

From: [Benger, Stephanie Ms CIV USA](#)
To: [DL-CCE-HQ-EVERYONE-IN-THE-COMMAND](#)
Subject: FLASH NOTICE: PARC/Policy Alert #11-55, Fiscal Year (UNCLASSIFIED)
Date: Tuesday, August 30, 2011 2:36:25 PM
Attachments: [FY11 Staggered Year End Close Schedule R2.doc](#)
Importance: High

Classification: UNCLASSIFIED
Caveats: NONE

Reminder and please make special note of item 2 below that states:

2. Each Contracting Office must complete all actions/awards NOT LATER THAN MIDNIGHT THE DAY PRIOR TO THE STATED CLOSING DATE FOR THEIR ASSOCIATED COMMAND. For example, Commands closing on 28 September must have all contracting actions/awards complete not later than midnight 27 September.

SB

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-----Original Message-----

From: Jackson-Sewell, Brenda R Ms CIV USA ASA ALT On Behalf Of Office of the DASA(P)
Sent: Thursday, July 14, 2011 5:37 PM
To: DASA(P) Alerts Mailboxes for PARC, Policy and Alternates; DASA(P) HCA List
Cc: DASA(P) Primary Staff; SAAL - PP Staff; SAAL-PB1; SAAL-PK Staff; SAAL-PX EBS
Subject: PARC/Policy Alert #11-55, Fiscal Year (UNCLASSIFIED)

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HCA's, PARCs and Policy Chiefs,

PARC/Policy Alert #11-55 supersedes PARC/Policy Alert #11-49.
Changes/corrections to the Year End Close Schedule are highlighted in color on the attached document.

The Army Budget Office (ABO) in conjunction with the Defense Finance and Accounting Service (DFAS) announced the dates for FY 11 Staggered Year End Close. The Staggered Close takes place between 28 and 30 September 2011.

In support of ABO and DFAS, Contracting Offices will complete contractual actions in accordance with the attached Command Closing Schedule. Please consult your local Resource Manager/Budget Officer to determine any special instructions for your location.

Instructions for Contracting:

1. Contracting Offices will close in accordance with their respective Command. All Contracting Offices will close on either: 28, 29, or 30 September. It is imperative that you adhere to the requested close-out dates for your associated Command.

2. Each Contracting Office must complete all actions/awards NOT LATER THAN MIDNIGHT THE DAY PRIOR TO THE STATED CLOSING DATE FOR THEIR ASSOCIATED COMMAND. For example, Commands closing on 28 September must have all contracting actions/awards complete not later than midnight 27 September.

3. ALL TIMES ARE EASTERN DAYLIGHT TIME. Regardless of your location, you must close based on EASTERN DAYLIGHT TIME.

Attached is the UPDATED list of Command Closings by date (CHANGES/CORRECTIONS IN COLOR). Remember Contracting Offices must close by midnight the night prior to the Command closing date.

Note: Please send any questions to the Office of the DASA(P) (ODASA(P)), e-mail: officeofthedasap@conus.army.mil, through your chain-of-command, as appropriate. Include the subject of this e-mail in the "Subject" block. The ODASA(P) A/O will disseminate a consolidated list of Frequently Asked Questions (FAQ), as needed.

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