



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOY 99100
YUMA, ARIZONA 85369-9100

StaO 7000.6D
3FB
05 FEB 1997

STATION ORDER 7000.6D

From: Commanding Officer
To: Distribution List

Subj: PROGRAMS AND RESOURCE RESPONSIBILITIES

Ref: (a) MCABWA Financial Management Budget Execution Manual
(b) StaO P5451.1E

Encl: (1) Fund and Sub-Fund Administrators Fiscal Structure

1. Purpose. To publish programs and resource responsibilities for the Marine Corps Air Station (MCAS), Yuma Financial Management Program.
2. Cancellation. StaO 7000.6C.
3. Information. The applicable portions of reference (a) are disseminated for use in this Command's financial management program. Reference (b) defines the responsibilities of the Comptroller Department. The enclosure outlines the fiscal structure of Fund and Sub-Fund Administrators within this Command.

4. General

a. The below financial management responsibilities are assigned to departments to ensure compliance with applicable regulations and to provide program oversight. Department Heads charged with program responsibilities are to promulgate specific guidance, solicit budget input, evaluate budget requests, prioritize and consolidate input from all MCAS Yuma departments. If the Commanding Officer, MCAS Yuma is responsible for funding and providing program support to tenants, the Department Heads will solicit budget input from the tenants.

<u>Budget/Program</u>	<u>Responsible Department Head</u>
Formulation O&MMC Budget MCO P7100.8_	All Fund Administrators
Procurement Marine Corps (PMC) MCO P7100.8_, MCO P10150.1	Supply Officer (MCPO)
Warehouse Modernization MCO P4450.7, MCO P4450.10	Supply Officer (MCPO)

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<u>Budget/Program</u>	<u>Responsible Department Head</u>
Office Furniture and Furnishings MCO P7100.8_, MCO P10150.1	Supply Officer (MCPO)
Organic Minor Property MCO P7100.8_, MCO P10150.1	Supply Officer (MCPO)
Collateral Equip MCON Projects MCO P10150.1_	Supply Officer (MCPO)
Personnel Support Equip (PSE) MCO P7100.8_, MCO P10150.1	Supply Officer (MCPO)
Messhall Facility Improvement Project (MFIP) MCO P11050.1_, MCO P10110.14_	Supply Officer (MCPO) Food Services Officer
Food Prep and Serving Equip MCO P7100.8_, MCO P10150.1	Supply Officer (MCPO) Food Services Officer
Maintenance of Minor Property and Labor Saving Devices MCO P7100.8_	Supply Officer (MCPO)
Subsistence in Kind/MRE MCO P10110.14, MCO P10110.40_	S-4 Officer (Food Svcs) Supply Officer (MCPO)
MCNSF - SIK(8G) MCO P4400.151, MCO 4443.8_	Supply Officer (MCPO)
Transportation of Things (TOT) MCO P7100.8_	Supply Officer (TMO)
Drayage of Household Goods	Supply Officer (TMO)
Station Owned Repro Equipment	Supply Officer (MCPO)
Leased Repro Equip/Cost per Copy Contract	Supply Officer
Commercial Printing and Repro	S-1 Officer (CP&L)
Audiovisual Services and Equip (O&MMC and PMC funded)	S-3 Officer (TAVSCO)

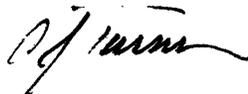
<u>Budget/Program</u>	<u>Responsible Department Head</u>
Marine Corps Ground Trng and Audiovisual Support Material MCO P5290.1_, MCO P7100.8_	S-3 Officer (TAVSCO)
Tuition Assistance and Basic Skills Education Program	S-3 Officer (Trng Officer)
Appropriation Account (ASA) Type Equip (MWR Programs) MCO P7100.8_, MCO P1710.17_	MWR Officer
Automated Data Processing Equip (Procurement and Maintenance PC's and Software Stationwide) MCO P7100.8_	Comm Data Elec Officer (ISMO)
Ground Electronics Equipment (Pagers, radios, etc.)	Comm Data Elec Officer
Cog Symbol "20" 15G33 Trng Device NAVTRAEQUIPCEN INST 7042.1_	Comm Data Elec Officer
Communications Equip and Support (Includes Cell Phones, Fax Machines, etc.)	Comm Data Elec Officer (Telephone Officer)
Environmental Issues, Hazardous Waste	Environmental Officer
Annual Operating Plan MCO 5090.2_	Environmental Officer
ACUIZ/RACUIZ Studies	S-1 Officer (CP&L)
Real Property Maintenance and Minor Construction	Facilities Management Officer
Maintenance of Minor Class III and IV Equip	Facilities Management Officer
Real Estate Buy/Lease, Lease of Temporary Facilities	Facilities Management Officer
Energy Conservation	Facilities Management Officer

<u>Budget/Program</u>	<u>Responsible Department Head</u>
Contract Requirements for Janitorial, Refuse Disposal and Porta-Potties	Facilities Management Officer
Utilities Consumption and Rate Increases/Decreases MCO P11300.10_	Facilities Management Officer
Military Family Housing MCO P7100.8_	Facilities Management Officer (Housing Manager)
Endangered Species Studies/ Natural Resources	S-3 Officer (Range Management Officer)
Civilian Overtime/Comp Time StaO 7421.1_	Comptroller or Designated Department Heads for Approval
Temporary Additional Duty (TAD) Funds and Execution	All Fund Administrators

b. During the fiscal year, the Comptroller will issue Fiscal Letters of Instruction (FLOI's) when specific guidance in the Command's financial management program is required to meet new requirements and/or modify existing programs. Budget Memo's will be issued to announce midyear reviews and budget calls for the various budgets.

5. Action. Fund Administrators, Sub-Fund Administrators, and Department Heads will ensure that personnel are familiar with the contents of this Order and appropriate portions of reference (a). Requirements for budgeting, funding support, etc., will be addressed to the appropriate office responsible for management of the fiscal resources for the Budget/Financial Management item noted.

6. Summary of Revision. This revision contains a substantial number of changes to include subject line change and should be reviewed in its entirety.



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DISTRIBUTION: B plus 3FA (10)

FUND AND SUB-FUND ADMINISTRATORS FISCAL STRUCTURE

<u>FUND ADMINISTRATOR TITLE</u>	<u>SUB-FUND CODE</u>	<u>ADMINISTRATOR TITLE</u>
Communications Data Electronics Officer	A1	Automated Services
	A2	Telephone Services
	A3	Ground Electronics
	A4	Comm Non-AVDLR
S-1 Officer	B1	Manpower, TAD, CP&L
	B2	Chaplain
	B5	Child Development Center
	B6	Family Services Center
	B7	Public Affairs
	BR	TAMP
	BS	RAP
	BQ	FAP
Adjutant	C1	Adjutant, Post Office, TQL
	C3	Staff Judge Advocate
	C4	Ground Safety
Provost Marshal	D1	Provost Marshal
	D2	Structural Fire Dept
S-3 Officer	E1	Airfield Operations
	E2	Range Management/EOD
	E3	Crash Fire Rescue
	E4	Natural Resources
	EA	Flight Ops (SAR)
	EE	Flight Ops (IMA)
	EF	IMA (OFC 50)
	H1	Training
	H3	Audiovisual
	PA	Ag Outlease
	MWR Officer	F2
Comptroller	G1	Civilian PCS, Awards, EEO
	GA	CivPers FECA Payment
	J1	Comptroller Dept
	J4	Command Reimbursements

ENCLOSURE (1)

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<u>FUND ADMINISTRATOR TITLE</u>	<u>SUB-FUND CODE</u>	<u>ADMINISTRATOR TITLE</u>
CO, H&HS	L1	Sqdn Admin, Medical TAD
S-4 Officer	N1	Station Weapons
	N2	Logistics/Personnel Hsg
	N3	Messhall Operations
	P8	Motor Transportation
Facilities Management Officer	P1	Base Services
	P2	General Engineering
	P3	Utilities
	P4/P5	Maint Real Prop(M1/M2)
	P6/P7	Minor Construction(R1/R2)
Environmental Officer	PE	Environmental
	PR	Recycling Program
	PU	Hazardous Waste Disposal
	PX	Installation Restoration
Supply Officer	S1	Supply Operations
	S2	Aircraft Refueling
	S3	Minor Prop/MCON/FP&SE
	S4	Marine Corps Property
	SA	PSE (Central Funds)
	SB	PSE (Local Funds)
CO, MAWTS-1	T1	Flight Ops Training
	T2	O&MMC Training Ops
Housing Manager	BP11	Housing Ops
	BP12	Furnishings
	BP13	Services
	BP15	Utilities
	BP21	Maintenance
	BP22	Major Repairs
	BP23	Improvements
	BP96	Reimbursable

ENCLOSURE (1)