

MEMORANDUM FOR Marla Anderson, Donna S. Stroud Davenport, Sharon M. Patton, and Carolyn S. Perugini

SUBJECT: Appointment Memo No. 02-07 , Appointment of Alternate Fund Certifying Officer

1. References:

a. ER 37-2-10, Financial Administration, Accounting and Reporting-Civil Activities, 31 Oct 00.

b. ER 37-345-1-, Financial Administration, Accounting and Reporting-Military Activities, 30 Sep 96.

2. You are hereby appointed Alternate Fund Certifying Officer for funds made available to this District. As a designated Funds Certifying Officer, you are bound by the limits imposed on this District by Funding Allowance Documents (FAD), reference regulations and other directives. Your responsibilities are as follows:

a. Read and be thoroughly knowledgeable of, and comply with the provisions of the cited references.

b. Maintain funds accountability to prevent overuse of funds provided this District by the FAD or generated through automatic reimbursements.

c. Advise the Primary Fund Certifying Officer or, in his absence, notify the Resource Management Officer of any instances when a commitment or obligation has been incurred without proper authorized fund certification.

d. Advise the Primary Fund Certifying Officer or, in his absence, notify the Resource Management Officer of any instance when an appropriation or apportionment applicable to this District has been exceeded.

e. Comply with all legal instructions issued by the Primary Fund Certifying Officer.

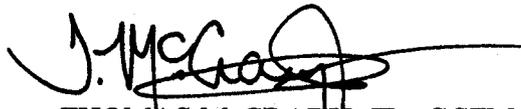
3. Certification of funds means that the balance of the appropriation, apportionment, or other information is sufficient to cover obligation.

CESWL-RM (37)

2 May 02

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4. Authority: DFAS-IN 37-1, Financial and Accounting Policy Implementation, 18 Sep 95.
5. Purpose: Certify as to the availability of civil funds, revolving funds, military funds, and on all forms requiring funds certification or obligation purposes. As Alternate Certifying Officer you are authorized to certify funds on behalf of the Primary Certifying Officer whether or not the Certifying Officer is present for duty.
6. Period of Appointment: Effective as of the date of this memorandum and automatically terminates on your reassignment or upon my reassignment, unless rescinded earlier. Any actions involving the certification of funds taken by you prior to the effective date of this memorandum are hereby ratified.
7. Point of Contact: Mr. Thomas McCrary, Chief of Resource Management, 501-324-5757.



THOMAS McCRARY, JR., CGFM
Chief, Resource Management Office

CF:
Named individuals
Ch, RMO
Ch, F&A