



DCMA Manual 2501-03

Funds Life Cycle

Office of Primary Responsibility	Contract Maintenance Capability
Effective:	April 3, 2019
Releasability:	Cleared for public release
Implements:	DCMA-INST 2501, "Contract Maintenance," August 14, 2017
Incorporates and Cancels:	DCMA-INST 112, "Canceling Funds," August 9, 2016
Internal Control:	Process flow and key controls are located on the Resource Page
Labor Codes:	Located on the Resource Page
Resource Page Link:	https://360.dcma.mil/sites/policy/CM/SitePages/2501-03r.aspx
Approved by:	David H. Lewis, VADM, USN, Director

Purpose: This issuance, in accordance with the authority in DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)":

- Implements policy established in DCMA Instruction 2501
- Assigns responsibility for executing funds life cycle management
- Provides procedures to ensure proactive management of contract funds by identifying and dispositioning unliquidated obligations in excess to contract requirements
- Provides procedures to diminish at risk funds from canceling

- Identifies a resource page for additional information related to funds life cycle management and enables enterprise-wide sharing of dynamic information. The resource page includes hyperlinks to stated references, additional administrative guidance, related correspondence, form letters, training materials, and point of contact names.

TABLE OF CONTENTS

SECTION 1: GENERAL ISSUANCE INFORMATION.....4
 1.1. Applicability.....4
 1.2. Policy.....4
SECTION 2: RESPONSIBILITIES5
 2.1. Contracts Performance Management Director.5
 2.2. Headquarters Performance Advocate5
 2.3. Center Director and Operational Unit Regional Commander.....5
 2.4. Operational Unit Contracts Director.....5
 2.5. Contract Management Office Contracts Director and First Level Supervisor.....6
 2.6. Administrative Contracting Officer and Contract Administrator6
 2.7. Executive Director Special Programs.....7
SECTION 3: FUNDS LIFE CYCLE PROCEDURE.....8
 3.1. Overview8
 3.2. Surveillance of Funds Authority8
 3.3. Appropriation Category.....9
 3.4. Appropriation Life Cycle9
 3.5. Accounting Classification Reference Number and Agency Accounting Identifier10
 3.6. Foreign Military Sales.11
 3.7. Limitation of Costs or Limitation of Funds.....13
 3.8. Limitation of Obligations Under an Undefined Contract Action13
SECTION 4: SURVEILLANCE OF FUNDS14
 4.1. Overview.14
 4.2. Surveillance of Funds Data14
 4.3. Reconciliation of Funds.....15
 4.4. Triannual Review17
 4.5. Notification and Communication17
SECTION 5: CANCELING YEAR OBLIGATIONS.....19
 5.1. Canceling Funds Data.19
 5.2. Validate Status and Reason Detail Code19
 5.3. Canceling Funds Burn Down Plan20
 5.4. Resolution of Canceling Funds22
 5.5. Special Programs Procedures23
GLOSSARY.....24
 G.1. Definitions.....24
 G.2. Acronyms.27
REFERENCES.....29

TABLES
 Table 1. Funds Life Cycle Phases.....10
 Table 2. Accounting Classification Codes of the FMS Trust Fund12
 Table 3. Canceling Funds Timeline.....22

SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This issuance applies to Operational Units (comprised of the East, Central, and West Regional Commands; Cost and Pricing, International, and Special Programs Commands; and the Business Operations, Closeout, Logistics, Earned Value Management, and Safety Centers) that administer contracts. This Manual applies to contracts that are paid by Defense Finance Accounting Service (DFAS) only and not to contracts paid by other disbursement offices. Exceptions to this Manual apply to DCMA Special Programs Command (DCMAS) and sensitive compartmented information contracts based on security requirements that must be processed in accordance with supplemental instructions maintained by DCMAS.

1.2. POLICY. It is DCMA policy to:

- a. Execute surveillance activities of funds life cycle management for obligated and unliquidated obligations (ULO).
- b. Ensure obligated funds and disbursements are correctly posted.
- c. Promptly identify and disposition ULO funds in excess to contract requirements.
- d. Mitigate at risk ULO from canceling.
- e. Execute this Manual in a safe, efficient, effective, and ethical manner.

SECTION 2: RESPONSIBILITIES

2.1. CONTRACTS PERFORMANCE MANAGEMENT DIRECTOR. The Contracts Performance Management, Director will:

- a. Oversee Agency performance of funds life cycle management to the Agency goal.
- b. Annually issue a C-Note disseminating the DFAS memorandum to the Operational Units identifying the last day DFAS will accept invoices for processing canceling funds.

2.2. HEADQUARTERS, PERFORMANCE ADVOCATE. The Headquarters (HQ) Performance Advocate will:

- a. Monitor Agency performance in the Agency system of record and collaborate with the Manual point of contact to identify changes affecting DCMA procedures for surveillance of funds management activities.
- b. Pull Canceling Funds Report data with funds at risk of canceling and post in the Agency system of record for the Operational Units' use monthly.
- c. Pull the Funds at Risk Report data reflecting expired funds during the five year period and post on the DCMA 360 Canceling Funds Reports website for Operational Units' use monthly.
- d. Compile the Agency level canceling funds burn down plan and post progress in comparison to the Agency goal monthly on the DCMA 360 Canceling Funds Reports website.
- e. Confirm accuracy of system data, resolve irregularities in performance and system data, data transmission, and data reporting identified at the Agency level. Collaborate with Operational Units and DCMA Information Technology personnel to address inquiries, data issues, or errors.
- f. Review and adjudicate external customer requests for access to DCMA Canceling Funds Customer Reports initiated through the Agency system of record.

2.3. CENTER DIRECTOR AND OPERATIONAL UNIT REGIONAL COMMANDER. The Center Director and Operational Unit Regional Commander with contracts assigned to ACOs will:

- a. Ensure timely and compliant execution of funds management to meet Regional burn down plan and Agency canceling funds goal.
- b. Provide data to the Operational Units each year.

2.4. OPERATIONAL UNIT CONTRACTS DIRECTOR. The Operational Unit Contracts Director with contracts assigned to Administrative Contracting Officers (ACO) will:

- a. Ensure timely and compliant execution of funds management to meet Regional burn down plan and Agency canceling funds goal.
- b. Develop Regional/Directorate burn down plan and submit to the HQ Performance Advocate.

2.5. CONTRACT MANAGEMENT OFFICE CONTRACTS DIRECTOR AND FIRST LEVEL SUPERVISOR. The Contract Management Office (CMO) Contracts Director and First Level Supervisors (FLS) will:

- a. Ensure adequate training is provided and resources are available for the execution of surveillance of funds management.
- b. Establish an adequate performance management plan and assign workload.
- c. Ensure activities in the surveillance of funds management comply with this Manual, to include Agency performance measures and internal controls.
- d. Manage the daily execution and performance of the surveillance of funds management activities that contribute to accurate funding transactions, early identification and disposition of excess funds, and mitigation of at risk funds from canceling.
- e. Ensure the integrity, accuracy, and completeness of data entered into the Agency system of record.

2.6. ADMINISTRATIVE CONTRACTING OFFICER AND CONTRACT ADMINISTRATOR. All references to the ACO in this Manual apply to the ACO, the Corporate Administrative Contracting Officer (CACO), and the Divisional Administrative Contracting Officer (DACO). The use of the term ACO or Contract Administrator (CA) are interchangeable, except when warranted ACO functions are required. The ACO has primary accountability for the responsibilities listed below. Business Operations Center personnel in the Terminations Group will support the ACO with the following responsibilities for contracts in termination status as requested by the ACO. The assigned ACO or CA will:

- a. Mitigate and resolve expiring and canceling funds for CMO assigned contractor Commercial and Government Entity (CAGE) codes (Federal Acquisition Regulation (FAR) 4.18, “Commercial and Government Entity” code).
- b. Perform analysis and reconciliation, provide information, and communicate with contractor and Procurement Contracting Officer (PCO) concerning the status of at risk ULO for expiring and canceling funds.
- c. Review at risk funds identified to cancel in the Agency system of record and code each Accounting Classification Reference Number (ACRN) using the Canceling Funds Coding Guidance on the resource page.

- d. Promptly identify and reconcile at risk ULO funds that are in excess to contract requirements in a timely manner.
- e. Identify Mechanization of Contract Administration Services (MOCAS) input errors and initiate correction of database errors to DFAS or the Trusted Agent for correction as required by the MOCAS Guides or Trusted Agent Procedural Guidance provided on the MOCAS Documents link on the resource page.
- f. Document the contract file in the Agency system of record to reflect obligation of and disposition of funds to ensure they are current and accurate.
- g. Ensure the integrity, accuracy, and completeness of data entered into the Agency system of record.

2.7. DIRECTOR, SPECIAL PROGRAMS. The Director, DCMAS will comply with Agency policy to the extent commensurate with the security requirements of the administered classified contracts; however, when the policy requires sharing documents and information with other offices, DCMAS will not send classified information to parties not authorized to receive the information. Where DCMAS is required to deviate from this Manual, the intent of this Agency Manual must be followed. Any exceptions or deviations from this Agency Manual will be documented in a DCMAS supplemental Manual maintained by the DCMAS Directorate.

SECTION 3: FUNDS LIFE CYCLE PROCEDURE

3.1. OVERVIEW.

a. DCMA has the responsibility of performing payment administration and ensuring all funds appropriated against a contract are obligated accordingly or any excess funds are deobligated and returned to the DoD buying activities. Settling obligations and disbursements to a zero balance prior to funds canceling contributes to accurate financial statements for our customers.

b. The funds life cycle procedure is a detection-to-prevention (D2P) approach in the surveillance of funds. The process begins at the point of contract award and ends with resolution of funds that have been determined excess to contract requirements. It is important that the amount of funding obligated throughout the life of the contract is appropriate and has the correct appropriation category. Early identification of funds in excess to contract requirements, dormant balances, and dormant contracts provides the services and DoD buying activities with an opportunity to realign or reprogram funds thereby avoiding obtaining current year or replacement funds for outstanding prior year obligations. The ACO will work to reduce at risk canceling funds throughout the life of the contract and take immediate action when obligated funds are identified as at risk of canceling within the current fiscal year. Funds life cycle management as a D2P approach works in concert with and streamlines both the Agency's payment and contract closeout processes.

3.2. SURVEILLANCE OF FUNDS AUTHORITY. DCMA's objective is to actively administer contracts from award to closeout to prevent at risk ULO from canceling. This authority derives from:

- Title 31 United States Code (U.S.C.) § 1552(a): On September 30th of the 5th fiscal year after the period of availability for obligations of a fixed appropriation account ends, the account shall be closed and any remaining balance (whether obligated or unobligated) in the account shall be canceled and thereafter shall not be available for obligation or expenditure for any purpose.
- FAR 4.804-5(a): The contract administration office must review the contract funds status and notify the contracting office of any excess funds the contract administration office might deobligate.
- FAR 42.302(b)(4): Negotiate or negotiate and execute supplemental agreements providing for the deobligation of unexpended dollar balances considered excess to known contract requirements.
- FAR 42.302(a)(70): Deobligate excess funds after final price determination.
- DoD 7000.14-R, "DoD Financial Management Regulation (FMR)," Volume 3, Chapter 8 identifies the contracting officer as a stakeholder in the management of funds and initiates responsibility for the ACO.
- Title 31 U.S.C. § 1341(a): It is a violation of the Antideficiency Act, to involve the Federal Government in a contract or obligation for payment of money before or in excess of an appropriation, unless authorized by law.

a. Consistent with FAR 4.804-5(a) and 42.302(a)(70), the PCO normally delegates to the cognizant administration office, DCMA, the responsibility for deobligation of excess funds after a final price determination. DCMA may perform this function when final price determinations are accomplished for cost type contracts in accordance with FAR 42.705, “Final Indirect Cost Rates.” In this circumstance, the funds are in excess to the contract and the contractor has completed the required deliveries or services required by the contract (reference FAR 4.804-4).

b. The PCO may delegate to the ACO the responsibility to negotiate and execute supplemental agreements (FAR 42.302(b)(4)). The ACO must obtain this delegation in writing from the PCO prior to issuing a deobligation modification and the modification must be issued as a bilateral agreement. The modification provides the deobligation of unexpended dollar balances considered excess to known contract requirements for a specific appropriation category. The contract may not be physically complete, but indirect cost rates have been settled for certain appropriation years within the contract (FAR 42.705). After issuing a funding modification, the ACO must perform reconciliation on the modification to ensure the funding data is accurately entered into MOCAS.

3.3. APPROPRIATION CATEGORY. There are several major common types of appropriation categories, also referred to as funds or color of money, with varying periods of obligation availability. The appropriation category will be identified in the line of accounting (LOA) of the contract. A break out of the DoD Accounting Classification Structure is on the resource page. The appropriation category is critical to determining the life cycle of funding as it establishes the length of the obligation availability, leads to the funds expiration year, and drives the timeline for funds management.

- a. Operations and Maintenance (O&M). Obligation period: 1 year.
- b. Research, Development, Test, and Evaluation (RDT&E). Obligation period: 2 years.
- c. Procurement (PROC). Obligation period: 3 years.
- d. Military Construction (MILCON). Obligation period: 5 years.
- e. Ship Conversion Navy (SCN). Obligation period: 5 years.

3.4. APPROPRIATION LIFE CYCLE. Appropriations are classified as either current, expired, or canceled appropriations with varying periods in the appropriation life cycle.

a. Current Appropriation. Appropriations are added to contracts when a contract is awarded or a modification is executed to add funding to a contract at the ACRN level. During this phase of funds life cycle management, funds are available for new obligation, obligation adjustment, and disbursement. The current period of funds availability varies by appropriation category. O&M appropriations have a one year current period; RDT&E appropriations have a two year current period; Procurement appropriations have a three year current period; Procurement for Navy Shipbuilding/Conversion has a five year current period; and MILCON appropriations have

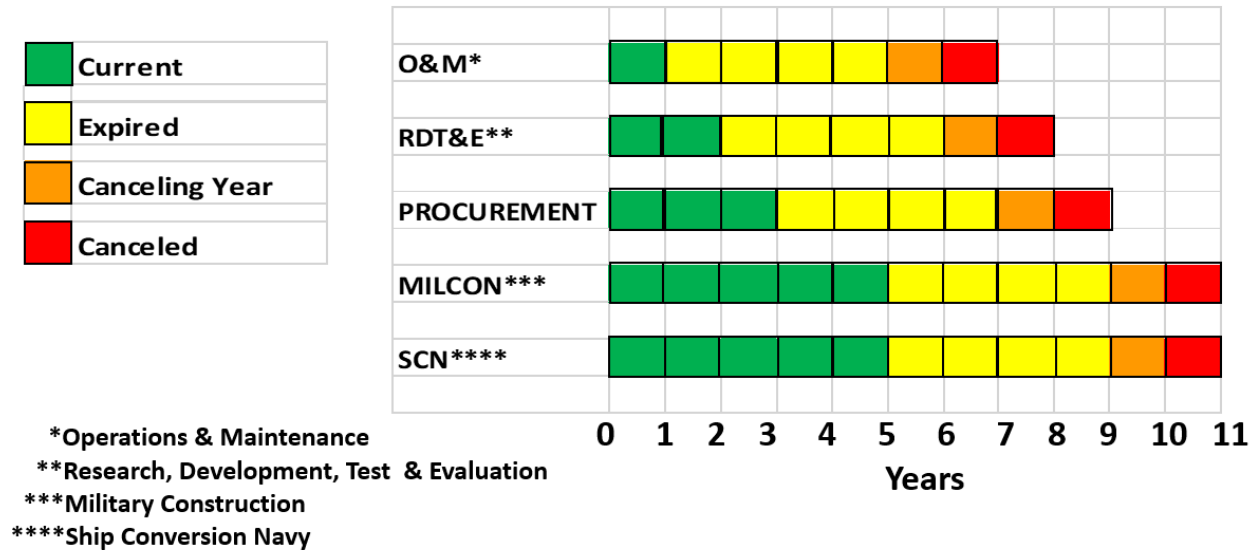
a five year current period. These different categories are commonly referred to as the color of money.

b. Expired Appropriation. Funds are no longer available for new obligation, but are still available for obligation adjustment and disbursement. The appropriation remains available for these purposes for five years, regardless of the appropriation category. During the expired phase all funds obligated but not yet disbursed are flagged as at risk of canceling. Resolving at risk funds becomes crucial in the fifth year of this phase to prevent the funds from canceling. The fifth year of the expired phase is called the canceling year. At end of year 5 of the expired phase, the account is closed and all unliquidated balances are canceled.

c. Canceled Appropriation. Canceling obligations is the final phase of the life cycle of appropriations. Funds are not available for obligation, obligation adjustment, or disbursement on September 30th of the fifth fiscal year after the expiration of an appropriation’s period of availability for incurring new obligations (31 U.S.C. § 1552(a)). The appropriation closes at the end of the fifth fiscal year of expiration and any remaining ULO is canceled (31 U.S.C. § 1552(a)). When balances are canceled, the amounts are not available for obligation or expenditure for any purpose.

d. Funds Life Cycle Phases. Table 1, Funds Life Cycle Phases, shows the current, expired and canceled years for the different appropriation categories.

Table 1. Funds Life Cycle Phases



3.5. ACCOUNTING CLASSIFICATION REFERENCE NUMBER AND AGENCY ACCOUNTING IDENTIFIER. Traceability of funds from accounting systems to contract actions is accomplished using an ACRN and Agency Accounting Identifier (AAI). The ACRN and AAI must be identified in a contract in accordance with Defense Federal Acquisition Regulation Supplement (DFARS) Procedures, Guidance and Information (PGI) 204.7107.

3.6. FOREIGN MILITARY SALES. The Foreign Military Sales (FMS) program may be funded by country national funds (non appropriated funds) or U.S. Government funds (appropriated funds). New FMS procurements should directly cite the FMS trust funds account as the source of contract funding.

a. Trust Funds. The FMS trust fund represents the aggregation of security cooperation cash received from the U.S. Government, purchaser countries, and international organizations. Budget authority is classified as permanent, indefinite, no-year authority. Budget authority associated with these FMS cases is treated as non-expiring funds. Obligations may be placed as long as money is on the case. The contract, Section B - Supplies/Services description, designates these contracts with an alpha-alpha country/program identifier. The FMS trust fund is used for payments received from purchasers and disbursements made against implemented FMS cases. This fund is cited directly on contracts for the procurement of defense articles and/or services for the purchaser, or is used to reimburse DoD Component appropriations for deliveries from DoD stocks or services performed by DoD employees. These funds are not subject to a burn down plan, however, the funds should be surveilled to ensure all funds appropriated against a contract are obligated accordingly or any excess funds are deobligated and returned to the purchaser's FMS trust fund. The Defense Security Cooperation Agency manages the FMS trust fund and is responsible for the solvency of each purchaser's FMS trust fund account (The Management of Security Cooperation, Chapter 12 Financial Management, Foreign Military Sales Trust Fund).

b. Types of Financing. There are two types of financing associated with the FMS trust fund: reimbursable and direct cite.

(1) Reimbursable. Sales under the Arms Export Control Act (AECA) § 21, "Foreign Military Sales Authorizations," and 22, "Procurement for Cash Sales," for which the President has determined are in the national interest to defer payment (bill for defense articles and services on or after delivery), must be accomplished using reimbursable financing. When deferred payment is authorized, an appropriation with reimbursable authority is required to finance any outlays until the purchaser makes payment.

(2) Direct. FMS contracts under AECA§ 22 are issued, to the maximum extent feasible and appropriate, through direct citation of the FMS trust fund (97 11X8242). The direct funds cite identifies the FMS trust fund and also the purchasing FMS country, FMS case, and FMS line. When payments are made against the contract requirement, the fund source for those payments will be referenced directly back to the applicable Letter of Offer and Acceptance country, case and line that established the requirement (reference DoD 7000.14-R, Volume 15). The agency code signifies the agency executing FMS trust funds within the FMS accounting system (reference DoD 7000.14-R, Volume 15, Chapter 1). The accounting classification codes of the FMS trust funds for cases executed within the FMS infrastructure are depicted in Table 2, Accounting Classification Codes of the FMS Trust Fund.

Table 2. Accounting Classification Codes of the FMS Trust Fund

Appropriation/Limit	Agency Code	Agency
97 11X8242.XXX1	B	Army
97 11X8242.XXXC	C	Defense Information Systems Agency
97 11X8242.XXX2	D	Air Force
97 11X8242.XXXE	E	U.S. Army Corps of Engineers
97 11X8242.XXXF	F	Defense Contract Management Agency
97 11X8242.XXXG	G	Defense Finance Accounting Service
97 11X8242.XXXH	H	Washington Headquarters Service
97 11X8242.XXXJ	J	Business Transformation Agency
97 11X8242.XXXM	M	National Security Agency
97 11X8242.XXXN	I	Missile Defense Agency
97 11X8242.28XX	P	Navy and Marine Corps
97 11X8242.XXXX	P	Navy (Standard Accounting and Reporting System)
97 11X8242.XXX9	Q	Defense Security Cooperation Agency
97 11X8242.XXXR	R	Defense Logistics Agency
97 11X8242.XXXT	T	State Department
97 11X8242.XXXU	U	National Geospatial-Intelligence Agency
97 11X8242.XXXV	V	Defense Contract Audit Agency
97 11X8242.XXXW	W	Defense Advanced Research Projects Agency
97 11X8242.XXXZ	Z	Defense Threat Reduction Agency
Note: "X" in the limit or subhead is variable data dependent on the agency.		

c. Pseudo FMS Case. FMS activities funded by the U.S. Government appropriations are Building Partner Capacity programs, and are referred to as pseudo FMS cases. Pseudo FMS cases are implemented via the FMS trust fund that are financed with appropriations that expire usually in one to two years. These funds are required to be obligated in the FMS trust fund prior to the appropriation expiring, and expended prior to the appropriation canceling. The appropriation fund cite financing pseudo cases reflects an expiration date; however, once the funds are transferred into the FMS trust fund, the FMS trust fund cite is used on financial documents. Therefore, do not rely on the fund cite associated with the case to determine whether funds should be treated as expiring or canceling. An indicator that a case is not a traditional FMS case is that within the Letter of Offer and Acceptance, and in the contract, Section B - Supplies/Services description, the FMS country code is depicted by an alpha-numeric designator versus an alpha-alpha designator (reference The Management of Security Cooperation, Chapter 9, Foreign Military Sales Acquisition Policy and Process). When pseudo cases are financed with funds that expire/cancel, the funds in the FMS trust fund must be obligated within the period of appropriation availability, expended within five years after the appropriation expires for new obligations, and any unexpended funding returned to the U.S. Treasury or the original funds holder before the end of the fifth year after funds expire for obligation. Accordingly, pseudo cases and contracts associated with those cases must be closed prior to returning the unexpended funds. Pseudo FMS case funds are subject to a burn down plan and these funds should be surveilled to ensure all funds appropriated against a contract are obligated accordingly or any excess funds are deobligated and returned to the U.S. Government. For flexibly priced contracts (all contract types except for no-cost, firm fixed price, fixed price with economic adjustment, and

fixed-price-award-fee) over \$50 million, the ACO will maintain an obligations and expenditures register at least semi-annually. An obligations and expenditures register example of reconciliation data is on the resource page.

3.7. LIMITATION OF COST OR LIMITATION OF FUNDS. Cost-reimbursement contracts must include a contract clause limiting the Government's obligation to reimburse contractor costs in accordance with FAR 52.232-20, "Limitation of Cost" and FAR 52.232-22, "Limitation of Funds." These clauses are used to limit the Government's obligation and require the contractor to notify the contracting officer in writing if additional funds are required to continue timely performance under the contract and when the funds are required. Effective contract surveillance will provide insight to significant variations before contractor notification and allow the ACO to make necessary recommendations to the PCO regarding overruns and underruns in the performance of the contract. The ACO may use the Limitation of Funds/Limitation of Cost Requirements table located on the resource page to assist with identifying the requirements of the contract.

3.8. LIMITATION OF OBLIGATIONS UNDER AN UNDEFINITIZED CONTRACT ACTION. DFARS 217.7404-4, "Limitations on Obligations" requires the ACO to provide surveillance for limitation thresholds and make decisions regarding the amount to be obligated.

SECTION 4: SURVEILLANCE OF FUNDS

4.1. OVERVIEW. It is important that funds are managed early and throughout the funds life cycle process to prevent funds from expiring or canceling. During the performance of contract administration, the ACO must collaborate with the contractor to identify ULO that is excess or dormant and communicate that information with the PCO.

4.2. SURVEILLANCE OF FUNDS DATA.

a. **Excess Funds.** Monitoring funds throughout the contract life cycle will lead to early identification of excess funds. Excess funds are funds relating to a specific ACRN or deliverable in excess to known contract requirements. These funds are in excess of the amount needed for payment of that ACRN. Excess funds may be used by the buying activity to fund other program requirements as long as the funds have not expired or canceled. Excess funds relate to a specific deliverable or ACRN on the contract and may result from the following:

- Contract effort/scope is reduced
- Partial termination is issued
- Work-in-progress negative ULO (NULO) (unliquidated balance is less than zero)
- Significant cost reduction on cost reimbursement contract
- Final price determination
- Unperformed work

b. **Remaining Funds.** Remaining funds are those left on a contract/order due to quantity variances or price rounding and where all contract/order performance as required by the contract/order has been completed and paid in full.

c. **Dormant Funds.** Funds are defined as dormant if they have not been liquidated, and no obligations, adjustments, contract modifications, disbursements, or withdrawals occur within a 120 calendar day period (DoD 7000.14-R, Volume 3, Chapter 8). An example of dormancy is when no activity has occurred within 120 calendar days of the last paid invoice.

d. **MOCAS Section 3 Funds.** MOCAS Section 3 dormant contracts are contracts on which performance has ceased, but cannot be closed until after the occurrence of an event or action that is beyond the ACO's control. Contracts in Section 3 should be reviewed periodically to discern if the reason code still accurately reflects the current status of the contract. The ACO will make the decision whether or not to resolve canceling funds after consulting with the PCO, assigned legal counsel, and other agencies or specialists as appropriate, and obtain written concurrence from the PCO and assigned legal counsel for action.

e. **NULO.** A NULO is a disbursement transaction that has been matched to the cited detail obligation, but the total disbursement(s) exceeds the amount of that obligation. NULO balances generally occur when valid disbursements are incorrectly matched with obligations and the disbursements exceed the obligations. A NULO may be caused when a modification is issued after payment. If there is a NULO at the contract or ACRN level, the ACO must coordinate with the contractor, complete DCMA Form 1797, "Request for MOCAS Action/Information (located

on the resource page),” and submit it to DFAS with supporting documentation explaining the discrepancy.

f. Funds at Risk Report. By the 7th of every month the HQ Performance Advocate will pull the Funds at Risk Report identifying contract ACRNs at risk of canceling within the fiscal year and post on the DCMA 360 Canceling Funds Reports website (link on the resource page) for the Operational Units to access. This data provides expired funds during the five year period after the appropriation expires and reflects future-years canceling funds data. Although this data includes the canceling year, it is separate from the Canceling Funds Report data. The resource page includes a key for the data fields. The data includes the following information at the ACRN level:

- appropriation detail
- expiration year
- canceling year
- obligated amount
- amount disbursed
- fiscal year disbursements
- Maximum disbursement date
- Minimum obligation date
- Maximum obligation date
- Unliquidated obligations
- Percentage expended thresholds
- Dormancy indicator

g. DCMAS will pull the Funds at Risk Report for classified contracts.

h. The ACO should track detailed surveillance of funds to include all obligations, expenditures and limitations of costs/funds, when clause FAR 52.232-20 or FAR 52.232-22 is in the contract. For flexibly priced contracts (all contract types except for no-cost, firm fixed price, fixed price with economic adjustment, and fixed-price-award-fee) over \$50 million, the ACO maintain an obligations and expenditures register at least semi-annually. An obligations and expenditures register example of reconciliation data is on the resource page.

4.3. RECONCILIATION OF FUNDS. The ACO must:

a. Review the Funds at Risk Report monthly to assess the status of funds expended, invoices submitted, payments processed, funding modifications, dormancy, indication of settlement of direct or indirect costs, and unliquidated obligation amount.

b. Prior to conducting reconciliation, consider if direct cost and indirect cost rates are settled or can be settled on the physically complete contract for a particular year and for the specific appropriation affected in that year for flexibly priced contracts.

c. Conduct reconciliations within 30 calendar days of a contract action when:

- obligations change
 - a funding modification is issued
 - payments are processed
 - obligation balances become dormant
- d. Perform reconciliation of funds at the ACRN level throughout the funds life cycle:
- Maintain key control supporting documentation (see key controls on the resource page).
 - Perform data integrity by validating appropriation obligation data on the contract and each funding modification issued versus MOCAS data.
 - Ensure invoices submitted by the contractor match what DFAS disbursed against obligations.
 - If MOCAS data or invoice payment data is incorrect, submit a DCMA Form 1797 (MOCAS documents link on the resource page). Submit the form to the appropriate DFAS payment division as shown in the DFAS Information Library at the MOCAS “Documents” link on the resource page. Provide explicit contract information following the instructions on page 2 of the DCMA Form 1797 to state what needs to be changed.
 - Verify performance requirements and physical completion date against appropriation obligations data.
 - Confirm direct and indirect rates are settled on a physically complete contract for a particular year and for the specific appropriation affected in that year in the Agency system of record tools.
 - Confirm any contractual performance incentives are calculated and obligated as required.
 - Determine if any fees withheld may be released. Actions that play a role in this determination include, but are not limited to whether the contractual requirements have been satisfied or reasonable confirmation the contractor is working toward a cited corrective action plan. Additional guidance on releasing fees is in DCMA Manual (DCMA-MAN) 2101-02, “Payments,” and DCMA-MAN 2301-01, “Contractor Business Systems,” and DCMA-MAN 2303-04, “Document Results, Corrective Actions, and Provide Feedback”.
 - For dormant contracts that are physically complete, notify the PCO of any funds in excess to the needs of the contract that may be deobligated prior to contract closeout. Issue a Dormant Funds Notification (template located on the resource page) within 30 calendar days after physical completion identifying to the PCO that the contract is complete and no further financial transactions will occur. See DCMA-MAN 2501-07, “Contract Closeout,” for more information on this requirement.
 - Submit a DCMA Form 1797 when there is a NULO at the ACRN level and provide supporting documentation to DFAS on the discrepancy.
 - Ensure the work in process (WIP) ULO balance equals zero.
 - Identify if the ULO appropriation is in excess to the contract.
 - Coordinate with contractor any outstanding administrative actions (e.g., resolution of contract debts, government property matters, royalties are paid).

e. Within 60 calendar days after physical completion of a flexibly priced contract, review ULO. See DCMA-MAN 2501-07 for thresholds associated with this requirement and additional guidance on physically complete contracts and ULO reconciliation.

f. Within 60 calendar days after final incurred cost proposal is deemed adequate, follow up on ULO review. See DCMA-MAN 2501-07 for thresholds associated with this requirement.

g. Monitor FMS contracts through performance completion because funds on these contracts do not have a canceling year. At performance completion, reconcile the contract by comparing the expenditure to the obligation and identifying any ULO.

h. Upload all reconciliation documentation into official contract file Agency system of record.

4.4. Triannual Review. The ACO will participate in the Triannual Review as requested by the Funds Holder. The goal of the Triannual Review is to increase each DoD Component's ability to use available appropriations before they expire and ensure remaining open obligations are valid and liquidated before the cancellation of the appropriation. The review is an internal control practice led by the funds holder, with assistance from supporting offices, to review dormant commitments, ULO, accounts payable and accounts receivable transactions for timeliness, accuracy, and completeness during each of the four month periods ending on January 31, May 31, and September 30 of each fiscal year (DoD 7000.14-R, Volume 3, Chapter 8). The integration of all the stakeholders in the Triannual Review will allow for an effective process. The ACO and other stakeholders are responsible for exercising due diligence in the deobligation process. The ACO is responsible to provide supporting documentation: contracts, contract modifications, payment vouchers including invoices and receiving reports, and any other pertinent correspondence. In the event additional documentation is required from the contractor, the Funds Holder will work through the ACO to contact the contractor. The ACO is responsible to provide the Triannual Review requests information to support the following questions:

- Is the accounting system ULO accurate?
- Is the accounting system ULO still needed?
- Excess ULO amount, if applicable. Provide amount and supporting contract modifications to deobligate funds.
- Estimated Bill Date? Provide estimated date of next invoice.
- Provide any additional information applicable to the funding.

4.5. NOTIFICATION AND COMMUNICATION. To complete the reconciliation, the ACO must:

a. Provide written notification to the contractor when the funds will cancel. If it is the canceling year, the ACO must notify the contractor as soon as possible that the funds will cancel at the end of the current fiscal year. Require contractor to reconcile internal records, confirm funds remaining, and submit invoices. The contractor's information must be compared to the

ACO's information. Include a suspense date requesting the contractor's acknowledgment and action plan. See the resource page for "Notification to Contractor of Canceling Funds."

b. Establish the contractor's intent to invoice for canceling funds. Ensure canceling funds invoices are submitted as soon as possible but no later than the date DFAS establishes each year to allow processing time for DFAS. Communicate with the contractor and the PCO to develop a comprehensive action plan to determine status of contracts and ACRNs, upcoming billings, or opportunities to deobligate or realign excess funds.

c. It is the ACO's responsibility to notify the PCO of any funds that are excess, dormant, or at risk of canceling and the PCO and/or funds holder's responsibility to determine how the excess funds will be used. The ACO should complete the Excess Funds Determination (template on the resource page) with the excess funds information. The ACO must notify the PCO within 30 calendar days of identifying excess funds. Information provided by the ACO is considered documentary evidence and may be used by the PCO and/or the funds holder to support their intended action. The PCO may use the funds for realignments, billings, rate settlements, associated subcontract costs, incomplete administrative actions associated with Contract Data Requirements List activities, review of contract for limitation of cost, or funds clause requirements.

d. After notifying the PCO of excess funds, the PCO may make a determination to deobligate the funds with a modification. The ACO may issue a deobligation modification when the PCO provides written authorization for this action and the modification is bilateral. The PCO that obligated the funds may choose to issue the deobligation modification. For purposes of tracking progress of resolution of canceling funds against the burn down plan, when the PCO retains the authority to deobligate funds, the issue will be considered resolved upon the PCO's determination of intention to issue a deobligation modification.

e. If the PCO does not take any action or respond to the ACO's notification, the ACO should elevate this situation to the Contracts Director.

f. Settled Rates and Dormancy Example. If a specific ACRN on an active contract is delivered and performance is complete, and no payments have been made for 120 calendar days, that ACRN has a dormant balance despite the overall contract not yet being physically complete (e.g., other ACRNs on the contract still have unfulfilled performance requirements). In such a scenario, the ACO would review the appropriation data against the settled rate agreement to determine if funds are in excess to the ACRN. The ACO must take action to notify the PCO of any dormant funds identified.

SECTION 5: CANCELING YEAR OBLIGATIONS

5.1. CANCELING FUNDS DATA. The ACO is responsible for reconciling canceling year ULO, billings, and payments. Reconciliation of canceling year at risk ULO requires reviewing all obligations, funding modifications, and disbursements to ensure accuracy of accounting records. Any outstanding invoices/vouchers that have not been paid by September 30th will require current year funds.

a. Annually, by November 1st, the HQ Performance Advocate will post the initial baseline data identifying contract ACRNs at risk of canceling in the fiscal year in the Agency system of record for the Operational Units to review.

b. No later than November 7th each year, the ACO and the Regional point of contact for canceling funds will review and research the data to determine if it is accurate and complete and report any errors to the HQ Performance Advocate. Although reviews of the data are performed by the support team for the Agency system of record, ACOs are the best source of validation since they have specific knowledge of their contracts and can quickly identify errors.

c. If errors are found the initial baseline data, the HQ Performance Advocate will post revised baseline data in the Agency system of record no later than November 15th each year.

d. No later than the 7th of each month, the HQ Performance Advocate will post the updated Canceling Funds Report data in the Agency system of record. This data will provide updates on resolution of funds that resulted from MOCAS actions, such as disbursement of funds, modification input (e.g., deobligation), and DFAS accounting adjustments.

5.2. VALIDATE STATUS AND REASON DETAIL CODE. The Agency system of record is the repository to capture status of at risk funds in the canceling year of the expired phase.

a. Utilizing the November 1st baseline data, the ACO will review the contract ACRNs in the Agency system of record and code each contract ACRN identified as at risk of canceling by updating the Agency system of record with the status detail code, reason detail code, and comments indicating the current status of the funds no later than November 22nd each year. Status and Reason Detail codes for the Agency of system of record are in the Canceling Funds Coding Guidance on the resource page. This action continues simultaneously with data review and/or any subsequent refresh of the data.

b. The ACO will update Status and Reason Detail codes and comments to reflect funds status changes throughout the fiscal year as conditions change, noting how much the contractor will be billing on an interim voucher, and that the PCO has been notified of excess funds. Updates should be made as frequently as required based on communications with the contractor, the PCO, and DFAS and changes in funds status.

c. The ACO will code for new (Not Reported) contracts received throughout the fiscal year.

d. No later than November 30th each year, the CMO Contracts Director and FLS will review the status detail code, reason detail code, and comments in the Agency system of record to ensure all contracts with at risk dollars have been coded.

5.3. CANCELING FUNDS BURN DOWN PLAN.

a. Burn down plans will be established with a yearly objective to process 100 percent of the funds identified as at risk of canceling. The Agency performance goal and date to achieve the goal for canceling funds is stated in the Canceling Funds Metric document on the resource page. Invoices should be submitted to DFAS and reconciliatory actions must be worked in advance of the metric date to allow processing of actions.

b. DFAS will issue an annual memorandum in the second quarter of the FY advising in accordance with Public Law 101-510, certain appropriations will cancel on September 30th of that fiscal year end (FYE). To ensure all invoices or vouchers against these appropriates are paid before the funds cancel, DFAS will request these invoices or vouchers be received at DFAS by a specific date in the fourth quarter of the fiscal year. To eliminate payment delays, the following conditions must be met:

- Invoice or vouchers must be accurate, complete and comply with contract terms
- Invoice or voucher must be entered into Wide Area Work Flow (WAWF) unless a waiver has been granted
- DD Form 250, "Material Inspection and Receiving Report," if applicable, must be distributed and approved in WAWF
- Contractors must have active and current System for Award Management (SAM) registrations
- Any contract deficiency affecting payment must have been corrected via modification or DCMA Form 1797 and input into MOCAS
- Sufficient funds must be available on the contract and respective ACRNs to process the invoice

c. The Contracts Performance Management Director, will issue a C-Note disseminating the DFAS memo to the Operational Units identifying the last day DFAS will accept invoices for processing canceling funds. See the resource page, "Fiscal Year End Processing for Canceling Year Invoices" memorandum.

d. The burn down plan is the Region's design to reduce the fiscal year baseline by a monthly cumulative percentage by processing funds at risk, culminating in a 100 percent objective by September of that fiscal year. The plan will be developed at the Regional level and may include a breakout of the individual offices in the Operational Unit. Plans will be based on the entire population of at risk dollars (inclusive of FMS pseudo case contracts) being processed, or worked through the point of exhaustion. Plans must be developed to target processing all invoices to DFAS prior to their required date to allow processing time. A template burn down plan titled "Canceling Funds Burn Down Plan Template" is on the resource page.

e. By November 30th each year, the Regional Contracts Director will prepare the Regional burn down plan and submit it to the HQ Performance Advocate. The Regional Contracts Director may reach out to the CMOs for input and may appoint a canceling funds performance advocate to assist in this effort. DCMAS will submit their burn down plan by February 15th each year.

f. By December 15th each year, the HQ Performance Advocate will review and verify if the burn down plans ensure all at risk dollars will be resolved by August 1st of that fiscal year. The HQ Performance Advocate will consolidate the Regional plans into an Agency plan by December 15th.

g. Requests to modify a posted burn down plan must be approved by the Regional Contracts Director and coordinated with the HQ Performance Advocate prior to changing a plan.

h. The ACO will continue to receive updated funds information through the Funds at Risk Report issued monthly and posted at the Monthly Data reports posted to the DCMA 360 Canceling Funds Reports website. The Agency system of record will be updated monthly and the ACO will continue to reconcile contracts and will update the Status and Reason Detail codes and comments as conditions change.

i. If the ACO has taken all reasonable efforts possible to resolve the at risk dollars and the dollars cannot be resolved due to contractor unwillingness to take action or other actions beyond the ACO's control, the effort and cause of not resolving the at risk dollars should be documented and may be considered exhausted. It is recognized in managing at-risk funds certain actions are not within DCMA's control, which may require the PCO to provide current year funds if at-risk amounts are not disbursed/resolved prior to FYE. The Canceling Funds Coding Guidance (on the resource page) provides two codes that may be used when the contract is awaiting settlement of a legal issue (e.g., investigation, litigation, bankruptcy, etc.) or the PCO does not provide agreement to deobligate the funds. When these situations occur and the ACO has demonstrated due diligence and either of the two codes provided for this circumstance are used, this does not count against the Agency's achievement to goal.

j. The HQ Performance Advocate will track performance monthly against the Agency burn down plan for the current fiscal year.

k. The Regional point of contact will manage the Regional burn down plan and track monthly at risk canceling funds status in the Agency system of record to ensure performance is commensurate with the burn down plan. The Operational Unit Contracts Director will monitor performance to the burn down plan, identify offices not meeting the plan, and request a corrective action strategy when the office is not meeting its burn down plan.

l. The HQ Performance Advocate will provide Agency performance updates on status of canceling funds as requested by senior management.

m. A quarterly schedule of actions to work at risk funds in the canceling year in a timely manner to prevent funds from canceling is on the resource page.

Table 3. Canceling Funds Timeline

Who	Action	Suspense Date
HQ Performance Advocate	Posts initial baseline data in Agency system of record for Operational Units	NLT Nov 1
ACO and Regional Point of Contact	Reviews and researches data to determine if data is correct	NLT Nov 7
HQ Performance Advocate	Posts revised baseline data in Agency system of record for Operational Units	NLT Nov 15
ACO	Code contract ACRNs at risk of canceling	NLT Nov 22
Regional Contracts Director	Prepare annual burn down plan Coordinate with CMO Contracts Directors as needed Forward to HQ Performance Advocate	NLT Nov 30
DCMAS	Prepare annual burn down plan Forward to HQ Performance Advocate	NLT Feb 15
HQ Performance Advocate	Review at risk dollars in burn down plans to verify if all at risk dollars will be resolved by August 1 st	NLT Dec 15
HQ Performance Advocate	Consolidate burn down plans into Agency plan	NLT Dec 15
HQ Performance Advocate	Provide updated canceling funds data in the Agency system of record	7 th of each month
ACO	Update Status and Reason Detail codes and comments as conditions change	monthly
Regional Contracts Director, Contracts Director, and FLS	Track monthly at risk canceling funds in the Agency system of record to the burn down plan	monthly
DCMAS Regional Point of Contact	Collect Regional data and send to HQ Performance Advocate	15 th of each month
HQ Performance Advocate	Track monthly at risk canceling funds to Agency burn down plan	monthly

5.4. RESOLUTION OF CANCELING FUNDS.

a. Invoicing. Determine with the contractor if all indirect and direct costs have been billed and paid in full to the maximum extent allowable. A draft final voucher (a draft of the final voucher before formal submission) may be requested from the contractor to accommodate the review to make the determination. The billing rates for indirect costs should be established as stated in FAR 42.704, "Billing Rates." Coordinate with CACO or DACO to discern and obtain, if any, pending overhead rate settlement as applicable.

b. The ACO's goal is to determine the maximum amount that may be deobligated or disbursed while retaining enough money to cover future billings. Some actions that may be taken to achieve this are:

(1) Perform an analysis of historical rate adjustment trends by comparing proposed final rates versus final negotiated rates to determine whether any of the funds might be required for future rate adjustments.

(2) Obtain interim vouchers or final vouchers to close the contracts.

(3) Authorize early release of fee withholds before funds cancel where the ACO determines it is appropriate and in accordance with applicable contract terms.

c. Contract Closeout MOCAS Q-Final. Q-Final is a process used to remove remaining funds due to price variance, quantity variation, contractor under billing, or rounding. For further guidance on this process refer to DCMA-MAN 2501-07.

d. Canceled Funds. The ACO will advise contractors to promptly submit payment requests to ensure processing before funds cancel. Any outstanding invoices or vouchers that have not been paid by September 30th will require current year funds.

(1) If the PCO elects to have funds cancel, the ACO must obtain written documentation from the PCO and place it in the contract file prior to the funds canceling, and report in the Agency system of record. MOCAS R9 Code 34 will indicate canceled funds on the contract in Funds at Risk Report. This code will be generated automatically by MOCAS when the funds cancel because it is based on the appropriation date. The R9 Code 34 cannot be removed from the ACO coded remarks field when the canceled funds at the contract level is not equal to zero.

(2) When funds have canceled and additional funds are required to cover goods or services provided by the contractor, the ACO will advise the contractor to submit their invoice.

(3) If funds cancel and the contractor subsequently bills, the submission will be listed as a DFAS Deficient Merged Account (DMACT) invoice or voucher and requires current year funding from the PCO. It is the responsibility of DFAS to pursue funding with the PCO. For replacement and additional funds, reference DCMA-MAN 2501-07.

(4) Once DFAS receives new monies for canceled ACRNs, the contractor will be paid. The ACO must monitor the contract to make sure DFAS makes the necessary adjustments to the canceled ACRN so that the contract is not over obligated.

5.5. SPECIAL PROGRAMS PROCEDURES. DCMAS will follow the procedures stated in this Manual for unclassified contracts. For classified contracts, DCMAS will code ACRNs as stated in Sections 5 and 6 of this Manual, however, the coding will be forwarded to the DCMAS Performance Advocate and not be entered into the Agency system of record. The DCMAS Performance Advocate will collect the data by the 15th of each month and share the results with the HQ Performance Advocate.

GLOSSARY

G.1. DEFINITIONS.

ACRN. Must be identified in a contract in accordance with DFARS PGI 204-7107, Contract Accounting Classification Reference Number (ACRN) and Agency Accounting Identifier (AAI).

Agency System of Record. The Agency system of record is the authoritative data source for a given data element or piece of information. An Agency decision was made to not call out each data system specifically by name since they are subject to change.

Antideficiency Act. It is a violation of the Antideficiency Act (Title 31, United States Code (U.S.C.), section 1341(a) (31 U.S.C. § 1341(a)) to involve the Federal Government in a contract or obligation for payment of money before or in excess of an appropriation, unless authorized by law.

Appropriation. A legislative action by Congress that authorizes the expenditure of public funds for a designated purpose; they are funds that can be obligated and disbursed.

Burn down plan. The Region's design to reduce the fiscal year baseline by a monthly cumulative target percentage by processing funds at risk, culminating in a 100 percent target by September of that fiscal year. The plan will be developed at the Regional level and may include a breakout of the individual offices in the Operational Unit. Plans will be based on the entire population of at risk dollars (inclusive of FMS pseudo case contracts) being processed, or worked through the point of exhaustion. Plans must be developed to target processing all invoices to DFAS by their required date.

Color of Money. Refers to an appropriation category for a DoD financial account such as O&M, RDT&E, PROC, MILCON, and SCN. Each category is considered to be a different color of money.

D2P. A culture that transitions DCMA acquisition oversight activities from D2P and applies to all DCMA business capabilities. D2P is a proactive surveillance and management strategy that focuses on process capability, risk assessment and mitigation, verification of contractors' systems, processes, and outputs, and data-driven actionable information.

Disbursement. Payment for goods or services rendered to the Government.

Dormant Contract. Balances are defined as dormant if they have not been liquidated, and no obligations, adjustments, contract modifications, disbursements, or withdrawals occur within 120 days from contract award or last paid invoice, the appropriation year has not expired for the ACRN and the contract is not physically complete.

Excess funds. Excess funds are funds relating to a specific ACRN or deliverable in excess to known contract requirements of that ACRN. Excess funds may be used by the buying activity to fund other program requirements as long as the funds have not expired or canceled.

Expired Appropriation. An appropriation or fund account in which the balance is no longer available for incurring new obligations, but is still available for recording, adjusting, and liquidating valid obligations. The account remains available for such purposes for five years after expiration.

FLS. The lowest level supervisor who manages employees and not the supervisor who manages other supervisors.

LOA. Similar to a checking account number. It identifies the activity responsible for an allotment or sub-allotment of funds to ensure activity receives all reports and transactions relative to a specific “pot” of money.

MILCON. Funds are used for development, conversion, or extension of construction of any kind carried out with respect to a military installation.

MOCAS. An integrated contract administration and payment system designed to provide DCMA and the DFAS with electronic information for contract and payment administration.

NULO. A disbursement transaction that has been matched to the cited detail obligation, but the total disbursement(s) exceeds the amount of that obligation. Negative unliquidated obligation balances generally occur when valid disbursements are incorrectly matched with obligations and the disbursements exceed the obligations.

Obligation. (1) An obligation is a legally binding agreement or action that will result in outlays, immediately or in the future. (2) The amount of funds authorized for disbursement by a contract. Each separate obligation amount is identified by a separate LOA. While a single order may be funded by multiple lines of accounting, each LOA represents a separate obligation amount to which the resulting disbursement must be matched.

Operational Units. Operational Units are comprised of the East, Central, and West Regional Commands; the Cost and Pricing, International and Special Programs Commands; and the Business Operations, Closeout, Logistics, Earned Value Management, and Safety Centers.

O&M. Funds used for maintenance and repair of real property, operations of utilities, and provisions of other services such as refuse collection and disposal, entomology, snow removal, and ice alleviation.

Procurement (PROC). Funds are used to obtain personnel, services, supplies, and equipment.

RDT&E. Funds used to develop major upgrades to increase the performance of existing systems, purchase test articles, and conduct developmental testing and/or initial operational test and evaluation prior to system acceptance.

Remaining funds. Remaining funds are those funds left on a contract/order due to quantity variances or price rounding and where all contract/order performance as required by the contract/order has been completed and paid in full.

REVEAL. A web-based tool allowing users to access documents electronically in a completely secure environment. It is a web-based interface that allows users to view, print and download reports (or selected portions of a report) on demand created from MOCAS data.

Services. Short for military Services: Army, Navy, Air Force, Marines.

Triannual Review. The Triannual Review process is an internal control practice of the Funds Holder, with assistance from supporting Financial Managers, to review commitments, unliquidated obligations, accounts payable, unfilled customer orders, and accounts receivable transactions, for validity, accuracy, and completeness. The goal of the Triannual review is to increase each DoD Component's ability to use available appropriations before they expire and ensure remaining open obligations are valid and liquidated before the cancellation of the appropriation.

ULO. The amount of obligation that has not been liquidated by payments (disbursements) (DoD 7000.14-R, Volume 3, Chapter 11).

GLOSSARY

G.2. ACRONYMS.

ACO	Administrative Contracting Officer
ACRN	Accounting and Classification Reference Number
AAI	Agency Accounting Identifier
AECA	Arms Export Control Act
CA	Contract Administrator
CACO	Corporate Administrative Contracting Officer
CMO	Contract Management Office
D2P	Detection to Prevention
DACO	Divisional Administrative Contracting Officer
DCMA Form 1797	Request for MOCAS Action/Information
DCMA-INST	DCMA Instruction
DCMA-MAN	DCMA Manual
DCMAS	DCMA Special Program Directorate
DFAS	Defense Finance and Accounting Service
DFARS	Defense Federal Acquisition Regulation Supplement
FAR	Federal Acquisition Regulation
FLS	First Level Supervisor
FMR	Financial Management Regulation
FMS	Foreign Military Sales
FYE	Fiscal year end
HQ	headquarters
LOA	line of accounting
MILCON	Military Construction
MOCAS	Mechanization of Contract Administration Services
NULO	negative unliquidated obligation
O&M	Operations and Maintenance
PCO	Procurement Contracting Officer
PGI	Procedures, Guidance, and Information
PROC	Procurement
RDT&E	Research, Development, Test and Evaluation
SCN	Ship Conversion Navy

ULO	Unliquidated Obligations
U.S.C.	United States Code
WAWF	Wide Area Work Flow

REFERENCES

- Arms Export Control Act (AECA) § 21 and 22
- DCMA-INST 2501, “Contract Maintenance,” August 14, 2017
- DCMA-MAN 2101-02, “Payments,” February 14, 2019
- DCMA-MAN 2301-01, Contractor Business Systems,” TBD
- DCMA-MAN 2303-04, Surveillance – Document Results, Corrective Actions and Provide Feedback,” TBD
- DCMA-MAN 2501-07, “Contract Closeout,” January 14, 2019
- DFARS 217.7404-4, “Limitations on Obligations,” current edition
- DFARS PGI 204.7107, “Contract Accounting Classification Reference Number (ACRN) and Agency Accounting Identifier (AAI),” current edition
- DFARS PGI 204.7108, “Payment Instructions,” current edition
- DoD 7000.14-R, “DoD Financial Management Regulation (FMR),” Volume 3, Chapter 8, “Standards for Recording and Reviewing Commitments and Obligations,” February 2016
- DoD 7000.14-R DoD FMR, Volume 3, Chapter 10, “Accounting Requirements for Expired and Closed Accounts,” March 2015
- DoD 7000.14-R DoD FMR, Volume 3, Chapter 10, “Reporting and Certification Requirements,” March 2014
- DoD 7000.14-R DoD FMR, Volume 3, Chapter 11, “Unmatched Disbursements, Negative Unliquidated Obligations, and In-Transit Disbursements,” April 2015
- DoD Directive 5105.64, “Defense Contract Management Agency (DCMA),” January 10, 2013
- FAR 4.18, “Commercial and Government Entity Code,” current edition
- FAR 4.804-4, “Physically Completed Contracts,” current edition
- FAR 42.302, “Contract Administration Office Functions,” current edition
- FAR 42.704, “Billing Rates,” current edition
- FAR 42.705, “Final Indirect Cost Rates,” current edition
- FAR 52.216-8, “Fixed Fee,” current edition
- FAR 52.232-20, “Limitation of Cost,” current edition
- FAR 52.232-22, “Limitation of Funds,” current edition
- The Management of Security Cooperation, Chapter 9, Financial Management, Foreign Military Sales Acquisition Policy and Process, May 2018
- The Management of Security Cooperation, Chapter 12, Financial Management, Foreign Military Sales Trust Fund, May 2018
- United States Code Title 31 Section 1552, “Procedure for appropriation accounts available for definite periods”
- United States Code Title 31 Section 1341, “Limitations on expending and obligating amounts”