



REPLY TO
ATTENTION

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
9301 CHAPEK ROAD
FORT BELVOIR, VA 22060-5527

S: 29 September 2006

AMCRM-F

9 June 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Materiel Command (AMC) Fiscal Year (FY) 2006 Year-end Close Out Process

1. In 2006, AMC continues its mission of supporting our Soldiers in the war effort. Also, as in past years, we continue to address the challenges associated with closing out the fiscal year in a successful manner on 29 September 2006.
2. Now is the time to identify and resolve issues that may affect our year-end close out, allowing us time in late September to concentrate on distribution and execution of funds. Any war effort issues that conflict with the fiscal year-end close out schedule should be brought to my immediate attention.
3. We have learned that early planning, on-going reviews of contracts and maintaining open lines of communication among the resource management, acquisition and logistics communities are some of the key elements for a successful year-end close out.

4. Each year we must make improvements in meeting the 29 September close date. Your year-end close out plans should include:
 - a. A review of FY05 and previous fiscal year-end lessons learned.
 - b. On-going reviews of contracts throughout the year, with emphasis on those with special interest and those that will cancel in FY06.
 - c. Establishment of milestone schedules and cut-off dates that will enable us to meet the September execution goals.
 - d. Coordination of work schedules to ensure the required individuals are available when necessary.
 - e. Early and on-going cleanup of abnormal balances and excess prior year funds.

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5. I ask for your cooperation in striving to close out FY06 business on Friday, 29 September 2006, with cleanup and minor adjustments on Saturday, 30 September 2006.
6. The AMC DCSRM, G-8 is beginning the FY06 year-end close process and will provide more specific guidance during the next few weeks. Please disseminate this guidance throughout your commands at all levels and to those non-AMC agencies with which you do business.
7. The HQ AMC points of contact are Mrs. Paula Whatley, Commercial (703) 806-9288, DSN 656-9288 and Mrs. Valli Shan, Commercial (703) 806-9261, DSN 656-9261.

FOR THE COMMANDER:



WILLIAM E. MORTENSEN
Lieutenant General, USA
Deputy Commanding General

DISTRIBUTION:

H

Major General Michael R. Mazzucchi, Commander, U.S. Army Communications-Electronics
Life Cycle Management Command, Fort Monmouth, NJ 07703-5000
Major General James H. Pillsbury, Commander, U.S. Army Aviation and Missile Life Cycle
Management Command, Redstone Arsenal, AL 35898-5000
Major General William M. Lenaers, Commander, U.S. Army Tank-automotive and Armaments
Life Cycle Management Command, Warren, MI 48397-5000
Major General Jerome Johnson, Commander, U.S. Army Field Support Command,
1 Rock Island Arsenal, Rock Island, IL 61299-6500
Major General Roger A. Nadeau, Commander, U.S. Army Research, Development, and
Engineering Command, 5183 Blackhawk Road, Aberdeen Proving Ground, MD 21010-5424
Brigadier General Clinton T. Anderson, Commander, U.S. Army Security Assistance
Command, 5701 21st Street, Building 216, Fort Belvoir, VA 22060-5940
Brigadier General James Rogers, Commander, U.S. Army Joint Munitions Command,
1 Rock Island Arsenal, Rock Island, IL 61299-6500
Mr. Michael A. Parker, Director, U.S. Army Chemical Materials Agency, 5183 Blackhawk Road,
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Close Out Process

DISTRIBUTION: (CONT)

Brigadier General Kevin R. Wendel, Commander, 20th Support Command Group (CBRNE),
5183 Blackhawk Road, Aberdeen Proving Ground, MD 21010-5424 (OA 6Z FY04)
Dr. Ronald C. Higgins, Director, U.S. Army Materiel Command Logistics Leadership Center,
Red River Army Depot, Texarkana, TX 75507-5000
Colonel Janice Berry, Commander, U.S. Army Materiel Command Logistics Support Activity,
Sparkman Circle, Building 5307, Redstone Arsenal, AL 35898-7466
Ms. Lorraine Hotz, Finance Director, Resources Management, Program Executive Office
Simulation, Training and Instrumentation, 12350 Research Parkway, Orlando, FL 32826
(OA 6S FY02 and prior)

CF:

Major General Edgar E. Stanton III, Deputy Assistant Secretary of the Army (ASA) for Budget,
109 Army Pentagon, Washington, DC 20310-0109
Mr. John Argodale, Deputy Assistant Secretary of the Army (Financial Operations),
109 Army Pentagon, Washington, DC 20310-0109
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~~Mr. Alfred Rivera, Director, Computing Services Directorate, Defense Information Systems
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Mr. Daniel Schwemmer, Department of Army Program Manager, Purchase Card Program
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