



UNITED STATES MARINE CORPS
2D MARINE AIRCRAFT WING
II MARINE EXPEDITIONARY FORCE
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WgO 4443.1
ALD
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WING ORDER 4443.1

From: Commanding General, 2d Marine Aircraft Wing
To: Distribution List

Subj: END OF THE MONTH AND END OF THE FISCAL YEAR CLOSEOUT ORDER

Ref: (a) MCO P7300.19B
(b) CNAF 4400.2
(c) WgO P7000.5D
(d) CNAF 4790.2A
(e) MCO 4400.177F

1. Situation. Per reference (a) The Marine Aircraft Group (MAG) Commander is charged with maintaining cognizance over all fiscal functions accomplished within the MAG. References (a) through (c) identify the Aviation Supply Officer (AVNSUPO) as directly responsible and accountable to the Marine Aviation Logistics Squadron (MALS) Commanding Officer (CO) for the financial accountability of all internal financial transactions and to review the financial reports for submission to higher headquarters. Reference (d) delineates authority to the AVNSUPO as the accountable officer within the MAG for Department of the Navy (DON) Working Capital Fund (WCF) and Operations and Maintenance, Navy (O&MN) funds. As such the AVNSUPO is charged by law with the responsibility for keeping, maintaining and submitting accurate records of public funds and properties. Reference (e) tasks the Supply Management Division (SMD) with the responsibility of monitoring overall Aviation Supply Department (ASD) operations. This responsibility includes coordinating End of the Month (EOM) and End of the Fiscal Year (EOFY) processes of which the administration of the Relational-Supply (R-Supply) and Optimized NALCOMIS (OPT-NALCOMIS) database is a critical element.

2. Mission. This Order further delineates the authority and responsibility to the AVNSUPO (via the MAG CO, MALS CO) to establish controls for R-Supply and OPT-NALCOMIS user access

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during the EOM/EOFY process in order to facilitate the requisite close-out requirements of all financial records for that reporting period.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Aviation Logistics Department (ALD) shall:

(a) Ensure the MAG COs are aware of this Order.

(b) Direct the Wing Aviation Supply Officer (WAVNSUPO) to coordinate and ensure all 2d Marine Aircraft Wing (2d MAW) MALS are in compliance with the above references and this Order, in respect to the control and access of all personnel in R-Supply and OPT-NALCOMIS. This action is necessary to control system access and eliminate the possibility of over-expenditure of available funds.

(2) MAG COs shall:

(a) Direct the MALS CO to ensure adherence to this Order.

(b) Ensure the MALS CO keeps the MAG Fiscal Officer abreast of any financial concerns which should be brought to the MAG COs attention.

(3) MALS COs shall:

(a) Ensure the MALS AVNSUPO is the single point of contact regarding access to R-Supply and OPT-NALCOMIS during the EOM/EOFY processing periods.

(b) Ensure the ASD, SMD, Supply Applications Administrator (SAA), the Intermediate Maintenance Activity (IMA) Data Base Administrator (DBA) and the Aviation Logistics Information Management and Support (ALIMS) Division jointly produce a Letter of Instruction (LOI) concerning all aspects of the closeout procedures. This LOI should include but not be limited to significant system non-availability and requisition processing procedures during system downtime through-out the EOM/EOFY.

(c) Ensure the ASD provides the MALS and all supported squadrons the LOI regarding scheduled system down-time

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by the 20th day of the current month for the EOM. The EOFY LOI will be provided to supported activities Not Later Than (NLT) the 20th of August and updated as necessary through-out the EOFY as available funding changes. These LOIs will provide the IMA and supported squadron's adequate time to develop contingency plans for scheduled periods of system non-availability and requisition ordering.

b. AVNSUPO shall:

(1) Ensure the SMD oversees the LOI process and identifies any special EOM/EOFY requirements prior to publishing of the final product. OPT-NALCOMIS Interface will be brought down during the EOM/EOFY process to preclude new obligations from posting for the current month. SMD will distribute the EOM/EOFY LOI to notify the MALS and supported squadrons of scheduled system downtime, thus eliminating concern for the over expenditure of funds.

(2) Per reference (e), the SAA will direct and coordinate all EOM/EOFY processing for R-Supply and OPT-NALCOMIS. The SAA will review, approve and run all EOM/EOFY job requests.

(3) The SAA will ensure the ALIMS Systems Operating Branch (SOB) accomplishes two saves of the Database prior to processing the Financial Live and the Change Notice. R-Supply EOM/EOFY run procedures will be accomplished as directed by TYCOM/WING directives.

(4) The SAA will ensure ALIMS disables all electronic interface processing between R-Supply and OPT-NALCOMIS throughout the closeout process. Additionally, limitations with regard to initiating requisitions may be required on users in OPT-NALCOMIS during the EOFY process. These limitations are necessary to prevent processing of transactions having a financial impact in R-Supply and to avert a surge of prior fiscal year expenditures from posting during resumption of normal operations.

(5) The SAA will coordinate with the SMD Audit Branch (AB) to ensure timely submission of all EOM/EOFY hardcopy reports and associated database files. EOM/EOFY reports/files submission requirements are identified in applicable TYCOM/WING directives.

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4. Administration and Logistics

a. Scope

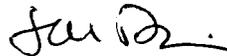
(1) This Order is applicable to the conduct and administration of EOM and EOFY processing for all units within 2d MAW utilizing OM&N funding "blue dollar" under the scope of the Naval Tactical Command Support System (NTCSS) suite.

(2) Additional guidance concerning the EOM and EOFY procedures will be provided by Wing ALD via the logistics chain of command.

5. Command and Signal.

a. Command. This Order is applicable to all 2d MAW MAGS.

b. Signal. This Order is effective the date signed.



J. M. DAVIS

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