

Part 3



Navy Cash Training

From Disbursing Unit 2:

***Rules of Behavior* form**

Rules of Behavior for Users

- The Disbursing Officer must ensure every Navy Cash operator assigned an *Operator ID* has signed the *Rules of Behavior*. By their signature, individuals indicate they have read, understand, and agree to abide by these rules of behavior. Generally, the *Rules of Behavior* are signed electronically in the disbursing office.
- When the *Rules of Behavior* functionality is first implemented on the ship, current users of the Navy Cash *Disbursing Application* will not be able to log in to the Navy Cash system until they have signed the rules of behavior form.

Rules of Behavior for Users

- An indication that the *Rules of Behavior* form has been signed electronically is retained permanently as a part of an individual's member profile. If they have signed a rules of behavior form electronically on a previous ship, they will not be required to sign the form again.
- If they have not signed a rules of behavior form electronically, the following message will be displayed when they attempt to log in. To sign, they will need to go to the disbursing office (or in the sales office) where the *Disbursing Application* workstation/laptop is connected to a POS device.

Rules of Behavior for Users



Rules of Behavior for Users

- The *Rules of Behavior Form* screen will display, pre-populated with the user's name and current date.
- If the information on the form is not correct, click [*Cancel*] and report the error to the Disbursing Officer.
- If the information on the form is correct, click [*Capture Signature*]. The main screen of the POS device connected to the *Disbursing Application* workstation/laptop will display a signature pad.

Rules of Behavior for Users

Funds Transfer Card Maintenance Account Maintenance Operations Utilities Reports Logout

NAVY CASH
Rules Of Behavior Form

protected information may not be released without written consent from FMS. This restriction applies to a court order of a competent jurisdiction including subpoena.

12. Ensure that all documents, equipment, system media, or other output containing PII are properly cleared, sanitized, marked, controlled, stored, transported, and destroyed based on sensitivity and need-to-know.

13. You must protect Navy Cash information and system resources from unauthorized access or occurrences of misuse, sabotage, tampering, denial of service, fraud, misappropriation, or release to unauthorized persons. Immediately report all such occurrences to the Disbursing Officer or Information Assurance Manager (IAM).

ACCEPTANCE

I have read the above Rules of Behavior for the Navy Cash System. By my signature below, I acknowledge and agree that my access to the Navy Cash system is covered by, and subject to, such Rules. Further, I acknowledge and accept that any violation by me of these Rules may subject me to administrative or civil and/or criminal actions and may result in the termination or suspension of my access to the Navy Cash system at any time without notice.

User's Name: GEORGE K ALEXANDER

User's Signature: SIGN HERE

Date: 2012 Jul 26

Please review the form and capture the signature.

Cancel Capture Signature Print Document Submit

Disbursing Application Version: 1.4.3114 | Navy Cash Release Version: 1.4.7.0 (n169) 11:28:27 AM

Rules of Behavior for Users

- If you have read and agree to abide by the rules of behavior, use a stylus (provided with each POS device) on the POS signature pad to sign the form electronically.

If the signature is:

- not satisfactory: touch POS [*Clear*]. Re-sign.
- satisfactory: touch [*I Accept*].

- The *Rules of Behavior* from is now signed cryptographically, and the operator's signature is embedded into the *Rules of Behavior* document, which is then encrypted separately. Once an electronic signature has been embedded, the document is sealed and can no longer be altered.

Rules of Behavior for Users

Funds Transfer Card Maintenance Account Maintenance Operations Utilities Reports Logout

NAVY CASH
Rules Of Behavior Form

court order of a competent jurisdiction including subpoena.

12. Ensure that all documents, equipment, system media, or other output containing PII are properly cleared, sanitized, marked, controlled, stored, transported, and destroyed based on sensitivity and need-to-know.

13. You must protect Navy Cash information and system resources from unauthorized access or occurrences of misuse, sabotage, tampering, denial of service, fraud, misappropriation, or release to unauthorized persons. Immediately report all such occurrences to the Disbursing Officer or Information Assurance Manager (IAM).

ACCEPTANCE

I have read the above Rules of Behavior for the Navy Cash System. By my signature below, I acknowledge and agree that my access to the Navy Cash system is covered by, and subject to, such Rules. Further, I acknowledge and accept that any violation by me of these Rules may subject me to administrative or civil and/or criminal actions and may result in the termination or suspension of my access to the Navy Cash system at any time without notice.

User's Name: GEORGE K ALEXANDER

User's Signature: *George K Alexander*

Date: 2012 Jul 26

Form is ready for submission

Cancel Re-Capture Signature Print Document Submit

Disbursing Application Version: 1.4.3114 | Navy Cash Release Version: 1.4.7.0 (n169) 11:29:22 AM

Rules of Behavior for Users

- If the signature is not satisfactory, click [*Re-Capture Signature*] on the *Rules of Behavior Form* screen return to the “Capture Signature” screen. Sign again.
- (11) If desired, a copy of the signed *Rules of Behavior* form can be printed by clicking [*Print Document*].
- Once the electronic signature process is complete, click [*Submit*]. The *Disbursing Application* returns to the *Operator ID Maintenance* screen, and a message is displayed to indicate the process is complete.

Rules of Behavior for Users

- When the next round-trip is completed:
 - the Rules of Behavior form with embedded signature will be filed electronically in the document storage system ashore, and
 - the operator's member profile will be updated ashore and on the ship with a permanent indication that the Rules of Behavior form has been signed electronically.

Rules of Behavior for Users

- When the Rules of Behavior functionality is first implemented on the ship, the Disbursing Officer must ensure every Navy Cash operator who is not a *Disbursing Application* user reports to the disbursing office to sign a rules of behavior form electronically.
- To enable a current Navy Cash operator to sign a rules of behavior form, the Disbursing Officer selects “Operator ID Maintenance” in the “Operations” pull-down menu.

Rules of Behavior for Users

- Click [*List Configured Operators*] to display all operators within the ship's Navy Cash system, and select the correct name in the list of configured operators.
- Or, enter the First Name, Last Name, and/or Social Security Number of the operator; click [*Search*]; and select the correct name in the list of currently configured operators (if multiple names appear).

Rules of Behavior Not Signed

- If the operator has not signed a Rules of Behavior form electronically, [*Sign ROB*] displays (ROB = Rules Of Behavior). The Disbursing Officer clicks [*Sign ROB*] button.
- The *Rules of Behavior Form* screen will be displayed, pre-populated with the user's name and current date.

Rules of Behavior Not Signed

The screenshot shows the NAVY CASH Operator ID Maintenance interface. At the top, there is a navigation menu with links for Funds Transfer, Card Maintenance, Account Maintenance, Operations, Utilities, Reports, and Logout. The main header displays the NAVY CASH logo and the title "Operator ID Maintenance".

The central area is titled "Currently Configured Operators:" and includes a checkbox for "View Only Deleted Operators" and a button for "List Configured Operators". Below this is a table listing operators:

Operator ID	Last Name	First Name	User ID
7000	ALEXANDER	GEORGE	78363
1200	AMBROSIA	CHARLES	33651
6000	BACHAL	MANGESH	79714
200	BUTTA	MAHESH	754655
5000	CHAMBERS	KATRINA	740851
1300	CLEVELAND	JAMES	711338
1000	DISBO		200
1100	DRAVID	RAHUL	78132
1400	EVERETT JR	ALTON	713184
4000	LAKSHMINARAYAN	BALAJI	78333
3000	MDHANTY	RUPESH	754657
7500	SMITH	ALTON	714483

Below the table is a search and edit form. It includes fields for Operator ID (7000), Merchant ID (800000043618 - NAVY OGBURSING), User ID (78363), First Name (GEORGE), and Last Name (ALEXANDER). There are checkboxes for "Delete this Operator" and "Add as Disbursing User", and a "Search" button. At the bottom of the form are buttons for "Sign ROB", "Update", and "Reset".

The footer of the application window shows "Disbursing Application Version: 1.4.3114 | Navy Cash Release Version: 1.4.7.0 (n169)" and the time "11:07:24 AM".

Rules of Behavior Signed

- If the operator has signed a rules of behavior form electronically on the current ship, [*View ROB*] displays. The Disbursing Officer can click [*View ROB*] to retrieve and view or print a cardholder's rules of behavior form with embedded signature (but only after a round trip has been completed between ship and shore).
- If the operator has signed a rules of behavior form electronically on a previous ship, [*View ROB*] is grayed out and cannot be used.
- In either case, the operator's member profile includes a permanent indication that the rules of behavior form has been signed electronically, and she/he does not need to sign the form again.
- The rules of behavior form with embedded signature will be retained in the document storage system ashore. The rules of behavior form cannot be viewed on the Navy Cash Disbursing Web Site, but the Disbursing Officer can contact the CSU and request a copy.