



BUSINESS
APPLICATIONS
SOLUTION

One Commerce

EXPECTED STRUCTURE. UNEXPECTED FLEXIBILITY.

Department of Commerce Business Applications Solution (BAS)

 ***News on the Go***

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Leadership Corner

by Lindsay Hochberg, BAS Project Manager

“The secret of change is to focus all of your energy not on fighting the old, but on building the new.” (Socrates)

Greetings everyone! It is great to be with you this quarter and to bring you the BAS newsletter focused on all things CHANGE MANAGEMENT. Our good pal Socrates was right; we have so many wonderful, new things coming as part of the BAS Program and that is where all our collective energy (and this newsletter) should be focused!

Throughout this newsletter, you will be introduced to three key pillars of our change management program:

- Phase 1 Change Network (NOAA, EDA, BIS, ES)
- Role-Based Access Control
- Train-the-Trainer Program for BAS Implementation Phases

The **Train-the-Trainer** program is a way for you to get up to speed and be trained on our new products! There is information about class offerings, participating in the program, and what to expect when your phased implementation begins. The **Change Network** is our group of bureau participants and leadership who are dedicated to assisting the BAS PMO in getting our message out, assisting in communications, presentations, and information sharing about the BAS program, and the phased implementation. They will also provide opportunities for you to provide feedback and get involved. Lastly, through **Role-Based Access Control**, you will gain access to the training and the applications with the proper roles to do your everyday jobs and actions in the core applications.

As we near the end of the Common Solution time frame and as we kick off Implementation Year 1 for NOAA / EDA / BIS / ES, we are excited to talk more with you all about the ways to get involved in the program and the ways to facilitate your transition as new BAS customers. Let's get this change party started!

Change Network - Making Your Voice Heard

by *Mike Scarlato - AFS Stakeholder Management Lead*

The BAS Team is excited to launch the NOAA Change Network (CN), an organization of dedicated end user representatives designed to act as the voice of end users included in the FY 22 BAS implementation from NOAA, BIS, EDA, and ES. The CN is comprised of Change Agents and Change Champions, who will interact directly with their user communities. From a user perspective, this means you will have a dedicated resource in your community to help ready you to transition throughout the year into BAS. Each user will have access to their assigned Change Agent to increase their understanding of BAS systems, regardless of their current familiarity with BAS. Change Agents will disseminate ongoing communications to their assigned communities relevant to their business need (e.g., specific Conference Room Pilots and Integration Sprints), as well as reporting general key information about the activities and events throughout the implementation year. Change Agents will also serve as user liaisons for activities such as role-based access and training.

The CN structure of Change Agents, is organized by individual (or groups of) business lines within NOAA, BIS, EDA, and ES. These Agents will be experts in their relative fields of finance, acquisitions, asset management, and corresponding business intelligence activities. Change Champions will serve as the focal point of communications for groups of Change Agents and will assist in eliminating obstacles. Once selected, contact information for your individual Change Agent will be posted to the CSC Portal BAS Page. You can reach out to these Agents at any time to ask questions, provide your own ideas, and learn more about the BAS Program. The following page provides a notional look into the the NOAA Change Network Organizational Structure.

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NOAA Change Network - Notional Organizational Structure

Change Network Membership Legend



Change Champion



Change Agent –
Servicing Bureau



Change Agent –
Serviced Bureau



Change Agent –
Integration + EDW

CORE FINANCE	ACQUISITIONS	PROPERTY (P/R/F)	INTEGRATION & EDW
Core Finance	Acquisitions	Property (P/R/F)	Integrated Systems & EDW
NESDIS NWS	NESDIS NWS	NESDIS NWS	Partners (Travel, Grants, SmartPay, G-Invoicing, Treasury)
NOS NMFS	NOS NMFS	NOS NMFS	Low Impact Systems
OMAO OAR	OMAO OAR	OMAO OAR	EDW Feeder Systems (WebTA, HR, etc.)
Corp Services + Staff	Corp Services + Staff	Corp Services + Staff	EDW Power Users
BIS	BIS	BIS	
EDA	EDA	EDA	

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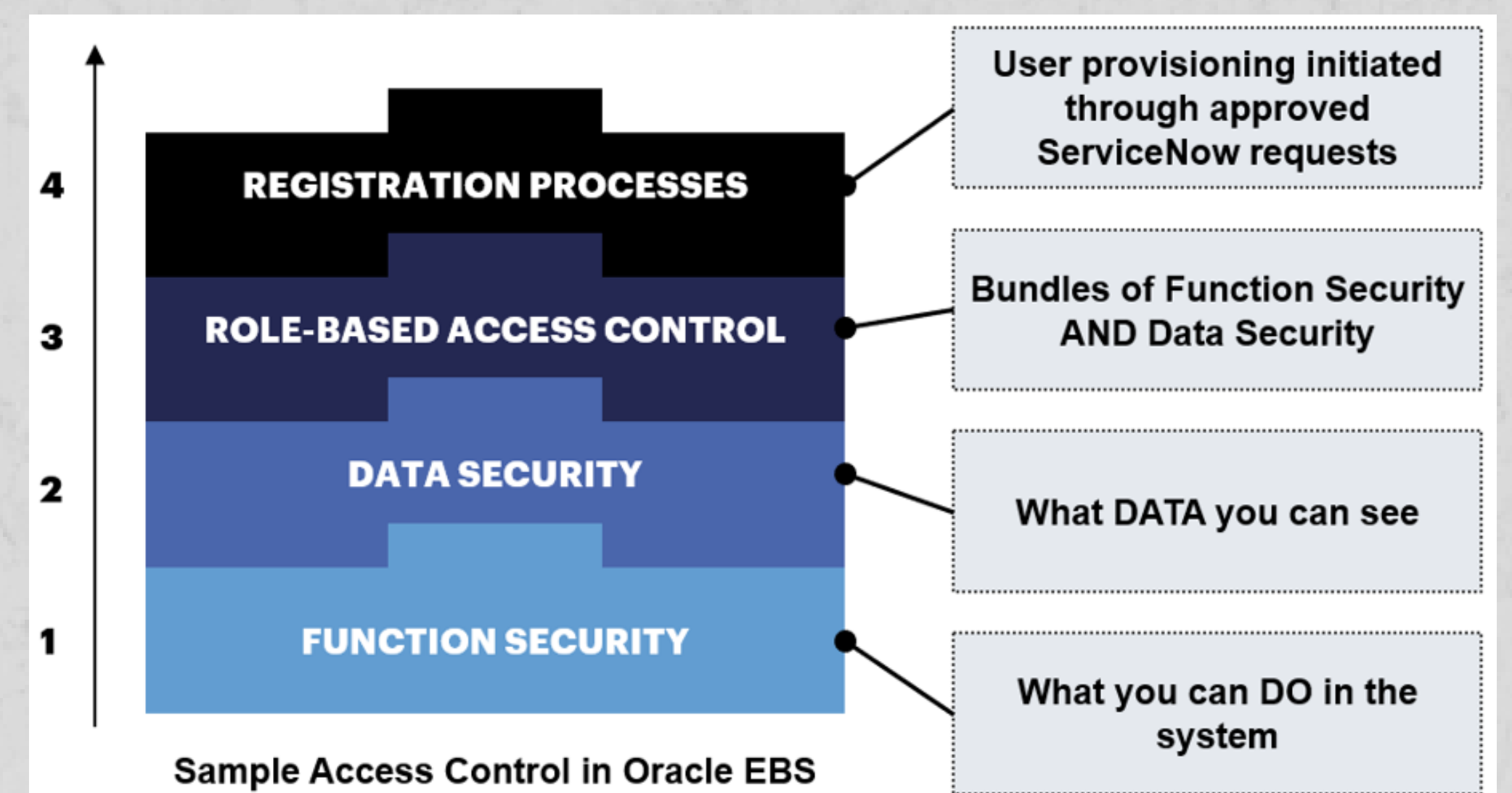
Gaining and Securing Access to BAS

by Kari McPartland, AFS Role-Based Access Lead

The Role-Based Access Control (RBAC) program has been working behind the scenes during most of the Common Solution phase and is now getting ready to take center stage! RBAC is fundamentally a security process to control access to both system data and system functionality based on the employee business need. Across BAS applications, RBAC provides the authorized access that is needed for BAS users to accomplish their assigned tasks in accordance with organization missions and business functions (NIST AC-6). A sample of how RBAC fits in to the Commercial Off-The-Shelf (COTS) Oracle data security framework for E-Business Suite (EBS) is shown in the graphic below. As with other Common Solution outcomes, on the financial side BAS EBS roles are based primarily on out-of-the-box recommendations to support fundamental EBS business processes - so there may not be an exact match to existing Commerce Business Systems (CBS) roles. For example, we will be going from 1,359 different roles in CBS down to 111 in EBS, with only 40 that are functionally unique responsibilities.

System roles and provisioning guidance will be provided starting in FY 22 for all of the Core Applications including EBS, PRISM, Sunflower, and EDW. While these roles will be aligned to workstreams, users will be able to request multiple roles across different workstreams. For example, a user who needs

Payables access in EBS may also need PRISM inquiry access. Each bureau will receive a data call at the beginning of their implementation year to map their new BAS application users to the predetermined list of roles. The initial implementation load will be done en masse and those participating in User Acceptance Testing (UAT) will get their first opportunity to try out their access during UAT. Post-deployment, user access will be requested through the BAS Portal via ServiceNow and an automated routing and provisioning process.

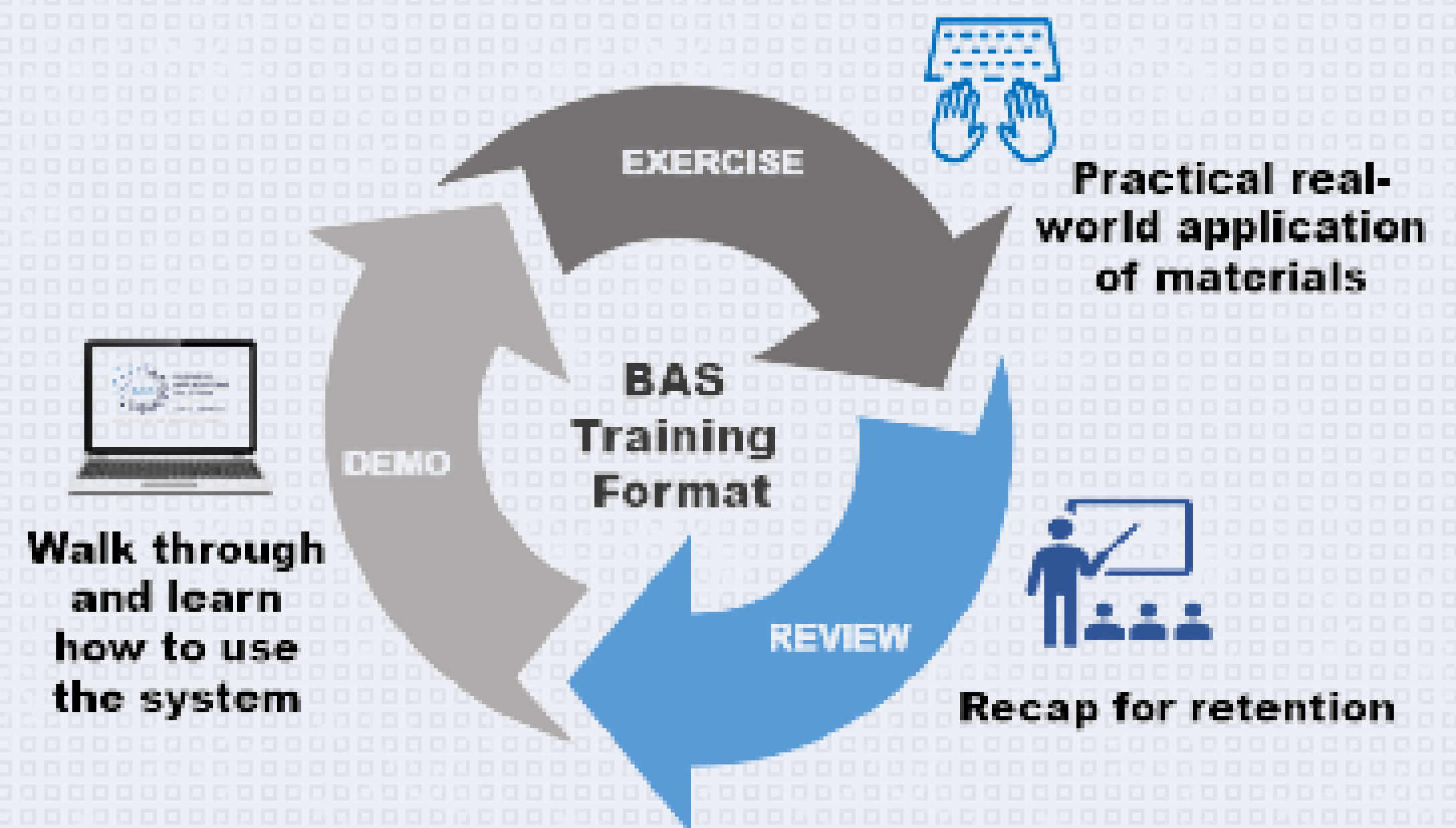


Training - Getting You Ready to Use BAS

by Tracey Carpenter, AFS Organizational Change Management Lead and Dana Ni, DOC Training Lead

We are excited to be kicking off BAS Training as we move into the NOAA implementation year! The OCM Team is hard at work developing the Training Curriculum for the user community. Train-the-Trainer (a strategy where internal instructors or subject matter experts train others within their organization) will be used to provide full end-to-end Oracle, EDW, PRISM and Sunflower systems and functionality training for all Phase 1 deploying bureaus. The expected outcome of Train-the-Trainer is that bureau-experienced instructors will learn new knowledge and skills to effectively instruct others, then bring the knowledge back to their bureaus once their BAS instructors assignment is complete. To successfully implement this training program, the bureau trainers will be accompanied by additional trainers from the BAS PMO.

As part of our training development, we will work to put together the right materials to support users in their transition to BAS. Each user will practice using real-world examples (as indicated in the diagram) in a training environment and be provided user guides. But training doesn't stop in the classroom. Additional resources will be provided that can be referenced after training to assist users as they begin working within the BAS Solution.



While we understand that change is never easy, the goal of our training team is to give each user the necessary support, knowledge, and abilities to carry out their system related job duties within BAS! We look forward to seeing you in training!



Meet the Team

The PMO staff is growing! Meet two members of the BAS PMO Team.

Carl Coakley

As a member of the BAS Procure to Pay (PTP) team, Carl collaborates with the other BAS workstreams and works in partnership with the bureaus in configuring and implementing Oracle EBS and Unison PRISM in support of the Department's goal of a single instance, single configuration essential mission support system. Prior to joining DOC, Carl spent 9 years with the National Oceanic and Atmospheric Administration (NOAA) where he spent the first few years as an Accounting Technician.



Karen Lyon



As a BAS Procure to Pay (PTP) team member, Karen works in partnership with the bureaus in implementing Oracle EBS and Unison PRISM and is the functional POC for the BAS e-invoicing solution. Prior to joining DOC in 2020, Karen spent 1 year at National Institutes of Health (NIH) and 5 years at Department of State (DOS) where she worked on their system update project and worked closely with agencies to assist in understanding the DOS Disbursing (SF-1221) process.





Meet the Team (continued)

Kristen Evangelista



As a BAS Procure to Pay (PTP) team member, Kristen utilizes her extensive procurement knowledge to collaborate with other BAS acquisition workstreams and DOC bureaus in configuration and implementation decisions for BAS acquisition and financial management platforms. She will also participate in training development and implementation support. Prior to joining DOC, she spent 16 years with the NOAA Acquisition and Grants Office where she most recently managed the day-to-day usage and functionality of NOAA acquisition systems.

John Wilhere

As a BAS Order to Cash (OTC) team member, John works in partnership with the bureaus to implement Oracle EBS. Prior to joining DOC in 2021, John spent 1 year with the USDA Forest Service, 7 years with the Department of Labor, and 12 years at the Health and Human Services Program Support Center (PSC).



Upcoming BAS Events

To keep informed about what is happening with BAS or to get more involved, consider attending one or more of the upcoming events. For more information on an event, visit the [BAS website Event Calendar](#).

EVENT	DATE	TIME
Town Hall – Program Status Update	October 26, 2021	1:00 – 2:30 PM
Table Talk – Core Applications	November 9, 2021	1:00 – 2:00 PM
Table Talk – EDW	December 7, 2021	1:00 – 2:00 PM

New Information Available

Several resources have been posted on the [CSC Portal](#) to provide additional information on the BAS program. New resources added this quarter are listed in **gold**. The ones updated are listed this quarter are listed in **green**.

BAS Documentation

- EDW Fact Sheet
- **Requirements Traceability Matrix**
- 3 Global Design Outcome Documents
- **Requisition Numbering Mapping**
- **Clause Example for FCCDBS**
- **DOC BAS ACCS to ACS Crosswalk**

Real Property Training and Deployment Documentation

- 5 Training videos, covering 5 days of training material
- Real Property Training Material
- 7 Self-Service Communication Products
- 16 Sunflower Real Property (RP) “How to...” guides, e.g., How to create Real Property records, How to create a complex
- **4 additional Job Aids**
- **User Guide**
- **Sunflower Systems Real Property System Governance**

Personal and Fleet Property

- **Personal Property Deep Dive (Acquire to Dispose)**
- **Fleet Deep Dive (Acquire to Dispose)**

Common Solution Sprint 1 Outcomes

- 7 Business Process Videos and Reference Guide
- 13 Supporting Business Process Documents

Common Solution Sprint 2 Outcomes

- 7 Business Process Videos and Reference Guide
- 13 Supporting Business Process Documents

Common Solution Sprint 3 Outcomes

- **7 Business Process Videos and Reference Guide**
- **13 Supporting Business Process Documents**

BAS

The Exciting Journey to One Commerce Continues

