

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 16 APRIL 2004**

I. CEFMS:

A. Litronic, the USACE vendor for Electronic Signature Boards and Electronic Signature Cards, has notified the Finance Center (CEFC-S) that the new Argus 300 Electronic Signature Boards are expected to begin shipping in mid May. USACE activities are patiently awaiting the board to install in new PCs. The old board will not fit the new PCs. CEFC-S has tested two test boards and both functioned properly. Litronic is working with independent laboratories to validate and test the board. They are also writing the required documentation for approval by the National Institute of Technology (NIST). NIST approval is required for USACE to maintain GAO approval of the CEFMS electronic signature functionality.

B. All CEFC-S System Accountants have reviewed and corrected the CEFMS design and business process documentation for their specific areas of responsibility to ensure the documentation is current for the DoD Information Technology Security Certification and Accreditation Process (DITSCAP) review. The updated documentation will be reviewed and validated by the DITSCAP contractor.

C. We submitted the initial design for approval of the Cross Charging Labor (CCL) process to the Database Change Review Board (DBCRB). CCL will allow the cross charging of labor between USACE activities without the transmission of government orders.

D. We completed specifications for the revised file format for Bank of America to be used in making electronic payments to vendors in Euro currency.

E. We modified the check control data manager screen to allow for Bank of America's Ordering Customer Account Number. This is a new data element that will be transmitted to the bank with each electronic funds file.

F. We continue to work on the PDT for solving the issues related to GRD and CPA/PMO processing in IRAQ. We submitted input to a decision paper being prepared for the Iraqi Division commanders. We submitted pros and cons on the following three options that are being considered: (1) setting up processing centers in Iraq; (2) establishing rear support for critical CEFMS functions; or (3) remaining as status quo with the possibility of procuring a separate machine for processing at the Central Processing Center to overcome problems associated with time zone differences.

II. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	897	895
Priority #1 Problems	102	97

Received 200 new problem reports and completed 198 problem reports.

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	52	54
One	9	7
Two	0	1
Three	1	0

III. ACCOUNTING OPERATIONS:

A. NUMBER AND LOCATION OF ONBOARD PERSONNEL:

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON	241
HUNTSVILLE	22
USACE HQ	1
DA INTERN	4
TOTAL	268

B. DISBURSING WORKLOAD DATA:

PAYMENT	CURRENT MONTH <u>Apr 01 - 13</u>	YEAR TO DATE <u>Oct 01 - Apr 13</u>
BY CHECK:		
Checks Issued	5,323	80,525
Percent of Total	10%	13%
Dollar Amount	\$39,882,358	\$683,083,924
BY EFT:		
Transfers Made	24,610	297,180
Percent of Total	90%	87%
Dollar Amount	\$569,415,805	\$8,911,493,526

IV. OTHER UFC ISSUES:

A. The CFO/Civil Reports Division completed the monthly report submission. To comply with the newly accelerated due dates for financial statement compilation, several processes had to be accelerated. We completed the reconciliation of accounts payable and receivable subsidiary records to general ledger balances in the record time of three days. As one of the few DoD waived entities, we met the new due date for providing buyer side intra-governmental elimination data to other Defense agencies. We compiled the quarterly financial statements and notes in draft format in compliance with the accelerated schedule. We incorporated and used the new Defense Department Reporting System (DDRS) summary general ledger report to compile the statements. Final CFO financial statements and notes were completed and submitted on time on 15 Apr 04. The CFO staff received praise from both DFAS HQ and OSD personnel for explaining the financial statement footnote variances so well and for providing quick and thorough responses to incoming questions regarding the statements.

B. We will teleconference with HQ USACE (CERM-F) on 19 Apr 04 to prepare for the briefing to OSD Comptroller regarding the second quarter financial statements and notes.

C. A DFAS representative will conduct a test of DDRS at the Finance Center in May. The purpose of the test is to establish performance metrics for DDRS system users at non-DFAS sites. We plan to address issues related to system speed and connectivity.

D. CEFC-A and CEFC-S participated in several teleconferences with project management personnel for the DoD Intragovernmental Transaction System (IGTS) initiative, and we have received emails thanking us for our assistance and insight. Most recently on 13 Apr 04, we participated in a meeting via teleconference with HQ USACE and GSA staff to discuss the implementation of the Intragovernmental Transaction Exchange (IGTE) portal and its impact on the current rent process. During this meeting, GSA indicated that USACE would be required to de-obligate existing orders and issue new government orders for rent starting 1 Jul 04. DoD and OSD previously stated that beginning 1 Jul 04, the IGTE portal would be used only for new government orders for rent and information technology, not for those already in existence. We contacted Audrey Nelson of ASAFM to clarify this issue. We received instructions from OUSD personnel that we would not have to reissue the existing orders. Ms. Nelson thanked us for bringing the miscommunication to their attention particularly in light of its potential impact to all of DoD.

E. A Statement of Work was submitted to GSA for solicitation of the DITSCAP contract for CEEMIS certification. CEEMIS currently has CECI interim authority to operate. We have begun preliminary work to speed up the process and our Huntsville Office is providing shared values from the CEFMS DITSCAP that may be of benefit in the CEEMIS DITSCAP review.

F. The Finance Center Chief of Information Management attended the annual USACE DIM/CIM Symposium 5-9 Apr 04. Topics included current and future initiatives within USACE IM such as USACE 2012, P2, USACE Web Portal, competitive sourcing, Windows 2003 active directory, and records management.

G. We completed the FY04 midyear review of manpower requirements. We submitted an updated utilization plan for both civil funded and military funded manpower to HQUSACE on 6 Apr 04. Also on 6 Apr, we participated in the midyear Executive Direction and Management JPBAC teleconference.

H. We have begun development of our FY05 operating budget. Our Resource Management Division has issued data calls to managers who provide feeder information, and we anticipate that budget formulation will begin during the first week of May. The Finance Center operating budget and associated workload data provide the basis for Consolidated Command Guidance (CCG) projections of charges to be assessed to Corps of Engineers activities for operating finance and accounting support.

I. Our security manager attended the Naval Support Activity Mid-South Force Protection Group Meeting held on 15 Apr 04. The meeting agenda covered Force Protection and Physical Security updates/issues. The Annual Report of Navy Civilian Occupational Injuries and Illnesses indicated that the Finance Center had only two injuries and no lost time for FY03. Also, the Finance Center is currently at 176 days without mishap/injury.

J. We processed the first contract payment on the GRD database via EFT on 7 Apr 04 to Fluor Intercontinental, Inc. in Charlotte, NC for \$359,997.83.

K. For the first time on 7 Apr 04, GRD personnel successfully entered a contractor payment into RMS, transferred it into CEFMS, and then logged into CEFMS and approved the payment. This process will significantly expedite GRD payments. The 7 Apr 04 payment was for \$192,263.89 to Fluor Intercontinental, Inc. for the Baghdad area generator rehab projects. The Finance Center processed the payment and transmitted the funds electronically to Fluor on 13 Apr 04.

L. We are working with the Financial Management Officer at American Embassy in Amman, Jordan to establish a process for making payments to Iraqi vendors via EFT or wire transfer.

M. We sent our comments on the IGTS/IGTE Business Partner Network (BPN) Concept of Operations (ConOps) to ASA-FM on 8 Apr 04. The ConOps defines the POC roles for Accounts Receivable, Sales and Accounts Payable. These roles were not developed using the consolidated finance and accounting processes concept that exists within the current DoD structure. This is a major concern for USACE. Current USACE business processes will not allow USACE personnel to perform the tasks as drafted in the ConOps.

N. The Finance Center Travel Division is processing PCS vouchers received on 9 Apr 04. DFAS is currently planning to conduct the IATS Systems Acceptance Test (SAT) at the Finance Center on 10-21 May 04. The purpose of the SAT is to validate IATS changes. Two personnel from the Finance Center Travel Division will attend the National Travel Forum in Dallas, TX, 28 Jun 04 - 1 Jul 04.

O. Representatives from the Finance Center, HQ USACE, DFAS Columbus, and the DLA Defense Reutilization and Marketing Service (DRMS) participated in a conference call on 12 Apr 04 to discuss the scrap and hazardous waste turn-in process for USACE. DRMS requested that an MOA be established between USACE and DRMS for civil funded turn-ins. Discussions also included using IPAC instead of the DFAS Interfund billing system for making faster payments. A joint effort by HQ USACE (CERM-F) is working the issues with DLA Headquarters before a new process is finalized.