ONR 08
Comptroller
Contract Requirements
Functions and Structure

Two Primary Functions

• Responsible Office for the Navy-wide RDT&E appropriations.
• Administering Office for Budget Planning, Formulation, and Execution for RDT&E funding allocated to ONR.
  – Includes budget execution for suballocated OSD funding and Outside Funding accepted at ONR.

Many of current ONR 08 processes rely heavily on specialized IT support

• Customer interactive pages/systems
• Web pages for customer information
• Databases and specialized queries

Structure

• Comptroller
• Navy-Wide FM Division
• ONR FM Division
• Accounting Office
• Plan & Program Office
DoD Policies and the DoD Financial Management Regulation lay out requirements for:

- budget formulation
- accounting requirements
- budget execution
- fiduciary reporting
- budget exhibits

DON Policies add additional clarification:

- SECNAVINST 5430.20D dtd 7 Mar 91 – Office of the Chief of Naval Research (which also established Navy-wide (RO) responsibilities)
- SECNAVINST 7000.27 dtd 22 Jan 03– Comptroller Organizations
- SECNAVINST 5430.99 dtd 5 Aug 87 – DON Comptroller Functions – Assignment of Responsibilities
- ASN(FM&C) memo dtd 19 Sep 97 – Effective Program and Budget Execution (Administration of Appropriations)
Financial Management Requirements

• Provide highly experienced financial, budgetary, and analytical support in the planning, budgeting and execution of resources/programs
• Develop financial and programmatic reports using various sources as appropriate
• Develop financial and programmatic correspondence, point papers and briefs for ONR HQ and higher levels
• Provide budget analyst support such as:
  - Review and execute procurement requests ensuring compliance with ONR, Navy, and DoD policies
  - Prepare and execute fund allocations
  - Monitor and report execution for assigned programs
  - Coordinate, prepare, review and finalize the submission of various budget exhibits including but not limited to R-2/R-3s, R-32, NSF Report, and BOCs.
  - Reconcile in-house management information systems to official accounting systems
  - Coordinate and prepare reclamas and responses to congressional inquiries
  - Coordinate and provide budgetary and financial advice to Comptroller staff/customers
  - Extract financial, budgetary, and programmatic data from various internal and external sources to develop sound budget estimates.
• Research and coordination to ensure OSF funding is appropriate (31 USC 1301 review) and executable (650+ OSF documents and $100M per year).
• DFAS bill oversight and coordination to ensure the DFAS bill against ONR/RDT&E,N appropriation is not overstated. Track monthly billings/hours charged.
• Coordinate and facilitate meetings for ONR Comptroller staff
• Clerical support
Chief Financial Officer Act
Compliance Requirements

• Develop and support a financial improvement plan for the RDT&E, N appropriation and ONR which supports the larger DoD and Navy-wide effort.

• Post obligations within the reporting period in which they occurred. Pursue expanding the practice of having major contracting activities post awards electronically to STARS

• Perform obligation validations to ensure posted obligations are accurate. With the sheer volume of obligation documents to validate, this is a labor intensive effort requiring follow-up work to electronically requested validations.

• Revise the accounts receivable process to more accurately record collections. Utilize the Overnight Collections History special reports available via the East Coast Computer Associates (CA) View region.

• Manually record accounts payable (AP) when material or service is received and accepted. Assuming a functional AP input screen is available in the accounting system (STARS-HCM), develop process to gather receipt/acceptance data from logistical operations side of the house and/or contractors. Monitor to prevent duplication in vendor pay accounting system (STARS One Pay), as invoices are settled.

• Eliminate problem disbursements older than 120 days, narrowing to 60 days and potentially narrowing even further.
Accounting Requirements

• Financial management and reconciliation support for detail obligation documents between the accounting and payment offices
• Identify systemic problems/errors and submit corrections to impacted organizations (DFAS/ONR/customers)
• Monitor uncommitted/outstanding commitment balances and contact performing activity contracting and/or budget offices regarding balances
• Identify and monitor sweep to cover problem disbursements
• Work with various systems including a web-based reconciliation system (COBRA), ONR’s contract administration system (CAMIS), the Standard Accounting and Reporting System (STARS), and ONR’s information system (INRIS)
Financial Management Information Technology Requirements

• Design, develop and maintain Budget Allocation System (BAS) and provide a user-friendly GUI interface with DoD’s Program Budget Allocation System (PBAS)
• Provide web-based and client server applications, allowing ONR Comptroller staff to leverage the in-house INRIS/NAVRIS and other Oracle databases. This includes customized web-based queries, automated email routines and SQR development.
• Design, develop, and maintain S&T Initial Allocation System (STAS) providing a database application to create, maintain and query allocation data and transition the data to INRIS
• Standard Accounting and Reporting System (STARS) – provide application that integrates STARS data with in-house systems (STAS, INRIS, BAS, PBIS, NBTS). This includes real-time interfaces/reporting.
• Design, develop and maintain Apportionment budget website/database
• Provide training support to Comptroller staff in the use of applications
• Ensure applications and websites are compliant with Section 508 of the Rehabilitation Act
• Design, develop and maintain R-2 website/database. Provide automated workflow through the R-2 development, review and approval process within ONR.
• Design, develop and maintain Request for Information (RFI)/Congressional website. Provide automated workflow through the RFI and Release Paper development, review and approval process
• Identify process improvements based on expertise for 08 Mission, INRIS, Oracle, Access and web based applications.