

**DOCUMENT NAME: Coast Guard Yard
Project Order
DAFIS DOCUMENT TYPE: 33**

1. **Description:** The Coast Guard Yard has a revolving fund, Yard Fund, to finance industrial type work performed at the Yard. Money is advanced by project order from OE, AC&I, and possibly other funds to the Yard Fund.
2. **Primary Forms:** CGY-75, Project Order
3. **Related Forms:** None.
4. **Document Number:** Standard Number - unit assigned.

SAMPLE: 3394904FAB001

<u>Document Type</u>	<u>FY Funded</u>	<u>Procurement Site Code</u>	<u>FY Contract Originated</u>	<u>Region</u>	<u>Program Element</u>	<u>Document Sequence</u>	<u>Suffix</u>
33	94	90	4	F	AB	001	

5. **Accounting Line:**
6. **FINCEN Critical Processing Requirements:**

SAMPLE: 2/F/401/136/30/0/AB/12345/2536

a. The CG Yard-75 must include:

- (1) Project Order Number.
- (2) DAFIS Document Number.
- (3) Complete accounting information.
- (4) Dollar amount.

b. All CGY-75s must be approved by Commandant (G-ENE).

7. **Other Information:** The project order number is assigned by the Yard.

8. **LUFS Information:**

- a. Standard generic input is made through the Record Spending Module.
- b. Obligation will transmit electronically via LUFS.

9. Document Flow:

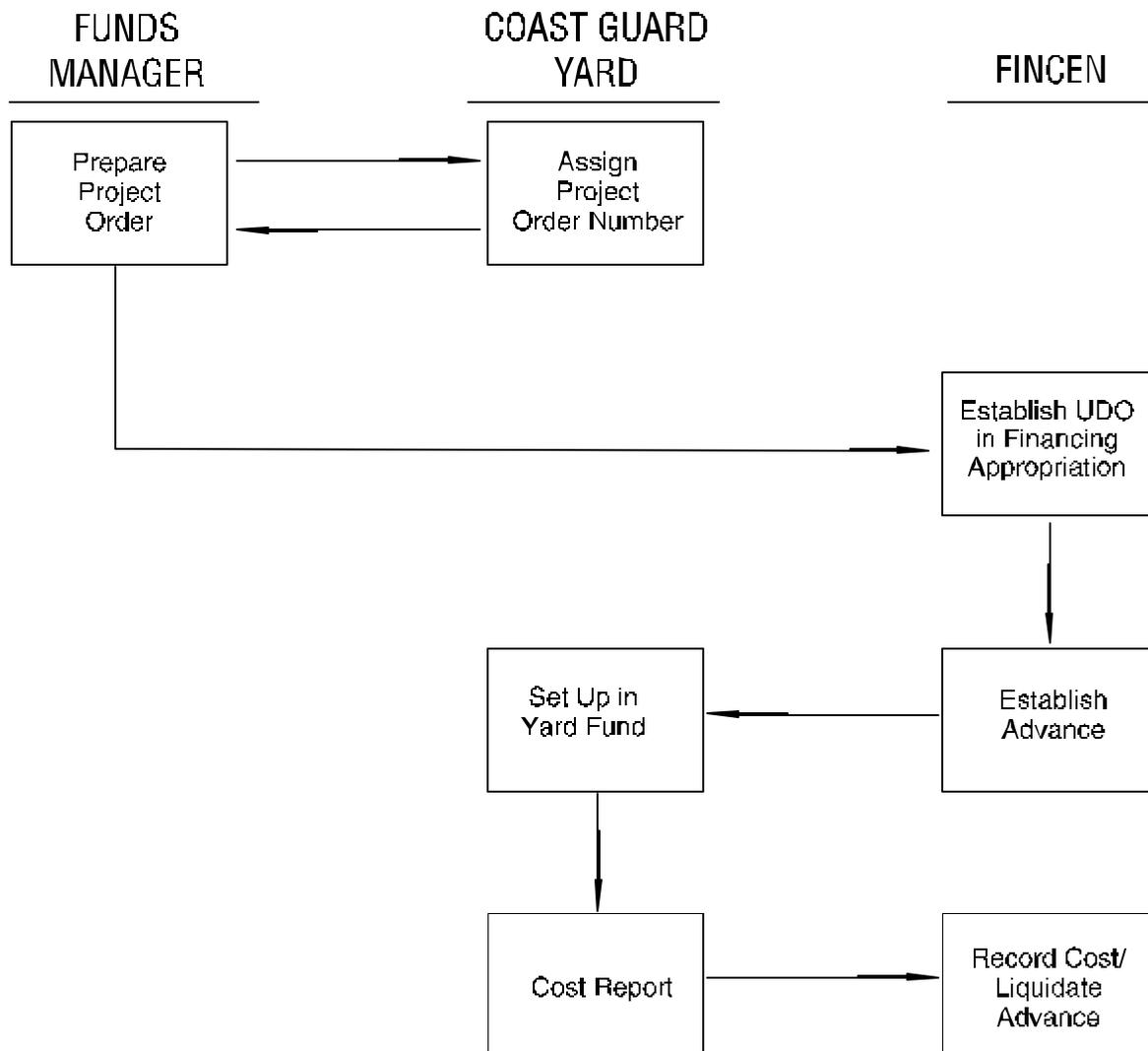


Figure 12D-64 Coast Guard Yard Project Order

- a. Figure 12D-64 describes the procedures for processing Coast Guard Yard Project Order.
- b. The Funds Manager prepares the Project Order in conjunction with the Coast Guard Yard who assigns the Project Order Number.
- c. The Funds Manager will send two completed Project Orders to the FINCEN. One of these is to contain original signatures and the second is a copy. The Project Order identifies the work to be performed and the source of funds. It is a legal obligation, not a commitment.
- d. FINCEN will:

9. d. (1) Establish an undelivered order in the financing appropriation if the obligation has not been transmitted via LUFS.
- (2) Establish an advance account in the financing appropriation and send advance to the Yard.
- e. The Yard submits cost reports monthly, but the costing is normally done quarterly. The entry to record costs is an expenditure with a full or partial undelivered order liquidation. The amounts recorded are the actual expenditures reported by the Yard - it does not include undelivered orders reported.
- f. If units are not currently receiving monthly cost reports for Project Orders, please contact the Yard. Although FINCEN expends costs for Project Orders, the Yard prepares the monthly cost reports. The monthly cost reports are important so that any potential deficits by Project Orders can be identified promptly by fund managers to obtain additional funding or to decrease the Project Orders.
- g. When an advance for a Project Order is greater than the final cost, the Yard will OPAC the excess funding to FINCEN. FINCEN will reduce the advance account for a Project Order. When final cost of a Project Order is greater than undelivered order, the Yard will OPAC additional cost. FINCEN will expend additional cost against financing appropriation noted on Project Order.

Note: It is important to have early follow up with the Yard to ensure timely receipt of the cost report. This is critical at the end of the fiscal year. Monthly reconciliation should be made to determine that the advance account and undelivered orders balances, by Project Orders, are in agreement.

- h. When sending completed Project Order (Form CGY-75) to FINCEN, please use the following address:

Commanding Officer (OGQ)
 USCG Finance Center
 1430A Kristina Way
 Chesapeake, VA 23326

10. Sample Forms: See Figure 12D-65.

11. PES Report Sample:

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
3394904FAB001000	051	94010FHA0	12345	2536	0.00	25000.00	0.00	00.00
3394904FAB001000	136	94025F888	12345	2536	0.00	25000.00-	0.00	25000.00

12. References:

- a. COMDTINST 5240.1, Industrial Management Manual.
- b. Yard Manual 5200.2, Establishment, Management and Closeout of CG Yard Work (Volume 8).

DEPT. OF TRANSPORTATION U. S. COAST GUARD CGY-75 (REV 2/92)					UNITED STATES COAST GUARD PROJECT - ORDER				
APPROPRIATION OR FUND TO BE CHARGED				Document # 3394904FAB001 6940201		PROJECT ORDER NUMBER			
U. S. Coast Guard 401 OE						33123			
ACCOUNT TO BE CHARGED									
ADMINISTRATIVE ALLOTMENT UNIT	SUBHEAD OR PROJECT	CLASS AND UNIT OR COST CODE	OBJECTIVE CLASSIFICATION	DATE OF ORDER					
Naval Engineering Division	2/F/401/136/45/O/	AB/12345/2536		02 Jan 94					
CONTROL ACCOUNT	PROJECT SUMMARY CODE	MANNING CODE	ANTICIPATED TOTAL ALLOCATION	JOB ORDER NUMBER					
			\$50,000.00						
DESCRIPTION							ESTIMATED COST		
Funding for CGC Neversail dockside availability 05 Jan 1994 to 20 Jan 1994 at Coast Guard Yard							\$25,000.00		
TOTAL							\$25,000.00		
<p>This order is placed in accordance with the provisions of Section 648, 14 U.S.C. 151, Public Law 207, 81st Congress, 1st Session, and work performed hereunder, or materials procured herefor, is chargeable to such sums as may be advanced from the appropriation indicated as long as such appropriation is available for expenditure, unless this order is canceled by proper authority.</p>									
C. P. Johns, By direction Funds Certification, G-ENE				Signature C.R. TERRY, CDR, USCG Title Chief, Fleet System/Equipment Branch					

Figure 12D-65 CGY-75, Project Order