

of all assets, supplies and materials required for the maintenance of public housing properties. Those assets had to be tracked from receipt to disposal, including transfers to a housing unit or repair shop. TCBA developed the requirements for an automated system capable of interfacing with a bar code system for efficient data entry during receipt, issuance, inventory taking, and disposal of an item. Our analysis also included a requirements study for a work order and a purchasing management information system.

5. Supply Chain Management

TCBA supported evaluation, selection, and implementation of a Rolling Inventory System to track inventory items, both consumables and inexpensive fixed assets. This included interviewing customers and vendors to understand and document technical requirements; developing specifications, including diagrams to provide the developer/vendor with a complete picture of the technical requirements; working with the developer/vendor to ensure that the product satisfied the requirements; working with the implementation team to complete testing and delivery of quality product; presenting the business solution to management; demonstrating the final product; and training customers in use of the new software.

SECURITY AND INTERNAL CONTROLS

1. eCommerce Application Assessment

TCBA was retained to conduct an assessment of the financial controls over the credit card processing system (Webplace Payment Project) under development by AARP. Specifically, TCBA was engaged to identify the appropriate workflow of credit card transactions from the Call Center to Remittance Transaction Processing

and finally to the Information Technology Group (ITG). This workflow analysis was intended to incorporate appropriate financial processing and operating controls.

TCBA identified policies and procedures to support the recommended workflow. TCBA recommended responsibility and job qualification changes for staff position descriptions, to the extent that current staff position descriptions were insufficient to satisfy the anticipated work requirements. TCBA reviewed the training material prepared for staff on all new or revised financial control policies and procedures. TCBA also identified facility modifications and equipment needs necessary to achieve the required level of security for AARP's credit card exception processing.

2. Internal Control Review of Major Financial Management and Information Systems

TCBA conducted systems assurance, vulnerability, and computer security testing of selected RTC major sensitive information systems to enable RTC to comply with FMFIA, as mandated by OMB Circulars A-123, Internal Controls Systems, and A-127, Financial Management Systems; the Computer Security Act of 1987, and security requirements of OMB Circular A-130, Management of Federal Information Resources, Appendix III. The results of the reviews were presented in a format that met all applicable FMFIA reporting requirements and enabled RTC's management to implement corrective actions in a timely manner. The systems reviewed included:

- Real Estate Owned Management System
- Asset Manager System
- Control Totals Module
- Financial Management System -- General Ledger

3. Computer Security Awareness Training

TCBA provided computer security awareness training to Resolution Trust Corporation (RTC) employees and contractors on all major RTC systems to educate users and RTC executive managers on the inherent system risks and safeguards, thus ensuring adequate protection of RTC information systems.

TCBA performed a full range of activities associated with planning, defining, preparing, scheduling, and conducting computer security awareness training. Specifically, these activities included:

- Conducting training courses for RTC employees and contractors at RTC sites,
- Adjusting/updating existing training courses,
- Supplying course outlines, course plans, course materials, and training aids,
- Scheduling training and managing site-specific logistics, and
- Preparing training activity reports after each site visit and a project summary report.

4. Information Security Systems Auditor

TCBA provided planning and implementation support to the DC Office of the Chief Technology Officer, Office of Computer Security Management (OCSM). These services included development of information system security audit standards; development of information system security audit program plan; development and implementation of the audit methodology; identification, evaluation, procurement, and testing of information security system audit tools; conduct of information security system audits; documentation of procedures, processes, technical specifications, imple-

mentation plans, and configurations of tasks for the continuation of the audit project; interacting with DC government employees, contractors and stakeholders to address matters concerning information system security audits; coordination with OCTO or other agencies to evaluate and implement information system security audit procedures and supported the OCSM security architecture strategic program plan and OCTO enterprise architecture initiatives.

INDEPENDENT VERIFICATION & VALIDATION (IV&V)

1. IV&V Services for DC Payroll System

TCBA performed IV&V services to verify personnel, benefits, payroll and retirement data and accounting data for conversion to a new payroll system. These services also included data conversion verification services to ensure accurate migration to the new DC payroll system.

2. IV&V Services for DC Personnel Benefits Program

TCBA performed an IV&V engagement to cross-check and verify DC personnel records to the records of insurance carriers to ensure accuracy of benefits data and premium rates.

3. IV&V Services for Implementation of RTC Financial Management Systems

TCBA performed numerous IV&V engagements to assist RTC in implementing and converting its asset