



DEPARTMENT OF THE AIR FORCE  
WASHINGTON, DC

OFFICE OF THE ASSISTANT SECRETARY

25 MAR 2002

MEMORANDUM FOR SEE DISTRIBUTION

FROM: SAF/FMBIS  
1130 Air Force Pentagon  
Washington DC 20330-1130

SUBJECT: FY02 FMS Administrative Budget Midyear Execution Review -SUSPENSE: 17  
MAY 02

Attached are the instructions and templates (required format) for the FY02 FMS Administrative Budget Midyear Execution Review. The purpose of this report is to identify program execution problems and potential surpluses from programs that are under-executing.

The basis for the report will be information in the Case Management Control System (CMCS). Therefore, the midyear report should reflect your execution status as of 31 Mar 02 as reported in CMCS. Every effort should be made to ensure CMCS accurately reflects the status of your program. Significant discrepancies between CMCS and your local accounting records should be identified, investigated, and corrected as needed.

Reports should be emailed on or before 17 May 02 to Ms Susanne Shaw, SAF/FMBIS at: [susanne.shaw@pentagon.af.mil](mailto:susanne.shaw@pentagon.af.mil) If you have any questions, please contact Ms Shaw at DSN 227-6672.

A handwritten signature in black ink that reads "Patricia D. Vestal".

PATRICIA D. VESTAL  
Assistant for Security Assistance  
Deputy Assistant Secretary (Budget)

Attachments:

1. FY02 FMS Administrative Budget Midyear Execution Review Guidance
2. Schedule 2 (Template)
3. Above Target (Template)

DISTRIBUTION:  
See Attached List

## FY02 FMS ADMINISTRATIVE BUDGET MIDYEAR EXECUTION REVIEW

1. Due Date: 17 May 02

2. Schedule 2:

- (a) FY01 Budget Authority - as submitted in your FY01 budget.
- (b) FY01 Obligations a/o 30 Sep 01 - as reported in CMCS.
- (c) FY01 Obligations a/o 31 Mar 02 – as reported in CMCS. Provide a narrative explanation of obligations that have a delta from 30 Sep 01 data.
- (d) FY02 Budget Authority – as reflected on your most recent budget authority document.
- (e) FY02 Obligations a/o 31 Mar 02 - as reported in CMCS. Provide a narrative explanation if second quarter authority is less than 80 percent executed.
- (f) FY02 Planned Obligations thru 30 Sep 02 - Should reflect your revised execution plan for the remainder of FY02 (01 Apr thru 30 Sep) based upon recorded obligations and known program changes.
- (g) For AFMC, break out PSIX under “Special Projects.”

3. Above Target:

- (a) Provide a prioritized list of FY02 unfunded requirements. Justify the need for additional funding based on increases in workload or fact of life changes.
- (b) Describe the impact of not funding the most critical of these requirements.
- (c) Provide alternatives if any

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