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FM COMDT COGARD WASHINGTON DC
TO ALCGFINANCE
BT
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ALCGFINANCE 033/24
SUBJ: ENTERING AND RECORDING COMMITMENTS AND OBLIGATIONS DURING EARLY
FY25 FSMS DOWNTIME
A. ALCGFINANCE 023/24 FY24 FINANCIAL MANAGEMENT AND REPORTING
CLOSEOUT GUIDANCE
B. Financial Resource Management Manual (FRMM), COMDTINST M7100.3
(series)
C. ALCGFINANCE 029/24 GUIDANCE FOR TEMPORARY DUTY TRAVEL ORDERS
CROSSING FISCAL YEARS

1. Per REF (A), FSMS will be unavailable from 01OCT24 to OOA 15OCT24
Additionally, it is estimated that funds will not be loaded to the
project and task level in FSMS prior to 18OCT24.

2. Per REF (B), inability to access financial systems does not
prevent members from committing funds and making obligations,
provided the following criteria are met:
a. Funding: With the exception of obligations to continue operations
authorized by law that are necessary for safety of human life,
protection of property, or national security during a potential lapse
in appropriations, receipt of OMB approved apportionments and
corresponding DHS approved allotments must be made to the Coast
Guard prior to committing and obligating funds. CG-83 will announce
the date funding will be made available and amounts for each
allotment code via SEPCOR. Allotment Code Holders shall ensure
communication of project and task funding levels and maintain funds
balance oversight until funds are loaded to the project and task
level in FSMS. In the event of a lapse in appropriations, separate
guidance on funding restrictions will be provided.
b. Recording Commitments and Obligations Outside of FSMS:
Commitments and obligations must be recorded in a manner that
accurately captures information to maintain funds control and enable
subsequent recording in the financial system once it becomes
available. Units shall ensure a repeatable method is used to record
commitments and obligations and which allows for ease of reference
when FSMS becomes available for use in FY25. CG-913 has provided
specific guidance for processing and documenting contracting actions
while FSMS is not available via:<https://uscg.sharepoint-mil.us/:b:/s
/CGCC/ERWb1GnErv5Dg3vkDzupL50BcshcnciWdvApu96rM27gTg?e=Zi8aaf >
OOA 15OCT24, units will be able to record zero-dollar commitments and
obligations in FSMS but will be required to modify those entries once
funds are loaded. In many cases, a local ledger will be most
efficient to maintain proper documentation and a running tally of
available balances. In FSMS, the process for creating zero-dollar
awards/obligations from zero-dollar requisitions/commitments is the

same as creating fully-funded obligations from fully-funded commitments. When creating zero-dollar obligations from zero-dollar commitments, use the following job aid:
<https://uscg.sharepoint-mil.us/:b:/r/sites/CGCC/Content%20Library/How%20Do%20I%20Create%20a%20Zero%20Dollar%20Requisition.pdf?csf=1&web=1&e=alURuE >
c. Recording Transactions in PRESS/BOLT: Units currently using PRESS/BOLT should continue to do so in FY25. Transactions impacting FY25 POETs should be entered in the FY25 version of PRESS/BOLT. Additional information will be available on the PRESS landing page on the Common Core site. The FY24 version of PRESS/BOLT will continue to be available for receipting and other closeout actions only.
d. Recording Commitments and Obligations Using Interfacing Systems: Specific guidance will be released for interfacing systems, as needed.
In general, if the interface requires a funds check with FSMS to record a commitment or obligation, the interfacing system will not allow for recording until funds are loaded in FSMS unless the funds check can be turned off. The following are brief guidelines:
i. ETS Travel - E-Gov Travel System funds check will be turned off in ETS until funds are loaded in FSMS. Per Ref (C), starting 01OCT24, travel can be booked in ETS using FY25 POETs. Units must still keep a local ledger of obligated amounts associated with ETS transactions in order to maintain funds control.
ii. DA - Direct Access will remain available for issuing orders. Depending on the type of orders, different steps will be followed to create orders. For travel associated with accessions or A & C Schools, members should follow ETQC guidance for booking travel in ETS following receipt of orders. SEPCOR guidance for PCS and Short-Term ADOS orders is forthcoming.
iii. AMMIS - Asset Maintenance Management Information System will be available to record commitments and obligations following CG-83 communications verifying funds availability.
iv: NESSS - Naval and Electronic Supply Support System will be available to record commitments and obligations following CG-83 communications verifying funds availability.
v: AUXDATA- AUXDATA II will not be fully functional until funds are loaded in FSMS to facilitate the funds check process. CG-BSX-1 has authorized directors to issue verbal orders on a case-by-case basis for operational needs. Directors must ensure coordination with funds managers to track funding balances during this interim period.
vi: G-Invoicing - The Government Invoicing interface with FSMS is not expected to be live until after 01OCT24. Prior to G-Invoicing interface go-live, buyer-side reimbursable agreements where the Coast Guard is purchasing from other government agencies will be entered in the Sharepoint tracker on CG Portal.
vii: CANAPS - Ceiling and Number Assignment Processing System will be available to request new Pollution projects and authorities. Federal On-Scene Commanders (FOSCs) should utilize CG-5136's to track costs.

3. Units shall limit purchasing actions until FSMS is available and can support the funds check process, provided no operational impacts exist in doing so. Additionally, it is important to note that payment on FY25 invoices and travel vouchers cannot be made until FY25 funds are loaded in FSMS.

4. POC: CDR Mario Teixeira (CG-833), 202-372-3575, Email: Mario.B.Teixeira@uscg.mil

5. CAPT P. J. Granati, Chief, Office of Resource Management (CG-83) sends.

6. Internet release authorized.

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