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

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Ser ASN(FM&C)/U070

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MEMORANDUM

Subj: NAVY BUSINESS PROCESS STANDARDIZATION

1. As we continue to strive towards auditability, the Department of the Navy (DON) financial community has recognized the need to implement repeatable business processes and reduce the process variation among the Commands. The Office of Financial Operations (FMO) has led the Business Process Standardization (BPS) effort for nearly two years. FMO has established a baseline, or system agnostic, business process for each Financial Improvement Program (FIP) segment.

2. Your Command BPS leads and subject matter experts have participated in numerous workshops to expand upon the baseline and document these business processes at a system specific level. Further, every Command has had the opportunity to provide extensive reviews and feedback, including obtaining comptroller concurrence. While the BPS workshops and reviews are still ongoing for several segments, I will be issuing each segment once it is ready for distribution.

3. The process flows and data dictionaries for the following segments are ready for distribution as the DON Standard Version 01 and can be found on the FMO SharePoint site using the links provided.

a. Segments for Legacy System Commands 

Budget to Report - Funds Receipt and Distribution (RFD)
Procure to Pay - Transportation of People (TOP)
Procure to Pay - Reimbursable Work Order - Grantor (RWO-G)
Order to Cash - Reimbursable Work Order - Performer (RWO-P)

b. Segments for Navy ERP Commands 

Budget to Authorize - Funds Receipt and Distribution (FRD)
Order to Cash - Reimbursable Work Order - Performer (RWO-P)
Hire to Retire - Civilian Pay (CIVPAY)

4. I am issuing these segments as version 01 as we anticipate additional refinements will be necessary as we assist you in implementing these standards throughout your supporting organizations. FMO has established a change control process around each of these segments. Commands will work through FMO when requesting a change to the standard process. FMO will ensure that

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no change negatively impacts our audit readiness efforts, and will work with all the other Commands in obtaining consensus as necessary.

5. While some Commands are already conducting their business as depicted in the process flows, others will need to update their practices to align with the standard. We cannot attain the Secretary of Defense's stated goals doing business as usual. BPS is the key to DON's attainment and sustainment of an audit ready environment while supporting the efficiencies needed in the business side of the DON. I look forward to your full cooperation as we continue the BPS effort and move toward implementing each standard process.

6. The implementation phase of BPS will begin in early FY13. With FMO's assistance, I expect every Command to have these Navy standards fully implemented within 1 year from the date of this memorandum.

7. Should you have questions, or have issues accessing the above segment documentation, please contact Steven Bryce Eckland at 816-394-7389 or steven.eckland@navy.mil.


GLADYS J. COMMONS

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