

**PART 4**

**PROJECT COMPLETION  
STAGE**

**(COMPLETING THE PROJECT)**

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## **SECTION 1. PHYSICAL AND FINANCIAL PROJECT COMPLETION**

### **4-1. REGIONAL CLOSEOUT/CAPITALIZATION TEAM.**

Each region should have a closeout/capitalization team, made up of representatives from logistics, AF, IC, and accounting personnel to identify problems, holdups, and ways of resolving them, plus other efforts to close out NAS F&E projects. If needed, representatives from other offices, including headquarters policy and program offices can be included on an ad hoc basis.

**4-2. INSTALLATION.** At the beginning of project installation, the SMO/site physically releases all F&E items on hand to the project engineer, obtaining signatures on all receiving reports contained in the files. Once receipted, the facility maintains a copy to support their files in the event of record discrepancies. If no receiving reports are available, some form of custody receipt document is required.

HINT: Under no circumstances is the facility custodian to release F&E equipment for a JON other than the one for which the property was acquired.

- a. The project engineer performs or oversees any required construction or installation work. Once installation begins, he or she assumes responsibility for protecting the project materiel identified for the project.
- b. The project engineers resolve any problems occurring during actual construction or installation phases of F&E projects.
- c. At the field office level, SMO managers provide any assistance needed by the installation/construction crew, such as:

(1) Coordinating with the F&E project materiel manager for replacement actions on shipping discrepancies or damaged materiel.

(2) Performing "failure under warranty" transactions (based on information from the project engineer) to make sure of prompt return and replacement of defective items.

d. The project engineer or his or her representative physically verifies, at the system level, equipment types and materiel on hand as compared with the items listed on the receiving reports furnished by the property custodian/designee. They also coordinate with the property custodian/designee to satisfy any outstanding equipment or supply requirements as well as any reporting discrepancies.

e. While installation is going on, the project engineer makes sure no materiel is receipted for or transferred from the project without furnishing the F&E project materiel manager full documentation and information regarding the transaction. They also coordinate actions with the facility custodian to make sure there is proper documentation, care, and protection for all property dismantled or removed from an existing facility. This includes any materiel or equipment acquired for but not used by the project.

f. The project engineer completes the RPI portion of the Capitalization Authorization Form (see figure 12 on page 4-5) at the completion of the plant construction portion of the project and sends it to the F&E project materiel manager.

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## FIGURE 12. CAPITALIZATION AUTHORIZATION FORM\*

Date: 7/16/98

Job Order Number	12345			Commissioning Date:	1/1/97
Project Title	Establish ATCT Los Angeles Arpt RWY-03				
Facility Location and Location ID	FAC	FACTYP	RWY #	LOC ID	CCC
City and State					
Project Remarks					
Closeout Type	<input type="checkbox"/> Full Close-out	<input type="checkbox"/> Plant (Real Property) <input type="checkbox"/> Electronic	Verified PMC <input type="checkbox"/> Attached		
	<input type="checkbox"/> Partial Close-out		<input type="checkbox"/> Sent to Logistics from SMO		
	PSR Complete: yes	Reimbursable? Yes	On Airport Property? Yes		

### REAL PROPERTY INVENTORY

*Fill in the asset descriptions, enter "Percent of Asset" for each asset, then insert the "Percent of Total" subtotal for each asset type. Logistics and/or Accounting will apply values to each item on the RPI.*

Asset Type	Asset Description)	Percent of Asset	Percent of Total
<b>Land</b>			
	<b>Total</b>		
<b>Buildings</b>			
	<b>Total</b>		
<b>Other Structures</b>			
	<b>Total</b>		
		<b>GRAND TOTAL</b>	
_____ Name	_____ Signature	_____ Routing Symbol	_____ Telephone Number

\* This form is taken from ANI SOP 70, Closeout/Capitalization. Refer to SOP 70 for details on completing the form as well as any future updates.

When retrieving this form, the following box will appear:

Real Property Inventory		X
+ Add a New Asset	↓ Insert Asset Lines	↑ Remove Asset Lines

When you select "Add New Asset," the following box will appear:

Input a New Asset		
Asset Type	Project Type	Contract Number
<input type="checkbox"/> Land <input type="checkbox"/> Building <input type="checkbox"/> Other Structure	Establish Relocate Replace Improve Refurbish Dispose Demolish Upgrade Other	If new work on this asset was accomplished by government contract, please enter the contract number below
Asset Description		
This asset comprises what percentage of this asset type	%	This asset type comprises what percentage of total assets
		%

HINT: In most situations, the "percent of asset" will be 100%.

**4-3. FACILITY SERVICE AND EQUIPMENT PROFILE (FSEP).** Facilities need to be established in the FSEP prior to being closed out.

a. By the time of installation, any new facilities should already be established in the FSEP, either in the Precommissioned Facility File (PFF) or Facility Master File (FMF) module. If this has not been done, the individual in the SMO responsible for FSEP maintenance is to initiate FAA Form 6000-12, Change Document Facility Master File establishing the site in the FSEP, identifying the location of the facility.

b. At the same time, the SMO should request a new GSA activity address code (known within FAA as the SSC), in the LIS name and address file and send it to the regional name and address change request coordinator. However, relocating a site does not always require a new SSC, it may simply need to be updated.

#### **4-4. PRE-JOINT ACCEPTANCE INSPECTIONS (JAI) ACTIVITIES.**

a. Once the specified construction and/or installation work is completed, the project engineer notifies the SMO and the logistics division. The method of notification varies. It can be by cemail, phone, or form letter.

b. The F&E project materiel manager makes sure all inventories are taken prior to or as part of the JAI, by participating directly and/or requesting the applicable facility manager and project engineer conduct the inventories. The F&E project material manager provides the facility manager (or designee) with an up-to-date PMC to be used as the basis for the inventory.

c. The individual(s) taking the electronics inventory only need to verify those PMC entries contained in the EQUIPMENT TYPES and QUANTITIES column as the other columns do not affect the equipment inventory. Afterward, they update the PMC as follows:

- (1) Correct the equipment types and quantities.
- (2) Delete any missing items and provide an explanation for all deletions.

(3) Add any equipment received for the JON not already shown.

(4) Add the cost center code, location identifier, and facility code for the facility involved. Include the bar code number, serial number (if applicable), manufacturer, and year of manufacture on any remaining "line-item accountable" property.

(5) Both the project engineer and facility manager, custodian, or delegate sign the updated PMC and return it to the F&E project materiel manager.

d. For the real property inventory, the project engineer and facility manager/custodian takes the same steps as with the electronics inventory, mentioned above, including signing the RPI. The project engineer then sends the RPI to the F&E project materiel manager.

e. The project manager tells the F&E project materiel manager how to dispose of any residue project materiel; e.g., transfer it to another project, excess it, etc. The F&E project materiel manager coordinates disposition with the WIMs for headquarters-provided materiel. The facility manager/custodian tags each item as F&E residue to make sure project residue is properly stored and protected until disposition is made. The SMO logistics representative enters any unrequired in-use property removed from the facility into USD.

#### 4-5. **CAI/JAI.**

a. The CAI may be in a form or letter format. The individual performing the inspection must sign the CAI. The date the CAI takes place will be the acquisition date in RPR/REMS. The CAI must contain, as a minimum, a brief description of the accepted asset, date of the acceptance, name and title of the person

performing the inspection and the office name/symbol of the person performing the inspection. When the work is done by FAA personnel (under a broad general contract), the above information may be provided by the project manager or engineer. The preferred document is the CAI. In some regions, a plant JAI is performed for the construction work at the time FAA takes possession of a facility. Regardless of whether a plant JAI takes place, a CAI is required to establish the date of acceptance for the real property asset.

b. Plant JAIs (electronic) are performed before a new, improved, or relocated facility, system, or equipment is accepted for maintenance and/or operation on a commissioned basis in the NAS. If no electronics work is involved, the plant JAI would also be the final JAI. The project engineer notifies the joint acceptance board chairperson when the facility is ready for the JAI. The SMO representative and project engineer carries out the JAI together with the regional office/SMO logistics representative. Refer to the latest edition of Order 6030.45, Facility Reference Data File, for technical details on accomplishing JAIs.

c. A signed copy of the CAI/JAI is sent to the F&E project materiel manager for inclusion in their JON folder.

#### **4-6. COMMISSIONING AND PHYSICAL COMPLETION.**

After a final CAI and/or JAI is completed and accepted, the IC budget/program analyst or the servicing accounting office has 30 days to update the JON to status code 3 or 7 in DAFIS and notify the F&E project materiel manager of the change. The IC project manager updates the status to "C" in RTP and completes the Capitalization Authorization Form (see figure 12 on page 4-5). Appendix G, DAFIS/RPMMS to RTP Status Codes Crosswalk, shows the relationship between status codes in these systems. Accounting and IC budget/program analyst then begin the actions necessary for the project to become financially complete. Updating the status in DAFIS automatically changes the status in RPMMS.

**4-7. JCN ACTIVITY DATES.**

a. Use the following JCN schedule activity dates to determine when JONs are eligible for final closeout thus beginning the 6-month timeframe for closing and capitalizing JONs (see paragraph 4-17 on page 4-24):

RTP Code	Activity
8100	Work Completion
8200	Commissioning
8300	In-Service
8500	Decommissioning

b. If a JON is completed but there is no asset ready for closeout/capitalization (see paragraph 3-28 on page 3-38), enter a future date in the applicable activity reflecting when the asset is scheduled for completion.

**4-8. PARTIAL CLOSEOUT ACTIONS.**

a. The F&E project materiel manager:

(1) Transfers any materiel and related non-materiel costs (travel, labor, services) meeting the definition of real or personal property to either RPR/REMS or PPIMS if it meets the agency's property accountability or capitalization thresholds (see paragraph 3-28 on page 3-38). The CAF code can help determine whether or not an asset (and its related non-materiel costs) should become real or personal property. However, in many cases, the code is incorrect in the PMC and the 32-9F reports. In these cases, simply mark any incorrectly coded items on the reports and close the assets to the proper asset category. See paragraph 3-14 on page 3-15, for a listing of codes and descriptions.

(2) Expense costs unless they are part of an asset moved to RPR/REMS or PPIMS. Dollars associated with field spares are always expensed.

b. The IC reprograms/reassigns remaining available active funds after all obligations made on "directed" funds are posted in DAFIS (see paragraph 3-19 on page 3-25).

c. The IC is to closely monitor projects in status code 6 (financially expired, physically incomplete) to make sure JONS don't "hang" in this pending status, and revalidate these JONS when they have been in that status for a year.

4-9. **ALLOWABLE DOLLAR VARIANCES.** Variances of up to 3 percent between the dollars shown on the 32-9F and PMC reports will not impact (hold up) the closeout process. Close out to the dollars on the 32-9F report.

## **SECTION 2. FINANCIALLY COMPLETING NAS F&E PROJECTS.**

### **4-10. IC ACTIVITIES.**

a. The IC project manager coordinates with other IC, airway facilities, logistics, and accounting offices to make sure timely financial completion of physically completed projects (normally within 90 days from the date the project becomes physically completed). The following actions are required to financially complete a project:

Required Actions	Responsible Office
Record all project costs	Accounting
Resolve any significant/financial questions	IC & AF
Receipt/update/process required reports and forms	Logistics
Clear unliquidated obligations	IC, AF, Accounting & Contracting
Balance fiscally	IC, AF, & Accounting
Update project status	IC & Accounting

b. Figure 13, Project Closeout Checklist, on page 4-13 is a way for the IC project manager to oversee the actions required to close out projects. A good forum for such actions is the normally scheduled F&E project status review meeting (see paragraph 4-1 on page 4-3).

(1) After a project is designated as physically complete, no new obligations should be made without the prior approval of the IC project manager.

(2) The project engineer works with the facility custodian to identify any remaining information that needs to be provided to the F&E project materiel manager, such as completed inventories and any required documents needed for the F&E project materiel manager to remove residue equipment from the JON.

(3) The IC budget/program analyst resolves significant financial imbalances with accounting. Whenever a physically complete project has zero dollars to be capitalized, they determine why it has not been moved to status code 4 in DAFIS and closed out. Justifications would include a major JAI exception or a large (over \$5,000) unliquidated obligation. If there is still money available on the project, they reassign/reprogram those dollars if possible and close the JON. Money remaining on a JON is not justification for keeping it open.

FIGURE 13. PROJECT CLOSEOUT CHECKLIST

Project Closeout Checklist			
JON:		Facility:	PSC:
Location:		Control (initiation) Date:	
	Action Needed	Responsible Office	Date Completed
	CAI/JAI Form	ANI	
	Verified PMC	RO Logistics	
	Equipment Transfer Document (4650-12)	ANI	
	RTP Closeout	ANI	
	RPI	ANI	
	PSRs completed	RO Logistics	
	Project Funds Remaining/Deficit	ANI	

(4) After the project engineer completes the Capitalization Authorization Form and forwards it to the F&E project materiel manager, either the IC or accounting office updates the JON to status code 4 in DAFIS.

**4-11. LOGISTICS ACTIVITIES.** The F&E project materiel manager partially or fully closes out the JON (including RPMMS data entry). Full job closeouts normally occur within 30 days from the date the project is financially completed. This includes determining what materiel becomes personal property and transferred (via electronic interface) to PPIMS and what should be real property or expensed. Actions include:

- a. Reviewing the capitalization authorization form from ANI to see if it matches the JON's scope. If it doesn't, they are to check with the project manager or engineer.

b. Reviewing charges made against special JON types to decide what amounts, if any, meet the criteria for capitalization versus expense. These JONs are described in paragraphs 2-9 and 3-28.c on pages 2-8 and 3-40 respectively.

- HAZ/OSHA
- RO/Holding/Various
- LSSC/NISC
- TSSC
- Special Projects
- Reimbursable

c. Reviewing the RPI to make sure dollars and/or percentages add up to 100% of total real property expenditures as reflected on the 32-9F report, and descriptions are complete. At the same time, a copy of the RPI is included in the closeout package.

d. Reviewing the verified PMC report returned after the inventory to see if any materiel was not installed.

e. Reviewing project files to confirm code strip information (including the bar code number) has been provided on any line item accountable items not yet closed to PPIMS. Any missing information needs to be provided by the facility custodian.

f. Pulling companion JON files to be closed at the same time. While JONs are closed out individually, companion JONs are normally closed in concert with each other. They are to check with the project engineer or in RTP for a listing of all companion JONs utilizing the RTP JCN.

#### 4-12. ACCOUNTING ACTIVITIES.

a. The accounting office and the IC budget/program analyst make sure all project costs are recorded, help clear unliquidated balances, and fiscally balance the job. Accounting pays any outstanding invoices.

b. The accounting office (after coordinating with the IC budget/program analyst), deobligates any remaining unliquidated amount on a JON when the JON has unliquidated obligations (UDO) or undelivered orders and is ready for final closeout and:

(1) The UDO is \$5,000 or less,

(2) Is 3 years old or older (as shown on the 32-9F report), and

(3) And has had no activity within the past 18 months, after determining:

(a) Whether subsequent payments are imminent or an invoice is missing. If this is the case, they make sure the invoice is received as soon as possible.

(b) Payment (liquidating remaining unpaid obligations) is not anticipated within 2 weeks, or it is unclear if there will be future payments.

(4) If the amount is deobligated and a subsequent payment must be made, treat the payment as an operating expense.

(5) Any liquidated balances automatically become available in the appropriation from which it was deobligated (if it is not expired or cancelled).

HINT: These instructions do not apply to unliquidated obligations caused by major contracts such as DITCO and TSSC.

### **SECTION 3. PROJECT CLOSEOUT AND CAPITALIZATION**

**4-13. UNIT OF CAPITALIZATION.** The decision to capitalize or expense costs is made based on all the costs that go in to creating an asset and placing it in service rather than at an individual invoice or charge level. This rule applies regardless of whether those costs are incurred under one JON or many JONs.

#### **4-14. CLOSING OUT FINANCIALLY COMPLETE NAS F&E PROJECTS.**

a. When reviewing a closeout package, the F&E project materiel manager should ask themselves the following questions:

- Do the requested closeout actions match the scope of the project?
- Are there RPIs for the real property assets?
- Do RPIs equal the amount to be closed out to real property?
- Are there CAIs/JAIs showing completion/acceptance of the assets?
- Are funds being closed out to a viable asset (in lieu of work associated with an activity such as a site survey)?
- If the amount being expensed seems excessive, is there an explanation as to why it is being expensed?
- Are there any questions relating to the dollars associated with installation charges versus equipment?
- Does the JON have any companions? Would activity on companion JON answer any of the above questions?

- Were labor and travel costs associated with real property assigned to real property assets?

b. If necessary, the F&E project materiel manager contacts the project manager/engineer to answer the above questions.

c. The F&E project materiel managers complete the F&E project closeout worksheet shown in Figure 14 on page 4-20, using the criteria shown below.

(1) Subtracts from the subtotal, any prior partial closeouts from the 32-9F report. From the remaining amount:

(2) Subtracts from the PMC all remaining materiel meeting the criteria for selective management and control that will be recorded on a line-item basis. Closes out any accountable personal property that is leased, borrowed, or loaned for a period exceeding 90 days in the same manner as items purchased, using PPIMS ownership code "8, owned by others-FAA-operated leased."

(3) Subtracts all materiel and related charges from the 32-9F report that meet the definition of installed facility equipment (Asset Class 61). Items that are not real property, line-item accountable personal property, or field spares, are rolled up into Asset Class 61 if they are an integral part of the equipment. The aggregate value of such materiel and related charges is recorded by appropriately adjusting the installed facility equipment portion of PPIMS. If the work being done is an improvement to the facility/equipment, record the cost as a separate record in PPIMS.

HINT: Equipment and its appropriate facility identification need to be adequately scrutinized before closeout occurs to make sure the equipment is being closed to the proper facility. Checking the facility number, type and model identified in the FSEP will help. If in doubt, contact your region's in-use property manager.

(4) Subtracts all materiel and related charges (labor, travel, and overhead dollars that are not part of construction) from the 32-9F report associated with the installation of personal property within a facility. The aggregate value of such materiel and related charges are recorded by appropriately adjusting the installation charges segment of the installed facility equipment field in PPIMS.

(5) Subtracts all materiel and related charges from the PMC and 32-9F reports that meet the definition of real property as defined by the Real Estate Policy Branch, ASU-140. The aggregate value of such materiel and related installation charges are recorded in RPR/REMS. Makes sure the dollars closed off to real property include all applicable costs; e.g., labor, travel, materiel, other costs, and overhead.

HINT: For nationally furnished property, check the stock numbers in the FAA Supply Catalog to help distinguish real property from facility equipment. E.g., for lighting systems, the stock number described as "remote radio control system" would be facility equipment. Normally everything else in the lighting system goes to real property.

(6) Subtracts the remainder of the materiel and charges from the 32-9F report (such as miscellaneous service charges, non-accountable personal property, field spares, etc.) which constitute that portion of the job to be expensed. No entry into PPIMS or RPR/REMS is necessary, however, the SMO must be notified of any field spares so they can add them to the FSI system.

(7) Annotates an explanation on the worksheet whenever a closeout action may look "odd"; e.g., large dollar amount expensed, or dollars assigned to installation charges where there is no facility equipment. The explanation for expensing may be that the majority of the JON was for maintenance versus improvement work. An explanation for installation charges without facility equipment may be that the equipment was bought/received under a different JON. In that case, include the companion JON in the explanation.

(8) Using the completed worksheet, closes out the JON. This process is automated in the RPMMS and moves in-use personal property dollars and materiel to PPIMS. Appendix C, figure 8 on page C-10 is an example of the RPMMS Project Closeout Report and Figure 9 on page C-11 is an example of the RPMMS Project Materiel Batch Transaction Control Report - Project Completion.

HINT: If no materiel was purchased for the JON and there is no PMC you will not be able to use RPMMS to close out the JON. Simply provide a copy of the completed worksheet to the individuals identified in subparagraph (11) on page 4-21.

(9) Updates any internal files/logs as required and annotates the JON file in some easily identified manner, that "this" JON is closed. One way to do this is by drawing a highlighter across the JON number.

(10) Verifies that the JON file is fully documented.

FIGURE 14. F&E PROJECT CLOSEOUT WORKSHEET

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(11) Sends the capitalization package (all necessary documents) to the individuals listed in the following table. Figure 15, Closeout Notification on page 4-22, is a sample cover sheet and indicates actions to be taken by recipients.

Accounting	To initiate financial capitalization
SMO/facility manager/ field logistics specialist	For inclusion in the facility files at the SMO logistics office and entry of any spares into the LIS/FSI system
Asset Manager (Real and/or Personal)	For entry into RPR/REMS and inclusion in the permanent Asset Folder

**4-15. CAPITALIZING NAS F&E PROJECTS.** Once accounting receives the closeout package, they update the appropriate general ledger accounts in DAFIS. This is referred to as "capitalization" and normally occurs within 30 days from the date the project is closed. If possible, capitalization should be completed in the same data processing month as the closeout.

a. To capitalize the JONs, the accounting office:

(1) Verifies all required information is attached to the closeout notification and correctly reflects the type of closeout action taken.

(2) Determines if there has been any prior capitalization action for that JON by doing a print option of the JON in the DAFIS 1680 Maintenance Menu. If there is no money recorded a file should be set up. If there is money recorded a file should already have been set up.

## FIGURE 15. CLOSEOUT NOTIFICATION

TO:	Applicable Accounting Office Applicable SMO manager Real estate manager Personal Property manager	DATE:	
FROM:	Regional F&E Project Materiel Manager, AXX-5X		
JON:		COMPANION JON:	
FACILITY:		TYPE OF WORK:	
LOCATION:		COST CENTER:	
The above-identified F&E project has been (partially/fully) closed out.			
(1) Accounting is to capitalize applicable dollars, and if fully closed, update it to status code 5. Any additional remarks, if required, are attached.			
(2) Real Estate office for completion of RPR and entry into RPR/REMS. (A copy of the RPR is to be returned to the F&E project materiel manager for inclusion in the JON file)			
(3) The SMO manager is to maintain these documents at either the SMO or SSC office and pick up any associated field spares into the FSI system.			
The following documents are attached to support these actions:			
	( )	PMC Report	
	( )	32-9F Report	
	( )	Real Property Inventory	
	( )	Project Materiel Closeout Reports	
	( )	Field Spares Information	
cc: IC project manager, ANI-X00			

(3) Validates entries on the project closeout reports. Closeouts can be partial or full, less any withheld unliquidated obligations, if applicable.

(4) Verifies all costs on the 32-9F report have been appropriately closed from RPMMS to other property inventories. DAFIS has streamlined the closeouts so that there will be no separation of fund source. If a project closeout report is attached, it will show what items were dropped from the PMC. The items dropped should be on the PMC provided with the closeout package. Accounting makes sure what is being dropped was originally charged to the PMC. There are times when items have been dropped from the PMC in the same month that they were added.

(5) Enters information on a DAFIS worksheet, making sure the general ledgers equal one another; e.g., that "like" debits equal credits. Information must be written on the worksheet for entry into DAFIS.

(6) Changes the project status to "5" (capitalized) on the 1680 master file, within 1 workday after completion of integration into DAFIS.

(7) Includes entries in the DAFIS batch. DAFIS does not recognize whether there are debits or credits, so add the total amounts together to arrive at a grand total. Count all entries to determine a line count. A batch number is then obtained for terminal entry to DAFIS.

(8) Matches the general ledgers to the batch printout to ensure that everything is correct after the batch has been printed and balanced.

(9) Keeps the information in the closeout file for the JON as a suspense item. When the 32-9F report arrives, verify it for the month the closeouts were entered by looking at the "PARTIAL CAPITLZ" column to make sure the capitalization was applied correctly and the JON was not over capitalized. After verification is

complete, the project closeout folders are filed. Correct any errors in the current month.

b. Once the project is in DAFIS Status Code 5 (capitalized), the IC budget/program analyst or IC project manager updates the project status code to "F" (closed) in RTP.

**4-16. CORRECTING INCORRECT CLOSEOUT ACTIONS.** If a later review of a JON closeout reveals a mistake was made; e.g., dollars closed and capitalized to an incorrect asset, dollars expensed which should have been capitalized, etc., do not make another closeout worksheet. Instead use an asset adjustment sheet indicating the error and correction, and send it to the same offices as were sent the original closeout notification. Figure 16 on page 4-25 shows a sample notification.

**4-17. COMPLETION TIMEFRAME.** The required time frame to complete, close, and capitalize a NAS F&E project is as follows:

Required Effort	Time frame	OPI
From final JAI to Physical Completion (commissioning/in-service date)	30 days	ANI
From Physical To Financial Completion	90 days	ANI
Project Closeout	30 days	Logistics
Financial Capitalization	<u>30 days</u>	Accounting
Total timeframe required	180 days	

**4-18. JON FILE RETENTION.** The F&E project materiel manager is to maintain the JON file for 2 years after the end of the fiscal year in which the JON was closed. For example, if a JON is closed out in June 2000, the file will be retained in the logistics division through the end fiscal year 2002. At that time, they can dispose of the file in accordance with standard agency record retention requirements.

FIGURE 16. ASSET ADJUSTMENT SHEET

Types of Asset Adjustments

Fac Eqt	Install Cost	Line Items	WIP	Expense	Land	Buildings	Structures
<input type="checkbox"/>							

Existing Real Property Record to be Adjusted

JON	CCC	LOC	TYPE	OCC	GSA #	Prop Use Cd	DUP

Existing Personal Property Record to be Adjusted

JON	CCC	LOC	TYPE	CONTR

ASSET	TRANSFER FROM (Reduce)	TRANSFER TO (Increase)
PP Facility Equipment	\$	\$
PP Installation Cost	\$	\$
PP Line Items	\$	\$
Expense	\$	\$
RPR (Land)	\$	\$
RPR (Bldgs)	\$	\$
RPR (Structures)	\$	\$
WIP		

Comments:

Approved by - Title \_\_\_\_\_

Date \_\_\_\_\_

Action	RPR Created	RPR Adj	PPIMS Adj	WIP Acct Adj	RPR/DAFIS Acct Adj	PPIMS/DAFIS Acct Adj	Final Rcvd by Mat'l Mgr
Date							
Initials							

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