



DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING COMMAND
200 STOVALL STREET
ALEXANDRIA, VA 22332

IN REPLY REFER TO
ACQ 021
23 Sep 98

MEMORANDUM FOR DISTRIBUTION

Subj: POLICIES AND PROCEDURES FOR QUARTERLY REPORTING OF ALL SEVERABLE SERVICE CONTRACTS THAT CROSS FISCAL YEARS AND DO NOT EXCEED ONE YEAR IN LENGTH (98-45)

Ref: (a) NAVFAC memo ACQ 021 (98-27) of 3 Jun 98

Encl: (1) ASN(FMC) memo of 26 Jun 98

1. Reference (a) provided authority for activities to begin using the FY 98 Defense Authorization Act Section 801 authority that allows a severable service contract that does not exceed one year in length, funded by an annual appropriation, to cross fiscal years.
2. The format for quarterly reporting of severable service contracts using this Section 801 authority is furnished as enclosure (1). Reports should be submitted to NAVFAC ACQ 022 no later than the 10th of January, April, July and October of each fiscal year. Initial report should cover the period 1 October 1997 to 30 September 1998.
3. Point of contact for further information is Ms. Angela Naill. She can be reached at (202) 685-9148.

A handwritten signature in black ink, appearing to read "Michael F. Howard".

MICHAEL F. HOWARD
Director, Strategic Operations



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(FINANCIAL MANAGEMENT AND COMPTROLLER)
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

26 JUN 1998

MEMORANDUM FOR DISTRIBUTION

Subj: POLICIES AND PROCEDURES FOR QUARTERLY REPORTING OF ALL SEVERABLE SERVICE CONTRACTS THAT CROSS FISCAL YEARS AND DO NOT EXCEED ONE YEAR IN LENGTH

Ref: (a) FY 1998 National Defense Authorization Act—P.L. 105-85

Encl: (1) Format for Quarterly Report of Severable Service Contracts

By Section 801 of reference (a), Title 10 United States Code (USC) 2410a authority was expanded to include all severable service contracts that cross fiscal years and do not exceed one year in length. The Department of Defense is required to report all contracts let under this authority to the congressional defense committees for Fiscal Years (FY) 1998 and 1999.

Department of the Navy activities are required to submit enclosure (1) following each calendar quarter of FY 1998 and 1999. The quarterly report is due on 31 January, 30 April, 31 July and 31 October of each fiscal year. The initial report for FY 1998 should include the period 1 October 1997 to 31 March 1998.

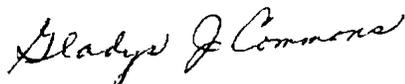
Enclosure (1) must be filled out in its entirety to include:

- a. the total amount and appropriation(s) obligated for each contract,
- b. the type of service procured by each contract,
- c. the date awarded, date started, and anticipated completion date for each contract, and
- d. the reason(s) why authority to cross a fiscal year was required for each contract.

Additionally, activities entering into severable service contracts that cross fiscal years and do not exceed one year in length should annotate each contract with the following: "This is a severable service contract and special reporting requirements exist under 10 USC 2410a."

Subj: POLICIES AND PROCEDURES FOR QUARTERLY REPORTING OF ALL SEVERABLE SERVICE CONTRACTS THAT CROSS FISCAL YEARS AND DO NOT EXCEED ONE YEAR IN LENGTH

Submit quarterly reports to the Office of the Assistant Secretary of the Navy (Financial Management and Comptroller), Attention FMO-111, 1000 Navy Pentagon, Washington, DC 20350-1000. Questions may be addressed to Ms. Ramona Jones, FMO-111, 202-685-6710 or DSN 325-6710, email:jones-ramona@fmogw.dipcw.disa.mil.



GLADYS J. COMMONS
Assistant Secretary of the Navy
(Financial Management and Comptroller)
Acting

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