



## From the editor . . .

On the Chinese lunar calendar, 2012 is the Year of the Dragon, which is of special importance to the Chinese.

As legend goes, the Chinese consider themselves descendants of the dragon, the only mythic creature in the Chinese 12-animal zodiac. During China's *chunyun* or Spring Festival travel season, the 40-day period that began earlier last month, more than 3.2 billion passenger-trips will tax the country's transportation system in what is thought to be the world's largest human migration ever.



Our co-worker, Yiran Kirtner, returned to her native China last Fall. Click [HERE](#) to view Yiran's photos

### INSIDE THIS ISSUE

- 1 From the editor ...
- 1 Comings and goings . . .
- 2 In the spotlight: M O A T ...
- 3 From the DOA project corners ...
- 3 Signing up for VSCAN emergency alert system ...
- 3 How to geek ...
- 4 Co-workers continue to learn . . .
- 4 Employee gathering . . .

### Anatolian Shepherd Earns Award at AKC/Eukanuba National Championships in Orlando



GCH Jughandle's Mr. Arrowroot  
"Rootie"  
Owned by  
Catherine O'Brien  
Financial Reporting

## Comings and goings . . .

**Promotions:** Doug Page (Financial Reporting) to Director of Finance and Administration, 9/10/11; Susan Jones (Financial Reporting) to Assistant Director, Financial Reporting, 10/10/11.

**Retirees:** Nick Whitby, Financial Reporting, 1/1/12; Bonita Keller, Payroll Service Bureau, 2/1/12.

**Transfers:** Ed Miller, Information Technology and Systems, to VITA, 1/24/12.

**New Hires:** Danny Sage, Payroll Service Bureau, 8/10/11; Erin Sprouse (Auditor of Public Accounts) to Finance and Administration, 11/10/11.

We wish everyone well in his or her new endeavors!

**Congratulations!** Cherisha Johnson, Quality Assurance Analyst, had a baby boy born 12/31/11; Catherine O'Brien's (Financial Reporting) Anatolian Shepherd, *Rootie*, won an Award of Excellence at the 2011 AKC/Eukanuba National Championships, Orlando, 12/18/11.

## In the spotlight: M O A T . . .

People are the most important asset in an organization and this is true in the Department of Accounts. There are many policies, regulations, laws and procedures each employee must follow to be effective in his job, to protect data, and also to be safe and secure in the work environment. Policies and regulations often change over time; keeping up with changes can be difficult. In addition, the Commonwealth requires annual security awareness training for employees in the areas of IT and emergency response. In the next few weeks, DOA will introduce a new software tool to help each of us to stay updated with this information and these requirements.



Click [HERE](#) to view *Using MOAT*

**MOAT is an acronym for *Managed Online Awareness and Trust*.** MOAT is an automated tool that provides security awareness training to enable employees to remain updated on Administrative, Human Resources, Emergency and IT policies. MOAT will be used also to help track the progress and compliance of employees in reviewing and understanding this information.

This training is important to ensure we are informed about our security responsibilities. The information provided in MOAT benefits you in your personal and professional life as you learn about topics such as **malware** (viruses, spyware, etc.), **spam**, **phishing** and **identity theft**, as well as **emergency response and evacuation procedures**.

*Soon, you will receive soon your login information for MOAT by email from Jane Kearney.*

After logging into MOAT, you will see on-screen instructions to direct you to a list of IT **modules**. Clicking the modules initiates short lessons on various topics. Each lesson concludes with a few questions to test your understanding of the material. If you answer incorrectly, just go back through the module and try the questions again. Most modules can be completed in 10 minutes or less. Most complete all modules in less than an hour or two. Further, the training may be completed over several sessions; so, you do not have to do it all at once.

In addition, you will find the Department of Accounts **Vault** that provides you with a list of important DOA, Human Resources and other Commonwealth policies. You will be required to read and agree to these policies at the end of your training.

MOAT automatically emails you from time to time to update you on your status and to let you know if new modules or policies have been added. When you have completed the training and agreed to all required policies, MOAT creates a certificate you can print and maintain for your records.

You will find MOAT easy and friendly to use. More importantly, it becomes a useful tool for centralizing agency policies and procedures, assigning responsibilities, communicating roles, tracking employee progress, measuring preparedness, and maintaining a continuing cycle of situational awareness and accountability.

## From the DOA project corners. . .

### OFFICE SPACE ARCHITECTURE

Our agency-wide, floor-to-ceiling remake continues! Just recently, the **Payroll Service Bureau** relocated to the northwest corner of the 2<sup>nd</sup> floor. An automated file system manufactured by Spacesavers is operational and equals 180, four-drawer lateral file cabinets. Systems, Database Administration, and Payroll Production have relocated also to their new offices on the 2<sup>nd</sup> floor.

### eCOMMERCE INITIATIVES

**ePayables.** This program is offered by Bank of America through the State's Charge Card Contract. It is a tool that assesses payments that have been processed through CARS for a specific set of vendors who have enrolled with the Commonwealth in the ePayables program to convert these payments to a virtual card payment. DOA implemented this June 6, 2011, and to date \$37.9 million in CARS transactions have been processed through the ePayables program. DOA's eCommerce Unit manages the ePayables process, remittance to the vendor for authorization to charge the virtual card, and the monthly remittance to Bank of America for the total ePayables charges processed.

## Signing up for VSCAN emergency alert system . . .

VSCAN is an emergency notification system that brings information directly to you about urgent events in the Capitol District. When an alert is broadcast, it will be sent to the devices you designate such as email, text message, pager, or smart phone/Blackberry. Multiple devices can be selected depending on your needs. **This system is available at no charge to you.** To enroll, go to the VSCAN website <https://vscan.dcp.virginia.gov> and click **NEW USER** button on the left-hand side. At the same spot, you can click on the **FAQ** button for the most-common questions about VSCAN.

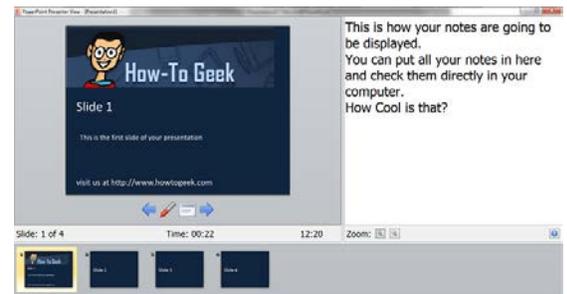


### Architectural Transitioning Continued With the Payroll Service Bureau's Installation

Click [HERE](#) to view PSB install photos

## How to geek . . .

In PowerPoint 2007 is a little feature called **Presenter View** that could help you get rid of your printed notes and track better your time when presenting.



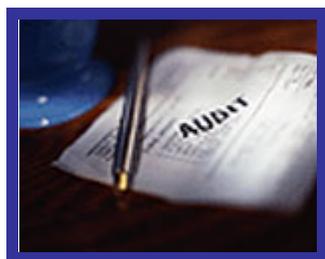
While your PPT presentation displays at the projector, your PC screen shows the presentation, your notes, time tracked, and other handy tools .

Click [HERE](#) to access the How To Geek tip



## Co-workers continue to learn . . .

- ✦ A broadcast e-mail was transmitted to all State employees by **Jack Spooner**, State Internal Auditor, December 16 regarding the State Employee Fraud, Waste, and Abuse Hotline.
- ✦ The *Leadership Communiqué* on January 11, 2012, includes information about the State Employee Fraud, Waste, and Abuse Hotline.  
Click [HERE](#) to view the link
- ✦ The **Hotline Policy and Procedures Manual** was updated on January 12, 2012, and posted to the DSIA website.  
Click [HERE](#) to view the revised link



- ✦ The Department of Education has agreed to allow use of its conference room for training classes beginning February 2012.
- ✦ The **DSIA training program**—funded in part by the Appropriation Act to train internal auditors—provides no-cost training to DOA employees when space allows. For FY 2012 through December 31<sup>st</sup>, 25 DOA employees took advantage of this training benefit.



## Employee Gathering . . .

### 2011 Service Awards



*DOA Staff Arrives at 2011 Service Awards*



*Secretary of Finance Rick Brown (l.)  
and  
Comptroller David Von Moll (r.)*



Click [HERE](#) to see all photos

#### Contributing Staff

- Reporters John Campbell, Valerie Dunmars-Hurdle, Lora George, Susan Jones, Ed Miller, Rick Phillips, Tim Sadler, Dick Salkeld, Jean Turlington, and John Waxmunki
- Editor Michael Rider