



DEPARTMENT OF THE ARMY
OFFICE OF THE GENERAL FUND ENTERPRISE BUSINESS SYSTEM (GFEBS)
5911 Kingstowne Village Parkway, Suite 600
ALEXANDRIA, VIRGINIA 22315

MEMORANDUM OF AGREEMENT (MOA)
BETWEEN
GENERAL FUND ENTERPRISE BUSINESS SYSTEM (GFEBS)
AND
UNITED STATES ARMY GARRISON (USAG)
AND
UNITED STATES ARMY FIRES CENTER OF EXCELLENCE AND FORT SILL
(USAFCOEFS)

SUBJECT: GFEBS Global Implementation and Go-Live at Fort Sill, Oklahoma on 1 October 2010
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1. REFERENCES:

- a. Memorandum, Vice Chief of Staff, Army, subject: Implementing General Fund Enterprise Business System (GFEBS), 21 April 2009.
- b. ALARACT 343-2009, HQDA EXORD 057-10 for implementing General Fund Enterprise Business System (GFEBS), 16 December 2009.
- c. Operations Order 10-003, Implementation of the General Fund Enterprise Business System (GFEBS) in TRADOC, 19 January 2010.
- d. DOD 4000.19-I, Interservice and Intragovernmental Support, 9 August 1995.

2. PURPOSE: This document is to record tasks, responsibilities, and requirements for supporting the GFEBS deployment efforts, concerning User Training and Data Conversion at United States Army Fires Center of Excellence and Fort Sill (USAFCOEFS), United States Army Garrison (USAG) and Tenants, respectively.

3. SCOPE: This agreement further provides reciprocal rights for exchange of information between Program Manager (PM) General Fund Enterprise Business System (GFEBS) and Fort Sill, Oklahoma regarding data, assessments, analyses, networkiness, other resources and capabilities which impact or influence, test, and deployment of the respective party's assets.

4. RESPONSIBILITIES:

a. PM GFEBS will:

(1) Identify and provide GFEBS POCs to the USAFCOEFS, USAG and Tenants who will be responsible for all coordination between the parties during User Training and User Testing. The GFEBS points of contact are listed in paragraph 6 of this document.

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(2) Provide Instructors as well as a website to download the "Traning Support Materials" required for training classes; additionally, the directions for assembly of the materials will be provided on the website.

(3) Provide the prescribed User Training to USAFCOEFS, USAG, and tenants from 1 July to 17 September 2010 (Wave 3) based on a classroom size of 15-18 students. Computer Based Training (CBT) will start 10 months prior to go-live and Instructor Led Training (ILT) will start approximately 2 months before go-live and consist of the following courses:

100 Level: GFEBS Overview (Web Based Training)

200 Level: Business Overview Courses (Web Based Training)

300 Level: System Navigation Courses (Web Based Training)

400 Level: Role Based Functional Training Courses (Instructor Led and Web Based Training)

NOTE: A detailed schedule of training dates and times will be provided by the GFEBS project office, and developed in conjunction with the USAFCOEFS, USAG, and Tenants.

(4) Provide On-Line Help procedures and job aids for reference after training, covering the scope of GFEBS deployment. The Training Support Products are located on the GFEBS Performance Support Website (PSW) at

<https://prodep.gfebs-erp.army.mil/rwdhelp/nav/index.htm> and includes:

- Web-Based Instruction
- Instructor Guides and Participant Guides
- InfoPak Simulations
- InfoPak Work Instructions (On-Line Help)
- System Application and Product (SAP) Activities and Solution Guides
- Job Aids

(5) Provide a listing of all software products required on the desktop/laptop computers in order to connect GFEBS to the Network Enterprise Center (NEC) representatives at each site for approval. All software loaded on the computers will be government approved. Additionally, provide Information Technology Personnel to integrate all desktop/laptop computers located in the Training classrooms, if required (see Enclosure 1).

(6) Provide point of contact for hardware, software and reporting training problems that will assist the USAFCOEFS, USAG, Tenant Users, NEC representatives or equivalent with documenting and resolving hardware, software and training problems that occur on a daily basis. The GFEBS POC is Mr. Michael Peterson.

(7) Provide the training, tools, materials and sustainment channels to support Power Users in their role (Enclosure 5).

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(8) Provide resources during all conversion cycles to assist with the analysis, preparation, cleansing, and loading of data into GFEBS, as required.

(9) Provide GFEBS Post-Deployment support for 3 to 6 months on-site after Go-Live at Fort Sill, Oklahoma or an amount of time to achieve an operational status. PM GFEBS will ensure that the site is ready and will consult with all parties to determine that the contractual terms of support have been met and that the site is ready to operate on its own. Post Deployment support will consist of a combination of both training and functional personnel. GFEBS will provide on-site support during Fort Sill's first Year-end Closeout Activities under GFEBS. Year-end Subject Matter Expert (SME) support will be funded either by PM GFEBS or Fort Sill ACOMs (prorated) subject to funds availability. A minimum support of 4 personnel shall be made available on-site during Post Deployment and fiscal Year-end closeout to assist all Fort Sill tenants.

(10) The GFEBS program will continue full operations and support for the software and business processes during the life-cycle of the program. This includes an Operation and Support (O&S) team which will resolve problems and software configuration issues as well as daily help desk support to customers requiring assistance during and after deployment activities.

(11) Provide the following documentation to Fort Sill, Oklahoma NEC at least 30 days prior to training (1 June 2010):

- Certification and Accreditation documentation consisting of the following:
 - Authority to Operate (ATO)
 - Certificate of Networthiness (CON)

(12) Provide all external computers requiring Internet connectivity for the GFEBS Deployment team to IMO/NEC for scanning. Additionally, provide proof of completed Army Information Assurance (IA) user requirements as required. POC is Ms. Carrie Davidson, NEC, 580-442-4399.

(13) Conduct Supervisor Change Discussion Workshops with USAFCOEFS, USAG and Tenants supervisors and managers in advance of GFEBS training delivery.

(14) Provide Change Discussion Guide communication materials to USAFCOEFS, USAG, and Tenants supervisors and managers in advance of GFEBS training delivery.

(15) Provide an Integrated Master Schedule (IMS) Site Task List to be completed by all levels (end user, supervisor, and command). It will supply steps to prepare the end users for training and Go-Live event(s) (see Enclosure 4).

(16) Provide a list of Concept of Operations (CONOPS) guides for GFEBS deployment to include who is responsible for the work around and training aids for the work around. Provide

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instructions as well as a website to download the CONOPS. These CONOPS can be found at <https://www.us.army.mil/suite/folder/14948166> in the CONOPS folder.

(17) Provide sufficient number of licenses for end users identified by Fort Sill, Oklahoma.

(18) Provide training facilities at the Kingstowne location for the duration of the fielding with after-hours/weekend access as required. Access to the classrooms must be available daily (Monday-Friday), 0730-1800.

b. USAFCOEFS will:

(1) Provide an adequate number of training facilities (i.e., 2-4 classrooms required) for the duration of the fielding. The number of classrooms will be based on the size of the user population and the training curriculum as stated by the GFEBS Training Team. Access to the classrooms must be available daily (Monday-Friday), 0730-1800. USAFCOEFS will provide additional training facilities as determined by GFEBS.

(2) Ensure the training classrooms are equipped for 15-18 students and two instructors during user training. Provisions include sufficient classroom furnishings (i.e. desks, chairs, podium, projector, chalkboard with screen, phone, microphone, etc.) to accommodate the aforementioned requirements (see Enclosures 1, 2 & 3).

(3) Provide technical support for the training classrooms in the event of computer hardware failure, projector failure, other equipment failure, etc. Perform setup and testing of equipment prior to training sessions. The CIO G6 will provide service level support between the hours of 0730-1800 daily to include support for desktop computers, printers, and peripherals located in the training facility (Bldg 730).

(4) Provide temporary office workspace in Building 1655, Room 204 to accommodate a minimum of four (4) personnel during on-site training with sufficient administrative support (copier, fax, etc.) at or near the training facility(s) for the GFEBS Team to conduct work sessions as required. Provide at least one (1) dedicated computer, so the Training Team personnel can have access to the internet for email purposes, and a minimum of two (2) Class A telephone lines to include 1-800 calls. GFEBS shall use calling cards for all long distance calls, excluding 1-800 numbers.

c. USAFCOEFS, USAG, and Tenants will:

(1) Appoint members of the organization to the Site Readiness Team which will be composed of the following positions and explained in detail in Enclosure 5:

- Change Management Deployment Network (POC) Member
- Training Coordinator

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- User Assignment Coordinator
- Power User(s)
- Data Preparation Coordinator
- Segregation of Duties Approver(s)
- Security Manager (or FSO)

Note: Gaining organization(s) will decide if these are individual responsibilities fostered by one person or multiple individuals do these tasks.

(2) Identify a POC(s) for USAFCOEFS, USAG and tenants to coordinate and facilitate the deployment activities as it relates to training classes, data conversion, real property/accounting, and resource management. USAG POC is Mr. Dennis Porter and the USAFCOEFS and tenants POC is Ms. Mary Beadles.

(3) Appoint a Training Coordinator to ensure all students have registered and completed all course curriculum as it pertains to their role assignments managing facilities for rescheduling/make-up sessions, changes to enrollments, no-shows, etc. The Installation Training Coordinator will be Mr. Gordon Ambrosek.

(4) Ensure that students have access to the GFEBs website and download the required course training materials for the ILT. The training material is mandatory for each student to possess.

(5) Provide the completed POC IMS Site Task List (Enclosure 4) items to the GFEBs Training POC NLT on the required dates as indicated in the Site Task List. The IMS Site Task List identifies the necessary steps to prepare the different levels (end-user, supervisor, and command) for training and go-live.

(6) Appoint a User Assignment (UA) Coordinator to ensure that all potential users of the system have registered their CAC and that they have gone to the AKO portal and logged into the Army Learning Management System (ALMS) Site with their CAC prior to submitting them to the GFEBs User Assignments (UA) Team. All potential GFEBs Users will complete L101E, GFEBs Overview, not later than D-9 to ensure that a proper system profile can be established on the ALMS. Users should use the following link: <https://www.alms.army.mil/saba/web/main>; go to "Catalogue Search" and type in GFEBs and select "GFEBs-w1 L101E overview".

(7) Supervisors and managers shall complete user role assignments in accordance with the IMS Site Task List (Enclosure 4) and the dates as indicated for the 50%, 75% and 100% requirements. Maintenance of role assignments shall be conducted as necessary to accommodate changes due to retirements, job promotions, and all other required management and personnel transactions.

(8) Identify Power Users from each of the business process areas to assist with ILT

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and the transition from legacy to GFEBs during deployment and post deployment. "The GFEBs Power Users are organic assets to their home organization. They are their command's business process Subject Matter Expert (SME) and will orchestrate business processes and sustainment support before, during, and after GFEBs deployment. As such, they should be selected based on the breadth and depth of understanding of current Army business processes, level of interest in learning a new system, and level of commitment to the organizations' goals and missions." (GFEBs Power User Position Paper '09)

(9) Provide local HR policy/training policy guidance and support for any personnel or misconduct issues if they come up.

(10) Identify an NEC POC for System Administration (SA) support to provide technical assistance between 0730-1800 daily relating to infrastructure and connectivity. GFEBs will be given a priority of "High" with a response time of 2 hours. The NEC POC is Mr. Michael Curry, 580-442-1921. System support will be provided by calling the helpdesk at commercial 580-442-3646.

(11) For GFEBs users and GFEBs training machines, the NEC shall add GFEBs portal website to the trusted zone sites; enable Java permission for trusted zone site; and set permission to High Safety, url: *.gfebs-erp.army.mil.

(12) The NEC will provide all scheduled outages during the deployment to the local GFEBs POC (Evelyn Mobbley, 580-442-6056) as soon as possible.

(13) The NEC will conduct computer scanning of all external computers required by the GFEBs deployment team for Internet connectivity.

(14) Supervisors, managers, and contractors shall attend Change Discussion Supervisor Workshops prior to user training delivery. Date to be determined by GFEBs office.

(15) Supervisors, managers, and contractors shall conduct Change Discussions with their employees, to explain GFEBs business processes, user role assignments, and training requirements, prior to user training delivery.

(16) The Site Security Manager(s) shall validate appropriate background investigations for the approved job roles in accordance with AR 380-67. All GFEBs end users are required at minimum an Automated Data Processing (ADP) III level; however, some users assignment roles will require an ADP I or ADP II.

(17) USAFCOEFS and USAG will provide temporary office workspace for functional GFEBs Post Deployment Teams (2 personnel in each location). USAFCOEFS, Building 1655, Room 204 will accommodate a minimum of two (2) functional personnel for the GFEBs Post

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Deployment Team (3 – 6 months) and the first GFEBS fiscal Year-end Closeout with sufficient administrative support (copier, fax, etc.). USAG will also provide temporary office workspace for two (2) functional personnel for the GFEBS Post Deployment Team (3 – 6 months) and the first GFEBS fiscal Year-end Closeout. GFEBS personnel will be located in USAG, Building 462, Rooms 102 and 103. USAFCOEFS and USAG each will provide at least one (1) dedicated computer, so the Deployment Team personnel have access to the internet for email purposes, and a minimum of two (2) Class A telephone lines to include 1-800 calls. GFEBS shall use calling cards for all long distance calls, excluding 1-800 numbers. Per PM GFEBS, all functional Post Deployment Teams (includes Year-end) provided will assist all Fort Sill ACOMs where required.

5. AGREEMENTS AND UNDERSTANDING OF ALL PARTIES:

- a. Facility location for all ILT GFEBS training will be held at Snow Hall, Building 730.
- b. This document survives the departure or position change of any of the signatories.
- c. It remains in effect until canceled by mutual agreement or until canceled by 180 days advance written notice to the other party. Each party shall provide sufficient advance notice in writing to the other prior to changing, reducing, or terminating this agreement and/or any aspect of support provided.
- d. No provision of this agreement shall be interpreted to require the payment or obligation of funds in violation of the Anti-Deficiency Act, 31 USC 1341.

6. SHIPPING Address:

GFEBS – Fort Sill, Oklahoma
ATTN: Mary Beadles
1655 NW Randolph Road, Suite 102
Fort Sill, OK 73503
Telephone (580) 442-4777

and

GFEBS Project Office
5911 Kingstowne Village Parkway, Suite 400
Alexandria, VA 22315
Telephone (703) 682-3879

7. POINT OF CONTACTS:

- a. GFEBS Government Deployment Lead is Mr. Mike Peterson, commercial 703-682-3529, or email at michael.peterson@us.army.mil.
- b. USAFCOEFS MOA POC is Mr. Frank Torres, FCOE Support Agreements Manager, Directorate of Resource Management, commercial 580-442-3772, or email frank.torres1@us.army.mil.

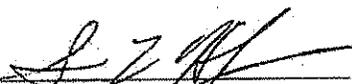
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c. USAG MOA POC is Ms. Winona Morris, Garrison Support Agreements Manager, Resource Management Office, commercial 580-442-3560, or email winona.morris@conus.army.mil.

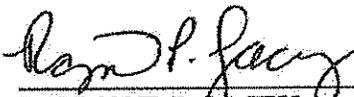
d. NEC POC is Mr. Michael Curry, Division Chief, IT System Support, commercial 580-442-1921, or email at michael.renae.curry@us.army.mil.

e. GFEBs POC is Mr. Len Cayer, Deployment Division Chief, commercial 703-682-3510, or email at leonard.cayer@us.army.mil.

8. EFFECTIVE DATE: This agreement is effective immediately upon the signing of this document and is in effect until rescinded, or completion of the deployment effort.


SIMON L. HOLZMAN
Colonel, IN
Project Manager, General Fund
Enterprise Business System

1 Apr 2010
Date


RAYMOND P. LACEY
Colonel, FA
Garrison Commander

26 Feb 10'
Date


ROBERT S. BRIDGFORD
Colonel, FA
Chief of Staff

28 MAR 10
Date

Enclosures:

- 1 Training and End-Users Machine requirements
- 2 Training Facilities Requirements
- 3 User Training Material List
- 4 IMS Site Task List
- 5 Site Readiness Team

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Enclosure 1

(Training and End-User Machine Requirements)

Minimum GFEBs Software Requirement
Windows XP or Vista
Internet Explorer 7.0
Microsoft Office 2003 or higher
Adobe Acrobat 6.0 or higher
Macro Media Flash Player 8.0 or higher
Print driver for available printers
Active Client for CAC 6.0
Sun Java Runtime Environment (JRE) 1.4.x or later
Ability for User to save files to Windows Desktop
Minimum GFEBs Hardware Requirement
Intel 1.2 GHz processor or higher
1 GB RAM
8MB video card; Monitor Resolution: 1024x768
Internet Connection
CAC Reader
CD ROM or DVD drive (only needed for Training Facility)
450 MB Free Disk Space (only needed for Training Facility)
Sound Card (only needed for Training Facility)
Headset (only needed for Training Facility)
Minimum Connectivity Requirements
Access to AKO, Army Learning Management System, GFEBs Enterprise Portal, GFEBs Performance Support Website.

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Enclosure 2

(Training Facilities Requirements)

a. Training Facility Requirements:

The following information is provided and required for the Training Classroom.

- Classroom size: To fit 15- 20 Students and 1 Instructor
- Tables and chairs for 15 - 20 students and 1 instructor (72"x30 or 36" industrial grade folding tables if they are available)
- Computers for each student
- 1 lectern
- Access to Class A telephone in or near classroom- * required in classroom to conduct vILT instruction with speaker capability
- Dry erasable white board or blackboard with paper and easel stand
- Work area for the instructors with Class A telephone and LAN connections
- Access to a Copying and FAX machine
- Break Area with tables and chairs
- Restroom Facilities
- 2 Overhead Projectors w/Screen (provided by installation)
- Connection to the internet

b. Power Requirements:

- 115 volts (15 Amp) power outlet for each Laptop, Printer and Overhead Projector

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Enclosure 3
(User Training Material List)

Category	Item	Quantity	Provider
Equipment	Student workstations, including:	15-20	Fort Sill, Oklahoma
Equipment	CPU		Fort Sill, Oklahoma
Equipment	Monitor		Fort Sill, Oklahoma
Equipment	Keyboard		Fort Sill, Oklahoma
Equipment	Mouse		Fort Sill, Oklahoma
Equipment	Cables and power cords		Fort Sill, Oklahoma
Equipment	Power hookup		Fort Sill, Oklahoma
Equipment	Network hookup		Fort Sill, Oklahoma
Equipment	CAC reader		Fort Sill, Oklahoma
Equipment	Headsets		Fort Sill, Oklahoma
Equipment	Instructor workstation, including:	1	Fort Sill, Oklahoma
Equipment	CPU		Fort Sill, Oklahoma
Equipment	Monitor		Fort Sill, Oklahoma
Equipment	Keyboard		Fort Sill, Oklahoma
Equipment	Mouse		Fort Sill, Oklahoma
Equipment	Cables and power cords		Fort Sill, Oklahoma
Equipment	Power hookup		Fort Sill, Oklahoma
Equipment	Network hookup		Fort Sill, Oklahoma
Equipment	CAC reader		Fort Sill, Oklahoma
Equipment	Headsets		Fort Sill, Oklahoma
Equipment	Printer, network cable, power hookup	1	Fort Sill, Oklahoma
Equipment	Telephone with speakerphone capability	1	Fort Sill, Oklahoma
Equipment	PC projector (e.g., LitePro); computer cable & power cord	2	Fort Sill, Oklahoma or GFEBS PM
Equipment	Projector stand or table	2	Fort Sill, Oklahoma or GFEBS PM
Equipment	Projector screen	2	Fort Sill, Oklahoma or GFEBS PM
Equipment	Flipchart easel	2	Fort Sill, Oklahoma or GFEBS PM
Equipment	Extension cord	2	Fort Sill, Oklahoma or GFEBS PM
Equipment	Power strip	2	Fort Sill, Oklahoma or GFEBS PM
Supplies	Flipchart pad	2	Fort Sill, Oklahoma or GFEBS PM
Supplies	Flipchart pen (sets)	2	Fort Sill, Oklahoma or GFEBS PM
Supplies	Pencils	15-20	Fort Sill, Oklahoma or GFEBS PM
Supplies	Notepads (8.5 x 11 inch)	15-20	Fort Sill, Oklahoma or GFEBS PM
Supplies	Name tents	15-20	Fort Sill, Oklahoma or GFEBS PM

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Enclosure 4
(IMS Site Task List)

Task Name	Timeline	Resource
Attend Executive Planning Session	D-15	Exec
Pre-Education for the CMD Network Kick Off	D-15/14	CMD
Develop draft of Executive Guidance to Commands	D-14	Exec
Attend CMD Network Kick Off	D-14	CMD
Identify Wave X Power Users	D-14	CMD
Review MOA - Site Responsibilities Checklist	D-14	CMD
Complete Wave X Pre-Power User Training/Education (L101E/L201E/BP200 Course)	D-14/13	Power User
Attend Wave X Power User Training Session 1 (GFEBs Ovw/BP/Func Fam/Role Assign Educ)	D-13	Power User
Confirm Site Visit Date	D-13	CMD
Coordinate All Logistics for Site Visit	D-13	CMD
Coordinate DOIM or equivalent meeting	D-13	CMD
Appoint Role Approvers	D-13	CMD
Appoint User Assignment Coordinators	D-13	CMD
Appoint Data Prep Coordinators	D-13	CMD
Appoint Training Coordinators	D-13	CMD
Provide Site Organizations to User Assignment Team	D-13	CMD
Finalize Executive Guidance to Commands	D-13	Exec
Validate on-site technical infrastructure readiness	D-12	DOIM
Attend Site Visit	D-12	End Users
Brief Executive Guidance to Commands	D-12	Exec
Attend Supervisor Workshop (BPX/user assignment) of Site Visit	D-12	Supervisor
Conduct DOIM Meeting	D-12	CMD
Attend Site Readiness Team Kickoff	D-12	Site Readiness Team
Identify Segregation of Duty (SOD) approvers for organization	D-12	CMD
Training Facilities Identified and Secured	D-12	Trx Coord
Validate end user AKO/CAC/PIN	D-12	User Assignment
Sign & Return Staff Memorandum of Agreement	D-12	CMD
Develop, validate and confirm End User List	D-12	Supervisor
Milestone : User Assignments 50% complete	D-12	User Assignment
Provide listing of all Organization UICs located at Site	D-12	Data Coord
Validate that identified users have ADP level, verified by FSO/Security Officer with digital encrypted signature to gfebs.provisioning@us.army.mil	D-12/10	User Assignment
Identify DA4283 to Individual Job Order (IJO)	D-12/7	Data Coord
Provide Preventative Maintenance Plans release and schedule data	D-12/7	Data Coord
Reconcile in-grants and out-grants	D-12/7	Data Coord
Reconcile Land records	D-12/7	Data Coord
Create Plant Maintenance and Material Master Data where none exists in legacy system	D-12/7	Data Coord
Identify any legacy plant maintenance cross walks with local and state customer master data that will be submitted to GFEBs	D-12/7	Data Coord
Source data file goes through a transformation process and then the load process.		
Conversion team members check the error logs	D-12/7	Data Coord
Collect Persons Responsible for Projects from each involved Site	D-12/7	CMD
PPE-PM: On Site Support team to asset to identify any legacy plant maintenance cross walks with local and state customer master data that will be submitted to GFEBs.	D-12/7	Data Coord

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Add Portal Website to Trusted Zone Sites	D-12/6	DOIM
Determine 508 Compliance requirement and acceptable solution	D-12/6	DOIM
Upload Plant Maintenance Data to Construction Server	D-12/6	Data Coord
Establish Work Center Hierarchy	D-12/6	Data Coord
Review & Update Integrated Facilities System (IFS) real property Inventory for accuracy	D-12/6	Data Coord
DCPS: RM works with GFEBs Cost Team to create file of Fund/Functional Area, Description and related Cost Centers	D-12/3	RM
ATAAPS: RM works with GFEBs Cost Team to create file of Activity Types and related Cost Centers	D-12/3	RM
ATAAPS: DISA processes Activity Type file through the ATAAPS Standard OpCode interface	D-12/3	DISA
Milestone : User Assignments 75% complete	D-11	User Assignment
Approve exceptions where Segregation of Duties are not possible	D-10/6	Role Approver
Complete GFEBs User Training Prep (L101E/L201E/L303E)	D-8/4	End Users
Provide State and Local customer	D-8	Data Coord
Milestone : User Assignments Lock #1	D-6	User Assignment
Coordinate logistics for Change Discussion Workshop	D-6	CMD
Validate training delivery schedule for site	D-6	Trx Coord
Stage Work Orders	D-6/0	Data Coord
Supervisor Approves End User Training (CBT & ILT)	D-5	Supervisor
Provide facility for Change Discussion Workshop	D-5	CMD
Attend and Facilitate Change Discussion Workshop	D-5	Supervisor
Complete Change Discussion Workshop Survey	D-5	Supervisor
Attend Wave X Power User Training Session 2	D-5	Power User
Send a digitized, encrypted end user listing to GFEBs Security Administrator	D-5/4	User Assignment
Conduct Change Discussions with End Users	D-5/4	Supervisor
Register for their Training Courses (CBT & ILT)	D-5/4	End Users
Complete Business Area CBT (200 Level Window)	D-5/3	End Users
Complete all CBT training	D-5/1	End Users
Provide feedback on quality/usefulness of training	D-5/1	End Users
Report completion of Change Discussions	D-4	Supervisor
Complete Change Discussion Survey	D-4	Supervisor
Provide and ensure Training facilities are provisioned for 20 students and 2 Instructors (one System Integrator Instructor and one Power User Assistant) during User Training	D-4/1	Trx Coord
Inspect training facilities and equipment	D-4/1	DOIM
Ensure that students have access to GFEBs website and that course material is downloaded for ILTs	D-4/1	Trx Coord
Provide team office space in a central area (to training facilities) for trainers and deployment team	D-4/1	CMD
Register end user for DTF user account (if applicable)	D-4/1	Trx Coord
Receive security briefing for DTF usage (if applicable)	D-4/1	Trx Coord
Manually create real estate leases (cutover/conversion) as part of post conversion activities, as applicable.	D-3	Data Coord

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Identify list of end users that will be provided Cost Business Intelligence Reports (i.e. Cost By Report, Unit Cost Report, Detailed Labor Costs Report)	D-3	CM
FY X accounts (i.e., Fish and Wildlife), Coordinate AFP and Allotment	D-3	FM
Prepare ATAAPS update (See ATAAPS Transition Guide)	D-3	CM
Develop Procedures to Close out Blanket Travel Orders/TCS	D-3	CM
Identify end users requiring Cost Business Intelligence (BI) reports	D-3	
Develop process for Contracting Office to return Purchase Requests for corrective action	D-3	SC
Manually track progress and advance payments and Notations	D-3	SC
Provide installation cost model data aligned by organization	D-3/2	CM
Provide mentoring support for ILT training	D-3/1	Power User
Closeout Blanket Travel Orders in DTS	D-3/1	RM
Provide tech support for training	D-3/1	DOIM
Complete training (ILT)	D-3/1	End Users
Establish Reimbursable Work Breakdown Structure (WBS) and Sales Order Structure	D-2	PS/RM
DODAAC Coordinator to identify which DODACCs will be used by GFEBS for Interfund Transactions	D-2	Data Coord
Communicated GFEBS FSN (021001) Change to LOGSA for Bulk Update Based on Identified DODAAC from the RM/RM DODAAC Coordinators	D-2	Data Coord
Coordinate with ACOM, ABO, and Installations to determine AFP and Allotment	D-2	RM
Identify contracts and purchase requisitions that will be awarded after Go-Live to GFEBS and be ready to provide LOA change to contracting office	D-2	RM/SC
Identify future contract awards and ensure purchase requests are established after Go-Live with GFEBS LOA	D-2	Functional-SC
DTS: Verify that travelers selected the correct LOA Travel authorization created on or after Go-Live date should cite the GFEBS LOA	D-2	RMO
DTS: Inform the sites about the Recon tool that will automate the CBA process. Interested sites should contact their Defense Management Travel office	D-2	CM
DCPS: By mid-March, DFAS provides MER Format 1 files to GFEBS for the identified UICs going live for the initial conversion load. This establishes employee records in GFEBS with a system-generated personnel number which will replace SSNs on incoming gross pay files.	D-2	Functional-CM
Validate the Users have been Provisioned	D-1	User Assignment
Installation CSR (DCPS Customer Service Representative) should run or request a DCPS Extract of the UIC	D-1	Data Coord
ATAAPS: Manually Enter GFEBS Cost Centers	D-1	RM
ATAAPS: timekeepers set defaults in Personnel Management	D-1	RM
ATAAPS: employee users should enter Labor exceptions to defaults, and supervisors should certify Labor.	D-1	RM
ATAAPS: close old Teams and Workcenters. Legacy APCs will close automatically when the first GFEBS cost object file is processed in ATAAPS.	D-1	RM
Update ATAAPS version to the new release for GFEBS	D-1	RM

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Validate local desktops	D-1	DOIM
Provide initial Material Requirements Planning (MRP) data	D-1	Data Coord
Installation Resource Management Office (RMO) should use the DCPS Extract to scrub the DCPS Organization Codes to ensure employees are properly aligned organizationally for a better fit to the GFEBS Cost Centers. Process SF50s as necessary.	D-1	RM
Installation Resource Management Office should insert GFEBS line of accounting data (Fund, Functional Area, Cost Center and Activity Type) for each employee on the DCPS Extract file per format instructions provided by the GFEBS Cost Team. Update employee	D-1	RM
Provide DTS all applicable GFEBS SFIS Lines of Accounting, assist with employee assignments	D-1	CM
Provide GFEBS with legacy APCs used in FAS	D-1	SC
DCPS: Notify DFAS to add the GFEBS FSN to 021001 in all DCPS tables for the deployed to UICs within the wave. With an accounting record effective date equivalent to the go-live deployment date.	D-1	CM
ATAAPS: Load funding targets for DTS with GFEBS LOA for deployed to organizations.	D-1	CM
ATAAPS: After the final pay period before the Go Live Deployment Dates has processed, Reassign impacted employees to new GFEBS Cost Center Teams and enter a Closed Date equal to day before Go Live on the old teams	D-1	CM
ATAAPS: Create new Defaults/Favorites for each employee on the new Teams with an effective date of Go Live Deployment Date	D-1	CM
FCM: Ensure that the TAC 3 FSN value address has been updated with the correct GFEBS FSN (021001) for all DODAACs that will be used in GFEBS (Identify at 6 month; Contact local DODAAC coordinator)	D-1	CM
Identify any post Go-Live Reimbursable WBS and Sales Orders that need to be executed immediately	D-1	Data Coord
Drawdown of reimbursable orders for orders not one year appropriation	D-1	RM
DCPS: CSRs and managerial accountants (those with DCPS access) for the sites, should validate by 5 days prior to go-live that the DCPS line of accounting loaded correctly. Large scale discrepancies should be reported to GFEBS Cost Team. One-off discrepancies (e.g., new employee not on load file, typo on load file) should be corrected directly in DCPS by the person with access.	D-.5	
Ensure enough funds are left in STANFINS for end of month prior to go-live. [DCPS: PP# 8 (2 days prior to go-live - 10 days post go-live) is completed and paid during the month of go-live. DCPS will pro-rate this pay period based on the FSN value and the accounting record effective date. Payroll expenses for end of month prior to go-live will go to the STANFINS FSN and payroll expenses for post go-live will go to GFEBS for posting.]	D-.5	

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ATAAPS: Manually add GFEBS Activity Types into the ATAAPS OpCode tables with an open date equivalent to the go-live deployment date.	D-.5	CM
Execute contracts & purchase requests that will be awarded before Go-Live in legacy system	D-.5	RM/SC
DCPS: By mid-month prior to go-live, sites going live provide the GFEBS LOA to the GFEBS Cost Team for Payroll	D-.5	CM
Collect Applicant Number for Projects	D-.5	
Create plant maintenance crosswalk between Legacy Systems and Master Data in GFEBS	D-.5/.25	Data Coord
ATAAPS: Post a banner on the database to instruct users of deploying sites to not post any Labor for the 3 days prior to go-live until notified by their Timekeepers.	D-.25	CM
DTS: Ensure the Defense Travel Administrator (DTA) loads GFEBS LOA for Fiscal Station Number (FSN) 021001 and the projected budget for that LOA prior to the Go-Live date)	D-.25	RM
ATAAPS: Installation Superusers manually enter GFEBS Cost Centers	D-.25	CM
ATAAPS: DISA uploads Fund/FA spreadsheet into ATAAPS UICs ?	D-.25	DISA
DCPS: Run a Labor file with an effective date of 3 days prior to go-live and discard.	D-.25	DISA
ATAAPS: Load the new ATAAPS Release (all master data should convert)	D-.25	DISA
ATAAPS: GFEBS Cost Team contacts technical team to generate first outbound file to ATAAPS to populate Job Order Numbers	D-.25	
DCPS: Installation Timekeepers set defaults in Personnel Management	D-.25	
DCPS: DISA runs scripts to validate settings and data.	D-.25	DISA
DCPS: GFEBS Cost Team coordinate with DISA on timing of the Default Labor batch; may have to delay Default Labor and Certification a day or two.	D-.25	DISA
DCPS: Allow employees to enter Labor exceptions to defaults and supervisors to certify Labor.	D-.25	
DCPS: Sends the SDA for DCPS	D-.25	DISA
ATAAPS: create and assign new Teams associated to the GFEBS Cost Centers and use "pass to accounting" date equal to go-live.	D-.25	RM
Determine current year unobligated/unexpired legacy system and request HQDA transfer the funds withdraw from PBAS to GFEBS for	D-.25	RM/SC
Update to identify credit cards and routers for AXOL (credit card system) changes from 821 to 021001 & 810 to HQ0490 (which are the GFEBS Routers)	D-10dys/+1n	RM
Discontinue legacy LOA for new travel.	Go Live	
Inform travelers, contractors and other offices of the new LOA		CM
Create a FMY1 Pre Commitment document in GFEBS	Go Live	
Provide organizations/external systems with GFEBS Line of Accounting (LOA)	Go Live	Data Coord
Update PowerTrack-TAC w/ GFEBS Obligation Doc #	D+.5	SC
DCPS: Payroll Corrections Processors will be able review and correct errors in the DCPS Error Extension in GFEBS 3 weeks post go-live for the pay period that ended 2 weeks post go-live. All errors must be cleared by end of month.	D+.75	
Recurring Activities		
Participate in Power Users Network Call	Monthly	
Participate in CMD Network Meeting	Monthly	
Attend User Assignment conference calls	Weekly	
Attend User Assignment brown bag sessions	Monthly	
Attend Training Coordinator Calls	Monthly	

Enclosure 5

(Site Readiness Team)

Strategy Includes A Readiness Team From Each Gaining Organization

General Fund
 Enterprise Business System
 (GFEBS)

Readiness Team includes:

- **Change Management Deployment Network member**
 - Provides communications and change management
- **Power User**
 - Provides functional and GFEBS expertise
- **User Assignment Coordinator**
 - Assists supervisors with assigning new roles to end users
- **Training Coordinator**
 - Monitors requirements, scheduling and completion
- **Data Preparation Coordinator**
 - Provides organizational lead for data collection and data conversion
- **Security Manager (FSO)**
 - Provides organizational lead for user provisioning certification in GFEBS



NOTES: Gaining organizations decide --

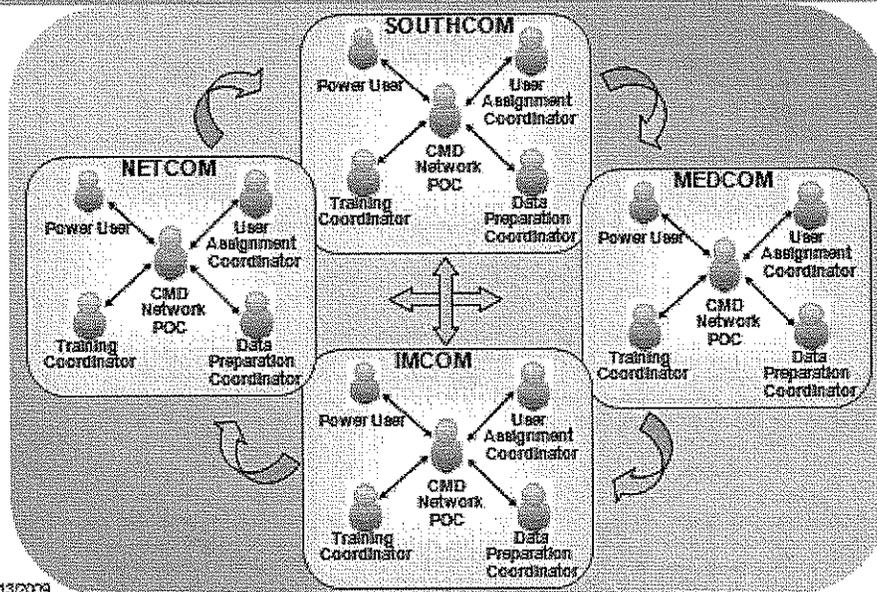
1. If one individual for each responsibility or one individual has multiple responsibilities
2. Decide how to manage Segregation of Duties assignments

11/13/2009

2

Multiple Readiness Teams Locally Provide A Wealth Of Knowledge

General Fund
 Enterprise Business System
 (GFEBS)



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4

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**Change Management Deployment (CMD)
Network Member (CMD POC)**

General Fund
Enterprise Business System
(GFEBs)

- **Responsibilities**
 - » Represent your organization to GFEBs Project and Leadership
 - » Serve as primary representative for GFEBs site readiness and post deployment support
 - » Provide support to your end users and site readiness POCs
 - » Create ownership of and involvement with change within your organization
 - » Drive execution of change management/deployment activities
- **Activities**
 - » Identify Training Coordinators and Power Users
 - » Disseminate key GFEBs Project information to organization
 - » Coordinate attendance at POC Kick-off Conference and CMD Network meetings
 - » Review training delivery schedules/coordinate Site Visits
 - » Oversee the user assignment process
 - » Support post go-live support (Operations & Support (O&S)) planning

7/17/2009

9

Power User

General Fund
Enterprise Business System
(GFEBs)

- **Responsibilities**
 - » Act as primary GFEBs functional expert for their organization
 - » Support members of the organization with:
 - User assignments
 - Identification of requirements for system improvements
 - Training coordination
- **Activities**
 - » Bridge the learning curve for end users between how business occurred in Army legacy systems and how it will occur in GFEBs
 - » Act as Army Subject Matter Expert (SME) during GFEBs classroom training (ILT & vILT)
 - May assist members of another Army organization at the installation
 - » Act as coach/mentor for on-the-job training (post go-live)
 - » Instruct newly identified users/ transfers after go-live

7/17/2009

10

User Assignment Coordinator

General Fund
Enterprise Business System
(GFEBS)

- **Responsibilities**
 - » Lead POC for their organization's role assignment activities
 - » Ensure that all supervisors in organizations that will use GFEBS are involved in the role assignment process
 - » Review and coordinate the assignment of user roles to include provisioning, security, data and training
 - » Act as primary liaison between supervisors and CMD Network member in regards to role assignment status, issues, and concerns

- **Activities**
 - » Identify and communicate to supervisors within your organization about their responsibilities in the role assignment process
 - Coordinate with supervisors to assign individuals to roles
 - Work with Power Users within each business process area to validate user assignments

7/17/2009

11

Training Coordinator

General Fund
Enterprise Business System
(GFEBS)

- **Responsibilities**
 - » Lead POC for their organization's training activities
 - » Act as primary POC for training instructors, users and supervisors throughout the training delivery process at each location

- **Activities**
 - » Ensure proper registration for each end user's assigned curriculum
 - » Monitor ALMS registration/enrollment, attendance, and completion of training across their organization
 - » Validate user enrollment aligns with Change Discussion Form
 - » Supervise the attendance and administration support of ILT
 - » Handle issues as they may occur during the training delivery schedule
 - » Report GFEBS training completion
 - » Serve as Training POC to GFEBS CMD Network Member

7/17/2009

12

Data Preparation Coordinator

General Fund
Enterprise Business System
(GFEBS)

- **Responsibilities**

- » Lead POC for their organization's data conversion activities
- » Ensure that data creation, cleansing and loading activities from legacy systems are executed in time for GFEBS
- » Identify the right stakeholders in the data cleansing and loading process

- **Activities**

- » Track and report status to CMD Network POC on data cleanse/load activities

7/17/2009

13

Security Manager (FSO)

General Fund
Enterprise Business System
(GFEBS)

- **Responsibilities**

- Lead POC for their organization's user provisioning certification in GFEBS
- The person in the organization responsible for verifying the background investigation of their personnel for approval to access other organization's systems
- Verify in JPAS that all users provided by the UA Coordinator have the proper background investigation for the ADP Level associated with their job role, in time for GFEBS provisioning
- Send the confirmation of appropriate background investigation with a digitally signed and encrypted email for GFEBS – this replaces the VAR or VAL requirement

- **Activities**

- Send the encrypted email spreadsheet to the GFEBS.provisioning@us.army.mil inbox
- Responding to questions related to user security certification

11/13/2009

10

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**Deployment And Communications Strategy
 Involves Continual Contact**

General Fund
 Enterprise Business System
 (GFEBS)

