



Federal Aviation Administration

Memorandum

Date: June 30, 2010

To: Center Management Team

From: *[Signature]* Program Director, Office of Acquisition Services, AMQ-1

Subject: FY10 End of Year (EOY) and FY11 Start-Up Guidance and Timelines

The guidance and timelines provided below are based on an assumed last day of obligation in the PRISM system of Sep 24, 2010. That date is subject to change once definitive guidance is received from HQs. We've simplified the below for ease in forecasting and to aid in decision making. We have a very high volume of recurring services that will continue into FY11 or begin in FY11, so I need to provide a reminder on the Antideficiency Act. Obligations or expenditures for services to continue or begin in advance of FY11 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, the following timelines are provided:

New contracts to be awarded in FY10 with start dates in FY10:

If the PR (to include a complete and accurate requirements package) is not already in AMQ, your requirement is at risk. Prior to submitting your PR and package, Requiring Organizations (RO) should contact either Jimmie Biggs (AMQ-200 customers) at x40512 or Cindy McGowan (AMQ-300 customers) at x48583 to discuss your individual circumstances for more definitive guidance.

Obligations/Deobligations on awarded contracts that need to be completed in FY10:

Approved PRs must be in AMQ not later than Aug 20, 2010.

To ensure an orderly start up of new FY11 requirements or recurring services, the following timelines are provided:

New contracts to be awarded in FY10 with start dates in FY11:

For Oct 1, 2010, start dates, if the PR (to include complete and accurate requirements package) is not already in AMQ, your requirement is at risk. Please ensure all FY11 start date PRs are appropriately marked "Subject to the Availability of Funds". ROs can contact either Jimmie Biggs

(AMQ-200 customers) at x40512 or Cindy McGowan (AMQ-300 customers) at x48583 to discuss your individual circumstances for more definitive guidance. Note: Due to competing EOY priorities, these PRs will have a lower priority than those with a start date in FY10.

Note: Maintenance services that require award of a new contract, issuance of a purchase order or order against a GSA schedule should already be in AMQ to allow for sufficient lead time given the volume of these requirements. If you have such a requirement that is not already in AMQ, a break in maintenance services is a possibility. Please contact either Jimmie Biggs (AMQ-200 customers) at x40512 or Cindy McGowan (AMQ-300 customers) at x48583 to discuss your individual circumstances for more definitive guidance. **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.

Obligations on awarded contracts with a start date in FY11, to include recurring services:

Approved PRs, marked "Subject to the Availability of Funds", need to already be in AMQ.

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 Sep 24, 2010.
2. Aircraft on the Ground (AOGs) and Facilities Off-the-Air (FOAs) PRs, with certification from AML-1/2, will continue to be processed through Sep 29, 2010.