



UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN), FMF

UNIT 35801

FPO AP 96602-5801

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DivO 1650.25B

COMPT  
21 Jul 00

DIVISION ORDER 1650.25B

From: Commanding General  
To: Distribution List

Subj: COMMANDING GENERAL'S FUND ADMINISTRATOR (FA) OF THE QUARTER  
(FAQ) AND FUND ADMINISTRATOR OF THE YEAR (FAY) PROGRAMS

Encl: (1) FA of the Quarter Data Worksheet  
(2) FA of the Year Data Worksheet  
(3) Cost Savings Initiative Information

1. Purpose. To assign responsibilities, publish eligibility criteria for the FAQ and the FAY awards, and prescribe procedures for selection of the Commanding General's FAQ and FAY.

2. Cancellation. DivO 1650.25A

3. Summary of Revision. This order has been changed to reflect an increase in the financial performance standards (paragraph 8).

4. Information. The Commanding General's FAQ and FAY programs have been established to:

a. Motivate 3d Marine Division personnel to achieve and maintain operating methods that permit maximum effectiveness, efficiency and fiscal support, consistent with overall mission accomplishment.

b. Reward fund administrator personnel and their organizations for outstanding fiscal achievements and standards of excellence. The following 3d Marine Division FAs are eligible for the FAQ/FAY programs:

- (1) Headquarters Battalion
- (2) 3d Marines
- (3) 4th Marines
- (4) 12th Marines
- (5) Combat Assault Battalion
- (6) 3d Reconnaissance Battalion

Responsibilities. The Division Comptroller's office is responsible for the Commanding General's FAQ and FAY programs including:

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a. Collecting, analyzing and ranking the fiscal data for the program criteria detailed in paragraph 6 below.

b. Coordinating the preparation and presentation of all program awards listed in paragraph 7 below.

c. Filing FAQ/FAY data worksheets, enclosures (1 and (2), for a period of one year.

6. Criteria. The FAQ/FAY programs are based on five equally weighted criteria. For each of the criteria, each FA is ranked in from first to sixth. The FA with the lowest combined ranking totals from all five criteria will be the FAQ or FAY. In the case of a tie, the FA with the lowest cumulative (fiscal year to date) funding reversion rate will be the winner. Enclosures (1) and (2) reflect the data worksheets that will display and rank the data for each criterion.

a. Cost Savings Rate. On a continuing basis, each FA will track the dollar amounts associated with their cost avoidances and cost savings initiatives. Enclosure (3) lists cost savings areas, which should be tracked as applicable. New initiatives as well as other significant cost savings initiatives should also be tracked. Each FA will then report to the Comptroller the total of each cost savings initiative for the applicable quarter by the third workday of the month following the quarter. The quarterly total of these cost savings initiatives is divided by the cumulative annual funding authorization to establish a percentage. The highest percentage (savings rate) earns a first place ranking for this criterion in the FAQ program. The remaining FAQ rankings are also determined in percentage order. For the FAY, the cumulative annual savings rate for the entire fiscal year's funding authorization is also used to determine the rankings. Again, the rankings are determined in percentage rate order, from highest to lowest.

b. Funding Reversion Rate. After a fiscal year ends, any funding obligations for that year which are subsequently cancelled or otherwise reduced become "reverted" (lost) funds to the unit and the 3d Marine Division. The prior year's Standard Accounting Budgeting Reporting System (SABRS) accounting records will be used to determine the funding reversion rates for the FAQ/FAY programs. The amount of the previous year's funds reverted in the applicable quarter is divided by the previous year's final obligations to establish a percentage. The lowest percentage (reversion rate) earns a first place for this criterion. The remaining rankings are also determined in percentage order, from lowest to highest. Note: If an FA is over obligated, only the absolute (positive) percentage is considered.

For the FAY program, the cumulative annual funding reversion rates will be used to determine the rankings. Again, the rankings are determined in percentage rate order, from lowest (absolute) to highest.

c. Undelivered Orders (UDO) Reduction Rates. A primary objective in spending (obligating) funds is to ensure that all goods (supplies) and/or services are received. Therefore, UDOs represent potentially lost funds, if the items ordered are never received. Because units should be continuously "expensing" their receipts in SABRS as supplies are received, UDO reduction rates will be measured cumulatively (fiscal year to date) for both the FAQ and the FAY program (unlike the cost savings and funding reversion rates which are measured quarterly for the FAQ program). The prior year's SABRS accounting records will be used to determine UDO reduction rates for the FAQ/FAY programs. The amount of the previous year's UDOs still remaining through the end of the current (applicable) quarter is subtracted from the amount of prior year UDOs at the end of the previous fiscal year. The resulting amount is then divided by the fiscal year-end amount of UDOs to establish a percentage. The highest percentage (UDO reduction rate) earns a first place for this criterion. The remaining rankings are also determined in percentage order, from highest to lowest. For the FAY program, the cumulative annual UDO reduction rate is also used to determine the rankings. Again, the rankings are determined in percentage rate order, from highest to lowest.

d. Obligation Rates. A primary financial objective for FAs in the current fiscal year is to ensure that all funds are obligated in a timely manner, both to demonstrate the "need" for additional funding, if necessary, and to help avoid the potential reversion of funds in the subsequent fiscal year. Higher obligation rates are a factor in 3d Marine Division's ability to secure additional funds from higher headquarters. Like UDO reduction rates, obligation rates are measured on a cumulative basis (fiscal year to date), since units must endeavor to spend each quarter's funds as they receive them. Any quarterly funding realignments for the current quarter must be requested by the fifth working day of the last month of the quarter for the requested funding authorization to apply for the FAQ program. Planning Estimate (PE) and Requisitional Authority (RA) funding obligation rates will represent two separate criteria. Current fiscal year SABRS accounting records will be used to determine the obligation rates for the FAQ/FAY programs. The SABRS obligation amount through the end of the current quarter is divided by the year-to-date funding authorization to establish a percentage. The highest percentage (obligation rate) earns a first place for this criterion. The remaining rankings are also determined in percentage order, from highest to lowest.

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Note: The year-to-date obligation rate, up to 101%, will be used for the first three quarters of a fiscal year. As an example, 101% will be ranked above 97%. For the FAY program, the cumulative annual obligation rate is also used to determine the rankings. Again, the rankings are determined in percentage order, from highest to lowest.

7. Awards. The following awards are applicable for the FAQ/FAY programs as noted. As a note, Navy Achievement Medals for fiscal officers and funding increases are both conditional, based on a FA meeting the minimum required financial performance standards listed below in paragraph 8.

a. FA Fiscal Clerk

(1) First Award - Commanding General's Certificate of Commendation.

(2) Second Award - Navy Achievement Medal (for consecutive quarters or for two quarters in the same fiscal year).

b. FA Fiscal Officer. Navy Achievement Medal (must meet performance standards in paragraph 8).

c. Organization

(1) FAQ Certificate and a brass plate inscribed with the winning FA is affixed to the FAQ Plaque, which hangs outside the Chief Of Staff's office.

(2) A 2-5% increase of an FA's starting fiscal year PE funds budget. The FAQ will automatically receive a 2% increase, and will receive 1% more for each individual category (criterion) first place finish, up to 5% total. For example, if the winning FA also places first in funding reversion rates, then a 3% increase applies. The cash award is based on funding availability.

d. FAY. For the FAY, both the fiscal officer and the fiscal clerk will receive a Navy Achievement Medal if the performance standards in paragraph 8 are met. No budget increases are applicable for the FAY.

e. Additionally, for the FAQ program, fiscal personnel can only earn one Navy Achievement Medal per fiscal year. However, the FAY program winner is eligible to receive an additional medal, if applicable.

8. Minimum Financial Performance Standards.

- a. Reversion Rates. .25% Maximum for the FAQ program and .75% Maximum for the FAY program
- b. UDO Reduction Rates. These are the same for both FAQ and FAY.

<u>Quarter</u>	<u>UDO Reduction (%)</u>
	55
	75
	85
	90

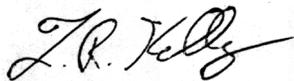
c. Obligation Rates

<u>Quarter</u>	<u>Obligation Rate</u>
1	95-100%
2	95-100%
3	95-100%
4	100% (99.9% minimum)

9. Administrative Procedures

a. All reversion, UDO reduction and obligation rate figures are extracted from the last cycle of the quarter from SABRS. The Comptroller's office will notify all FAs of the exact SABRS cycle by the end of the first week of the last month of each quarter. The Comptroller will collect the SABRS data and display it on enclosure (1) and (2), along with the cost savings information that is separately reported by the FAs.

b. The Comptroller will review and adjudicate any appeals, requests for reconsideration, and interpretation of program actions. The intent of these programs are to motivate improved financial performance throughout the 3d Marine Division. All program statistics will also be posted on the 3d Marine Division web site (Comptroller section) and updated quarterly.

  
T. R. KELLY  
Chief of Staff

Distribution: A/D

FA of the Quarter Data Worksheet

Cost Savings Summary

<u>Unit</u>	<u>DRMO Link</u>	<u>Asset Redistrib.</u>	<u>Fabric Repair</u>	<u>Recharg. Batteries</u>	<u>Others</u>	<u>Totals</u>	<u>Annual Authoriz.</u>	<u>Total as % Of Authoriz.</u>	<u>Ranking</u>
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Reversion Rate Summary

<u>Unit</u>	<u>End Prior FY Oblig. Amt.</u>	<u>End Prior FY Oblig. Amt. Previous Quarter</u>	<u>End Prior FY Oblig. Amt. Current Quarter</u>	<u>Funds Reverted</u>	<u>Reversion Rate</u>	<u>Ranking</u>
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UDO Reduction Rate Summary

<u>Unit</u>	<u>End Prior FY UDO Amount</u>	<u>Current (Prior FY) UDO Amount</u>	<u>Current UDO Reduction</u>	<u>UDO Reduction Rate</u>	<u>Ranking</u>
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Obligation Rate Summary

<u>Unit</u>	<u>YTD Funding Authorization</u>	<u>Obligation Amount</u>	<u>Obligation Rate</u>	<u>Ranking</u>
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FAQ Summary (Rankings)

<u>Unit</u>	<u>Cost Savings</u>	<u>Funds Reversions</u>	<u>UDO Reductions</u>	<u>Obligation Rate</u>	<u>Ranking Totals</u>	<u>Overall Rankings</u>
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1

Enclosure (1)

DivO 1650.25B  
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FA of the Year Data Worksheet

Cost Savings Summary – Same as FAQ

Reversion Rate Summary

<u>Unit</u>	<u>End Prior FY</u>	<u>Current Prior FY</u>	<u>Funds Reverted</u>	<u>Reversion Rate</u>	<u>Ranking</u>
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UDO Reduction Rate Summary – Same as FAQ

Obligation Rate Summary – Same as FAQ

FAY Summary (Rankings) – Same as FAQ

Cost Savings Initiatives Information

Cost Avoidance

Cost Savings

DRMO Link

SINCGARS Alternate Power

Scrounging

Rechargeable Batteries

Asset Redistribution

IMPAC Card Purchases

Fabric Repair

Recycled Toner Cartridge

Other (Specify)

Other (Specify)

Ensure that credible dollar amounts/estimates are provided.