



DEPARTMENT OF THE TREASURY
WASHINGTON, D.C.

MEMORANDUM FOR DEPARTMENT CFOs AND DEPUTY CFOs

FROM: Elizabeth Angerman, Director of the Office of Financial Innovation and Transformation

SUBJECT: Federal Financial Management Shared Service Provider Application

As part of a broader effort to implement shared services for federal financial management as set forth in Office of Management and Budget (OMB) Memorandum M-13-08, “Improving Financial Systems through Shared Services,” the Department of Treasury’s (Treasury) Office of Financial Innovation and Transformation (FIT) has developed a designation process for Federal Shared Service Providers (FSSPs). The designation process is applicable to the formerly designated Financial Management Line of Business (FMLoB) providers that want to continue to provide services as well as federal agencies that would like to be designated as FSSPs for the first time.

During the first phase of the designation process, interested agencies must complete the signed letter of intent and respond to the mandatory Financial Management FSSP Screening Criteria (Screening Criteria). Both documents must be sent to FIT@treasury.gov by November 20, 2013.

Agencies interested in applying for FSSP designation must submit the signed letter of intent from the Deputy Secretary or equivalent. The letter describes the required commitment of the agency’s Department-level leadership to their agency’s full participation in this initiative.

Applicants must also provide complete responses to the Screening Criteria. FIT created the Screening Criteria to establish the minimum qualifications a FSSP must meet to serve external customers. These qualifications build on the FMLoB Due Diligence Checklist (last revised in 2006), and were developed by FIT, in collaboration with federal agencies and private industry. There are two sets of criterion, one for current providers and one for agencies who intend to become providers. A response of “no” to any of the questions will result in disqualification from the process.

After November 20, 2013, FIT will ask agencies that pass the Screening Criteria to provide additional information that will be due by December 31, 2013. OMB and Treasury are anticipating on making FSSP designations in Q2 of FY 2014. If you have any questions, please do not hesitate to contact FIT at FIT@treasury.gov. Thank you.

ATTACHMENTS:

- Attachment 1: Financial Management FSSP Letter of Intent
- Attachment 2: Financial Management FSSP Screening Criteria
- Attachment 3: Frequently Asked Questions

Letter of Intent from the Department Deputy Secretary or equivalent:

In submitting this letter, I,

_____,
confirm on behalf of _____ that

will be applying to be a Federal Shared Service Provider (FSSP) for financial management. I confirm that _____ meets all of the FSSP Screening Criteria. If selected, _____ will provide, at a minimum, the mandatory financial management services to other federal agencies throughout the federal government.

If selected to be a FSSP for financial management _____ will comply with the implementation of OMB Memorandum 13-08. In doing so, _____ will agree to:

- Support the growth of the FSSP organization and the development of technical capabilities through, but not limited to, onboarding new CFO Act agencies, sometimes concurrently, to meet the Agency Modernization Timetable¹ as reported by federal agencies;
- Participate in workshops to help standardize and capture the prices of service offerings consistently, which will then be published in the Products & Services Catalog²;
- Enter my agency’s data in the SSP Benchmarking Tool³;
- Participate in the governance for this initiative⁴; and
- Include external agency customers in its financial management governance structure such that they have a voice in decisions that impact them.

Signature of Department Deputy Secretary or Equivalent

Date

¹ The **Agency Modernization Timetable** will assist FSSPs in planning efforts with prospective customer agencies by sharing a timeline and overview of the anticipated demand on an annual basis. The Office of Financial Innovation and Transformation (FIT) received the information from agencies and asked them to confirm it in September-October 2013. Note that FIT did not independently verify the agency-provided data. Additionally, due to the government shutdown all agencies did not have time to confirm the initial data before its release.

² The **Products & Services Catalog** will be a tool with all of the mandatory and optional products and service offerings that financial management FSSPs offer. It will be launched in spring of 2014 and will include pricing information by provider for all of the offerings. Prior to its release FSSPs will participate in workshops to help standardize the inputs and associated business processes for each of the service offerings.

³ The **Financial Management Benchmarking project** was launched by the Shared Services Roundtable in February 2012. Soon after launching the project, Treasury worked with a group of providers to develop a common methodology for measuring price and performance for seven (7) financial management processes. Going forward, the methodology and tool for measuring the cost and performance of common federal financial management processes provided by FSSPs will be expanded and made public for agencies and others to use. All designated FSSPs will be required to input their data in the tool.

⁴ FIT will be establishing **governance** for the designated FSSPs. This governance will not take the place of the FSSP’s own governance structure with its customers, but rather will focus on strategic matters such as overall performance measures for the FSSPs and the initiative. The details of the governance are under development, but it is envisioned that it will be government-wide with representatives from FSSPs, customer agencies, Treasury, and OMB.

Financial Management Federal Shared Service Provider Screening Criteria

INSTRUCTIONS: There are two sets of questions: one for previously designated Financial Management Line of Business (FMLoB) providers seeking to remain a provider and a second for federal agencies interested in becoming a Federal Shared Service Provider (FSSP) for financial management.

Choose the applicable section and answer the questions by checking “yes” or “no”. Where requested, provide the applicable supporting reference materials or written explanations (100 words or less per question) in the form of an attachment (web links will not be reviewed).

A response of “no” to any of the screening criteria will automatically disqualify the Applicant from being selected as a FSSP.

Questions for previously designated FMLoB providers:

#	Information Requested	Response
Service Offerings and Technology Requirements		
1	Provides all of the <u>mandatory</u> financial management service offerings listed in <i>Supplemental Form A: Service Offerings</i> (definitions for the terms can be found in Appendix B)? To be considered to be a FSSP the Applicant must support both systems and transaction processing for the mandatory financial management service offerings.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Is on the most current version of a supported financial system, or has an approved modernization plan that is currently being implemented?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Capital Requirement		
3	Has a revolving fund (e.g., franchise or working capital fund) in place that currently is used for providing the financial management service offerings? Provide the legal citation for the fund with your submission.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Compliance and Security Requirements		
4	<p>Meets all current OMB and Department of Treasury requirements related to financial management listed below, or is scheduled to comply by the required deadline? Identify the status of those initiatives currently under development with your submission. More information on many of the initiatives can be found at http://www.fms.treas.gov/CFO_letter041113.pdf.</p> <ul style="list-style-type: none"> • Provision of Treasury Accounting Symbol (TAS) / Business Event-Type Code (BETC) for all types of transaction, at time of transaction • Submission of Collections data in TAS/BETC format to Collections Information Repository (CIR) • Reporting to Central Accounting Reporting System (CARS) • Submission of payment data in standard format for Secure Payment System (SPS), Payment Automation Manager (PAM), International Treasury Services (ITS.gov), and the Automated Standard Application for Payments (ASAP) system • Implementation of the Do Not Pay standard business rules • Submission of bulk files to Government-wide Treasury Account Symbol Adjusted Trial Balance System (GTAS) • Submission of Intragovernmental Payment and Collections (IPAC) data in TAS/BETC format • Submission of payment data in TAS/BETC format to the Payment Information Repository (PIR) if a Non-Treasury Disbursing Office (NTDO) • Compliance with Federal Financial Management System Requirements (Treasury Financial Manual, Volume 1, Chapter 9500) • Compliance with Intragovernmental Business Rules (Treasury Financial Manual, Volume 1, Chapter 4700) 	<input type="checkbox"/> Yes <input type="checkbox"/> No

#	Information Requested	Response
5	Provides a SSAE 16 Type II on all systems within the offering for its external customers or will provide one by September 30, 2014?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	Undergone a Federal Information Security Management Act (FISMA) review using NIST 800-53, Rev. 4, within the last 12 months without identification of significant deficiencies, or if significant deficiencies were identified they have been resolved or a plan is in place for them to be resolved? If applicable, describe the significant deficiencies and their resolution/plan for resolution.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	Received a Security Assessment and Authorization (SA&A), widely known as Risk Management Framework (RMF) Step 4 (Assess) and Step 5 (Authorize) as outlined within NIST SP 800-37, Rev. 1, on all systems within the offering within the last three years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8	Has a Continuity of Operations Plan (COOP) and successful Disaster Recovery Testing has been performed on all systems within the offering?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9	Provides a formal Computer Security Incident Response Capability (CSIRC)? Provide the plan with the submission.	<input type="checkbox"/> Yes <input type="checkbox"/> No
10	Performs periodic testing and evaluation of information security controls? Summarize the type of testing and how often with your submission.	<input type="checkbox"/> Yes <input type="checkbox"/> No
11	Implemented a NIST SP 800-137 Continuous Monitoring Plan? Summarize the plan with your submission.	<input type="checkbox"/> Yes <input type="checkbox"/> No
12	Has an appointed information systems security officer (ISSO)? List their name, title and organization with your submission.	<input type="checkbox"/> Yes <input type="checkbox"/> No
13	Has coordinated contingency planning with the agency or agencies using its services? Provide the supporting artifact(s) with the submission (e.g., procedure).	<input type="checkbox"/> Yes <input type="checkbox"/> No
14	Has an interconnection security agreement and a Memorandum of Understanding (MOU) in accordance with NIST SP800-47?	<input type="checkbox"/> Yes <input type="checkbox"/> No
15	Does the data center proposed in the solution by the Applicant comply with all location and citizenship requirements of the agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Questions for federal agencies interested in becoming a federal shared service provider for financial management:

#	Information Requested	Response
Service Offerings and Technology Requirements		
1	Provides all of the <u>mandatory</u> financial management service offerings listed in <i>Supplemental Form A: Service Offerings</i> (definitions for the terms can be found in Appendix B)? To be considered to be a FSSP the Applicant must support both systems and transaction processing for the mandatory financial management service offerings.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Is on the most current version of a supported financial system, or has an approved modernization plan that is currently being implemented?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Capital Requirement		
3	Has a revolving fund (e.g., franchise or working capital fund) in place that currently is, or can and will be, used for providing the financial management service offerings? Provide the legal citation for the fund with your submission.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Compliance and Security Requirements		
4	Meets all current OMB and Department of Treasury requirements related to financial management listed below, or is scheduled to comply by the required deadline? Identify the status of those initiatives currently under development with your submission. More information on many of the initiatives can be found at http://www.fms.treas.gov/CFO_letter041113.pdf . <ul style="list-style-type: none"> Provision of Treasury Accounting Symbol (TAS) / Business Event-Type Code (BETC) for all types of transaction, at time of transaction 	<input type="checkbox"/> Yes <input type="checkbox"/> No

#	Information Requested	Response
	<ul style="list-style-type: none"> • Submission of Collections data in TAS/BETC format to Collections Information Repository (CIR) • Reporting to Central Accounting Reporting System (CARS) • Submission of payment data in standard format for Secure Payment System (SPS), Payment Automation Manager (PAM), International Treasury Services (ITS.gov), and the Automated Standard Application for Payments (ASAP) system • Implementation of the Do Not Pay standard business rules • Submission of bulk files to Government-wide Treasury Account Symbol Adjusted Trial Balance System (GTAS) • Submission of Intragovernmental Payment and Collections (IPAC) data in TAS/BETC format • Submission of payment data in TAS/BETC format to the Payment Information Repository (PIR) if a Non-Treasury Disbursing Office (NTDO) • Compliance with Federal Financial Management System Requirements (Treasury Financial Manual, Volume 1, Chapter 9500) • Compliance with Intragovernmental Business Rules (Treasury Financial Manual, Volume 1, Chapter 4700) 	
5	Commits to providing a SSAE 16 Type II to its external customers by September 30, 2014?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	Undergone a Federal Information Security Management Act (FISMA) review using NIST 800-53, Rev. 4, within the last 12 months without identification of significant deficiencies, or if significant deficiencies were identified they have been resolved or a plan is in place for them to be resolved? If applicable, describe the significant deficiencies and their resolution/plan for resolution.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	Received a Security Assessment and Authorization (SA&A), widely known as Risk Management Framework (RMF) Step 4 (Assess) and Step 5 (Authorize) as outlined within NIST SP 800-37, Rev. 1, on all systems within the offering within the last three years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8	Has a Continuity of Operations Plan (COOP) and successful Disaster Recovery Testing has been performed on all systems within the offering?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9	Provides a formal Computer Security Incident Response Capability (CSIRC)? Provide the plan with the submission.	<input type="checkbox"/> Yes <input type="checkbox"/> No
10	Performs periodic testing and evaluation of information security controls? Summarize the type of testing and how often with your submission.	<input type="checkbox"/> Yes <input type="checkbox"/> No
11	Implemented a NIST SP 800-137 Continuous Monitoring Plan? Summarize the plan with your submission.	<input type="checkbox"/> Yes <input type="checkbox"/> No
12	Has an appointed information systems security officer (ISSO)? List their name, title and organization with your submission.	<input type="checkbox"/> Yes <input type="checkbox"/> No
13	Commits to putting in place coordinated contingency planning with the agency or agencies using its services?	<input type="checkbox"/> Yes <input type="checkbox"/> No
14	Commits to complete an interconnection security agreement and a Memorandum of Understanding (MOU) in accordance with NIST SP800-47 by September 30, 2104?	<input type="checkbox"/> Yes <input type="checkbox"/> No
15	Does the data center proposed in the solution by the Applicant comply with all location and citizenship requirements of the agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Supplemental Form A: Mandatory Service Offerings

INSTRUCTIONS: In the table below, select the checkbox(s) next to each service offering that you provide and, where applicable, indicate whether it is offered in the form of systems support, transaction processing or both. Note that to be designated a FSSP for financial management an applicant must provide both systems support and transaction processing for all of the service offerings listed. Definitions for each service offering are provided in Appendix B: Financial Management Products & Services Catalog.

Grouping	Service Offering	Support Provided	
Financial Management Services	Budget Execution	<input type="checkbox"/> System	<input type="checkbox"/> Transaction Processing
	General Ledger Accounting	<input type="checkbox"/> System	<input type="checkbox"/> Transaction Processing
	Financial Reporting	<input type="checkbox"/> System	<input type="checkbox"/> Transaction Processing
	Accounts Payable	<input type="checkbox"/> System	<input type="checkbox"/> Transaction Processing
	Accounts Receivable	<input type="checkbox"/> System	<input type="checkbox"/> Transaction Processing
	Intra-Governmental Accounting	<input type="checkbox"/> System	<input type="checkbox"/> Transaction Processing
	Grants Accounting	<input type="checkbox"/> System	<input type="checkbox"/> Transaction Processing
	Property Accounting	<input type="checkbox"/> System	<input type="checkbox"/> Transaction Processing
	Travel Accounting	<input type="checkbox"/> System	<input type="checkbox"/> Transaction Processing
	Cost Accounting	<input type="checkbox"/> System	<input type="checkbox"/> Transaction Processing
	Charge Card Accounting	<input type="checkbox"/> System	<input type="checkbox"/> Transaction Processing
	Audit Support	<input type="checkbox"/> System	<input type="checkbox"/> Transaction Processing
Technology Hosting and Administration	IT Hosting	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	IT Administration Services	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	IT Security Services	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Authorization and Accreditation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Information System Security	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Customer Support Services	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Network Services	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Application Management Services	Application Software Management	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Application Performance Management	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Continuity Planning	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Application Security Administration	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Application Software Development	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Application Data Management	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Interfaces Supported	<input type="checkbox"/> Yes	<input type="checkbox"/> No
System Implementation Services	Project Management Support	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Requirements Analysis	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Business Process Management	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	System Migration Management	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	System Conversions	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Testing	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Training Services	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Change Management	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Appendix A: Glossary of Terms

This appendix contains a list of terms and abbreviations that are used throughout this document.

Term/Abbreviation	Definition
Applicant	Organization(s) (including their systems and operations) that are applying to be a FSSP for financial management in accordance with OMB Memorandum 13-08. This shall include the formerly designated Financial Management Line of Business (FMLoB) providers that want to continue to provide services and federal agencies that would like to be designated as FSSPs for the first time.
Federal Shared Service Provider (FSSP)	Federal agency that is designated to provide shared services to other federal agencies external to itself. The purpose of this Application is to designate FSSPs for financial management service offerings, in line with OMB Memorandum 13-08.
Financial management system	Includes an agency’s overall financial operation, reflecting the people, processes, and technology to capture, classify, summarize, and report data in a meaningful manner to support business decisions. It includes hardware, applications and system software, personnel, procedures, data, and reporting functions. The financial management system can be fully integrated with other management information systems (i.e., mixed systems) where transactions automatically flow into an accounting general ledger. The financial management system could also include manual processes to post transactions from other management systems into the accounting general ledger.
Financial system	Information system or set of applications that comprise the accounting portion of the financial management system that maintains all summary or detailed transactions resulting from budgetary and proprietary financial activity. The financial system encompasses processes and records that: <ul style="list-style-type: none"> • Identify and record all valid transactions; • Describe on a timely basis the transactions in sufficient detail to permit proper classification of transactions for financial reporting; • Measure the value of transactions in a manner that permits recording their proper monetary value in the financial statements; and • Determine the time period in which transactions occurred to permit recording of transactions in the proper accounting period.
FIT Agency Modernization Evaluation (FAME)	Evaluating agency modernization proposals and overseeing the agency and SSP “discovery” process in accordance with OMB Memorandum 13-08.
IPAC	Intragovernmental Payments and Collection System
Mixed system	Hybrid of financial and non-financial portions of the overall financial management system. The following are examples of mixed systems: payment and invoice systems, procurement systems, receivable systems, loan systems, grants systems, payroll systems, budget formulation systems, billing systems, property management systems, travel systems, or other mission operational systems that impact a financial system.
NIST	National Institutes of Standards and Technology
Recording Obligations	Obligations are recorded in the financial solution in three ways: (1) integration with a solution; (2) interfaced; and/or (3) entered manually.
SSAE 16	Statement on Standards for Attestation Engagements 16
SSP Discovery	Reimbursable period where a potential customer and an SSP review their respective needs and offerings to determine if the customer would be a good match before entering into a long term arrangement. Specifically, both parties will (1) verify that no gaps exist between the prospective customer (e.g., agency) and provider (SSP) and (2) finalize the implementation terms, conditions, and costs.
Transaction	A business event that has a monetary impact on an entity's financial statements, and is recorded as an entry in its accounting records.

Term/Abbreviation	Definition
Transaction processing	Transaction processing is a term that refers to the adding, changing, deleting, or looking up of a record in a data file or database by entering the data at a terminal or workstation.

Appendix B: Financial Management Products & Services Catalog

This appendix represents an initial catalog of mandatory FSSP capabilities (e.g., Authorization and Accreditation of their system) and products and services (e.g., General Ledger Accounting) that FSSPs offer to agencies. It was developed using the FMLoB Due Diligence Checklist, OMB Circular A-11 and FASAB standards. FIT will be working with the community to further develop and refine this catalog (including adding prices for services offered to agencies) with the goal of publishing another version in spring/summer 2014. It will then be updated on an annual basis. As a part of this process other artifacts, such as the FEA, may also need to be revised in the future.

Though Memorandum 13-08 only requires agencies move their systems to shared services, designated FSSPs must offer both systems support and transaction processing should the agency opt to transition that portion of its operations as well.

	Product/Service	Activity	Definition	Reference*
>>>Financial Management Services <p style="text-align: center; margin: 0;">Inclusive of the financial management activities for which a provider must offer system and transaction processing services to its customers.</p>				
1	Budget Execution	Mandatory	Financial management activities pertaining to the recording of the legal and managerial uses of budgetary resources to achieve results that comply with the enacted budget and Administration policy. Financial management with respect to budget execution activities include but are not limited to: apportionments, allotments, commitments, reprogramming actions, incurring obligations, and funds control.	OMB A-11
2	General Ledger Accounting	Mandatory	Activities related to accounting code setup as well as edit checks, recording budgetary and proprietary accounting entries, reconciling transactions and recording adjustments to the general ledger. Reconciliations include Budgetary to Proprietary, Fund Balance with Treasury (FBWT), SF 224: Statement of Transactions, FMS 6652: Statement of Differences, Payroll, Accounts Payable and Accounts Receivable.	OMB A-11
3	Financial Reporting	Mandatory	Activities associated with preparing and generating internal and external reports such as financial statements, trial balance, FACTS I and FACTS II, SF133, SF224, SF1219/1220, fund status, transaction history, and ad hoc queries	OMB A-11 OMB A-136
4	Accounts Payable	Mandatory	<p>Accounts payable are amounts owed by a federal entity for goods and services received from, progress in contract performance made by, and rents due to other entities.</p> <p>Activities that lead up to and including disbursing payments due to the public, such as recording obligations, receiving and accepting goods and services, vendor file management, and establishing payables.</p>	SFFAS #1 OMB A-11
5	Accounts Receivable	Mandatory	<p>Accounts receivable arise from claims to cash or other assets.</p> <p>Activities associated with establishing and collecting amounts due from the public for performance of services, delivery of goods sold, the passage of time (e.g., interest earned), overpayments, dunning notices, referrals to Treasury, writeoffs, customer file management, or other actions by the agency</p>	SFFAS #1 OMB A-11
6	Intra-Governmental Accounting	Mandatory	<p>Intragovernmental assets and liabilities arise from transactions among federal entities. Intragovernmental assets are claims of a federal entity against other federal entities. Intragovernmental liabilities are claims against the entity by other federal entities. (SFFAS 1)</p> <p>Activities associated with identifying and posting entries that resulted from exchange and non-exchange transactions between Federal entities, e.g., reimbursable, fiduciary, transfers, and borrowing authorities.</p> <p>Reimbursables includes activities of both the seller and the buyer related to the execution of a reimbursable agreement. Activities of the seller include billing and collecting under a reimbursable agreement, and maintaining customer files. Activities of the buyer include obligating and disbursing monies under a reimbursable agreement, and maintaining vendor files. This also includes the processing of collections and payments through the Treasury intragovernmental transaction system (IPAC).</p>	SFFAS #1 OMB A-11

	Product/Service	Activity	Definition	Reference*
7	Grants Accounting	Mandatory	<p>A federal financial assistance award making payment in cash or in kind for a specified purpose.</p> <p>Grants accounting activities that include recording grant obligations, advances, costs, disbursements, drawdown reconciliations, reporting and grant closeouts</p>	<p>SFFAS #1</p> <p>OMB A-11</p>
8	Property Accounting	Mandatory	<p>Activities associated with the recognition and measurement of, and disclosure requirements associated with property, plant, and equipment (as well as land), including accounting for deferred maintenance and cleanup costs. Four categories of PP&E: (1) general PP&E, (2) federal mission PP&E, (3) heritage assets and (4) stewardship land.</p> <p>Property accounting pertains to recording the acquisition cost of the property, or net book value/fair market value for donated or transferred items. For capitalized property, the function records the acquisition cost, net book value or fair market value of donated or transferred assets, the property's useful life, salvage value, and depreciation/amortization method. In addition to the initial value, it also records all capitalizable improvements. Upon disposal, or when identified for disposal and no longer in use, the function identifies the property record as a disposal and no longer includes the value of the asset and its associated accumulated depreciation/amortization in calculating the gross and net book value of property. This function calculates depreciation/amortization on property, ad captures deferred maintenance, condition, and clean-up cost information.</p>	<p>SFFAS No. 6</p> <p>JFMIP</p>
9	Travel Accounting	Mandatory	Includes services such as travel authorizations, payments, collections, reconciliation and reports processing.	FMLoB
10	Cost Accounting	Mandatory	<p>Managerial cost accounting should be a fundamental part of the financial management system and, to the extent practicable, should be integrated with other parts of the system. Managerial costing should use a basis of accounting, recognition, and measurement appropriate for the intended purpose. Cost information developed for different purposes should be drawn from a common data source, and output reports should be reconcilable to each other.</p> <p>Activities associated with accumulating, recognizing, and distributing organization and program costs for management information purposes. Include activities associated with Budget and Performance integration</p>	<p>SFFAS #4</p> <p>OMB A-11</p>
11	Charge Card Accounting	Mandatory	<p>A government charge card is an account established by a commercial financial institution on behalf of agencies or individual agency employees to which the cost of purchasing goods and services may be charged. There are several types of government charge cards, including: purchase, travel, fleet, AIR, SEA, and integrated cards.</p> <p>Charge Card Services includes: track charge card delinquencies; review bank reports; monitor charge card fraud, waste and abuse; invoice file receipt tracking; master accounting code updates; prepare and report charge card activity to the Internal Revenue Service; and GSA SmartPay vendor and task order coordination</p>	<p>Appendix B</p> <p>OMB A-123</p>

	Product/Service	Activity	Definition	Reference*
12	Audit Support	Mandatory	<p>Activities associated with supporting the annual financial statement audit, e.g., audit liaison. Activities include assistance in meeting all federal audit requirements; ensuring all transactions are supported by appropriate audit trails and remain in compliance with federal regulations.</p> <p>Audit support includes providing financial records and supporting documentation to auditors, assisting in the development of process cycle memorandums, procedural walk-throughs, and responding to various inquiries to assist the auditor with the development and documentation of their work papers. As well as participation in scheduled or requested audit status meetings.</p>	OMB A-11
>>>Technology Hosting and Administration Includes providing the IT infrastructure (facilities and infrastructure software) that serve as the foundation for running business software applications and the services to maintain that infrastructure.				
13	IT Hosting	Mandatory	Provides a secure, managed environment spanning multiple architectures and technologies; services include hardware monitoring and management (procurement, installation, upgrades, and testing); power backup redundancy; network monitoring, management, and redundancy; root cause analysis of issues; full system backups and restores, mirrored site; Disaster Recovery and Continuity of Operations plans and testing; also includes Web hosting	FMLoB
14	IT Administration Services	Mandatory	Include infrastructure software management, server and database administration and continuity planning; services include infrastructure software (i.e. operating system, network communications, database management software and middleware) installation, setup, configuration, upgrades, maintenance, and testing; server systems administration and tuning; non-application-specific job scheduling; database administration and performance tuning and root cause analysis of issues; database backup, Disaster Recovery and Continuity of Operations plans and testing	FMLoB
15	IT Security Services	Mandatory	Involves setup and maintenance of network security software, database security software and server/operating system security software; security monitoring of network, server/operating system and database; intrusion detection and response; computer security training as required by FISMA; security control audits; systems certification and assessments; network, server and database User IDs and password resets	FMLoB
16	Authorization and Accreditation (Certification & Accreditation)	Mandatory	Includes security assessment; rules of engagement; assessment summary reports; issue resolution (IR) documentation; plan of action and milestones; and security assessment report	FMLoB
17	Information System Security	Mandatory	Provides Federal Information Security Management ACT (FISMA) compliance. According to FISMA, the term information security means protecting information and information systems from unauthorized access, use, disclosure, disruption, modification, or destruction in order to provide integrity, confidentiality and availability.	FMLoB

	Product/Service	Activity	Definition	Reference*
18	Customer Support Services	Mandatory	Involves the management of the user concerns from the point of notification to closure; services include online customer support, call logging, incident management, and Tier 1, Tier 2, and Tier 3	FMLoB
19	Network Services	Mandatory	Typically limited to administration and consultative services performed in managing, planning, building and monitoring a network between the hosting center and agency	FMLoB
>>>Application Management Services			Includes services for running and managing access to business software applications, in this case, financial management software and the feeder systems that provide data to the financial management software.	
20	Application Software Management	Mandatory	Involves providing services to maintain, enhance, and manage business software applications such as a financial management system; this service involves installing, maintaining and managing the configuration of software patches and upgrades	FMLoB
21	Application Performance Management	Mandatory	Involves ensuring the application availability, performance and the end user system performance metrics are acceptable and within the service level targets by performing application performance tuning and testing and by scheduling application jobs	FMLoB
22	Continuity Planning	Mandatory	Involves providing Disaster Recovery and Continuity of Operations plans for the business applications supported	FMLoB
23	Application Security Administration	Mandatory	Involves serving as a security administrator for user access to the business application; service providers may offer this as part of their application management services package	FMLoB
24	Application Software Development	Mandatory	Involves the services to deploy customer enhancements to the application software such as change request management; release management, software bug fixes; design, development and testing of enhancements, extensions, interfaces, canned reports and/or customer reports	FMLoB
25	Application Data Management	Mandatory	Outlines the policies for storing and maintaining data within the application	FMLoB
26	Interfaces Supported	Mandatory	Lists the types of interfaces from feeder systems to the financial management application that the shared service providers support; the level of support includes maintaining and executing the interfaces to ensure that data is fed into the financial system with timeliness and accuracy	FMLoB
>>>Systems Implementation Services			Involves providing consulting services to help an agency through a migration of their current financial management operations to a new environment.	
27	Project Management Support	Mandatory	Includes developing and maintaining charter, master work plan, project schedule and milestones; monitoring project to identify and track risks, issues and changes in scope; developing and overseeing the execution of a change management plan; and providing status reports to agency	FMLoB

	Product/Service	Activity	Definition	Reference*
28	Requirements Analysis	Mandatory	Includes obtaining business and functional agency requirements for the new financial system application implementation such as accounting structure, roles and responsibilities, data validation rules and spending controls; obtaining technical system requirements; obtaining security requirements, obtaining training requirements; obtaining capacity planning requirements; and detailing any gaps between system capabilities or shared service provider business processes and the customer agency's requirements, and determining methods to mitigate the identified gaps	FMLoB
29	Business Process Management	Mandatory	Includes business process reengineering (involves helping the customer agencies reengineer their business processes as part of the migration effort); and application system configuration (involves configuring the business software application to support the customer agency's business processes in the system)	FMLoB
30	System Migration Management	Mandatory	Involves managing aspects of the agency's migration to the new financial system including transition planning, pre-conversion data clean-up, data conversion, and system deployment	FMLoB
31	System Conversions	Mandatory	Conversion approach includes Discovery; Initiation and Planning; Configuration and Design; and Deployment	
32	Testing	Mandatory	Includes developing test scenarios and executing the following types of tests: System Testing; Business Process Testing; Regression Testing; User Acceptance Testing; Integration/End-to-End Testing; System Performance Testing; Conversion Testing; Migration Dry-Run Testing; Internal Verification and Validation; and Certification and Accreditation Testing	FMLoB
33	Training Services	Mandatory	Includes the development and deployment of user training, system training, and financial management internships	FMLoB
34	Change Management	Mandatory	Managing the organizational changes to facilitate the transition from an agency's existing financial systems and/or operations to a shared service center	FMLoB

* Indicates the source that was used for the definition. In some cases definitions were expanded, revised or added based on subject matter expertise input.