 266<sup>th</sup> Financial Management Center (FMC) Chief TASO. The TAs/TASOs will be responsible for the security maintenance of all User IDs assigned to their organization.

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5. Local TASOs. There are several TASOs at various locations to provide timely TASO support.

a. 106th Financial Management Company (FMCo). Within the 106<sup>th</sup> FMCo area of operation supports and maintains Finance Systems. Contact your Chain of Command to find the TASO closest to you.

b. BENELUX Finance Office (BFO) and England. The primary TASO supporting the BFO is located in SHAPE, Belgium.

c. Italy Finance Office (IFO) and Spain. The primary TASO supporting the IFO and Spain is located in Vicenza, Italy.

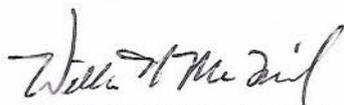
d. K-FOR. The task force is responsible for one primary TASO to support the rotation.

e. 266<sup>th</sup> FMC TASO. The TASO at the 266<sup>th</sup> FMC provides direct support to all users of the 266<sup>th</sup> FMC, PCE and Finance Customer Support Teams (FCSTs). This TASO also serves as an alternate TASO when the local TASOs are not available.

6. POC for this policy is the FMC Policy Section, DSN 483-8150/8216, commercial 0631-411-8150/8216.

First in Finance Support!

FOR THE COMMANDER:



WILLIAM H. McQUAIL  
Deputy Director, FMC

Encl  
TASO Responsibilities

DISTRIBUTION:  
DIRECTOR, PCE  
CHIEF, ITALY FINANCE OFFICE  
CHIEF, BENELUX FINANCE OFFICE  
CDR, 106<sup>th</sup> FMCO  
CDR, KFOR FINANCE DETACHMENT  
CHIEF, INTERNAL CONTROL  
CHIEF, INFORMATION MANAGEMENT OFFICE  
CHIEF, CASH MANAGEMENT OFFICE

## TASO Responsibilities

### 1. Responsibilities.

#### a. DJMS, Case Management Systems (CMS), and MilPayDS (also known as DMO Mid-Tier).

##### (1) Requestor.

a. Complete the header information on the System Authorization Access Request (SAAR).

b. Complete blocks 1-12 on the SAAR.

c. Include a 4-digit PIN in block 27 of the SAAR.

d. Forward SAAR to supervisor.

##### (2) Supervisor.

a. Review requestor's portion of the SAAR for completeness and accuracy. Pay special attention to block 10; ensuring that the date of the IA training is within the past 12 months.

b. Complete blocks 13-20b of the SAAR.

c. Mark the appropriate blocks on the appropriate pages to identify the access profiles required.

d. Uncheck any blocks requesting permissions that are not required by the user. Do not use a previously approved SAAR without deleting previously requested permissions.

e. Forward the completed request for signature to the Security Manager along with the employee's full SSN via encrypted e-mail.

f. The supervisor will receive the completed SAAR from the Security Manager and forward to the appropriate Local TA/TASO.

##### (3) Security Manager.

a. Complete blocks 28-32 of the SAAR.

b. Return completed SAAR to the Supervisor who will forward to the appropriate local TA/TASO.

##### (4) Local TA/TASO.

- a. Review the entire SAAR for completeness.
- b. Complete blocks 22-25.
- c. Complete the TASO E-Mail Address field.
- d. Forward the completed SAAR to Defense Finance and Account –Indiana (DFAS-IN) via encrypted e-mail.
- e. Post the completed SAAR to the appropriate folder on the 266<sup>th</sup> FMC TASO SharePoint site.
- f. Upon receipt of the user ID and completed SAAR from DFAS, post the signed SAAR to the 266<sup>th</sup> FMC TASO SharePoint site and provide the user with logon information.
- g. Complete a monthly DJMS, CMS, and MilPayDS security review of all user IDs and profiles.

(5) Chief TA/TASO.

- a. Serve as the Local TASO for the 266<sup>th</sup> FMC and PCE.
- b. Serve as alternate TASO when local TASOs are not available.
- c. Maintain the 266<sup>th</sup> TASO SharePoint site.

b. DMO Local.

(1) Requestor.

- a. Complete the header information of the appropriate DD Form 2875.
- b. Complete blocks 1-12 on the DD Form 2875.
- c. Forward DD Form 2875 to supervisor.

(2) Supervisor.

- a. Review requestor's portion of the DD Form 2875 for completeness and accuracy. Pay special attention to block 10; ensuring that the date of the IA training is within the past 12 months.
- b. Complete blocks 13-20b of the DD Form 2875.
- c. Mark the appropriate blocks to identify the access profiles required.

d. Uncheck any blocks requesting permissions that are not required by the user. Do not use a previously approved DD Form 2875 without deleting previously requested permissions.

e. Forward the completed request to the Data Owner (Chief of Military Pay) for signature. The Data Owner will return the DD Form 2875 to the supervisor when complete.

f. Forward the completed request to the Security Manager along with the employee's full SSN via encrypted e-mail.

g. The supervisor will receive the completed DD Form 2875 from the Security Manager and forward to the appropriate Local TA/TASO.

(3) Data Owner (Chief of Military Pay). Complete blocks 21 – 21b of the DD Form 2875 and return to the supervisor for additional action.

(4) Security Manager.

a. Complete blocks 28-32 of the DD Form 2875.

b. Return completed DD Form 2875 to the Supervisor who will forward to the appropriate local TA/TASO.

(5) Local TA/TASO.

a. Review the entire DD Form 2875 for completeness.

b. Complete blocks 22-25.

c. Create the DMO Local profile. The user ID will match the DJMS user ID.

d. Post the completed DD Form 2875 to the appropriate folder on the 266<sup>th</sup> FMC TASO SharePoint site.

e. Provide the user with logon information.

(6) Chief TA/TASO.

a. Serves as the Local TASO for the 266<sup>th</sup> FMC and PCE.

b. Serves as alternate TASO when local TASOs are not available.

c. Maintains the 266<sup>th</sup> TASO SharePoint site.

c. Windows Integrated Automated Travel System (WinIATS)/Travel Preparation and Examination System (T-PAX).

(1) Requestor.

- a. Complete the header information of the appropriate DD Form 2875.
- b. Complete blocks 1-12 on the DD Form 2875.
- c. Forward DD Form 2875 to supervisor.

(2) Supervisor.

- a. Review requestor's portion of the DD Form 2875 for completeness and accuracy. Pay special attention to block 10; ensuring that the date of the IA training is within the past 12 months.
- b. Complete blocks 13-20b of the DD Form 2875.
- c. Mark the appropriate blocks to identify the access profiles required.
- d. Uncheck any blocks requesting permissions that are not required by the user. Do not use a previously approved DD Form 2875 without deleting previously requested permissions.
- e. Forward the completed request to the Data Owner (Chief of Travel) for signature. The Data Owner will return the DD Form 2875 to the supervisor when complete.
- f. Forward the completed request to the Security Manager along with the employee's full SSN via encrypted e-mail.
- g. The supervisor will receive the completed DD Form 2875 from the Security Manager and forward to the appropriate Local TA/TASO.

(3) Data Owner (Chief of Travel). Complete blocks 21 – 21b of the DD Form 2875 and return to the supervisor for additional action.

(4) Security Manager.

- a. Complete blocks 28-32 of the DD Form 2875.
- b. Return completed DD Form 2875 to the Supervisor who will forward to the appropriate local TA/TASO.

(5) Local TA/TASO.

- a. Review the entire DD Form 2875 for completeness.
- b. Complete blocks 22-25.

- c. Create the DMO Local profile. The user ID will match the DJMS user ID.
- d. Post the completed DD Form 2875 to the appropriate folder on the 266<sup>th</sup> FMC TASO SharePoint site.
- e. Provide the user with logon information.

(6) Chief TA/TASO.

- a. Serve as the Local TASO for the 266<sup>th</sup> FMC and PCE.
- b. Serve as alternate TASO when local TASOs are not available.
- c. Maintain the 266<sup>th</sup> TASO SharePoint site.
- d. Electronic Document Access (EDA).

(1) Requestor.

- a. Complete the header information of the appropriate DD Form 2875.
- b. Complete blocks 1-12 on the DD Form 2875.
- c. Complete and digitally sign EDA Rules of Behavior.
- d. Forward DD Form 2875 and Rules of Behavior to Supervisor.
- e. Complete the on-line EDA registration.

(2) Supervisor.

a. Review requestor's portion of the DD Form 2875 for completeness and accuracy. Pay special attention to block 10; ensuring that the date of the IA training is within the past 12 month.

b. Complete blocks 13-20b of the DD Form 2875.

c. Forward the completed request to the Security Manager along with the employee's full SSN via encrypted e-mail.

d. The supervisor will receive the completed DD Form 2875 from the Security Manager and forward the DD Form 2875 and Rules of Behavior to the 266<sup>th</sup> FMC EDA POC (TASO) located at the Headquarters 266<sup>th</sup> FMC.

(3) Security Manager.

a. Complete blocks 28-32 of the DD Form 2875.

b. Return completed DD Form 2875 to the Supervisor who will forward to the appropriate local TA/TASO.

(4) 266th FMC EDA POC.

a. Verify completeness and accuracy of the DD Form 2875 and the Rules of Behavior.

b. Post DD Form 2875 and Rules of Behavior to the 266th TASO SharePoint site.

c. Approves/Disapproves the user's on-line request.

e. ODS.

(1) Requestor. Complete the ODS on-line registration and forward to the appropriate supervisor.

(2) Supervisor. Complete the supervisor's portion of the on-line system access request and forward to the appropriate TASO from the drop-down list.

(3) 266<sup>th</sup> FMC TASO. Approves/Disapproves the on-line system access request and forwards to the appropriate security Manager from the drop-down list.

(4) Security Manager. Complete the Security manager portion of the on-line system request and forward as appropriate.

f. On Base.

(1) Requestor.

a. Complete the header information of the appropriate DD Form 2875.

b. Complete blocks 1-12 on the DD Form 2875

c. Forward DD Form 2875 to supervisor.

(2) Supervisor.

a. Review requestor's portion of the DD Form 2875 for completeness and accuracy. Pay special attention to block 10; ensuring that the date of the IA training is within the past 12 month.

b. Complete blocks 13-20b of the DD Form 2875.

c. Forward the completed request to the Security Manager along with the employee's full SSN via encrypted e-mail.

d. The supervisor will receive the completed DD Form 2875 from the Security Manager and forward the DD Form 2875 to DFAS-IN for account creation.

(3) Security Manager.

a. Complete blocks 28-32 of the DD Form 2875.

b. Return completed DD Form 2875 to the Supervisor.

(4) Local TASO. There are no TASOs in Europe for On Base. This function is performed solely at DFAS-IN.

g. Deployable Disbursing System (DDS). To be completed by a disbursing TASO.

h. CashLinkII. To be completed by disbursing TASO.

i. Commercial Accounts Processing System (CAPS). To be completed by a CAPS TASO

j. Italy Local National Pay System. To be completed by a TASO for this system.

2. Account Deletions. All supervisors are required to complete and sign DD Form 2875s for all departing employees within 24 hours of employee departure. A separate DD Form 2875 is required for each system (use separate SPRs for DJMS, CMS, and MilPayDS).

3. TASO Deletions. TASO deletions are performed in the same manner as normal account deletions with the incoming TASO forwarding the SAAR/DD Form 2875 to the appropriate agency for account deletion if the account cannot be deleted locally.