

December 15, 2003

MEMORANDUM FOR CERTIFYING OFFICERS

FROM: MICHAEL NORMAN, GOALS II PROJECT MANAGER  
FINANCIAL PROJECTS DIVISION  
FINANCIAL OPERATIONS

SUBJECT: Annual Re-certification of GOALS II Users

Every year, the Financial Management Service (FMS) is required to perform a re-authorization of users to ensure that only authorized users are accessing the system and that their access levels are appropriate to their responsibilities. Since the GOALS II user base numbers in the thousands and is geographically disbursed, FMS cannot know the job responsibilities of every user or the needs of each individual agency. Therefore, we need each agency's assistance in completing this process.

This memorandum describes the process certifying officers are to use in conducting the annual GOALS II access audit for their organizations. Enclosed is a list of all your users and their access role(s) for each application. Please validate that each of these users still needs access to the application(s) noted and that their role(s) is appropriate by checking the **Renew Certification** box. If any user, no longer needs access, please check the **Remove User Access** box. Other changes may be annotated on the list (e.g., supervisor name change).

This audit is ONLY for the re-certification of existing users for existing roles in existing ALCs. This process can neither add new users, application accesses, or ALCs nor can it change users' names. If any of these processes are necessary, a new ESAAS request form must be completed and faxed to 202-874-6170.

Please fax this audit to the attention of Barbara Peterson at 202-874-6170. Information may also be mailed to her attention at the Department of Treasury, Financial Management Service, 3700 East-West Highway, Room 800A, Hyattsville, MD 20782 postmarked by Friday, January 30, 2004.

If you have any questions concerning this process, please contact either Barbara Peterson (202-874-8595 or [barbara.peterson@fms.treas.gov](mailto:barbara.peterson@fms.treas.gov)) or Ruth Almonte (202-874-3711 or [ruth.almonte@fms.treas.gov](mailto:ruth.almonte@fms.treas.gov)).