



82 CONS

82 CPTS



Buy Me University

College of Year End, Class of 2012





Why Do This?



- Pave way for a smooth/efficient year end
- Get everyone (e.g., requirements owners, RAs, decision makers, contract specialists, system administrators, etc.) on the same page
- [Acquisition Installation POCs](#)





Topics



- Contracting
 - EZ Query
 - Form 9 required Info
 - Proper coordination
 - Central Contractor Registration
 - Key 82 CONS customer contacts
 - Helpful websites
- FM
 - Roles
 - Key dates
 - EOY prep
 - EOY special interest items





EZQuery Access for RA's



EZQuery SPS Query - Internet Explorer provided by USAF

https://ezquery01.patrick.af.mil/default.asp

Bing

Air Force E-Publishing - H... AFPC Secure 4.0 - Main M... AF Portal Login Page Rob's Favorites Department of Defense - I... Web Slice Gallery

EZQuery SPS Query

EZQuery
USAF Contracting Reports Tool

- Home
- PRs
- Contract Actions
- CAR Reports
- Misc Reports
- Special Interest
- Systems Mgmt
- Charts
- Help

Awards & Modifications									
Awards to Date FY 12	70	\$11,102,065.05	Modifications to Date FY 12	332	\$88,064,601.49	Total to Date FY 12	402	\$99,166,666.54	
Awards to Date FY 11	104	\$16,115,621.80	Modifications to Date FY 11	404	\$85,348,676.28	Total to Date FY 11	508	\$101,464,298.08	
Awards FY 11	303	\$33,889,286.38	Modifications FY 11	647	\$99,007,810.87	Total FY 11	950	\$132,897,097.25	

Data Currency				
AETCSHEPPARD Data Base last updated	CARS Available signed thru	GPC Data updated thru	MyInvoice Data available starting	WAWF Vendor Data updated thru
5/30/2012 7:32:47 AM	5/29/2012	Mar 2012	7/1/2010	3/27/2012 8:25:42 AM

SPS Dashboard Status			
Adapter Server		DataBase Server	
0 Alerts	5/30/2012 4:15:09 PM	0 Alerts	5/30/2012 4:48:32 PM

Official U.S. Government System for Authorized Use ONLY !!! Do not Discuss, Enter, Transfer, Process, or Transmit Classified/Sensitive National Security Information of greater sensitivity than that for which this System is Authorized. Use of this System constitutes consent to security testing and monitoring. Unauthorized Use could result in Criminal Prosecution.





Requesting EZQuery Access



- 1. Send an email requesting access to :
 - Primary: William.Ramsey@Sheppard.af.mil
 - Alternate: Robert.Lemoins@Sheppard.af.mil

- 2. EZQuery website link:
 - Launch AF Portal
 - Applications
 - EZQuery





EZQuery Open PR Report



EZQuery SPS Query - Internet Explorer provided by USAF

https://ezquery01.patrick.af.mil/default.asp?vid=ÚprŪiábéeÚeYjIēēiāYpe=İaŪēēiàBf.Épř.İEÄÄÄ.α.δ;ÄŪiŪ%20C

Home PRs Contract Actions CAR Reports Misc Reports Special Interest Systems Mgmt C

Help

Awards & Modifications

Awards to Date FY 12	69	\$9,982,822.05	Modifications to Date FY 12	331	\$88,064,601.49	Total to Date FY 12
Awards to Date FY 11	103	\$15,973,770.59	Modifications to Date FY 11	403	\$85,348,676.28	Total to Date FY 11
Awards FY 11	303	\$33,889,286.38	Modifications FY 11	647	\$99,007,810.87	Total FY 11

Data Currency

AETCSHEPPARD Data Base last updated	CARS Available signed thru	GPC Data updated thru	MyInvoice Data available starting	
5/29/2012 3:17:11 PM	5/26/2012	Mar 2012	7/1/2010	3/27/2012 8:25:42 AM

SPS Dashboard Status

Adapter Server		DataBase Server	
0 Alerts	5/29/2012 12:10:45 PM	0 Alerts	5/29/2012 11:46:17 AM

Official U.S. Government System for Authorized Use ONLY !!! Do not Discuss, Enter, Transfer, Process, or Transmit Classified/Sensitive National Security Information of greater sensitivity than that for which this System is Authorized. Use of this System constitutes consent to security testing and monitoring. Unauthorized Use could result in Criminal Prosecution.

Trusted sites | Protected Mode: Off | 100%

1. Select "Purchase Request."
2. Using drop down menu - select "Open PR Info"
3. Note last update





EZQuery Open PR Report



QUERY SPS OPEN PR LIST - Internet Explorer provided by USAF

https://ezquery01.patrick.af.mil/prlist.asp

EZQuery
USAF Contracting Reports Tool

Home PRs Contract Actions CAR Reports Misc Reports Special Interest Systems Mgmt Charts

Help

Open PR Query

Flight: ALL	PR: <input type="text"/>	Fund: All	Buyer: <input type="text"/>	Desc: <input type="text"/>	Output: Screen	<input type="button" value="Search"/>
Exclude: <input type="text"/>	<input type="text"/>	Sort PR Number	EOY Excludes No	Days Old All	Show Notes Yes	<input type="button" value="Search"/>

1. Enter 1st 6 digits of PR# followed by a %

2. Select "Yes" from the Drop Down

3. Click "Search"

Trusted sites | Protected Mode: Off | 100%





EZQuery Open PR Report



Contract Actions CAR Reports Misc Reports Special Interest Systems Mgmt Charts Help

Open PR Query

Flight: ALL PR: Fund: All Buyer: Desc: Output: Screen Search

Exclude: Sort PR Number EOY Excludes No Days Old All Show Notes Yes

Open PR Report (With data thru 5/30/2012 7:32:47 AM)

PR Description	Customer	Total Funded	Total Amount	Req Date	PR Owner	Days Old	Notes
2160 & 4477	82 CES/DS2 (RESOURCE MANAGEMENT)	\$12,840.00	\$12,840.00	1/23/2012	Terra Brown	128	(1) Seed project--pending award of the new Roofing IDIQ
B632, vnvvp101021	82 CES/DS2 (RESOURCE MANAGEMENT)	\$3,338,837.41	\$3,338,837.41	2/29/2012	Russell J. Rogers	91	(1) Estimated award date is 12 Jun 12
B633, vnvvp111098	82 CES/DS2 (RESOURCE MANAGEMENT)	\$3,339,769.02	\$3,433,386.69	2/29/2012	Russell J. Rogers	91	(1) Please put this back in your blue folder Renovate VAQ B633. Thanks, Robert (2) Estimated award date is 12 Jun 12.
olding tank B2400	82 CES/DS2 (RESOURCE MANAGEMENT)	\$36,000.00	\$36,000.00	4/18/2012	Joseph Carter	42	
ncy Thermostats Bldgs 1601-1604	82 CES/DS2 (RESOURCE MANAGEMENT)	\$480,200.00	\$480,200.00	5/3/2012	Arlene E. Harris	27	
pr B1719-EOD 7-Level	82 CES/DS2 (RESOURCE MANAGEMENT)	\$320,000.00	\$320,000.00	5/4/2012	David T. Bustamante	26	
no 1900	82 CES/DS2 (RESOURCE MANAGEMENT)	\$1,271,494.06	\$1,271,494.06	5/14/2012	Dylan J. Huntley	16	
ral drift trainer B2331	82 CES/DS2 (RESOURCE MANAGEMENT)	\$92,812.64	\$92,812.64	5/14/2012	David T. Bustamante	16	
8, Demo 843,980	82 CES/DS2 (RESOURCE MANAGEMENT)	\$3,680,393.23	\$3,680,393.23	5/14/2012	David T. Bustamante	16	(1) Please put copy of the authority to advertise with the PR in the file. LMC
, 1922, 23, 24 and Demo 1624	82 CES/DS2 (RESOURCE MANAGEMENT)	\$3,623,000.00	\$3,623,000.00	5/21/2012	Arlene E. Harris	9	
2013; construct warehouse 2003	82 CES/DS2 (RESOURCE MANAGEMENT)	\$1,543,220.31	\$1,543,220.31	5/23/2012	Brice W. Garlick	7	

PR's with Solicitation/AwardNote ExistsNot Funded





EZQuery Open PR Report



Awds.Mods | Open PRs | Find PR(List) | CAR Status | CAR Check \$ | Closeout Status | Market Research

EXAMPLE PR's
BELOW ONLY

EXAMPLE PR's
BELOW ONLY

Open PR Query

Flight: ALL PR: Fund: All Buyer: Desc: Output: Screen

Exclude: Sort: PR Number EOY Excludes: No Days Old: All Show Notes: Yes

PR Number	PR Description	Customer	Total Funded	Total Amount	Req Date	PR Owner	Days Old	Notes
F3V5D12345A001	Aircraft Electircal Stuff	982 MXS/LGM	\$9,090.80	\$9,090.80	5/13/2011	Darla P. Daily	5	(1) Milestone / Date Complete (*A or P) Date complete PR & cntl # c/l pkg rc'd / 17 May 11 (A) Write/issue solicitation (RFP or RFQ) / 18 May 11 (P) Site Visit (if req'd) / N/A Contractors complete proposals / 25 May 11 (P) Evaluate/award contract / 27 May 11 (P) (* Actual or Planned) Missing info from customer: "None" or "describe what the customer needs to provide here"
FOX51N123456710	Golf Course Carpet Project	82 FSS/FSVC	\$13,998.00	\$13,998.00	4/6/2011	Benjamin R. Walker	42	(1) Milestone / Date Complete (*A or P) Date complete PR & cntl # c/l pkg rc'd / 2 FEB 11 (A) Write/issue solicitation (RFP or RFQ) / 4 May 11 (A) Site Visit (if req'd) / 10 MAY 11 (A) Contractors complete proposals / 11 May 11 (A) Evaluate/award contract / 18 May 11 (A) (* Actual or Planned) Missing info from customer: "None"





AIM HIGH · FLY · FIGHT · WIN

Form 9 Required Info

Purchase Description



- A *solid purchase description* helps us help you buy exactly what you need at the best price. Poor or incomplete descriptions contribute to:
 - Misunderstandings between the government & contractor
 - Fuzzy agreements

(Both can cause us to buy overpriced, inferior products)

- **!!!WARNING!!!**
 - You might get what you ask for...





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Form 9 Required Info

Purchase Descriptions (Cont.)



- Do provide essential salient characteristics you require
- **Do not** use a vendor quote as your description

For example, if you want to buy a printer, you wouldn't describe it as a Hewlett Packard LaserJet 4100N. A better description is “a laser printer, network capable, 10/100 speed, 17 pages per minute, etc.” Use Commercial (industry standard) description in lieu of government specifications.





Purchase Description Example

(Pretty good, but could be better)



- Furniture for Computer Support Section. Requirement is for 6 workstations, 3 set up in each room (Room 1: 33' X 13'6") (Room 2: 33' X 12').
- Includes 4 right hand workstations and 2 left hand workstations (2 right hand and 1 left hand in each room)
- Each workstation shall include a keyboard shelf, pencil drawer, peninsula table, partition screen, 2 overhead storage units w/lockable doors, 1 task light unit, 2 mobile pedestals w/locks (Box/Box/File; File/File), storage tower, and CPU rack.





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Form 9 Required Info

Brand Name/Sole Source Letters



- Brand Name
 - Only **one** *brand* can fulfill requirement(s)
 - i.e. Brand “Y” for medical training equipment which will mirror operational environment
- Sole Source
 - Only **one** *source* can perform/provide requirement(s)
 - i.e. Hewlett Packard for HP Maintenance Service





Proper Coordination



If you buy...

- Form 9 Purchases – Commodity*
- Computers and software
- Audiovisual equipment
- Fitness equipment
- Construction or systems furniture
- Medical items
- Leasing equipment
- Vehicle rental
- Printing services
- Books/pubs

Then you must coordinate w/...

82 LRS
 82 CS
 Wing Public Affairs
 82 FSS/DD
 82 CES (332)
 Medical Logistics
 82 LRS
 Fleet Management 676-3319
 DAPS 676-6620
 82 MSG/SVMG (Library)

* Except furniture items





CCR



- Central Contractor Registration (CCR) database
 - Ensure your suggested sources are registered at [Central Contractor Registration \(CCR\)](#)

Lack of CCR registration WILL delay the procurement...especially if it's urgent





CCR/FedReg Search - Internet Explorer provided by USAF
 https://www.bpn.gov/CCRSearch/Search.aspx

File Edit View Favorites Tools Help

ups made in USA - Google... Bloody Mexican Gangs Ma... Product Display All Star CCR/FedReg Search

CCR/FedReg Search

CCR Home CCR Search Federal Agency Registration News Release Notes Request Data Access Help

Quick Links
 Dynamic Small Business Search
 ORCA
 SBA
 Request DUNS Number
 Federal Business Opportunities
 System for Award Management (SAM)

Search Results Detail

As of the July 30, 2008 release (4.08.2), CCR-registered vendors may elect not to display their registration in the CCR/FedReg Public Search. Federal government users may still view all registrations from a .mil, .gov or .fed.us domain.

Simple Search

[Clear Search Criteria](#)

DUNS/BPN Number: PLUS 4:
 CAGE Code: [CAGE Code Search](#)

Advanced Search

Include Federal Agency Registrations

Company/Agency Name: [Note](#)
 NAICS Code: [NAICS Code Search](#)

Small Business (by NAICS code)
 Emerging Small Business (by NAICS code)

City:
 State:
 Foreign Country:
 Zip/Postal Code:

Disaster Response Contractor: (You must select an additional search criterion to search for Disaster Response Contractors)

Socio-Economic Factors: SBA Certified 8A Program Participant
 SBA Certified HUB Zone Firm

Internet | Protected Mode: On 100%





CCR/FedReg Search - Internet Explorer provided by USAF
 https://www.bpn.gov/CCRSearch/Search.aspx

File Edit View Favorites Tools Help

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CCR/FedReg Search

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[Clear Search Criteria](#)

DUNS/BPN Number: PLUS 4:
 CAGE Code: [CAGE Code Search](#)

Advanced Search

Include Federal Agency Registrations

Company/Agency Name: [Note](#)
 NAICS Code: [NAICS Code Search](#)

Small Business (by NAICS code)
 Emerging Small Business (by NAICS code)

City:
 State:
 Foreign Country:
 Zip/Postal Code:

Disaster Response Contractor: (You must select an additional search criterion to search for Disaster Response Contractors)

Socio-Economic Factors: SBA Certified 8A Program Participant
 SBA Certified HUB Zone Firm

Internet | Protected Mode: On 100%





CCR Search Results - Internet Explorer provided by USAF
 https://www.bpn.gov/CCRSearch/results.aspx

File Edit View Favorites Tools Help

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CCR Search

CCR Home CCR Search Federal Agency Registration News Release Notes Request Data Access Help

Quick Links

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- System for Award Management (SAM)

[Search](#) [Results](#) [Detail](#)

CCR Search Results

2 records found for Company: SDS International

[Printable Version](#) [Save Records](#)

Physical Address
 Mailing Address

FOR OFFICIAL USE ONLY

INFO	DUNS	CAGE	Company Name	City	State	Country
Detail	087006891	1THT3	SDS INTERNATIONAL, INC.	ORLANDO	FL	USA
Detail	557394673	0V281	SDS INTERNATIONAL, INC.	FREDERICKSBURG	VA	USA

CCR Version 4.11.1

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

GSA Integrated Acquisition Environment USA.gov Government Made Easy

Done Internet | Protected Mode: On 100%





CCR Search Results - Internet Explorer provided by USAF
 https://www.bpn.gov/CCRSearch/Detail.aspx

File Edit View Favorites Tools Help

ups made in USA - Google... Bloody Mexican Gangs Ma... Product Display All Star CCR Search Results

CCR Search

CCR Home CCR Search Federal Agency Registration News Release Notes Request Data Access Help

Quick Links
 Dynamic Small Business Search
 ORCA
 SBA
 Request DUNS Number
 Federal Business Opportunities
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Search Results Detail

CCR Search Results

Not to be used as certifications and representations. See [ORCA](#) for official certification.
[Send To Printer](#)

Historical Records Available:

Registration Status: Active in CCR; Registration valid until 08/23/2011.
DUNS: 087006891
DUNS PLUS4:
CAGE/NCAGE: 1TH3
Legal Business Name: SDS INTERNATIONAL, INC.
Doing Business As (DBA):
Division Name: ADVANCED TECHNOLOGIES DIVISION
Division Number:
Company URL: <http://www.sdslink.com>

Physical Street Address 1: 3403 TECHNOLOGICAL AVE STE 7
Physical Street Address 2:
Physical City: ORLANDO
Physical State: FL
Physical Foreign Province:
Physical Zip/Postal Code: 32817-1476
Physical Country: USA

Mailing Name: SDS INTERNATIONAL, INC.
Mailing Street Address 1: 3403 TECHNOLOGICAL AVENUE, SUITE 7
Mailing Street Address 2:
Mailing City: ORLANDO
Mailing State: FL
Mailing Foreign Province:
Mailing Zip/Postal Code: 32817-1476
Mailing Country: USA

Done Internet | Protected Mode: On 100%





CCR Search Results - Internet Explorer provided by USAF
 https://www.bpn.gov/CCRSearch/Detail.aspx

File Edit View Favorites Tools Help

ups made in USA - Google... Bloody Mexican Gangs Ma... Product Display All Star CCR Search Results

CCR Search

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Search Results Detail

CCR Search Results

Not to be used as certifications and representations. See [ORCA](#) for official certification.
[Send To Printer](#)

Historical Records Available: Current Record

Registration Status: Active in CCR; Registration valid until 08/22/2011
DUNS: [087006891](#)
DUNS PLUS4:
CAGE/NCAGE: 1THT3
Legal Business Name: SDS INTERNATIONAL, INC.
Doing Business As (DBA):
Division Name: ADVANCED TECHNOLOGIES DIVISION
Division Number:
Company URL: <http://www.sdslink.com>

Physical Street Address 1: 3403 TECHNOLOGICAL AVE STE 7
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Mailing Zip/Postal Code: 32817-1476
Mailing Country: USA

Done Internet | Protected Mode: On 100%

Click ORCA

1. Highlight DUNS Number "Right Click Copy"





ORCA - Login - Internet Explorer provided by USAF
 https://orca.bpn.gov/

File Edit View Favorites Tools Help

ORCA - Login

Home | Search | FAQs | Help | Security Notice

Welcome to the Online Representations and Certifications Application (ORCA)

****Recovery vendors must register at Federalreporting.gov (click [here](#) for more information)****

ORCA is an e-Government initiative that was designed by the Integrated Acquisition Environment (IAE) to replace the paper based Representations and Certifications (Reps and Certs) process.

Please login to add or update your ORCA record

DUNS Number +4 (if applicable)

MPIN

Search current ORCA Record

DUNS Number +4 (if applicable)

[Click Here](#) for Archive Search

NOTE: [Click here](#) to learn how to create your MPIN.

Other Links

Small Business Administration (SBA)	The U.S. Government's Official Web Portal (USA.gov)
Central Contractor Registration.gov (CCR)	Business Partner Network (BPN)
FedBizOpps.gov	FAC 01-26

The ORCA website is best viewed using Internet Explorer 6.0 or higher or Netscape 7.x or higher
 NOTE: Session will terminate after 20 minutes of inactivity.
[Click Here](#) for feedback or comments form.

Internet | Protected Mode: On 100%

Paste DUNS #

Click Search





ORCA - Certification - Internet Explorer provided by USAF
 https://orca.bpn.gov/cert/Certification.aspx

ORCA - Certification

Home | Search | FAQs | Help | Security Notice

Representations and certifications provided by vendors through ORCA may be supplemented by information submitted to the Government in response to a specific solicitation.

Company Name: SDS INTERNATIONAL, INC.
 DUNS: 557394673
 Certification Validity:
 From: 11/04/2010 10:17:47 AM (EST)
 To: 11/04/2011 10:17:47 AM (EST)

By submitting this certification, I, **Bruce Miller**, am attesting to the accuracy of the representations and certifications contained herein. I understand that I may be subject to penalties if I misrepresent **SDS INTERNATIONAL, INC.** in any of the above representations or certifications to the Government.

Provision	
52.203-2	Certificate of Independent Price Determination
52.203-11	Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions
52.204-3	Taxpayer Identification
52.204-5	Women-Owned Business (Other Than Small Business)
52.209-5	Certification Regarding Responsibility Matters
52.212-3	Offeror Representations and Certifications - Commercial Items (Alternate 1 & 2)
52.214-14	Place of Performance - Sealed Bidding
52.215-6	Place of Performance
52.219-1	Small Business Program Representations (Alternate 1)
52.219-2	Equal Low Bids
52.219-19	Small Business Concern Representation for the Small Business Competitiveness Demonstration Program
52.219-21	Small Business Size Representation for Targeted Industry Categories Under the Small Business Competitiveness Demonstration Program
52.219-22	Small Disadvantaged Business Status (Alternate 1)
52.222-18	Certification Regarding Knowledge of Child Labor for Listed End Products
52.222-22	Previous Contracts and Compliance Reports
52.222-25	Affirmative Action Compliance
52.222-38	Compliance with Veterans' Employment Reporting Requirements
52.222-48	Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment Certification
52.222-52	Exemption from Application of the Service Contract Act to Contracts for Certain Services— Certification

Done Internet | Protected Mode: On 100%





82D TRAINING WING • 80TH FLYING TRAINING WING
SHEPPARD AIR FORCE BASE, WICHITA FALLS, TEXAS



CONS Helpful Websites



BMU (Buy Me U.)	http://www.sheppard.af.mil/library/buy-me-university.asp
GPC	https://cs.eis.af.mil/airforcecontracting/contracting_ops/Pages/gpc.aspx
GSA	https://www.gsaadvantage.gov/advgsa/advantage/main/start_page.do
CCR	http://www.ccr.gov/
ORCA	https://orca.bpn.gov/
WAWF	https://wawf.eb.mil/
AETC Contracting	https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?command=org&channelPageId=s6925EC134A470FB5E044080020E329A9&pageId=681742
USAF Contracting	https://cs.eis.af.mil/airforcecontracting/Pages/Default.aspx (use e-mail cert)
WIFCON (Where in Federal Contracting)	http://www.wifcon.com/
UNICOR	http://www.unicor.gov





Key 82 CONS Customer Contacts



Program	Contact	Phone	Email
Gov't Purchase Card	Denise Hemmingson	676-2277	denise.hemmingson@sheppard.af.mil
Gov't Purchase Card	Pearlene Carr	676-6888	Pearlene.carr@sheppard.af.mil
Quality Assurance	Kevin West	676-1115	kevin.west@sheppard.af.mil
PR Control/ ABSS	Craig Ramsey	676-7644	william.ramsey@sheppard.af.mil
WAWF	Kevin West	676-1115	Kevin.west@sheppard.af.mil
Base/Specialized Flight	Jimmy Beeson	676-5180	James.beeson@sheppard.af.mil
Infrastructure Flight	Laura McRee	676-5185	Laura.mcree@sheppard.af.mil





82 CONS Acquisition Flights



Base/Specialized Acquisition

LGCA Leadership

- Flight Chief (676-5180)
Jimmy Beeson
- Formal Contract Team 1
Mary Whitley (676-1668)
- Formal Contract Team 2
Cecilia Murray (676-3895)
- Commercial Acquisition Team
Chris Lamiroult (676-4406)

Infrastructure Acquisition

LGCB Leadership

- Flight Chief (676-5185)
Laura McRee
- Construction
Todd Raines (676-6150)
- SABER
Dave Bustamante (676-4440)
- Services
Brenda Alvarado (676-5189)





82d Comptroller Squadron



U.S. AIR FORCE

**Buy Me University
College of Year End
Customer Training**





Roles for a Smoother Close-out



- FMA is the OPR for developing and monitoring all close-out procedures. They are responsible for emphasizing the importance of adhering to dates set forth in the EOY guidance
- Resource advisors/managers are responsible for adhering to suspense dates set forth by FMA, for attending established FWG meetings and for completing all additional taskings and suspenses set forth by FMA





Key Dates



- 31 May (9AM, Community Center - Upstairs) – BMU, College of Year End Session 1
- 31 May (1PM, Community Center - Upstairs) – BMU, College of Year End Session 2
- TBA – BMU, College of Year End Session 3
- TBA – BMU, College of Year End Session 4
- 1 Aug – FY13 advance Form 9s to contracting
- 14 Aug – FY13 coding package due to FMA
- 16 Aug – GPC waivers for purchases >\$3K and <\$25K due to contracting
- 24 Aug – Funds roll up
- 25 Aug – Supply PFMRs zeroed out by FMA
- 28 Aug – Non-GPC must-pays due to FMA
- 6 Sep – GPC must-pays due to FMA
- 21 Sep – Soft close-out
- 28 Sep - FY13 documents –e.g. 4009s, 616s, MIPRs awaiting certification by FMA
- 26 Sep – FY13 supply and medical supply target loads due to FMA
- 26 Sep – Final fuel fill-up for government vehicles
- 27/28 Sep – GPC 4009s automatically moved to MORD (anticipated)





EOY Preparation



- Each unit should develop its own internal close-out instructions
- Ensure all Form 9 are in the correct ABSS flow
 - EOY – must have ABSS indicator and EOY statement
 - Advance – in advanced flow
 - Routine – in standard flow
- Ensure all Form 9s are submitted per established timelines
- Ensure all 4009 waivers are in place
- Ensure 4009 commitment balances are accurate to ensure EOY GPC MORD is accurate
- Ensure the EOY list is updated with current information
- Ensure large ticket items are funded with correct “color of money”





EOY Special Interest Items



- GPC 4009/616 balancing
- Subsequent increases/decreases to GPC MORDs
- Commitment record clean-up
- Follow-up on cancelling year appropriations





Questions?

