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(FINANCIAL MANAGEMENT AND COMPTROLLER)
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WASHINGTON, DC 20350-1000

5000
Ser ASN(FM&C)/U001
2 Jan 13

MEMORANDUM

Subj: NAVY BUSINESS PROCESS STANDARDIZATION - HIRE TO RETIRE

1. On September 14, 2012 I signed out seven Navy Standard Business Processes (BPS) memoranda. As our supporting BPS workshops and reviews continue, I will issue supporting memoranda regarding each audit segment. This is the second of those memoranda in that series.

2. Your Budget Submitting Office (BSO) BPS leads and subject matter experts participated in numerous workshops to expand the baseline and document these business processes at a system specific level. Further, every BSO was offered the opportunity to participate extensively in reviews and provide feedback.

3. I am providing the process flows and data dictionaries for the Hire to Retire segments resident on the Financial Management Office (FMO) SharePoint website under the titles provided below.

a. Segments for Legacy System Commands

b. Hire to Retire - Civilian Pay (CIVPAY) 

c. Segments for Navy Enterprise Resource Planning (ERP) Commands

d. Hire to Retire - Civilian Pay (CIVPAY) Supplemental Maps 
(Includes processes for foreign national personnel, civilian performance appraisals, Quality Step Increase (QSI), etc.)

4. I am issuing the Hire to Retire information on the FMO website segments as the Department of the Navy (DON) Standard version 01. I anticipate additional refinements will be necessary as we assist you in implementing these Hire to Retire standards throughout your command structure. FMO has established a change control process around each of these Hire to Retire segments. BSOs will coordinate their inputs regarding change requests with FMO. FMO will ensure that approved changes support our audit readiness efforts. FMO will collaborate/work with the BSOs to obtain consensus.

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5. While some BSOs are already conducting their business as depicted in the process flows, others must modify their practices to align with the standard. We cannot attain the Secretary of the Navy's stated goals by conducting business as usual. BPS is the key to the DON's attaining and sustaining an audit ready environment while supporting the efficiencies needed in the DON's business environment. I look forward to your cooperation as we continue our forward momentum on building a strong Navy culture supporting auditability enabled through BPS.

6. My point of contact for questions about the above segment documentation is Mr. Steven (Bryce) Eckland at (816) 394-7389 or steven.eckland@navy.mil.


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