

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 3 FEBRUARY 2006**

I. CEFMS:

A. At the request of HQUSACE, we are developing two special queries to provide labor data relating to telework hours recorded and the number of employees not using the alternate work schedule. The labor data will be provided to the Inspector General (IG). The telework query is by the field operating activity, the number of employees and the number of labor hours worked that were coded as telework. The alternate work schedule query is by field operating activity and the number of employees who do not have an alternate work schedule.

B. After the recent software upgrade at the two processing centers, several USACE activity users requested special assistance in retrieving the Defense Civilian Personnel Data System (DCPDS) Master Employee Record (MER) extract. We are updating the user instructions for the required steps necessary to retrieve the MER extract based on the software upgrade.

C. We completed testing for changes related to work category tables involving appropriation data for contract purchase requests, appropriation data for bulk purchase requests, appropriation data for EPA transfers and appropriation data associated with funding accounts pertaining to work category codes for labor purchase requests.

D. We revised the Operating Budget Module to prevent users from modifying budget records when one of the budget background programs is running. These background programs include 'Copy Budget', 'Revise Budget due to Reorg', 'Replace Budget with Actuals', and 'Calculate Overhead Rates'. Each of the programs could have been adversely affected by changes made to the Operating Budget, if the changes were made while the program was running. Previously, edits prevented users from entering screens where they could modify records. The revisions now prevent users from saving changes, if they had already entered the budget screen before a different user initiated the background program.

E. We modified CEFMS to accommodate the changes made by DFAS to the personnel extract file. Additional code changes may be necessary in the future once DFAS makes more changes relating to special pay rate amounts and locality pay amounts.

F. We coordinated with Corps Engineering Enterprise Infrastructure Services (CEEIS) during the planning and implementation of the operating system version upgrades of all production machines at the Central Processing Center and the Western Processing Center. There were some subsequent issues that needed to be addressed related to security keys, and nightly cron processing activities. These issues have been addressed and scheduled system processes should now run to completion.

G. We implemented several Information Assurance Vulnerability Assessment patches issued by Army to further strengthen the security of the Electronic Signature Key Translation Centers (KTC) in our development environment. The next phase of this implementation is to upgrade the production KTCs, followed by the production CEFMS databases. CEEIS is responsible for implementing the security patch for the production CEFMS databases.

H. We successfully awarded option year contracts to two of our support contractors. All five of our support contractors are now in their second year of the five year maximum period of performance.

I. We participated in the ongoing discussions of the consolidated regional database initiative with various USACE activities. Further conference calls are scheduled on the topic with members of the Regional Business Center PDT.

II. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	696	699
Priority #1 Problems	70	67

We received 184 new problem reports and completed 187 problem reports.

B. Database Imbalances on our 62 Production Activities:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	56	54
One	3	3
Two	2	0
Three	0	1
Four	0	2
Seven	1	0
Eight	0	1
Thirteen	0	1

II. ACCOUNTING OPERATIONS:

A. NUMBER AND LOCATION OF ONBOARD PERSONNEL

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON:	229
HUNTSVILLE:	23
USACE HQ:	1
DA Interns:	1
TOTAL:	254

B. DISBURSING WORKLOAD DATA

PAYMENT	CURRENT MONTH	YEAR TO DATE
	Jan 01-31	Oct 01-Jan 31
CHECKS:		
CHECKS ISSUED	10,530	42,233
PERCENT OF TOTAL	11%	11%
DOLLAR AMOUNT	\$119,549,845	\$629,095,865
EFT:		
TRANSFERS MADE	45,617	200,024
PERCENT OF TOTAL	89%	89%
DOLLAR AMOUNT	\$2,371,644,336	\$8,246,767,608

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

IV. OTHER UFC ISSUES:

A. Due to increased problems with processing TBO transactions from Iraq, we requested information regarding the cash payment/TBO processes used by the Gulf Region Division (GRD) and districts in Iraq. During this review, we determined that many orders were being toggled between TBO indicators to non-TBO indicators in CEFMS. This switching of the indicators in CEFMS caused confusion and delay in processing the transactions. We worked with the personnel at DFAS Rome and those at GRD to modify the current process. With the modified process, all orders are set-up in CEFMS as non-TBO indicators and all cash payments made in Iraq are processed using the Intra-Governmental Payment and Collection (IPAC) system. The UFC receives an advance pay package from Iraq for each payment made in cash, and from this, we record an accrual on the GRD CEFMS database. When we receive the actual IPAC transaction, we reverse the accrual and based on the signed SF 1034 and other back up documentation, we post the receiving report and invoice in CEFMS. We are scanning and preserving all supporting documentation for support and audits. This new process allows the transactions to be

recorded in CEFMS more efficiently and significantly helps to reduce the statement of difference.

B. In preparing to train service members in Iraq on internal controls and avoidance of potential duplicate payments, Kathy Sherrill and Peggy Johnson of the OSD Comptroller's Office contacted the UFC Deputy Director, Cynthia Blevins, for assistance. Following a teleconference in which Ms. Blevins discussed UFC procedures for processing payments in Iraq, Ms. Johnson sent Ms. Blevins her PowerPoint and flow charts for Ms. Blevins to review and update. Ms. Blevins also provided Ms. Johnson with the UFC SOP for processing payments in Iraq, an example of the advance pay package that the UFC receives from Iraq, and the documented internal controls the UFC has implemented to identify potential duplicate payments before they occur.

C. The CFO Team responded to questions from the DoD-wide Compilation Team and the Office of the Secretary of Defense (OSD) Comptroller. The questions regarded the USACE 1st Quarter FY 2006 statements and notes that were incorporated into the Department-wide statements and submitted to Office of Management and Budget.

D. We are continuously looking for ways to streamline and improve the financial statement compilation process. We started work on a process to automatically populate the Defense Departmental Reporting System (DDRS) Trial Balance Import Sheet. The process will take the DDRS program group summary general ledger from CEEMIS and add the unique attribute codes for each program group that we report. The attributes supply additional detail used in producing the financial statements and notes. We report on the following eight program groups: Special Funds, Trust Funds, Transfer Appropriations, Borrowing Authority, Revolving Fund, Contributed Funds, General Funds, and Formerly Utilized Sites Remedial Action Program. Each program group has attributes that are unique to that program group. Automation will eliminate the human error factor from this process and reduce the number of journal vouchers needed in the financial statement compilation process, while simultaneously reducing labor hours.

E. For the month of January, the total Transactions By Others (TBO) intransit charges totaled \$49,091,424.18. The Cash and Military Reports Division processed and cleared \$44,599,649.97, leaving a carryover balance for February of \$4,491,774.21 (over 30 days). The DFAS goal for intransits over 30 days is \$4,975,082, and we will be meet this goal for the first time in several months.

F. We implemented a process for pre-posting in CEFMS, data from the Mechanization of Contract Administration System (MOCAS), the Defense Cash Accountability System (DCAS) and other systems. This process prevents the data from appearing on the uncleared list. We pre-posted a total of \$163.7 million this month.

G. The Finance Center, HQUSACE, the Transatlantic Division (TAC) and the Gulf Region Division (GRD) participated in a conference call on 25 Jan 06 to discuss Miscellaneous Expense Allowances (MEA) relating to Temporary Change of Station (TCS) for employees deployed to Iraq. HQUSACE Logistics is to follow up with the Per Diem Committee for additional guidance.

H. The USACE Finance Center currently uses the Federal Reserve Bank (FRB) Microsoft Disk Operating System (DOS) FedLine to transfer funds electronically to vendors and travelers. FedLine is a stand-alone, PC-based hardware and software package that allows the Finance Center to transfer funds via Automated Clearinghouse (ACH) using encrypted dial-up sessions with the FRB's host computer. The FRB has developed FedLine Advantage which provides that same funds transfer capability using Web-based technology. The Finance Center has completed the necessary paperwork to begin the conversion process to Fedline Advantage. The Department of Defense goal is to have all the DOS-based Fedline terminals replaced and all agencies running Fedline Advantage by 30 Sep 06.

I. We are in the process of identifying all USACE employees that do not have Electronic Fund Transfer (EFT) banking information loaded for travel and miscellaneous payments. We will work with HQUSACE and the supported activities to get the EFT banking information loaded for all employees. This will ensure USACE is compliant with the Debt Collection Improvement Act.

J. The UFC Travel Division is currently processing PCS vouchers received on 23 Jan 06.

K. During the final week of Jan 06, the Accounts Payable and Disbursing Divisions processed many out-of-cycle "special" payments based on last minute requirements for payments. UFC personnel worked with the USACE activities to ensure an immediate payment to prevent or reduce the amount of interest incurred.

L. The Chief of Information Management attended the CEEIS Configuration Control Board (CCB) meeting in San Diego 18-19 Jan 2006. Greg Bigelow, CENWD-RBM-W, briefed the CCB on the status of the CEEIS COOP, network and security infrastructure, and a CEEIS vulnerability assessment. CEEIS will continue to assess the

vulnerability of our network and provide guidance to USACE activities to continually secure the USACE networks. Other briefings included Information Assurance training and certification, CAC PKI, and the Army's Enterprise Directory Service. THE USACE CIO, Wilbert Berrios, briefed the board on the future of the CCB. The new board will include Senior Regional Information Officers, Regional Information Officers, HQUSACE staff, and AIS proponents. There will be voting and non-voting members and some positions will be filled on a rotational basis.

M. We have developed our FY06 Management Control Program (MCP). Our MCP was based on the mandatory reviews contained in the HQUSACE program. All MCP reviews are scheduled for completion in mid-March, so that we can prepare and submit our annual assurance statement to HQUSACE by the 11 April suspense date. We also have posted a video on our Inet which all managers are required to view as part of our management controls training for this fiscal year.

N. In compliance with LTG Strock's guidance letter dated 14 November 2005, information management personnel have completed the total requirement to revise our website. Both the organizational and subordinate office homepages are deployed. We have incorporated all of the mandatory features for these web pages and linked the homepages to the remainder of our website.

O. The Resource Management Division completed the input for the FY 2007-FY 2012 Information Technology Investment Portfolio System (ITIPS) on 30 January. Our submission includes data for both CEFMS and CEEMIS. We added a factor to the CEFMS budget portion for potential increases in the plant increment rate for future years, because of the unanticipated increase in the FY 2006 rate. As directed by HQUSACE (CERM-B), in compiling the FY 2007-FY2012 amounts, we ignored the ten percent reduction levied against FY 2006 funding.

P. We conducted the Planning, Programming, Budgeting and Execution System (PPBES) training at the Finance Center on 23 Jan - 3 Feb. There were 31 students including 27 from the UFC, two from the Memphis District, one from the Louisville District, and one from another Army agency. The Army Finance Center provided the instructor for the course, and there was no specific course-related cost except the instructor's travel. This training will help our accountants achieve a higher level status in the Army Comptrollership, since it is one of the mandatory courses for the first level.

Q. On 2 February, two representatives of the Logistics High Performing Organization visited the UFC to view the space available for possibly locating the Logistics Activity Center (LAC) FOA. We provided a tour of our facility and noted some areas that could be used for the LAC. We generally have space available to accommodate the entire LAC. We also provided briefings on the amenities available at the Naval Support Activity Mid-South, as well as quality of life topics in the surrounding Memphis area. We also briefed the support services which the UFC could furnish the LAC, such as Resource Management, EEO, Office of Counsel, Safety, Security, etc. The visitors were favorably impressed with the facility here and the information briefed.

R. On 25 January, the UFC participated in a competitive sourcing in-process review (IPR) teleconference. The status of all ongoing A-76 competitions and the Logistics High Performing Organization (HPO) study were discussed, including the approach of several key milestone dates. Several human resource issues were also addressed. The Strategic Sourcing Program Manager indicated that the draft Human Resources Strategic Sourcing Implementation Plan would be available for review by the end of January.