

## E-Mail ALSPO B/07

**Subj: DISCONTINUATION OF SHARED JUMPS USER ACCOUNTS**

Ref: (a) [JUMPS Analysis Manual, PSCINST M5230.3, Chap 1-A](#)

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**Purpose** This e-mail ALSPO message announces the discontinuation of the practice of issuing accounts for access to the Joint Uniform Military Pay System (JUMPS) on a unit/SPO basis and prescribes procedures for establishing individual user accounts to access JUMPS.

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**Discussion** Effective 1 March 2007, JUMPS shared accounts will be discontinued. Users authorized JUMPS access must be setup with individual accounts in accordance with the procedures provided in this message.

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**Authorized Users** All personnel, with a need to access payroll data, assigned to PSC Topeka may be granted access to JUMPS.

- Accounts for personnel in key positions at PSC Topeka may include the ability to update tables, execute programs and run non-standard queries. Policies and procedures for granting this type of access are maintained by PSC (ID).
- All other user accounts are "View only".

All active duty, reserve and civilian employees permanently assigned to a position in one of the existing Servicing Personnel Offices (SPOs) may be granted access to JUMPS.

- Yeoman, temporarily assigned to a SPO, may be granted access.

Personnel not assigned to PSC Topeka or a SPO may be granted access to JUMPS if they have a need to routinely view payroll data. This category of users includes, but is not limited to, staff members assigned to:

- Human Resources Directorate (CG-1) at Coast Guard Headquarters
  - Coast Guard Personnel Command (CGPC)
  - Coast Guard Finance Center
  - YNs assigned to cutters or other field units without regular face-to-face access to the SPO supporting their unit.
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**Requests for individual JUMPS access accounts**

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To designate a JUMPS user, utilize CG PSC Form 7421/3 JUMPS User Access Authorization, which is available on PSC's internet site at <http://www.uscg.mil/hq/psc/forms/>.

Follow these steps to request JUMPS access:

Step	Action
1	Complete the first section (Blocks 1 through 7) of the form.
2	The authorizing official's name, rank, title, and phone number must be printed or typed in Block 8 and the block must be signed by the authorizing official.
3	Fax the form to PSC at: (785) 339-2297.

- The JUMPS system administrator (PSC-ID) will setup the account in JUMPS, and notify the user, via e-mail, when completed. Forms are usually processed within 3-working days of receipt. However, delays may be encountered during this transition period. Therefore, users of shared accounts should begin submitting requests immediately, to avoid losing access when shared user IDs are disabled on 1 March 2007. Direct-Access user roles and accounts are managed separately from JUMPS accounts, so users requesting access to both systems will receive separate e-mails with account information after their requests have been processed.
- The originating office shall retain the original CG PSC Form 7421/3 until the member/employee departs the unit (transfer, discharge, etc.), or the designation is otherwise terminated or revoked. Follow the procedure on the next page for terminating access.

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**When to terminate access**

A user's access to JUMPS must be terminated when the user is:

- Reassigned or transferred (including interoffice transfer to new duties not requiring access to payroll data).
- Separated from the service or employment terminated (including discharge, RELAD, retirement or death).

Information in JUMPS is protected by the Privacy Act (5 USC 552a). A user's access to JUMPS should be reviewed, and possibly revoked, whenever derogatory information, which may raise security concerns about an individual's trustworthiness, willingness, and ability to properly protect information on Coast Guard/NOAA members is discovered. Consult Section 2.V.1.d and Chapter 4 of the Military Personnel Security Program Manual, COMDTINST M5520.12(series) for guidance on determining and reporting derogatory information.

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**Access termination/revocation procedure**

To terminate or revoke a user's access to JUMPS, have the user sign the acknowledgment in block 15 on page 2 of CG PSC Form 7421/3 (If the user has already departed the unit enter "*Not available for signature*" in block 15). The unit should complete blocks 16 and 17 and fax the form to PSC at (785) 339-2297. The JUMPS system administrator (PSC-ID) will disable the user's account upon receipt of the notification.

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**Directives affected**

The procedures contained in this e-mail ALSPO have been incorporated into the online version of reference (a).

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**Questions**

Questions concerning the content of this e-mail ALSPO may be directed to [PSC Customer Care](#) at (866) 772-8724 or (785) 339-2200.

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**Released by**

Internet release authorized.

/s/  
M. P. SULLIVAN  
Executive Director

<b>Department of Homeland Security</b> U.S. Coast Guard CG PSC 7421/3 Rev 01/2007		<h1>JUMPS User Access Authorization</h1>	
1. User's Name (Last, First MI.) (Please print)		2. Rank/Rate	3. Employee ID # (Not SSN)
4. Dept ID/Unit Name (include Staff Symbol)	5. Area Code & Phone Number	6. e-Mail Address	
7. User Role Description (Include current options, if any. This authorization supersedes all of your previous authorization):		<b>Scope of Authorization</b> <i>Subject to the limitations that follow, the user is authorized to the computer systems identified above. This authorization contains no implied authorization to access any computer system of the United States Government not specifically identified herein. Authorization will be revoked upon separation, retirement, or when determined by the Information Systems Security Officer to be in the best interest of the Government.</i>	
<p style="text-align: center;"><b><u>USERS INTERNAL to PSC</u></b></p> <input type="checkbox"/> PSC <input type="checkbox"/> FACCMAN <input type="checkbox"/> KE2MAIN <input type="checkbox"/> KEVIN <input type="checkbox"/> LOGLIST2 <input type="checkbox"/> MAIN <input type="checkbox"/> MATTOON2 <input type="checkbox"/> PASSW <input type="checkbox"/> PASSZ9 <input type="checkbox"/> PMIS <input type="checkbox"/> PS1MAIN <input type="checkbox"/> PS3MAIN <input type="checkbox"/> PS5MAIN <input type="checkbox"/> RECMENU <input type="checkbox"/> RETPAY <input type="checkbox"/> RPD1MAIN <input type="checkbox"/> RPD3MAIN <input type="checkbox"/> RPD4MAIN <input type="checkbox"/> RPD5MAIN <input type="checkbox"/> SET1MAIN <input type="checkbox"/> SET2MAIN <input type="checkbox"/> SETTL <input type="checkbox"/> TRAVEL		<p style="text-align: center;"><b><u>USERS EXTERNAL to PSC</u></b></p> <input type="checkbox"/> G1	
<p><b>WARNING: Only Authorized Users May Use These Systems.</b></p> To protect these systems from unauthorized use and to ensure that these systems are functioning properly, system administrators monitor these systems.  Individuals using these systems without authority, or in excess of their authority, are subject to having all of their activities on these systems monitored and recorded by system personnel. In the course of monitoring individuals improperly using these systems, or in the course of system maintenance, the activities of authorized users may also be monitored.  Anyone using these systems expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, management may authorize system personnel to provide the evidence of such monitoring to law enforcement officials.			
8. <b>Authorizing Official:</b> (Signature, typed or printed Name, Rank, Title (CO/OIC, XO/XPO, or HQ/CGPC/AREA/MLC/DIST/SECTOR/GROUP/SPO Branch Chief), and Phone I certify that the access I have authorized is based on an official need. I am aware of the general functionality I have authorized and I am aware of what this will allow this member to complete. This member has demonstrated that they are knowledgeable in the use of the program I have authorized and has my confidence that they will diligently make entries and if in doubt, they will seek assistance. I also acknowledge that if I lose confidence in this member for any reason, I have a responsibility to withdraw this authorization.			
Signature, PRINTED or TYPED Name, Rank, Title, Phone			9. Date
Acknowledgment: I understand that I am authorized to access the JUMPS system and that accessing it for purposes beyond the Scope of Authorization is a violation of Federal law (18 U.S.C. 1030 et al). My password meets the DHS Information Systems Security requirements, and I may be help responsible for my inappropriate protection or sharing of my password. I understand that prior to entering any transactions into JUMPS, I must be knowledgeable on the validity of the entry, the impact of that entry within JUMPS, and the impact on the member. I also understand that I am fully accountable to the Coast Guard and may be found liable for erroneous or improper entries/payments until properly relieved of accountability. Personal monetary liability, adverse personal evaluation, and/or further administrative or disciplinary actions may result if I am found negligent in the performance of my duties.			
10. User's Signature			11. Date
(For PSC Use Only) JUMPS Security Administrator (SDM-HR)		<b>Fax to: (785) 339-2297</b>	
Operator ID (if not equal to Emplid:		JUMPS Security Administrator Signature	Date

### Revocation of Access Authority

Complete this section when the user is reassigned, separates from the service/terminates employment, or the access needs to be terminated for any other reason. **Fax it to (785) 339-2297**

12. User's Name (Last, First MI.) (Please print)	13. Rank/Rate	14. Employee ID # (Not SSN)
<p><b>15. Notice to User:</b> You are hereby notified that the above access authorization has been revoked. To access a United States Government computer without authorization is a violation of Federal law (18 U.S.C. 1030 et al). <i>Authorization to access another United States Government computer system does not imply reinstatement of the authorization being revoked.</i></p> <p>Unit Attached to _____ Acknowledgment (user's signature) _____ Date _____</p>		
16. Authorizing Official (typed or printed Name, Rank, Title, and Phone): _____ Name, Rank, Title (see instructions), Phone		17. Date
JUMPS Security Administrator Signature		Date

**Instructions:**

- Fax the completed first page of the form to the PSC at **(785) 339-2297**.
- PSC will e-mail the user with their Operator ID and Initial Logon Password when the account is setup. Please allow 3 business days for processing by PSC before submitting any follow-up actions.
- Retain the original form in the unit's files until the employee/member leaves the Coast Guard or transfers.
- When the member leaves the Coast Guard or access needs to be terminated for some other reason, have the user sign and date the Revocation of Access Notice section of the form. Fax the completed form (both pages) to PSC at **(785) 339-2297**.

Guidance for accessing and using JUMPS can be found in the JUMPS Analysis Manual, PSCINST M5230.3, which is available online at <http://cgweb.psc.uscg.mil/manuals/jumps/pjam.pdf>