

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 18 MARCH 2005**

I. CEFMS:

A. The CEFMS AIS DoD Information Technology Security Certification Application Process (DITSCAP) Authority to Operate (ATO) was signed by the Designated Approving Authority (DAA) on 7 Mar 05. The ATO is valid for 3 years or until major system revisions require re-certification. At one time, the DoDIG stated that DITSCAP was a requirement for an opinion to ensure the financial data. Their current requirement includes both the DITSCAP and the Federal Information System Controls Audit Manual (FISCAM) audit.

B. We continued with the development of Government Transportation Request (GTR) functionality. The Huntsville U.S. Army Engineering and Support Center (HNC) is our test site. We are currently concentrating on CEFMS changes required to handle the credits given on the monthly statement for tickets paid in the prior billing period. With these changes, we will be able to apply the credit to the actual obligation for which the credit is intended; i.e., updating the amounts on obligation line item, adjusting accounts payable and cost. Credits have always been a problem for users. CEFMS did not offer a screen/process to process the credits and USACE activities adopted their own procedures. Some held credits until they had a charge against the same fund account; some took the credit in total and did not attempt to credit the proper funding account. Others did not take advantage of the credits at all. This CEFMS change will be a much needed tool for all USACE activities when deployed USACE-wide.

C. We have had numerous complaints from timekeepers about records being locked. We determined that this situation was caused when one user was trying to enter a prior period adjustment, while another was trying to save a change in the Employee Maintenance screen (even though they were working with two different employee identification numbers). We made a programming change to CEFMS which corrected this problem.

D. We revised the Operating Budget Users Manual which can be accessed on the CEFMS Users Manual website at: <http://rmf31.usace.army.mil/cefmsdoc/>. The previous version was dated July 2003. The new version incorporates all changes to the Budget Module since July 2003, including the use of the Budget Control and Overhead Control tables (instead of budget formulation levels), and reports which have been modified to reflect Cross Charge Labor. The newest users manual also includes an explanation of the various roles which are used in the Budget Module and a glossary of terms.

E. We revised seventeen Operating Budget and Manpower Module reports so that users can view and print the reports in more readable format using Adobe Acrobat. Many of the revised reports, including the Position Worksheet Report, are ones used extensively by USACE activities when they formulate or revise their operating budgets. The report revisions allow users to use Adobe Acrobat for viewing and printing these reports while they are going through the mid-year budget revision process.

F. We completed the Information Assurance Vulnerability Assessment (IAVA) for all CEFMS Development Oracle instances, as well as all CEFMS production instances. We met the Army's implementation suspense for addressing this security vulnerability. In the future, Oracle may release IAVA packages on a monthly basis.

G. We released the following cost share imbalance screens to production:

- (1) Estimated Work-in-Kind (WIK) Imbalances
- (2) Estimated WIK Withdrawn Imbalances
- (3) Actual WIK/Land Easements, Rights-of-Way, Relocations and Disposal Areas (LERRD) Cost Imbalances
- (4) Cumulative Advanced Imbalances
- (5) Advance Withdrawn Imbalances

H. We completed a CEFMS change which will access the Cost Share Withdrawal database procedure and automatically execute it once a month. Previously, the withdrawal process was a manual effort which required USACE activities to query and execute a withdrawal for each individual cost share control record. The new process will automatically identify all cost share control records that have actual cost incurred which is eligible to be withdrawn from sponsor estimated WIK/or sponsor advance accounts. The process will withdraw the sponsor's proportionate share of actual cost incurred from these accounts and identify cost share control records for which the withdrawal process failed. The process identifies the condition causing the failure and provides an email notification to the cost share responsible employee and alternate responsible employee requesting correction of the condition. Before releasing the new automated process to USACE activities, we identified twenty-five activities with cost share imbalances between the subsidiary and general ledger for sponsor estimated WIK, sponsor estimated WIK withdrawn, sponsor actual WIK/LERRD cost, sponsor cumulative cash advances and sponsor cash advances withdrawn. We identified the

conditions causing cost share imbalances and made the programming corrections required to keep them from recurring.

I. We reviewed and updated the Electronic Signature Central Security Officer (cSO) Users Manual. The timing was excellent since the Western Processing Center (WPC) contacted us requesting an update of the manual just as we were completing our final review. WPC needed an updated version to use as a guide in creating new cSO's. cSO's are not established often and the process has changed considerably over the years with operating system and software upgrades. We were pleased we could provide them with much needed current documentation.

J. We coordinated with the Corps of Engineers Enterprise Infrastructure Services (CEEIS) in finalizing upgrades to Oracle on CPC/WPC Production Systems and in implementing Electronic Signature functional modifications.

K. We established a CEFMS Developer Public Key Infrastructure (PKI) Technical Tiger Team to develop and finalize PKI plans and concepts. The team has been delegated various tasks including completing the unique identification of CEFMS users, re-securing contractor Common Access Cards (CACs), securing, installing and testing newer versions of middleware, and reviewing HQUSACE draft CONOPS documentation.

L. We modified the ESIG Card Log screen by adding more user interface constraints to prevent USACE activities from logging the same card twice into their database.

M. We are continuing to provide support and assistance to USACE activities to complete upgrade/installation of the new version of Winsig. (Winsig is the CEFMS software used for electronic signature.) We originally requested that USACE activities complete installation by the end of April but based on current feedback, we do not anticipate completion for several months. We hope to have all USACE activities standardized to the current version soon to minimize the maintenance requirements necessary to support multiple software versions.

N. We are continuing to test the new CEFMS user access control verification at login. This process will prevent users from logging into CEFMS without appropriate access permissions. If their access control records have been modified without having been properly approved and applied to the database with an electronic signature, they will be redirected to get assistance. They will not be required to login with esig. This complies with previous audit recommendations. Our current goal is to deploy this change by 1 May 05.

II. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	793	772
Priority #1 Problems	63	48

Received 188 new problem reports and completed 167 problem reports.

B. Database Imbalances on our 62 Production Sites:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	56	57
One	1	1
Two	1	3
Five	1	0
Six	1	0
Ten	0	1
Twenty-one	1	0
Sixty	1	0

III. ACCOUNTING OPERATIONS:

A. NUMBER AND LOCATION OF ONBOARD PERSONNEL

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON:	233
HUNTSVILLE:	24
USACE HQ:	1
DA Interns:	4
TOTAL:	262

B. DISBURSING WORKLOAD DATA:

PAYMENT	CURRENT MONTH Mar 01-15	YEAR TO DATE Oct 01-Mar 15
CHECK:		
CHECKS ISSUED	6,350	63,836
PERCENT OF TOTAL	9%	12%
DOLLAR AMOUNT	\$58,193,983	\$601,028,893
EFT:		
TRANSFERS MADE	31,463	264,811
PERCENT OF TOTAL	91%	88%
DOLLAR AMOUNT	\$1,087,502,009	\$8,334,514,535

*percentages adjusted for utility checks which do not have to participate in EFT.

IV. OTHER UFC ISSUES:

A. Brenda Ponder of our Accounting Quality Division has been assisting USACE activities in processing bills to FEMA for work done in response to the four hurricane recovery efforts from last fall. Last week, she worked on disaster bills over 90 days old (150 valued at \$347 million), contacting approximately 16 MSC/districts to determine when bills were mailed to FEMA and/or if the activities were having problems providing FEMA the required documentation. She also received calls from FEMA on some supporting documents that are not matching bills and need to be re-submitted. Upon receiving this notification, she contacted those USACE activities to ensure that they are re-submitting these bills. Ms. Ponder also has been working with CERM-F (Lisa Bordeaux) on non-disaster bills to FEMA. She made follow-up phone calls to FEMA region offices and FEMA HQ on payment of delinquent bills. She participated in a teleconference with FEMA and HQUSACE to discuss ways to expedite payment on these bills, including the use of IPAC. (She has suggested that FEMA be asked to pay disaster bills via IPAC.) In addition, she continues her participation in the revisions to the EP 37-1-6, Resource Management Functional Guide for Civil Emergency Management Programs, on issues relating to FEMA funding, billings, eligible charges, and procedures. She has recently begun using the GROOVE software for simultaneous updating of the EP by selected group members who are revising the pamphlet. The goal is to publish the revised EP before the hurricane season which begins 1 Jun 05.

B. On 10 Mar 05, Cliff Oliver from the Naval Support Activity Mid-South Safety Office, in coordination with UFC Safety Manager, conducted the annual Automated External Defibrillator (AED) and Cardiopulmonary Resuscitation (CPR) review for the UFC Emergency Response Team. The review is an annual requirement that refreshes the team's knowledge and skills in the use of an AED and CPR. Four team members attended the review.

C. The competition phase of the UFC Accounting Support Services competitive sourcing initiative began with the public announcement on 2 Mar 05. Appointment of competition officials, including the Performance Work Statement (PWS) and Most Efficient Organization (MEO) teams, has been accomplished. Training for the PWS team is scheduled for 23-24 Mar 05; and training for the MEO team is scheduled for 26-28 Apr 05.

D. An Intra-governmental Transaction System (IGTS) Brainstorming Session was held at DFAS Columbus on 11 Mar 05. The purpose was to focus on the areas of the DoD-wide elimination material weakness issues that will provide the most benefit for DoD. Presentations included the IGTS Program history and the current status and requirements of IGTS. The group decided that Interfund and Military

Interdepartmental Purchase Requests (MIPRs) are both considered to be materially significant in the elimination process. The DoD IGTS teams will concentrate on these two areas in an effort to address the most significant elimination issues first. UFC personnel will participate via conference call in an IGTS working group meeting on 17 Mar 05. The group will be looking at ways to automate the MIPR process.

E. The UFC has been invited to participate in a Joint Solutions Team with DoD and Unicor to resolve delinquency/slow payment issues that Unicor has with DoD. One area to be explored is the incorporation/expansion of payments to Unicor via IPAC. The first meeting is scheduled for 30 Mar 05 in Columbus, OH.

F. UFC personnel are currently working with USACE Headquarters personnel and Project and Contracting Office (PCO) personnel in Iraq to draft a Project Cooperation Agreement between the Multi National Security Transition Command Iraq, PCO, and the North Atlantic Treaty Organization (NATO). The purpose of the agreement is to allow NATO to utilize the logistics capability of the United States government organization to acquire goods or services. As drafted, NATO will wire transfer funds to PCO via the USACE Finance Center. The Finance Center will deposit the funds in a customer order advance account established by PCO for that purpose. PCO will then use the advanced funds to acquire goods or services either contractually or thru a Military Interdepartmental Purchase Request to other U.S. government agencies.

G. At the end of Feb 05, \$52M in receivables aged over 90 days was outstanding for DC Public Schools (DCPS). In Mar 05, \$16M was paid. Per Michael Rogers, Program Manager for USACE Support to DCPS, they have been meeting with DCPS officials to reconcile any differences in records. Mr. Rogers is keeping UFC updated and is continuing to follow-up. This will ensure the payments are in compliance with mutual agreements.

H. USACE currently has \$16M in Oil Pollution Act (OPA) receivables over 90 days old. Earlier this month, Tony Roberson, Environmental Protection Agency (EPA) Program Manager, indicated that the National Pollution Funds Center (NPFC) has dedicated personnel to work on the backlog of USACE bills. SWD personnel are reviewing bill payment activity. Current plans include having BG Dorko contact NPFC Senior Management in early Apr 05 concerning USACE payment issues.

I. To comply with recommendations in the Funds Balance with Treasury DoDIG Audit Report, a workgroup from the CFO Team and Reports and Analysis Division met to develop a solution for funds balance with treasury items not loaded in CEFMS. These are basically in/out transactions that are reported on the U.S. Treasury Statement

of Transactions (SF 1220) and were entered in our CFO statement in the Defense Departmental Reporting System (DDRS) by journal vouchers. Examples include cash transfers from the Harbor Maintenance Trust Fund, transfer of disbursements from Construction General and Operations and Maintenance to Harbor Maintenance, and the warrant and collection for the South Dakota Trust Fund. Financial entries to support these events were input into CEFMS during February business. Review of these transactions validated that they updated the general ledger accordingly.

J. The Division Chief of CFO/Civil Reports attended a Lessons Learned Conference for 1st Quarter FY 2005 Financial Statement Submission hosted by the Office of the Secretary of Defense Comptroller (OSD-C) personnel in Columbus, IL. The agency-wide financial statement compilation function is being moved to DFAS Indianapolis effective 2nd quarter FY 2005. The DFAS Arlington financial statement team is being disbanded. OSD-C is instituting a scorecard for all agencies that submit financial statements. Agencies will be rated on timeliness, footnote explanations and quality of explanations, footnote readability, responsiveness to OSD-C, OSD-C action items, and executive review of statements and footnotes. USACE received public acknowledgement during the conference from OSD on the exceptional quality of our footnotes.

K. UFC personnel plan to submit all daily military CEFMS financial transactions for February to the DFAS Corporate Information Infrastructure (DCII) repository by 18 Mar 05. Efforts are ongoing to reconcile each month's transactions in CEFMS to the ICAR (112/218 report). We have balanced the reports through Feb 05, and are currently working on reconciling the CEFMS and CEEMIS daily transactions to ensure that all transactions are accounted for. After this effort is concluded, we will balance the daily transactions to the CEEMIS monthly ICAR (112/218). The UFC is still in the early stages of reviewing the most recent version of the DFAS Accounting Reconciliation Tool System (DARTS). Our initial observation is that the tool is cumbersome and has a poor response time.