



UNITED STATES MARINE CORPS

MARINE CORPS BASE
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QUANTICO VIRGINIA 22134 5001

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MARINE CORPS BASE BULLETIN 7100

From: Commander, Marine Corps Base Quantico
To: Distribution List

Subj: MARINE CORPS BASE QUANTICO FISCAL YEAR 2014 CLOSEOUT
GUIDANCE

Ref: (a) MCICOM Fiscal Year Closeout Guidance dtd 2 May 2014
(b) MCO 7300.21A
(c) NAVMC 2664
(d) MCNCRCBul 4200 dtd 3 Dec 2013

Encl: (1) FY 2014 CLOSE OUT TIMELINE
(2) SABRS PROCESSING CALENDAR

1. Situation. Fiscal Year 2014 (FY14) officially concludes at 2400 hours on 30 September 2014. This document provides procedures to achieve specific objectives regarding the expiration of appropriated resources. While the primary focus is to ensure the Commanding Officer's funds are expended to the maximum extent possible before 30 September 2014, it is equally important that financial managers maintain positive control over any situation that may adversely affect the Command's fiscal posture. Accurate reconciliation and validation of all outstanding requirements will be critical during the months of July through September, especially those for the current FY14 and the closing fiscal year (2009). Validation of all current year obligations will prevent unnecessary reversion of funds. Proper reconciliation of FY14 records will eliminate the possible requirement to obligate FY15 funds for unmatched liquidations for FY14.

2. Mission. No later than 30 September 2014, Marine Corps Base Quantico (MCBQ) will obligate 100% of its Fiscal Year 2014 authority in order to meet Marine Corps Installations Command (MCICOM) financial goals.

3. Execution

a. Commander's Intent. At 2400 hours 30 September 2014, MCBQ subordinate activities will complete closeout operations for FY14 by executing authorized financial resources against valid requirements, by obtaining a 100% obligation rate for current year funding in accordance with fiscal law.

b. Concept of Operations. MCBQ will incrementally execute closeout operations by implementing a 'soft close' on 12 September 2014 and by achieving final close out by 30 September 2014.

(1) Incremental closeout operations will be conducted in four phases:

(a) Phase One - No later than (NLT) 13 June 2014, MCBQ will validate remaining requirements and identify any funding authority that cannot be obligated prior to 30 September 2014.

(b) Phase Two - NLT 31 July 2014, MCBQ activities will achieve at least 80% obligation of all FY14 funds. Failure to meet these goals will place uncommitted balances at risk of being withdrawn and reprioritized.

(c) Phase Three - NLT 12 September 2014 (soft close), MCBQ activities will execute as close to 100% of current authority as possible.

(d) Phase Four - NLT 30 September 2014, MCBQ activities will ensure all remaining authority is fully obligated.

c. Tasks

(1) AC/S G-1. NLT 12 September 2014, identify all awards, lump sum leave and VSIP/VERA amounts to the Assistant Chief of Staff (AC/S) Comptroller for manual obligation by the Comptroller Division.

(2) AC/S G-4

(a) Coordinate final fuel deliveries to meet motor transport and heating requirements. Report the delivery date(s) and preliminary cost estimates to the AC/S Comptroller NLT 12 September 2014.

(b) Report final fuel costs to AC/S Comptroller NLT 30 September 2014.

(3) AC/S G-5

(a) NLT 22 August 2013 provide the AC/S Comptroller estimates for the last billing cycle of all utility bills.

(b) Coordinate final water treatment chemical deliveries to meet requirements. Report the delivery date(s) and final cost estimates to the AC/S Comptroller NLT 12 September 2014.

(4) AC/S Comptroller

(a) NLT 13 June 2014, identify and internally reallocate command requirements that no longer require funding. Respond to Commander MCICOM task to identify funding excess to MCBQ.

(b) Monitor command FY14 execution targets and inform the commander of significant variances against goals.

(c) Monitor status of FY14 reimbursable document processing and inform the commander of significant variances against goals.

(d) Monitor labor accrual process scheduled to occur on 4 September 2014.

(e) Monitor status of FY09 expiring year requirements and inform the commander of significant variances against goals

(f) Consolidate all Standard Accounting, Budgeting and Reporting System (SABRS) Access Identities and provide to Commander MCICOM. Advise MCICOM when final adjustments have been processed and MCBQ is closed out.

(g) Ensure current year deficiencies are communicated to MCICOM.

(h) Throughout September, provide MCICOM with weekly FY14 closeout updates.

(i) NLT 27 August 2014 make the determination on reimbursable labor.

(j) NLT 30 September 2014, manually obligate sufficient funds to accommodate funds for labor overtime, awards, lump sum leave and Voluntary Separation Incentive Payments/Voluntary Early Retirement Authority.

(k) NLT 04 October 2014, provide MCICOM a final brief on FY14 closeout operations.

(5) Family Housing. Starting on 12 September 2014 provide weekly status of funds updates using enclosure (3).

d. Coordinating Instructions

(1) Per reference (b), no more than 20% of annual authority may be obligated in the final two months of the fiscal year. Execution targets are critical to retention of resources. AC/S Comptroller will realign MCBQ financial authority to facilitate achievement of this goal.

(2) The following appropriations will cancel on 30 September 2014:

17 09 09 1105	97 09 09 0100
17 09 09 1106	17 09 09 0735
17 09 09 1804	

(3) SABRS Processing. SABRS is scheduled to run a normal daily cycle through 30 September 2014 per enclosure (2). SABRS will execute the final daily cycle on 1 October 2014. SABRS will remain open after the cycle as view only; only authorized personnel will have access to make final adjustments. Final Defense Cash Accountability System is scheduled to post on 4 October 2014 at which time SABRS will lock for year-end processing.

(4) Temporary Additional Duty (TAD)

(a) Reference (d) requires local O-6 or GS-15 level approval for all Temporary Additional Duty (TAD) and Chief of Staff approval for contracted training. It is critical to provide the lead time necessary for TAD and training approval so that all year-end TAD requirements are obligated through the Defense Travel System (DTS) by 3 September 2014.

(b) Fund Managers must ensure that the following is downloaded on a weekly basis and validation tasks outlined in Ref b. Chapter 12 are performed.

"Performance Indicators" SMARTS Report located in SMARTS under the following link: Public Folders > SMARTS > Commands > MARINE CORPS BASE QUANTICO > FA REPORTS

(5) Procurement of Material and Services (Logistics/Supply)

(a) The Regional Contracting Office-National Capital Region established monetary cutoff dates for contracting actions. Summary details are provided as follows:

\$25,001 - \$149,999	15 July 2014
< \$25,000	5 August 2014

Exceptions to the above limits can be procured using General Services Administration (GSA)/General Supply Schedules. The AC/S Comptroller must approve all requisitions submitted after final reconciliation with budget or after 12 September 2014.

(b) Purchasers will conclude all credit card and Direct Support Stock Control transactions (administrative supplies, etc.) NLT 3 September 2013, with the exception of the core fund managers who will conclude their transactions.

(c) All Government-Wide Commercial Purchase Card (GCPC) accounts will be shut off on 3 September 2013. Exceptions can be requested via the AC/S Comptroller. All purchases thereafter will require Comptroller approval. GCPC Approving Officials must provide a list of pending documents by Budget Execution Activity/Sub-Activity and Special Interest Code (SIC) for each cardholder that have not posted to CitiDirect after 3 September 2013. Alternate Agency Program

Coordinators will validate the FY14 Lines of Accounting (LOAs) in CitiDirect. All pending transactions must be identified to clearly depict an accurate account ending balance by Funding Function, /BEA/BESA/SIC.

(6) Reimbursable Orders

(a) Identify reimbursable estimates for August and September to the MCBQ, Accounting Liaison Branch Office 27 August 2014.

(b) Process August and September allocation estimates along with July actuals for all reimbursable accounts NLT 27 August 2014. All reimbursable accounts for Department of Defense customers will close based on allocation submittals for this time period. No adjustments will be made at the open of FY 2015 therefore, it is imperative that estimates be as accurate as possible. Private party customers and Marine Corps Community Services will also close for year-end, but will re-open in FY 2014 for actual adjustments. Notification to buyers of excess funds must be made NLT 29 August 2014.

(7) Direct Cite. A detailed explanation on all Direct Cite Code (DCC) uncommitted and unobligated balances is due to AC/S Comptroller on 27 August 2014. This explanation will provide a summary of where each transaction is within the acquisition process (to include date submitted, date solicitations will conclude, expected period of evaluation, and projected award date) to allow a full risk assessment.

(8) Tri Annual Review. Tri Annual Review will be sent out twice during the Fiscal Year Closeout. 1 August 2014, due back to AC/S Comptroller 8 August 2014 and 3 September 2014 due back to AC/S Comptroller 5 September 2014.

4. Admin & Logistics. - Final SABRS lockout for all fund managers will occur on 5 September 2014. The Comptroller's Division will make all subsequent adjustments except expenses. Expenses that need to be entered into SABRS manually will be done by individual sections All pending documents will be obligated in SABRS using the correct Standard Document Number vice a "roll-up" document number.

5. Command and Signal

a. Command This bulletin is applicable to all organizations who receive funding authority from the Marine Corps Base Quantico Comptroller office.

b. Signal. Comptroller points of contact are listed below.

(1) Budget:

(a) Mr. Thomas Osterhoudt at (703) 784-2330

(b) Mr. John Haralson at (703) 784-2327

(c) Ms. Brandee Jackson at (703) 784-0914

(2) Accounting: Mr. Doug Hale at (703) 784-3487

(3) Resource, Evaluation & Analysis: Ms. Andrea Puello at
(703) 784-0624


DAVID W. MAXWELL

DISTRIBUTION:

Commanding Officer, Security Battalion
Commanding Officer, Headquarters Battalion
Officer in Charge, Legal Services Support Section
Director, Reserve Support Unit
Director, Marine Corps Community Services
Assistant Chief of Staff, G-1
Assistant Chief of Staff, G-3
Assistant Chief of Staff, G-4
Assistant Chief of Staff, G-5
Assistant Chief of Staff, G-6
Quantico Area Counsel
Business Performance Office
Command Chaplain
Staff Judge Advocate
Safety Division
Regional Contracting Office
Family Housing

FY 2014 CLOSE OUT TIMELINE

- 13 JUN - COMPT REALLOCATE FUNDING TO APPROPRIATE REQUIREMENTS
- 13 JUN - COMPT VALIDATE REMAINING REQUIREMENTS
- 31 JUL - 80% OBLIGATION RATE
- 1 AUG - TAR SENT OUT BY ALB
- 8 AUG - TAR DUE BACK TO ALB
- 22 AUG - G5 - PROVIDE COMPT FINAL UTILITIES ESTIMATES DIR AND REIMB
- 22 AUG - ALL REIMB ALLOCATIONS PROCESSED FOR UTILITIES
- 22 AUG - ALL REIMB AND DCC ESTIMATES TO COMPTROLLER
- 27 AUG - FINAL DECISION ON REIMB LABOR, ACCRUALS & LABOR JON CHANGES
- 29 AUG - COMPT - ALL UNUSED REIMBURSABLE FUNDING RETURNED TO THE
CUSTOMERS AND FINAL ALLOCATIONS PROCESSED
- 29 AUG - COMPT - ALL DIRECT CITE FUNDING RETURNED TO COSTUMERS
- 3 SEP - TAR SENT OUT BY ALB
- 3 SEP - ALL TAD ORDERS AND VOUCHERS APPROVED IN DTS
- 5 SEP - TAR DUE BACK TO ALB
- 5 SEP - ALL SABRS USER ID'S ARE CHANGED TO EXP ONLY
- 6 SEP - FINAL LABOR ACCRUALS POST IN SABRS
- 12 SEP - WEEKLY STATUS OF PENDING DCC'S AND REIMB TO ALB
- 12 SEP - ALL FUNDING REQUESTS FORWARD TO COMPT OFFICE
- 12 SEP - G4 - PRELIMINARY FUEL COSTS ESTIMATES TO COMPTROLLER
- 12 SEP - G1 - IDENTIFY ALL AWARDS AMOUNTS TO THE COMPTROLLER
- 12 SEP - COMPT - OBLIGATE AWARDS
- 12 SEP - G5 - FINAL WATER CHEMICAL ESTIMATE TO COMPTROLLER
- 12 SEP - SOFT CLOSE, AS CLOSE TO 100% OBLIGATED AS POSSIBLE
- 27 SEP - COMPT - IDENTIFY SABRS USER ID'S THAT WILL WORK DURING
CLOSEOUT

ENCLOSURE (1)

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27 SEP - G4 - FINAL FUEL COSTS TO COMPTROLLER

30 SEP - 100% OBLIGATION RATE

4 OCT - COMPT - MCICOM FINAL REPORT

ENCLOSURE (1)
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JULY 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 SABMNTHTY Cycle # 14182M 0300 ET	2 SABDAILY 0500 ET SA71R049	3 SABACTUL PPE 20140628 0400 ET SABDAILY 0500 ET SABDCAS	4 INDEPENDENCE DAY	5 SABDAILY 0500 ET
6 SABWKYFM Labor Accruals 9 Days PPE 20140712 0300 ET	7 SABDAILY 0500 ET SABDRSF SABDAFTP SABQTLTY	8 SABDAILY 0500 ET	9 SABDAILY 0500 ET	10 SABDAILY 0500 ET	11 SABDAILY 0500 ET	12 PPE 2014712 SABDAILY 0500 ET
13 SABWKYFM Labor Accruals 5 Days PPE 20140726 0300 ET	14 SABDAILY 0500 ET	15 SABDAILY 0500 ET	16 SABDAILY 0500 ET	17 SABDAILY SA71R049 0500 ET	18 SABACTUL PPE 20140712 0400 ET SABDAILY 0500 ET	19 SABDAILY 0500 ET
20 SABWKYFM Labor Accruals 5 Days PPE 20140726 0300 ET	21 SABDAILY 0500 ET	22 SABDAILY 0500 ET	23 SABDAILY 0500 ET	24 SABDAILY 0500 ET	25 SABDAILY 0500 ET	26 PPE 20140726 SABDAILY 0500 ET
27 SABWKYFM Labor Accruals 4 Days PPE 20140809 0300 ET	28 SABDAILY 0500 ET	29 SABDAILY 0500 ET	30 SABDAILY 0500 ET	31 SABDAILY SA71R049 0500 ET		

ENCLOSURE (2)
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AUGUST 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 SABACTUL PPE 20140726 SABMNTHY Cycle # 14213M 0300 ET	2 SABDAILY 0500 ET
3 SABWKYEM Labor Accruals 6 Days PPE 20140809 0300 ET	4 SABDAILY 0500 ET	5 SABDAILY 0500 ET SABDCAS	6 SABDAILY 0500 ET SABDDRSF SABDAFTF	7 SABDAILY 0500 ET	8 SABDAILY 0500 ET	9 PPE 20140809 SABDAILY 0500 ET
10 SABWKYEM Labor Accruals 5 Days PPE 20140823 0300 ET	11 SABDAILY 0500 ET	12 SABDAILY 0500 ET	13 SABDAILY 0500 ET	14 SABDAILY SAT1R049 0500 ET	15 SABACTUL PPE 20140809 0400 ET SABDAILY 0500 ET	16 SABDAILY 0500 ET
17 SABWKYEM Labor Accruals 5 Days PPE 20140823 0300 ET	18 SABDAILY 0500 ET	19 SABDAILY 0500 ET	20 SABDAILY 0500 ET	21 SABDAILY 0500 ET	22 SABDAILY 0500 ET	23 PPE 20140823 SABDAILY 0500 ET
24 SABWKYEM Labor Accruals 5 Days PPE 20140906 0300 ET	25 SABDAILY 0500 ET	26 SABDAILY 0500 ET	27 SABDAILY 0500 ET	28 SABDAILY SAT1R049 0500 ET	29 SABACTUL PPE 20140823 0400 ET SABDAILY 0500 ET	30 SABDAILY 0500 ET
31 SABWKYEM Labor Accruals 0 Days PPE 20140906 0300 ET						

ENCLOSURE (2)
252064

SEPTEMBER 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Labor Day SABMNTHTY Cycle # 14244M 0300 ET	2 NO SABRS CYCLE	3 SABDAILY SABACRUE 5 Days PPE 20140906 0500 ET	4 SABDAILY SABACRUE 10 Days PPE 20140920 0500 ET SABDCAS	5 SABDAILY SABACRUE 7 Days PPE 20141004 0500 ET SABDDRSF SABDAFTP	6 PPE 20140906 SABDAILY 0500 ET
7 SABWKYFM 0300 ET	8 SABDAILY 0500 ET	9 SABDAILY 0500 ET	10 SABDAILY 0500 ET	11 SABDAILY SA71R049 0500 ET	12 SABACTUL PPE 20140906 0400 ET SABDAILY 0500 ET	13 SABDAILY 0500 ET
14 SABWKYFM 0300 ET	15 SABDAILY 0500 ET	16 SABDAILY 0500 ET	17 SABDAILY 0500 ET	18 SABDAILY 0500 ET	19 SABDAILY 0500 ET	20 PPE 20140920 SABDAILY 0500 ET
21 SABWKYFM 0300 ET	22 SABDAILY 0500 ET	23 SABDAILY 0500 ET	24 SABDAILY 0500 ET	25 SABDAILY SA71R049 0500 ET	26 SABACTUL PPE 20140920 0400 ET SABDAILY 0500 ET	27 SABDAILY 0500 ET
28 SABDAILY 0500 ET	29 SABDAILY 0500 ET	30 SABDAILY 0500 ET				

ENCLOSURE (2)
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OCTOBER 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 SABRNAL1 0615 ET Cycle # 14274A SABRS VIEW ONLY	2 SABRS VIEW ONLY	3 SABRS VIEW ONLY	4 PPE 20141004 SABRS LOCKED FOR YEAR-END SABRDCAS 0715 ET SABRNAL2 SABDCAS
5 SABDRSF SABDARTP SABQITLY SMARTS YR-END SNAPSHOT 278	6 SABYREND SABRSTCL SABRS LOCKED FOR SR2-14 279	7 SABRS LOCKED FOR SR2-14 280	8 SABRS LOCKED FOR SR2-14 281	9 SABRS LOCKED FOR SR2-14 282	10 SABRS UNLOCKS WHEN HOMC GIVES OK Verify Tables 283	11 PPE 20141018 SABDAILY 0500 ET 284
12 285	13 GATHERING DAY 286	14 SABDAILY 0500 ET SA71R049 287	15 SABACTUL PPE 20141004 0400 ET SABDAILY 0500 ET 288	16 SABDAILY 0500 ET 289	17 SABDAILY 0500 ET 290	18 PPE 20141018 SABDAILY 0500 ET 291
19 SABWKYEM Labor Accruals 10 Days PPE 20141018 0300 ET 292	20 SABDAILY 0500 ET 293	21 SABDAILY 0500 ET 294	22 SABDAILY 0500 ET 295	23 SABDAILY SA71R049 0500 ET 296	24 SABACTUL PPE 20141018 0400 ET SABDAILY 0500 ET 297	25 SABDAILY 0500 ET 298
26 SABWKYEM Labor Accruals 10 Days PPE 20141101 0300 ET 299	27 SABDAILY 0500 ET 300	28 SABDAILY 0500 ET 301	29 SABDAILY 0500 ET 302	30 SABDAILY 0500 ET 303	31 SABDAILY 0500 ET 304	

ENCLOSURE (2)
PS 4064