

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 30 APRIL 2004**

I. CEFMS:

A. We replaced the CEFMS Users Manual, Budgeting and Estimating, with a new users manual on Resource Plans. We included information on budgeting in the CEFMS Users Manual on Operating Budgets, issued in July 2003. The new Resource Plans Users Manual provides information for creating resource plans, which are still created manually for reimbursable orders in the Revolving Fund and PRIP funded projects. P2 creates default resource plans for all non-Revolving Fund projects, and the Operating Budget process creates default resource plans for direct funded Revolving Fund accounts.

B. We provided two sets of data to HQ USACE (CERM-F and CERM-P) on the potential impact of consolidated regional wide overhead rates, by RBC, using historical FY03 data. The first data set combined all technical organizations. Participants at the Mar 04 RBC meeting in Ft. Belvoir evaluated the results of this data set. The second data set excluded Operations, Emergency Management, and Regulatory from the consolidated technical group. HQ USACE staff evaluated the second set and used this data in Mr. Coakley's presentation to the PROCOM in mid-April 2004.

C. We revised the Operating Budget Module so that users who create or delete a budget are now required to have the Super Operating Budget role. This is the first in a series of changes to the Operating Budget Module. CEFMS roles will eventually replace budget formulation levels and provide more flexibility for each site. Changes are scheduled to be complete before the end of FY04.

D. We added a new field to the Employee Work Day Change screen that allows explanations to be entered when an employee's status code changes to 'P' (for pending separation). Although timekeepers are instructed to enter a 'P' only in certain circumstances, many continue to enter a 'P' when an employee transfers from one USACE activity to another. Before we changed CEFMS, this action would cause DCPS to drop the employee from the payroll system even though the gaining activity submitted time and attendance data on that same employee. We changed the CEFMS merge process to look at the new explanation field to determine if the 'P' record needs to be submitted to DCPS.

E. We added an edit to the payroll file transfer screen so that users cannot enter the screen unless they are logged on with the Payroll Liaison Officer (PLO) userid. We did this after one activity's Customer Service Representative (CSR) attempted to transfer the payroll file using a personal userid. The CSR ignored error messages and submitted an unmerged file. We were able to resolve the problem for that activity before the payroll deadline.

F. We received feedback from the IGTS Project Officer on our test data file, and as a result, we made program corrections and resubmitted the file. We also provided comments and concerns to the IGTS Project office on the IGTE to IPAC Mapping Document.

G. Roger and Brenda Schimming taught a CEFMS training class in Millington on 19-22 Apr 04. There were 40 students in the class and several of them had never used CEFMS nor did they intend to use it at their activities. We plan to eliminate the CEFMS training at the Finance Center. USACE activities should now be able to handle CEFMS training for their new employees. Activities can request a copy of their own database for training and conduct the training in specialized areas at their convenience. This will also resolve the DITSCAP security issue associated with shared student userids and passwords in the training database.

H. Seven members of the Finance Center staff in Huntsville attended the Enhanced Defense Financial Management class conducted at Redstone Arsenal during the week of 19-22 Apr 04.

I. The labor and payroll team developed a document that addresses frequently asked questions pertaining to the Labor Distribution Exceeded Commitments (LDEXCOM) report. The document includes an explanation of the report data along with responses to user questions concerning the report and the elimination of new labor dispute charges.

J. We submitted the initial design for the cross charging labor process to the CEFMS Database Change Review Board (DBCRB) for approval prior to adding the labor_cross_charge_reference table to the test database. The Cross Charge Labor (CCL) design will allow the cross charging of labor between USACE activities without the transmission of government orders. After the database change has been approved, programming can begin.

K. We participated in another test of CEFMS response time from Iraq. The addition of a new communications line for voice and email improved the response to .814 milliseconds. This is a better response than the Korea District experiences. We supplied MAJ Foster (CECG) with the pros and cons for three processing options. He is preparing a staff paper for the Command. The options are: 1)to establish processing centers similar to CPC in Iraq; 2)to have a dedicated staff CONUS for reach back support; or 3)to continue processing as is but have a dedicated server at CPC for the Iraq database. This will eliminate the problems encountered by time zone issues. The deadline for the paper was 28 Apr 04.

II. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	895	897
Priority #1 Problems	100	102

Received 183 new problem reports and completed 185 problem reports.

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	35	52
One	11	9
Two	4	0
Three	3	1
Five	4	0
Fifteen	1	0
Twenty-One	1	0
Twenty-Three	1	0
Fourty-Three	1	0
One Hundred Twenty	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 - 27</u>	YEAR TO DATE <u>Oct 01 - Apr 27</u>
BY CHECK:		
Checks Issued	11,707	86,909
Percent of Total	12%	13%
Dollar Amount	\$81,179,553	\$724,381,120
BY EFT:		
Transfers Made	46,418	318,988
Percent of Total	88%	87%
Dollar Amount	\$1,369,208,819	\$9,681,286,539

IV. OTHER UFC ISSUES:

A. The Resource Management Division has completed the semi-annual Revolving Fund Property Review and Reconciliation for the Finance Center CEFMS database. The applicable CEFMS reports and property barcodes were validated against corresponding records in the Finance Center Automated Personal Property Maintenance System (APPMS). The Finance Center currently has 1,448 items of accountable property with a recorded value of \$2,099,232.

B. In coordination with CESAJ-RM and CERM-F, the Accounting Quality Division completed the collection of about \$1.3M from FEMA for long due accounts receivable. These receivables were for litigation costs related to Hurricane Andrew dating back to 1998. As a result, the CESAJ aged accounts receivable are in their best condition in over six years.

C. We attended a meeting on 20-22 Apr 04, to work on the Software Design Document for the HQ USACE RFMIS-NT project. We worked with the financial management subgroup to meet with and answer questions from the software contractor. Additional work will be required on the financial documents portion of the project.

D. The Finance Center Security Manager initiated the background investigations required by AR 25-2, Information Assurance. This new regulation establishes personnel security standards for government employee and contractor positions that require access to information technology (IT) and that process information within IT systems.

E. On 23 Apr 04, the Resource Management Division participated by video teleconference in the Senior PBAC meeting for Executive Direction and Management (ED&M) funding. The purpose of the meeting was to review the results of the HQUSACE prioritization group's assessment of FY04 unfinanced requirements and make a recommendation for decision by the CG.

F. During 27-29 April, we conducted the second of six scheduled Standard Query Language (SQL) training sessions for 2004. There were 11 students from five different USACE activities attending the one-day basic and two-day intermediate courses. Additional sessions of SQL training will be held in May, June, and August.

G. The Finance Center successfully processed an electronic payment to a vendor's bank account in Jordan. The banking regulations in Jordan require confirmation from the U.S. Embassy in country that the payment is authorized through the Office of Foreign Asset Control (OFAC) before the bank can release the funds to the vendor.

H. The Gulf Region Central District in Baghdad requested that we wire transfer funds directly to a vendor's bank account in Baghdad. Iraqi Middle East Investment Bank is listed on the CPA-IRAQ.org website as a private bank authorized to conduct international payments and remittances. We were able to successfully send our first electronic payment via wire transfer to this Iraqi bank. We sent the funds via EFT to our military banking facility account at Bank of America in Germany. Bank of America then wire transferred the information to Citibank in New York. Citibank then transferred the funds to Housing Bank for Trade & Finance in Amman, Jordan. The bank in Jordan then transferred the funds to Iraqi Middle East Investment Bank in Baghdad, Iraq. Since these funds were passing thru Jordan to Iraq, the Jordan OFAC did not have to approve this transfer.

I. UFC Disbursing Office personnel are working diligently with personnel in GRD, TAC and SWD on Iraq RIO/RIE issues. These issues include erroneous CAGE codes, duplicate vendors, prompt payments and billing issues.

J. We are working with Bank of America in Germany to test the new Euro EFT file format. We are changing our EFT files to meet new Bank of America requirements.

K. We are currently emailing all travelers who are authorized a Relocation Income Tax Allowance (RITA) for CY 2003.

The National Aeronautics and Space Administration (NASA) will provide tax rates for calculating RITA reimbursements by mid-May 04 to all government agencies.

L. The Travel Division is currently processing PCS vouchers received on 26 Apr 04. The IATS System Acceptance Test is scheduled for 10-21 May 04 at the Finance Center.

M. Finance Center managers and senior personnel attended the F&A conference in Atlanta on 27-29 Apr 04. Linda Brooks presented an update on the impact of P2 on CEFMS, and a discussion of other critical issues facing CEFMS including DITSCAP, CFO audits, IRAQ, GWOT, Vision 2012 (regional rates and cross charging labor, and PRIP threshold changes. Lee Autry discussed the importance of timely and accurate receiving reports, and provided an update on issues in the various Finance Directorate Divisions. A topic of major discussion was the statement of difference. Cynthia Blevins presented a status of CFO, a discussion of accelerated reporting and an update of IGTE/IGTS. Linda Stoutenburgh provided a status of RBC Data Mart.

N. On 10-13 May 04, we will send a Finance Center team to work with Jim Hall, Sacramento District Resource Manager, for the purpose of learning the technical functionality, design and infrastructure of the Regional Business Center Data Mart. The Finance Center will assume responsibility for training the regional business centers on the functionality of the system. Our plan is to have the regional data mart fully implemented by Oct 04.

O. We participated in a teleconference with other DoD agencies on lessons learned from the DFAS 21-Day Plan used for the second quarter CFO financial statements. For the second quarter submission, DFAS implemented an ePortal website for each agency and OSD to keep track of the status of report submissions for the 21-day cycle.

P. We have solicited bids for the CEEMIS maintenance contract. The previous contract was on a Blanket Purchase Agreement (BPA) with GSA through HQ USACE. The BPA was not

renewed; therefore, we could not use option years on the existing contract.

Q. We have submitted the Statement of Work and Cost Estimate to GSA as we prepare to solicit bids for the CEEMIS DoD Information Technology Security Certification and Accreditation Process (DITSCAP) contract. All USACE Automated Information Systems (AIS) are required to be DITSCAP certified.

R. The CFO team responded to questions from OSD Comptroller's office regarding the 2nd quarter unaudited financial statements and notes. The team has also been involved in gathering and analyzing information for preparation of the HQ USACE briefing to OSD Comptroller on the 2nd quarter statements and notes.

S. DoD IG auditors were in Millington on 26-27 Apr 04 for a meeting with the CFO team to discuss the financial statement reporting of land, intangible assets and accumulated amortization on intangible assets.