



DEFENSE FINANCE AND ACCOUNTING SERVICE  
ARLINGTON

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AUG 19 2003

MEMORANDUM FOR CORPORATE DIRECTORS  
BUSINESS LINE EXECUTIVES  
CLIENT EXECUTIVES  
SITE DIRECTORS

SUBJECT: Business Case Analysis (BCA) Schedule for Fiscal Year 2004

Our transformation program was put in place in response to the FY 2003-2007 Defense Planning Guidance. A cornerstone of our on-going transformation strategy involves conducting a BCA for each business line/functional area in DFAS. In FY 2004, six BCAs are scheduled as outlined in the attachment.

The BCA is a tool that provides information used by DFAS senior leadership to support critical transformation decisions. After a BCA is completed, a comprehensive leadership review process begins to ensure the BCA options/recommendations support the Agency's strategic goals and can be effectively integrated with other transformation actions. We must ensure that all DFAS personnel understand that this can be a time-consuming process and BCA results cannot be communicated until this review and evaluation process is completed.



Greg Bitz

Chairman, Transformation Executive Steering Group

Attachment:  
As stated

# FY 2004 BUSINESS CASE ANALYSIS SCHEDULE

Function	Appoint BCA Team	Start BCA	Submit Report
Navy Accounting	Oct 6, 2003	Oct 20, 2003	Feb 6, 2004
Air Force Accounting	Oct 20, 2003	Nov 3, 2003	Feb 20, 2004
Army Accounting	Nov 3, 2003	Nov 17, 2003	Mar 5, 2004
Defense Agency Accounting	Mar 15, 2004	Mar 29, 2004	Jul 2, 2004
Corporate Communications	Apr 19, 2004	May 03, 2004	Aug 6, 2004
EEO	Jun 21, 2004	Jul 5, 2004	Oct 8, 2004