

MEMORANDUM FOR Mr. Thomas Harris

SUBJECT: Appointment Memo 02-08 , Appointment of Primary Fund Certifying Officer

1. References:

a. ER 37-345-10, Financial Administration, Accounting and Reporting Military Activities, 30 Sep 96.

2. Authority: DFAS 37-1, Finance and Accounting Policy Implementation, Jan 00.

3. Purpose: You are hereby delegated the authority to control and certify funds for this District. You will establish systems to ensure prudent resource use and control. The references are governing regulations on resource management.

4. You may further delegate this authority by appointing alternate fund certifiers. Clear lines of authority must be established and responsibility fixed. Delegations of authority will be made as follows:

a. All alternate fund certifiers will be made by name. The alternate fund certifier will be given the necessary authority to promulgate fund controls, to include centralized certification and control of funds before commitment.

b. All authority will be specific in nature. You may supplement these requirements but you may not reduce them.

5. Other responsibilities are as follows:

a. Read, be thoroughly knowledgeable of, and comply with, the provisions of the cited references. Keep abreast of changes to fund control regulations and implement directives as received, or advise me as to reasons for noncompliance.

b. Certify as to the availability of civil funds, revolving funds, military funds and on all forms requiring funds certification for commitment purposes.

c. Maintain funds accountability to prevent overuse of funds provided to your organization by the FAD or generated through automatic reimbursements.

d. Advise me immediately of any instance when a commitment has been incurred without paper authorized fund certification.

This supersedes Appointment Memo No. 98-12 dated 13 July 1998.

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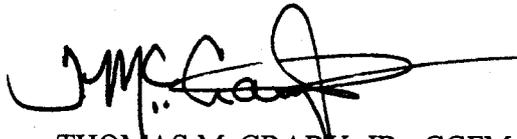
e. Advise me immediately of any instance when a resource target applicable to your organization has been exceeded.

f. As primary fund certifier, you are required to issue instructions to all alternate fund certifiers to ensure the referenced regulations and the instructions in a. through e. above are followed.

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

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. POC: Mr. Thomas McCrary, Chief of Resource Management, 501-324-5757.



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

CF:
To named individual
Ch, RMO
Ch, F&A