



## DCMA Manual 4301-05, Volume 7 Financial Systems and Interfaces: Hyperion

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**Office of Primary  
Responsibility**

Stewardship Capability

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**Approved by:**

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**Purpose:** This Manual is composed of several volumes, each containing its own purpose. In accordance with the authority in DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," implements policies and provides procedures regarding DCMA's use with the budget formulation system, Hyperion.

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## SECTION 1: GENERAL ISSUANCE INFORMATION

**1.1. APPLICABILITY.** This issuance applies to all DCMA activities unless higher-level regulations, policy, guidance, or agreements take precedence. It further applies to all users of DCMA's budget formulation system, Hyperion.

**1.2. POLICY.** All DCMA employees have fiduciary responsibilities inherent in their roles as stewards of government resources and must comply with the guidance set forth in this Manual. It is DCMA policy that:

a. This Manual outlines DCMA business processes related to Hyperion and includes Budget Formulation, Budget Execution, and related processes. Hyperion provides budget and spend plan (SP) capabilities along with a system to develop, monitor, and update the President's Budget (PB), Budget Estimate Submission (BES), Program Objective Memorandum (POM), and SP. Hyperion also processes unclassified data for budget formulation business processes and supports all Defense Agency appropriations.

b. It is DCMA policy to execute this Manual in a safe, efficient, effective, and ethical manner.

**1.3. OVERVIEW.** Hyperion is used to formulate budgets and accomplish budget execution (planning, forecasting and reporting). The benefits of the Budget Formulation Module/Hyperion are to:

- a. Shorten budgeting and reporting cycles, saving time and money.
- b. Produce accurate reports to meet Office of Management and Budget (OMB) standards.
- c. Monitor and continuously measure agency performance against goals.
- d. Spend less time reconciling data, more time analyzing and planning.

## SECTION 2: RESPONSIBILITIES

**2.1. DIRECTOR, DCMA.** The Director, DCMA, leads the Agency toward achieving its mission, articulates the Agency's vision, sets program and budget priorities, approves internal policies, and assesses Agency performance. The Director retains final authority over this Manual by demonstrating leadership, receiving guidance and providing decisions as required.

**2.2. EXECUTIVE DIRECTOR, FINANCIAL AND BUSINESS OPERATIONS DIRECTORATE/COMPTROLLER.** The Executive Director, Financial and Business Operations Directorate/Comptroller (FB) will:

- a. Serve in a leadership role by facilitating and providing oversight for the development of all budgetary and fiscal matters and exercise overall responsibility for the Agency's financial budget.
- b. Provide expertise and oversight in the areas of accounting, financial statement preparation and analysis, financial statement audits, and exercise overall responsibility of the Agency's budget process and Financial Management System.
- c. Establish all Budget Formulation activities to ensure service capability is fully operational.
- d. Verify the information contained in this Manual is accurate and reliable for business processes supporting the Budget Formulation module.
- e. Advise the Director, DCMA, on budget issues.

**2.3. DIRECTOR, BUDGET DIVISION.** The Director, Budget Division (FBB) will:

- a. Manage and report status of appropriated funds to DCMA leadership.
- b. Provide strategic oversight and guidance to maximize labor and non-labor execution of the Agency's direct and reimbursable programs.
- c. Provide continuous review of commitments, obligations and expenditure rates of appropriated funds, to include consideration and review of reprogramming proposals.
- d. Submit reports to Office of the Secretary of Defense (OSD), OMB, and Treasury Department regarding the status of appropriations and apportionments as necessary.
- e. Collect justification and validation requirements and draft Justification Books (J-Books) for each appropriation.
- f. Ensure compliance with Anti-Deficiency Act statutory requirements.

g. Perform analysis and report status in support of accountability and effective decision making.

h. Advise the FB Executive Director on budget issues.

**2.4. DIRECTOR, BUSINESS PLANNING, PROGRAMS & ANALYSIS DIVISION.** The FB Business Planning, Programs & Analysis Division (FBP):

a. Serves as FBBs counterpart when submitting DCMA's Future Years Defense Program (FYDP) request to OSD during the POM phase.

b. Is responsible for translating manpower authorizations from multiple Agency funding streams: Operation and Maintenance (O&M) appropriation, Defense Acquisition Workforce Development Fund, Overseas Contingency Operations Supplemental Funding and any other funding stream issued by OSD, in order to support department priorities, Agency strategic imperatives, and general direct, indirect, and overhead missions.

c. Is responsible for integrating and facilitating the line item detailed requirements validation, approval, prioritization, and funding alignment in accordance with DCMA published POM fiscal guidance amount. The approved FYDP requirements which supports the Agency's POM position is delivered to FBB in early March as the starting position for the Budget Estimate submission.

**2.5. DIRECTOR, INTERNATIONAL AND FEDERAL BUSINESS DIVISION:** The International and Federal Business Division (FBR) must:

a. Manage and spearhead efforts for executing the reimbursable program.

b. Serve as lead for properly memorializing the Military Interdepartmental Purchase Request (MIPRs) or funding authorization documents.

c. Perform bottom-up collection of reimbursable requirements to be considered for reimbursable authorization alignment. The bottom-up budget is then broken out by object class detail, and Full-Time Equivalent (FTE) breakout to be used in the formulation of the budget justification material.

**2.6. DIRECTOR, PLANNING AND BUDGETING CENTER.** The Director, Planning and Budgeting Center (FBA) will:

a. Serve as the primary advisor on planning, budgeting and financial issues to assist in the effective management of personnel and organizational resources.

b. Formulate, analyze and manage budgets in area of responsibility.

c. Provide the POM, and planning and guidance to customers.

**2.7. DIRECTOR, CHIEF FINANCIAL OFFICER COMPLIANCE DIVISION.** The Chief Financial Officer (CFO) Compliance Division Director (FBL) will:

- a. Determine the data and reporting requirements within the Budget Formulation System - Hyperion process.
- b. Prepare financial statement and analysis, in conjunction with Defense Finance and Accounting Services (DFAS).
- c. Prepare monthly and quarterly trial balance variance analysis.
- d. Support DCMA Funds Control Officers in their duties of recording commitments and obligations accurately and in a timely manner through transaction review and training.
- e. Manage audits and examinations of financial reporting, in conjunction with the DCMA Office of Internal Audit and Inspector General.
- f. Research, report, and correct Unmatched Transactions, In-Transit transactions, Reject Reports, and other accounting anomalies, as reported in the OSD monthly metrics.
- g. Validate completeness and accuracy of transactions through periodic reconciliations to source business systems and/or validate reconciliations and reviews by responsible entities.
- h. Originate, validate, and approve Journal Vouchers, in coordination with DFAS.
- i. Review the General Ledger (GL) and subsidiary ledgers, and coordinate corrections.
- j. Perform Eliminations Entries reconciliation and analysis.

**2.8. DCMA COMPONENT HEADS.** DCMA Component Heads will:

- a. Develop and submit requirements and participate in Agency validation and resourcing efforts, culminating in an approved list of resourced budget requirements.
- b. Review and propose realignments to their FTE targets. Narrative justification must be given for all proposed changes. Reasons for changes include known workload changes not considered by the FTE models, known organizational changes, specialized customer requirements, and other factors that mitigate contract risks for our customers.
- c. Oversee program/project execution; develop and maintain their mission's Operating and Execution Plans, allocate budget authority and other resources to programs and projects, and monitor their financial status.

**2.9. SUPERVISOR, FINANCIAL AND BUSINESS SYSTEMS OPERATIONS BRANCH.** The Financial Systems Operations (FBSO) Branch will:

- a. Ensure that customers can utilize the system for its intended purpose and input their financial, Human Resources and timekeeping data.
- b. Establish all Budget to Report activities to ensure service capability is fully operational.
- c. Provide customer support, training, and resolution of system issues.
- d. Process and submit the Manual Responsibility Form (MRF) to Defense Agencies Initiative (DAI) Project Management Office (PMO) for Hyperion roles.
- e. Submit updated MRF to PMO to end date user roles upon receipt of modification or deactivation DD Form 2875, "System Authorization Access Request (SAAR)," or Help Desk ticket requests.
- f. Perform quality assurance reviews on user requests prior to submitting to the DAI PMO Help Desk.
- g. Perform periodic reviews of Hyperion access.
- h. Oversee, administer, and verify the documented procedures in this Manual for completion and processing of the DD Form 2875 and Hyperion User Account approval.
- i. Gather system requirements from stakeholders and provides them to the DAI PMO.

**2.10. SUPERVISOR, FINANCIAL AND BUSINESS SYSTEMS PAYROLL BRANCH.** Supervisor, Financial Systems Payroll Branch (FBSP) will:

- a. Ensure accuracy of payroll execution.
- b. Clear payroll Unmatched Transactions.
- c. Oversee agency compliance with OSD Metrics.

**2.11. MANAGERS/SUPERVISORS.** Managers/Supervisors will:

- a. Approve and sign DD Form 2875 requests for Hyperion account access.
- b. Ensure roles listed on the DD Form 2875 are required for completion of the employee's job duties.
- c. Ensure all transferred employees only have access to Hyperion Roles required for their current position and if necessary, notify FBSO Branch when modification or deactivation of Hyperion Access is required.

**2.12. DCMA SECURITY MANAGER.** The Security Manager will:

- a. Process system access requests.
- b. Validate user trustworthiness by confirming appropriate clearance level.
- c. Digitally sign DD Form 2875 for system access requests.

**2.13. DAI SUPPORT CENTER FINANCIAL ACCOUNTING SUPPORT TEAM ACCOUNT MANAGER.** The DAI Support Team Financial Accounting Support Team (FAST) Account Manager, also known and referred to in this issuance as the FAST Team Account Manager, is responsible for the final approval step of the DD Form 2875.

**2.14. FUNDS CERTIFYING OFFICERS.** Funds Certifying Officers (FCOs) will:

- a. Administer control of funds and compliance with the guidance contained in Volume 14 of DoD 7000.14-R, "DoD Financial Management Regulations (FMRS)."
- b. Manage resources within the quarterly and annual direct, reimbursable, and gross limitations contained in the Funding Authorization Document (FAD).
- c. Provide timely and accurate:
  - (1) Monthly Commitment Plans and Status of Funds (SoF) that match the FAD and trial balance.
  - (2) FTE Execution Plans and Projections.
  - (3) FTE Execution Report.

**2.15. INFORMATION ASSURANCE OFFICER.** The Information Assurance Officers (IAO) will:

- a. Process system access requests.
- b. Verify the completion of appropriate Information Assurance (IA) training.
- c. Digitally sign the DD Form 2875 for system access requests.
- d. Monitor IA training annual renewal according to DCMA Information Technology (IT) policy.

**2.16. INFORMATION OWNER.** The Information Owners (IO) will:

- a. Process system access requests.
- b. Verify completion of the DD Form 2875 and ensure all required signatures are present.

c. Verify that the roles requested on the DD Form 2875 are applicable for the user's duties/responsibilities and approve or reject the DD Form 2875 as applicable.

**2.17. DAI PROJECT MANAGER OFFICE HELP DESK.** The DAI PMO Help Desk is the backup to manage the provisioning of user roles in the Hyperion automated processes. When requested, the DAI PMO Help Desk will:

- a. Register User accounts.
- b. Assign user roles in Hyperion.
- c. Deactivate user roles in Hyperion.

**2.18. BUDGET FORMULATION TEAM.** The FBB Budget Formulation team will:

a. Collect justification input supported by prior phase programming validated requirements starting in early March. From March until August the team works with the Capability boards and DCMA Requirements Oversight Council (DROC) to make any necessary zero sum funding alignments to the last FYDP POM position to build the BES based on priority changes.

b. Work with the responsible officials within DCMA Headquarters (HQ), Operational Units, Centers, Activities, and Contract Management Offices to draft supporting justification.

c. Integrate the justification inputs to draft J-Books for each appropriation, staff draft J-Books through senior leadership for approval and release to OSD Comptroller.

**2.19. AGENCY USER/HYPERION USER.** The Agency User/Hyperion User will:

a. Initiate requests to gain access to Hyperion, digitally sign the DD Form 2875 and submit the DD Form 2875 to the FBSO Branch for processing.

b. Update the DD Form 2875 as required when duties or responsibilities change.

## SECTION 3: BUDGET FORMULATION SYSTEM - HYPERION

### 3.1. OVERVIEW.

- a. The Budget Formulation System –Hyperion is used to develop, monitor, and update the PB and BES at the unclassified level.
- b. Hyperion interfaces with DAI financials and pulls data including:
  - (1) DAI Master Data – the hierarchies, structures, and key data elements.
  - (2) DAI Actuals – the Projects, GL, and Procurement module data.
- c. Hyperion supports consolidated reporting and adhoc data analysis.

**3.2. EXHIBITS.** The Budget Formulation system seamlessly generates exhibit support data. While the system does not directly integrate with OMB submission systems, it does provide selected exhibits such as the Summary of Price and Program Grown Exhibit (OP-32) in template exhibit format for easy upload to Exhibit Automation System, Program Resources Collection Process (PRCP), Comptroller Information System (CIS), and Defense Technical Information Center.

**3.3. PROCESS CALENDAR.** The Hyperion Process Calendar can be found on the Manual Resource Page.

- a. Administrative steps require a DAI help desk ticket to be entered.
- b. User can decide between the following forms to enter or review data for Labor and Non-Labor:
  - BES & PB Labor Dollar Input (Expenditure Item View, Project View, MyProject View, or Suppressed View)
  - BES & PB Non-Labor Dollar Input (Expenditure Item View, Project View, MyProject View, or Suppressed View)
- c. User can decide between the following forms to enter or review data for Budget Adjustments:
  - Budget Adjustments
  - Budget Adjustments Description & Title
  - Budget Adjustments Entry (Expenditure Item View, Project View, MyProject View, or Suppressed View)
  - Budget Adjustments Review

## SECTION 4: BUDGET ESTIMATE SUBMISSION PROCESS

**4.1. OVERVIEW.** The BES process includes the BES Setup, Fiscal Guidance, Price Growth, BES Budget Formulation and finalizing the BES.

**a. BES SETUP.** The BES setup process occurs March – April. During this process, the PMO Sustainment Team unlocks the current cycle BES. The PMO Sustainment Team copies the PB data into the current cycle BES.

**b. FISCAL GUIDANCE.** The Fiscal Guidance process occurs during March – April. During this process, the Fiscal Guidance provided by OSD is entered by FBB using a Fiscal Guidance Entry form located in Hyperion. OSD provides separate Program & Budget Guidance for budget years.

**c. PRICE GROWTH.** Price growth calculations are provided in May. The OP-32 Price Growth percentages are loaded by the DAI PMO Sustainment Team.

**d. BES BUDGET FORMULATION.** The BES Budget Formulation process occurs June – September. FBB begins the budget formulation process using various Administrative, BES & PB Civilian Pay & Labor and BES & PB Non-Labor forms. The budget is reviewed by Program. FBB compares the total budgeted amount to fiscal guidance using the Fiscal Guidance Review form. OP-32 Report with changes incorporated is reviewed. (See Figure 1).

**e. FINALIZE BES.** Finalizing the BES occurs in October. During this process, the DAI PMO Sustainment Team will lock the previous fiscal year actual amounts. The actuals are adjusted using the Actuals Adjustment Entry form. Various Administrative, BES & PB labor and Non-Labor forms are used to finalize the current cycle BES.

**4.2. BUDGET ESTIMATE SUBMISSION FORMS.** Forms that support the BES process are as follows:

a. Administrative Forms:

- Fiscal Guidance Entry
- Compensable Hours Review
- Average Salary Entry
- Average Salary Override
- Actuals Adjustment Entry
- Price Growth Percentage Adjustment

b. BES & PB Civilian Pay & Labor Forms:

- BES & PB Copay End Strength Input
- BES PB CivPay End Strength Input (Detail)
- BES & PB Labor Dollar Input (Expenditure Item View)
- BES & PB Labor Dollar Input (Project View)

- BES & PB Labor Dollar Input (MyProject View)
- BES & PB Labor Dollar Input (Suppressed View)
- BES & PB CivPay Review

c. BES & PB Non-Labor Forms:

- BES & PB Non-Labor Dollar Input (Expenditure Item View)
- BES & PB Non-Labor Dollar Input (Project View)
- BES & PB Non-Labor Dollar Input (MyProject View)
- BES & PB Non-Labor Dollar Input (Suppressed View)

d. Budget Adjustments Forms:

- Budget Adj Description & Title
- Budget Adj Entry (Expenditure Item View)
- Budget Adj Entry (Project View)
- Budget Adj Entry (MyProject View)
- Budget Adj Entry (Suppressed View)
- Budget Adj Review

**Figure 1. Operations and Maintenance 32**

**Defense Contract Management Agency  
Operation and Maintenance, Defense-Wide  
Fiscal Year FY18 18BES**

VL OP 32 Line Items as Applicable (Dollars in thousands):

	FY16	Change	Change	FY17	Change	FY18
	<u>Actual</u>	FY16/FY17 <u>Price</u>	<u>Program</u>	<u>Enacted</u>	FY17/FY18 <u>Price</u> <u>Program</u>	<u>Estimate</u>
OP 101 - Exec, Genl & Spec Scheds	840	1,030	-1,870	0	0      120	1,820
OP 103 - Wage Board	30,064	36,828	-66,892	0	0      25	25
OP 308 - Travel of Persons	11,587	19,643	-2,835	28,395	0      -27,810	585
OP 671 - DISA DISN Subscription Services (DSS)	14	-134	119	0	0      0	0
OP 677 - DISA Telecomm Svcs - Reimbursable	4,783	9,566	-7,701	6,647	0      -6,647	0
OP 696 - DFAS Financial Operation (Other Defense Agencies)	143	798	-941	0	0      0	0
OP 771 - Commercial Transport	12,810	-21,776	21,685	12,718	0      -12,718	0
OP 901 - Foreign National Indirect Hire (FNIH)	648	794	-1,442	0	0      0	0
OP 912 - Rental Payments to GSA (SLUC)	23,397	39,775	-44,026	19,145	0      -19,145	0
OP_913 - Purchased Utilities (Non-Fund)	2,116	3,597	-3,467	2,246	0      -2,246	0
OP 914 - Purchased Communications (Non-Fund)	31,529	53,598	-77,156	7,971	0      -7,971	0
OP_915 - Rents (Non-GSA)	1,905	3,239	-4,223	921	0      -921	0
OP 917 - Postal Services (U.S.P.S)	282	479	-530	231	0      -231	0
OP_920 - Supplies & Materials (Non-Fund)	705	1,199	1,533	3,438	0      -3,438	0
OP 921 - Printing & Reproduction	765	1,300	-1,983	82	0      -82	0
OP_922 - Equipment Maintenance By Contract	8,147	13,850	-21,912	86	0      -86	0
OP 923 - Facilities Sust, Rest, & Mod by Contract	10,667	18,134	-22,161	6,639	0      -6,639	0
OP_925 - Equipment Purchases (Non-Fund)	64,067	108,914	-132,654	40,327	0      -40,327	0
OP 932 - Mgt Prof Support Svcs	48,056	81,696	-129,752	0	0      0	0
OP 934 - Engineering & Tech Svcs	5,745	9,767	-15,512	0	0      0	0
OP 937 - Locally Purchased Fuel (Non-Fund)	196	-1,432	1,236	0	0      0	0
OP 960 - Other Costs (Interest and Dividends)	23	39	3	65	0      -65	0
OP 986 - Medical Care Contracts	57	211	-269	0	0      0	0
OP 987 - Other Intra-Govt Purch	37,208	63,254	-85,009	15,453	0      -15,453	0
OP 989 - Other Services	16,692	28,377	-45,069	0	0      0	0
OP 990 - IT Contract Support Services	16,772	28,512	-45,284	0	0      0	0
OP 991 - Foreign Currency Variance	39	0	-39	0	0      0	0
OP Unmapped	1,523	0	-1,523	0	0      1,470	1,470
<b>Total OP32</b>	<b>330,780</b>	<b>501,257</b>	<b>-687,673</b>	<b>144,364</b>	<b>0</b> <b>-142,164</b>	<b>3,900</b>

## SECTION 5: PRESIDENT'S BUDGET PROCESS

**5.1. OVERVIEW.** The PB Process occurs from October – February. This process includes PB Setup, PB Program Review, Budget adjustments, budget justifications, PB Review and PB Finalized.

**a. President's Budget Setup.** The PB Setup occurs in October. During this process, the DAI PMO Sustainment Team copies the current cycle BES to the current cycle PB. DCMA-FBB will review OP-32 for entered data.

**b. PB Program Review Begins, Budget Adjustments, Budget Justifications (November).** The DAI PMO Sustainment Team creates budget adjustment members. DCMA-FBB enters the budget adjustments description, enters budget adjustments and reviews budget adjustments using desired forms. Budget Justifications are prepared outside of Hyperion.

**c. PB Review.** The PB Review occurs December – January. During this process, DCMA-FB reviews the budget using desired forms in Hyperion. The Total Budget Amount is compared to the Fiscal Guidance using the Fiscal Guidance Review Form. FBB reviews the OP-32 Report with the changes incorporated. The FBB Analyst completes the CIS, PRCP detail with budget adjustment decisions incorporated. The Budget Justification material is submitted to OSD.

**d. PB is Finalized.** The PB is finalized in February. During this process, the DAI PMO Sustainment Team locks current cycle PB. FBB analyst finalizes the current cycle PB.

**5.2. PRESIDENT'S BUDGET FORMS.** Forms that support the PB process are identical to those that support the BES process. They are defined in paragraph 4.2.

## SECTION 6: SPEND PLAN PROCESS

**6.1. OVERVIEW.** The SP can be done as frequently as monthly. It can also be used to set a baseline SP to compare to actuals throughout the year. DCMA users are broken down into agency defined groups to ensure that only those users with correct permissions are able to work with Projects for which they have been granted access. The breakdown of user access is determined during the on boarding and data conversion process.

**6.2. SPEND PLAN MONTHLY PROCESS.** Actuals are loaded/copied monthly in an automated process after the month end closes. Closed month actuals for end strength are manually entered by the FCOs and FBB. During this process, closed months are changed to read only by a DAI PMO Administrative User. The monthly FTE/Average Annualized Rate (AAR) & Year to Date (YTD) FTE/AAR are reviewed monthly. Labor and non-labor data is updated if necessary. The SP is finalized and locked.

**6.3. SPEND PLAN SEMI-ANNUAL PROCESS.** At the beginning of the year, FBB analyst will create a baseline SP version in Hyperion using the various SP Forms. Another SP version is created mid-year which will contain six months of actuals and six months of an updated forecast (copy or manually input). The Mid-Year SP is reviewed and finalized by FBB Analyst.

**6.4. SPEND PLAN FORMS.** The following forms can be used to support the SP process.

a. Administrative Form:

- SP AAR Review Form

b. SP Civilian Pay & Labor Forms:

- SP CivPay End Strength Input
- SP CivPay End Strength Input (Detail)
- SP Labor Dollar Input (Expenditure Item View)
- SP Labor Dollar Input (Project View)
- SP Labor Dollar Input (MyProject View)
- SP Labor Dollar Input (Suppressed View)
- SP CivPay Review

c. SP Non-Labor Forms:

- SP Non-Labor Dollar Input (Expenditure Item View)
- SP Non-Labor Dollar Input (Project View)
- SP Non-Labor Dollar Input (MyProject View)
- SP Non-Labor Dollar Input (Suppressed View)

**6.5. SPEND PLAN CALCULATIONS.** As part of the SP copy rule, certain calculations are run which include FTE Calculation for YTD (Cumulative) FTE, FTE Calculation for Monthly FTE, AAR Calculation for YTD (Cumulative) FTE and AAR Calculation for Monthly FTE. Basic Labor Hours and Basic Labor Cost Object Class are configured on a per-agency basis for inclusion or exclusion from spend planning. This can be customized by administrators using a substitution variable. The SP AAR Calculations are run upon opening the AAR Review Form. The substitution variable refers to the Labor Hours variable. For DCMA, these include all Object Classes under 111, 113, and 118, excluding 111.1F.

## SECTION 7: USER MANAGEMENT – HYPERION ACCESS

### 7.1. OVERVIEW.

**a. User Management (UMX).** UMX is the process of establishing User Access Controls, providing the ability to configure users with the appropriate level of access to networks or systems. Processes described in this document will assist DCMA in validating the steps necessary to clarify and confirm User Management of Hyperion Roles.

**b. Mandatory Training.** DCMA requires all DAI/Hyperion users complete the Annual IA and Personally Identifiable Information (PII) Training. This training must be renewed every calendar year.

(1) Annual IA Training. Also called Cyber Awareness Training is monitored by DCMA IT Cybersecurity. Completion is required to gain access to the DCMA network and computer systems and required to be renewed annually to maintain DAI access. Users are automatically sent notifications from the Agency's system of record to complete IA Training. DCMA IA Policy and processes are governed by DCMA Manual (DCMA-MAN) 4401-05, "Cyber Workforce Improvement Management."

(2) Privacy Act and PII Training. Reference DCMA-MAN 4502-13, "Privacy and Civil Liberties," for guidance on Privacy Act and PII Training.

### 7.2. SYSTEM ACCESS AUTHORIZATION REQUEST REQUIREMENTS, DD FORM 2875.

**a. Overview.** DCMA utilizes the System Authorization Access Request (SAAR) to initiate a DD Form 2875 for system access requests. The DD Form 2875 contains the following records:

- (1) Individual user identification and digital signature.
- (2) Verification of current IA Awareness Training completed within the past year.
- (3) Supervisor endorsement.
- (4) Appropriate active background investigation or security clearance.
- (5) Appropriate supporting documentation, if required.

**b. DCMA Use of the DD Form 2875.** The DD Form 2875 will be used to authorize access to the Hyperion system and grant approval of specific DCMA Hyperion Roles and Responsibilities. The DD Form 2875 will contain all roles the user requires access to perform assigned daily job functions. These roles will be reviewed and approved by the employee's supervisor and updated as the user's job functions or position changes. The DD Form 2875 will be periodically reviewed by the FBSO Analyst to ensure the approved DD Form 2875 matches the approved roles within the Hyperion system. The FBSO Analyst will route the DD Form

2875 via email until all required signatures are received. The FBSO Analyst will notify the requestor and/or supervisor if the DD Form 2875 is rejected at any step within the approval process or upon final approval.

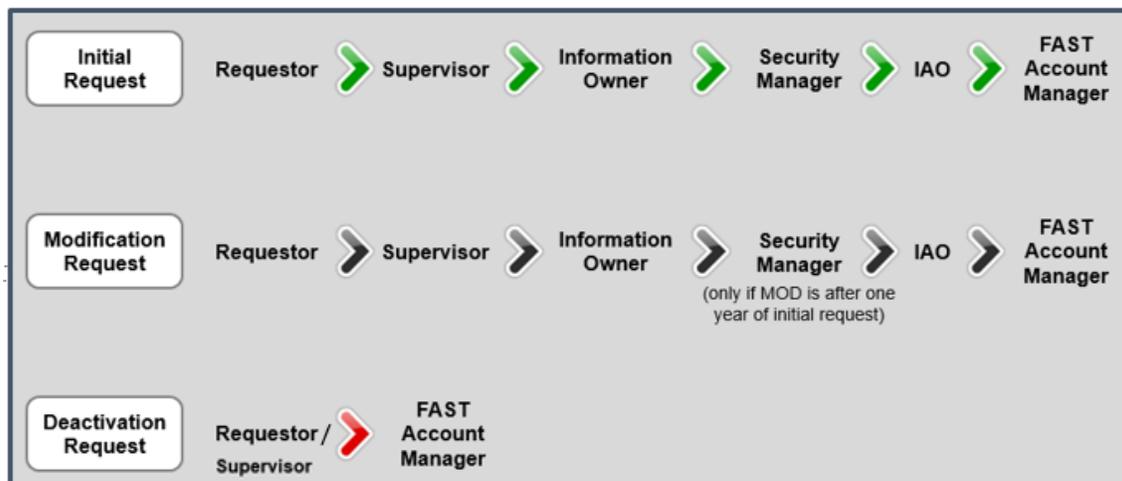
### **7.3. HYPERION ACCESS PROCESS.**

**a. DD Form 2875 User Process.** DCMA users who require access to Hyperion will submit a DD Form 2875 via the DCMA DAI Help Desk or email to the FBSO Analyst. The user must list any Hyperion roles required for their position in the justification section. Questions on which roles are required for the user's position should be addressed with the employee's supervisor. Refer DD Form 2875 Approval Steps, Figure 2, for workflow information of access requests. Roles approved on the DD Form 2875 will be granted to the user in Hyperion. The DD Form 2875 Initial/Modification User Process can be found on the Resource Page of this Manual.

**b. DD Form 2875 Supervisor Process.** Supervisors will verify that all requested roles are required for the named employee's job duties. Upon concurrence, the supervisor approves and digitally signs the DD Form 2875. If corrections are required, the supervisor will modify the DD Form 2875 or notify the employee to resubmit with any needed corrections.

**c. DD Form 2875 Approval Point of Contact (POC) Process.** The Information Officer must review the DD Form 2875 for completeness, ensuring both employee and supervisor digital signatures are present and will approve or reject the request accordingly. The Security Manager must review the DD Form 2875 and validate the user's access in accordance with their security clearance by utilizing the appropriate background investigation or security clearance. The IAO must verify Annual Information Awareness Training has been completed within the past year. The FAST will perform a Quality Assurance review of the request prior to approving the DD Form 2875. The FAST will also ensure the user has any additional required documentation to support the roles requested, as needed. DD Form 2875 Approval POCs will approve or reject the completed Form and sign with a digital signature. If a DD Form 2875 is rejected at any point throughout the approval process the user will need to resubmit a new DD Form 2875 as the old request will no longer be valid.

Figure 2. DD Form 2875 Approval Steps



**d. Manual Responsibilities Form Process.** Personnel will submit a MRF to the DAI PMO for assignment of Hyperion Roles. The MRF can be found on the Resource Page of this Manual.

(1) FBSO Personnel will obtain a signed MRF Form.

(2) The user or FBSO personnel will create a DAI Help Desk ticket and attach the MRF Form after required signatures have been obtained.

(3) The FBSO personnel should ensure that the DD Form 2875 for the user is completed and approved and the action and other details on the MRF Form are on the approved DD Form 2875 prior to accepting the ticket for processing.

(4) FBSO personnel submit the form to the DAI PMO Help Desk Team for processing.

**e. Hyperion Access Deactivation.** Users/Supervisors can request deactivation by submitting a DAI Help Desk ticket to the FBSO Branch. FBSO personnel will deactivate users' DD Form 2875 upon departure from DCMA or when the user no longer requires access to Hyperion. FBSO personnel will submit a MRF to PMO to remove all Hyperion access once the DD Form 2875 has been deactivated.

**f. Hyperion Access Modification.** Users/Supervisors can request Hyperion role modification by submitting a DAI Help Desk ticket to the FBSO Branch. FBSO personnel will initiate a modification DD Form 2875 and route for all required signatures/approvals. Upon final approval of the DD Form 2875, FBSO Personnel will submit a MRF to PMO to modify the user's access based on the modified DD Form 2875.

**g. Document Retention.** FBSO Personnel will store all DD Form 2875 for Hyperion access and MRF documents on the FBSO's DCMA 360 SharePoint site.

#### 7.4. PERIODIC REVIEWS OF HYPERION USER ACCESS

**a. Frequency.** FBSO will complete a review of Hyperion access on a quarterly basis to ensure all Hyperion users have the appropriate level of access for their current position.

**b. Periodic Review Process.** The FBSO Analyst will request an updated roster of users with Hyperion access from PMO by the submission of a PSR. Using the data provided by PMO, the FBSO Analyst will review the list to ensure any departed DCMA employees have access removed by submitting a MRF to PMO to deactivate their roles and Hyperion account access. The FBSO Analyst will also ensure that the departed user's DD Form 2875 is deactivated. The FBSO Analyst will also check for any users who have changed positions that quarter. If applicable, the FBSO Analyst will coordinate with the user's gaining supervisor to ensure that Hyperion access is still needed. If access is still required, the FBSO Analyst will ensure the level of access is appropriate for the new position. If Hyperion access is no longer needed, the FBSO Analyst will follow the process above to deactivate the user's Hyperion access with PMO.

**c. Document Retention.** The FBSO Analyst will store the results from all quarterly reviews on the FBSO's DCMA 360 SharePoint site.

## GLOSSARY

**G.1. DEFINITIONS.** Unless otherwise noted, these terms and their definitions are for the purpose of this issuance.

**Anti-Deficiency Act.** The salient features of this Act are prohibitions against authorizing or incurring obligations or expenditures in excess of amounts apportioned by the OMB or in excess of amounts permitted by agency regulations; and establishment of procedures for determining the responsibility for violations and for reporting violations to the President through OMB and to the Congress.

**Apportionment.** A distribution made by OMB of amounts available for obligation in an appropriation or fund account into amounts available for specified time periods, programs, activities, projects, objects, or in any combination. An apportionment may be further subdivided into allotments, sub allotments, and allocations.

**Appropriation.** Appropriations are a form of budget authority provided by law that permits Federal Agencies to incur obligations and make payments out of the Treasury for specified purposes. An appropriation usually follows enactment of authorizing legislation. An appropriation act is the most common means of providing budget authority. O&M is an example of an appropriation.

**BES.** The Services aggregate their inputs from operational organizations and field activities to develop Budget Estimate Submissions based on the programs and fiscal guidance contained in the Defense Planning Guidance. The BES updates the POM submitted by the Components earlier to OSD.

**Budget Authority (622(2) of Title 2, U.S.C.).** The authority provided by Federal law to incur financial obligations that will result in immediate or future outlays. Budget authority may be classified by period of availability (1-year, multi-year, or no-year), by nature of the authority (current or permanent), by the manner of determining the amount available (definite or indefinite), or as gross (without reduction of offsetting collections) and net (with reductions of offsetting collections). (OMB Circular A-11).

**Budget Year (BY).** The next fiscal year for which estimates are submitted.

**DAI Master Data.** The hierarchies, structure, and key data elements.

**End Strength.** Number of employees on-board at the end of a designated period such as the end of the month or the end of the fiscal year.

**FYDP.** The official report (database) that summarizes the resources provided to DoD. Program and financial plan for DoD as approved by the Secretary of Defense. The FYDP identifies funding for each appropriation, manpower authorization and program, and selected types of unit or equipment authorizations by resource management packages called program elements. The program arrays cost data and force structure over a 7-year period (force structure for an

additional 3 years, for a total of 10 years), portraying this data by major force program for internal DoD review and is required to be submitted to Congress in support of the PB.

**Internal Control.** A system of guidance, instructions, regulations, procedures, rules, or other organization instructions intended to determine the methods to be employed to carry out mission or operational actions or objectives, and ensure that programs achieve intended results. This plan of organization, methods, and procedures adopted by management provides reasonable assurance that the objectives of Section 3512 of Title 31, United States Code (U.S.C.) are met. Internal controls support the effectiveness and the integrity of every step of a process and provide feedback to management; they are the rules, procedures, techniques, and devices employed by managers to ensure that what should occur in their daily operations does occur on a continuing basis.

**MIPR.** Purchase requests for requesting work or services from another Government entity.

**Multi-Year Authority.** Budgetary resources that are available for new obligations in excess of one fiscal year.

**No Year Authority.** Budgetary resources that are available for new obligations for an indefinite period (until the purposes for which they were provided are carried out).

**Obligation.** Funds legally reserved for a specific purpose. Legally binding agreement for the purchase of goods or services. The amounts of orders placed, contracts awarded, services received, and similar transactions during an accounting period that will require payment during the same, or a future, period.

**PB.** The Budget for a particular fiscal year transmitted to Congress by the President.

**Planning, Programming, Budgeting, and Execution (PPBE) Process.** The process used to acquire, allocate, account for, and analyze personnel and financial resources for the DoD.

**POM.** A product of the programming process within DoD. This product displays the resource allocation decisions of the military departments in response to and in accordance with Defense Planning Guidance.

**Reprogramming.** Realignment of Budget Authority from the purpose for which appropriated to finance another (usually emergent, unfunded) requirement. A necessary, desirable, and timely device during execution of defense programs for achieving flexibility in the use of DoD funds provided in appropriation acts. Reprogramming is generally accomplished pursuant to consultation with and approval from appropriate congressional committees.

## GLOSSARY

### G.2. ACRONYMS.

AAR	Average Annualized Rate
BES	Budget Estimate Submission
CIS	Comptroller Information System
DAI	Defense Agencies Initiative
DCMA-MAN	DCMA Manual
DD Form 2875	System Authorization Access Request (SAAR)
DFAS	Defense Finance and Accounting Services
FAD	Funding Authorization Document
FAST	Financial Accounting Support Team
FB	Financial and Business Operations Directorate
FBB	Budget Division
FBSO	Financial Systems Operations Branch
FCO	Funds Certifying Officer
FTE	Full-Time Equivalent
FYDP	Future Years Defense Program
GL	General Ledger
IA	Information Assurance
IAO	Information Assurance Officer
IT	Information Technology
J-BOOKS	Justification Books
MIPR	Military Interdepartmental Purchase Request
MRF	Manual Responsibility Form
O&M	Operations and Maintenance
OMB	Office of Management and Budget
OP-32	Summary of Price and Program Grown Exhibit
OSD	Office of the Secretary of Defense
PB	President's Budget
PII	Personally Identifiable Information
PMO	Program Management Office
POC	Point of Contact
POM	Program Objective Memorandum
PRCP	Program Resources Collection Process

SP	Spend Plan
UMX	User Management
YTD	Year to Date

## **REFERENCES**

DCMA Manual 4502-13, "Privacy and Civil Liberties," March 14, 2019  
DoD Director 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013  
DoD 7000.14-R, "DoD Financial Management Regulations (FMRS)," as amended  
United States Code, Title 2  
United States Code, Title 31