



OFFICE OF THE UNDER SECRETARY OF DEFENSE

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JUL 29 2015

COMPTROLLER

MEMORANDUM FOR DEPUTY ASSISTANT SECRETARIES OF THE MILITARY
DEPARTMENTS (FINANCIAL OPERATIONS)
COMPTROLLERS/CHIEF FINANCIAL OFFICERS OF THE
DEFENSE AGENCIES
COMPTROLLERS/CHIEF FINANCIAL OFFICERS OF THE DOD
FIELD ACTIVITIES

SUBJECT: Standard Intragovernmental Buy/Sell Activity Process Implementation

Reference: Office of the Under Secretary of Defense (Comptroller) (OUSD(C)) Memorandum,
"Implementation of the Invoice Processing Platform for Intragovernmental Buy/Sell
Activity, General Terms and Conditions," April 9, 2015

The Department of Defense faces numerous challenges to achieve auditability, including a major material weakness eliminating Intragovernmental Transactions (IGT). Components do not have sufficient visibility of intragovernmental buy/sell activity and, as a result, have difficulty reconciling intragovernmental reimbursable work orders (RWO). DoD has made much progress since adopting the Department of the Treasury (Treasury) Invoice Processing Platform (IPP), a standardized workflow process and tool to record all RWO activities and transactions. This memorandum 1) introduces the functional requirements for DoD's IGT end-to-end process; 2) promulgates the Intragovernmental Data Standard (IGDS); and 3) provides guidance and requests input to develop organizational and enterprise implementation plans.

Implementation Planning: During Quarter 4 of Fiscal Year 2015, DoD IPP implementation plans will focus on the front end of the IGT process, recording General Terms and Conditions (GT&Cs) as directed by the reference. The success of all other IGT process steps is dependent on first establishing GT&Cs within IPP, and then passing the GT&C data to buyers' ordering/accounting systems. DoD systems changes are not necessary to create the GT&Cs in IPP. The existing GT&C data standard will be leveraged by the buyer when ordering intragovernmental goods or services. However, DoD systems that generate a buyer reimbursable order (e.g., a Military Interdepartmental Purchase Request or MIPR) may need to make systems changes that enable the exchange of GT&C data and follow-on business process steps to conduct the intragovernmental ordering process.

To implement the DoD IGT end-to-end process and IGDS, components need to complete the IGT Systems Overlay and Interoperability assessment. Components are to analyze their intragovernmental business environment and assess which systems will be used in the target environment to execute IGTs. Attachments to this memo will assist you in completing your assessment. No later than September 30, 2015, components must complete and upload all assessments to <https://intelshare.intelink.gov/sites/bio/IGT>.

Requirements and Funding: All core target financial management systems that will carry IGT data to IPP must interface via the Global Exchange (GEX). This will eliminate point-to-point IGT interfaces. OUSD(C) will fund GEX data mapping to support IGDS interface

requirements. OUSD(C) will also fund system changes for enterprise-wide core and target systems required for IGT, such as Wide Area Work Flow, Electronic Document Access, and the Defense Cash Accountability System. DoD components must fund systems changes necessary to interface the GEX with their core or target buyer/seller systems. The Deputy Chief Financial Officer, in partnership with Treasury, is collaborating with the federal software providers (SAP, Oracle and Momentum) to design a Federal-wide IGT exchange. Any non-enterprise resource program (ERP), government-owned systems that are identified in the systems overlay and interoperability diagram must be analyzed – and configuration changes planned – to align with the IGDS. Non-ERP buyer/seller systems must plan now for system changes for IPP as these changes are considered an audit readiness and sustainability imperative. Systems owners should give priority to funding and scheduling systems change requests for IGT implementation in upcoming budget cycles.

What's Next: Upon receipt of your project planning documents, the DoD IGT Implementation Team will review and provide feedback for completeness. The team will publish a consolidated SV-6 by October 2, 2015, to inform the DoD community of the various trading partners across DoD who can broker intragovernmental business. In the meantime, the DoD Financial Management Regulation (FMR) and DoD Instruction 4000.19 will be updated to align with forthcoming changes. All components should continue to input into IPP new multi-year GT&Cs, per the reference.

Thank you for continued support for IGT-IPP implementation, a critical audit readiness and financial management improvement initiative. My action officer is Ms. Mary Kemp (mary.i.kemp12.civ@mail.mil, 703-697-0503). The Office of the Under Secretary of Defense (Acquisition, Technology and Logistics) (OUSD(AT&L)) action officers are Mr. Dennis Idol (dennis.w.idol2.civ@mail.mil, 703-697-4435) for assisted acquisition policy and Mr. Robert Lange (robert.a.lange.civ@mail.mil, 703-571-9075) for installation support services.



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Attachments:

1. IGT-IPP SV-6 Instructions
2. IGT-IPP SV-6 Templates

cc:

DoD Deputy Chief Management Officer
Commissioner, Bureau of the Fiscal Service, U.S. Department of the Treasury
Director, Defense Procurement and Acquisition Policy, OUSD(AT&L)
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