



**DEPARTMENT OF THE NAVY**  
**OFFICE OF THE ASSISTANT SECRETARY**  
**(FINANCIAL MANAGEMENT AND COMPTROLLER)**  
**1000 NAVY PENTAGON**  
**WASHINGTON, D.C. 20350-1000**

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FMO

FEB 23 2001

MEMORANDUM FOR DISTRIBUTION

Subj: DEPARTMENT OF THE NAVY FINANCIAL AND FEEDER SYSTEMS  
COMPLIANCE PROCESS PHASE I, PART I - SYSTEM  
AWARENESS DATA CALL

Ref: (a) ASN(FM&C) memo 7000 FMO of 14 Feb 01  
(b) ASN(FM&C) memo of 4 Feb 00  
(c) NAVAUDSVC memo 7547/1999-0012/199-0152 of 29 Sep 00  
(d) OMB Circular A-127

Encl: (1) System Awareness Data Collection Form  
(2) List of Systems Owned per Major Command

As discussed in reference (a), the Under Secretary of Defense (Comptroller) (USD(C)) has initiated a "Y2K"-like Compliance Process to ensure that the Department of Defense's (DoD) Financial and Feeder Systems are compliant with Federal Financial Management Requirements. Phase one of this process is System Awareness. The exit criteria for the System Awareness phase include (1) identifying and prioritizing all critical finance, accounting, and feeder systems, (2) categorizing each system according to its function, (3) identifying interfaces of the various systems with DoD critical financial and accounting systems, and (4) identifying system owners and points of contact.

By reference (b), you were required to identify and submit such financial system data as part of the Fiscal Year (FY) 2000 Financial Management Improvement Plan (FMIP) data call. However, the Naval Audit Service (NAVAUDSVC) in reference (c), cited the DON for not having a complete inventory of financial management feeder systems, as required by reference (d). Further, in accordance with the FYs 2000 and 2001 DoD Appropriations Acts, mission critical and mission essential information technology systems must be registered with the DON Chief Information Officer (CIO). The expenditure of funds on any non-registered system may constitute an anti-deficiency violation.

Therefore, to satisfy WSD(C), NAVAUDSVC, and DON CIO requirements, we are requesting that you complete/update an abbreviated version of last years FMIP templates, enclosure (1) (with instructions and sample), for all systems identified in

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enclosure (2). You should request, via e-mail, an electronic (EXCEL) version of enclosure (1) (with last year's data already filled in), from our point of contact listed below. Completed/ revised EXCEL templates, should be E-mailed to this office by 31 March 2001.

The systems identified in enclosure (2) are finance, accounting, property, logistics, personnel, and management information systems. If an individual system listed in enclosure (2) has been terminated or your command thinks that the system should not be included in the DON'S Financial and Feeder Systems Inventory, then your command should provide justification, in writing, to this office as to why that system should not be included. Written responses are also due by 31 March 2001.

A related data mapping effort of systems/financial data, from the original point of entry to the individual lines on the financial statements (as required in the process) is being concurrently conducted by this office. Data mapping guidance will be provided separately. Information gathered in this data call will assist in the data mapping effort.

The system information requested concerns system/owner/ interface data and not system compliance related milestones or resource requirements. Based on USD(C) guidance, data mapping efforts, and your input, a decision will be made as to which systems are critical. Systems deemed critical will be tracked by the Senior Financial Management Oversight Committee and will be reported in the FY 2001 FMIP. Additional system evaluation, renovation, and testing efforts will be required for all non-legacy financial and feeder systems as we proceed through the compliance process. Systems identified as legacy will be tracked until replacement. Systems identified as terminated will be removed from the DONCIO system registry.

The Office of Financial Operations point of contact is Mr. William Aldrich at (202) 685-6731 or e-mail [Aldrich.William@fmo.navy.mil](mailto:Aldrich.William@fmo.navy.mil).



RONALD L. HAAS  
Director  
Office of Financial Operations

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Subj: DEPARTMENT OF THE NAVY FINANCIAL AND FEEDER SYSTEMS  
COMPLIANCE PROCESS - PHASE I, PART 1 - SYSTEM  
AWARENESS DATA CALL

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