DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
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COMNAVCRUITCOMINST 7132.2B CH-2 (HDQ)
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COMNAVCRUITCOM INSTRUCTION 7132.2B (HEADQUARTERS)

From: Commander, Navy Recruiting Command

Subj: FINANCIAL MANAGEMENT MANUAL

Ref: (a) Financial Management Guidebook for Commanding Officers (NAVSO P-3582 of October 1998)
(b) DOD 7000.14-R Financial Management Regulations (FMR)
(c) FastData User's Manual (FA and Site)
(d) Standard Accounting Reporting System/Field Level (STARS/FL) Training Manual

Encl: (1) Glossary

1. Purpose. To revise general guidance and reference material on the subject of financial management; to provide a standard financial reporting policy and procedures for accounting and budgeting activities within Navy Recruiting Command.

2. Cancellation. COMNAVCRUITCOMINST 7132.2A. Due to numerous changes, marginal notations are not included.

3. Discussion. Managers are afforded wide flexibility in determining optimal distribution and obligation of funds in order to accomplish the command mission. This is particularly important due to the many fluctuating factors that influence the recruiting environment, such as: national unemployment, population levels of recruitable-aged young people, and competition from the other military recruiting organizations and from industry. Effective financial management depends on periodic comparison and analysis of actual obligations against execution plans and a review of current requirements in order to reprogram resources to the most productive efforts and initiatives.

(1) Programming. This is the first step in the cycle and begins several years before Congress appropriates funds to enable implementation of planned program changes. The Comptroller's staff using actual performance as a point of departure accomplishes programming. Programming involves the setting of goals/objectives, establishing preliminary schedules for achieving goals/objectives, grouping functions and activities which share the same objectives into programs, and estimating the resources needed to meet the planned goals/objectives of each program.

(2) Budget Formulation. This is the second step in the cycle and is a natural progression and restatement in much greater detail of those requirements addressed above which have gained program approval within Navy and Office of the Secretary of Defense (OSD). Formal budgets are prepared, presented and defended by the Comptroller's staff using a wide variety of exhibits. Before a formal budget is submitted to Congress for ultimate authorization and appropriation of funds, it undergoes a thorough review by Navy Comptroller (NAVCOMPT) and OSD program and budget personnel.

(3) Budget Execution. As the name implies, this third step in the cycle deals with the execution of plans and programs as desired by management. Budget execution theoretically starts upon passage of an Appropriations Bill by Congress that is signed into law by the President. If an Appropriations Bill is not signed into law by the beginning of the new fiscal year, Congress must pass a Continuing Resolution Authority (CRA) enabling continued funding and operation of the government in the absence of an Appropriations Bill.

b. Resources supporting the mission of the Navy Recruiting Command are contained in several appropriations:

Operations and Maintenance, Navy (O&M,N)
Military Personnel, Navy (MPN)
Other Procurement, Navy (OPN)
Research, Development, Test & Evaluation, Navy (RDT&E,N)

(1) The O&M,N appropriation is an annual appropriation that provides for normal operating and maintenance costs (e.g., civilian salaries and benefits, vehicles, telephones, travel and per diem, supply and equipment purchases, utilities, rents,

equipment maintenance, etc.). Operating Budgets (OBs) and Operating Targets (OPTARS) transfer spending authority to the Navy Recruiting regions, districts and headquarters departments.

(2) OPN is a 3-year appropriation that provides funding for individual items of equipment or systems having a unit value of $100,000 or more. These resources, when available, are held at headquarters and are not available for obligation by field activities. **NOTE**: O&M,N funds cannot be used to purchase equipment that is appropriately chargeable to the OPN appropriation. To do so is a violation of 31 U.S. Code 1301(a) (formerly Section 3678 of the Revised Statutes). If a field activity has an equipment need that meets OPN funding criteria, the requirement should be documented and submitted to the Comptroller.

(3) MPN dollars are appropriated to provide for the salaries, benefits, permanent change of station, and similar costs associated with military staff and students assigned to the Navy Recruiting Command. Funding is retained at the Bureau of Naval Personnel (BUPERS).

(4) RDT&E funds are appropriated to provide for research and development of systems. Generally, RDT&E funds will be retained at the headquarters level.

c. The timing of budget programming/formulation events may be helpful in the understanding of the budget process. The following sequence of budget planning/formulation events for the FY00 budget is provided for reference. Although circumstances may dictate changes to the schedule shown below, these time frames are generally representative of recurring budget cycles:

(1) November 1997: The programming process begins with development and identification of preliminary initiatives needed to attain forecasted FY 00-01 plans and objectives. This Baseline Assessment Memorandum (BAM) is developed by the Comptroller staff and formalized in the submission of Program Objective Memorandum (POM-00) initiatives to the Chief of Naval Personnel (major claimant). After review, the CNP passes Recruiting and Advertising Program requirements to the Resource Sponsor, Chief of Naval Operations (DCNO for Manpower, Personnel and Training (N-1)). Requirements are again reviewed,

prioritized, and submitted to the Navy Program Planning Office (N8) for further review and potential inclusion in the Navy POM.

(2) March 1998: Upon receipt of end strength and dollar controls, the Comptroller develops and submits appropriate POM-00 exhibits displaying workload and resources which have been approved by Navy for the Recruiting and Advertising Program. These exhibits, also known as POM Documentation, are ultimately forwarded to OSD for program approval.

(3) June 1998: The budget cycle shifts emphasis from programming to budget formulation. The Comptroller receives updated budget controls for FY 00-01 that reflects OSD program approvals. The Comptroller's staff develops detailed budget exhibits for the Department of the Navy (DON) budget in prescribed formats and submits them to NAVCOMPT for initial budget review.

(4) July 1998: Navy Financial Management Office of Budget (FMB) conducts formal hearings on all Navy programs and distributes budget marks for FY 00-01. Reclamas to FMB's review of the Recruiting and Advertising Program are prepared and submitted by the Comptroller.

(5) August 1998: NAVCOMPT reviews the reclamas and rebalances the total Navy budget. The outcome of this review establishes budget controls for submission of budget estimates to OSD and OMB.

(6) September 1998: The Comptroller staff revises the detailed budget exhibits to incorporate NAVCOMPT's decisions regarding program levels needed to meet mission requirements. These exhibits constitute Navy's submission of budget requirements to OSD and OMB.

(7) September-December 1998: OSD conducts a review of Navy's budget request. The budget markups resulting from this review are issued, as Program Budget Decisions (PBDs) Reclamas to these PBDs must be submitted in an extremely truncated timeframe--usually less than 24 hours. The outcome establishes monetary and military/civilian end strength controls that represent a rebalanced Defense budget. These controls must be used in the development of detailed budget exhibits supporting the FY 00 President's Budget Request.

(8) January 1999: The FY 00-01 President's Budget Request is justified in detail and submitted to Congress.

(9) Spring 1999: The House Armed Services Committee (HASC) and the Senate Armed Services Committee (SASC) hold separate hearings on program and budget requirements submitted in the President's Budget request. A joint committee meets to resolve differences between the authorization levels recommended by each of these committees prior to passage of a Defense Authorizations Bill.

(10) Spring-Summer 1999: The House Appropriations Committee (HAC) and the Senate Appropriations Committee (SAC) hold separate hearings on program and budget requirements submitted in the President's Budget Request. A joint committee meets to, resolve differences between the funding (appropriations) levels recommended by each of these committees prior to passage of a Defense Appropriations Bill.

(11) Summer 1999: The Comptroller's staff develops budget controls for Regions, Districts and Headquarters Departments based on a number of factors within expected funding levels. Regions, Districts, Navy Recruiting Orientation Unit (NORU) and Headquarters Departments to develop detailed annual spending plans within approved funding levels. These plans, however, must be flexible enough to permit subsequent and possibly substantive program and funding changes as the fiscal year progresses.

(12) September 1999: In the event that a Defense Appropriations Bill is not signed into law before the new fiscal year starts on 1 October, it becomes necessary for Congress to pass and the President to sign a CRA to keep government activities operating. This resolution stipulates that limited spending authority is being provided pending enactment of an Appropriations Bill and generally permits continued operations of the government at the same level as the previous year for the designated period of time.

(13) 1 October 1999: Operational execution of FY 00 budget commences.

d. A number of resources are available to assist in making sound judgement regarding the use of resources. Reference (a)

is an excellent handbook designed specifically for Commanding Officers and has been distributed to Region Commanders and District Commanding Officers. Additional copies can be obtained directly from the Naval Publications and Forms Center. Reference (b) is oriented more towards comptrollers, supply and disbursing officers, and accountants. These regulations are the primary source of information for Navy financial managers. Reference (c), both the Funds Administrator and Site FastData User's Manuals, are available, from the FastData web site (NAVWEB.SECNAV.NAVY.MIL/FASTDATA) and is the ready reference sources for all those within the command's accounting and supply offices. Reference (d) is very useful procedural guide kept current by regular changes issued by our AAA.

4. Responsibility. The Commander, Navy Recruiting Command receives a Resource Authorization (RA) from our major claimant, BUPERS, which provides quarterly authority of funds. Funding is distributed from the Navy Recruiting Command's Operating Budget (OB) via Operating Targets (OPTARS) to Region Commanders, Department Heads at Navy Recruiting Command Headquarters and District Commanding Officers. OPTAR holders do not carry legal liability as discussed below but remain bound by Navy regulations to ensure proper and efficient use of resources. OPTAR holders are also required to execute within funding limits established by the OPTAR. Direct "hands-on" involvement by OPTAR holders is mandatory and may not be re-delegated. Managers at all levels are responsible for strict compliance with the budgeting and accounting procedures set forth in this instruction. Managers must also ensure that personnel under their cognizance are adequately trained and fully understand their responsibilities.

a. While OPTAR holders do not have the same legal responsibilities as OB holders with regard to the proper use of appropriated funds, UCMJ articles and Navy regulations do apply to OPTAR holders. These responsibilities are as follows.

(1) 31 U.S. Code 1517 - prohibits commitments, obligations, or expenditures in excess of available resource authority.

(2) 31 U.S. Code 1301 - requires funds to be used only for the program and purpose for which the appropriation was made.

(3) Reports of violations, including apparent violations, are to be prepared and processed in accordance with reference (b).

b. The Comptroller Office is responsible for the budgeting and accounting of all command resources. As the principal advisor on all financial matters, the Comptroller and the Comptroller's staff of budget officers and accountants are available to resolve any issues in that regard.

c. The Director, Supply Division serves as the primary focal point for supply matters at Headquarters. Additionally, the Director serves as advisor to the field on all matters regarding the mechanics of procurement and contracting. The Director and staff of military and civilian supply personnel are available to resolve any issues in that regard.

5. Procedures. The Financial Management Manual discusses the budgeting and accounting systems within the Navy Recruiting Command as they pertain to Headquarters and Region/District activity respectively. Variations from these requirements must be pre-approved in writing by the Comptroller. NORU will incorporate this instruction into the training syllabus for Chief Staff Officers, Executive Officers and Logistics Support Officers.

6. Budget worksheets. Sample formats for budget and accounting worksheets will be available in Showcase, ***showcase.cnrc.navy.mil***, at the Comptroller home page.

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Distribution:
COMNAVCRUITCOMINST 5216.2T (HDQ)
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CHAPTER ONE
BUDGETING AND ACCOUNTING - CNRC HEADQUARTERS

1. Budget Process. The budgeting process for OPTAR holders at Headquarters begins in the May timeframe and concludes with the receipt of funds to begin the new fiscal year. In general, the following procedures and timeframes are followed:

a. May. The Accounting Division will provide the previous year's job order structure to each department's financial representative. Each department must complete a complete review of job orders and, if changes are required, a request submitted by early June.

b. June/July. The Budget Division sends a Budget Call letter to Department Heads requesting they provide their total funding requirements in the FastData Authorization by Job Order Number (JON) Format. Based on this information, the Budget Division estimates funding availability for the upcoming year and develops proposed controls for each department. The proposed controls are then distributed to each department.

c. July/August. Upon receipt of proposed controls, Departmental meetings will be held to identify the next fiscal year's funded and unfunded budgetary requirements. A three-step procedure is necessary:

(1) The department's financial representative should break down the overall control total into separate controls for each individual authorization within the department. The Department Head must approve the plan. The financial representative should then provide a detailed "FastData Authorization by JON" sheet to the program managers with the funding control filled in for each program title. Program managers should then complete the remainder of the form. A thorough justification and impact statement must be provided for each unfunded requirement along with the estimated cost.

(2) The program manager must also prepare an "Annual Spending Plan by Quarter (ASPQ)". The ASPQ should reflect the total resources needed for obligation within the quarter. This allows the authorizations to flow smoothly and ensure a 100% obligation rate at the end of the quarter. The resource requirements should be spread over all four quarters based on

actual need (i.e. identify funds in the quarter a contract is to be awarded, supplies are to be ordered, travel is to be performed, conferences held, etc.).

(3) The department's financial representative collects the "FastData Authorization by JON" and ASPQs and summarizes the department's needs into a single ASPQ for the department (ASPQ worksheets will be provided with the Budget Call). A recommended prioritization of unfunded requirements must also be prepared.

d. End August. The Department Head approves the department's budget plan and submits it to the Budget Division. Once the ASPQ is received, the Budget Division checks it for accuracy and it becomes the official ASPQ for the department.

e. September. The Budget Division consolidates data and creates the fiscal year budget plan for the Admiral's review and approval.

f. October. By this time, congressional action on the new budget should be complete. Frequently, however, this is not the case and Congress must pass (and the President sign) a CRA. Upon receipt of funding from BUPERS, the Budget Division makes distribution in accordance with the approved budget plan.

2. Budget Execution/Accounting.

a. OPTAR Authorization. Used by the Comptroller to advise departments of authorized funding levels, ceilings and targets.

(1) OPTAR Authorizations will be based on approved budget plans.

(2) Each department must keep each OPTAR Authorization on file for audit purposes (current year plus previous year).

(3) The responsible Budget Analyst in the Budget Division will load funds into FastData and STARS/FL by authorization and JON.

(4) Funds within the same OPTAR can be moved between authorizations as approved by the department head. The department head will approve a Spending Plan Revision (SPR) and

submit to the Budget Division. The responsible Budget Analyst in the Budget Division will move the funds when approved.

b. Departmental Tracking System. Each department will record all non-travel obligations in FastData. Supply will record travel obligations in FastData for all departments. The departments will monitor the use of allocated funding using the financial reports provided by FastData.

(1) FastData. All departments will use this system for generating obligation documents and tracking budget execution within the Navy Recruiting Command. FastData is fully supported by the Navy FMB and is being widely used throughout the Navy. The system generates numerous types of documents and automatically captures the financial data for batch loading into the official Standard Accounting Reporting System (STARS/FL). The use of FastData standardizes memorandum record keeping by capturing the financial information when the document is prepared. All users should be thoroughly familiar with the detailed FastData operating procedures contained in reference (c). FastData contains two modules, Funds Administrator (FA) and Site. The Accounting Division (Comptroller Office) serves as the FA and the departments are the Sites.

(2) FastData Responsibilities:

(a) The Accounting Division, is responsible for the following FA functions:

1. Building the FastData financial framework (JON, Authorizations, and Serial Ranges).

2. Importing/exporting data between FA and Site modules.

3. Work with the departments in reconciling FastData with STARS.

4. Uploading Site data to STARS/FL twice weekly and downloading expenditure data from STARS/FL to the Sites at least monthly. Expenditure downloads can be accomplished more frequently based on scheduling, but must occur at least monthly.

5. Maintenance of files and reports for audit trail purposes.

(b) The Budget Division, Comptroller Office, is responsible for the following functions:

1. Loading and updating funds in FastData and STARS/FL.

2. Importing/exporting funding data between FA and Site modules.

(c) The department financial representatives are responsible for Site functions:

1. Budget execution based on Annual Spending Plans (ASP) loaded in FastData. Spending plans should be developed targeting 100% quarterly obligation. FastData reports should be generated for department heads, deputies and program managers for tracking budget execution of all programs.

2. Creating documents/obligations/commitments (all except travel). The NC2276 will be used for requesting supplies, equipment and services, NC2275 for work requests, DD282 for printing and the DD448 for interdepartmental purchase requests. A list can be attached to the NC2276 when purchasing multiple line items, rather than listing each item on the form. Travel orders shall be prepared and forwarded to supply for loading into FastData.

3. Canceling invalid obligations and commitments.

4. Assisting the Accounting Division with STARSFL reconciliation.

5. Ensuring proper department head approval of all documents and forwarding for approval to the Comptroller Department.

6. Following-up with Supply on status of all documents to ensure proper procurement action.

7. Obtaining approval of funding moves between authorizations.

8. Revising ASPQs when changes occur and forwarding to Budget Division.

9. Maintenance of document files and reports for audit trail purposes.

(d) Supply:

1. Obligate all travel.

2. Complete the following functions in FastData for all documents: update, accept, and contract processing within 30 days of commitment date or as soon as a contract award is received.

c. Requests generated by FastData shall be placed in the incoming request box in the Comptroller's office. The request box is cleared each day and all paperwork processed and forwarded to Supply. The request will be screened for use of proper JONs, legality of using O&M,N/RDT&E,N/OPN dollars, and availability of departmental funding to cover the obligation. Incomplete or improperly completed forms will be returned to the department for correction.

(1) Supply will take appropriate action to fill the requirement using the correct sources of supply. Supply will also update FastData as necessary through the life cycle of the document.

(2) All requests should be submitted in a timely fashion to ensure the transaction is actually obligated by the end of the quarter. Although FastData will upload the financial information to STARS/FL electronically, the financial information will only be recorded as a commitment transaction in FastData when Supply processes an acceptance that converts it to an obligation. It is critical to process your known requirements early in each quarter. A cutoff date will be established for end of year closeout that will permit an orderly closing of the fiscal year and give supply an opportunity to process all in-house work prior to year end.

d. Monthly Budget Execution Reports (BER) and Reviews. The Accounting Division will prepare a monthly BER for distribution to upper management. The BER will provide a summary of all funding and obligations held at Navy Recruiting Command, by department, sector and NORU.

e. Budget Execution Reviews. At the end of each month, a BER is sent to all department heads. The Deputy Commander is briefed on all CNRC execution reports on a monthly basis.

f. Revisions to Approved Budget Plans. The Admiral approves department Budget Plans at the beginning of the year. The plans should be an accurate reflection of how the department head expects to execute their budget throughout the year. During the year as changes to the department Budget Plan occur (i.e., goals and funding), the department financial representatives will make adjustments to their ASPQs. These revised ASPQs will then be forwarded to the Budget Division, who will ensure the revised plans are entered into FastData and reflected on the next BER.

CHAPTER TWO
BUDGET AND ACCOUNTING - CNRC FIELD ACTIVITIES

1. Sectors. For budget development and execution purposes, all 36 Field Activities will fall under either the East or West Sector. The Sector Budget Officers will develop Annual Budget Controls for each activity in the July/August timeframe, for the upcoming fiscal year and present them to the Comptroller for funding consideration. After approval by the Comptroller, the controls will be forwarded to the Field Activities along with budget preparation instructions. The Budget Controls will be based on a wide array of factors (i.e. number of recruiters assigned, goals, vehicles, etc.). The Sector Budget Officer will also be responsible for the following functions:

a. Monitor field budget execution.

b. Conduct midyear reviews with the field.

c. Submit financial reports to the Comptroller and Region Commanding Officers.

d. Validate financial data contained in STARS/FL and FastData.

e. Conduct data calls with the field.

f. Prepare/approve OPTARs for the field.

2. Budget Process. The budgeting process begins in May and concludes with the receipt of funds to begin the new fiscal year. In general, the following procedures and timeframes are followed:

a. May/June. Region and District Staffs begin to gather data and conduct budget formulation meetings. The data gathering begins with the distribution of financial historical data for current year and the preparation of budget worksheets. Budgets are prepared using the control-based concept. This concept requires each department head be provided a control figure for their overall funding. Department Heads will then prepare a budget based on historical requirements and anticipated changes from the new fiscal year. Department Heads will prepare unfunded requests with full justification and impact statements for any requirements exceeding assigned

control figure.

(1) The Regions and Districts will develop individual control figures using current year departmental funding levels (less reimbursements) as a base. The base figure is then adjusted by anticipated inflation, personnel changes, increased/decreased goals, etc.

(2) Chief Staff Officers and Executive Officers will provide written guidelines concerning budget preparation. Guidelines include department control figure, historical job order expenditure data for both prior and current year, anticipated inflation, manning, goals, budget completion dates, Chart of Accounts (COA), per diem rates, regular flight costs, etc.

(3) Budget Analysts will provide Department Heads with historical spending trends. Department Heads will prepare their budget worksheets within the control figures.

(4) Budget Analysts will load required amounts by JON/quarter into the ASPQ spreadsheet. The purpose of this plan is to ensure adequate resources are programmed to meet specific goals.

b. July. CNRC provides formal controls and guidance to NRD Commanding Officers via "Budget Call" letters.

c. July/August. Upon receipt of the formal control figures, regions and districts will hold budget meetings (with minutes being retained) to identify all requirements in the previously prepared Budget Request to be funded within the assigned control figure. All fixed costs (i.e. vehicles, cellular telephones, OPE, maintenance of equipment, etc.) must be funded. The previously prepared Budget Request is modified to match the CNRC assigned control figure; Department Heads must initial all changes. Unfunded requirements are reviewed and funded based on available funding. Requirements not funded during this phase will be consolidated by subfunctional category (SFC). A priority will be assigned to each consolidated unfunded requirement. A narrative justification and impact statement must be provided along with costing methodology. Requirements for information technology (IT) equipment and software will not be included in the budget submission. The IT department will conduct a budget call for IT requirements.

d. August. The Budget Request and Unfunded Requirements must be signed by the Commanding Officer and forwarded to Sector Budget Officers.

e. August/September. Once approved, ASPQs are returned and become the district's official spending plan (quarterly funding will be based on the approved plans). The Budget Analyst will retain the district ASPQ for reference throughout the fiscal year. Minutes of budget meetings, worksheets, prioritized unfunded requirements, and other pertinent information will also be retained.

f. September. The Comptroller consolidates data and creates the fiscal year budget plan for the Admiral's review and approval.

g. October. Congressional action on the new budget should be complete at this time, if not Congress must pass a CRA. As funding is received from BUPERS, the Comptroller distributes funds in accordance with the approved budget plan to districts. NRD Budget Analysts then enter authorized funding into FastData and STARS/FL.

3. Budget Execution/Accounting. Accounting systems provide the records and controls by which managers can monitor and measure the cost of operations and ensure budgetary compliance to forecast costs. FastData and STARS/FL are the only authorized accounting systems for recruiting activities. Proper obligation of funds, creation and use of accurate financial reports, and system reconciliation are crucial to ensure management can successfully complete mission requirements within overall OPTAR.

a. Standard Accounting Resource System/Field Level (STARS/FL). STARS/FL is the official accounting system. All financial obligation transactions shall be recorded in STARS/FL using the FastData batch process. STARS/FL provides numerous reports and listings to help in the management of budget, and tracking of expenditures. Reports from STARS/FL are provided to FMB and our major claimant. The information contained in STARS/FL takes precedence over all other accounting systems. When STARS/FL contains inaccurate information, corrections should be processed as quickly as possible. STARS/FL and FastData should be reconciled monthly to ensure accuracy of both systems. The procedures for using STARS/FL are contained in reference (e).

b. FastData. All CNRC activities will use this system for tracking budget execution. FastData is fully supported by the Navy (FMB) and is being widely used throughout the Navy as a memorandum accounting system linked to STARS/FL using electronic batch processing methods. The system generates numerous types of documents and automatically captures the financial data for batch loading into the official STARS/FL.

(1) The use of FastData standardizes memorandum record keeping by capturing the financial information when the document is prepared. All users should be thoroughly familiar with the detailed FastData operating procedures contained in reference (c). FastData contains two modules, Funds Administrator (FA) and Site.

(2) Data bases need to be properly backed up at least weekly (recommend daily). The District Budget Analyst is the FA, Supply and LEADS departments are the only authorized sites, except for the four districts designated to support their Regions, in which case those districts will have three sites (Supply, LEADS, and the Region).

c. OPTAR Authorization. OPTAR Authorizations will be used by CNRC to advise districts of authorized funding levels, ceilings and targets. The following guidance must be followed:

(1) The cognizant Sector Budget Officer must approve OPTARs prior to release.

(2) OPTARs will normally be based on approved districts ASPQs. OPTARs will be increased when additional funds and/or reimbursements are provided to the districts.

(3) Approved OPTARs will also be used by NRD Budget Analysts to load funding into STARS/FL and FastData.

(4) Original OPTAR Authorization documents will be retained as audit records for funding and any imposed ceilings/fences.

(5) In general, districts should plan most obligations as early in the quarter as possible. Under certain circumstances, particularly under CRAs, the Comptroller will request all districts be at 100% at the end of each quarter, including advertising.

(6) Districts should build their budget to ensure all annual contracts are budgeted in the proper quarter required for renewal (normally the first).

d. Spending Plan Revisions.

(1) SPRs are created when increasing or decreasing funding Authorizations in FastData. SPRs will be completed as follows:

(a) Upon receipt of quarterly OPTARs compare the total amount received with the approved ASPQ. If the OPTAR matches the approved ASPQ, load the ASPQ amounts into STARS/FL and FastData. The districts have the option to load the amount by JON in STARS/FL or load the total amount into one JON. The amounts will only be loaded by Authorization in FastData.

(b) Upon receipt of a non-quarterly OPTAR Authorization or when reprogramming between FastData Authorizations, SPR request will be prepared on the SRR (sample worksheet will be available in Showcase), initialed by the Department Heads and approved (signed) by the Commanding Officer. STARS/FL and FastData will then be updated as appropriate.

(2) Only reprogramming within quarters is authorized. Borrowing from the next quarter to cover expenditures is not authorized.

e. Unfunded Requirements. Unfunded requirements, which are initially identified during the budgeting process, must be updated throughout the year due to changes in goals, recruiting manpower, and so forth.

(1) During the midyear review, sector will use the unfunded requirements format to update the previous submission of unfunded requirements. NRD Budget Analysts must ensure that unfunded requirements submitted to CNRC are valid, with full justification and impact statements. Fixed cost such as vehicles, OPE, cellular phones, maintenance of equipment, etc. cannot be submitted as unfunded without prior approval from your sector budget officer.

(2) Additionally, Sector Budget Officers may request updated prioritized unfunded requirements on or about 01 June to

allow orderly planning for the balance of the fiscal year. This will also provide for orderly distribution of funds that may become available at the end of the fiscal year.

f. Chart of Accounts (COA). The COA is issued annually by the Comptroller department and will be available on Showcase. The authorized COA provides an orderly structure for budgeting, accounting and reporting. The major elements of the COA are as follows:

(1) Activity Group (AG). A two-digit alpha/numeric code that describes the major function in the overall budget process for a military department or major claimant. For example, AG "3C" identifies Recruiting, Training and Education.

(2) Sub-Activity Group (SAG). A two-digit alpha/numeric code that provides further identification of the major function. For example, SAG "1L" indicates the basic purpose of "Recruiting Activities".

(3) Functional/Sub-Functional category (F/SFC). A two-digit alpha/numeric code that describes which function is being performed in order to accomplish the purpose. For example, under SAG "1L", F/SFC "CP" indicates "Enlisted Program Recruiting".

(4) Cost Account Code (CAC). A four-digit alpha/numeric code that describes the specific aspect of the function that is being performed. For example, under SAG "1L", S/SFC "CP", CAC "9581" indicates "Mission Travel of Recruiting Personnel".

(5) JONs. An 11-digit alpha/numeric code that allows for the recording of different types of costs within a CAC. The first five digits is the activity Unit Identification Code (UIC), the sixth is the last digit of the fiscal year, the seventh is a location such as "W" for Western Sector and the last four identify the program. A JON description is contained in the COA based on the last four digits of the JON.

(6) Expense Elements (E/E). A single digit alpha code used with each JON to categorize the type of expense. Expense element "E" indicates travel and would be used with job order "0290" for travel for the purpose of Enlisted Recruiting.

g. Obligating Funds. At all levels the NAVCRUIT 7130/2 (Travel Request) and 7130/3 (Internal Request Document) are the only forms authorized to effect procurement or travel, and 1535 for advertising expenditures. All expenditures must be approved by cognizant Department Heads. Particular care must be taken to ensure the forms are completely filled out and signed prior to entering into FastData. The documents should show either actual or a valid estimate of the cost for the material or service to be provided.

h. FastData Batch Document Transaction Listing. FastData financial transactions will be batched twice weekly and uploaded to STARS/FL. The following actions will be taken:

(1) At the site module: Print dummy batch being uploaded and verify with documents. Make corrections prior to exporting to the FA module. Import batch from the site then export and upload to STARS/FL.

(2) Print document status by JON for all sites.

(3) Verify with batch report in STARS/FL and annotate "G" number on hard copy of FastData batch you sent out (obtain the "G" number from AZCTS STARS/FL).

(4) Next day, view CICS9AP (TEXV) transaction exception listing and make corrections as necessary.

(5) Print STARS/FL BSR and reconcile with FastData Document Status Report by JON. If discrepancies are discovered, then verify by document number and make corrections.

(6) Retain all listings and reports for audit trail purposes.

(7) STARS/FL expenditure listings will be downloaded, processed in FastData twice monthly and within three days of receipt.

i. Obligation Reports

(1) Each time a district uploads to STARS/FL a Budget Status Report must be generated and maintained with a copy of the STARS/FL validation report, FastData transaction listing and Status of Funds Report for audit trail purposes.

(2) District Commanding Officers must review and sign the End of Month (EOM) Reports. The NRD Budget Analyst will reconcile both FastData and STARS/FL reports and provide a written narrative to the Commanding Officer on the current status of funds as a cover sheet to the following reports:

STARS/FL
Budget Status
Advance Travel

FASTDATA
Status of Funds Report (all sites from the FA module)

(3) The Budget Analyst will maintain EOM reports on file and distribute copies of the Status of Funds Report and either the Document Status by JON or OPTAR Requisition by JON report to the Department Heads to ensure they have their current funding status.

j. Reimbursables. Applicable reimbursements will be identified in the "Budget Call" letter each year. Below are examples of possible reimbursements.

NUCVIPS's and Nuclear Interviews
MEDVIP's
NORU Classes
Recruiter Refresher Class
Great Lakes Cruise
Other items approved by CNRC code in advance.
All reimbursements requests will be submitted to the Comptroller Department monthly (negative reports are required).

k. Active Document Listing (ADL). The ADL provides a list from DFAS of the current status of outstanding documents. This list can be by JON or by document number. ADLs for current and all prior active fiscal years will be processed as follows:

(1) Valid outstanding documents: No action required, conduct follow-up as needed.

(2) For valid outstanding credit card documents make sure the vendor is contacted to determine when the material/service will be provided. All fields will be properly annotated with the results of the follow-up. If the material or

service has been received more than 30 days and the charge has not shown up on your bank statement, contact the vendor to research billing.

(3) Confirmed cancellations: Cancel documents in the appropriate log and cancel obligation in FastData. Annotate "CANC" on ADL.

(4) Public Vouchers: If invoice has been certified less than 60 days from the date of the ADL, no action is required. If the invoice has been certified more than 60 days from the date of ADL, review your STARS/FL One Pay to determine if the invoice has been received/rejected at DFAS. Take necessary action to correct any problems with the certification. Contact your Sector Budget Assistant for help if necessary. Annotate the listing with information provided by Sector/DFAS.

(5) Material received from government sources (i.e. 1348s, GSA, 282s, etc). If material is received less than 120 days from date of ADL, no listing action is required. If material is received more than 120 days from the date of the ADL follow-up with the activity issuing the material and obtain the register/billing/Disbursement of Voucher (DOV) and date billing was prepared. Ensure billing document was forwarded to the proper DFAS. Annotate ADL with the register/billing/DOV numbers and other vital information concerning the transaction.

(6) Airline Tickets: Ensure unused airline tickets are returned to SATO for credit prior to cancellation.

1. All fiscal year ADLs will be processed quarterly and a summary report will be submitted to sector budget officers. Retain copies of ADL's and all supporting documentation for one year.

(1) The report must contain the following information by fiscal year:

(a) Total amount of obligations reviewed by execution code (510:$, 540:$).

(b) The net amount of adjustments (cancellations, increases & decreases).

(c) Total number of documents reviewed.

Submit summary report quarterly as follows:

Quarter ending	Available in stars for Printing approximately	Date due to Sector
DEC	1st wk of Jan	15 Feb
MAR	1st wk of Apr	15 May
JUN	1st wk of Jul	15 Aug
SEP	1st wk of Oct	15 Nov

m. Outstanding Travel Advance Report: The Outstanding Travel Advance Report contains a listing of travel advance debits (over 90 days old) that have not matched with travel advance credits.

(1) Process your Outstanding Travel Advance Report monthly. Districts are required to submit a written response to Sector to clear all outstanding travel advances. Responses to outstanding travel inquiries require a cover letter signed by the Commanding Officer. Districts must provide supporting documents in their response to properly clear the advance. When additional actions are required to clear the advance (i.e., travel claim to be filed, deducted from member's pay, etc.) a statement will be provided outlining actions being taken and the amount of time required to clear the advance. Utilizing both AAA listings and district responses, sector will track all outstanding travel advances and provide assistance in clearing any accounting problems.

(2) When the command is unable to recover an advance due to extenuating circumstances, the Commanding Officer must forward a letter to sector providing complete details on why the advance was not recovered and request the advance be charged to the District's operating funds. Travel advances are the responsibility of the person drawing the advance. Every attempt must be made to recover the advance prior to charging the advance to the District OPTAR.

4. Telecommunication Ordering and Pricing System (TOPS).

a. GSA has consolidated all local exchange carrier (LEC) service in their TOPS System. TOPS provides the following service:

(1) Web based system used in placing orders for telephone line/special feature installation, relocation and line cancellation.

(2) Payment of all LEC invoices.

(3) Tracking line inventory by cost and location CNRC wide.

b. Telephone Control Officers will ensure all lines are properly loaded in TOPS and NRD consolidated reports are printed/reviewed for accuracy monthly. Reports shall be retained for audit trail purposes.

c. Funding is held at Headquarters to support all LEC invoices and toll calls billed by long distance carriers. GSA will automatically be reimbursed for invoices paid through TOPS. Telephone invoices received from vendors, other than LECs, will be certified and forwarded to DFAS for payment by the NRDs. These invoices will be reimbursed by CNRC upon receipt of copies of invoice and certification. NRDs should take all possible action to ensure toll calls are charged to FTS2001. Collect calls will be invoiced by either the servicing LEC or a long distance carrier. TOPS will not process any invoices received from long distance carriers, therefore, ensure all collect calls are being invoiced by the LEC. This will eliminate the manual processing of invoices and reimbursement actions. Toll calls billed by your LEC will be charged at the going commercial rates. This could be much greater than the amount FTS2001 would have charged for the same call. All management personnel must take action to ensure we are charging all toll calls through FTS2001 as outlined in below paragraph.

5. FTS2001.

a. FTS2001 is a congressional mandated long distance telephone service for most government agencies. Under FTS2001, MCI will be Navy Recruiting Command's single long distance and local toll carrier. Every action must be taken to ensure you have selected MCI as the district carrier for both long distance and local toll service. The Pre-designated Inter-exchange Carrier (PIC) and local PIC for MCI is 222. Ensure all accounts with all LECs reflect the MCI PIC. Additionally, ensure MCI has all accounts on the FTS platform and not their commercial

platform. Any accounts currently on a calling plan with any long distance carrier should be transitioned to FTS2001.

b. GSA will bill headquarters on a consolidated monthly invoice.

c. NRDs will receive a cassette diskette (CD) containing their portion of the calls with full details. The information can be reviewed using a software system provided by MCI (Perspective). This software will allow call detail to be electronically reviewed for waste and abuse. Cash collections shall be made for all unauthorized calls.

d. NRDs will retain copies of Perspective reports with documented research of screening actions and copies of any cash collection vouchers for unauthorized calls.

6. Official Mail Financial Expenditure Report. All Department of Defense commands must submit an Official Mail Expenditure Report to their major claimant. Districts are required to submit a quarterly report to sector not later than the 20th day of the month following the end of the quarter. A sample mail report is available in Showcase. The information in the "expenditure" report must be the amount of funds obligated during the quarter, not the amount expended from the CAPS account, postage meters, or the dollar amount of stamps used. R)

7. Bank Card Processing. In general the Headquarters Supply Department is responsible for promulgation of procedures to be followed in using the Citidirect credit card. The District Budget Analyst will complete cross-transfers and the preparation of NC621s, when required to transfer charges between appropriations. All 621's will be forwarded to Sector and approved by Sector Budget Officer. Cardholders must process bank charges daily to ensure line of accounting is correct. Annotate Citidirect document number on source document and attach applicable notes. Processing the bankcard invoice must be given the highest priority. Bankcard invoices must be sent for payment electronically within five days after closing by Citidirect.

a. After the bankcard invoice is certified and paid by DFAS, the Budget Analyst will process all cost transfers moving expenditures from Citidirect document numbers to the corresponding FastData documents.

b. The cost transfers must be completed by 5th of the following month. Submit report of completion to Sector Budget Assistant by 7th of the following month.

c. Include a summary reflecting the invoice amount and the listing amounts as follows:

Month of: July 01

Amount certified $25,000

FY01 recruiting support:	$10,000
FY01 advertising:	$ 8,000
FY01 special (22NE)	$ 6,000
FY00	$ 1,000
TOTAL	$25,000

Note: Total amount should match the amount certified.

8. Specific District Level Responsibilities

a. Commanding Officers. Although OPTAR holders are not legally liable for failing to remain within OPTAR availability, they may still be held administratively accountable within the chain of command for over-obligating, over-expending, or misspending resources. The Commanding Officer must:

(1) Review and sign all end of the month reports.

(2) Review and sign each SPR.

b. Executive Officers. In addition to the above will:

(1) Assign control figures to each department during the budget planning process.

(2) Ensure the accountable Department Head monitors expenditures during budget execution.

(3) Review departmental budget reports.

c. Department Heads:

(1) Prepare departmental budgets within control figures assigned and sign budget worksheets.

(2) Ensure funds are available prior to obligation.

(3) Ensure accurate preparation of procurement and travel documents.

(4) Identify, submit and maintain a current listing of unfunded requirements.

d. Budget Analysts:

(1) Ensure all required operational costs (i.e., vehicles, communications, annual lease/contract costs and OPE) are funded in the budget cycle and no portion is submitted as an unfunded requirement.

(2) Assist the XO in developing control figures for all departments.

(3) Ensure accurate preparation of all financial documentation.

(4) Maintain minutes of budget meetings.

(5) Retain copy of budget submission and all supporting documents.

(6) Process expenditures.

(7) Prepare and submit various financial reports to Sector Budget Officer as required.

GLOSSARY

Active Document Listing (ADL): Listing reflecting documents that have not been fully expended, available in STARS/FL.

Annual Spending Plan by Quarter (ASPQ): Reflects the District's budget by quarter, F/SFC and JON within the control figure assigned by Sector.

Budget Status Report (BSR): Report available in STARS/FL reflecting obligations by job order number.

Chart of Accounts (COA): Standardized listing of accounts established by the Comptroller to identify programs and sub-programs. Use for both budget and accounting purposes.

Control Figure: Dollar amount assigned for budget preparation purposes (estimate of funds to be made available).

Cumulative Job Order Report (CJOR): Listing reflecting all detailed transactions that occurred during the month by document number with cumulative amounts fiscal year to date, by JON.

Defense Finance and Accounting Service (DFAS): DOD activity responsible for performing official accounting and bill paying functions.

FastData: Memorandum accounting systems used by many Navy Activities to manage financial resources. This system is the only memorandum system authorized for use by Navy Recruiting Activities.

Functional/Sub-functional Category (F/SFC): Used to identify functions within the accounting systems.

Job Order Number (JON): An account number assigned for a specific purpose, within a sub-functional category, to identify costs.

Operating Target (OPTAR): Funding provided for accomplish of mission.

Spending Plan Revision (SPR): Utilized by the District to shift funds between authorization in FastData.

Standard Accounting and Reporting System, Field Level (STARS/FL): The official accounting system utilized by all Navy Activities.

Unfunded Requirements: Budget requirements exceeding the amount received.