



**UNITED STATES MARINE CORPS**  
MARINE CORPS BASE  
CAMP SMEDLEY D. BUTLER, OKINAWA  
UNIT 35001  
FPO AP 96373-5001

Canc Nov 03

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BASE BULLETIN 7000

From: Commanding General  
To: Distribution List

Subj: OPERATION AND MAINTENANCE (O&M), YEAR-END CLOSE-OUT  
INSTRUCTION FOR FISCAL YEAR 2003 (FY03)

Ref: (a) MARCORBASESJAPBul 4200 of 17 Mar 03  
(b) BO 7100.3F  
(c) 31 USC 1517(a) (NOTAL)

Encl: (1) Year-End Fund Control Procedures  
(2) Year-End Close-Out Milestones  
(3) Review of Reimbursable Work Requests  
(4) FY03 CONFIRMATION of Authorizations, Obligations,  
& Unobligated Balances  
(5) Confirmation Letter

1. Purpose. To publish instructions and goals for year-end control of O&M, MC and O&M,OSD (hereafter simply referred to as O&M) funds per references (a) through (c).

2. Background

a. Operations and activities of Marine Corps Base, Camp Smedley D. Butler are minimally funded in support of mission requirements.

b. The O&M appropriation financing the activities and operations of MCB, Camp Smedley D. Butler is one-year in nature. Any funds not obligated by the end of the fiscal year are reverted to the U. S. Treasury. Accordingly, our objective is to ensure that all authorized funds are obligated for valid requirements prior to 30 September 2003.

c. Concurrently, we must ensure that funds obligated do not exceed the total amount of O&M funding authorized by the Commander, Marine Forces, Pacific. Reference (c) prohibits any federal official from making or authorizing an obligation in excess of the amount available in an appropriation or subdivision thereof.

3. Information. All validations should be thoroughly reviewed and understood by Division Heads, Commanding Officers, and Special Staff, as well as Resource Managers and Budget Execution Activities (BEAs). The Assistant Chief of Staff, Comptroller will meet with Resource Managers and BEAs to review issues relating to the fiscal year closeout on 1 July 03 at 0800 in the BCOC.

a. Financial Planning. Effective and efficient use of funds requires proper planning. The goals and restrictions established by this Bulletin are based on the requirements in the references. Use of the guidance in this Bulletin will allow Division Heads, Commanding Officers, Special Staff Officers and BEAs to plan and execute a smooth and successful year-end close-out with minimum confusion.

b. Obligation Rate Goals. The obligation goals in enclosure (1) are applicable to the amounts and percentages reflected in the official accounting reports. **Commitments do not constitute official obligations and do not count towards the attainment of obligation rate goals.** In all cases, advance planning is required to ensure sufficient time exists for pending financial commitments to become official obligations.

c. Deadlines. The Regional Contracting Office (RCO) has established cutoff dates for open purchase items in reference (a). These cutoff dates must be used with the procedures in this Bulletin to ensure a coordinated and complete close-out of current year financial records. **BEAs should plan to purchase all known September requirements at Direct Support Stock Control (DSSC) by 29 August.**

d. Enclosures. Enclosure (1) provides detailed guidance to successfully manage O&M funds during the critical year-end process. Enclosure (2) summarizes key year-end close-out dates. Enclosure (3) contains instructions pertaining to the closeout of the command's reimbursable funds. Enclosure (4) contains requirements for year-end confirmations of FY03 authorizations, obligations, and unobligated funds required of all Division Heads, Commanding Officers, and Special Staff with BEA responsibilities. Enclosure (5) contains a sample letter to be used for submitting the year-end confirmations.

4. Objectives. The objectives of this Bulletin are:

a. To achieve the most effective and efficient use of funds, thereby obtaining maximum readiness and supportability from every dollar spent.

b. To achieve an aggressive obligation of funds for valid requirements, which will reduce undelivered orders to a minimum at

year-end. This will also prevent the loss in purchasing power that results from (1) failure to obligate all funds authorized by fiscal year-end and (2) cancellation after fiscal year-end of invalid obligations.

c. To ensure that obligations are posted to the proper accounting data, thereby providing valid data for future budgets.

5. Action. Division heads, Commanding Officers, Special Staff and all fiscal personnel will:

a. Perform inventories, validations, meet obligation rate goals and comply with the milestones, procedures and guidelines set forth in this Bulletin.

b. Ensure all categories of financial obligations are correctly posted to the official accounting records.

K. D. DUNN  
Chief of Staff

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## YEAR-END FUND CONTROL PROCEDURES

1. General. Prior planning and preparation are required to successfully manage funds at year-end. Compliance with the following guidance will allow managers to execute an effective and efficient year-end financial program with minimum effort.

2. Goals and Restrictions. The following goals and restrictions apply to all O&M funds that are authorized to Sub-Operating Budget Holder M67400, Commanding General, Marine Corps Base, Camp Smedley D. Butler:

a. The following obligation rate percentage goals are prescribed for all BEAs during the FY03 closeout:

<u>PERIOD ENDING</u>	<u>GOAL</u>
31 July	88%
31 August	95%
BEA cutoff date	100%

b. The following **cutoff dates** have been established for the input of new obligations into the Standard Accounting, Budgeting and Reporting System (SABRS):

**(1) 5 Sept - For all BEAs except for Base Supply (AA), AC/S, Food Services (KX), Maintenance of Real Property (MM/MR/MB), Motor Transport (TA) and Flight OPS (WA).**

**(2) 12 Sept - For Base Supply (AA), Maintenance of Real Property (MM/MR/MB), Motor Transport (TA) and Flight OPS (WA).**

**(3) 19 Sept - For Food Services (KX).**

The establishment of cutoff dates allows for the smooth induction of the obligations into SABRS, adequate validation of the obligations, and re-obligations of canceled documents.

c. All Contracting, Government Credit Purchase Card and Self-Service purchases should be completed by 29 August 2003. BEAs should plan on buying enough DSSC supplies to last through September. **Prior to September 5th/12th/19th, BEAs should validate all categories of "pending financial transactions."** These include:

- (1) Pending B7As (PRTERROR/GMUMPRPT)
- (2) Pending RMS Requisitions
- (3) Pending Open Purchase Requisitions
- (4) Pending Navy Printing Requisitions
- (5) Pending Other Requisitions
- (6) Pending Discrepancy Adjustments (PRTDTR1)

d. All DSSC Credit Cards will be deactivated by DSSC according to the specified cutoff dates. DSSC Credit Cards will not be turned into the MAB as was done in previous years. All cards will be maintained by the BEAs.

e. BEAs with fuel requirements will post a temporary obligation for expected fuel purchases with an estimated amount to cover from the cut-off date until 26 Sep. As fuel charges post via the Fuel Automated System (FAS), the BEAs will manually de-obligate the temporary document according to the amount of the FAS record. Therefore, the net effect of the new fuel purchase will equal zero. The temporary document should be reduced to zero by COB 26 Sep.

f. Pending transactions aged 30 days or greater must be researched to determine the reason why the transactions have not posted to the official accounting records. **BEAs authorized SABRS input through 5 September will submit reconciliation reports for the SABRS cycle ending that date, identifying all categories of pending transactions, and submitting all applicable source documents (pending financial transactions) to MAB by COB 12 September. BEAs authorized to obligate funds through 12 September will submit all categories of pending transactions with their Reconciliation Reports to MAB by COB 19 September. KX, whose deadline for obligation is 19 September, will submit their pending transactions listing with their Reconciliation Report by 26 September.** MAB personnel will review and validate all pending transactions and certify each BEA's Reconciliation Report and memorandum available balance. Thereafter, obligations, including any emergency requirements that cannot wait until FY04, will be closely monitored by the AC/S, Comptroller and only entered by the BEA. **In all cases, BEAs will continue to submit weekly reconciliation reports through year-end close-out.** Successful management of BEA's pending files is a prerequisite to a successful fiscal year closeout.

### 3. Validation and Reconciliation Process

a. Undelivered Orders/Unliquidated Obligations (UDOs/ULOs) Validation. **Monthly validations** for UDOs/ULOs are required **for all fiscal years** - current (CY) and five prior FYs **during the 4th quarter.**

b. Comprehensive Validation. During the 4th quarter special emphasis is required for all current year UDOs/ULOs. Validation of all UDOs/ULOs and Outstanding Travel Orders and Outstanding Travel Advances (OTO/OTA) will be conducted to ensure only valid requirements remain obligated. **This procedure consists of validating all transactions on the Unliquidated Orders Status Report by BEA-Planning Estimate (PRTM150), Unliquidated Travel Orders Status Report by BEA (PRTT147), and Outstanding Travel Advance by Age Category (DFBR005B) against supply or TAD records.** All

obligations determined to be invalid will be canceled. Contracts whose value is determined based upon variable levels of work/effort must be reconciled with year-to-date charges and projected year-end charges. These transactions, identified under Object Class/Sub-object Class 2513 (Equip. Maint. Contracts), 2514 (Facility Maintenance Contracts), and 25B8 (Other Contracts) will require closer scrutiny during the 4th quarter.

c. Commitment Validation. Variances between commitment and obligation amounts are highlighted on the **Outstanding Commitment Report (DFBR005C)**. BEAs will submit a validated DFBR005C verifying action taken to resolve commitment/obligation variances to MAB for the SABRS cycles' ending 8 August and 29 August. Successful management of BEAs available balances during the 4th quarter requires elimination of these variances.

d. Material and Services Error Transactions. To ensure posting of all obligations prior to 30 September, BEAs are required to correct and post all transactions failing to pass existing SABRS system edits. **The CIF Error Report (PRTEROR), DNR Unmatched Report (DFRB010) and IDB Unmatched/Rejected Disbursements (GMUMRPT and DFBR009)** identify all such transactions. BEAs should ensure all transactions are posted in the system prior to FY close-out.

e. Material and Services Not Received. BEAs must review all documents with liquidations and no expenses recorded. These documents must be expensed if receipt of the materials/services has occurred. A SMARTS report was previously distributed to the BEAs from the MAB for the purpose of identifying records where the expense amount is not equal to the liquidation amount.

4. Temporary Additional Duty. All scheduled TAD citing current year funds will be keyed into SABRS prior to 5 September. **Blocked travel order numbers (TONs) must be completely reconciled.** BEAs using blocked TONs must ensure that all travel data is reported and obligated using the Modify Travel Record option in the SABRS Travel Subsystem. **All FY03 blocked TONs not used must be canceled by 12 September.**

5. Reimbursable Orders. Use the Reimbursable Source Code Summary Report (GFSPRR2A) to review funded and unfunded reimbursables. Enclosure (3) requires BEAs acting as Service providers and/or as Customers to validate funds authorized, charges to date, and year-end projections for each reimbursable order. Service Providers are to provide detail listings to the Budget Office by COB 8 August 2003. Those BEAs acting as customers will submit pending requirements on 12 September to the Budget Office along with respective Reconciliation Reports and other pending transactions.

6. Reconciliation Reports. BEAs will **continue to submit weekly Reconciliation Reports** to MAB through the end of the fiscal year.

**YEAR-END CLOSE-OUT MILESTONES - DIRECT**

- 1 Jul Close-Out Meeting
- 31 Jul Obligation rate goal - 88%.
- 1 Aug SABRS DFBR005C forwarded to BEAs for validation. This validation involves reconciling commitments for which no obligation exists and for those records where there is a difference between the funds committed and the funds obligated.
- 8 Aug SABRS PRTM150, PRTT147, and DFBR005B forwarded to BEAs for validation. These reports are for all fiscal years, but first priority should be FY03 and FY98.
- 8 Aug BEAs managing reimbursable orders notify the Budget Office of FY03 reimbursable orders status in accordance with enclosure (3).
- 8 Aug BEAs submit validated SABRS DFBR005C to MAB.
- 15 Aug BEAs submit SABRS PRTM150, PRTT147, & DFBR005B to MAB.
- 15 Aug FY04 DSSC Credit Card Validation forwarded to BEAs. This validation is conducted to ensure only valid credit cards are authorized for use during FY04 to purchase supplies at DSSC.
- 22 Aug SABRS DFBR005C forwarded to BEAs for validation. This validation involves reconciling commitments for which no obligation exists and for those records where there is a difference between the funds committed and the funds obligated.
- 22 Aug BEAs submit validated list of DSSC credit cards to MAB.
- 29 Aug BEAs submit validated SABRS DFBR005C to MAB.
- 29 Aug Final day for all Self-Service, RMS, and GCPC purchases to be submitted.
- 31 Aug Obligation rate goal - 95%.
- 2 Sep Last day for all requisitions under \$100k, which cite FY03 funds and require acquisitions from local and CONUS sources.
- 5 Sep SABRS PRTM150, PRTT147, & DFBR005B forwarded to BEAs for validation. These reports are for all fiscal years, but first priority should be FY03.

- 5 Sep        Last day for input of new obligations and 100% obligation rate goal by BEAs (other than AA, MM, MR, MB, TA, WA (Flight Ops) and KX).
- 12 Sep        Last day for input of new obligations and 100% obligation rate goal by BEAs: AA (Base Supply); MM/MR/MB (FE); TA (Motor Transport); WA (Flight Ops).
- 12 Sep        BEAs submit Reconciliation Reports and all categories of pending transactions to MAB for confirmation of available balances.
- 12 Sep        FY03 and Prior FY's unused blocked TONs must be canceled.
- 15 Sep        BEAs submit final SABRS PRTM150, PRTT147 & DFBR005B to MAB.
- 19 Sep        Last day for input of new obligations and 100% obligation rate goal by BEA KX.
- 25 Sep        All Undelivered Orders should have positive supply status by this day.
- 3 Oct         Confirmation letters of year-end authorization, obligations, and unobligated balances are submitted by Division Heads, Commanding Officers, and Special Staff with BEA responsibilities per enclosure (4) and (5).

**\*\*\*NOTE\*\*\*** Various SMARTS reports may be sent to BEAs to assist in the closeout procedures as deemed necessary. These SMARTS reports are only tools to assist you, and do not replace the complete, annotated reports required for validation.

**YEAR-END CLOSEOUT MILESTONES - REIMBURSABLES  
INCOMING/OUTGOING**

**INCOMING:**

- 1 Aug E-mail from Budget Analyst to Fund Managers/BEA Technicians requesting status of incoming reimbursables.
- 8 Aug Fund Managers/BEA Technicians determine status of incoming reimbursables. Identify by RON - excess funds available for withdrawal or requirement for additional funding.
- 12 Aug Request to customers for withdrawal of funding or additional funding.
- 21 Aug Follow-up on request sent out on 12 August funding amendment. Acceptance of withdrawals or additional funding will be made as documents are received.
- 12 Sep Last day for input of new obligations.

**OUTGOING:**

- 15 Aug Provide a list of document numbers for all outgoing reimbursables to MAB.
- 15 Aug Send requests to service providers for status of reimbursable accounts.
- 21 Aug Mail out required funding documents to withdraw any unused funds or to supplement outgoing reimbursables.

**Note:** Any funds not withdrawn should be obligated by the designated deadline.

## REVIEW OF REIMBURSABLE WORK REQUESTS

1. The following BEAs (as Service Providers) are responsible for providing work or services to other activities or are in receipt of allotments by higher headquarters.

<b>Budget Execution Activities</b>		<b>Funds Authorized</b>	
<b>AZ</b>	BASE SUPPLY	\$	1,750
<b>BZ</b>	AC/S, G-3		49,556
<b>CZ</b>	AC/S, COMPTROLLER		964,696
<b>CY</b>	CHILD CARE CENTER		3,485
<b>DZ</b>	AC/S, G-1		33,500
<b>D4</b>	AC/S, G-1 LABOR		189,367
<b>D5</b>	AC/S, G-1 LABOR		478,520
<b>D7</b>	AC/S, G-1 LABOR		46,080
<b>D9</b>	AC/S, G-1 LABOR		48,000
<b>EZ</b>	AC/S, MCCS		511,346
<b>F2</b>	MCCS PERSONAL SVCS-TAMP		351,000
<b>F3</b>	MCCS PERSONAL SVCS-RAP		131,000
<b>F4</b>	MCCS PERSONAL SVCS-FAP		556,131
<b>FZ</b>	CO, CAMP FUJI		28,120
<b>GZ</b>	AC/S, G-6		91,385
<b>HY</b>	CO, H&S BN		20,295
<b>H3</b>	AC/S, FE (USNH)		620,000
<b>HZ</b>	AC/S, FE (USNH)		2,370,891
<b>JZ</b>	PROVOST MARSHAL		2,104
<b>LZ</b>	AC/S, G-4 LOGISTICS		5,166
<b>MZ</b>	AC/S, FE		14,755,731
<b>TZ</b>	AC/S, G-4 MOTOR TRANSPORT		51,500
<b>WZ</b>	MCAS FUTENMA (FLIGHT OPS)		582,250
<b>TOTAL</b>		<b>\$</b>	<b>21,891,873</b>

Note: Funds Authorized as of 30 May 03.

2. As the Service Provider, the following steps will be followed:

a. Ensure all reimbursable order records are accurate and reflect the current status of valid obligations and accrued costs.

b. Determine amount of funds to be returned to the customer prior to end of FY.

c. Determine any additional funds required from the customer.

d. Notify the issuing activity of any excess fund availability/ requirement for additional funding.

e. Ensure work is obligated and expensed as necessary. Without an expense, bills will not be generated and collections will not be received. This will generate an abnormal accounts receivable.

f. Record in the accounting system all pertinent expenses to reimbursable orders for appropriations that will expire on 30 September.

3. For BEAs acting as Customers, the following steps will be followed:

a. Review all outstanding work requests (NavCompt 2275) or Military Inter-Departmental Purchase Requests (MIPRS) prior to end of FY.

b. Provide additional funds to provider prior to deadline set for obligations.

c. Request final amendment to recoup all excess funds and ensure accepting and issuing activity are in agreement as to the amount billed.

d. Determine whether provider is supplying you a bill. If not, request billing.

e. Ensure all documents are closed out prior to end of FY.

f. Annotate any outstanding requirements when submitting the Reconciliation reports and pending transactions on 12 September.

**FY03 CONFIRMATION OF AUTHORIZATIONS,  
OBLIGATIONS AND UNOBLIGATED BALANCES**

1. The Chief Financial Officers Act of 1990 requires both the preparation and confirmation of Department of Defense (DoD) financial statements. To support this requirement, the Defense Finance and Accounting Service (DFAS) requires each DoD component to certify their General Ledgers/Trial Balance Reports monthly and to provide year-end confirmations of all recorded obligations.
  
2. Commanding Generals/Commanding Officers holding Marine Corps Operating and Sub-operating Budgets are required to certify their year-end authorizations, obligations, and unobligated balances. Confirmations are required for both direct and reimbursable funds authorized, and include all appropriations managed for each year in which an appropriation is active. Appropriations are active for the purpose of entering into obligations in the year authorized and for the previous five years for payment and/or authorized adjustments to previously recorded obligations.
  
3. Division Heads, Commanding Officers, and Special Staff Officers with financial management responsibilities will certify their FY03 authorizations, obligations, and unobligated balances using end-of-fiscal year balances of record for each BEA falling under their staff cognizance. Confirmations will serve to affirm that all obligations are recorded in the official accounting records, that quarterly validations of undelivered/unliquidated orders provide reasonable assurance that all obligations are correctly recorded, and that source documents are on file substantiating all recorded obligations.
  
4. Division Heads, Commanding Officers, and Special Staff with financial management responsibilities will confirm their FY03 year-end balances in the format provided in enclosure (5).



		recorded in the system for more than 180 days have been de-obligated, unless there is supporting documentation from the fund holder attesting to the validity of the obligation.
<input type="checkbox"/>	10	Confirm that all commitments that could not be substantiated or validated after a thorough review by the fund holder have been de-committed.
<input type="checkbox"/>	11	Confirm that all obligations that could not be substantiated or validated after a thorough review by the fund holders have been de-obligated.
<input type="checkbox"/>	12	Confirm that reviews of dormant obligations include reviews of problem disbursements (IDB, DNR Unmatched and NULO Reports) and in-transit disbursements.
<input type="checkbox"/>	13	Identify problems noted as a result of the review.
<input type="checkbox"/>	14	Advise whether, and to the extent which, adjustments or corrections to remedy noted problems have been taken.
<input type="checkbox"/>	15	Summarize, by type, the actions or corrections remaining to be taken, and when such actions/corrections are expected to be completed.
<input type="checkbox"/>	16	Identify what actions have been taken to preclude identified problems from recurring in the future.
<input type="checkbox"/>	17	Confirmed that Advanced travel (1106 TAD and 1105 PCS travel) has been liquidated within 90 days of return/reporting, and if not, determine if collection action has been initiated.
<input type="checkbox"/>	18	Forward confirmation statements to your major command. Similarly, in the case of major commands, confirmation statements shall be consolidated and sent to HQMC P&R (RFL-A) Attn: Tom Robinson by the due date established.

Point of Contact: _____	_____
Telephone: ( ) _____	DSN: _____
E-mail: _____	Fax Number: ( ) _____