CENAO-DE (37-1) 24 May 2001

MEMORANDUM FOR William A. Sorrentino, Jr., Chief, Technical Services Division

Subject: Administrative Control of Funds

1. You are hereby delegated responsibility for fiscal management, administrative control and fund availability certification for all funds, funding authority and expenditure authority received from outside the district for or assigned from another office inside the district to the Technical Services Division. You must establish and maintain operational controls within your organization necessary to ensure that obligation and expenditure limitations assigned are not exceeded. Prior to initiation and execution of any work, funds management and fund certification must take place, to include certifying that proposed work/actions comply with **time**, **purpose** and **amount** constraints of the source appropriation. This includes certification of **amount only** for funds sub-allocated from other offices of the District. If events indicate the need to exceed previously established limitations, you are responsible for promptly obtaining additional funds or stopping work.

2. My delegation to you is in accordance with paragraph 0316 of DFAS-IN 37-1 and is part of the District's overall system of administrative control of funds required to avoid fiscal violations and fix accountability if they occur. You may further re-delegate all or parts of these responsibilities to other key personnel within your organization (i.e., supervisors, leads or program analysts). Certification of time, attendance and labor **must be** re-delegated to first-line supervisors. This delegation, unless revoked, remains in effect until you or the undersigned are reassigned.

3. Annually, you and your staff should review 31 USC 1517 (Anti-deficiency Statute) and DFAS-IN 37-1 (i.e., Chapter 3 for budget guidance, Chapter 4 for anti-deficiency and administrative control guidance, Chapter 7 for commitment procedures and Chapter 8 for obligation procedures). The enclosures provide references, a synopsis of requirements and sample re-delegation letters. The Resource Management Office is always available for advice.

5 Encls

ALLAN B. CARROLL
Colonel, EN
Commanding