



COMPTROLLER OF THE DEPARTMENT OF DEFENSE

WASHINGTON, DC 20301-1100

MAY 15 1990

MEMORANDUM FOR CORPORATE INFORMATION MANAGEMENT COUNCIL

SUBJECT: Corporate Information Management Functional Group  
for Contract Payment

The Corporate Information Management (CIM) functional group on Contract Payment will begin with weeklong training scheduled to begin on June 4, 1990. The group will reconvene on June 25, 1990.

As with prior groups, we are scheduling an initial meeting with senior functional policy officials to discuss the concepts, activities and expected outcomes. This meeting will be held on May 22, 1990 in Room 2E715A at 1:00 p.m. Please ensure the attendance of the appropriate senior functional policy officials in your respective Component.

In addition, as the single point of contact for CIM matters in your Component, please provide us with the nominees for full-time participation in this group as specified in the attachment. Nominated individuals are expected to be assigned full-time for the duration of the project and should be the most knowledgeable in policy, programs, processes, and related information systems. Costs for travel and per diem will be borne by CIM. Nomination packages should be provided no later than the initial meeting on May 22, 1990. Following review, selectees will be sent travel orders and information packets concerning their new assignments.

For additional information, please call Dr. Ron Adolphi at 697-5026 or Jim Raney at 693-6683.

A handwritten signature in cursive script, reading "Donald B. Shycoff".

Donald B. Shycoff  
Principal Deputy Comptroller

Attachment

## CONTRACT PAYMENT FUNCTIONAL GROUP

A senior official from the Office of the DoD Comptroller will lead this Corporate Information Management (CIM) Functional Group. The Group will become operational on June 25, 1990.

The Functional Group will be comprised of senior policy, operational and information systems specialists in the contract payment field. They should be persons at the GS/GM 13-15 level who have prior field and policy formulation experience, can identify detailed functional requirements for standardized DoD-wide contract payment system, and can make substantive decisions on the required structure and procedures.

The Military Services and Defense Logistics Agency should nominate at least five participants with background in one or more of the following areas. Each nomination should be accompanied by a biographical sketch. Upon review, DoD Components will be notified as to which nominees have been selected. Sufficient nominations should be made to cover policy, operational and information system knowledge in the functional areas of:

- Contract Post Award Administration;
- Acceptance and Reporting of Purchased Goods and Services;
- Contractor Entitlement;
- Voucher Examination;
- Disbursing (Paying/Collecting);
- Reporting through Military Service Networks.

The specialists will form a core group that will develop standard functional requirements for a single DoD-wide contract payment system. The following skills are considered essential for personnel in this group:

- Installation level experience associated with daily operations in one or more of the above areas;
- Intermediate level and Department experience in developing policy guidance in one or more of the above areas;
- Experience associated with operational activities in such matters as foreign currency, fast pay and interfund transactions;
- Experience in systems analysis and developing requirements for financial information systems;
- At least four years experience in the respective field.

After the project is underway, it may be necessary to add functional specialists for limited periods to aid the core group in its more detailed analytical work. These supplemental specialists may serve for varying periods of time, such as one to three weeks, on an as needed basis. Therefore, in addition

to nominations for the core group, each Component should provide the names of up to five more functional specialists with requisite skills who may be available for this category of service.

All nominations should be provided to Dr. Ron Adolphi, Room 1A658 or facsimile 695-8465, as soon as possible but not later than the initial meeting on May 22, 1990.