



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
Washington, DC 20240

DEC 02 2016

IN REPLY REFER TO:

Memorandum

To: All Regional Directors
Deputy Bureau Directors, Field Operations
Deputy Bureau Director, Trust Services
Deputy Bureau Director, Justice Services
Deputy Bureau Director, Indian Services

From: *Acting* Director, Bureau of Indian Affairs

Subject: Budget Management Control Schedule – FY 2017

With the institutionalization of the Budget Management Control Schedule, the Bureau of Indian Affairs (BIA) budget management has drastically improved. Managers are more aware of parameters, deadlines and expectations for a given fiscal year.

To this end, attached is the Budget Management Control Schedule for FY 2017. With the additional reporting tools we have available from FBMS, Managers have more opportunities to improve their budget status on a monthly/weekly basis to ensure budget management is done more timely and efficiently throughout the year and not wait until the fourth quarter.

Should you have any questions, please contact Jeanette Hanna, Special Assistant to the Director, BIA, via email at Jeanette.hanna@bia.gov.

Thank you for your attention to this matter.

Attachment



FY 2016/2017 FUNDS

- 1) All funds expiring on September 30, 2017 are to be obligated (not in Committed status) no later than February 1, 2017. Funds remaining available after this date are subject to reallocation to Headquarters.
- 2) Funds reallocated to a Region/Office (after February 1, 2017) must be obligated (not Committed status) within fourteen(14) work days of receipt of allocation or are subject to a second round of fund reallocation.
- 3) Second year fund availability will continue to be subject to the usages as outlined in the Director's memorandum dated September 12, 2016.

REQUESTS FOR FY 2017/2018 SUPPLEMENTAL FUNDING

Requests from Offices/Regions for supplemental funding must be submitted NLT January 15, 2017. Separate guidance will be issued on format/directives to be followed in submitting the requests. Managers are to ensure requests are considered for all Tribes in their servicing area regardless of funding vehicle.

FY 2017/2018 FUNDS

- 1) Upon enactment of full year appropriations, Headquarters offices are to allocate funds within 10 work days from the date they are notified by the Office of Budget Management that funds are available for distribution.
- 2) Exceptions to 1) above are programs as Welfare Assistance, Contract Support Fund, and competitive-based programs. Guidance will be issued for these programs under separate cover.

FUNDS SCHEDULED TO BE CANCELED

UDOs targeted for cancelling by the OCFO in September 2017 should be cleared no later than January 31, 2017. These UDOs will be identified in October, 2017 as issued in the monthly UDO Status reports (issued by ODBIA).

PURCHASE ORDERS (PRs)

BIA Regional Acquisition offices are the service providers to the bureau's Office of Justice Services and the Bureau of Indian Education (BIE.) As the service provider to these two organizations (that have different chains of command), the Regional Director is to ensure their workload (if properly provided) are completed and in the Obligation stage of FBMS no later than July 1, 2017. Monthly monitoring of the PRs will be executed in FY 2017 to ensure all offices are on track in deterring any potential backlog in workload as a service provider. If there is a dilemma with any PR, you are to notify my office so that we may assist where possible and elevate it with the appropriate Management as necessary.

Further, all Acquisition offices must begin the acquisition process within the initial 30 days of receipt of the PR posted in FBMS. This is for those PRs which are submitted pursuant to established policy and procedures. If a PR is lacking in content/information, the Contracting Officer assigned is to notify the requesting office no later than three (3) work days after determination that the submitted information is not sufficient and/or not in compliance with established policy and procedures. However, notification is to be made NLT 30 work days after the PR has been entered into FBMS. These timelines will be tracked in the PR report, column Aging – Fully Approved.



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Additionally, Supervisory Contracting Officers (CO) are to ensure that pending PRs are for commercial contract activity only. A review should be done at least weekly to ensure those PR pending are for commercial contract activity and do not meet the requirements for charge card purchases. If a pending PR meets the requirements for a charge card purchase, the CO is to notify the submitting office within three (3) work days (of its initial entry into FBMS) to modify the pending PR in the FBMS.

ACQUISITION CUT-OFF DATES

Usually in the second quarter (ie, January), the Office of the Chief Financial Officer (OCFO) issues a memorandum that has the acquisition cut off dates for all of Indian Affairs for the submission of complete acquisition packages. All BIA Managers will adhere to the cutoff dates that will be issued for FY 2017. Should a Regional Director (RD) decide to make an exception to these dates, the onus is then on the RD to ensure that the acquisition (or PR) is fully obligated. If it is not, then the failure to do so is on the RD (unless it has been duly documented by the servicing provider that the requester has failed to provide necessary requested information to complete the acquisition).

FBMS CLOSEOUT

Dependent on the status of budgetary allocations (ie, Available Amount) and PR obligation, as well as to effect more time for analysis of year end workload, BIA users will not be authorized to enter any FBMS transaction five work days before the official FBMS closeout for Field Users (expected date is in September 2017). The exact date will be provided in a separate memorandum once the Department of the Interior sets the schedule for FBMS FY 2017 year end close. Again, the determining factor whether this will be in effect for FBMS users (who have access that affect a balance, ie, Acquisitions, Budget, Accounting) will be dependent on the status of budgetary obligations and PR obligations. This decision will be made in August, 2017 after an indepth review of these two areas.

REPROGRAMMINGS

In addition to the reprogramming guidance issued by the Office of Budget Management (OBM), Office of the Deputy Assistant Secretary – Indian Affairs (Management) on timelines, all BIA offices must submit any reprogramming request to OBM no later than August 30, 2017.

FIRE MANAGEMENT

Each year, in coordination with the Department, guidance is provided separately on the Wildland Fire Management budget allocations. Once we get the guidance for FY 2017, we will issue it under separate cover. However, all Managers who receive this funding are reminded to ensure good budget management practices are employed throughout the year. This pertains not only to the allocation and expenditure of the funds, but the appropriate use and recording of such funds. These funds will also be tracked in the monthly budget management report.

P.L. 93-638 AGREEMENTS

Managers are to work with the Federally recognized Tribes that have or will enter into agreements pursuant to the authorization of P.L. 93-638, to include a provision which allows additional funds to be made available to them without additional need for a new/separate Tribal resolution or contract, particularly at year end. Sample wording is provided as follows:

The Tribe agrees to allow the Bureau to add additional monies to this contract if they become available to supplement meeting the needs of this contract as outlined in the scope of work/purpose.



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Hopefully, this will expedite the inclusion of new monies, when available, to allow the Tribe(s) to continue to move forward with serving the needs of its members.

PAYROLL ERRORS/OVEROBLIGATIONS

Payroll errors, over obligations to program line items and other default charges that result in negative balances to a line item are to be cleared within 10 work days of posting. All offices are to review and remedy negative balances as issued by the OCFO in its RESBUD report(s) within 10 workdays of receipt.

CHARGE CARD USAGE

All Managers are to ensure adherence to the CFO email, dated October 7, 2016, which outlines the findings of the IG Review which ranged from insufficient documentation/purchase logs to use of fleet cards to former employees. Managers may want to conduct additional internal reviews sporadically through the fiscal year to ensure compliance.

TRAVEL

All Managers are to ensure adherence to the CFO email, dated September 28, 2016, which outlines the responsibilities of all Travelers (and their managers) on compliance with governing policy and procedures. In addition to compliance with existing regulations, policy and procedures, Managers are to ensure all travel entered into FBMS is valid. Any Travel Authorizations (T/As) which is not valid (i.e., travel cancelled) should eliminate these T/As from FBMS pursuant to established policy and procedures. Reports issued from the OCFO on questionable T/As are to be addressed within 10 workdays of receipt.

UNDELIVERED ORDERS (UDOS)

BIA will continue to focus on eliminating UDOs in FY 2017 and monitoring progress on a monthly basis.

- 1) A new baseline for evaluation of progress will be established as of September 30, 2016.
- 2) The report will continue to be sorted for Tribal and BIA UDOs based on the object classification entered into FBMS.
- 3) UDOs not categorized as roads construction and/or other construction with funding citations older than FY 2014 (regardless of life cycle) are to be cleared no later than April 1, 2017. If this cannot be achieved, the Senior Manager is to provide an action plan with milestones for achieving a reduction in the UDO(s) and/or completion of the project.
- 4) UDOs which have remaining balances of \$100 or less are to be eliminated no later than December 31, 2016, after which they must be eliminated within one month of being documented on the monthly UDO status report.

QUARTERLY CERTIFICATION(S) – UDOS

BIA will continue to meet the deadlines imposed by the OCFO on submission of Quarterly Certifications for UDOS. Managers are reminded that all outstanding obligations (including Reimbursable Agreements/ Interagency Agreements) in FBMS must be validated prior to submission of the quarterly Certification by their respective Office/Region.

Further all Period of Performance (PoP) dates are to be accurate. Any UDO which has an expired PoP should be deobligated pursuant to established policy and procedures.



ASAP REPORT

All locations are to monitor the ASAP report at least on a weekly basis to ensure funds available for drawdown(s) are being withdrawn by Tribes and/or other entities listed in the report.

REIMBURSABLE AGREEMENTS (RSA)/INTERAGENCY AGREEMENTS (IAA)

The guidance below is for RSAs and IAAs where BIA is the buyer or customer.

1) Period of Performance

It is the Program/Regional Manager's responsibility to negotiate with the seller or servicing Agency the terms and conditions of the agreement including the Period of Performance (POP.) The POP is not to be extended beyond the funding availability. For example, if the agreement is funded by the two year appropriated fund, 167A2100DD, the ending POP should not be extended beyond the expiration of the second year funding which is September 30, 2017.

All new agreements are to include the following language in the purpose to reiterate DOI policy:

Per DOI's IAA policy, the servicing Agency will bill Indian Affairs no later than 60 or 90 days after the work is performed or at the end of the Period of Performance date.

While there was improvement compared to past fiscal years, agreements are still requiring extra attention to ensure they are adequately monitored by the BIA program/Region office to ensure the billing agency was posting billings/charges to the agreement as authorized. Hence, one of the effects is that the financial obligations and liability remained on the financial "books" of Indian Affairs until the billings were complete. Second, Managers need to evaluate whether subsequent/additional Agreements are required if there are open agreements. Managers are responsible for the Agreements in FBMS as equally as they are for other UDOs pending in the financial system.

In summary, it is the Manager's responsibility to monitor the work progress, approve bills and reconcile discrepancies with the servicing agency, if any, and properly close out the agreement pursuant to established policies and procedures.

2) Duration/Life Cycle

While an Agreement is "open" until all billings have been posted as authorized by the Agreement, the term of the Agreement is subject to the life cycle of the accounting citation provided (reference 1) above, Period of Performance). Agreements do not have an extended life beyond the appropriation cycle cited in the agreement. Nor can Agreements in general be extended utilizing the original appropriation citation due to incomplete work, ongoing activities or new activities. Additionally, those Agreements citing the Economy Act have a life cycle of the two-year IA appropriation as the majority of these Agreements are for short-term projects/ activities. It is the program/Region Manager's responsibility to ensure adequate monitoring of the Agreements.

Managers are urged to evaluate whether additional funds should be provided in an existing, valid IA or a new IA if funds in an existing IA have yet to be 100% billed.



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OBJECT CLASS – FY 2016 CODES

New object classifications were added in FY 2015 that greatly improved the identification of activities in FY 2016. Managers are reminded to continue use of these codes in FY 2017 to further improve our reporting structure and internal controls.

UPC	BOC	UPC Description
252N0000	252N	P.L. 103-413 Self Governance Compact
415A0000	415A	Highway G2G Agreements
416A0000	416A	P.L. 102-477 Grants
M252I00W	252I	Indian Self-Determination Services CHG WO
M411C00W	411C	Cooperative Agreement (no property) CHG WO
M411G00W	411G	Grant (no property) CHG WO
M413A00W	413A	Indian Tribal Government Grant CHG WO

ADDITIONAL GUIDANCE

Additional guidance will be issued as needed, including any action(s) required from the results of the FY 2016 annual financial audit findings, if any.