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May 31, 2022

DEPARTMENT OF ADMINISTRATION ORGANIZATION CIRCULAR NO. 2022-019

To: All Line Departments/Agencies and Autonomous Agencies

From: Director of Administration

Subject: **Financial Management System User Access Update #2**

Buenas yan Håfa Adai! The Department of Administration (DOA) is requesting your immediate attention in identifying and submitting a list of your department/agency's Financial Management System (FMS) User Identifications (IDs). This list is a continuation of DOA Organizational Circular #2022-005 and must comply with DOA Organizational Circular #2019-032.

The list must be submitted in the following format:

- 1) **User ID – Employee Name – Employee Title - Employee Status**
(i.e., retired, resigned, other).

The deadline to submit your department/agency's list to the Department of Administration is not later than 5:00 p.m. on Friday, June 10, 2022.

Failure to submit your respective list will result in delay to future FMS Security Access Requests.

Should you have any questions or need assistance concerning this Circular, please do not hesitate to contact Ms. Anita Arile, at 671-475-1115 or email at Anita.Arile@doa.guam.gov.

Your assistance in complying with this Circular is greatly appreciated.

Si Yu'os Ma'ase.

EDWARD M. BIRN