

**Payment Transition Team  
Plan of Action and Milestones  
Revised 9/16/04**

The actions/tasks listed in this plan are based on the following assumptions and premises. The presence of any conditions contrary to these assumptions and premises will have a significant impact in terms of actions/tasks required to implement the Most Efficient Organization (MEO).

- Effective June 1, 2004, the Oak Ridge Financial Service Center (ORFSC) will assume responsibility for payments made by the Capital Accounting Center (CAC).
- Effective October 1, 2004, the ORFSC will assume responsibility for payments made by the National Nuclear Security Administration Financial Service Center (ALBQ).
- Original invoices will be sent to the ORFSC for payment processing.
- DOE officials will approve all invoices for payment online via the ORFSC Vendor Invoice Approval System (VIAS).
- Vendors will be strongly encouraged by all DOE offices and organizations to electronically submit invoices via the ORFSC Vendor Inquiry Payment and Electronic Reporting System (VIPERS)

**\* Tasks that are past due are identified in bold text.**

*\* Task, assignee, or dates changed from last update are identified in italicized text.*

**\* Tasks remaining to be completed are shaded in yellow.**

Description of Action/Task	Assignee	Target Date	Status
<b>Consolidation of CAC and ALBQ Payments</b>			
<i>General and Administrative Items</i>			
1. Initial conference call with HQ and Transition Team Leads to discuss plan/requirements for stand up of the MEO organization	Olson	04/06/04	Complete
2. Forward HQ memo on MEO transition to Payment Transition team members and request data from team members	Southard	04/07/04	Complete
3. Conduct conference call with Payment Transition Team members	Southard	04/21/04	Complete
4. Send draft Plan of Action and Milestones to team members for comments	Southard	05/11/04	Complete
5. Make necessary changes to Plan	Southard	05/14/04	Complete
6. Submit initial Plan of Action and Milestones Plan to HQ	Southard	05/14/04	Complete
7. Notify ORFSC satellite offices of changes to current practices, policies, and procedures	Southard	05/20/04	Complete
8. Conduct weekly conference calls with HQ, SNR, PNR, and NPRO offices	Southard	06/29/04	Complete

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Description of Action/Task	Assignee	Target Date	Status
<b>Consolidation of CAC and ALBQ Payments</b>			
<i>General and Administrative Items</i>			
9. Begin weekly conference calls with ALBQ, GO, ID, and DOE ROs	Southard	07/13/04	Complete
10. Develop guidance/policy for making payments during September and October	Olson	07/23/04	Complete
11. Modify footer record of remittance notices to reflect agency's decision regarding payment processing for the months of September and October	Frank/Maestas	07/30/04	Complete
12. Issue letter to vendors, employees, procurement offices and field CFO's of the agency's decision regarding payment processing for the months of September and October, 2004	Fitchpatrick/ Zawadzki	08/02/04	Task cancelled
13. Receive and conduct STARS training (via train the trainer approach)	Southard	08/27/04	Task cancelled
14. Provide final draft process flow to all DOE offices	Southard	09/10/04	Complete
15. Provide STARS training to end users	Southard	10/01/04	Task cancelled
16. Load October payment related transactions recorded in DISCAS into STARS	Southard	11/03/04	Task cancelled

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<b>Description of Action/Task</b>	<b>Assignee</b>	<b>Target Date</b>	<b>Status</b>
<i>Postal Mail Address Changes</i>			
17. Obtain additional post office boxes for receipt of CAC invoices	Southard/Guffey	02/10/04	Complete
18. Notify CAC of post office numbers	Southard/Guffey	03/23/04	Complete
19. Notify HQ, SNR, PNR, NPRO Procurement Offices for procurement awards, ECWeb, and CHRIS	Ware/Antle/Hummel/ Chaput/Schissler/ O'Hearn/Stilwill	03/26/04	Complete
20. Provide HQ, SNR, PNR, NPRO Procurement Offices with payment documents/forms	Southard/Guffey	04/19/04	Complete
21. Issue procurement modifications to vendors for billing address changes	HQ/FO Procurement	04/30/04	Complete
<i>ORFSCMAIL Changes</i>			
22. Set up new folders in ORFSCMAIL account	Southard/Guffey	03/11/04	Complete
23. Increase ORFSCMAIL account size limit	Southard/Guffey	03/11/04	Complete
<i>Records Management</i>			
24. Identify payment files/documents to be transferred to ORFSC	Ware	02/23/04	Complete
25. Determine file space needs/requirements	Southard/Guffey	03/25/04	Complete
26. Obtain additional file space	Guffey	04/30/04	Complete
27. Create CAC, SNR, PNR, NPRO files in fileroom/database	Southard/Guffey	05/31/04	Complete
28. Transfer only work in progress files to ORFSC	Ware	06/30/04	Complete

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<b>Description of Action/Task</b>	<b>Assignee</b>	<b>Target Date</b>	<b>Status</b>
<i>Payment Processes</i>			
29. Provide ORO will all CAC MOU's	Ware	02/23/04	Complete
30. Provide list of electronic funds transfer (EFT) exempt CID's to ORFSC	Ware	04/02/04	Complete
31. Notify ORFSC of specific payment types/requirements: IPP Consent Order Tracking System (COTS)	Ware	04/09/04	Complete
32. Provide CAC, SNR, PNR, NPRO copies of payment related forms, and revise as needed	Southard/Guffey	04/13/04	Complete
33. Notify CAC, SNR, PNR, NPRO of specific processes, and revise if needed: Partial payments Credit invoices Discounts on invoices Penalty payments Foreign payments PCS payments Credit card payments Employee reimbursements (other than travel) Travel reimbursements Accelerated payments	Southard/Guffey	04/19/04	Complete
34. Obtain access for ORFSC personnel to Treasury systems used by CAC: Governmental On-line Accounting Link System (GOALS) Payments Accounting Claims enhancements Reconciliation (PACER) Automated Standard Application for Payment (ASAP) CASHLINK	Southard/Guffey	05/14/04	Complete
35. Contact Treasury to have notices sent to ORFSC: Schedule of Cancelled Checks (SOCC) Treasury Offset Program (TOPS) Notice of Change (NOC)	Southard/Guffey	05/14/04	Complete
36. Provide CAC, SNR, PNR, NPRO with payment point of contact list	Southard/Guffey	05/28/04	Complete
37. Provide ORFSC with payment contact list	Ware	05/28/04	Complete

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<b>Consolidation of CAC Payments by 06/01/04</b>			
Description of Action/Task	Assignee	Target Date	Status
<i>DISCAS Related Items</i>			
38. Provide ORFSC with DISCAS data elements/schema: Prompt Payment Codes CID Structure DCS Structure OPI Code Type of Award Codes Standard Map Codes Banking/TINs/DUNs E-mail remittances - addresses	Ware	04/06/04	Complete
39. Provide CAC, SNR, PNR, NPRO with invoice numbering scheme	Southard/Guffey	04/07/04	Complete
40. Provide CAC, SNR, PNR, NPRO with list of rejection codes	Southard/Guffey	04/13/04	Complete
41. Identify ORFSC personnel who need access to HQ HP accounts	Southard/Guffey	04/19/04	Complete
42. Compare DISCAS data elements/schema, and revise if needed	Southard/Guffey	04/30/04	Complete
43. Compare and modify HQ payment programs as needed	Southard/Guffey	04/30/04	Complete
44. Establish certification capability for ORFSC personnel to HQ ALC (89000001)	Southard/Guffey	04/30/04	Complete
45. Obtain login/passwords to HQ HP (production acct) for ORFSC personnel	Southard/Guffey	04/30/04	Complete
46. Configure Connect Direct (at ORFSC) to accept payment files from HQ HP	Southard/Guffey	04/30/04	Complete
47. Program access to DOE INFO for remittance addresses	Southard/Guffey	04/30/04	Complete
48. Check/clean up all oblig-ref records	Ware/Antle/Hummel/ Chaput/Schissler/ O'Hearn/Stilwill	04/30/04	Complete
49. Test payment certification programs	Southard/Guffey	05/07/04	Complete
50. Send test payment files to Treasury	Southard/Guffey	05/07/04	Complete
51. Provide ORFSC with list of vendors requiring special remittance data	Ware/Antle/Hummel/ Chaput/Schissler/ O'Hearn/Stilwill	05/14/04	Complete
52. Revise rejection code list if needed	Southard/Guffey	05/23/04	Complete

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<b>Consolidation of CAC Payments by 06/01/04</b>			
Description of Action/Task	Assignee	Target Date	Status
<i>Automated Interfaces</i>			
53. Develop test invoice approval website for CAC, SNR, PNR, NPRO approving officials	Southard/Guffey	03/19/04	Complete
54. Provide test invoice approval website for PNR	Southard/Guffey	04/16/04	Complete
55. Develop programming for Phase II of automated payment entries (RW, P&CE, IPAC)	Vinyard/Sharp/ Frank/Settle	10/29/04	
56. E-mail draft instructions & test URL on automated/interface system (to HQ team)	Southard/Guffey	04/16/04	Complete
57. Test programming for Phase II of automated payment entries (RW, P&CE, IPAC)	Vinyard/Sharp/ Frank/Settle	11/12/04	
58. Implement programming for Phase II of automated payment entries (RW, P&CE, IPAC)	Vinyard/Sharp/ Frank/Settle	11/19/04	
59. Modify automated payment entry program to include CAC/SO data elements	Southard/Guffey	04/30/04	Complete
60. Establish link between invoice approval system and HQ HP system	Southard/Guffey	04/30/04	Complete
61. Update electronic invoicing system to reflect CAC, SNR, PNR, NPRO addresses	Southard/Guffey	04/30/04	Complete
62. Establish link between ORFSC VIPERS and HQ HP systems	Southard/Guffey	04/30/04	Complete
63. Modify invoice approval process to allow approving officials to select alternates	Southard/Guffey	04/30/04	Complete
64. Determine what is needed to run the ASAP interface program at the ORFSC	Southard/Guffey	04/30/04	Complete
65. Determine what is needed to run the Travel Manager interface program at the ORFSC	Southard/Guffey	04/30/04	Complete
66. Send final instructions to all approving officials (automated/interface systems)	Southard/Guffey	05/07/04	Complete
<i>IPACS</i>			
67. Convert check/EFT payments made to other Federal agencies to IPAC	Ware	05/28/04	Complete
<i>Reports</i>			
68. Invoice Paid Report – compare and modify if needed	Southard/Guffey	04/30/04	Complete
69. CKINV report – compare and modify if needed	Southard/Guffey	04/30/04	Complete
70. Invoice Received Report – compare and modify if needed	Southard/Guffey	04/30/04	Complete
71. Invoice Tracking Reports – compare and modify if needed	Southard/Guffey	04/30/04	Complete

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<b>Consolidation of ALBQ Payments by 10/01/04</b>			
<b>Description of Action/Task</b>	<b>Assignee</b>	<b>Target Date</b>	<b>Status</b>
<i>Postal Mail Address Changes</i>			
72. Obtain additional post office boxes for receipt of invoices related to ALBQ, GO, ID, DOE ROs	Southard	07/15/04	Complete
73. Notify ALBQ, GO, ID, DOE ROs of post office box numbers	Southard	07/15/04	Complete
74. Notify ALBQ, GO, ID, DOE RO Procurement Offices of billing address changes for procurement awards, ECWeb, and CHRIS	Aragon/ Kinsey/Shepherd	07/15/04	Complete
75. Provide ALBQ, GO, ID, DOE RO Procurement Offices VIPERS instructions/documentation	Vinyard	07/30/04	Complete
76. Issue notices or procurement modifications to vendors them of change in billing address and providing information about VIPERS	ALBQ, GO, ID, DOE RO Procurement Offices	08/30/04	Complete
<b>77. Verify billing address has been changed in ECWeb and CHRIS interface systems</b>	<b>Aragon/ Kinsey/Shepherd</b>	<b>08/30/04</b>	<b>HQ will do by 10/1</b>
<i>ORFSCMAIL Changes</i>			
78. Increase ORFSCMAIL account size limit, if necessary	Vinyard	09/17/04	Complete
79. Set up new folders in ORFSCMAIL account	Vinyard	09/24/04	Complete
<i>Records/Document Management</i>			
80. Identify payment files/documents to be transferred to ORFSC	Aragon/Southard	07/30/04	Complete
81. Obtain additional file space	Guffey	09/24/04	
82. Send unapproved invoices to ORFSC	Aragon	09/24/04	Invoices received at ALBQ after 9/24 will be sent to ORFSC on M-W-F
83. Create files in file room and records management database for ALBQ, GO, ID, DOE ROs	Mathis	09/30/04	

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<b>Consolidation of ALBQ Payments by 10/01/04</b>			
Description of Action/Task	Assignee	Target Date	Status
<i>Payment Processes</i>			
84. Provide ORO with copies of existing MOU's	Aragon	07/15/04	Complete
85. Provide ALBQ, GO, ID, DOE ROs copies of payment related forms used by the ORFSC, and revise as needed	Vinyard	07/30/04	Complete
86. Provide ORFSC a list of vendors who receive payment via check	Aragon	07/30/04	Complete
87. Provide ALBQ, GO, ID, DOE ROs information with respect to specific payment processes Partial payments Credit invoices Discounts on invoices Penalty payments Foreign payments PCS payments Credit card payments Employee reimbursements (other than travel) Travel reimbursements Accelerated payments	Southard	08/20/04	Complete
88. Provide ORFSC procedures for any unique payments or requirements	Aragon/Kinsey/ Shepherd	08/20/04	Complete
<b>89. Obtain and verify access for ORFSC personnel to Treasury systems:</b> Governmental On-line Accounting Link System (GOALS) Payments Accounting Claims Enhancements Reconciliation (PACER) <b>Automated Standard Application for Payment (ASAP)</b> CASHLINK	Shell  Ivey  <b>Fitch</b>  Trivette	<b>09/03/04</b>	Complete  Complete  Complete
<b>90. Contact Treasury to have notices sent to ORFSC:</b> <b>Schedule of Cancelled Checks (SOCC)</b> Treasury Offset Program (TOPS) Notice of Change (NOC)	<b>Chadwell</b> Vinyard Shell	<b>09/03/04</b>	Complete Complete
91. Provide ALBQ, GO, ID, DOE ROs with ORFSC points of contact	Southard	09/24/04	Complete – ORFSC web page
92. Provide ORFSC with points of contact	Aragon/Kinsey/ Shepherd	09/24/04	ID complete

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<b>Consolidation of ALBQ Payments by 10/01/04</b>			
Description of Action/Task	Assignee	Target Date	Status
<i>DISCAS Related Items</i>			
93. Provide ORFSC with changes to automated accounting entry programming Type Transaction Standard Map Codes	Aragon/Kinsey/ Shepherd	07/30/04	Complete
94. Provide ALBQ, GO, ID with list of rejection codes	Vinyard/Sharp	07/30/04	Complete
95. Provide ORFSC list of award types	Aragon/Kinsey/ Shepherd	07/30/04	Complete
96. Notify ALBQ of ORFSC personnel who need access to the ALBQ HP	Southard	08/13/04	Complete
97. Compare DISCAS data elements and notify ALBQ, GO, ID of changes/additions EFT info TIN/DUNS E-mail remittance addresses	Vinyard/Sharp/ Frank/Gateley	08/20/04	Complete
<b>98. Compare and modify ALBQ payment programs as needed</b>	<b>Vinyard/Sharp/ Frank</b>	<b>09/03/04</b>	
99. Obtain login/passwords to ALBQ HP (test and production accounts) for ORFSC personnel	Southard	09/03/04	Complete
100. Provide ORFSC with procedures to run DISCAS reports provided to users	Aragon/Kinsey/ Shepherd	09/10/04	Complete
<b>101. Ensure ORFSC personnel can access ALBQ HP and have proper menus</b>	<b>Sharp</b>	<b>09/10/04</b>	
<b>102. Configure Connect Direct (at ORFSC) to accept payment files from ALBQ HP</b>	<b>Frank/Sitver</b>	<b>09/10/04</b>	
103. Program access to DOE INFO for VIAS	Settle	09/17/04	Complete
104. Test payment certification programs	Frank	09/17/04	
<i>105. Copy jobs, command, routines to ALBQ database</i>	<i>Vinyard/Frank</i>	<i>09/17/04</i>	
<i>106. Update DISCAS records EFT info TIN/DUNS E-mail remittance addresses</i>	<i>Goetz/Kinsey/ Shepherd</i>	<i>09/24/04</i>	
107. Check/clean up all OBLIG-REF records (pay methods, award types, OPI, std map codes, etc.)	Aragon/Kinsey/ Shepherd	09/24/04	
108. Send test payment files to Treasury	Frank/Sitver	09/24/04	
109. Provide ORFSC with list of vendors requiring special remittance data	Aragon/Kinsey/ Shepherd	09/24/04	
110. Revise rejection code list if needed	Vinyard/Sharp	09/24/04	

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<b>Consolidation of ALBQ Payments by 10/01/04</b>			
Description of Action/Task	Assignee	Target Date	Status
<i>Automated Interfaces</i>			
111. Ensure ALBQ, GO, ID, DOE RO can connect to ORFSC servers/web pages	Settle	07/30/04	Complete
112. Confirm ORFSC interfaces (VIAS, VIPERS) to ALBQ HP will be allowed	Frank/Settle	08/06/04	Complete
113. Determine if the Travel Manager interface will be run in DISCAS and if so, determine programs and processes required to run it	Cooper/Sitver	08/16/04	Complete
114. Determine if the ASAP interface will be run in DISCAS and if so, determine programs and processes required to run it	Fitch/Gateley	08/16/04	Complete
115. Develop test invoice approval website for ALBQ, GO, ID, DOE RO approving officials	Settle	08/16/04	Complete
116. E-mail draft instructions & test URL on automated/interface system (to team)	Southard	08/23/04	Complete
117. Modify automated payment entry program to include ALBQ, GO, ID data elements	Vinyard/Sharp/ Settle	08/23/04	Complete
<b>118. Implement any changes necessary to run the Travel Manager interface program at the ORFSC</b>	<b>Cooper/Sitver</b>	<b>08/30/04</b>	
119. Implement any changes necessary to run the ASAP interface program at the ORFSC	Fitch/Gateley	08/30/04	Complete
<b>120. Update electronic invoicing system to reflect ALBQ, ID, GO, and DOE RO addresses</b>	<b>Settle</b>	<b>08/30/04</b>	
121. Verify connectivity of ORFSC interfaces (VIAS, VIPERS) to ALBQ HP	Frank/Settle	08/30/04	Complete
<b>122. Test automated entry program</b>	<b>Vinyard/Sharp/ Settle/Aragon/ Shepherd/Kinsey</b>	<b>09/03/04</b>	
123. Train ALBQ, GO, ID, DOE RO users on Vendor Invoice Approval System	Southard/Aragon/ Kinsey/Shepherd	09/08/04	Complete
124. Send final instructions to all approving officials (automated/interface systems)	Southard	09/10/04	Complete
<i>IPACS</i>			
125. Convert check/EFT payments made to other Federal agencies to IPAC	Aragon/Kinsey/ Shepherd	09/24/04	