DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
FINANCE CENTER
5722 INTEGRITY DRIVE
MILLINGTON TENNESSEE 38054-5005

REPLY O
ATTENTION OF:

CEFC-ZS   1 October 2007

MEMORANDUM FOR COMMANDERS/DIRECTORS, ALL USACE COMMANDS
                        ATTN: Resource Management Officers, Comptrollers, Finance
                        & Accounting Officers

SUBJECT: CEFMS Training Databases

1. Effective 1 October 2007, Karen Duncan will assume the role of Coordinator/Scheduler for CEFMS training databases. Carol Blankenship will be the alternate for this role.

2. We will continue with a maximum of sixteen training databases operational at any time. Four training databases will be allocated to each of four platforms (cpc25, cpc26, wpc26, and wpc29) located at the two processing centers (Western Processing Center and Central Processing Center). The enclosure contains general information and instructions regarding the process for reserving and accessing these databases.

3. Each Division/District/Laboratory should appoint a Training Database point of contact and an alternate point of contact for the purpose of arranging and coordinating usage of the training database. Each Division/District/Laboratory must provide the names of the points of contact to Karen Duncan.

4. If you need additional information, please contact Karen Duncan, CEFC-ZS, at (901) 874-8431.

FOR THE DIRECTOR:

Encl   SHIRLEY L. AUTRY
                                             Deputy Director

GENERAL INFORMATION AND INSTRUCTIONS REGARDING TRAINING DATABASES

1. Each site requiring a training database will be provided access to an exact copy of their current CEFMS production database. The training database will be a current copy of the production database at the time the CEEIS Center loads the database.

2. The training database will be accessed through a Training Portal Page, which will be available as a link on the main CEFMS Portal Page. The "CEFMS TRAINING" link is located near the bottom of the CEFMS Portal Page. Users will get an error message if they attempt to access their training database and it is not currently loaded.

3. The UFC Directorate of Financial Systems Development & Maintenance in Huntsville has developed a configuration script that will be executed when a database is loaded. The script will break all database links that would have an impact on an external production database; e.g., disbursing links, GOCO link creations, etc.

4. The activity's training database point of contact (POC) must email Karen Duncan and request a training database for a one-week or two-week time period depending on the type and extent of training being offered. The activity will provide a completion date for the training. This request must be made at least two weeks prior to the training. Training database requests will be granted on a first come-first served basis. The training coordinator will notify the requesting POC when the training database has been loaded and is available for use. The training databases POC will email a notification when the scheduled training has been completed.

5. Each student in a training session will use their current production login USER ID and passwords. Students will also be able to use their current ESIG card for the training session. These ESIG actions will allow students the ability to complete training transactions that require an electronic signature. However, the ESIG capabilities in a training database will not include the ability to do card actions such as create signature cards, deactivate signature cards, etc.

6. If the students require additional permissions to complete their training, the training coordinator at the activity must have the responsible employee for the work item(s) access the training database and grant those permissions. Since the configuration script has broken all links to the production database, the responsible employee can be assured that any permission(s) granted will not affect the production database. THE ACTIVITY'S TRAINING DATABASE WILL FUNCTION EXACTLY LIKE THE SITE'S PRODUCTION DATABASE.