



**DEPARTMENT OF THE ARMY
UNITED STATES ARMY FINANCE COMMAND
109 ARMY PENTAGON
WASHINGTON DC 20310-0109**

REPLY TO
ATTENTION OF

S: 2 July 2013

SAFM-FIM

5 June 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Non-US Citizen Recertification to Access General Fund Enterprise Business System

1. References.

- a. AR 25-2, Rapid Action Revision (RAR), Information Assurance, 23 March 2009.
- b. Directive-Type Memorandum, USD(P&R), 1 December 2008, subject: Next Generation Common Access Card (CAC) Implementation Guidance.
- c. DoD 7000.14-R, Financial Management Regulation, Volume 5: Disbursing Policy, June 2011.
- d. Memorandum, SAFM-FIM, 31 January 2013, subject: Assignment of Non-U.S. Citizens to the General Fund Enterprise Business System.

2. Reference 1a stipulates the Army's information assurance requirements and 1b provides guidance on the DOD Common Access Card (CAC). Financial Management requirements are specified in reference 1c. The requirement for an annual recertification of non-US citizens who require continued access to the General Fund Enterprise Business System (GFEBS) is stated within reference 1d.

3. This memorandum provides instructions for re-certification of non-US citizens. If non-US citizens are not re-certified, they will be locked out of GFEBS and their accounts will be terminated by the GFEBS Functional Division no later than 2 July 2013. Therefore, Commanders/Directors are required to provide the following via e-mail to GFEBS.fn@us.army.mil:

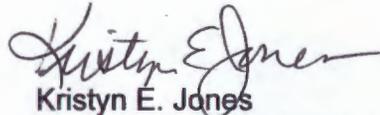
- a. Statement of Compelling Need for Recertification. List each employee who requires access to GFEBS and why (see Enclosure A for example). This statement must be signed by an O-6/GS-15 or equivalent.
- b. Verification of a Background Investigation. Verify each employee possesses a CAC or Alternate Smart Card Login (ASCL) IAW references 1a and 1b (see Enclosure B for example).

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4. A list of Non-US citizens previously approved and subject to recertification is at AKO: <https://www.us.army.mil/suite/doc/39844470>, file name: MASTER Non-US Citizen Tracker_30130513.
5. The GFEBS Functional Division will retain documentation for each user recertified in the GFEBS DIACAP repository on Army Knowledge On-Line (AKO), which will be made available to the System Accreditation agent.
6. Recertification is not required for any Non-US Citizen that was certified within the last six months (on or after 2 January 2013).
7. The point of contact for this action is the Director of Deployment, Transformation and Communication (GFEBS), at GFEBS.fn@us.army.mil.

2 Encls



Kristyn E. Jones
Deputy Assistant Secretary of the Army
(Financial Information Management)

CF:
PEO-EIS (SFAE-PS-GF) (w/encls)

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