



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
FINANCIAL MANAGEMENT AND COMPTROLLER
109 ARMY PENTAGON
WASHINGTON DC 20310-0109

DEC 19 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: FY08 Joint Reconciliation Program (JRP) Goals and Special Interest Initiatives

1. The FY08 JRP goals are:

a. Problem Disbursements by September 30, 2008:

- Reduce total Negative Unliquidated Obligations (NULO) to be equal to or less than the September 30, 2007, balance.
- Reduce total NULOs over 120 days old to zero.
- Reduce total Unmatched Disbursements (UMD) to be equal to or less than the September 30, 2007, balance.
- Reduce total UMDs over 120 days old to zero.
- Reduce intransits over 30 days old to zero.

b. Unliquidated Obligations (ULO) by August 31, 2008:

- Reduce to zero ULOs in the canceling accounts. Goal performance will be measured based on straight line reduction.
- Reduce ULOs in the 4th expired year by 50 percent of the September 30, 2007, balance. Goal performance will be measured based on straight line reduction.

c. Accounts Receivable by September 30, 2008:

- Reduce total delinquent intra-governmental receivables outside DoD over 30 days old to 10 percent or less of the total intra-governmental receivables outside DoD.
- Reduce total delinquent intra-governmental receivables within DoD over 30 days old to 7 percent or less of the total intra-governmental receivables within DoD.
- Reduce delinquent public receivables amounts greater than 180 days to 10 percent or less as a portion of the total debt from the public. (This will not include debt transferred to Treasury).

d. Suspense Clearing Accounts by September 30, 2008:

- Reduce the absolute value of suspense accounts greater than 60 days old to 5 percent of the total suspense clearing account.

e. Travel Advances by September 30, 2008:

- Reduce travel advances in expired years to zero.

f. Interest Penalties by September 30, 2008:

- Reduce interest penalty payments paid per million dollars disbursed to \$70.
- g. Wide Area Work Flow (WAWF) by September 30, 2008:
- Increase WAWF usage to 75 percent of all receiving reports submitted for payment.
- h. Antideficiency Act (ADA) cases by September 30, 2008 (using September 30, 2007, ADA case inventory balance as the baseline):
- Reduce inventory of formal ADA cases by 100 percent.
 - Reduce inventory of potential ADA cases by 80 percent.
- i. Defense Travel System (DTS) by September 30, 2008:
- Increase use of DTS at proliferated field sites to 90 percent.

2. Additionally, there are several special interest initiatives at various implementation stages that will impact business practices during FY08. They are as follows:

a. Potential ADA's for Interagency (IA) Agreements: OSD (C) implemented a compressed schedule for processing preliminary and formal investigations for potential interagency ADA violations. The preliminary phase will be completed in 30 days, instead of 90 days. We will accomplish this process using the enclosed Antideficiency Act Review checklist. The results of these preliminary reviews will be provided to OSD who will make a determination if a formal investigation is required. We have published an IA Reference Tool which incorporates all financial management and acquisition requirements, regulations, and policies pertaining to IA agreements. This tool will serve as a guide to ensure compliance with executing future IA agreements and avoiding potential ADAs. The tool can be found on the ASA (FM&C) website at:
<http://www.asafm.army.mil/fo/fod/ia/ia.asp>

b. Accounting Adjustments: We will continue to monitor accounting adjustments through the JRP process. Commands must review their business processes and change those that are not fiscally compliant. A report of all accounting adjustments greater than \$2 million is expected to be submitted to my office every month. These reports will be reviewed for routine adjustments. Through performing financial trend analysis, there may be an opportunity for Army wide improvement to a business process.

c. Electronic Commerce Initiatives: During FY08, commands must meet the above established WAWF and DTS goals. If not, the Army will cease to pay for manual travel claims and receiving reports. My office will provide projected monthly assessments. The status of your WAWF and DTS usage will be reviewed during each JRP phase and the mid-year review process.

3. Should you have any questions, please contact Ms. Debbera Mendyk, (703) 693-2774.


John J. Argodale
Deputy Assistant Secretary of the Army
(Financial Operations)

Enclosure

DISTRIBUTION:

PRINCIPAL OFFICIALS OF HEADQUARTERS, DEPARTMENT OF THE ARMY

ARMY COMMANDS (ACOMs):

U. S. Army Forces Command (FORSCOM)
U. S. Army Training and Doctrine Command (TRADOC)
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U. S. Army Europe (USAREUR)
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Director, Installation Management Agency

Director, DFAS

Auditor General, U. S. Army Audit Agency (SAAG)

Chief, Army National Guard Bureau (NGB)

Commander, U. S. Army Finance Command (FINCOM)

Commandant, U. S. Army Financial Management School (ATSG)

American Forces Info Services, ATTN: Budget Office

Defense Acquisition University, ATTN: Budget Office

President, National Defense University, ATTN: NDU-RMD

Program Executive Office Ammunition, ATTN: SFAE-AMO, Picatinny Arsenal, NJ 07806-5000

Program Executive Office Air, Space and Missile Defense, ATTN: SFAE-ASMD, Huntsville, AL 35807-3801

Program Executive Office Aviation, ATTN: SFAE-AVN, Huntsville, AL 35807

Program Executive Office Combat Support and Combat Service Support, ATTN:
SFAE-CSS, Warren, MI 48397-5000

Program Executive Office Combat, Control, and Communications Tactical, ATTN:
SFAE-C3T, Fort Monmouth, NJ 07703

Program Executive Office Enterprise Information Systems, ATTN: SFAE-PS-A,
Fort Belvoir, VA 22060-5526

Program Executive Office Ground Combat Systems, ATTN: SFAE-GCS, Warren, MI
48397-5000

Program Executive Office Intelligence, Electronic Warfare and Sensors, ATTN:
SFAE-IEW&S, Fort Monmouth, NJ 07703-5305

Program Executive Office Soldier, ATTN: SFAE-SDR, Fort Belvoir, VA 22060-5422

Program Executive Office Simulation, Training, and Instrumentation, ATTN:
SFAE-AMSTI-CA, Orlando, FL 32826-3276

Program Executive Office Tactical Missiles, ATTN: SFAE-MSL, Redstone Arsenal, AL
35898-8000

Today's Date: _____ Document Number: _____

1. Accounting Classification: _____
2. Date order placed: _____
3. Date order accepted: _____
4. Date of original obligation: _____
5. Date of contract award by performing activity (if applicable) : _____
6. Date work started or shipment of first deliverable: _____
7. Dollar amount of original obligation: \$ _____

8. Current fund status:

Obligation	Accrual	Disbursement
\$	\$	\$

9. Brief description of goods or services ordered:

10. Were requirements appropriately documented and approved at the time the order was placed, including identification of specific quantities, definite period of performance, and bona fide need?

Yes _____ No _____

11. Was authority to procure the goods or services through an interagency agreement properly documented and approved?

Yes _____ No _____

12. Were the appropriate funds (Army appropriations) cited on the order with respect to purpose, time, and amount?

Yes _____ No _____

13. Did the performing activity have a proper contract in place prior to expiration of the Army's appropriations cited on the interagency order?

Yes _____ No _____
14. Was delivery of goods or services in compliance with terms and conditions of the requirements cited in the interagency order?

Yes _____ No _____

15. Were advance payments to the performing activity properly approved?

Yes _____ No _____ NA _____

16. Did an authorized fund certification officer approve the order's funding?

Yes _____ No _____

17. Was this transaction properly reviewed during execution of tri-annual joint reconciliation procedures?

Yes _____ No _____

18. Were appropriate actions taken to obtain final billing, close the interagency agreement, and recoup funds excess to requirements?

Yes _____ No _____

19. Were appropriate actions taken to correct the funding error? If so, please provide an explanation of the correction and when it was accomplished.

Yes _____ No _____

20. I certify the information provided above is true and correct and that required documentation is available for further review and audit if required.

Signature:

Name:

Title:

Date:

Instructions for Antideficiency Act Review Checklist

Document Number	Enter info from block 5 of 448-1
1. Accounting Classification	Enter info from block 14 of 448-1
2. Date order placed	Enter info from block 17 of 448-1
3. Date order accepted	Enter info from block 16 of 448-2
4. Date of original obligation	Enter date MIPR was obligated
5. Date of Contract award by performing Activity (if applicable)	Enter date identified in the contract
6. Date work started or shipment of First deliverable	Enter start date of period of performance Identified in the contract /MIPR
7. Dollar amount of original obligation	Enter info from block 11 of 448-1
8. Current fund status	Enter info from accounting system
9. Brief description of goods or services Ordered	Enter info from block 9b of 448-1
10. Were requirements appropriately documented and approved at the time the order was Placed, including identification of specific quantities, definite period of performance, and Bona fide need?	Reference item 3, page 2
11. Was authority to procure the goods or services through an interagency agreement properly documented and approved?	Reference item 3, page 2
12. Were the appropriate funds (Army appropriations) cited on the order with respect to purpose, time, and amount?	Reference item 7, page 6
13. Did the performing activity have a proper contract in place prior to expiration of the Army's appropriations cited on the interagency order?	Reference contract award/task order date to determine whether funds were current or expired when contract was awarded.

CONTINUED

Instructions for Antideficiency Act Review Checklist

<p>14. Was delivery of goods or services in compliance with terms and conditions of the requirements cited in the interagency order?</p>	<p>Determine whether goods/services were received and accepted. This requirement would be approved by a contracting officer's representative or program manager.</p>
<p>15. Were advance payments to performing activity properly approved?</p>	<p>The specific appropriation or law authorizing the advance must be cited on the MIPR and approved by an authorizing official for those few exceptions where advances are authorized in a specific appropriation or law authorizing DoD to advance funds.</p>
<p>16. Did an authorized fund certification officer approve the order's funding?</p>	<p>The individuals must have proper training that commensurate with responsibilities. Ensure that authority has been properly delegated and a DD 577 has been completed.</p>
<p>17. Was this transaction properly reviewed during execution of tri-annual joint reconciliation procedures?</p>	<p>This checklist will serve as confirmation that the review was performed.</p>
<p>18. Were appropriate actions taken to obtain final billing, close the interagency agreement, and recoup funds excess to requirements?</p>	<p>Properly documenting the research will determine whether this step was accomplished.</p>
<p>19. Were appropriate actions taken to correct funding error?</p>	<p>If yes, please provide an explanation of the correction and when it was accomplished.</p>
<p>20. Certify the information provided above is true and correct and that required documentation is available for further review and audit if required.</p>	<p>Funds manager performing review must certify for completeness.</p>