

**USACE FINANCE CENTER  
BIWEEKLY REPORT  
PERIOD ENDING 19 APRIL 2002**

**I. CEFMS:**

a. We are continuing to develop CEFMS training that will be offered and taught to personnel from all USACE activities. The CEFMS overview and contractual purchase request & commitment modules are in the final stages of development. The travel order and travel voucher modules have been submitted to the contractor for use in preparing training material. A test database has been created and forty student records have been created so that electronic signature cards can be issued and used during the training.

b. Staff from the Systems Development Directorate participated in a P2 meeting with Oracle programmers. The attendees discussed the work item interface technical document prepared by Oracle. The contractor is preparing an information paper to document our changes and agreed upon procedures. The information paper will be forwarded to Oracle and incorporated into the technical document.

c. We participated in a Plant Replacement and Improvement Program (PRIP) meeting at the Memphis District office. The purpose of the meeting was to gather information for the rewrite of ER 37-1-29 and improve financial reports in both CEFMS and CEFMIS to gather required PRIP financial information.

d. We have completed testing the IPAC bulk file submission to the Federal Reserve Bank. The IPAC bulk file will be generated from CEFMS and will eliminate manually entering disbursing and collection data in IPAC.

e. We are corresponding and cooperating with the DoDIG on information requirements for their on-going USACE audit of accounts payable and accrual transactions. The DoDIG has requested our assistance to develop a CEFMS query to extract financial data required for this audit. They plan to visit our office to assist with the query.

f. We have made additional improvements to the CEFMS Status of Funds By Command Indicator Report, which is used to obtain obligation and cost information for USACE efforts related to Operation Noble Eagle and Enduring Freedom. The

report has been uploaded to CEEMIS for the nine Command Indicator Codes related to these two programs for the period September 2001 through March 2002. HQ USACE will then be able to generate a bi-monthly report to both OMB and the Department of Army.

g. We modified the Civil Status of Funds (58D report). CEFMS Users will now be able to select multiple AMSCO codes to obtain cost information, instead of being restricted to one cod. This modification will provide project managers better capability to analyze their project cost data.

h. We developed two new Civil Works reports that identify cost share projects that have insufficient federal funds registered or that require additional sponsor funds to meet proportionate share requirements.

i. We are continuing to work with Julie Sullivan (CEHR) and Don Gregory (who represents the various CPOCs) on the automated transmittal of DD Form 1556 training data to the CPOC.

## II. PROBLEM REPORTS/IMBALANCES:

### a. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	786	785
Priority #1 Problem Reports	95	99
GUI Relate	1	1

Received 238 new problem reports and completed 237 problem reports.

### b. Database Imbalances on our 61 Production Sites:

No. of Imbalances	<u>This Report</u>	<u>Last Report</u>
None	53	54
One	6	4
Two	1	0
Three	0	0
Four	0	1
Five	1	1
Six	0	0
Seventeen	0	1

## III. ACCOUNTING OPERATIONS:

### NUMBER AND LOCATION OF ONBOARD PERSONNEL:

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON	263
HUNTSVILLE	23
USACE HQ	<u>1</u>
TOTAL	287

DISBURSING WORKLOAD DATA:

PAYMENT	CURRENT MONTH <u>Apr 01 - 15</u>	YEAR TO DATE <u>Oct 01 - Apr 15</u>
---------	-------------------------------------	--

BY CHECK:

Checks Issued	8,588	107,376
Percent of Total	27%	29%
Dollar Amount	\$64,631,709	\$852,753,148

BY EFT:

Transfers Made	20,925	237,376
Percent of Total	73%	71%
Dollar Amount	\$405,107,605	\$4,519,845,449

Note: The overall EFT % has been adjusted for utility payments that are exempt from EFT.

**IV. OTHER UFC ISSUES:**

a. On 15 April 2002, we briefed personnel from CERM-B, CERM-M, and CECI regarding the execution of our FY 02 Executive Direction and Management funds and the status of our manpower utilization. At 31 March we had obligated both General Expense and Operations and Maintenance, Army (OMA) funding within the five percent tolerance compared to our obligation plans. Manpower utilization was also on target for midyear with FTE utilization at about 50% of the FY 02 allocation for these two funding sources. We also submitted a revised FY 02 OMA obligation plan to CERM-B as a result of the final Program Budget Guidance that reduced our OMA funding by \$37K.

b. On 15 April we submitted the final data for the FY 03 manpower requirements cycle (Force Configuration and military manpower request). Our projected requirements included the additional manpower to support the Pacific Ocean Division and its districts that we plan to consolidate to the UFC in FY 03.

c. We will submit a revised FY 02 manpower utilization plan for both civil and military FTE. The plan will show a reduction in utilization. A reduction in FY 02 manpower requirements resulted from the implementation of new

technology and business processes with related savings in manpower. Also, we have had twenty-three losses in personnel during FY 02 and have experienced delays in recruitment actions because of the change in our servicing Civilian Personnel Operating Center. Overall manpower utilization through 31 March 2002 was below our FY 02 plans both for civil and military FTE. This under utilization will cause a "red" rating for the second quarter Command Management Review. However, our revised utilization plan should result in acceptable utilization levels for the remainder of FY 02.

d. On 11 April 2002, our Resource Manager attended Office of Management and Budget (OMB) training in Washington, D.C. to improve our ability to prepare business cases for capital assets. This training and follow-on workshops by HQUSACE should help us improve the required annual OMB exhibits 52, 53, and 300 in support of funding/approval for the continued maintenance of CEFMS.

e. On 23-25 April 2002, we plan to conduct the first of four sessions of Corps of Engineers Finance and Accounting Training for UFC employees. The training will be provided to all UFC accountants and accounting technicians. The first session will cover the Revolving Fund including topics such as reports, assets, warehouse/shops/facilities, overhead, accrued leave, and labor and payroll. The session will be taught by a UFC accountant and an accountant from the Engineer Research and Development Center.

f. On 16 and 17 April 2002, we provided Total Army Performance Evaluation System (TAPES) training for all supervisors at the UFC. The training included an explanation of the phases of performance management; instruction and exercises in the conduct of performance planning, preparation of written performance objectives; midpoint and annual performance reviews; and coaching, counseling and conduct of disciplinary actions. TAPES training was also presented on 18 April 2002 to 28 employees in non-supervisory lead positions as well as two bargaining unit representatives.

g. We reviewed our FY 02 operating budget as of 31 March 2002. Obligations and expenditures are in line with our execution projections, given the reductions in cost that the UFC has experienced during this fiscal year. Those reductions were passed on to our customers as decreases in

support costs billed. We have begun initial planning for formulation of the FY 03 operating budget.

h. On 12 April 2002, a small volunteer group of UFC employees participated in a litter pick-up campaign promoted by the Naval Support Activity (NSA) Mid-South. We agreed to take responsibility for the litter pick-up in an assigned zone around our building and nearby areas. This effort was conducted in conjunction with other Earth Day activities at NSA Mid-South.

i. We are continuing our efforts to initiate post audits of paid commercial vouchers. The Principal Assistant Responsible for Contracting (PARC) has stated that we would not be granted access to the Standard Procurement System. We need access to the system to review contractual documents as part of our post audit of the commercial vouchers. We are coordinating with PARC personnel to find an alternative method for obtaining procurement information needed to perform these audits.

j. On 9-10 April 2002, Linda Stoutenburgh represented the UFC at the Automated Information System (AIS) Summit sponsored by Mr. Berrios. The major highlights of the meeting were:

1. Defense Information Technology Security Certification and Accreditation Process (DITSCAP). CECI has been tasked to establish a workshop to assist the Automated Information Systems (AIS) Project Managers (PM) with the preparation of the DITSCAP documentation and certification process. CEFMS DITSCAP documentation has been completed and we plan to complete the CEEMIS DITSCAP documentation by 30 September 2002.

2. OMB Information Technology Investments. CECI was tasked to establish a training workshop to assist the AIS PM with the preparation of the OMB Exhibit 300 and additional required forms to support the AIS business case to OMB. In addition to this workshop, CECI must begin to document the Enterprise Architecture for all IT investments.

3. CEEIS Billing. As a means of reducing the CEEIS billing to all USACE activities, CECI is considering moving AIS Support Costs (approximately 39%) and PRIP costs (approximately 16%) in the CEEIS budget to the AISS. If implemented, CEEIS program costs to the USACE activities

will be reduced but AIS costs will be increased. This will also be briefed at the Apr 02 DIM/CIM conference in Kansas City.

4. ORACLE Enterprise Licensing. ORACLE is repackaging software and moving from a user license fee to a processor license fee. USACE will have to convert all existing software by the end of next year to the new packaged software. CECI is developing an estimate and looking for an investment solution. CECI presented two options, (1) enter into the CECOM ORACLE Central Store contract, committing to a minimum buy and reimbursing the Army Stock Fund over a 3-year period with a 3 ½% fee in order to obtain a 73% discount on the software over the GSA prices; or, (2) remain status quo, renegotiate our existing maintenance contract and purchase the new licenses when needed at the GSA scheduled prices. CECI will analyze the requirements for USACE to convert to the new packages per processor, provide a breakdown on the algorithm used to identify costs to the AISs and the field, and provide an analysis on what the real cost savings are. One of the questions to be answered is whether USACE must purchase a minimum amount in order to receive the 73% discount and what the savings would be in comparison to purchasing what is needed when needed at the GSA scheduled rate. A major consideration is to determine the amount of software that must be purchased to stock the store but that may not be used.

k. On 12 April 2002, Linda Stoutenburgh attended a meeting with CERM-F, CECW, CEMP (Construction & PM), Air Force (AF) representatives from FM and RE, and UFC staff in Millington via conference call to discuss the AF Construction In Progress (CIP) requirements for the CFO. The DD 1354 process (transferring completed facilities) was discussed; when Air Force should account for the CIP with the interim DD 1354 (taking occupancy vs. completed); and, requirements for CIP financial data by project in support of the CFO financial statements and AF auditors. No one from the Air Force PM attended the meeting. The Air Force representatives agreed that they needed to change their process with the interim 1354. The Air Force also agreed to provide USACE with the requirements for an automated financial data transfer. USACE representatives agreed to explore the possibility of modifying the financial data in CEFMS for all Air Force projects beginning with new FY 02 funded projects to record funding and execution at project and BAAN level. USACE received 32 new AF projects that

would need to be modified. We will await the receipt of AF requirements.

l. KPMG has been engaged by the Assistant Secretary of the Army (ASA FM&C) to assist the Army in improving its financial reporting processes. The specific line items under review include Inventory, General PP&E, Program Cost, Earned Revenue, Budget/Spending Authority, Deferred Maintenance, Heritage Assets, and Intragovernmental Transactions. KPMG is to develop process maps depicting the flow of financial data from the source to the financial statements. This process will include documenting internal controls, as well as possible compliance issues. Recommendations will be provided to improve the efficiency and reliability of the financial reporting processes. KPMG plans to visit the Finance Center to discuss financial processes related to the above areas.

m. The UFC and DFAS implemented DCAS on 1 April 2002. The first file transfer included 11,000 lines of data submitted to DCAS that required manual input prior to the completion of the distribution of the transaction. Data input into DCAS requires information that is provided on the actual hard-copy MIPR but that data has not been input into CEFMS. Therefore, copies of the MIPRS from the supported activities would have to be sent to the UFC in order for us to input the necessary data. Due to the volume and additional manual requirement, we have requested the postponement of the implementation of DCAS until these issues can be resolved. DFAS has concurred with us.

n. The Departmental Defense Reporting System (DDRS) web application is scheduled to be available for mid-year reporting beginning 19 April 2002. Our CFO Division received mid-year CFO financial statement guidance from DFAS and is reconciling the data, preparing import sheets, and exchanging data with our Federal trading partners. Since the reporting effort at mid-year is not as intense as year end, we are using the submission to identify problems that need to be corrected prior to fiscal year end to enable us to improve the year-end process.

o. Ms. Annette Epperson, the USACE POC with Defense Civilian Payroll System (DCPS), visited the UFC on 18-19 April to coordinate reconciling the USACE payroll. Annette has been responsible for coordinating off-line transactions (non-payroll transactions processed with payroll) with USACE activities but the process will be transferred to the UFC. Annette also discussed the upcoming DCPS meeting in Indianapolis, IN in May 02 and we decided that Annette would have a USACE Customer Service Representative (CSR) training course at the UFC in either August or October 2002.

p. The National Travel Forum 2002 will be held 17-20 June in Nashville, TN. This is the premier mechanism for government-wide liaisons among federal agencies concerning official travel and transportation policy and management issues. The forum provides a full range of travel and transportation related topics, current issues and trends. It is also an exceptional forum for breakout sessions for agency-wide meetings on travel and transportation. Ms. Brenda Mixon, Chief, Travel Division will attend the forum representing the USACE Finance Center. The USACE is sponsoring a breakout session and Ms. Mixon will participate as the UFC representative.

q. Permanent Change of Station (PCS) is the travel area where most of our supported customers have questions and concerns. The Engineer Research and Development Center (ERDC) has realized a need for additional training for their Transportation Officers and Travel Approving Officials. To assist them and potentially improve our PCS Business process, our Travel Division is developing a PCS training session that will provide helpful information and guidance on the PCS process. This training will be presented in Hanover, NH during the week of 6 May. We will evaluate the usefulness of the session and potentially offer it to other commands within the USACE.

r. The 2002 DFAS/GSA Joint Solutions Team Meeting will be held 8-9 May in Ft. Worth, TX. We are engaged with GSA and DFAS to streamline our billing and collection procedures and expand use of the Intergovernmental Payment and Collection System (IPAC). This will be our first opportunity to meet with GSA and determine what their requirements for IPAC will be and to convey what our requirements are prior to signing a Trading Partnership Agreement. Ms. Sheila Falkner, Chief, Accounts Receivable

Debt Management Division will attend the meeting to represent the UFC.

s. The 2002 Army and DFAS Customer Service Symposium will be held in Indianapolis, IN 7-9 May. The theme for the conference is "Solid Financial Partnership in Uncertain Times." The conference will focus on DoD, DFAS and Army efforts to improve service and implement system changes to better serve the greater financial management community. DFAS is one of our major customers and we welcome the opportunity to participate in the symposium. Ms. Cynthia Blevins, Ms. Dorothy Arnold and Mr. Pete Brown will represent the UFC.