

Department of the Interior

Departmental Manual

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Part 112: Policy, Management and Budget

Chapter 36: Business Integration Office

Originating Office: Business Integration Office

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36.1 Business Integration Office. The Business Integration Office (PBI) supports the integration of new or modified business systems that focus on those business functions within the Department of the Interior (DOI) that report to the Deputy Assistant Secretary – Budget, Finance, Performance, and Acquisition (DAS-BFPA). This includes sustainment of DOI's enterprise-wide business management solution, and the Financial and Business Management System (FBMS). The PBI, as a shared service provider, uses FBMS and other assigned business systems to support all DOI bureaus and offices in business functions such as core accounting, budget execution, acquisition, real property, personal property, fleet, travel, financial assistance, and enterprise management information. The PBI leads changes to the DAS-BFPA business system baseline in conjunction with partnering organizations ensuring that direction and priorities are consistent with user requirements, DOI policy, and Federal system requirements.

36.2 Functions. The PBI performs the following functions related to its assigned responsibilities:

- A. Provides operations and maintenance for assigned business systems.
- B. Provides application optimization to improve efficiency, effectiveness, and usability of assigned business systems within the general boundaries of its existing scope.
- C. Maintains assigned business systems for compliance with new or updated legislative and regulatory requirements.
- D. Maintains an effective training program for assigned business systems that includes system training and associated business process training where processes are standardized across DOI.
- E. Supports and performs advanced business intelligence activities.

F. Leverages the investment in assigned business systems through system improvements that will complement the existing functional footprint of FBMS, or another business integration solution.

G. Provides leadership and participation in intergovernmental groups associated with Commercial-Off-The-Shelf (COTS) core components of assigned business systems.

H. Manages use of assigned business systems for the Office of the Secretary (OS) (includes the Secretarial offices, i.e. offices reporting to the Secretary).

36.3 Organization. The PBI is headed by a Director, who reports to the DAS-BFPA. (See attached organization chart).

A. The following organizations report to the Director:

(1) Departmental Offices Integration Team. The Departmental Offices Integration Team (Team) is responsible for implementing assigned business systems in OS. This includes streamlining, standardizing, and integrating business processes to support new or modified business systems and to support operational effectiveness and efficiencies for offices within OS and its customers. The Team represents OS users for assigned business systems and advises senior leaders during the implementation and integration of new or modified business systems into the OS business system baseline. The Team also ensures that OS users for assigned business systems have sufficient training and user support.

(2) Administration Division. The Administration Division is responsible for program administration functions that include: budget formulation and execution, capital planning, human resource management, contract management, information management, office administration, and facilities/property management.

B. The Director is assisted by a Deputy Director who oversees the following divisions:

(1) Project Management Division. The Project Management Division is responsible for project management and release and workload management using Project Management Institute (PMI) standards to ensure projects are completed within the defined scope; and they are delivered on time and within budget.

(2) Production Management Division. The Production Management Division is responsible for incident management, transition management, problem management, operations management, batch processing, managing existing system user operation and support, planning for the implementation of new or modified systems into the operations baseline, and managing transitions to new or modified systems.

(3) Business Process Management Division. The Business Process Management Division integrates DOI core financial, budget execution, property, acquisition and financial assistance business processes, and FBMS end user training. This includes incorporating functional requirements identified by the policy offices and bureaus, determining the appropriate

timing of enhancements or changes, designing systems for implementation or new releases, and providing end user support.

(4) Applications Management Division. The Applications Management Division is responsible for the technical management of assigned business systems. This includes application development, system administration (application and database), business intelligence, portal, and enterprise application integration.

(5) Architecture, Quality, and Security Management Division. The Architecture, Quality, and Security Management Division is responsible for architecture, quality, and security management activities. The responsibilities are carried out by three teams.

(a) The Architecture team manages the application architecture associated with assigned business systems including oversight of hosting provider(s), system administration, stress and volume testing, enterprise application integration, and technical portfolio management.

(b) The Quality team assures performance and overall program success for assigned business systems. This includes testing and management, configuration management, information assurance, and quality assurance.

(c) The Security team manages application system security.