



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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COMBAT CENTER BULLETIN 7000

From: Commanding General
To: Distribution List

Subj: YEAR END CLOSE OUT FOR FISCAL YEAR 2012 (FY12)

Ref: (a) 31 USC 1517
(b) DoDFMR 7000.14-R

Encl: (1) Year End Close Out Milestones and Deadlines
(2) Areas of Special Attention

1. Situation. Operations and activities of the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC), Marine Corps Mountain Warfare Training Center (MCMWTC), Bridgeport, California, and Marine Aviation Weapons Tactical Squadron 1 (MAWTS-1) Yuma, Arizona, are minimally funded in support of mission requirements. The appropriations financing the daily operations and activities of these units are one year in nature. Any funds not officially 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 15 September 2012. To meet this objective, and in accordance with reference (a), year end close out procedures are required.

2. Mission. To publish instructions and goals for the control of FY12 funds.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) To ensure that funds obligated do not exceed the total amount of funding authorized in accordance with reference (b).

(b) To achieve the most effective and efficient use of funds, thereby ensuring maximum readiness and support.

(c) Obligate funding for bona fide needs and validate every undelivered order prior to the end of FY12.

(d) Continually update the deficiency list to ensure execution.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(2) Concept of Operations

(a) All procedures will be thoroughly reviewed and understood.

(b) Enclosure (1) identifies specific dates by which close out requirements must be accomplished. Enclosure (2) identifies areas of concern deserving of special attention during the close out process.

(c) Financial Planning. Effective and efficient use of funds requires proper planning. The goals and restrictions established by this Bulletin are based on planning for the smooth and successful year end close out.

(d) Obligation Rate Goals. The obligation goals in enclosure (1) are applicable to the amounts and percentages reflected in the official accounting reports. Commitments, as administrative control measures, 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 transactions to become an official obligation.

b. Subordinate Element Missions. Commanding Officers, directorate and division heads, special staff officers, and all fiscal personnel shall:

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

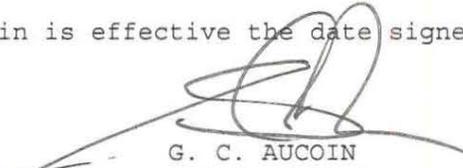
(2) Ensure all categories of financial obligations are correctly posted to the official accounting records.

4. Administration and Logistics. Distribution statement A directives issued by the Commanding General are distributed via e-mail upon request and can be viewed at <http://www.29palms.usmc.dirs/manpower/adj/ccotoc.asp>.

5. Command and Signal

a. Command. This Bulletin is applicable to active-duty, reserve, and civilian personnel aboard the Combat Center, MCMWTC, and MAWTS-1.

b. Signal. This Bulletin is effective the date signed.



G. C. AUCOIN
Chief of Staff

Year End Close Out Milestones and Deadlines

Note that Fund Manager responsibilities herein will vary based upon the consolidation of numerous fund managers. Many responsibilities will require a joint effort between directorate operations and financial operations personnel; regardless of where the individual is assigned.

Commitments, as administrative control measures, do not constitute official obligations and do not count towards the attainment of obligation rate goals.

Obligation Rate Goals. The following obligation goals are prescribed for all fund managers:

BASELINE FUNDING:		SUPPLEMENTAL FUNDING:	
3d Qtr	95%	3d Qtr	95%
31 Jul	87%	31 Jul	87%
28 Aug	96%	28 Aug	96%
15 Sep	100%	15 Sep	100%
30 Sep	100%	30 Sep	100%

Failure to meet these goals may result in realignment of funding by the CG.

On Going If you anticipate receiving additional funding from the CG or HQMC submit Purchase Requests through PRBuilder as "subject to the availability of funding" with the dollar amount of \$1.00 for each Contract Line Item Number. Actual cost, if funding is approved, will be adjusted by the AC/S G-8 (Comptroller). As a result of the Economy Act requirement and instruction from HQMC, funds will not be transferred to other agencies before the Regional Contracting Office (RCO) Officer has reviewed the request for possible market research/solicitations and a Determination & Finding (D&F) has been done. **All Military Interdepartmental Purchase Requests (MIPR) DD 448 require a D&F.**

Timeline submission to the RCO receiving D&F:
To \$25,000 Up to 45 Days
\$25,000 to \$100,000 Up to 90 Days
Over \$100,000 Between 130-180 Days

Projects and/or maintenance contracts to be awarded by midnight, 15 September 2012, will be obligated from an official acceptance letter or e-mail. The letter or e-mail must contain the contract number, RCP number, contractor's name and award amount, and will be forwarded or faxed to Resource Evaluation and Accounting (REA)830-5144 upon receipt for obligation.

- 1 May** Deadline to submit purchase requests to RCO to initiate new FY12 Contracts.
- 11 May** Deadline for D&F submission for MIPR DD 448 regardless of dollar value for funds Transferred outside DoD.
- 11 May** Deadline to notify RCO of option to extend existing FY12 service contracts and service maintenance agreements. The

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method of notification to extend service contracts will be through the submission of the Purchase Request in the PR builder program to be submitted "subject to the availability of funds" for the next fiscal year.

- 11 May Deadline to submit FY12 deficiencies in PR Builder as "Subject to availability of funds."
- 25 May Deadline to submit all Open Market Purchase Requests (through PR Builder program) **greater than \$150,000.00** to the RCO with a Statement of Work and recommended source.
- 8 Jun Deadline for D&F submissions for MIPR DD 448 funding transfer requests **greater than \$250,000.00** to other DoD agencies.
- 8 Jun Deadline to submit Open Market Purchase Requests (non-GSA) **greater than \$25,000.00 and GSA greater than \$150,000.00** to the RCO.
- 8 Jun Deadline for identifying new Continuity of Services (COSC) requirements or requesting changes. COSC is the replacement contract for NMCI. Contact AC/S G-6 (Ms. Charlene Trnka at 830-3782.)
- 15 Jun Deadline to review private party reimbursable deposit requirements and to send out final deposit request letters for 4th quarter private party support reimbursement.
- 2 Jul Deadline for D&F submission for MIPR DD448 funding transfer requests for **less than \$250,000.00** to other DoD agencies.
- 9 Jul Deadline for Centrally Managed Funds (CMF) to be completely obligated. The only CMF exempt is FSRM due to End of Year FSRM Straddle Program.
- 9 Jul Deadline for Funds Managers to review all documents for funding overages or shortages and request adjustments. All current year documents must be reviewed to determine if excess funds may be recouped due to non-performance, price adjustments, lower usage discounts, or valid unliquidated orders. Funds Managers must send their requests for modification, with proper documentation, to the appropriate budget division to ensure adjustments are provided to REA for their use in processing adjustments in SABRS by this date. It is imperative that Funds Managers receive copies of award documents and forward or fax to REA (Accounting Branch), to ensure that obligations are posted and validated in SABRS prior to closeout.
- 20 Jul Deadline to notify the appropriate Budget Division of current year reimbursable work orders and direct cites requiring adjustments through the end of the fiscal year. This applies to reimbursable work orders and direct cites that you receive. For example: You received \$5,000 to perform a service, but you will not be able to

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perform or complete that service before 14 September 2012. You should identify the funding amount that can be returned to the requesting activity.

- 20 Jul Deadline for all reimbursable billings to be submitted to the appropriate budget division for all goods and services provided through 3d Quarter FY12.
- 25 Jul Deadline to notify those activities providing MAGTFTC, MCAGCC reimbursable work requests, MIPRs, and direct cites whether increase or decrease adjustments are required prior to the fiscal year close-out. Be sure to include all estimates for fuel, supplies, services, etc., needed through 30 September 2012.
- 30 Jul Deadline to submit documents to MARCORSSYSCOM for procurement of computer assets.
- 31 Jul Milestone to reach an obligation rate of 87% for Baseline and 87% for supplemental funding. Unobligated funding is subject to realignment by the CG.
- 3 Aug Purchase requests submitted via PR Building must be received in the SMB RCO NW inbox by this date or be returned without action. Submission of all Purchase Requests received after this date will require approval by the Chief of Staff, or for FMF tenant commands, the approval of the 1st Marine Division or 3rd Marine Aircraft Wing Chiefs of Staff.
- 10 Aug Deadline for budget analysts to review all reimbursable and direct cite accounts and ensure that all reimbursable order numbers and direct cites are 100% obligated.
- 13 Aug Deadline to submit amendments to Request for Work and Services, NAVCOMP Form 2275 and MIPR DD Form 448. All current fiscal year Work Requests and MIPRs sent to other commands for reimbursable work or services are to be reviewed to determine if excess funds are available to be recouped, or if additional funds are required. Modifications to the Work Request(s) or MIPR(s) are to be submitted to or prepared by the appropriate budget division on this date.
- 13 Aug Deadline to identify excess or deficient funding status for accounts such as: Family Housing, FAP, TAMP/RAP, Drug Demand Reduction, Key Volunteer, and Subsistence-in-Kind. Also identify excess funds to be returned to HQMC, unless another item herein requires, earlier identification. Should unanticipated or additional requirements be identified subsequent to this date, Fund Managers will contact the appropriate budget division for guidance.
- 15 Aug Deadline for processing of all offline AOA/AOE, WEBREQ, One-Touch, GSA Special Order, DLA Prime Vendor, and USMC ServMart online requisitions by all MCAGCC and MAGTFTC directorates with these, or any other off-line MILSTRIP/DODAAC requisition capability.

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- 15 Aug All emergency requisitions must be approved by the Comptroller by direction of the Chief of Staff. Organizations that rely on these procurement methods for day-to-day operations (Exercise Support Division, G-6, Logistics Division) will be given specific continuation authority within defined limits by the Comptroller.
- 24 Aug Deadline for SF 182 Forms (Request and Authorization for Training). All approved SF 182 Forms citing current year funds shall be approved by the appropriate budget officer for funds availability prior to being submitted to REA (Accounting Branch) for induction in SABRS.
- 27 Aug Deadline to purchase CitiBank Credit Card supplies to meet the requirements through 12 October 2012. All charges must be processed through CitiBank prior to 10 September 2012, to appear on the 19 September 2012 statement. Orders placed at this time of year are fill-or-kill. If the vendor is unable to ship and swipe by 27 August 2012, cancel the order and use another vendor to obtain the materials or services. Remember, all CitiBank Credit Card purchases MUST be swiped no later than 27 August 2012. **Directorates are not authorized to procure emergency local procurement requirements less than \$3,000.00 without Comptroller approval by direction of the Chief of Staff.** Copies of all supporting documentation **must** be provided to REA to ensure obligation in SABRS prior to the closeout. If an obligation occurs without supporting GCPC PRs corporate accounts will be immediately suspended.
- 29 Aug **Deadline for all TAD Approving Officials to input Official Travel Orders to the Defense Travel System (DTS) for obligation prior to 1 September 2012.** TAD that starts before and ends after 30 September 2012 will have two separate lines of appropriation (one line of appropriation for each fiscal year involved), and amounts identified for each line. Per Diem and rental car costs will be split by fiscal year according to the estimated costs. GTRs will be charged to the current and closing fiscal years. **Questions concerning split orders in DTS should be directed to the DTS help desk at (760) 830-3796.**
- 29 Aug All unobligated funds, to include unobligated commitments, will be withdrawn to the CG for Chief of Staff approved redistribution. Fund Managers must send the supporting documentation via CMSC and RCO through PR Builder, if necessary, to the appropriate budget division which will ensure that REA (Accounting Branch) receives copies for SABRS adjustments.
- 29 Aug Deadline to double-check and review contracts for funding overages or shortages and notify REA to make adjustments in SABRS. All current year contracts must be reviewed to determine if excess funds may be recouped due to non-performance, price adjustments, lower usage, or discounts (i.e. janitorial.) Funds Managers must send their request for modification with

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proper documentation, to the appropriate Budget Division to ensure documentation is provided to REA and adjustments are processed in SABRS by this date. It is imperative that Funds Managers receive copies of award documents to ensure obligations are posted and validated in SABRS prior to closeout.

*** ABSLOUTELY NO SPENDING AFTER THIS DEADLINE WITHOUT APPROVAL BY THE COMPTROLLER BY DIRECTION OF THE CHIEF OF STAFF

31 Aug Milestone to reach an obligation rate of 96% for Baseline and 96% for Supplemental Funding. Unobligated funding is subject to realignment by the CG.

31 Aug Projects and/or maintenance contracts awarded (by the Resident Officer In Charge of Construction) during the last 5 days in September 2012 (up to midnight, 14 September 2012), will be obligated from an official acceptance letter or e-mail. The letter or e-mail must contain the contract number, RCP number, contractor's name and the award amount and should be forwarded or faxed to REA (760-830-5144) upon receipt to ensure obligation.

31 Aug Deadline to identify and submit Overtime estimates by pay period. All Funds Managers shall submit Overtime estimates for the month of September 2012 by pay period to the appropriate budget division by this date. Estimates will also be submitted for emergency work requirements. The appropriate budget division will provide the estimates to REA (Accounting Branch) for induction into SABRS.

THE IMPORTANCE OF THIS CANNOT BE OVER STRESSED! EXCEEDING YOUR ESTIMATES MAY RESULT IN AN OVER-OBLIGATION OF FUNDS CAUSING A LEGAL VIOLATION FOR THE COMMANDING GENERAL.

4 Sep Deadline to input all documents processed through 31 August 2012, into the SABRS system either as a commitment and/or obligation.

7 Sep Any emergency CitiBank Credit Card buys must be approved by the Comptroller by direction of the Chief of Staff. The respective directorate will be provided authority to use the CitiBank credit card to make the purchase.

13 Sep Deadline for approved system AOA documents to be processed by supply officers in SASSY/MIMMS/GCSS-MC.

13 Sep Deadline, with Comptroller approval by direction of the Chief of Staff, to purchase items from USMC ServMart with the USMC ServMart store card. This includes referral orders that are obligated the same day. A referral is an item available within the USMC ServMart distribution system, but not currently on hand at the 29 Palms location. Referrals are obligated the same day and liquidated upon shipment.

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- 13 Sep Deadline for the appropriate budget division to withdraw all uncommitted balances.
- 13 Sep Deadline to provide your budget analyst recall rosters. Confirm internal recall rosters and points of contact for any external business that may occur outside the normal workday or workweek.
- 13 Sep Deadline for Public Works Division RO/MEO usage of the MRO Prime Vendor Program with appropriate budget officer review and approval. Appropriate budget office will provide copies to REA (Accounting Branch) for input to SABRS.
- 14 Sep Deadline to obligate all NAVCOMPT 2276 Forms. Ensure every effort is expended to obligate all contracts by this date. Provide copies of NAVCOMPT 2276 Forms to REA (Accounting Branch) for obligation in SABRS.
- 15 Sep Milestone to be at 100% obligation rate for Baseline and 100% Supplemental Funding. Unobligated funding is subject to realignment by the CG.
- 26 Sep Deadline for bulk fuel requests.
- 28 Sep Deadline for fuel buys via fuel keys.

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Areas of Special Attention

As a result of lessons learned in prior fiscal year closeouts, special attention is directed to the following areas:

- **Cooperative Administrative Support Unit (CASU) CONTRACTS** will be reviewed to ensure that the appropriate amount of funding is obligated and that the contract(s) terms are in agreement with the amount obligated.
- **TELEPHONE COLLECTIONS/BILLS.** Funds collected **after 30 September** will be credited to the appropriate fiscal year related to the telephone bill. The appropriate budget division, REA (Accounting Branch), and the Assistant Chief of Staff G-6 through coordinated efforts, will adjust estimates for all telephone bills by **13 August 2012**.
- **LOGISTICS DIVISION**
 - CMSC:** Prepare documentation for the year-end personnel support equipment (PSE) purchase program. Documentation is defined as conducting the research, prioritizing requirements, and the preparation of appropriate funding documents that **meet legal "obligation" criteria to include satisfying the bona fide needs rule.** It is recommended requirements be developed to accommodate a 1 million dollar year-end procurement. Each year, we compete for any funding that becomes available at the last minute; this year will be no different. When the fiscal year ends on either a Saturday or Sunday, ensure adequate staffing, recall procedures, and points of contact for the potential suppliers are established and confirmed.
 - Purchasing and Contracting:** Ensure every effort is expended to award open purchases and other contracts by **4 September 2012**, and provide copies of award documentation to REA (Accounting Branch) for obligation in SABRS.
- **ASSISTANT CHIEF OF STAFF G-6** will include all Information Technology (IT) requirements for Funds Managers in their year-end planning. With the exception of AC/S G-6, Funds Managers will not include IT in their year-end financial planning. If they have requirements, please notify the AC/S G-6, identifying those requirements. POC is Ms. Lisa Bowman at Lisa.L.Bowman@usmc.mil
- **Public Works Division** will prepare documentation for a year-end straddle program. Each year, we compete for any funding that becomes available at the last minute; this year will be no different. When the fiscal year ends on either a Saturday or Sunday, ensure adequate staffing, recall procedures, and points of contact for the potential service providers are established and confirmed.
- **Resident Officer In Charge of Construction** will ensure every effort is expended to award open purchases and other contracts by **11 September 2012**, and provide copies of award documentation to REA (Accounting Branch) for obligation in SABRS.

Areas of Special Attention

- **MAGTFTC AND MCAGCC BUDGET DIVISIONS** will estimate the current/closing year billings that will occur after 14 September 2012, and provide REA (Accounting Branch) for input to SABRS. This includes, but is not limited to, SWRFT (GSA), utilities, phones, fuel purchases, environmental fees (for both direct and reimbursable accounts), and other similar support costs.
- **Worksheet Files** will be provided electronically by the AC/S G-8 (Comptroller) for special requirements, i.e., Year-End Execution Plan and Overtime estimates.

Enclosure (2)