

Fiscal Year 2011 YEAR-END CLOSE-OUT MILESTONES AND DEADLINES

1. Obligation Rate Goals. Commitments, as administrative control measures, do not constitute official obligations and do not count towards the attainment of obligation rate goals. The following obligation goals are prescribed for all Fund Managers:

<u>Baseline Funding</u>		<u>Overseas Contingency Operations (OCO) Funding</u>	
<u>Dates</u>	<u>Percentages</u>	<u>Dates</u>	<u>Percentages</u>
31 Jul	87%	31 Jul	87%
26 Aug	96%	26 Aug	96%
15 Sep	100%	15 Sep	100%
30 Sep	100%	30 Sep	100%

2. Time table for Actions. The scheduled dates of required actions are:

No Later Than	Action	Responsibility
29 July 11	Advise Appropriated Funds Division (AFD) (Code 750) of reimbursable funds available for withdrawal and/or need for additional funds. (See par. 4a)	FM
29 July 11	Identify to AFD personnel, Reimbursable Order Numbers (RONs) anticipated to be carried over into FY12. (see par. 4c)	FM
8 Aug 11	Process via Purchase Request (PR) Builder all approved FY12 annual lease/service/maintenance requirements to Contracts Department (CD) (Code S19) , regardless of dollar amount. This includes periodical subscriptions and options to an existing contract.	FM
12 Aug 11	Submit an excess direct funds report to AFD personnel.	FM
15 Aug 11	LOGCOM internal soft closeout.	All organizations
15 Aug 11	Submit all Simplified Acquisitions totaling \$3K - \$25K to AFD personnel.	FM
15 Aug 11	Submit via appropriate personnel system, any remaining FY11 award documentations to Human Resource Office (HRO) for processing. Award ceilings must not be exceeded.	FM
15 Aug 11	Place reimbursable personnel on direct financial	All Organizations

	indicator pointers (FIP) for 100% year-end processing. Also identify anticipated reimbursable labor cost for remainder of FY11. (16 Aug - 30 Sep 11)	
15 Aug 11	Submit to AFD personnel estimates for overtime for the period 14 through 30 Sep 11. Pay Period 22 must be approved by AFD personnel.	FM
15 Aug 11	Ensure all purchases made with the GCPC are properly recorded in the Standard Accounting, Budgeting and Reporting System (SABRS). (NOTE: The GCPC will not be used after 15 Aug 11. (See par. 3d)	Organizations w/ the Government wide Commercial Purchase Card (GCPC)
15 Aug 11	Input final obligation documents into SABRS for year-end closeout. NOTE: After 15 Aug 11, all obligations will be input into SABRS by Resource Management Division (RMD) personnel or the Standard Procurement System (SPS). All emergency actions and SABRS input should be coordinated with AFD personnel prior to completion. (See par 6)	FM
15 Aug 11	Publish list of carryover RONs to Centers/Departments. (See par 4c)	AFD
15 Aug 11	Input Defense Travel System (DTS) travel orders. Issue remaining FY11 routine Temporary Assignment Duty (TAD) orders and validate recorded TADs. (See par.5). No reimbursable travel will be used during month of September.	FM
15 Aug 11	Notify AFD personnel of any unobligated documents (to include travel) as of 15 Aug 11. For those contracts that cannot be awarded (obligated) by 15 Aug 11, FM's must either cancel the commitment or forward to AFD personnel for inclusion on the "Yet To Go List". AFD personnel will provide a format.	Contracts Department/DSSC
16 Aug 11	Submit remainder of FY11 Direct Support Stock Control (DSSC) self service requirements to AFD personnel. (See par. 3a)	FM
2 Sep 11	Notify Contracts Department (Karen.etheredge@usmc.mil and Brenda.fisk@usmc.mil) via e-mail or telephone	All organizations

	(639-6737) of any documents released through PR Builder. All emergency buys shall be coordinated with AFD personnel.	
16 Sept 11	Headquarters Marine Corps (HQMC) soft FY11 closeout.	FM
16 Sept 11	Provide daily status to AFD personnel of all outstanding orders with anticipated obligation dates; point of contact (POC) for award, Standard Procurement System (SPS) anticipated obligations and any information affecting obligation dates.	Contracts Department
16 Sep 11	FMs shall provide POC information (telephone numbers, cell numbers, etc.) to AFD personnel for after hours and weekend requirements for year-end issues.	All Organizations

3. Procurement Procedures. The Fund Managers shall comply with the following instructions:

a. After 15 August 2011, only emergency work stoppage issues/requisitions will be accepted by DSSC. Before submitting to DSSC, the below procedures must be followed:

(1) Applicable Director will sign document confirming emergency/work stoppage status.

(2) Documents will be provided to AFD personnel for approval prior to submitting to DSSC.

b. Funded requirements above \$100K will be handled on a case by case basis. Contracts Department support after 15 August 2011 will be furnished only on emergency work stoppage requisitions approved by AFD personnel. Requisitions will not be accepted by Contracts Department later than 15 August 2011 without approval documentation from AFD personnel.

c. Beginning 16 September, Contracts Department personnel will provide a daily status of unobligated documents to AFD personnel.

d. FMs shall be responsible for manually establishing SABRS commitments and obligations for any GCPC purchases made prior to close of business (COB) 15 August 2011 that are not yet recorded and/or posted in SABRS.

4. Reimbursable Orders. For reimbursable orders expiring for obligations on 30 September 2011, MCO P7300.21, paragraph 6009 section 1b, requires that activities performing reimbursable work funded by an annual appropriation should advise the requesting activity of the estimated amount of funds not expected to be used or obligated. In order for this Command to comply with this requirement, the following instructions shall be adhered to by those FMs performing reimbursable work:

a. Advise AFD personnel NLT 29 July 2011 of the estimated amount of FY 2011 reimbursable funds not expected to be obligated by 30 September 2011 and/or the need for additional funds. Identify such funds by requesting activity, work request number and reimbursable order number.

b. Reimbursable funds for withdrawal or increase funding documentation should be received NLT 15 August 2011. Upon withdrawal of funds from a requesting activity, overages in the RON will be taken from direct funding allocations of the FM.

c. FMs are requested to identify to AFD personnel NLT 29 July 2011 those RONs anticipated to carry over into FY 2012. The AFD personnel will publish a list of approved carryover RONs NLT 15 August 2011.

5. Travel Orders. To ensure proper funds control associated with travel orders, the following instructions apply:

a. No Reimbursable Travel shall be issued in September.

b. Advance Travel Orders for the period of 1-30 September 2011 shall be issued and obligated in DTS NLT 15 August 2011.

c. No later than 15 August 2011, travel orders previously issued against FY 2011 funds will be reviewed to ensure liquidation of travel claims and prompt adjustment of obligated amounts based on adjustments appearing in the Budget Execution Activity (BEA) Unliquidated Travel Order Status Report T147. Travel Orders for which duty was not performed will be canceled. After 15 August, FMs must contact AFD and RMD personnel to have orders canceled in SABRS.

d. Split appropriation data for TAD orders will be assigned when the period of travel extends into another fiscal year. FM should ensure that TAD which extends from FY 2011 into FY 2012 be obligated for each fiscal year covered. All expenses will be split with the exception of transportation and registration costs which will be obligated in the current fiscal year. Per Diem and other expenses will be charged to the fiscal year in which services are received.

6. Each FM shall ensure that all obligations are input into SABRS prior to 16 August 2011. SABRS access will be removed COB 15 August 2011. After 15 August, FMs will hand-carry or fax all obligating documents to AFD personnel.