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NGNV Log # 16-02

NGNV-PFO-CM

27 April 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fiscal Year 2016 End of Year Procedures

1. Reference Memorandum, NNGV-PFO-CM, subject: Fiscal Year 2016 Joint Review Program (JRP) Schedule dated 25 November 2015.

2. Purpose. To prescribe standardized procedures for Nevada Army Program Managers and their staff when conducting end of year procedures. The expected outcome of a joint review is that all commitments, obligations, orders, earnings, disbursements, collections, accounts payable and accounts receivable are properly recorded, in an active status, and the amounts reported are correct and in agreement with substantiating documents. All substantiating documents will be available for audit requirements, in good order, and properly support transactions recorded in the accounting system. **This guidance is preliminary to NGB's guidance and subject to change.**

3. Mission. Comptroller Office will conduct an End of Year (EOY) Financial Operation Cell 8 - 30 September 2016, in order to improve EOY financial operations. Furthermore, to provide quality execution through intense funds management with multiple layers of checks and balances to ensure financial transactions don't get "lost" in the budget execution or spending chain process.

4. Execution. This operation will create a fully functional financial cell to improve EOY financial requirements, execution of funds to reduce fiscal year "grow-back", and build interagency financial coordination. The key success of this operation will require maximum participation of all personnel.

5. Key Tasks.

a. The operations cell will consist of the – Accounting Office, Budget Officer, Vendor Pay, Purchase & Contracting, Grants and Agreements, one Budget Analyst from each G/J Directorate Staff, one Property Book Officer from the G4, and one IT Specialist from the G6.

b. The area of cell operations will be located in the USPFO Break Room. Financial cell will assist all programs to meet the EOY reporting criteria on a daily basis until un-liquidated balances are valid and deemed accurate by the Financial Manager. The financial cell will monitor un-liquidated reports on a daily basis to ensure accuracy and validity for EOY close-out. Each cell participant will report as indicated below:

1) Attend **every day** from 0900-0930 hours. Cell participants will execute in-brief, daily operations, and follow-up actions as applicable.

2) Participate daily and perform follow-up actions for resolution.

c. The event timeline may be adjusted based on NGB end of year requirements. Upon completion of the operation cell, full recovery, and reset of equipment and personnel success is defined as fulfilling all NGB and State EOY priorities. The Financial Manager will capture best practices, weaknesses, and recommendations for success through an After Action Report (AAR).

6. Major Event Timeline.

a. 1-31 July 2016:

- 06-22 Jul / Conduct Phase III Joint Reviews covering period 1 Apr–30 Jun 16.
- 12 Jul / Begin to finalize all MIPR requirements with Budget Execution Branch.
- 13 Jul / PBAC II prioritize UFR listing.
- 14 Jul / PBAC I.
- 28 Jul / PBAC I to begin UFR funding at this level.
- 29 Jul / Final day for new commitments/obligations. (Hard-date for new PRs).
- 29 Jul / Final day to input AFCOS Pay Orders, G3 Schools has exception to policy.
- 29 Jul / DTS authorizations must be completed and approved by Approving Authority.

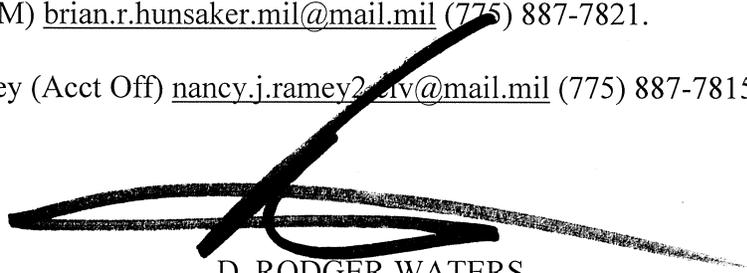
b. 1-31 August 2016:

- 01 Aug / Chief of Staff one-on-one reviews with Program Managers for End of Year handoff.
- 01 Aug / DTS authorizations must go through the LDТА/SGM Guerrero for final action.
- 01 Aug / PMs will meet 90/10 execution rate of AFP.
- 01 Aug / All AFCOS Pay Orders must be approved at Financial Manager level.
- 10 Aug / P&C will complete all UFR items.
- 10 Aug / PBAC II.
- 15 Aug / Financial Manager will take control of all funding.
- 15 Aug / Final use of ATA/RMAs. No exceptions.

- 15 Aug / Director of Aviation will closely monitor all AFTPs with the Financial Manager.
 - 23 Aug / Most Government Purchase Cards (GPCs) deactivated until 4 Oct 16. Exception: USPFO Supply and Services will coordinate with units for remaining FY mission requirements.
 - 25 Aug / PBAC I.
 - 29 Aug / FY 17 1st Quarter Spend Plans due to Budget Execution Office.
 - 31 Aug / MIPR close-out.
- c. 1-30 September 2016:
- 08 Sep / Financial Cell configures and will begin daily operations as specified above.
 - 08 Sep / PBAC I.
 - 22 Sep / PBAC I.
 - 23 Sep / Final day for routine purchases using IMAP.
 - 23 Sep / Final day for DTA and AXOL system interfaces.
 - 23 Sep / Final day for FCM transactions, manual FMZ should be entered to cover fuel charges generated during 24-30 Sep 16.
 - 23 Sep / Final day for IPAC transactions and system interface.
 - 23 Sep / ALL Miscellaneous Obligations (FMZs) must be entered to cover remaining FY 16 obligations for AXOL, FCM, etc.
 - 26 Sep / Nothing will be processed through the Legacy system after this date.
 - 30 Sep / Fiscal Year 2016 Close-out.

7. Points of Contact:

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Directorate Staff & Budget Analysts