



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5001

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MCBBul 7100  
B 184  
15 Jun 04

MARINE CORPS BASE BULLETIN 7100

From: Commander

To: Distribution List

Subj: FISCAL AND SUPPLY CLOSEOUT INSTRUCTIONS FOR FY 04

Ref: (a) MCO 4443.11

Encl: (1) Military Standard Requisitioning and Issue Procedures  
(MILSTRIP) Requisitions and Deadlines  
(2) Deadlines for Accelerated Input of Fiscal Data  
(3) Nonlabor Reconciliation Sheet for  
Standard Accounting, Budgeting, and Reporting System  
(SABRS) and Memorandum Records

1. Purpose. To provide FY 04 guidance for submitting requisitions, related documents, and reports for all MCCDC operating budgets and allotments, including: Family Housing; Navy Working Capital Fund (NWCFF); Procurement, Marine Corps; and other funds derived from sources other than the operating budget. All tenant activities outside the MCCDC operating budget are excluded from these instructions. However, they should remain aware of dates associated with the closing of the official accounting records. Separate guidance will be issued at a later date regarding reconciling and closing out reimbursable accounts.

2. Information

a. Routine procurement, including but not limited to open purchases, issues from the supply system, TAD, and Governmentwide Commercial Purchase Card (GCPC) purchases, will be discontinued at the close of business (COB) Tuesday, 31 August 2004. After that date, all purchase requests will be forwarded to the Comdr MCB (B 181) for funding consideration and potential approval. Unless funding sources have been exhausted, emergency requirements will generally be approved. Emergency requirements are defined as those that cannot be reasonably deferred until the new FY due to health, safety, legal, or other compelling reasons. All requests will be considered on a case-by-case basis. The ability of the Regional Contracting Office, Northeast (RCO, NE) to execute purchases in a timely manner may affect whether or not a given request can be approved.

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(1) After COB Friday, 10 September 2004, all requisitions and orders will contain a Financial Information Pointer, a Julian date of 1 October 2004 and, where applicable, a Job Order Number (JON). Exceptions will be approved only by the Comdr MCB (B 181). Procurement action cannot be initiated prior to 1 October 2004 when citing new FY funds. Care should be taken to ensure FY 05 requisitions are not mistakenly entered as FY 04 business. All contractual requirements obligating FY 05 funds, to include annual renewals and options, must have an FY 05 standard document number. Block travel order numbers will no longer be used for TAD orders since Standard Accounting, Budgeting, and Reporting System (SABRS) can now run travel for 2 years simultaneously during the closeout period.

(2) The Comdr MCB (B 181) will review and approve all bulk fuel issues from the fuel farm. Bulk fuel issues required by fund administrators (FA) will be delivered by Facilities and Logistics Services Section, G-5 and Materiel Branch, G-4 utilizing the following schedule: (This schedule will be strictly adhered to.)

#2 Fuel Oil - Monday  
Diesel - Tuesday  
Gasoline - Wednesday

b. Enclosure (1) contains final deadlines for submission of Military Standard Requisitioning and Issue Procedures (MILSTRIP) requisitions. Activities processing MILSTRIP requisitions using Supported Activities Supply System (SASSY) or Asset Tracking Logistics and Supply System are subject to the dates prescribed in enclosure (1). The following exceptions apply:

<u>ORGANIZATION</u>	<u>CUTOFF DATE</u>	<u>RECONCILIATION</u>
Combat Development Center	10 September 2004	13 September 2004
Training and Education Command (TECOM)	10 September 2004	13 September 2004
Most Efficient Organization (MEO)*	10 September 2004	13 September 2004

\*Note: The MEO will coordinate year-end spending with the Designated Government Representative (DGR) section where appropriate.

c. The above organizations will submit a detailed spending plan for September that clearly shows how available funds will be obligated. TECOM will also include a separate plan for the worldwide travel account due to implementation of revised accounting procedures. Plans will be submitted in writing no later than COB 23 August 2004 to Comdr MCB (B 181). After review and concurrence by Comdr MCB (B 181), the above organizations will be allowed to process requisitions through the cutoff dates noted without coming through the Budget Branch. Additionally, Combat Development Center Budget Officer; Deputy Branch Head, Financial Management Branch (TECOM), and the MEO will meet individually at a minimum of once a week with Head, Budget Branch during September to discuss progress against submitted plans as well as any necessary variances. All other provisions of this Bulletin will still apply.

d. The estimated purchasing and contracting lead times and prescribed dates for various types of contracting actions and dollar thresholds, except the NWCF, will be published in a MCB bulletin in the 4200 series.

### 3. Guidelines

a. During the closeout process, requisitions and other orders submitted must be essential for use in FY 04 or critical to commencement of operations in the first quarter of FY 05. To ensure an orderly closeout and the proper use of limited funding, it is absolutely essential that FAs plan ahead and purchase wisely based on historical trends. All day-to-day consumables (i.e., paper, pens, toilet paper, other janitorial items, copier supplies, and other similar items) must be procured prior to COB Tuesday, 31 August 2004.

b. Requisitions for items that require assembly/installation ordered from a commercial contractor will cite FY 05 accounting data to cover the entire requirement. When items require only assembly/installation, the chargeable year will be governed by the anticipated assembly/installation date. Assembly/installation prior to 30 September 2004 will be charged to FY 04 and, if after 30 September 2004, to FY 05.

c. Items to be requisitioned should be documented as previously identified requirements in the annual financial plan or approved deficiency listing. New requirements must be supported by a justification statement within the requisition or attached thereto.

d. Requisitions for items in quantities that exceed normal consumption or stock levels that meet the criteria in reference (a) must contain a statement of the facts surrounding the need to order such quantities. Each requisition will contain an urgency of need designator. Each requisition will be processed on a case-by-case basis.

e. A functional system comprised of multiple components will not be ordered on separate requisitions to avoid funding constraints or to circumvent guidance from higher authority.

f. Requisitions must be properly coordinated to conform to existing directives or instructions as to allowances, facility requirements, or other related matters to preclude delay in placing the item or items in use immediately upon receipt.

g. Requisitioners must have positive internal controls in place or programmed to ensure items requisitioned are, in fact, received per specifications and placed into operation at the earliest date.

h. Requirements for routine open purchase requests are contained in a MCB bulletin in the 4200 series.

i. With the exception of the organizations in paragraph 2b (Subsistence-in-Kind surcharge, Forestry, Recycling, and Agricultural Outlease funding), unobligated and unreserved fund balances will be considered as withdrawn and consolidated for execution purposes. After COB Tuesday, 31 August 2004, the balances withdrawn are not available to FAs for obligation. The Comdr MCB (B 181) must approve any obligation(s) after 31 August 2004.

j. Access into SABRS will be restricted after COB Tuesday, 31 August 2004, to keying of corrections and input of commitments/obligations for requisitions approved by the Comdr MCB (B 181). Exceptions are defined in paragraph 2b. Input of commitments/obligations not preapproved is not permitted. This will continue until COB Friday, 10 September 2004. All obligations issued prior to this date must be entered into SABRS by 10 September 2004. Access for any other purpose and access after 10 September 2004 will be granted by the Comdr MCB (B 181) on a case-by-case basis. After 10 September 2004, only the Comdr MCB (B 182) will have access into SABRS for completion of FY 04 business. FAs requiring assistance with FY 04 business after 10 September 2004 will contact Comdr MCB (B 181) for further guidance.

k. Printing request balances will be reviewed during the month of August 2004. Obligations in the system for printing should be adjusted to equal the amount expended, unless a balance is needed for printing jobs anticipated for the month of September.

l. Allocated charges for copier services will be reviewed during the month of July 2004. FAs must ensure that there is a sufficient authorization available to cover anticipated charges for August and September bills.

m. Credit card purchases should be immediately manually obligated in SABRS rather than waiting until items ordered have actually been shipped. Citidirect should be checked daily for charges posted to SABRS. Then any manual obligations should be adjusted accordingly.

#### 4. Action

##### a. Fund Administrators

(1) Disseminate the contents of this Bulletin to all personnel concerned with fiscal/supply management and comply with the procedures as outlined herein.

(2) Ensure obligation of no less than 84 percent of funds by 30 July 2004.

(3) Report surplus funds beyond requirements to the Comdr MCB (B 181) for reprogramming as soon as surplus becomes evident.

(4) Subsequent to the cutoff dates prescribed herein and by the AC/S G-4, ensure that the appropriate level of management certifies purchases and ensures that they are within acceptable year-end closeout guidelines.

(5) Ensure all commitment and obligation documents (e.g., DD Form 1149 (EF), Requisition and Invoice/Shipping Document; NAVCOMPT 2276 (EF), Request for Contractual Procurement; Travel Orders, Contracts, etc.) and obligations produced by SASSY are entered into SABRS by COB Tuesday, 31 August 2004. Procurement actions keyed into Procurement Request Builder will be processed into the Standard Procurement System and obligations will be generated to SABRS for all committed transactions via RCO, NE. Citidirect will create obligations to SABRS for GCPC purchases via Citibank. Accordingly, all error listings must be worked and correction entries posted in SABRS no later than COB Tuesday, 31 August 2004. After COB Tuesday, 31 August 2004, SABRS input will be subject to guidance provided in paragraph 3j above.

(6) After 31 August 2004, ensure that only civilian labor distribution, equipment usage, and accruals for the months of August and September 2004 are entered into SABRS no later than the dates indicated in enclosure (2). The only exception will be those FAs specifically authorized by the Comdr MCB (B 181) to enter transactions after those dates.

(7) Accomplish reconciliation of fiscal records. HQMC requires a monthly validation of unliquidated obligations during the last quarter of the fiscal year for all open appropriations. To

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ensure appropriate management oversight, each submission will be endorsed by the appropriate director/deputy director or commanding officer/executive officer. It is mandatory that unliquidated obligations reports be reconciled and forwarded to ALB by the following schedule:

<u>MONTH</u>	<u>TO FAs</u>	<u>RETURN TO ALB</u>
July 2004	24 June 2004	7 July 2004
August 2004	22 July 2004	6 August 2004
September 2004	20 August 2004	10 September 2004

(8) Submit enclosure (3) to Comdr MCB (B 181) by COB Monday, 2 August 2004, for period ending 30 July 2004; and by COB Wednesday, 1 September 2004, for period ending 31 August 2004. Extensions on due dates will not be granted.

(9) Identify problem areas which may occur to the Comdr MCB (B 181) as soon as possible.

(10) Ensure that all self-service buys during FY 04 have been processed into SABRS.

(11) Ensure that a primary or alternate fiscal point of contact, with an appropriate level of familiarity regarding fiscal matters, is available for consultation during the period of 1 September through 1 October 2004.

(12) FY 99 will become an expired appropriation after 30 September 2004. FAs should note that after 30 September 2004, any requirement for reverted funds for FY 99 and earlier will be charged to FY 05 funding.

b. Assistant Chief of Staff, G-4

(1) The Head, Materiel Branch will furnish back order validation listings for NWCF to Comdr MCB (B 182) no later than 31 August 2004.

(2) Comply with the time frames established by the CG MCLB, Albany, GA for the update of stores data. The final Defense Self Service Center update for September 2004 transactions will be processed on 17 September 2004, unless otherwise specified by Comdr MCB (B 181). All outstanding FY 04 transactions will be processed by this date.

c. Director, Regional Contracting Officer, Northeast

(1) By 31 August 2004, advise the Comdr MCB (B 181) of all known procurement initiatives which will not be completed by 30 September 2004.

(2) Coordinate with Comdr MCB (B 182) on a daily basis to inform them of transaction process failures and to provide copies of all transactions for appropriate input.

(3) Execute price changes on approved requisitions provided the difference does not exceed \$100.00 above or below the original cost estimate.

d. Assistant Chief of Staff, G-5

(1) Head, DGR/Operations sections, Public Works Branch will update SABRS table OF2 with 14-digit JONs for requirements placed on shop stores.

(2) The Utilities Officer, MEO will coordinate efforts to obtain current electric meter readings from Dominion Virginia Power and natural gas meter readings from Commonwealth Gas on or before 3 September 2004.

(3) The Head, Public Works Branch will, by 31 August 2004, advise the Comdr MCB (B 181) of all known procurement initiatives which will not be completed by 30 September 2004. The Head, Public Works Branch will work closely with the Comdr MCB (B 181) regarding Requests for Contractual Procurement (RCP) submitted for processing. After 31 August 2004, only RCPs approved by the Comdr MCB (B 181) citing availability of funds will be processed. The Head, DGR/Operations sections and the Head, Public Works Branch are required to reconcile outstanding RCPs. To support and maintain the closeout schedule, the reconciliations must be provided to Comdr MCB (B 181) no later than by COB Thursday, 16 September 2004.

e. Assistant Chief of Staff, G-6. Process copier and telephone allocated charges for August and September by the last cycle of SABRS for the month of August 2004.

f. Director, Comptroller Division

(1) The Head, Budget Branch (B 181) will verify receipt of reconciliation reports submitted by FAs.

(2) The Head, Accounting Liaison Branch (B 182) will accomplish the following:

(a) Fiscal data maintained by DFAS-KCC will be made available to FAs for data processed for the months of August and September 2004 to date.

(b) Verify receipt of Unliquidated Obligation Validation Reports submitted by FAs.

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(c) Input obligations after cutoff date of 10 September 2004.

5. Applicability. This Bulletin is applicable to all MCCDC funding entities.



R. T. BRIGHT  
Chief of Staff

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MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES (MILSTRIP)  
REQUISITIONS AND DEADLINES

1. Properly approved requisitions must be submitted to Head, Materiel Branch, G-4 by the following dates:

<u>SOURCE OF SUPPLY</u>	<u>SUBMISSION DATES</u>
a. MILSTRIP requisitions for items available within the Marine Corps Supply System.	30 July 2004
b. MILSTRIP requisitions for items available from General Services Administration.	31 August 2004
c. MILSTRIP requisitions for items available from Defense Logistics Agency.	31 August 2004
d. MILSTRIP requisitions will contain Comptroller's approval after the established cutoff dates.	

Note: Fund administrators should track MILSTRIPs to ensure that obligations are in the system. If MILSTRIPs are not posting properly, report the problem to the Accounting Liaison Branch, Comptroller Division for resolution.

DEADLINES FOR ACCELERATED INPUT OF FISCAL DATA

1. Fund Administrator (FA) to Accounting Liaison Branch (ALB). The FA will ensure that ALB receives fiscal data timely.

a. TAD Orders, Training Agreements, and Local Travel. Routine travel orders, local training agreements, and anticipated local travel documents issued under appropriation operations and maintenance, Marine Corps, FY 04 will be keyed into Standard Accounting, Budgeting, and Reporting System (SABRS) as follows:

<u>MONTH</u>	<u>FA TO SABRS</u>
August	30 July
September	31 August

b. Accrued Expenses. Accrual of expenses for August and September 2004 will be keyed in SABRS by the last cycle for August. Accrued expenses (allocated expenses) projected through 30 September 2004 include, but not limited to, utilities; telephones; copier service; work requests; etc.

c. Equipment Usage. G-5 work ticket equipment usage charges will be keyed into SABRS and are due as follows:

<u>PERIOD COVERED</u>	<u>DUE ON</u>
Through 20 August 2004	27 August 2004
Through 2 September 2004	8 September 2004
Through 30 September 2004*	10 September 2004

\*Note: Estimated amount through 30 September 2004.

d. Civilian Labor Distribution/Civilian Timesheets. Guidance and submission dates for civilian labor distribution and civilian timesheets will be published under a separate letter in August 2004.

ENCLOSURE (2)

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2. Head, Materiel Branch, G-4 to ALB:

a. Direct Support Stock Control Fiscal Listings and Electronic Point of Sale (B7A) Transactions. Listings and data sets will be due as follows:

<u>PERIOD COVERED</u>	<u>DUE BY</u>
Through 5 August 2004	0800, 12 August 2004
Through 12 August 2004	0800, 19 August 2004
Through 19 August 2004	0800, 26 August 2004
Through 1 September 2004	0800, 3 September 2004
Through 3 September 2004	1300, 8 September 2004
Through 7 September 2004	1300, 10 September 2004
Through 13 September 2004	1300, 17 September 2004

ENCLOSURE (2)

**NON-LABOR RECONCILIATION SHEET FOR STANDARD ACCOUNTING,  
BUDGETING, AND REPORTING SYSTEM (SABRS) AND MEMORANDUM  
RECORDS**

FUND ADMINISTRATOR CODE:	DATE:	SUBHEAD:	ACTIVITY GROUP/SUB-ACTIVITY GROUP:
NON-LABOR AUTHORIZATION:		\$	
OBLIGATIONS:			
OUTSTANDING COMMITMENTS:			
SUBTOTAL UNOBLIGATED (1 - 2 - 3 =):			
OUTSTANDING SABRS CORRECTIONS:			
ANTICIPATED REQUIREMENTS:			
JUSTIFICATION:			
AMOUNT AVAILABLE FOR WITHDRAWAL:		\$	
SIGNATURE: (Fiscal Officer)			DATE: