



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
FINANCIAL MANAGEMENT AND COMPTROLLER
109 ARMY PENTAGON
WASHINGTON DC 20310-0109

SAFM-FIM

19 April 2013

MEMORANDUM FOR SEE DISTRIBUTION

**SUBJECT: Training Requirements for General Fund Enterprise Business System
End User Provisioning**

1. References:

a. Memorandum, Program Manager (PM) GFEBS, SFAE-PS-GF, 20 December 2011, subject: Interim Provisioning for the use of General Fund Enterprise Business System.

b. Memorandum, PM GFEBS, 21 December 2011, subject: Interim-to-Permanent Provisioning for the use of General Fund Enterprise Business System (GFEBS).

2. Purpose: To provide policy on end-user training requirements for GFEBS provisioning.

3. Scope: This policy applies to training of GFEBS new users and users who are assigned new roles, effective 15 April 2013. This policy does not apply to other increments or projects under the GFEBS Project Management Office (PMO) (e.g., GFEBS-Sensitive Activities, Army Contract Writing System, etc.).

a. The GFEBS training does not supersede any other required statutory, information assurance, regulatory, or other required training to perform assigned duties (e.g., funds certification).

b. The Army Learning Management System (ALMS) remains the system of record for GFEBS training. The GFEBS Computer Based Training (CBT) courses on ALMS are available and required for the various GFEBS end-user roles.

c. This policy supersedes all previous GFEBS end user training policy, including references a and b above.

4. Responsibility: All GFEBS end-users and Governance Risk and Compliance (GRC) Training Coordinators (TC) will ensure the following actions are accomplished prior to provisioning new users and users who are assigned new roles.

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a. All end-users are required to successfully complete auditable GFEBS training prior to provisioning as defined on the Role-to-Course Master Mapping file (Annex 1).

b. The GRC TC is responsible for validating training completion. Detailed information regarding the duties of the GRC TC is available on Army Knowledge Online (AKO) in the GFEBS GRC TC Guidance document (Annex 2) and the GFEBS Provisioning Guide (Annex 3).

5. Procedures: End-users will be eligible for provisioning by completing the procedures outlined under this paragraph. All annexes referenced within this policy are available on AKO at <https://www.us.army.mil/suite/files/32983830>.

a. Complete all required CBT courses identified by Role-to-Course Master Mapping.

b. Provide digitally-signed GFEBS Role Authorization Form (Annex 4) to your organization's GRC TC.

c. The GRC TC approves role provisioning in accordance with Annex 2 instructions.

6. Additional provisioning information related to Non-US Citizens is available at GFEBS reference folder, Non-US Citizen Provisioning, available on AKO via the link above. This policy document includes information for both countries with and without Status of Forces Agreement (SOFA) with the United States.

7. The Point of Contact for this policy is the GFEBS Director of Deployment, Transformation, and Communication. Please direct questions to gfebs.fn@us.army.mil

4 Annexes
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KRISTYN. E. JONES
Deputy Assistant Secretary of the Army
(Financial Information Management)

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