



DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE
HYATTSVILLE, MD 20782

DATE: February 14, 2001

MEMORANDUM FOR ALL CFOs and DEPUTY CFOs

FROM: JUDITH R. TILLMAN
ASSISTANT COMMISSIONER
FINANCIAL OPERATIONS

SUBJECT: IPAC Update

In my last correspondence with you, a memo dated November 29, 2000, I told you that the Financial Management Service's (FMS') Intra-governmental Payment and Collection (IPAC) system was scheduled for implementation June 1, 2001. Unfortunately, due to system development issues beyond our control, FMS has decided to delay IPAC's implementation. The new date has not yet been determined. We anticipate that implementation will be no later than September 1, 2001. FMS will notify you of the revised implementation date as soon as it is available.

In that memo, I also informed you that part of the IPAC implementation process requires that each agency assign an IPAC Agency Administrator (IAA) for each of its Agency Location Codes (ALCs). The due date for completion of the IAA Designation Form was January 12, 2001. To date, FMS has only received approximately half of the expected IAA designations. To keep you informed of the designation status, FMS maintains a list of each ALC with an IAA designation on the IPAC web site http://www.fms.treas.gov/goals/GOALS_IPAC.html. If your ALC(s) is not on the list, and you require access to IPAC, TRACS or RITS, please ensure that your organization submits an IAA Designation Form (attached) for all ALCs to FMS by February 28, 2001.

Also new to the IPAC web site is information pertaining to bulk file submissions. Important bulk file information and draft formats were posted on January 17, 2001. The existing OPAC / RITS / TRACS bulk file formats cannot be used in the new system. New bulk file formats have been developed for use in IPAC. FMS expects to have final formats available on the web site by the end of February.

Prior to the implementation of IPAC, all bulk file users must be certified. The certification process includes establishing a connection to IPAC and successfully transferring a valid and an invalid bulk file. Those agencies that wish to schedule their bulk file submissions, or want to establish an unattended session with IPAC, must do so utilizing communication software that is capable of creating an https session that responds to a security challenge. If your agency does not already have software that meets these criteria, FMS/FRB can provide you with a copy of a customized client version of the Secure Transport software free of charge for a UNIX or Windows NT environment. Those agencies that wish to manually submit bulk files will be able to do so using a web browser.

A major reason for corresponding with you is to get the weight of your office behind our requests for information. Your help with obtaining IAA designation forms has been and continues to be important. Of equal magnitude, however, is the need for FMS to know of agency plans to submit bulk files. Any help you can provide to ensure that the appropriate personnel in your agency contact Dara Seaman as soon as possible to schedule a timeframe in which to be certified would be very helpful.

Important IPAC information is periodically posted to the IPAC web site. Both the November 29 and this memo are currently available on the site. A schedule for IPAC training, which will be available in select major cities around the country, will soon be announced on the IPAC web page as well. If you have not already done so, you are encouraged to sign-up for FMS' e-mail notification service so that you can be informed when the site has been updated.

If you have any questions regarding the information in this letter, please contact Dara Seaman on (202) 874-1618 or send an e-mail to IPAC.Help@fms.treas.gov. If you would like to receive future correspondence by e-mail, please forward your request to the IPAC Help mailbox above.

Thank you for your continued support and cooperation in this effort.

IPAC Agency Administrator Designation Form

IPAC Agency Administrator Information

Name (First, Middle Initial, Last) _____
 Agency Name _____
 Street Address 1 _____
 Street Address 2 _____
 City, State Zip code _____
 Country _____ E-mail Address _____
 Telephone Number _____

Alternate IPAC Agency Administrator Information

Name (First, Middle Initial, Last) _____
 Agency Name _____
 Street Address 1 _____
 Street Address 2 _____
 City, State Zip code _____
 Country _____ E-mail Address _____
 Telephone Number _____

Please provide the Agency Location Code (ALC), check the audit responsibility column if this IAA will be responsible for performing the quarterly user reviews, and check the appropriate applications for which the above administrator(s) will be responsible for enrolling users.

Agency Location Code (ALC)	Audit Responsibility	Application		
		IPAC	RITS	TRACS

Name and Title of Authorizing Official	Signature of Authorizing Official	Telephone Number	Date
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Mail completed form to the address below or fax it to (202) 874 -6170 by February 28, 2001.
 Financial Management Service, 3700 East -West Highway, Suite 800B, Hyattsville, MD 20782
 ATTN: IPAC Enrollment Department