



# Federal Aviation Administration

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## Memorandum

Date: June 4, 2013

To: Center Management Team

From: *Susan L. Whittington*  
Susan L. Whittington, Director, Office of Acquisition Services, AMQ-1

Subject: FY13 End of Year (EOY) and FY14 Start-Up Guidance and Timelines

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The guidelines and timelines provided below are based on an assumed last day of obligation in the PRISM system of September 22, 2013. That date is subject to change once definitive guidance is received from HQs. Please ensure that any anticipated requirement is in AMQ by June 8, 2013 (over \$100K to \$1M) and July 1, 2013 (under \$100K), marked "Subject to the Availability of Funds" to ensure that we are in a position to obligate dollars timely in the event they become available. The remainder of this memo is the standard year-end guidance.

We have a very high volume of recurring services that will continue into FY14 or begin in FY14, so I need to provide a reminder on the Antideficiency Act. Obligations or expenditures for services to continue or begin in advance of FY14 appropriations are prohibited by the Antideficiency Act [31 U.S.C. 1341]. Allowing contractors to continue or to begin performance without a certification of funds availability, even after an appropriation has been approved by Congress, puts the Agency and/or the individual FAA employee at risk of violating the Antideficiency Act. AMQ contracting officers cannot and will not give verbal direction to contractors to proceed without the appropriate inputs from the users of those services.

To ensure an orderly close out of the current FY, and to adequately plan for services beginning the new FY, the following timelines are provided:

### **New contracts to be awarded in FY13 with start dates in FY13:**

Over \$100K: AMQ's standard cycle time for PRs \$100K to \$1M is 120 days, \$1M to \$5M is 150 days and over \$5M is 220 days. Based on having less than 120 days left in this FY, you will need to contact the contracting managers for specific guidance. AMQ-200 customers can contact John Hawk at x48321 and AMQ-300 customers can contact Suzanne Easter at X47822.

Under \$100K: The approved PR should be in AMQ, with certified funds, not later than July 1, 2013.

Obligations/Deobligations on awarded contracts that need to be completed in FY13:  
Approved PRs need to be in AMQ not later than **August 30, 2013**.

To ensure an orderly start up of new FY14 requirements or recurring services, the following timelines are provided:

**New contracts to be awarded in FY13 with start dates in FY14:**

Over \$100K: AMQ's standard cycle time for PRs \$100K to \$1M is 120 days, \$1M to \$5M is 150 days and over \$5M is 220 days. Based on having less than 120 days left in this FY, you will need to contact the contracting managers for specific guidance. AMQ-200 customers can contact John Hawk at x48321 and AMQ-300 customers can contact Suzanne Easter at X47822. Please ensure all FY14 start date PRs are appropriately marked "Subject to the Availability of Funds". Note: Due to competing EOY priorities, these PRs will have a lower priority than those with a start date in FY13.

Under \$100K: The approved PR should be in AMQ, marked "Subject to the Availability of Funds", not later than July 1, 2013. Note: Due to competing EOY priorities, these PRs will have a lower priority than those with a start date in FY13.

**Note:** Maintenance services that require award of a new contract, issuance of a purchase order or order against a GSA schedule must be received by June 14, 2013, to allow for sufficient lead time given the volume of these requirements. Failure to provide a PR by that date may result in a break in maintenance services. **Annual maintenance services shall not be continued by the use of the purchase card.** In instances where maintenance services are permitted to continue without contractual coverage and with the knowledge of the customer, an unauthorized commitment will have occurred.

**Unauthorized Commitments:** Only contracting officers and other designated employees acting within the scope of their authority may enter into contracts or other agreements and expend funds on behalf of the government. An agreement that is entered into by an FAA employee who does not have the authority to enter into agreements on behalf of the FAA is an unauthorized commitment. Unauthorized commitments are a serious violation of fiscal law and statutes. Persons who enter into unauthorized commitments will be held accountable. Managers shall make every effort to prevent unauthorized commitments and must consider whether discipline is appropriate for an employee that enters into an unauthorized commitment regardless of whether the procurement action is later ratified.

**Obligations on awarded contracts with a start date in FY14, to include recurring services:**

Approved PRs, marked "Subject to the Availability of Funds", need to be in AMQ not later than June 14, 2013

**The following exceptions to the above timelines are provided.** Any other exceptions require Program Director coordination with AMB-1 or appropriate budget office coordination.

1. AML's PRs that are processed by acquisition personnel in TSF will continue to be processed through September 22, 2013.
2. Aircraft on the Ground (AOGs) and Facilities Off-the-Air (FOAs) PRs, with certification from AJW-3 or AML-1, will continue to be processed through September 30, 2013.