



DEPARTMENT OF THE NAVY  
OFFICE OF THE ASSISTANT SECRETARY  
(FINANCIAL MANAGEMENT AND COMPTROLLER)  
1000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-1000

7000  
FMO-111

OCT 26 1998

MEMORANDUM FOR DISTRIBUTION

Subj: POLICIES AND PROCEDURES FOR QUARTERLY REPORTING OF ALL  
SEVERABLE SERVICE CONTRACTS THAT CROSS FISCAL YEARS AND  
DO NOT EXCEED ONE YEAR IN LENGTH

Ref: (a) PHONCON ASN (RD&A) Sidney Tronic/ASN(FM&C) (FMO-111)  
of 13 Oct 98  
(b) ASN(FM&C) memo of 26 Jun 98  
(c) OASN(RD&A) memo of 6 Oct 98

By reference (a), the Office of the Assistant Secretary of the Navy (Research, Development and Acquisition) (OASN(RD&A)) is adopting the guidance issued under reference (b) to satisfy the reporting requirements of reference (c). Department of the Navy (DON) activities are to submit quarterly reports in the format of enclosure (1) to reference (b) to the OASN(RD&A) by 15 January, 15 April, 15 July, and 15 October. The requirement to submit quarterly reports to ASN(FM&C) is hereby rescinded.

Quarterly reports are to be mailed to OASN(RD&A), Attention: Ms. Wright, 2211 South Clark Place, Arlington, VA 22244-5104, or submit electronically to [wright.krishana@hq.navy.mil](mailto:wright.krishana@hq.navy.mil). Negative responses are also requested. Ms. Wright may be reached at (703) 602-2806 or fax 703-602-2117.

*A. A. Tisone*

A. A. TISONE  
Director  
Office of Financial Operations

Distribution:  
(see next page)

Subj: POLICIES AND PROCEDURES FOR QUARTERLY REPORTING OF ALL  
SEVERABLE SERVICE CONTRACTS THAT **CROSS** FISCAL YEARS AND  
DO NOT EXCEED ONE YEAR IN LENGTH

Distribution:

AAUSN  
CNO  
CMC  
CINCLANTFLT  
CINCPACFLT  
CINCUSNAVEUR  
COMSC  
COMNAVSPECWARCOM  
COMNAVSEASYS  
COMNAVAIRSYS  
COMSPAWARSYS  
ONR  
COMNAVFACENGCOM  
COMNAVSUPSYS  
DIRSSP  
BUMED  
BUPERS  
CNET  
COMNAVRESFOR  
COMNAVMETOCCOM  
COMNAVSECGRU  
ONI  
COMNAVCOMTELCOM  
NAVSYSMGMTACT