

S: 8 June 1998

CEFC-AO

MEMORANDUM FOR Commanders and Directors, USACE Commands

Subject: The FY98 Chief Financial Officer's (CFO) Financial Statements, CFO-98-001

1. References:

- a. CFO Act of 1990 (Public Law 101-576) and amendments.
- b. Department of Defense Financial Management Regulation, (DODFMR), Volume 6, Chapter 6.
- c. Office of Management and Budget (OMB) guidance on "Form and Content of Agency Financial Statements".

2. This memorandum is the first in a series of memorandums to be issued in this fiscal year. It is intended to introduce the acronym, initiate the FY98 CFO communication lines, present an awareness of our commitment to present verifiable statements for audits and, establish points of contacts.

3. The Corporate USACE CFO Statements for FY98 will be compiled at and by the USACE Finance Center (UFC). The Corporate report is simply a consolidation of all the Major Subordinate Commands', Districts' and Laboratories' individual statements. These individual statements created in CEFMS (created directly from the CEFMS Standard General Ledgers (SGL)) will pass onto CEEMIS. CEEMIS will run each statement through edits and reconciliations. Once accepted in CEEMIS, the UFC will consolidate the statements for in house analysis, upward reporting and be made available for audit review purposes.

4. The references cited are the "primary" references to be followed in the compilation and formatting of data.

5. Throughout the year information and data calls will be passed from the UFC to the Major Subordinate Commands, Districts, and Laboratories primarily in the form of "Memorandums" issued via e-mail. This is your first for FY98: CFO-98-001. Each subsequent CFO memorandum will have a simple subject line populated only by "CFO-98-###". This will ensure consistency and keep everyone informed that this is a CFO issue. Also, it requires immediate attention and it will help assure that you are not missing any CFO memorandums. The detail of each memorandum will be disclosed, in

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brief, within paragraph 1. The remainder of the memorandum will explain procedures, purposes, etc. If you feel the need to talk to someone about a CFO memorandum, please contact any of the following POC's and provide the reference CFO-98 number.

Headquarters (Policy Issues)	Arland Luster	202-761-1865
UFC (Financial Statements)	Skip Valente	901-874-8408
UFC (CFO Team Leader)	Linda Jeffreys	901-874-8447
UFC (General Ledgers)	Marc Husby	901-874-8442
UFC (Civil Works Funds)	Lynda Locke	901-874-8452
UFC (Revolving Funds)	Anita Chaffen	901-874-8439

6. A lot of work went into the FY97 CFO Statements and a lot of lessons were learned. There will still be a lot of work and emphasis placed on CFO reporting this year; however, we hope to apply lessons learned from last year to make the process more efficient. Two of the primary lessons learned last year are: 1- it takes teamwork to be successful in the CFO arena; and, 2- 90% of the battle is ensuring that the Standard General Ledgers are true, accurate and, in balance.

7. As I stated earlier, future memorandums will be issued as the year progresses to include taskings and suspense dates. To expedite the processing and receiving of information it is requested that one POC from each Corps activity be designated to handle CFO inquiries and submit their name (by suspense date) via e-mail to Ms. Linda Jeffreys at the UFC. In addition, this POC will be the direct recipient of future CFO memorandums. It is also requested that this POC be a person who is familiar with Civil and Revolving Fund events and can either quickly answer inquiries or has the knowledge and ability to know where to obtain data or who to ask.

8. I am sure that once we get the "FY98 CFO Team" together the wheels of progress will be turning and the USACE will be hard charging toward achieving its goal.

FOR THE COMMANDER:

/s/

STEPHEN COAKLEY
Deputy Chief of Staff,
Resource Management

CF:
RMOs
F&AOs

