



DEPARTMENT OF THE ARMY
WASHINGTON DC 20310

AUG 15 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Year-End Closing Procedures for Fiscal Year 2007 (FY 2007)

1. This memorandum provides guidance for processing requisitions during the period 26-30 September 2007, and the Fiscal Year (FY) 2008 Federal Logistics (FED LOG) price update.

2. Final supply requisitions will be processed on 26 September 2007, to ensure end-to-end processing through supply and financial systems. Although supply systems will remain operational through 30 September 2007, no routine requisitions will be processed after 26 September 2007. High priority requisitions, meeting a bona fide need in FY 2007 and requisitioned after 26 September 2007, must be manually processed through the supply and financial systems to ensure the obligation properly cites FY 2007 funds. For Fuels Automation System (FAS) transactions generated 28-30 September 2007 a manual obligation must be recorded on a Miscellaneous Obligation Document (MOD) for those fuel purchases on 30 September 2007.

3. For sites processing under Funds Control Module (FCM), Middleware (MW) will stop passing OSC and F09 files on 27 September 2007. Between the time FCM has processed these files, approximately 28 and 30 September 2007, users need to make all necessary changes to the FCM tables and parameters (DOJOCON, Fund Availability Data Record and Fund Availability Switch) desired for FY 2008 processing. Under Installation Supply Buffer processing, fiscal year updates were included during the year end cycle processing. Under FCM, users will be responsible for manually updating fiscal year. On 1 October 2007, after processing the FY 2008 FED LOG price update, all normal processing will resume within MW, FCM, Operational Data Store and Standard Army Finance System.

4. Deployed and deploying units directly funded for and supporting operations in Iraq, Afghanistan and the Global War on Terrorism (GWOT), may continue to process automated or manual requisitions meeting the bona fide need of FY 2007 after September 26, 2007. Documentation must be provided to the resource manager to support these requisitions. Commanders are responsible for determining that the items requisitioned support these contingencies. MODs may be used in situations where transaction volume exceeds manual processing (walk-thru) capabilities. The MODs may be processed at summary level but must be supported by the requisition's detail document numbers. All MODs, to include those for FAS transactions, will be reversed and replaced with individual obligations at the transaction level of detail prior to October 2007 financial month-end close.

5. Operations and Maintenance, Army (OMA) funding is extremely scarce this year-end and all commands must intensively manage it. Army Budget Office's analysis of OMA's

unliquidated obligations indicates the potential for substantial deobligations, especially in the supplies/equipment and travel/transportation accounts. Wherever an opportunity exists to delay low priority requisitions to the new FY, it must be taken. All steps taken to reduce FY 2007 OMA obligations will enhance the Army's ability to continue support to the GWOT and maintain the momentum toward achieving the Army Campaign Plan.

6. All Army Working Capital Fund (AWCF) accounts and those consumer funded activities will update financial records reflecting FY 2008 FED LOG prices on 1 October 2007. Activities currently on FCM may process the Catalog Monthly Report to determine the effect the price changes will have on obligations and use that data as supporting documentation for a MOD. A price increase of .8 percent is anticipated for FY 2008.

7. The above actions are necessary to ensure the efficient close of FY 2007, support for deployed soldiers, and to preclude imbalances between the AWCF and consumer funded accounts. Commanders and resource managers at all echelons of command must implement sound fiduciary and stewardship practices and comply with fund control procedures outlined in the DFAS-IN 37-1 regulation.

8. Points of contact are Steve Dare, ODASA (FO), (703)693-2787, DSN 223-2787, email: Steve.Dare@hqda.army.mil ; and Rhonda Cunningham-Still, Office of the Deputy Chief of Staff, G-4, (703) 695-6169, DSN 225-6169, email: rhonda.cunningham-still@hqda.army.mil.



John J. Argodale
Deputy Assistant Secretary of the Army
(Financial Operations)



Sarah H. Finnicum
Director of Supply
Office of Deputy Chief of Staff, G-4

DISTRIBUTION:

ARMY COMMANDS:

U. S. Army Forces Command, ATTN: AF-RM
U. S. Army Training and Doctrine Command, ATTN: AT-RM
U. S. Army Materiel Command, ATTN: AMC-RM

ARMY SERVICE COMPONENT COMMANDS:

U.S. Army Europe, ATTN: AEAGF-RM
U.S. Army Central, ATTN: ACEN-RM
U.S. Army North, ATTN: AFNO-RM
U.S. Army South, ATTN: SO-RM
U.S. Army Pacific, ATTN: AP-RM
U.S. Army Special Operations Command, ATTN: AO-RM
Military Surface Deployment and Distribution Command, ATTN: SDDC-RM
U.S. Army Space and Missile Defense Command/U. S. Army Forces Strategic
Command, ATTN: SMDC-RM
Eighth U. S. Army, ATTN: EA-RM

DIRECT REPORTING UNITS:

**U. S. Army Network Command Enterprise Technology Command,
ATTN: NETCOM-RM**

U. S. Army Medical Command/The Surgeon, ATTN: MC-RM

U. S. Army Intelligence and Security Command, ATTN: IA-RM

U. S. Army Criminal Investigation Command, ATTN: CISP-RM

U. S. Army Corps of Engineers, ATTN: CERM-ZA

U. S. Army Military District of Washington, ATTN: AN-RM

U. S. Army Test and Evaluation Command, ATTN: CSTE-RM

U. S. Military Academy, ATTN: MA-RM

U. S. Army Reserve Command, ATTN: DAAR-CO

U. S. Army Acquisition Support Center, ATTN: SFAE-RM

Installation Management Command, ATTN: SFIM-RM

Commandant, U.S. Army Finance School, ATTN: ATSG-FS

American Forces Info Services, ATTN: Budget Office

Defense Acquisition University, ATTN: Budget Office

President, National Defense University, ATTN: NDU-RMD

Director, DFAS

CF:

OASA(FM&C), ATTN: BUO

OASA(FM&C), ATTN: BUR

Office of the Army General Counsel, ATTN: SAGC-E&FO