

Overview

HQMC FY11 Closeout Guidance



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Agenda

- FY11 Closeout Process
- Cancelling Appropriations
- Obligation Performance Goals
- Aged Transactions

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Closeout Process

- Phase I – nlt 31 July 2011
 - Baseline/OCO funds must be 90% committed and 87% obligated
 - Under-executing commands risk withdrawal of unobligated balances
 - Review SABRS SIC/CAC/OCSOC codes for all expenditures and correct as necessary (continuously)
 - Work daily transaction reports and balance to PE letter controls
 - Notify P&R of any imbalances asap



Closeout Process cont.

- Phase II – nlt 15 Aug 2011
 - Ensure all O&M,MC/O&M,MCR Baseline and OCO funds are completely committed and/or obligated
 - Identify to AFD reimbursable funds available for withdrawal
 - NLT 1 Aug
 - AFD will notify customers of funds available for withdrawal 15 Aug
 - Review SABRS SIC/CAC/OCSOC codes for all expenditures and correct as necessary (continuously)
 - Identify any funds that cannot be obligated

Soft Closeout

- MCLC Goal : 15 Aug
- HQMC Goal: 16 Sep



Closeout Process cont.

- Phase III – 17 to 23 Sep 2011
 - Limited procurement opportunities
 - Minimal funding availability for realignment
 - CMC will identify & withdraw all remaining uncommitted/unobligated O&M funds

NOTE: *Under no circumstances shall any unobligated reimbursable authority remain on the books on 30 Sep. Action will be taken to return all unused funds by 15 Aug.*



Closeout Process cont.

- Phase IV – 24-30 Sep 2011
 - Obligate any remaining O&MMC/O&MMCR funds
 - Sufficient financial/contracting personnel must be available
 - POC contact sheet with home/cell numbers required for call back
 - Minimal work on 29-30 Sep
 - RCOs have until 23:59 on 30 Sep to award FY11 contract actions in SPS



Closeout Process cont.

- Key Actions
 - No unobligated commitments
 - Reimbursable authority = obligations recorded
 - No RONS or NWCF accounts shown in a negative status
 - All spending errors have been corrected/deleted
 - No manual transactions-let the system work!



Cancelling Appropriation FY06

The following appropriations will cancel on 30 Sep 11:

17 06 06 1105	17 05 06 1319	97 05 06 0400	97 06 06 0100
17 06 06 1106	17 04 06 1508	97 02 06 0500	97 05 06 0460
17 06 06 1107	17 06 06 1804	97 04 06 0300	97 05 06 0839
17 06 06 1108	17 06 06 0735	97 04 06 0350	17 05 06 2115
17 04 06 1109	17 05 06 2117	97 06 06 3131	17 05 06 2116

Fund Holders must take immediate action to complete all outstanding transactions for cancelling appropriations nlt 15 Aug or prior to 30 Sep.



Obligation Goals

<u>DATE</u>	<u>OBLIGATION %</u> <u>(Annual)</u>
31 Jul	87.0%
26 Aug	96.0%
16 Sep	100.0%

Note: MCLC will provide weekly leadership status update by Ctr/Dept on OCO/Baseline/Reimb



Aged Transactions

- Excessively aged transactions
 - Greater than 120 days
- Penalty: Cmds are subject to rescission of funds or reductions in subsequent allocations



Reminders

- Monitor FY11 and FY06-FY10 to ensure they do not closeout with negative balances
- SABRS will execute normal daily cycle at 0430 EDT through 30 Sep 2011
- SABRS will execute final daily cycle 0500 EDT 1 Oct 2011 which will include all interfaces processes, if data is received
- SABRS will remain locked until 9 Oct 2011

Note: USMC is evaluated by GAO on unobligated balances as of 31 Jan for all prior years. Excessive balances result in Budget Reductions

