

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 22 MARCH 2002**

I. CEFMS:

a. We completed testing and released new CEFMS functionality to electronically transmit property transfer data associated with transfers of personal property between USACE activities. The new electronic property transfer functionality will insure that asset Transfers-In are recorded during the same accounting period as the Transfers-Out and that they are recorded for the same book values on both the gaining and losing activity. We provided detailed instructions for the new functionality to asset managers.

b. At the request of CEIM and Business Practices Office (CERM-P), we established several new standard resource codes to be used to identify specific information technology resources.

c. We adjusted CEFMS/FEM receiving report interface routine to insure all receiving report data involving maintenance activities are transmitted to FEM.

d. We completed the upward submission to CEEMIS of the Manpower module's Civil Funded FTE report. This report provides detail information on Civil Works execution, in terms of work years expended. At the end of the last two fiscal years (FY00 and FY01), this data was obtained by querying each separate district, MSC, Lab, separate FOA, and HQ CEFMS databases and then combining the results. Using the corporate database capability of CEEMIS, we will provide consolidated data to HQ USACE and to the MSCs during the year and immediately following the FY02 year-end close out.

e. We completed a second phase of improvements to the "Status of Funds By Command Indicator" report, which is being used for obligation and cost information to be sent bi-weekly to DA and OMB for our efforts related to Operation Noble Eagle and Enduring Freedom. The report now includes funds authorized, unobligated balance, commitments and disbursements. The report now distributes element of resource code costs. We have also modified the report so that only one user can generate the report at a time, which improves data integrity.

f. We developed a new report entitled Schedule 9 Civil Report Detail. This report is automatically generated at the time the Schedule 9 Civil Report is generated. The Schedule 9 report provides the US Treasury with the status of outstanding public accounts receivable, to include beginning balances, new receivables, collections, write offs and ending receivable balances. The detail report provides valuable information such as the bill number, debtor and due date. The detail report is a very useful tool to help activities analyze the Schedule 9 report.

g. We are updating training material for the new CEFMS training classes. We have scheduled a dry run class 6-9 May 2002. The dry run class will be presented to UFC and Memphis District employees. The first class scheduled for USACE activities will be in June.

h. We have completed the programming and testing to reactivate recurring obligations as requested by the HQ USACE Real Estate Directorate. CEFMS screen changes were made to provide better edits of the data. We are currently working on the functionality to convert existing contract obligations to recurring. The programming will be complete by 31 March, but we will not release the recurring obligations functionality until the receiving report and invoice reactivation programming and testing is complete. Additional functionality for lump-sum recurring obligations is on hold pending information from the Real Estate Division.

i. We have added an optional remarks field on contract deobligations so that CEFMS users can enter the reason for the deobligation. The remarks can be viewed using CEFMS screen 6.0.A (Obligation Status Screen).

j. We are continuing our efforts to support the P2 initiative. Tom Pennington, Don Forbus, and Sandy Eckley are working with the P2 contractors to develop the technical document for the work items interface between P2 and CEFMS.

k. We have sent a test file of disbursement/collection transactions to DFAS-IN in anticipation of 1 Apr 02 DCAS implementation. The test files transferred properly and were successfully loaded. We also sent test files of the military status report (ICAR 112/218) data for Operational Data Store (ODS) and the Oracle table structure for obligations data.

II. PROBLEM REPORTS/IMBALANCES:

a. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	796	744
Priority #1 Problem Reports	89	91
GUI Related	1	1

b. Database Imbalances on our 61 Production Sites:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	51	53
One	1	2
Two	2	1
Three	3	0
Four	2	2
Five	0	2
Six	1	0
Seventeen	1	0
Twenty Two	0	1

III. ACCOUNTING OPERATIONS:

NUMBER AND LOCATION OF ONBOARD PERSONNEL:

<u>LOCATION</u>	<u>NUMBER</u>
MILLINGTON	266
HUNTSVILLE	23
USACE HQ	<u>1</u>
TOTAL	290

DISBURSING WORKLOAD DATA:

PAYMENT	Current Month	Year to Date
	<u>1-28 Feb</u>	<u>1 Oct-28 Feb</u>

BY CHECK:

Checks Issued	9,573	90,282
Percent of Total	30%	31%
Dollar Amount	\$78,663,024	\$731,768,055

BY EFT:

Transfers Made	22,114	198,455
Percent of Total	70%	69%
Dollar Amount	\$418,288,759	\$3,829,533,003

IV. OTHER UFC ISSUES:

a. Mr. Coakley, DRM HQ USACE visited the UFC 19-21 March 02. He met with UFC senior management and discussed various issues to include upcoming system changes, training and workshops being presented at the UFC, labor relations, TAC/Europe District consolidation status, and the progress being made to clear accounts receivable and unmatched disbursements. Mr. Coakley also spoke on the importance of professional development as the closing speaker at the Tri-State Chapter of the American Society of Military Comptrollers (ASMC) Mini-PDI (Professional Development Institute).

b. As part of our Consideration of Others Program, the EEO counselor held a "Forum with the Director" on 14 March. A small group of employees were invited to meet with the Director for a get acquainted session. Each employee as well as the director discussed their current position, background, and previous work experience. The director explained the ideas behind the 30-second commercial and provided the employees his 30-second commercial. The forum was successful and we plan to continue the program.

c. On 14 March, we submitted our second installment for the US Army Manpower Analysis Agency Manpower Certification Survey. As one of the sites subject to 100% evaluation, we submitted revised individual task lists, manpower matrices, business process re-engineering forms, an organization chart, and our current organization and functions statement. We have started working on the next submission, which requires the complete baseline packages for all work centers.

d. On 13 March, we transmitted to CERM-M our updated military TDAs for FY03 and 04. There were numerous revisions to the TDA based on a recent review of our Integrated Manning Document (IMD). We eliminated 20 positions from the IMD as a result of this review, bringing the total IMD positions to 320.

e. We submitted nominations on 22 March to the Memphis, Tennessee Federal Executive Association (FEA) for the annual FEA Federal Employee of the Year awards program. We nominated finance center staff in five different award categories.

f. We scheduled a program on 27 March in observance of Women's History Month. Our theme this year is Rising to the Challenges of Life - Health, Career, and Success. Our keynote speaker will be Dr. Christine Mroz, MD, a noted author and speaker. Our Special Emphasis Program Committee also sponsored a Walk for Life on 22 March in conjunction with this month's observance.

g. On 26 March, we will conduct a joint supervisor/union steward training session on administration of the recently approved bargaining agreement for our nonprofessional employees. A labor-relations consultant will facilitate the mandatory training session at the Finance Center.

h. The second of eight Standard Query Language (SQL) training sessions was held 12-14 March. Also, we conducted the first of four training sessions on Customer Service on 11-14 March. The customer service training is presented in two-day sessions with 30 employees attending each session. Feedback from attendees was very positive, and additional sessions will be held April through June.

i. On 18 March, we submitted an updated list to CERM-F and CECW-OE-M of the USACE aged outstanding disaster accounts receivable billed to FEMA. The total aged accounts receivables for the USACE were approximately \$16 M. We are continuing to work directly with FEMA to resolve any issues and collect the outstanding receivables.

j. On 15 March, Linda Stoutenburgh, Randy Uselton, and Jeff Payne, USACE Finance Center participated in a teleconference call with Bill Holtzman, CERM-F, Dave Lichy, Project Manager for OMBIL and PCML contractors to discuss extracting financial and manpower data from CEEMIS for the initial prototype development of the Enterprise Resource Information System (ERIS).

k. On 18 March, Linda Stoutenburgh and Ed Vogel briefed COL Lloyd on the status of Activity Based Costing modeling efforts in USACE. Ed and Linda are also scheduled to brief Dr. Duncan (CEHR) on the Human Resources Activity Based Costing Model initiative later in the week.

l. On 22 March, Linda Stoutenburgh participated in a meeting with Bill Holtzman (CERM-F) and the HQ USACE Military Program Directorate, Air Force Branch representatives to further discuss the HQ USACE (CERM) MOU with DFAS-Denver to provide Air Force Construction In Progress (CIP) financial data from CEFMS to assist DFAS-Denver prepare CFO financial statements.

m. We have received the DFAS-IN Aged Intransits/Problem Disbursements status report for the period ending 31 January 2002 that reflects USACE has met and is on track to meet the DFAS-IN goal of an 80% reduction of unmatched disbursements by 30 September 2002. This goal is not to be confused with the OSD Comptroller goals to reduce to \$0.00 by 31 March 2002 all aged Problem Disbursements that were greater than 180 days old on 30 September 2001.

n. Although we will not consolidate Europe District until 1 April, we were asked and agreed to submit their Delmar 304 (TFO, TBO and Interfund) transaction clearance report for the month of March.

o. The Directorate of Accounting, Cash Reports Division personnel made a site consolidation visit to Transatlantic Program Center (TAC) and Europe District during the first weeks in March to discuss all cash/disbursing reporting

issues to include TFO, TBO and Interfund clearance procedures. They also addressed all issues concerning the closing/reconciliation procedures of the Civil and Military Disbursing Station Numbers (DSSN) at TAC.

p. Our Directorate of Accounting, Cash Reports Division continues to reduce the number of USACE Command Expenditure Report (CER) errors. CER errors result when the cash reports (Statement of Transactions) differ from the Military Status Report (Integrated Command Accounting Report (ICAR)). All CERs for operating agency 65 will be cleared as of the end of this month. The absolute value for this clean up effort was \$2,434,213. Additionally, 47% of operating agency 08 (Corps) old CERs have been cleared this fiscal year.

q. Our first Military CFO Workshops were kicked-off on Monday, March 18, 2002. The first districts attending were Savannah, Europe and Korea Districts. Overall assessment by the attendees has been that the workshop was excellent with district personnel gaining invaluable lessons from the SQL queries and analysis processes used to determine the causes of general ledger abnormal balances. The next districts to attend the CFO workshops will be Huntsville, Los Angeles, Omaha, New York and Louisville Districts.

r. The Mid-Year CFO statement-reporting compilation will begin the 1st week of April and is scheduled to conclude 30 May. OSD Comptroller is also considering requiring agencies to compile and submit 3rd quarter financial statements during July through August. We had planned to increase our CFO staff in FY03 to meet the new quarterly CFO reporting requirements, however, the extra submission is beyond what we had anticipated and will strain our current CFO staff resources.

s. The Disbursing Division is working with Saudi American Bank in Riyadh, Saudi Arabia to establish the proper Local Depository Accounts in preparation for the consolidation of Transatlantic Programs Center (TAC) effective 1 April 02. TAC had originally anticipated that all Saudi payments would be made before consolidation but there will be a few payments left.

t. As a result of consolidating the Transatlantic Program Center, we will assume the responsibility to provide disbursing capability or Disbursing Agents at any worldwide location to support a USACE mission. Three UFC staff members have volunteered to serve as Disbursing Agents and to be available for deployment as needed. We are in the process of obtaining passports and government ID's for these individuals.

u. On 19 March 2002, we notified all USACE activities by memorandum to encourage their staff to register for Electronic Funds Transfer (EFT) for travel reimbursements and travel advances. The memorandum notification was sent to help minimize the effect if Bank of America terminates the travel card services they currently provide.