UNITED STATES MARINE CORPS
U.S. MARINE CORPS AIR STATION
YUMA, ARIZONA 85369-5001

StaO 7302.2A
3FA
24 Apr 91

STATION ORDER 7302.2A

From: Commanding Officer, Marine Corps Air Station, Yuma
To: Distribution List

Subj: STANDING OPERATING PROCEDURE (SOP) FOR FUND ADMINISTRATORS AND SUB-FUND ADMINISTRATORS

Ref: (a) StaO P5451.1E
(b) MCABWA FMAM P7312
(c) MCABWA FMBRM P7130
(d) NAVCOMPT MANUAL VOL VII
(e) StaO 12510.4

Encl: (1) Administrative Control of Funds
(2) Instructions for Maintenance of Records and Files
(3) Glossary of Financial and Related Terms
(4) Annual Operating Plan Worksheet
(5) Unfilled Orders Status Report

1. Purpose. To establish a standard operating procedure for Fund Administrators (F/As) and Sub-Fund Administrators (SF/As). To provide assistance to F/As and SF/As in the management of the Command's financial resources within the guidelines established per references (a) through (e).

2. Cancellation. StaO 7302.2.

3. Background. Reference (a) notes the Comptroller's responsibility to provide guidance to the F/As and SF/As in the management of financial resources. The Comptroller will provide F/As and SF/As with the capability of reviewing and evaluating their financial management programs and records and will be the source of assistance in resolving problems.

4. Scope. Enclosure (1) provides information relative to the responsibilities associated with the administrative control of funds. Enclosure (2) is a step-by-step approach to memorandum record keeping and reconciliation with official accounting records. It is intended to be made a permanent part of the desk top procedures for F/A and SF/A fiscal personnel. Enclosure (3) is provided for information purposes. Enclosure (4) is the format to be followed when labor plans are submitted annually or on an as needed basis. Enclosure (5) is a sample copy of an Unfilled Order File including footnotes intended to simplify the procedures for reconciliation.

5. Action. F/As and SF/As are expected to maintain sufficient memorandum records to permit reconciliation of their accounts with the official accounting records for maximum administrative control of funds. The details of F/A and SF/A responsibilities with regard to

reconciliation with the official accounting records are noted in enclosure (2). It is essential that the Unfilled Order validation, discussed in enclosure (2), be accomplished as scheduled.

6. Inspections

a. A Command Inspection Team, appointed by the Comptroller, will conduct scheduled visits to all F/As and SF/As on a semiannual basis. The Officer in Charge (OIC) of this inspection team will be responsible for developing and revising a check list of items to be evaluated during the inspection visits. This check list will be based on the information contained in enclosures (1) and (2). The OIC will prepare the schedule of semi-annual reviews and notify each F/A and SF/A by letter 30 days prior to their scheduled visit. In addition, adequate records of the inspection visits will be maintained by the OIC of the Inspection Team.

b. Additional inspection visits may be requested by the F/A or SF/A if clarification or additional guidance is needed in any specific area of funds management.

c. Letters will be provided to the Commanding Officer, MCAS Yuma, outlining the results of each inspection.

7. Applicability. Records maintained by F/As and SF/As to control the use of operating funds (O&M and Family Housing) follow the guidelines discussed herein. Maintenance of records to control usage of other allocated funds may also be accomplished by management's use of these instructions.

C. T. DUNSTAN
By direction

DISTRIBUTION: A

ADMINISTRATIVE CONTROL OF FUNDS

1. Background. All authorizations received by the Station are granted to the Commander, Marine Corps Air Bases, Western Area (MCABWA). Per reference (d), the Commanding General is held personally responsible for any personal act, or act of a subordinate, which creates an over-obligation or over-expenditure of an authorization of funds. This responsibility cannot be delegated. However, due to severe statutory penalties which may be imposed upon the Commander, in the event that fund authorizations are exceeded, improprieties in the handling of funds will cause the imposition of Command or administrative penalties. Authorizations are issued by the Commander, MCABWA to the Commanding Officer, Marine Corps Air Station (MCAS) Yuma.

2. Comptroller Responsibility. The Comptroller at MCAS Yuma is designated as the Commanding Officer's primary financial officer to ensure adequate administration and proper use of funds. The Comptroller shall monitor and provide assistance in the use of funds allocated to F/As and SF/As. Each F/A and SF/A is equally responsible for the propriety and effectiveness in the use of those funds allocated and will be held administratively accountable for any determined misuse or ineffective use. The Comptroller provides the Commanding Officer with monthly briefs to advise him of trends in expenses and obligations and to explain the on-going progression of budget execution.

3. Budget Division Responsibilities

a. The Budget Division delineates guidance and instructions contained in reference (c) for budget preparation and forwards to each F/A for action. Budget estimates are returned by established due date and consolidated at the Station level for submission to higher headquarters.

b. Upon receipt of the annual authorization, the Budget Division recommends distribution of labor, material and TAD funds to the Comptroller using the F/A's budget estimates and changes to the Station's operational requirements. Budget personnel continuously monitor budget execution and analyze all variances from the original budget plan; recommend areas where financial adjustments and savings may be affected; submit requests and justifications for additional funding requirements from F/A's to higher headquarters for action; develop guidelines and criteria for collection and coordination of statistical data; and prepare periodic progress reports and special statistical data as required.

4. Allocation of Funds

a. Direct operating funds to support operations and maintenance functions of the Air Station are allocated by the Budget Division to

F/As using Sub-Operating Budget Operating Target (OPTAR) Fund Authorizations, Form MCABWA 7042/5 (Rev 10-85). Reimbursable operating funds to perform work or services for others are allocated to F/As and SF/As on this same form. Allotted funds for specific areas of support such as Subsistence, Procurement Marine Corps (PMC) investment items, Family Advocacy, and Stock Fund are allocated on an Allotment/Sub-Allotment Operation Target (OPTAR) Form MCABWA 7042/5 (Rev 10-85) to those Fund Administrators who have been assigned responsibility for that support function.

b. The initial OPTAR is issued at the beginning of the fiscal year and represents an annual budget plan for civilian labor, material, and temporary additional duty (TAD). The annual funds are broken down into quarterly allocations for obligation and expenditure. Separate OPTARs will be provided for each Reimbursable Order Number (RON). A copy of each F/A authorization will be provided to the Accounting Division for use in establishing and maintaining the official accounting records.

c. Amended OPTARS are provided only when there is a change in the F/A's annual funding or when funds are moved between quarters.

5. Restrictions. Funds authorized for civilian labor, material (to include contracts) and TAD may not be used interchangeably. Nor can they be applied to other than the program element (PE) and SF/A for which the funds were allocated. Realignment of funds may only be approved by Higher Headquarters.

6. Request for Funds. All requests for additional funds in excess of financial ceilings on F/A's OPTARS will be submitted to the Comptroller and contain a brief justification and impact statement.

7. General Accounting System

a. The system used to provide guidance and direction with respect to the budget, management and review process for operations and maintenance funds for Marine Corps bases and stations is Project PRIME (Priority Management Effort). The objectives of Project PRIME are:

(1) To determine the cost of operation of an activity in terms of total resources consumed or applied.

(2) To establish a system of monetary and quantitative controls that will be of maximum value to management in assuring that resources are used effectively and efficiently in accomplishing the mission of the activity.

(3) To provide a plan in the form of an expense operating budget against which performance can be measured, variances

analyzed, and adjustments made, as necessary, to permit more effective management of resources.

(4) The accounting structure of PRIME provides the basis for organizational units to report their operating expenses by:

(a) Program element (PE) which tells who is using the resources.

(b) Sub-activity group (SAG) which reflects the utilization of funds in the manner in which they were programmed and budgeted and aggregated to decision unit codes (DUC).

(c) Functional category (FC) which tells why or for what purpose resources were used.

(d) Sub-functional category (S/FC) which provides a finer breakout below the major functional category.

(e) Cost account code (CAC) which tells where resources are used.

(f) Expense element (E/E) which tells what kind of resources are used.

8. Accounting Office Responsibility

a. The Accounting Office is responsible for maintaining the Command's official accounting records. This is accomplished under the direction of the Comptroller and higher Headquarters per the guidance contained in the NAVSO P3006 (Financial Management of Resources), MCO 7300.10B (Mechanized Financial Procedures for Selected Marine Corps Post and Stations), MCO 7300.8D (Financial Accounting Manual (FAM)) and other Directives and Bulletins issued. These Manuals and Directives/Bulletins are located in the Accounting Office.

b. Mechanized reports are provided by the Accounting Division to each SF/A. These reports reflect the official status of all allocated funds and serve to identify funding deficiencies, as well as potential excesses. They provide a tool for exercising proper control over funds.

c. The following is a list of the various reports provided by the Accounting Office and a schedule of frequency:

REPORT	SCHEDULE
Labor Distribution	semi-monthly (or with corrections)
Material & Services Report	monthly

Unfilled Order Update	each cycle
Completed Orders Report (not cumulative)	each cycle (with transactions)
Reimbursable Reports (one for each RON)	each cycle (with transactions) and month end
Fund Administrator's Management Report	each cycle (with transactions)
Master Job Order Number (MJON) Balance Sheet	each cycle
Unfilled Order Status Listing	month end
Periodic MJON Report	month end
2168 Expense Report	month end
10890 Budget Performance Statement	month end

9. Fund Administrator and Sub-Fund Administrator Responsibility

a. Each F/A will assign competent personnel to maintain memorandum records described in enclosure (2). A current list of assigned personnel, including phone numbers, will be provided to the Comptroller (Code 3FA), via the Fund Administrator. Updates of this list must be provided as personnel turnover and re-assignments occur.

b. The F/A and SF/A must maintain necessary memorandum records sufficient to account for all operating funds authorized at the sub-fund level (both direct authorization and reimbursable) and to ensure official accounting records are accurate and current.

c. The F/A and SF/A shall review and reconcile, on a continuous basis, financial management reports/listings provided by the Accounting Division. Prompt adjustments to memorandum records to provide an accurate balance between memorandum and official accounting records will be made.

d. Notify the appropriate Accounting or Budget personnel immediately when the reconciliation process indicates errors that need to be corrected in the official accounting records.

e. Fund Administrators must notify the Comptroller immediately of any excess funds that become available for reprogramming. Likewise, of any identifiable cost factors or trends that may result in over-obligations or over-expenditure of authorized funds PRIOR TO

THAT OVER-OBLIGATION BEING REFLECTED IN THE OFFICIAL ACCOUNTING RECORDS. The F/A must thoroughly analyze available funds to identify actions that can be taken to realign funds where needed.

f. The Management to Payroll program is defined in reference (e). Labor projections will be prepared as required with a copy provided to the Comptroller, Budget Division. All labor projections, worksheets, labor reports and other accumulated Management to Payroll data shall be kept together in a single file.

10. Retention of Records

a. Verifiable records must be maintained which will show the value of transactions incurred and the available balance of funds.

b. All accounting and Management to Payroll files and records will be retained for the current fiscal year (FY) and two (2) prior fiscal years. Budget submissions and projection files and data must be maintained for current FY plus four (4) prior fiscal years.

c. By means of accurate memorandum records and files the F/As and SF/As will be aware of financial trends and shortfalls and have valid data for reconciliations of the official accounting records. This will provide valuable data for the required budget submissions and management to payroll labor projections.

INSTRUCTIONS FOR MAINTENANCE OF RECORDS AND FILES

1. Obligation of Funds

a. The following are a few examples of requisition documents which are used as obligating documents:

(1) DD 1149 - Requisition Invoice/Shipping Document - Supply

(2) GSA 1348 - NSN Requisition - Supply

(3) DD 1348-6 - NON-NSN Requisitions

(4) DD 1155 - Order for Supplies or Services

(5) NAVCOMPT 2275 - Work Request

(6) NAVCOMPT 2276 - Request for Contractual Procurement (RCP) "V" Project Order

(7) DD 1556 - Training Request

(8) Supply NMMMS Form

(9) TAD Orders

(10) NAVSUP 1153 - Request for Purchase Action

b. Upon receipt, or generation, of a requisition document the F/A or SF/A will verify the following data:

(1) The Appropriation data to include FY, F/A, MJON, Work Center, E/E, and RON if applicable;

(2) Total amount of document (quantity times unit price);

(3) The document number; and

(4) Availability of funds.

c. All obligating documents will be initialed by the F/A or SF/A before being processed into the supply system. The F/As' or SF/As' initials will indicate that funds are available for that specific purchase.

2. Memorandum Accounting Ledgers.

a. Each F/A and SF/A will maintain a memorandum ledger, either manually or computerized, sufficient to identify a "bank book" balance of unobligated funds. Separate memo ledgers must be maintained for each Sub-Fund account and each Reimbursable Order Number authorized.

b. The memorandum ledger will be broken down in several columns to show, as a minimum, the following data:

(1) Authorization amount;

(2) Requisition number;

(3) MJON (description, work center are optional);

(4) Requisitions pending (awaiting Supply action);

(5) Unfilled requisitions;

(6) Unfilled order status (UFO);

(7) Accounts payable (A/P);

(8) Liquidated amount; and

(9) Available balance.

c. The F/A and SF/A will retain a copy of each requisition document which is processed against his assigned accounts. Each requisition will be recorded in the appropriate ledger. The ledger for material and TAD will be balanced with each Fund Administrator's Management Report (FAMR). As new documents are added, the F/A and SF/A will be responsible for maintaining current available balances.

3. Document Files

a. Each F/A and SF/A will maintain the following files:

(1) OPTAR File. This file will contain copies of all OPTARs; labor, material, and TAD. These will be filed in date sequence and annotated with the date of the FAMR on which they first appeared.

(2) Pending File. This file shall contain all newly initiated requisition documents which have been recorded in the ledger but have not yet appeared on the official accounting records. Temporary Additional Duty documents will also be maintained in this file. Documents will remain in this file until they appear on a mechanized Unfilled Requisition (UR) Listing or Unfilled Order Update Listing. When it appears on one of these listings, the date of the listing will be annotated on the document which will then be moved to the Unfilled Requisitions file (open purchases and contracts only). When a document has been in the pending file more than 30 days the F/A or SF/A must make inquiries as to its status. Correspondence should be initiated to the Accounting Division and/or the Supply Department so that appropriate action can be taken to clear the file. Documents will be moved from the pending file when they appear on the Unfilled

Order (UFO) Update Listing (applicable to Material and TAD funds). For those F/As and SF/As maintaining memorandum records on a personal computer, documents need not be physically moved so long as their mechanized records are sufficient to indicate which status the document is in.

(3) Unfilled Order File. This file will contain all outstanding obligation documents that have appeared in the UNF-Orders column of the UFO listing. All documents must be annotated with the date of the UFO listing on which they first appeared. The total UFO documents must agree with the total of unfilled orders Total-to-Date amount listed on page (3) of the FAMR. (Applicable to Material and TAD funds.)

(4) Accounts Payable (A/P) File. Documents appearing in the Accounts Payable column of the UFO listing will be annotated with the date of the listing and moved to the A/P file. Total A/P documents in this file should agree with the "Total-to-Date" column on page (3) of the FAMR. (Applicable to Material and TAD funds.)

(5) Expended/Liquidated File. Documents will be moved from the Unfilled Order file to the A/P file when they appear in the Accounts Payable or Liquidated column of the UFO listing. All documents which have been completely liquidated or canceled are completed documents. When a document has been finalized it will be marked with an (F) and remain in this file. The Completed Order Status Report will be reviewed to ensure that no double obligation of a document has been made.

(6) Accounting and Budget Files. This will contain copies of all Fiscal Letters of Instruction (FLOIs) and other forms of guidance issued by the Comptroller Department in date sequence. All the mechanized reports will be filed separately by report name. These files are to be kept in date sequence also.

4. Reconciliations

a. To ensure that all current and relevant financial data is reflected in the official accounting reports reconciliation of the various reports is necessary. Upon receipt of an accounting cycle, F/As and SF/As will ensure that all listings and reports are reviewed. Any listings not belonging to the F/A and SF/A will be returned to the Accounting Division immediately. Any missing pages or reports will be requested promptly.

b. Each F/A and SF/A will perform reconciliations to verify their records against the official accounting reports and listings. F/As and SF/As will have a document for each obligation reported in the official accounting records. Any discrepancies will be annotated and immediately researched to determine the cause. The Accounting Division will be notified of all errors and discrepancies requiring

adjustment to the official accounting records. The following reports will be provided and reconciled as described:

(1) Labor Distribution Report. Verify data on this report with the input from both labor and time cards; e.g., holidays, overtime, leave and correct MJONs charged.

(2) Unfilled Order Update. This report contains all current material and TAD transactions and will be reconciled to the memorandum ledger each cycle. Discrepancies will be reported to the Accounting Division immediately.

(3) Completed Orders Report. This contains all transactions that have been completed on the previous cycle. This report will be used to verify finalized (F) transactions.

(4) MJON Balance Sheet. This is a recap of all cumulative expenses, including civilian labor. It is a useful tool for labor projections in the Management to Payroll program.

(5) Reimbursable Orders Report. Reports the status of each reimbursable order number accounted for by the SF/A. The F/A and SF/A should reconcile this report to the appropriate memorandum ledger to verify the reported status of funds. (Applicable to Reimbursable Funds only.)

(6) Fund Administrator's Management Report. This is a combined report of all the authorizations, obligations, expenses, and available balances broken down by labor, material, and TAD. It reflects the official balance and status of funds allocated to the SF/A. This report will be used to balance memorandum accounting ledgers.

(7) Material and Services Report. A monthly expense report which identifies each document being processed as either a miscellaneous expense, stock fund consumable, stock fund non-consumable, commercial contract, or TAD. No specific reconciliation is required with this report.

(8) Unfilled Order Status Listing. Presents all outstanding Unfilled Orders and Accounts Payable transactions to date which have been recorded in the official accounting records. The Unfilled Orders Total on this report must balance with the F/A's and SF/A's Unfilled Order Obligation File. (Applicable to Material and TAD funds.) Any discrepancies between this report and the F/A's and SF/A's files should be reported to the Accounting Division immediately.

(9) Periodic Master Job Order Number (MJON) Report. Broken down by Job Order Number (JON), this report reflects all expenses

(except UFOs) that have been charged for labor hours and cost, material, and prior year expense by cycle, month, quarter, and year to date. This report reflects work center totals and can be used to monitor funds. This report shall be reviewed to ensure that charges for labor, material, and TAD are accruing to the proper JON.

(10) Expense Report (NAVCOMPT 2168). Displays all expenses and work units for current fiscal year, and prior year expenses paid in the current year, by various categories for labor, material and supplies, commercial contracts, and others. This report is helpful to track work units completed, employee hours, and accrued labor expenses for each functional, sub-functional category and cost code.

(11) Performance Statement (NAVMC 10890). Displays current year data by expense element within functional, sub-functional code, cost account code, and program element. It reflects total obligations by percentage compared to annual authorization. This report furnishes information used to monitor budget execution based on total actual obligations incurred compared to the approved budget program. This information will provide a percent to budget factor which can be used to measure the effectiveness of the budget plan. Analysis of this report will provide data that can be used to analyze trends or indicate requirements for realignment of funds. (Applicable to all funds.)

5. Quarterly Unfilled Order Status Validation

a. NAVCOMPT Manual Vol III requires that a comprehensive review of commitments and obligations be conducted as of 30 September each year, in addition to three other times during the year. These reviews will include the current fiscal year and two prior fiscal years and will be accomplished each January, April, July, and September.

b. To comply with this requirement the Accounting Division will provide each F/A and SF/A with an extra copy of the month-end UFO Status Report. Both copies of the listing will be annotated using the codes below. The status of every document classified as UFO and A/P on the UFO Status Report is to be reviewed and verified. The appropriate code will be written to the right of, and on the same line as, the applicable document number. For all documents coded "R" on the listing, a copy of the proof of delivery will be returned to the Accounting Division with the listing.

Document Status	Annotation Code
Valid obligation	V
Canceled	C (Date and Reason)

Material received	R (Applicable Date; provide copy of receipt document.)
If Sub-Fund Administrator has no record of document	NR
Other than above	O (Explanation required, show status of document)

c. Annotated Listings will be signed by the F/A, SF/A or his designated agent. One signed listing will be returned to the Accounting Division by the due date stated on the cover memorandum. An extension of this due date may be obtained from the Accounting Officer if proper justification can be provided. Reports returned by the Accounting Division to the F/As must be researched, corrected and resubmitted to the Accounting Division within 24 hours.

d. Unfilled Requisitions Lists and Unfilled Orders will be continually reviewed for possible cancellation as required by the NAVCOMPT Manual, Vol 3.

6. Summary. Through the use of memorandum accounting ledgers and the official accounting records, the F/A and SF/A should be able to EFFECTIVELY monitor assigned resources. It is essential that any reporting discrepancies noted are brought to the attention of the Accounting Division or Budget Division, as applicable, and subsequent listings be reviewed to ensure that appropriate corrective action has been effected.

GLOSSARY OF FINANCIAL AND RELATED TERMS

ACCOUNTING CLASSIFICATION CODE. This code is used to provide a uniform system of accumulating and reporting information. It consists of nine coding elements: appropriation, subhead, object class, bureau control number, sub-allotment, authorization accounting activity, transaction type, property accounting activity and cost code.

ACTIVITY ADDRESS CODE (AC). A six position code assigned to identify specific units, activities, or organizations authorized to direct, ship, or receive material, documentation, or billing. The first position of the code is the service assignment code (M for the Marine Corps); the other five positions identify the units, activities, or organizations within the service specified by the service assignment code. The AC is repeated, as required, to identify all three types of "in the clear" address (TACs 1, 2, and 3).

ALLOCATION. An allocation of funds by budget activity (sub-head) is an authorization to create obligations and incur expenditures against appropriations for authorized purposes. Within Headquarters Marine Corps, the Fiscal Director of the Marine Corps issues allocations for all appropriations to subhead administrators per the Commandant's financial plans.

ALLOTMENT. The authority, expressed in terms of a specific amount of funds, granted to a commander by the Commandant to obligate and expend funds for a particular purpose. Obligation and expenditure of the funds may not exceed the amount specified in the allotment and the purpose for which the authorization is made must be adhered to. Within Headquarters Marine Corps all allotments are issued by sub-head administrators.

ALLOTMENT HOLDER. The Commander or individual to whom an allotment is issued and who is responsible for the proper disposition of the allotment.

APPORTIONMENT. A determination by the Office of Management and Budget as to the amount of obligations which may be incurred during a specified period under an appropriation, contract authorization, other statutory authorizations, or a combination thereof. An apportionment may relate either to all obligations to be incurred during the specified period within an appropriation account or to obligations to be incurred for an activity, function, project, object, or combination thereof.

APPROPRIATION (ANNUAL). Also known as 1-year appropriations. This appropriation is generally used for current administrative, maintenance, and operational programs, including the procurement of items

classified as "expense". These appropriations are available for obligation for one fiscal year and for liquidation for two additional years. This additional 2-year period for expenditure may be extended by Congress. At the end of the 3-year period of availability, or such other period as approved by Congress, any unexpensed balance in an annual appropriation is transferred to the designated successor or "M" account. All Marine Corps Military Personnel, Reserve Personnel and Operations and Maintenance are annual appropriations.

APPROPRIATION (CONTINUING). Also known as no-year appropriations. These appropriations provide funds for completing long range projects and the funds appropriated remain available for obligation and expenditure until the projects are completed and/or the funds are expended. Normally established for construction and procurement of investment items.

APPROPRIATION (DIRECT). An Act of Congress authorizing a specified amount of funds to be used for designated purposes and for payments to be made out of the Treasury of the United States. There are five direct Marine Corps appropriations:

Military Personnel, Marine Corps (MPMC)	17_1105	(1 year obligation)
Reserve Personnel, Marine Corps (RPMC)	17_1108	(1 year obligation)
Operations and Maintenance, Marine Corps (O&MMC)	17_1106	(1 year obligation)
Operations and Maintenance, Marine Corps Reserve (O&MMCR)	17_1107	(1 year obligation)
Procurement, Marine Corps (PMC)	17_1109	(3 year obligation)

The appropriation code is the first element of the accounting classification code and it consists of seven digits:

17 1 1106

Government Department __	17	= Navy Department
Fiscal Year _____	1	= Fiscal Year 1991
Particular Appropriation ___	1106	= O&M Marine Corps

APPROPRIATION SPONSOR. The staff officer having primary cognizance over the programs funded with the appropriation and responsible for coordinating the staff action necessary in the budget formulation and execution of the specific appropriation. In the case of the

Marine Corps, all appropriation sponsors are located at HQMC and Quantico, VA.

AUDIT TRAIL. A term used in accounting which refers to normal chain of events in the accounting cycle. For example, an audit trail might go from a financial statement to a general ledger to a subsidiary ledger to a disbursing register and finally to a source document.

AUTHORIZATION ACCOUNTING ACTIVITY (AAA). An activity designated by the Comptroller of the Navy to perform official accounting functions for other shore activities.

BILLING. A document representing a charge for services rendered or material received.

BLANKET PURCHASE AGREEMENT. A purchase document establishing a charge account with a commercial supplier to cover small purchases ordered by placing calls against the purchase order.

BUDGET. A plan of financial operations showing in dollars the estimates of funds needed to carry out the assigned mission, or missions, over a specified period of time.

BUDGET ACTIVITY. This is a division of an appropriation which is identified by a symbol called a sub-head.

BUDGET CLASSIFICATION CODES. These codes represent the principal functional areas that the Commandant of the Marine Corps desires for the administration of funds under the Resource Management System (RMS) for O&MMC and MPMC appropriations. Budget classification codes consist of two digits. They are defined in Chapter 4, Vol II, of the NAVCOMPT Manual. For instance, 2A is Marine Corps forces which provide for operations and training (less flight operations) of Fleet Marine Force units, 2B is Base Operations and 8A is Recruit Training.

BUDGET PROJECT. Budget activities are divided into one or more projects called budget projects. Its purpose is to develop more detailed data essential to the administration and control of an appropriation.

BUDGET YEAR. The year following the current fiscal year and for which the budget estimate is prepared. For example, if the current fiscal year is 1991 the budget year would be fiscal year 1992.

BUREAU CONTROL NUMBER (BCN). An allotment authorization number consisting of five characters composed of a 3-digit allotment number prefixed by a 2-digit budget project number.

CASH SALES. Cash sales are reimbursable issues from a stores account (other than the Navy Stock Account and the Marine Corps Stock Fund

Account, when issued for purposes of work or services under a reimbursable order).

COMMERCIAL CONTRACTS. The expense incurred for all services procured locally.

COMMITMENT. A firm administrative reservation of funds based upon firm procurement directives, orders, requisitions, authorizations to issue travel orders, or requests which authorize the SF/A to create obligations without further recourse to the official responsible for certifying the availability of funds. The act of entering into a commitment is usually the first step in the process of spending available funds. The effect of entering into a commitment and the recording of that commitment on the records of the allotment is to reserve funds for future obligations. A commitment is subject to cancellation by the approving authority to the extent that it is not already obligated.

CONSUMABLE SUPPLIES. Material which after issue is chemically or physically altered with use to the extent that it cannot be economically re-used for its original purposes and/or which is not normally returned to a storage or industrial activity for repair. Consumable supplies are either consumed in use or lose their identity in the process of work or in the rendering of service. They include such items as office supplies, POLs, lumber, etc. Consumable supplies are generally expended upon issue.

COST ACCOUNT CODES. Codes established to classify transactions according to their purpose. It is normally the last four characters of the cost code of the accounting classification code or, in the job order system, the third through the sixth digit of the job order number.

COST ACCOUNTING. A system of accounting, analyzing, and reporting the cost of operation of programs, activities, functions, and organizational units, or the cost of production of goods and services.

COST-BASED BUDGET. A budget formulated on the basis of the cost of goods and services actually to be received during a given period whether paid for before the end of the period or not. (Not to be confused with an expenditure-based budget, which is based upon the cost of goods and services received and actually paid for.)

COST CODE. The last element of the accounting classification code. It is the source of any information needed for the preparation of local reports. It consists of 12 alpha-numeric characters.

CROSS-SERVICING. That function performed by one military service in support of another military service for which reimbursement is required from the service receiving support.

DIRECT COST. Those labor, material, or other costs which are directly associated with a facility, piece of equipment, or other specific unit.

DISBURSEMENTS. Payments for goods or services received. Disbursements may be an actual payment in cash, payment by government check to a public supplier, or by transfers between appropriations or funds whereby the funds of a receiving governmental activity are charged and the funds of the performing activity are credited for the value of the goods or services received.

DOCUMENT IDENTIFIER CODE (DIC). A 3-digit field composed of three elements: first position = record code; second position = expense element; third position = posting code. This document identifier code used within the PRIME Accounting System and should not be confused with document identifier codes used in any other system.

RECORD CODE

C - Cash Disbursement File Only
M - Work Units
N - Miscellaneous Expenses
P - Commercial Contracts (To be used with expense element "Q" only)
R - TAD Transportation
S - TAD Per Diem
T - Service Units
V - Pol
W - Prior Year Expense

EXPENSE ELEMENTS

A - Military Personnel
D - Purchased Equipment Maintenance
E - Travel of Personnel
J - Transportation of Things, Inland
M - Utilities and Rent
N - Communications
O - Service Transfers - Unfunded
P - Purchased Equipment Maintenance
Q - Purchased Services - Other
R - Aircraft Pol
T - Supplies
U - Civilian Personnel
V - Pol Other than Ships and Aircraft
W - Equipment
X - Other Expense
Y - Printing and Reproduction
Z - Service Transfers - Funded
Ø - Work Units

POSTING CODE

A - MJON Expense (Bypass Unfilled Orders)
C - Cash Disbursement Only (Bypass MJON and UFO)
1 - Obligate - Liquidate - Expense
2 - Obligate - Liquidate
3 - Obligate - Expense
4 - Obligate (Will be input when using a RON)
5 - Liquidate
6 - Expense
7 - Expense and Liquidate (Will be input when using a RON)

DOCUMENT NUMBER. A 14-position number that identifies the military service, requisitioner, requisition date, and serial number. That portion of the document number used by organic activities for accounting purposes (on local records) will be the Julian Date and the serial number (eight-position code).

EDIT CODE. A one-digit code which permits control of the types of transactions which may be processed against a job order number. A blank in this field will permit all types of charges to be processed. Valid edit codes are as follows:

EDIT CODE	DESCRIPTION
1	Military Labor Only
2	Civilian Labor Only
3	Material Type Transactions Only
4	Civilian Labor & Material Only
5	Military Labor & Material Only
6	Closed for Labor
7	Completed Job Order
8	Purge/Delete

EXPENDITURE. An amount of money actually paid out from an appropriation. For example, checks drawn or cash expended in payment of bills; transfers from one appropriation to another as a result of obligations.

EXPENSE ELEMENT. Specifies the type of resource being consumed in the functional/sub-functional category and cost account. It is a one character alpha code, listed and defined in detail in the NAVCOMPT Manual Vol II, Chapter 4. Following is a list of all expense element codes:

A - Military Personnel
B - Military Trainees
C - Military Personnel Unassigned
D - Purchased Equipment Maintenance
E - Travel of Personnel

F - Transportation of Things (MAC)
G - Transportation of Things (Commercial Air)
H - Transportation of Things (Military Sealift Command)
J - Transportation of Things (Inland Transportation)
K - Transportation of Things (QUICKTRANS)
L - Transportation of Things (Other)
M - Utilities and Rents
N - Communications
O - Service Transfers
P - Purchased Equipment Maintenance (Commercial)
Q - Purchased Services, Other
R - Aircraft POL
S - Ship POL
T - Supplies
U - Civilian Personnel
V - Other POL
W - Equipment
X - Other Expense
Y - Printing and Reproduction
Z - Service Transfers

EXPENSES. The cost of resources consumed or applied during the accounting period. Expenses to be included in the operating budget consist of civilian labor, military services applied, material consumed or applied, services rendered, rental of facilities and equipment and cost transfers. Included in an expense are the costs of end items or equipment having a unit value of less than $1,000 and the cost of minor construction of a value of $25,000 or less.

FEDERAL GROUP. The first two digits of the federal supply classification of the federal stock number which indicates a grouping of the FSN by category of material; e.g., group 10 applies to weapons and related weapons material.

FEDERAL ITEM IDENTIFICATION NUMBER (FIIN). A number sequentially assigned to each approved item identification under the federal cataloging program. The number consists of a 7-digit nonsignificantly assigned number.

FEDERAL STOCK NUMBER (FSN). Consists of an applicable 4-digit class code number federal supply classification (FSC) plus the 7-digit federal item identification number (FIIN).

FEDERAL SUPPLY CLASS. A grouping of relatively homogeneous commodities with respect to their physical or performance characteristics, the relationship of parts, attachments, accessories to the next higher assemblies for which they are specifically designed, or that the items therein are such that they are usually procured or issued together.

FEDERAL SUPPLY GROUP. The aggregation of several federal supply classes into a meaningful grouping for uniform management purposes. (See also Federal Group.)

FUNCTIONAL CATEGORY. Used to classify expenses by the purpose or end use for which they are spent. There are 13 functional categories which identify the type of operation within a program for which expenses incurred. The functional category code is a 1-digit code. It is the first digit of the job order number. The functional categories prescribed by DOD are as follows:

Code	Functional Category
A,B and C	Mission Operations
D	Administration
E	Supply Operations
F and G	Maintenance of Material
H	Property Disposal
J	Medical Operations
K	Overseas Dependent Education
L	Base Services
M	Maintenance of Real Property
N	Utility Operations
P	Other Engineering Support
R	Minor Construction
S	Personnel Support

FUND ADMINISTRATOR (FA). An organizational element designated by an operating budget or sub-operating budget holder to administer a specific segment of funds allocated to the activity. It may encompass more than one work center; e.g., the Motor Transport section or the Maintenance Department at most Marine Corps Activities are Fund Administrators. Some installations refer to these as Cost Centers.

FUND CODE. In supply system documentation the fund code is a 2-digit representation of a total accounting classification which will be charged with the cost of material issued.

FUNDED ACCOUNTS RECEIVABLE. Funded accounts receivable are amounts reimbursable to the performing appropriation resulting from work on reimbursable orders.

FUNDED TRANSACTIONS. Funded transactions are those transactions applicable to reimbursable orders which result in accounts receivable to the performing appropriation.

HISTORICAL COST. The cost of any requirement based upon actual dollar or equivalent outlay ascertained after the fact. May use any one of a number of cost determination methods.

HOLIDAY PAY. Payments for services of 8 hours or less on holidays.

IMPREST FUND. Fixed amount of cash used to cover minor expenditures. Payments from the fund are reimbursed from time to time to maintain the amount at which the fund is fixed.

INDUSTRIAL FUND. A revolving fund established in accordance with requirements of the Secretary of Defense. The purpose of the fund is to provide a more effective means of controlling costs; establish a flexible means for financing, budgeting, and accounting; encourage the creation of buyer-seller relationships; place budgeting and accounting on a more commercial basis; and encourage cross-servicing between military departments. Charges to the fund are made for procurement of materials, services, and labor and the fund is reimbursed by proceeds from the sale of products and services. The Marine Corps has two industrial funds; one at Marine Corps Logistics Base, Albany and the other at Marine Corps Logistics Base, Barstow.

INITIATIONS. Administrative reservations of funds based upon procurement directives which authorize preliminary negotiations for the creation of an obligation but providing for recourse to the person responsible for administrative control of these funds. The term refers also to the authorization action.

INTERDEPARTMENTAL BILLING/TRANSACTIONS. Transactions involving credits to the stock fund/appropriation of a military department, the Defense Logistics Agency, or the General Services Administration with contra-charges to the appropriation fund of another military department, the Defense Logistics Agency, or the General Services Administration.

INTERSERVICE SUPPLY SUPPORT. Action by one military service, agency, or echelon thereof, to obtain material from another military service, agency, or echelon.

INTRASERVICE SUPPLY SUPPORT. Action by an echelon of a military service or agency to obtain material from another echelon of the same military service or agency.

INVENTORY CONTROL POINT (ICP). The organizational element within the distribution system that has been assigned the responsibility for system wide direction and control of material. The Marine Corps ICP is located at the Marine Corps Logistics Base, Albany, Georgia.

INVOICE. An accounting document showing particulars of property transferred or services rendered setting forth the date, quantity, description, price, and total amount, together with the terms of the transaction (including discount, if any) and reference to the applicable contract or other procuring instrument. Also an accounting document used to transfer accountability for Marine Corps supplies and equipment from one accountable unit to another.

JOB ORDER NUMBER (JON). A standardized 14-digit number structured to provide a standard method of capturing, recording and maintaining cost accounting data.

JOB ORDER SERIAL NUMBER (JOS). A 6-digit code within the JON starting with the Fund Administrator. It is assigned to each job for identification purposes and is the major key to the MJON File.

JULIAN DATE. Chronological number of day and the year; e.g., the Julian date for January 23 (where Y = the year) is Y023 and December 31 is Y365.

LABOR ACCELERATION. The amount of money that a civilian is actually paid represents only a portion of the liability of the Government. For example, since civil servants may accrue up to 30 days of leave for which they must be paid if they retire or leave government service, the Government must set aside funds to provide for this eventuality. Also the Government must provide for its share of fringe benefits; insurance, health benefits, social security, etc. For these reasons, labor charges must be increased or accelerated to provide for these liabilities.

LABOR JOB TIMECARD. A card form for reporting labor distribution to job orders.

LABOR RECORDS OR DISTRIBUTION SHEET. A form for reporting labor distribution to job orders at those activities not using the labor job timecard.

LEAD-TIME (LT). A term used in organic supply accounting that means the same as either: (1) order and shipping time (the time elapsing between the initiation, on the supply system, of stock replenishment action for a specific activity and the receipt of the material by that activity); and (2) the time elapsing between the initiation, on a source outside the supply system, of stock replenishment action for a specific activity and the receipt of the material by that activity. The LT quantity is the computed quantity and is determined by relating the LT to the automatic reorder date (AMRD) quantity. If, for example, the LT is 15 days and the AMRD is 20, then the LT quantity is 10.

MAINTENANCE. The recurring, periodic, or scheduled work required to preserve or restore a facility to such a condition that it may effectively be used for its designated purpose. Includes work undertaken to prevent damage to a facility which otherwise would be more costly to restore.

MAINTENANCE FLOAT (SECONDARY REPAIRABLE ITEMS). A pool of repairable components which includes serviceable items used to replace like unserviceable items on an exchange or rapid turn around basis and the

unserviceables which are awaiting repair.

MANAGEMENT (INTERNAL) CONTROL. Internal checks to safeguard property and funds; to check accuracy, reliability, and timeliness of accounting data; to promote operational efficiency; and to ensure adherence to prescribed management policies and procedures.

MANAGEMENT INFORMATION SYSTEM (MIS). (1) an information system designed to aid in the performance of management functions; (2) a communications process in which data is recorded for higher level decision making and information is fed back to top management to reflect the progress, or lack of progress, made in achieving major objectives; (3) a data processing system designed to provide management and supervisory personnel with the information needed to manage and supervise a particular organization or function.

MANAGEMENT REPORT. A brief and condensed summary of pertinent data and information periodically prepared for the use of management personnel upon which action is initiated to achieve greater productivity and economy.

MAN-HOUR (MAN MONTH) (MAN YEAR). The work effort of one person for one hour, month, or year. Normally one man year or work year is 260 working days per year or 2,088 hours.

MASTER JOB ORDER NUMBER FILE (MJON FILE). A magnetic tape file maintained at all major posts and stations which contains all valid, active and inactive job order records.

MILITARY PERSONNEL, MARINE CORPS (MPMC). It is an annual appropriation which provides for the pay, allowances, clothing, subsistence, and permanent change of station movements of military personnel, Marine Corps.

MINIMUM STOCKAGE LIST (MSL). A list containing minimum allowances of repairable items and repair parts (common and peculiar) which are authorized and required to be retained by using units, supporting force service regiments, and Marine Brigades. The term "minimum stockage list" is considered to include such terms as minimum essential stockage list, essential stockage list, minimum mandatory stockage list and minimum mandatory allowances.

MOUNT-OUT (MO) STOCKS. That quantity of equipment and supplies which is required to outfit and sustain a Fleet Marine Force unit in an amphibious assault or commitment to mount-out material to be held by FMF units is comprised of initial allowances and a 30-day replenishment.

NEW OBLIGATIONAL AUTHORITY (NOA). Authority newly made available for a given year, provided by current and prior actions of Congress,

enabling Federal agencies to obligate the Government to pay out money.

NIGHT WORK DIFFERENTIAL. Payments above the basic rate for night work which are not subject to overtime or Sunday premium pay.

NONAPPROPRIATED FUNDS. Funds other than those appropriated by Congress which are established by competent authority for the welfare, comfort, and recreation of military personnel or civilian employees.

Examples are Marine Corps exchanges, clubs and messes, recreation, and civilian cafeterias.

OBJECT CLASS CODE. This is a code within the accounting classification code which defines the nature (not the end use or purpose) of the services, articles, etc., personnel compensation (OCC 11) or supplies and materials (OCC 26). It is a requirement of the Office of Management and Budget.

OBLIGATION. A responsibility to make a future payment of money. The responsibility is incurred as soon as an order is placed, a contract is awarded, the goods are delivered or the services are performed. It is not necessary that goods actually be delivered or services actually be performed before the obligation is created. Neither is it necessary that a bill or invoice be received first. The placement of the order is sufficient to create an obligation.

OPERATING BUDGET (OPBUD), SUB-OPERATING BUDGET (SUB-OPBUD). An operating budget is the annual budget of an activity (responsibility center) stated in terms of functional, subfunctional, categories and cost accounts. It contains estimates of the total value of all resources required for the performance of the mission of an activity, including reimbursable work and services for others. Operating budgets are issued by Headquarters Marine Corps to all responsibility centers. Sub-operating budgets are issued by designated responsibility centers to certain subordinate commands; e.g., Commander, Marine Corps Air Bases Western Area (COMCABWEST) may issue SUB-OPBUDs to MCAS Yuma and MCAS Tustin.

OPERATIONS AND MAINTENANCE, MARINE CORPS (O&MMC). This is a frequently used abbreviation for the appropriation of Operations and Maintenance money for the Marine Corps. This appropriation provides funds to finance the costs of operations and maintenance of each Marine Corps activity exclusive of military personnel costs. It is used to buy from the stock fund, purchase utilities, make open market purchases, and finance temporary additional duty (TAD).

OPERATIONS AND MAINTENANCE, MARINE CORPS RESERVE (O&MMCR). Used for Reserve units to purchase the same kinds of supplies and services as O&MMC.

OVERHEAD. Costs which are chargeable to the operation and maintenance of an activity's own plant and are not attributable to a specific job.

OVER OBLIGATION. Any action which results in raising the total of obligations so that it exceeds the amount of authorized funds. Prohibited by law and regulation under penalty of punitive action.

OVERTIME. Payments for services in excess of the 40-hour week or 8-hour day.

PART-TIME EMPLOYMENT. Regular pay for employment in positions which require work on a prearranged schedule of hours or days of work less than the prescribed hours of days of work for full-time employees in the same group or class.

PENDING REQUISITION FILE. A file containing copies of all requisitions being held which are pending receipt of material.

PERFORMANCE BUDGET. A budget which focuses attention upon the general character and relative importance of the work to be done by taking as its basis the estimated cost of programs, functions, and projects designed to accomplish the work; e.g., the cost of operating a rifle range. It is not based on the cost of supplies, equipment, personnel services, etc.

PLANNING ESTIMATE OR OPERATING TARGET (OPTAR). An amount of money subject to administrative control which is issued to a level below the cost center as determined by the OPBUD or SUB-OPBUD holder or is issued to specific Marine Corps organizations not included in any responsibility center.

PLANT PROPERTY CLASSES. For management, financial, and technical control purposes, plant property items and expenditures therefore are divided into the following four classes: (1) land - plant property class 1; (2) buildings, structures, and utilities - plant property class 2; (3) equipment (other than industrial plant equipment) - plant property class 3; and (4) industrial plant equipment - plant property class 4.

PRIME. An acronym for Priority Management Effort. Pertains to that portion of the Resource Management System (RMS) that deals with operating costs. It was instituted in 1968. As currently used PRIME refers to the accounting system for selected posts and stations within the Marine Corps.

PROCUREMENT, MARINE CORPS (PMC). This multi-year appropriation provides for the purchase of major items of equipment and ammunition. Major items are classed as investment items and include such things as rifles, tanks, trucks, radios, and guided missile equipment. It

should be noted that Marine Corps airplanes are provided by the appropriation Aircraft Procurement, Navy, and not PMC.

PROGRAM ELEMENT. The basic building block of the Five Year Defense Program (FYDP). It is a description of the mission to be undertaken and a collection of the organizational entities identified to perform the mission assignment. Elements may consist of forces, manpower, materials, services, and associated costs, as applicable. There are approximately 1,100 program elements in the Resource Management System. These are contained in the Navy Programming Manual (OPNAV 90D-1C). The Program element is a 2-digit code within the cost code. An example of a program element is an F-4 squadron or base operations.

RECURRING COSTS. Expenses for personnel, material consumed in use, operating overhead, support services, and other items incurred on an annual basis.

REIMBURSABLE OBLIGATION. Obligations incurred in connection with reimbursable work.

REIMBURSABLE ORDER. A request for work or services to be performed by one responsibility center for another responsibility center, for another government department, or for a non-federal requester. The total costs chargeable to the order will be billed to the requester. During the performance of work or services, the total costs will be accumulated as expenses of the performing center.

REIMBURSABLE ORDERS SYSTEM. A sub-system within PRIME which provides a record of reimbursable transactions, creates input to the fund control system, and provides a means of creating automatic billing.

REIMBURSEMENTS ANTICIPATED. The amount(s) of reimbursements expected to be earned and collected for the purpose of obtaining additional appropriations or other funding authority to cover obligations to be incurred in performance of work or services, or in procurement of materials for others, or in replenishment of materials to be delivered from stock.

RESERVATION. An administrative action which identifies funds set aside for planning purposes, and prior to the establishment of a commitment or an obligation.

RESERVE PERSONNEL, MARINE CORPS (RPMC). An annual appropriation which provides for the pay, allowance, clothing, subsistence, per diem, travel and other related costs for Reserve Personnel of the Marine Corps.

RESIDUAL VALUE. The scrap value of equipment at the end of its economically useful life.

RESOURCE MANAGEMENT SYSTEM (RMS). The Department of Defense resource management systems include all recurring quantitative (financial and non-financial) data used at all management levels within the Department of Defense for planning and controlling the acquisition, use, and disposition of resources. Such systems include but are not limited to the following:

(1) Programming and budgeting systems
(2) Systems for management of resources of operating activity
(3) Systems for management of inventory and similar assets
(4) Systems for management of acquisition, use, and disposition of capital assets

Project PRIME is the name given to that portion of RMS that deals with operating costs.

RESOURCES. Consists of military and civilian personnel, material on hand and on order, and the entitlement to procure or use material, utilities, and services as required for performance of the basic mission of the responsibility center and work performed for others.

RESPONSIBLE OFFICER. Any individual, either military or civilian, acting in a commanding or supervisory capacity, may be assigned as a responsible officer. Such individuals are responsible for all property issued to them, whether for their own use or for the use of those under their control.

RESPONSIBLE UNIT. A unit within a using activity that requires supply support.

REVOLVING FUND. A fund authorized by specific provisions of law to finance a continuing cycle of operations with receipts derived from such operations available in their entirety for use by the funds. For example, Marine Corps Stock Funds.

ROUTING IDENTIFIER CODES (RICs). Three-position alpha-numeric codes serving multiple purposes in that they are "source of supply" codes, intersystem routing codes, intrasystem routing codes, and shippers codes.

SERVICE UNIT. A term used to identify the FMF service element; force service support group, service battalion, or Marine wing support group that provides support to using units.

SHOP REPAIR ORDER. The document used to specify and authorize maintenance or operations work by the transportation division.

SIGNAL CODE. A 1-position code designed to designate the fields containing the intended consignee (ship to) and the activity to receive and effect payment of bills, when applicable.

SOURCE CODE
. Used only in connection with reimbursements. Established to identify services of reimbursements to appropriations.

SOURCE DOCUMENT. These are required to support entries placed on the memorandum ledger. For example, the DD1348 and the Operating Budget Fund Authorizations are source documents.

STANDARD HOURS. The man-hours required to perform a job or task, as determined by industrial engineering techniques.

STANDARD PRICE. The unit price established by the ICP having inventory control of the item concerned. Current standard prices are published in the current edition of the Marine Corps Shopping List 5.

STANDING JOB ORDER. A work authorization issued to provide the performance of work or the furnishing of services during a specified period.

STATUS CODE. A 2-position code originated by the supply source informing the requisitioner of supply action taken on requisitions.

STOCK FUND. This is a revolving fund initially established by the Congress of the United States. The fund finances the procurement and inventories of those standard items of material, subsistence items, petroleum, oil, and lubricants, maintenance parts and assemblies, and minor items of equipment of a consumable nature for which there is a recurring demand, the cost of which is chargeable to the funds of the commander to whom the items are issued for use.

STORES ACCOUNT. An account reflecting the cost and quantity of supplies on hand and available for issue.

STORES ACCOUNT CODE (SAC). A numeric 1 used to identify Marine Corps Stock Fund Account (MCSFA) items, or a numeric 2 or 3 used to identify Marine Corps Appropriation Stores Account (MCASA) items.

CODE	EXPLANATION
1	SFA Items. Minor end items and repair parts financed through the stock fund that are normally low-cost, high demand and whose costs are chargeable, when issued for use, to the customer. Such financing maximizes sound financial management of fund through a revolving principle.
2	ASA Secondary Items. These are secondary items financed through appropriations other than stock fund. Included in this category are secondary repairables assigned SMRC code of D, modification

kits, end items not classified as principal items having a unit cost of $1,000 or greater, and magnetrons and gun tubes that have a unit price of $500 or greater.

3 ASA Principal Items. End items of major importance and major components thereof which require detailed analysis and examination, at the level established for central control, or at the military service level, of all factors affecting supply and demand. An end item is generally selected as a principal item on the basis of military combat or training essentiality, considering also the difficulty of procurement or production and critical need of basic materials or components. Categorically, all Marine Corps Class V(W) ammunition, including training and dummy munitions, are principal items.

SUBALLOTMENT. An authorization to use funds from an allotment issued by the Commandant. The authorization is granted by the commander who receives the primary allotment from the Commandant. The recipient of the sub-allotment accounts for its funds to the holder of the primary allotment; however, when the Commandant authorizes a sub-allotment to be accounted for with a specific 3-digit number to identify it, and this number is different from the one used to identify the primary allotment, the commander who receives the allotment is accountable directly to the commander holding the primary allotment from which the Commandant authorizes the sub-allotment to be made.

SUBFUNCTIONAL CATEGORY. These are further subdivisions of functional categories which were developed to fulfill peculiar Marine Corps requirements for management information. The second digit of the job order number is the subfunctional category code. These codes are defined in NAVCOMPT Manual, Volume II, Chapter 4.

SUBHEAD. This is a subdivision of an appropriation or fund. Subheads identify the budget activity (major program) and are designated by a 4-digit numeric or alpha-numeric code suffixed to an appropriation of fund code. Subhead numbers are listed in NAVCOMPT Manual, Volume II, Chapter 2.

SUPPLEMENTARY ADDRESS. A 6-position field indicating "ship to" or "bill to" activity other than the requisitioner.

SUPPLEMENTARY JOB ORDER. A job order issued for any portion of the work under a basic job order that is to be charged to an accounting classification other than that shown on the basic job order.

TOTAL OBLIGATIONAL AUTHORITY (TOA). The total amount of funds available for programming in a given year, regardless of the year the

funds are appropriated, obligated, or expended. TOA includes new obligational authority from prior years, reimbursements not used for replacement of inventory in kind, advance funding for programs to be financed in the future, and unobligated balances transferred from other appropriations.

TRANSACTION. Any mutual agreement, contract, understanding, or exchange or transfer of cash or property between an entity and an individual or group of individuals which affects the assets, liabilities or capital of the entity. Broadly, any event which affects the accounts of an entity in any way.

UNDISTRIBUTED DISBURSEMENTS. These are disbursements which are not identified to a particular document.

UNDISTRIBUTED EXPENSES. These are expenses which are not identified to a particular job order.

UNFILLED ORDER. Any document meeting the criteria of an obligation, issued for goods or services that have not yet been received.

UNFUNDED ACCOUNTS RECEIVABLE. Unfunded accounts receivable are amounts reimbursable to an appropriation and subhead resulting from unfunded transactions. (See Funded Accounts Receivable)

UNFUNDED RESOURCES. Those resources that are acquired, used, or consumed by an operating activity for the execution of its programs without expenditure by the activity from the appropriation financing the programs. Unfunded resources may include: (1) personal services, such as the services of active forces military personnel applied in operating programs financed by appropriation and maintenance funds but paid for from military personnel appropriations; (2) material, such as centrally procured supplies acquired by an operating activity without reimbursement to the activity whose funds were used to procure the supplies; or (3) nonpersonal services and other resources, such as space rented by the General Services Administration and occupied without reimbursement by a defense activity.

UNFUNDED TRANSACTIONS. Unfunded transactions are those transactions that result in accounts receivable to an appropriation and subhead that did not result from reimbursable orders. (See Funded Transactions)

UNIT IDENTIFICATION CODE (UIC). A 5-character alpha-numeric code used to identify organizational entities within the Department of the Navy; e.g., 00146 is Marine Corps Air Station, Cherry Point, North Carolina. The UIC of each operating budget holder is identified in the bureau control number block of the accounting classification code. UICs are contained in NAVCOMPT Manual, Volume II, Chapter 5.

UNIT OF ISSUE. A 2-digit abbreviation of the standard item measurement as indicated in the applicable catalog or stock list; e.g., EA, LB, FT, etc.

UNOBLIGATED BALANCE. The balance of obligational expense authority which is not yet obligated.

VOUCHER. Any document which is evidence of a transaction, showing the nature and amount of the transaction. It usually indicates the accounts in which the transaction is to be recorded.

WORK MEASUREMENT. The process of establishing performance standards (in terms of man-hours per work unit), comparing actual performance with standard, and initiating remedial action as appropriate when the two are not compatible.

WORK UNIT. Measures of output that express volume of work; conversely man-hours and dollars are measures of input required to produce work units or perform work.

ANNUAL OPERATING PLAN WORKSHEET

NAME	GRADE LEVEL	HOURLY RATE	REG HOURS	REG PAY	O/T HOURS	O/T PAY	OTHER PAY	TOTAL OC11	FRINGE 19%	TOTAL COMP

ENCLOSURE (4)

PROGRAM I730ORK2 UNFILLED ORDERS STATUS REPORT DATE 36 DEC 1990 PAGE 98

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
							AMOUNT OBLIGATED		AMOUNT EXPENSE	AMOUNT LIQUIDATED	UNFILLED ORDERS	ACCOUNTS PAYABLE	FAI	ADJUSTMENT TO ACCRUAL	ADJUSTMENT OBLIGATION
(a) OBL	DOC NO 629740272AE78														
	FC	FY	MJON	WC	EE	RC	RON	A/P							
A OBL	BQ	0	EB6524	EB84	T	L2		G							
B EXP	BQ	1	EB6524	EB84	T	L2		G							
	DOCUMENT NO AMOUNT							340.00	.00	.00	340.00	.00		.00	.00
OBL	DOC NO 629749279AE06														
	FC	FY	MJON	WC	EE	RC	RON	A/P							
OBL	BQ	0	EB6560	EB84	T	L2		G							
EXP	BQ	1	EB6560	EB84	T	L2		G							
	DOCUMENT NO AMOUNT							14.21	14.21	.00	.00	14.21		.00	.00
OBL	DOC NO 629749286CE05														
	FC	FY	MJON	WC	EE	RC	RON	A/P							
OBL	BQ	0	EB6527	EB84	T	L2		G							
EXP	BQ	1	EB6527	EB84	T	L2		G							
	DOCUMENT NO AMOUNT							1142.00	1142.00	813.24	.00	328.76		.00	.00
OBL	DOC NO 629749305AE22														
	FC	FY	MJON	WC	EE	RC	RON	A/P							
OBL	BQ	0	EB6560	EB84	T	L2		G							
EXP	BQ	1	EB6560	EB84	T	L2		G							
	DOCUMENT NO AMOUNT							2.08	.00	.00	2.08	.00		.00	.00
OBL	DOC NO 629749325A007														
	FC	FY	MJON	WC	EE	RC	RON	A/P							
OBL	BQ	0	EB6528	EB84	T	L2		G							
EXP	BQ	1	EB6528	EB84	T	L2		G							
	DOCUMENT NO AMOUNT							.10	.00	.00	.10	.00		.00	.00
OBL	DOC NO 629749355A021														
	FC	FY	MJON	WC	EE	RC	RON	A/P							
OBL	BQ	0	EB6528	EB84	T	L2		P							
EXP	BQ	1	EB6528	EB84	T	L2		P							
	DOCUMENT NO AMOUNT							.12	.00	.00	.12	.00		.00	.00
DIRECT								12198.97	7078.92	1103.12	5120.05	5975.80		.00	.00
REIMBURSABLE								.00	.00	.00	.00	.00		.00	.00
TOTAL FUND CODE BQ FOR FUND ADMIN EB								12198.97	7078.92	1103.12	5120.05	5975.80		.00	.00

UNFILLED ORDERS (UFO) STATUS REPORT

1. The following explain each column on the UFO Status Report:

a. Column (1) (a) is the Obligation Document Number, i.e., 629740272AE78.

b. Column (1) A = Obligating job order number (MJON) and work center of original UFO.

c. Column (1) B = Expense job order number and work center to which fiscal year it will expense.

d. Column (2) = Fund Code (FC) assigned by CMC to associate certain appropriation data.

e. Column (3) = Fiscal Year (FY) for UFO and Fiscal Year for expense

f. Columns (4) and (5) = MJON and Work Center

g. Column (6) = Expense Element (EE) which specifies the type of resource being consumed

h. Column (7) = Report Code is the functional/sub-functional category collecting expense information above the cost code level for report purposes.

i. Column (8) = Reimbursable Order Number (RON), established by Budget Division to accept charges for reimbursable material costs or work performed for another activity for reimbursement.

j. Column (9) = Amount Obligated and Accounts Payable (A/P) Code. The total dollar amount for the obligations is equal to the "expensed amount" (column (10)) plus unfilled order amounts" (column (12)). The Accounts Payable Code is the type of procurement: G = Government or standard stock; P = Public, Open Purchase/Contract.

k. Column (10) = Amount Expense reflects all costs which have been expended by a disbursement of material/services received, awaiting disbursement.

l. Column (11) = Amount Liquidated reflects all disbursements (Public Vouchers) issues from Stock or Interdepartmental Billings (IDB) from other stock activities.

m. Column (12) = Unfilled Order reflects the amount of a requisition/contract or the balance of a requisition/contract if a partial has been received or liquidated.

n. Column (13) = Accounts Payable reflects amount of requisition/ contract which has been received and is awaiting a disbursement to liquidate. This column (13) plus Unfilled Orders (column 12) plus Liquidated amount (column 11) should equal the original requisition/ contract total in Amount Obligated (column 9).

o. Column (14) = Final Action Indicator (FAI). An "F" appears if all action is complete for that document.

p. Column (15) = Not used.

q. Column (16) = Adjusted Obligation reflects any amount that was transacted on the document which exceeded $9,999.99 in adjustment. The accounting technician in the Accounting Division will have to manually correct this.

2. The memorandum clerk for each F/A and SF/A will validate by document number the amounts in each of the columns (12) and (13). If there are discrepancies, it should be brought to the attention of Accounting and resolved.

3. The total at the bottom of the report for Unfilled Orders (column 12) and Accounts Payable (column 13) should reconcile with the F/A clerk's file or log total.