



MILITARY DEPARTMENT  
OFFICE OF THE ADJUTANT GENERAL  
9800 Goethe Road  
Sacramento, California 95827-3561

OFFICE SYMBOL

Today's Date

## MEMORANDUM FOR RECORD

SUBJECT: Resource Administrative Platform Tracking and Reimbursements (RAPTR)  
operator roles acknowledgment

1. This memorandum for record identifies requirements and responsibilities of a RAPTR operator. Service Member must complete an official four day RAPTR class held by J8 Emergency Finance Section (EFS) or a certified RAPTR trainer before RAPTR access and roles can be given.
2. Service Member acknowledges they will be actioning real pay and all transactions are subject to audit for accuracy. Inputting inaccurate data can result in misappropriation of government funds and/or incorrect payment(s) to a Service Member, and may result in loss of RAPTR access, adverse administrative or UCMJ action.
3. Service Member acknowledges HIPAA and PII certs will be completed and submitted annually in order to maintain RAPTR access failure to do so will result in account suspension until both certs are completed.
4. J8 Emergency Finance Section reserves the right to revoke a Service Member's RAPTR access anytime at its discretion.
5. Point of contact for this memorandum is email address or via phone number.

First M. Last  
Rank, Branch  
Title