

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 31 OCTOBER 2003**

I. CEFMS:

A. We successfully tested transmitting government order billings from the performing database to the requesting databases. Each of the six test sites had about 45 bills each, being sent to about 15 databases. The processing time averaged 4 minutes; that included logging onto the 15 databases, creating three government order bills at each site, and electronically signing the bills. This process will be a significant time saver compared to manually creating the bills on multiple databases. We also released a new screen to re-transmit government order bills from one USACE activity to another that rejected. The user can now correct the problem, such as reversing an accrual, and then use this screen to transmit the bill to the receiving or paying database.

B. We met with supervisors in the Accounts Receivable Division and discussed the new procedures for transmitting government order billings between USACE activity databases. The discussions included data manager issues, various transmission errors, use of the transmission screen, and the new view screen used to track the billings.

C. We provided DODIG auditor's eight additional contract histories. The basic contract was part of the 45 original contracts in the auditors' initial sample; however, the auditors requested a history of all the delivery orders under a contract (0001 through 0008).

D. We revised the Manpower Extract and Distribution program, and created a new table to hold historical employee information, so that execution data includes the position type of each employee. This information is part of the Civil Works Manpower Execution Report, the OPM 113G, which is submitted to OPM monthly. Previously, when an employee's position type changed; e.g. from Full Time Temporary to Part Time Temporary, all the employee's year-to-date hours changed. This process caused reporting problems with some position categories. Our revision of the program will correct these problems.

E. We developed a new Manpower Execution report, 'Where Worked vs. Where Reported', which displays execution data, as it is included on upward execution reports. For example, the report shows that work funded by an Air Force appropriation may be reported as Military Construction or Environmental OMA, based on how the funds were established in CEFMS. This report will be useful when USACE activities prepare their annual manpower allocation requests.

F. We developed CEFMS queries to extract historical manpower information from Fiscal Years 2001, 2002, and 2003 to be used by the new HQ Manpower Workload Requirements program (CEMRS). Data included actual costs and hours, by category as defined by HQ Manpower, for each site for each of the three years. This information, plus project data from P2, will be used to support manpower allocations. The CEMRS program, currently under development, is not expected to interface with CEFMS.

G. We converted the Element Of Resource (EOR) distribution program to a database procedure. This will greatly enhance the runtime for the ICAR report, plus the cfyflob1, icarods112, icarods218 and the afr218 which all use this program.

H. We revised the screen used to change obligation information from one Element of Resource to another Element of Resource to properly update General Ledger Account Code (GLAC) 3107.00. GLAC 3100.00 was changed this current fiscal year to 3107.00 or 3101.00. This revised screen is normally used at yearend because USACE frequently exceeds the 15% of all obligated amounts rule enforced by Department of Army.

I. We are testing changes made as a result of ER 37-1-30, Chapter 9, and Para. 11, Timing of Transfers of Annual Leave, Credit Hours and Compensatory Time. We are developing a CEFMS process for the recording the transfer in or transfer out of employee credit hours and compensatory hours.

J. We provided assistance to CEFMS/SPS users concerning a contract document number change in SPS from the DODAAN structure (DACA72, DACW72) to a DODAAC structure. Only a few problems were encountered. These problems generally occurred because not all USACE activities made the required change to CEFMS as instructed.

K. We provided input for an information paper being prepared by HQUSACE discussing the use of CEFMS to support operations in Iraq. We also participated in several teleconferences discussing the project and formulating a plan of action. We reviewed and provided comments to the MOU and the UFC action plan.

L. We implemented the Access Request Management System (ARMS) on 28 Oct 03 and provided users a current User Manual. The updated system allows users to maintain access request and implement the approval and apply process. It also provides USACE activities the ability to manage deactivation requests for remote sites. This new automated process will help ensure consistency throughout USACE. Databases were updated to ensure all users have a record in the system and all sites are now required to utilize ARMS to manage access, roles and permissions. The system offers flexibility for each USACE activity to determine their own method to manage access and at the same time ensures that Audit records are maintained consistently. This action also implements one of the DoD IG audit recommendations on security issues.

M. We hosted an initial meeting between the Intergraph (contractor) and CEFMS DITSCAP review teams. Intergraph briefed their plan of action for completing the DITSCAP. Several follow-on meetings have taken place during the process to ensure the contractor understands the system architecture and application.

II. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	841	866
Priority #1 Problems	113	107

Received 205 new problem reports and completed 230 problem reports.

B. Database Imbalances on our 61 Production Sites:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	60	56
One	0	1
Two	0	1
Three	0	1
Five	0	1
Eight	1	1

III. ACCOUNTING OPERATIONS:

A. NUMBER AND LOCATION OF ONBOARD PERSONNEL:

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON	247
HUNTSVILLE	22
USACE HQ	1
<u>DA INTERN</u>	<u>4</u>
TOTAL	274

B. DISBURSING WORKLOAD DATA:

PAYMENT	CURRENT MONTH	YEAR TO DATE
	<u>Oct 01 - Oct 28</u>	<u>Oct 01 - Oct 28</u>
BY CHECK:		
Checks Issued	10,182	10,182
Percent of Total	13%	13%
Dollar Amount	\$83,794,783	\$83,794,783
BY EFT:		
Transfers Made	43,293	43,293
Percent of Total	87%	87%
Dollar Amount	\$1,103,162,757	\$1,103,162,757

IV. OTHER UFC ISSUES:

A. We successfully completed the testing of the Windows version of the Integrated Army Travel System (WinIATS) release 6.01 on 24 October 03. Only minor problems/issues remain and those will be addressed in the next WinIATS update.

B. The October testing of the auto-disburse process for Corps-to-Corps transactions was successfully completed on 6 test sites with the automatic posting of the government order billings in CEFMS. After November billings have been generated, the auto-disburse process will be used to post all Corps-to-Corps billings.

C. The Treasury Financial Management Service changed the Intra-governmental Payments and Collection (IPAC) system, which required changes to CEFMS. The modifications to CEFMS were made prior to the fiscal year end; and September 2003 month-end government order IPAC bulk file billings included those changes. The IPAC files were transmitted to and accepted by Treasury via the IPAC system with only minor problems encountered.

D. We modified the Web Invoicing System (Wins) to accommodate the new method of numbering contractual documents. The Standard Procurement System (SPS) was changed on 1 October 2003 to use the Department of Defense Activity Address Code (DODAAC) as part of the contract number. Wins was changed to ensure contractors can enter their invoices and submit them electronically to the UFC.

E. Our Travel Division is currently coordinating system enhancements to CEFMS to help identify whether a traveler has any outstanding bills. As new travel vouchers are processed and certified, the certifier will be notified that the traveler has an outstanding bill. The certifier can then apply payments due the traveler to the outstanding bill and reduce outstanding USACE receivables.

F. During FY 03, we processed over 264,000 documents into our document imaging system and over 108,000 incoming packages and envelopes in our mailroom. We also logged about 111,000 incoming checks into our checks received for deposit database. Our information management staff responded to about 2,350 help desk requests covering all types of PC and user support, telephone problems, employee moves, and support for training and special events. Facilities management employees handled over 500 help desk requests for facility trouble calls/maintenance and maintenance of CEFMS esig cards/employee badges and completed about 800 actions related to copiers, printers, and fax machines.

G. The Resource Management Division managed the UFC revolving fund facility account to a balance that met CMR requirements at fiscal year end. The beginning fiscal year surplus was reduced from about \$2M down to less than \$200K at year-end. This was the first time that the UFC has achieved a green CMR rating for revolving fund nominal balances.

H. We now have access to a system to inquire about the employment status of out-of-service DoD individual debtors. The Defense Eligibility Information Database System (DEIDS) access will eliminate the necessity for us to submit requests to the Defense Manpower Data Center (DMDC) to research out-of-service debts.

I. A Process Action Team (PAT) has been established at UFC to assist in clearing several old delinquent GSA bills. The team is working with USACE activities and GSA to resolve the old outstanding debts.

J. Mr. Joseph Whitaker, member of the Federal Services Impasses Panel (Panel) and Mr. Joseph Schimansky, Executive Director for the Federal Services Impasses Panel, are scheduled to visit the Finance Center on 1-2 Dec 03. The two representatives will attend an informal conference to assist the UFC and the accountants' union in resolving outstanding issues of the initial collective bargaining agreement. If a complete settlement is not reached, Mr. Whitaker will notify the Impasses Panel of the status of bargaining and his recommendations for resolving the outstanding issues. There are 15 items at impasse.

K. On 28 October 2003, we held a fund-raising program for our Adopt-A-School, Millington Central High School. Our Special Emphasis Committee organized a "Smooth Contest" to raise funds for the school. The contest included managers, supervisors and employees all working together to raise funds for needy children at the school. The school principal, Ms. Nancy Norwood, attended the event. We were able to present her over \$160 to help buy supplies for the UFC sponsored Supply Locker at the school.

L. On 19-21 October 2003, our Deputy Director and three DA Interns attended a conference in Minneapolis, MN hosted by the ASA (FM) CP-11 Proponency Office. The conference provided information on managing the interns; and provided the requirements for training and job assignments for the interns. We currently have four DA Interns - all in their first year of the program.

M. The CFO Team experienced significant delays and various problems because of poor connectivity with the Defense Departmental Reporting System (DDRS) during the compilation and submission of the FY03 CFO Financial Statements and footnotes. Three consecutive workdays were lost due to the problems and this resulted in the USACE Civil Works CFO Statements being submitted late. We have experienced consistent problems with DDRS for the past few years. With mandated accelerated submission dates for the FY04 CFO statements, the problems with DDRS need to be addressed and corrected to ensure the reporting dates can be met.

N. The Finance Center will no longer reimburse employees by SF 1164 for individual fitness contracts entered into by the employee regardless of agency guidelines. Reimbursements to employees do not meet the contracting guidelines under the Fit to Win program. The HQUSACE Office of Counsel determined that the acceptable method of payment will be through contractual agreements between the agency and the fitness facility with payment by Electronic Funds Transfer or IMPAC Card. On 15 July 2003, the UFC requested an advance decision from the General Accounting Office (GAO) concerning the use of the SF 1164 process for reimbursing employees for memberships in fitness centers under the Fit to Win program. The GAO stated that questions on how to pay for such fitness contracts are an administrative and procedural nature for determination in accordance with Army policy.

O. The Finance Center Director and Mr. Mike Wolf, F&A Officer North Western Division represented the USACE at a 22-23 October meeting at Department of Interior to discuss and recommend improved financial management processes in the upcoming National Recreation Reservation Service (NRRS) contract award. NRRS is an office within the Department of Interior and the NRRS contract is an e-Government initiative between the Forestry Department, National Park Service and the US Army Corps of Engineers for one-stop reservation services at the parks and recreation areas maintained by the three agencies. Mr. Wolf had previously represented the USACE but a new Memorandum of Agreement is being developed by CECW that will appoint Mr. Lee Autry, UFC Deputy Director for Finance to represent the USACE on financial issues with the NRRS.

P. The Finance Center has been working several issues on support of the Iraq Infrastructure Reconstruction Office (IRRO). Our office in Huntsville established the IIRO CEFMS database and our staff in Millington is preparing the database for operations. Mr. Jeff Payne, CEFC-A, will be the IIRO Database Administrator and our IM office will support CEEIS UPASS administration requesting userids, passwords and Electronic Signature Cards for IRRO employees. We also reviewed the MOA and prepared the F&A Operational Support Agreement. We have also contacted DFAS-IN to update the AR 37-100 with the Treasury Index, Basic Symbol and AMSCO for IIRO financial reporting. DFAS-IN also assigned an Operating Agency code and a decision was mutually agreed to use the Finance Center Fiscal Station Number (FSN) on the IIRO CEFMS database.