

**System Awareness Data Collection Form Instructions**  
**Department of the Navy**  
**Financial Management System Compliance Process**

The Under Secretary of Defense (Comptroller)(USD(C)) has developed a Financial Management System Compliance Process to oversee the Department of Defense's efforts in making our systems compliant. Phase I of this process is System Awareness. The System Awareness Phase consists primarily of gathering information on the Systems/modules, functions, interfaces, and points of contact for Department of the Navy (DON) Financial and Feeder Systems.

This data call will serve as the DON's formal effort to comply with the Awareness Phase exit criteria required for the USD(C) compliance process. This set of instructions should be directly used with the Financial Management System Awareness Data Collection Template.

Management Commands and/or Program Managers are required to verify data for existing systems or enter new data for systems not previously reported. This data should be entered into the five different sections on the data collection template. The Financial Management System Awareness Data Collection Template contains the following:

- I. General Information
- II. Legacy Information
- III. Terminated Information
- IV. Interface Information
- V. Flow Chart Information

**I. GENERAL INFORMATION**

**General Information:** This is required for all systems, modules, and databases whether active/ongoing, legacy, new initiative, or terminated. The primary goal is to identify the System/module and functionality, its owner, Program Manager, and user, its operational/maintenance point of contact, its system status and its critical system information.

1. **System Name:** Provide the name of the overall system. If the "System" is a spreadsheet, database, or Commercial Off-the-Shelf system/software, then the database/software should be given a unique name that

is descriptive in nature. (e.g., Material Financial Control System)

2. **System Acronym:** Provide the commonly used acronym for the overall system or create one based on the name/function of the system. (e.g., MFCS)
3. **Subsystem Name:** If the System has subsystems/modules, provide the full name of the individual subsystem/module. (e.g., MFTS-Allotment Accrual Accounting Module)
4. **Subsystem Acronym:** Provide the commonly used acronym for the subsystem/module or create one based on the name/function of the subsystem/module. (e.g., MFCS PX02)
5. **System Description:** Provide a description of what the system/module does. This should include the system functionality, interfaces, and the hardware and software vendors if known. Provide the type and configuration of the system, the operating system, and the primary management environment.
6. **System Function:** Choose one of the following functions for the System/subsystem/module. **(Table 1)** This may be different from the functionality listed in Enclosure (2). If so, use functionality provided in Table (1).
7. **System Sub-Function:** Choose one of the following sub-functions. **(Table 1)** Note: The sub-function selected must be consistent with the parent Function selected. Also, there may be two or more modules within a system per function but only one function per module.
8. **Military Department:** Choose one of the following Military Departments. **(Table 2)**
9. **Sub-Organization:** Choose one of the following Sub-Organizations. **(Table 2)** Commands that are double hatted should use their management command organization title. (e.g., BUPERS)
10. **Sub-Command:** Provide Sub-Command/3<sup>rd</sup> Level Organization either the Individual Activity Name or Group of Activities if more than one. (e.g., Individual -

Naval Research Laboratory; Group - Undersea Warfare Centers)

11. **Program Manager:** Provide the name of the Program Manager responsible for the system.
12. **Program Manager Organization:** Provide the name of the Program Manager Organization responsible for the system.

**Provide:** Contact Information for the Program Manager of the System:

13. **Commercial #**
14. **Ext.**
15. **DSN #**
16. **Fax #**
17. **E-Mail**

18. **System User:** Provide the name or group of activities that use the system if other than the owner. (e.g., STARS is owned by DFAS but used by the Navy)
19. **CDA POC:** Provide the name for the CDA Point of Contact responsible for the operation/maintenance of the System.
20. **CDA Sub-Organization:** Provide sub organizational name (Table 2) of Central Design Agency responsible for the system.

**Provide:** Contact Information for the CDA of the System:

21. **Commercial #**
22. **Ext.**
23. **DSN #**
24. **Fax #**
25. **E-Mail**

**Provide:** System Status of (Yes/No) to the following:

26. **Active/Ongoing:** (Yes = Active/Ongoing)  
Currently, used non-legacy system/module.
27. **New Initiative:** (Yes = New Initiative System)  
System under development, once implemented considered Active/Ongoing.
28. **Legacy:** (Yes = Legacy System)  
Systems/modules identified to be replaced.

29. **Terminated:** (Yes = Terminated System)  
The System/module has been turned off and is not in use at all, including as a front-end to a DON/DFAS standard system or command Management Information System (MIS).

**Provide:** Critical System information for the following:

30. **Total Dollar Amount:** Provide the total amount of dollars (in thousands) processed in a given fiscal year. This should be based on one of the following: Total Revenue, Total Expenses, Total Collections, Total Obligations, Total Disbursements, or Total Budget Activity for a given FY. For a logistics/property function, provide the dollar value of assets (in thousands) tracked by the System/module.
31. **Total Transactions:** The total number of system transactions/entries processed per year. (in thousands)
32. **CFO Use:** (Yes/No) Is the data contained in the System/module/database directly used either electronically or by data call for the financial statements?
33. **Software Upgrade Date:** Provide the date (MM/DD/YY) of the last modification/major software upgrade to the software that affected the given System/subsystem/module.

## II. LEGACY INFORMATION

**Legacy Information:** Only required for Legacy systems/modules. Once turned off, this information will be converted to the Terminated template. If the System/module will remain as a front-end to a DON/DFAS standard System or as a command MIS then the System/module is not a Legacy System. Reminder: this is by module as applicable.

34. **Legacy System Roll into Name:** Provide the name of the System that this System/module will be replaced with once the legacy System/module is turned off.
35. **Legacy System Roll into Acronym:** Provide the acronym of the System that this System/module will be replaced with once the legacy System/module is turned off.

36. **Legacy System Turnoff Date:** Provide the final turnoff date of the Legacy System/module.

**III. TERMINATED INFORMATION**

**Termination Information:** Only required for terminated Systems/modules. Reminder: this is by module as applicable. We wish to keep record of these Systems/modules. This will help eliminate the risk of requesting data on or reporting of Systems/modules that have been turned off. This will provide a system audit trail and show DON progress in the overall FMIP goal of the consolidation of Systems.

37. **Date Terminated:** Provide the date the System/module was completely turned off at all sights.
38. **Replacement System Name:** Provide the Name of the System/module that replaced the System/module.
39. **Replacement System Acronym:** Provide the Acronym of the System/module that replaced the System/module.

**IV. INTERFACE INFORMATION**

**Interface Information:** If your system interfaces with one or more systems, use the below example to display the information:

**Example: MFCS-PX02**

Interface Name	Interface Sub-Function	Status (C, F, T)	Interface Data Exchanged	Input To	Output From
CDB	Accounting		NWCF Allotment Data	MFCS-PX02	CDB

40. **Interface Name:** Provide a list of Systems/modules that the System/module in question either provides information to or receives information from.
41. **Interface Sub-Function:** Provide the sub-function from (Table 2) that characterizes the information that is transferred between systems.

42. **Status:** Select one of the three (C, F, or T) to provide the status of the interface listed:

C = Currently in use

F = Future Interface

T = Terminated Interface

Note: This is a new field that will be used to track the present, past and future interface system architecture.

43. **Interface Data Exchanged:** Provide the type of information transferred between systems below the sub-function level. (e.g., obligation data)
44. **Input to:** Provide System/module acronym that inputs to the System/module.
45. **Output From:** Provide System/module acronym that outputs from another System/module.

## V. FLOW CHART

**Flow Chart Information:** Provide both an "AS IS" and a "TO BE" flow chart of the interfaces for each module.

**Provide:** Electronic version to [aldrich.william@fmo.navy.mil](mailto:aldrich.william@fmo.navy.mil)

**Table 1**  
**List of Functions/Sub Functions**

<b>Function</b>	<b>Sub Function</b>
Finance	Civilian Pay Debt Management Military Pay Contract & Vendor Pay Disbursing Transportation Payment Travel Payment
Accounting	General Fund Working Capital Fund Foreign Military Sales Departmental Reporting Cash Accountability Non-Appropriated Funds Trust Fund
Budget/Allocation	General Fund Working Capital Fund
Acquisition	Card Services Small Purchases Major Contracts
Personnel	Military Personnel Civilian Personnel Time & Attendance Medical
Cost/Financial Management	Cost Accounting Financial Management Workload Travel
Property Management	Real Property Personal Property Military Equipment Heritage Assets Contractor Held
Inventory Management	Inventory Operating Materials & Supplies Ammunition

**Table 2**  
**List of Military Departments/Sub Organizations**

Military Department	Sub Organization	
Navy/MC	AAUSN	NAVEUR
	ASN (FM&C)	NAVFAC
	ASN (RD&A)	NAVSEA
	ASN (M&RA)	NAVSUP
	ASN (I&E)	NCTC
	BUMED	NSMA
	BUPERS	ONI
	CMC-HQ	ONR
	CMC-SYSCOM	PACFLT
	CNET	RESFOR
	CNO-09B	SECGRU
	LANTFLT	SPECWAR
	METOC	SSP
	MSC	SPAWAR
	NAVAIR	
	Army	
	Air Force	
DFAS	Cleveland	
	Columbus	
	Denver	
	Indianapolis	
	Kansas City	
DLA		
DSCA		
TMA		
Other		