



Focus on your core mission, and NBC will take care of the rest.

NBC Efforts to Build and Sustain an Internal Control and Compliance Program

The National Business Center (NBC) has successfully built and is sustaining a robust Internal Control and Compliance Program (CCP) in response to OMB's Circular A-123 and client requirements.

In FY 2005, the Office of Management and Budget (OMB) issued new guidance under a revision to OMB Circular A-123 for enhancing both "financial" and "program" controls and financial reporting effective for the FY 2006 financial statement. OMB's enhancements included changes for financial reporting as well as additional requirements for assuring program internal controls.

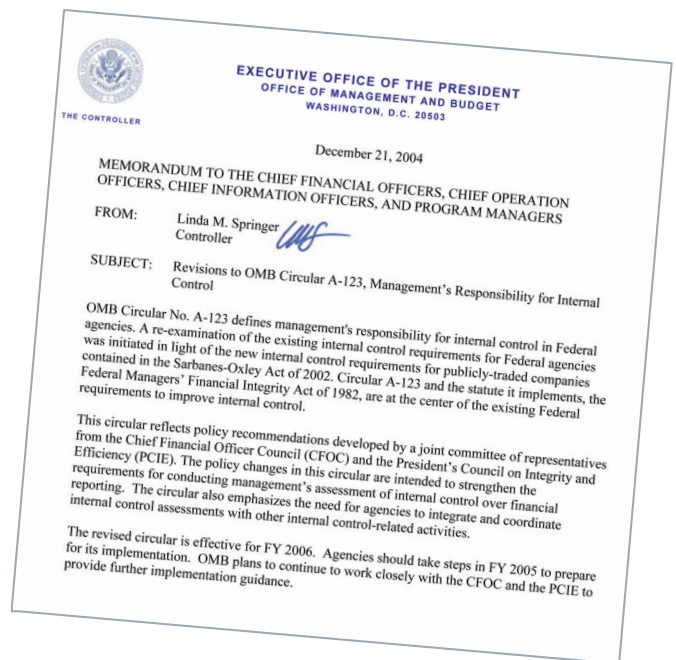
To satisfy the requirements for enhanced financial reporting controls the NBC documented the business processes of 19 critical financial activities, documented work flows, identified key controls, created test plans and conducted financial transaction testing. The NBC created an organization within the Accounting Operations Division (AOD), to be responsible for performing the financial transaction level testing for all customers.

To satisfy the requirements for enhanced financial reporting controls the NBC documented the business processes of 19 critical financial activities, documented work flows, identified key controls, created test plans and conducted financial transaction testing.

These financial testing activities supplement the evaluation of system controls as performed by the NBC through the annual FISMA and SAS 70 Type II review processes. The major applications reviewed each year include: (1) Federal Financial System (FFS), (2) Federal Personnel Payroll System (FPPS), (3) Hyperion Consolidated Financial Statements (CFS), (4) Oracle Federal Financials, and (5) Momentum Financials. The NBC uses the results of its financial transactions testing and internal system and SAS 70 reviews to provide assertions to customers regarding the status of controls over financial reporting as of June 30th of each year.

To satisfy the requirements for enhanced "program" controls, the NBC created a component and assessable unit inventory of 134 units. Assessable units are NBC programs or major processes which can be reviewed in an efficient, reasonable, and logical manner. The NBC also developed a risk assessment tool, conducted risk assessment, developed a multi-year review plan and has begun to document the business processes and conduct management reviews. The results of these reviews will form the basis of the NBC's assertions to customers over program controls.

The NBC has implemented an internal control program that is commensurate with program risks, provides value to customers and management in comparison to compliance program costs.



In this issue:

NBC Efforts to Build and Sustain an Internal Control and Compliance Program	1
Human Resources Directorate (HRD) Update	2
A Vision for the Future	2

OMB's Circular A-123 OMB Circular A-123, issued on December, 21 2004 defines the management responsibilities for internal financial controls in Federal agencies.

Focus on your core mission, and NBC will take care of the rest.



Human Resources Directorate (HRD) Update

HRD, through the HR Line of Business (LOB), provides all OPM core HR services (i.e., personnel action processing, time and attendance, payroll processing, labor cost distribution, benefits processing, and workforce analytics), and it also provides optional HR functional cross servicing and an employee-based, web-enabled time and attendance system, Quicktime.

Customer focus and quality of products are our priorities. We have active user groups, a customer executive advisory board (CEAB), and dedicated client liaisons. Customer questions and concerns are promptly and accurately addressed through networked help desks, on-line help, training, user manuals, and easily accessible staff.

Last year the CEAB unanimously voted for improved integration between the NBC's HR LOB systems and HR related eGov solutions (eRecruitment, eOPF, EHRI, eTraining, eTravel, and eClearance.) The goals of this initiative are to avoid duplicate data entry by capturing data once and propagating it to downstream systems and to eliminate time delays by using real-time data transmission contributing to improved business processes in terms of efficiency and reliability of data across systems. Our strategy is to integrate our HR/payroll

solution with the full range of HR systems and services envisioned by OPM, creating a seamless coupling of streamlined HR processes and state-of-the-art technology to support the full employee life cycle.

The NBC HR Line of Business (LOB) Shared Service Center welcomes our new clients, the Institute of Museum and Library Services (IMLS), and the Department of Labor (DOL), with its 15,500 employees.

In other news, DataMart has been busy adding new capabilities or "tools" to our client toolbox. The new web-based Survey Tool provides clients the capability to create their own survey complete with their own questions and layout.

NBC HR LOB customers may now access EEX to voluntarily populate Employee Emergency Contact Information (EECI). This provides agencies with an easier means to locate their employees during natural and unnatural disasters. Employees may also run retirement estimates through the EEX Federal Employee Benefits Statement (FEBS).

For additional information, please contact Barb McCuskey, 303-969-7200, or Barbara_E_McCuskey@nbc.gov.

U.S. Department of the Interior



National Business Center
Government Shared Service Provider

NBC News Quarterly
is published by
the National Business Center
U.S. Department of the Interior
1849 C Street NW
Washington DC 20240
Phone: 202-208-7247
www.nbc.gov

Publisher
Office of the Director

NBC News Quarterly is a quarterly newsletter, published by the U.S. Department of the Interior's National Business Center (NBC), to improve communication between the NBC and its customers.

If you have any questions, comments or suggestions, please send an e-mail message to NBC_Outreach@nbc.gov

A Vision for the Future

In March of 2007, John W. Nyce became the Associate Director for the Acquisition Services Directorate (AQD) of the National Business Center (NBC). The AQD encompasses offices in Arizona, Colorado, Idaho, California, Washington, DC, as well as Virginia, which houses the GovWorks® office. John brings over 30 years of acquisition experience to the position, having spent nearly 10 years with DOI, most recently serving as the NBC's Assistant Director of Administrative Operations. Under his leadership, the Administrative Operations Directorate earned the 2006 NBC Director's Award for both Customer Service and Employee Satisfaction.

Prior to joining the Department of the Interior, John spent the first 20 years of his Federal career at the Naval Air Systems Command, where he personally awarded and managed contracts ranging from routine small dollar value contracts, to large and complex billion dollar weapons systems contracts. In his last assignment at the Naval Air Systems Command, John was the Division Director of the Cruise Missile Contracting organization. He also served five years as a Supply Corps Officer in the U.S. Navy.

John holds a Bachelor of Science Degree in Business Administration from Pennsylvania State University and a Master of Business Administration Degree from George Washington University.

"Having been in acquisition for 30 years, I've got a passion for this business", John says. As Associate Director of the AQD, his vision is to mold the geographically diverse offices into a cohesive organization. The Directorate will now have the capacity to offer expanded services to all of their clients and will promote the expertise of each office's core competencies. By offering superb customer service, cost-effective procurement solutions, and compliant contracting to all federal agencies, the new AQD is already on its way to realizing the goal of becoming the acquisition services provider of choice.



John W. Nyce