



National Finance Center CAPPS Notification

SFTP Work Group Meeting

February 18, 2020

Reference Number: NFC-1579820868

Dear Customer:

The National Finance Center (NFC) will hold a teleconference to inform Agencies and their technical staffs of our latest activities associated with NFC's Secure File Transfer Protocol (SFTP) requirements mandated by the United States Department of Agriculture. NFC will review the process and plans for the path forward and respond to questions. The teleconference will take place on Wednesday, March 4, 2020, from 9:00 a.m. to 11:00 a.m. central standard time. The teleconference number is 888-844-9904, passcode 6221331.

Prior to the meeting, please ensure that your technical staff who are responsible for completing tasks associated with this initiative have reviewed the information on [NFC's SFTP Web page](#), including [Form AD-3113, Secure File Transfer Protocol File Transmission Request](#) and [HRPAY 19-13, Secure File Transfer Protocol \(SFTP\) Process](#). This page contains critical information about the conversion process, as well as frequently asked questions, forms required, and roles and responsibilities for SFTP team members.

We look forward to meeting with you and your technical staffs in March.

Authorized Agency representatives with questions concerning this notification should contact the NFC's Contact Center at 1-855-NFC-4GOV (1-855-632-4468) or via ServiceNow at <https://nfcerp.service-now.com/ess>.