

**USACE FINANCE CENTER  
BIWEEKLY REPORT  
PERIOD ENDING 18 OCTOBER 2002**

**I. CEFMS:**

a. HAPPY NEW YEAR. All USACE activities completed the FY 02 fiscal year-end close out by 1700 hrs CST on 1 October; and all prior year databases were available by 0341 hrs CST on 2 October. Everyone involved (UFC Huntsville, Millington and USACE division, districts, Laboratories and FOAs) in the year-end process is to be commended for a successful close out of FY 02 and opening of FY 03 -- a superb effort.

b. We are continuing our efforts to develop P2/CEFMS interfaces involving work items, purchase requests, labor burden rates, organization codes and costs.

c. We have assisted multiple USACE activities with their efforts to clear construction-in-progress (CIP) accounts and resolve CIP recon and other asset problems in anticipation of the upcoming DoD IG audit of the FY 02 financial statements.

d. We developed, tested and released a new data manager screen to allow data managers more flexibility in maintaining alternate responsible employee work item assignments. The new data manager screen allows data managers to assign multiple alternate responsible employees with one transaction rather than one work item at a time. This modification will increase data managers' efficiency and effectiveness.

e. We modified the 'Status of Funds By Command Indicator' report, which shows obligation and cost information. The report is to be sent bi-weekly to DA and OMB to report upon our efforts related to Operation Noble Eagle and Enduring Freedom. The report now correctly reports the funds available and includes the funding allotment number.

f. We briefed representatives from HQUSACE Office of Counsel, Civil Works and Financial Policy on the CEFMS Cost Sharing Module. The purpose of the briefing was to aid in the establishment of Corps policy for sponsor/Corps proportionate sharing of cost share projects. Office of Counsel identified specific statutory guidance that permits

estimates for work-in-kind contributions provided by a sponsor to be treated the same as a sponsor cash contribution. Implementing this guidance will require changes to the appropriate Engineering Regulations and to the cost sharing programming of CEFMS. Corps activities had been advised certification of purchase requests would not be permitted, effective 1 October 2002, on cost share projects for which a sponsor or the Corps had not met proportionate cost sharing requirements. The statutory guidance changes the method used for computing sponsor/Corps proportionate share requirements upon which the October 1 deadline was based. Corps activities were advised the deadline would be extended to January 6, 2003 to permit time to make the changes required to implement the identified statutory guidance. A draft memorandum to Corps activities is being staffed detailing and explaining the changes required to implement the statutory guidance.

g. Per request received from DoD IG auditors involved in auditing capital personal property, provided data files and MS Excel spreadsheet containing consolidated data from both the Automated Personal Property Management System (APPMS) and CEFMS from all 58 field operating activity databases.

h. Per request from HQ USACE (CERM-F), developed specifications, tested and implemented new functionality to provide automated process to apply discounts to depreciation charged to Corps fleet of hopper dredges. A new field was added to the screen where depreciation estimates are recorded to allow the discount rate applicable for each dredge to be input. The depreciation distribution program was modified so that the accumulated depreciation is recorded in order to reflect the correct book value of the dredges on the balance sheet, but to exclude the discounted depreciation expense from the dredge operating accounts and the depreciation amount transferred to USACE each quarter.

i. Testing is in progress for disbursing a new foreign currency, Danish Kroners (KR), to be used by New York District. They obligated a \$8,000,000 contract on 30 September 2002 in Dutch Kroners and will begin making progress payments in November 02. See additional comments under Other UFC issues.

j. We released a new CEFMS report in the Operating Budget Module, which compares Budget vs Actual expenses for Facility Account work items. The report was originally requested by the South Atlantic Division Budget Review Team and will allow sites to quickly review and monitor all of their active Facility Accounts.

**II. PROBLEM REPORTS/IMBALANCES:**

a. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	817	825
Priority #1 Problem Reports	79	88
GUI Related	0	0

Received 425 new problem reports and completed 433 problem reports.

b. Database Imbalances on our 61 Production Sites:

# of Imbalances	<u>This Report</u>	<u>Last Report</u>
None	61	41
One	0	9
Two	0	5
Three	0	3
Five	0	1
Six	0	1
Seven	0	1

**III. ACCOUNTING OPERATIONS:**

NUMBER AND LOCATION OF ONBOARD PERSONNEL:

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON	258
HUNTSVILLE	23
USACE HQ	<u>1</u>
TOTAL	282

DISBURSING WORKLOAD DATA:

PAYMENT	CURRENT MONTH <u>Sep 01 - 30</u>	YEAR TO DATE <u>Oct 01 - Sep 30</u>
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BY CHECK:

Checks Issued	17,678	198,589
Percent of Total	16%	17%
Dollar Amount	\$215,590,775	\$1,687,227,399

BY EFT:

Transfers Made	54,003	494,842
Percent of Total	84%	83%
Dollar Amount	\$1,204,899,023	\$9,683,055,490

**IV. OTHER UFC ISSUES:**

a. DFAS closed the U.S. Army Corps of Engineers military appropriations financial "books" in one day. This is the first time that this has ever occurred. We received several e-mails from DFAS for the outstanding accomplishment. The timely closing was a direct result of the "clean up" of military appropriation financial data and reports by both the UFC and supported activities. We were able to exceed our goal on clearing Command Expenditure Errors (CER), which is the difference between Military Status Report (ICAR) and the Statement of Transactions (DELMARS). We cleared \$19.9 M of CER from prior years and we believe this is the first time the USACE has begun a FY without CER differences.

b. There were only nine items left on the Transaction By Others (TBO) Uncleared Listing for September 2002. Pacific Ocean Division had seven and the UFC had two. One of the UFC outstanding items was a credit clearance of \$5,997, which is now cleared, and the other was an invalid transaction because of an error within the DFAS system. This is another outstanding effort by HQUSACE (CERM-F), UFC and supported activities to exceed the DoD goal on clearing Unmatched Disbursements (UMDs).

c. At FY 02 year-end, we worked very closely with New York District to populate the foreign currency CEFMS data tables and obtain a Limited Depository Account (LDA) with Treasury to allow New York District to award a contract in Danish Kroners by 30 September 02 and take advantage of the foreign currency fluxuation rates.

d. We are currently working with the Transatlantic Program Center (TAC) to establish future disbursing operations in Afghanistan for the USACE mission. We are coordinating with the Treasury as well as with the Department of the Army (USAFINCOM). Currently, there is no commercial banking institution in Afghanistan. The current scenario will most likely be to write checks from CEFMS, the local US Army Disbursing Officer will cash the checks and the USACE paying official will pay vendors in cash (US Dollars). Once commercial banking institutions are in operations, we will explore other means of payment in lieu of cash.

e. The USACE Finance Center hosted a CEFMS training session 15-18 Oct 02, for the newly released recurring payment process for the real estate recruiting and family housing programs. All eighteen USACE activities that have a recruiting or family housing program sent representatives for the CEFMS business process training as well as training for certifying officers that was also developed by the UFC. Chuck Anderson, CERM-B, attended from HQ USACE, Stephanie Mathewson, CEFC-S, provided the CEFMS functionality training and Pam Kildow and Harold Germany, CEFC, presented the certifying officers training. All attendees believed that the training was very beneficial to successfully implement the new CEFMS recurring payment business process.

f. Annette Epperson conducted two three-day Customer Service Representative (CSR) Conferences at the USACE Finance Center for the Corps CSRs. Guest speakers were Ellen Cook, (CEHR), and depending on which session, Jackie Putnam (NWD HR) or Linda McKay (SWF HR). Topics that were covered during this three-day session were detailed information on working DCPS reports, retention of payroll related documents, overtime, compensatory time, family friendly leave, FLSA, samples of how FLSA overtime is calculated, alternative work schedules, power plant schedules, the DCPS Concept of Operations, HR versus CSR functions, debt process, web pages pertinent to researching payroll information, posting under emergency situations,

standardized training packages for timekeepers and supervisors, and Modern DCPDS to DCPS, including the reverse interfaces, the error corrections, and the what ifs when a transaction does not make it to DCPS by pay calculation. CEFMS functional representatives, Kathy Williams and Nita Clower, were on hand for an open discussion on current problems and suggestions for improvements. Approximately 90 CSRs and alternates attended.

g. On 9 October 2002, Ms. Linda Stoutenburgh provided CEFMS overview training to over 80 DoD IG Auditors at their Headquarters in Crystal City. Linda received an e-mail from the DoD IG thanking her for providing a very informative briefing with a follow-on question and answer period.

h. The CFO Division has begun the reconciliation of FY 02 financial data to prepare the CFO financial statements. Mr. Michael Davitt and Mr. Bill Lemmon, DoD IG Auditors, are scheduled to be at the Finance Center from 15-25 October 2002 to validate the AAA Draft Cycle Memorandum on Fund Balance With Treasury. The auditors will also perform other steps they determine necessary to complete their audit and comply with the GAO/PCIE Financial Audit Manual. Three additional auditors plan to visit the Finance Center from 21 October through 1 November 2002 to review and document our business procedures and processes related to unexpended appropriations. A third DoD IG audit team will arrive 22 October to review the accounts receivable and debit management processes. The auditors plan to prepare a cycle memorandum and other required planning documents for this process.

i. We have completed the reorganization of several UFC divisions, as a result of IPAC shifting work between divisions (Cash Reports Division and Accounts Receivable and Debt Management Division) and to consolidate the Civil Works CFO reports with the Field Reports Division, civil and revolving fund reports. The Military Reports will remain a separate division. The FY 03 operating budget was revised to reflect the new organizational structure. The physical move is scheduled for the weekend of 19 Oct 02. The physical move of affected employees included all necessary cubicle construction and removals. We are currently drafting the changes required for the Integrated Manning Document.

j. The final manpower report for the UFC was submitted 27 September. The report indicated an over utilization of military manpower for FY 02 of about .5% over the FY 02 plan. This will result in a green rating for the CMR. However, for civil positions, there was an under utilization of about 1.3% under the FY 02 plan, resulting in an amber CMR rating.

k. We have reviewed fiscal year-end workload data on some of the measurable Administration Directorate functions. During FY02 the Information Management and Support Services Division responded to 2,478 help desk requests submitted by Millington based employees. These requests covered all types of PC end user support, telephone problems, and support for training and special events. This division also completed 263 requests to move employees within the UFC Millington facility. Facilities management employees handled 890 help desk requests for facility trouble calls and maintenance requests and maintenance of CEFMS Esig cards and employee identification badges. The division also completed about 750 actions related to copiers, printers, and fax machines such as copier repair requests, toner requests, and copier usage readings. About 70 background investigations were completed during FY 02 for new and existing employees.

l. We requested an advance decision from the U.S. Comptroller General in regards to the use of appropriated funds for the purchase of insulated coveralls for employees at ERDC. We had received a request to purchase the coveralls for employees to wear when the outside temperature fell below 35 degrees. The Comptroller General rendered an advance decision (B-288828) that stated that appropriations are not available for purpose of purchasing the insulated coveralls for employees.

m. The Resource Management Division continues to work on establishing all funding accounts for the new fiscal year. We have participated in two VTCs and a number of conversations with CERM-B personnel to ensure sufficient funding for General Expense-resourced positions as each CRA is enacted. We have also worked with CERM-B to obtain funding for our two automated information systems, CEFMS and CEEMIS. We submitted the required work orders for this funding to CERM-B 30 September and are currently awaiting notification that the funds have been approved and recorded

on the HQUSACE CEFMS database. When the funds are available, we will issue a government order from that database to the UFC, making the funds available for use by our Systems Development and Maintenance Directorate and Reports and Analysis Division.

n. The Administration Directorate reviewed the workload of the mailroom operation for FY02. During the fiscal year, about 268,000 documents were processed in the document imaging system. In February, a database was established to capture all incoming checks for deposit. From February through fiscal year end, the mailroom staff recorded about 80,600 checks in this new database. The Information Management and Support Services Division also developed a separate database to collect and archive workload data for various functions of the Administration Directorate. This workload data is available to UFC management on the UFC intranet.