

## APHIS DEOBLIGATION CONTACT LIST Updated 04/06/2018

**NOTE- You must ensure that all invoices have been paid prior to requesting deobligations. Your email will need to state that you have contacted the appropriate person(s) with whom you had the obligation to ensure that no remaining payments will be requested, or need to be paid out.**

OBLIGATION TYPE/FMMI DOC KEY:	FMMI Doc#:	Ref Oblig Doc# begins with:	(WHO TO CONTACT)	2nd line Deobligation Contact
IAS Contracts/BPA/Construction (ZIO, ZIN, INTR, ZVA, ZVR) *	6000000000-6999999999	AG-32KW/AG-6395/126395	The Contracting Officer (CO) assigned to the contract will only provide the status of the contract (See Note 1) James Roloff for Construction, James.G.Roloff@aphis.usda.gov	Herbert.L.Suber@aphis.usda.gov/Nathan.D.Johnson@aphis.usda.gov
RWA's and SWA's (INTR, ZVA, ZVR) *	4000000000-4999999999	YYRWA, YYSWA (where "Y" is the 2nd digit of the FY obligated)	AAMD Realty - Karin.A.Finke@aphis.usda.gov (See Note 2)	David.L.Santelman@aphis.usda.gov
Leases (INTR, ZVA, ZVR) *	4000000000-4999999999	YLEAS, 57 (where "YY" is the FY obligated)	ASD Realty (For Lease Modifications) - Karimae.Faulkner@aphis.usda.gov	David.L.Santelman@aphis.usda.gov
Cooperative Agreements, Grants, & Interagency Agreements (FY 2007 and PRIOR) (INTR, ZVA, ZVR) *	4000000000-4999999999	(agreement number)	Email to servicing Technician stating that you have contacted the other agency, cooperator, grantee, as well as ADODR, to verify that no remaining unpaid obligations exist for the agreement. (See Note 3)	Naomi.Yang@aphis.usda.gov
Interagency Agreements (FY 2008 to Present) (INTR, ZVA, ZVR) *	4000000000-4999999999	(agreement number)	IA's < (less than) \$1000 - Correspondence from the Awarding Official Authorized Departmental Officer (ADO) IA's >= (equal to or greater) \$1000 - Formal Revision from ADO (See Note 3)	David.L.Santelman@aphis.usda.gov
Cooperative Agreements, Grants (FY 2008 to Present) (INTR, ZVA, ZVR) *	4000000000-4999999999	(agreement number)	Coops. < (less than) \$1,000 - Correspondence from the Awarding Official Authorized Departmental Officer (ADO) Coops >= (equal to or greater) \$1,000-The awarding official's issuance of a letter informing cooperator that APHIS will no longer make the funds available (See Note 3) Coops > = (equal to or greater) \$1,000-FY 2009-The awarding official's issuance of a letter informing cooperator that APHIS will no longer make the funds available based on the amount indicated in line h of the Federal Financial Report (See Note 3)	FOST@aphis.usda.gov
Departmental Charges Obligations (INTR, ZVA, ZVR)*	4300000000-4699999999	YYCCD, YYDRP (where "YY" is the FY obligated)	APHIS-BEST Projects (email address)	Adrienne Jackson APHIS-BEST Projects (email address)
Fuel Charges (INTR, ZVA, ZVR)*	4000000000-4999999999	YYAV (where "YY" is the FY obligated)	FOB - Financial Operations Branch (See Note 6) KariMae.Faulkner@aphis.usda.gov	David.L.Santelman@aphis.usda.gov
Contracts with Foreign Vendors (ZVA, NB)	4000000000-4999999999	Contract Number	AAMD Contracting - (See Note 4)	Herbert.L.Suber@aphis.usda.gov - 32KW Nathan.D.Johnson@aphis.usda.gov - 6395
Working Capital Funds (INTR) *	4600000000-4699999999	YYWCF or YY30000570/0565 (where "YY" is the FY obligated)	YYWCF00001/12-3000-0570-IA - Dennis Trainum, YYWCF00002/12-3000-0570-IA - Michele Williams, and YYAUDCON01/12-3000-0565-IA - APHIS-BEST Projects (email address)	Adrienne Jackson APHIS-BEST Projects (email address)
Training (INTR, NB, ZVA, ZVR) *	4000000000-4999999999	YYTRN (where "YY" is the FY obligated)	FOB - Financial Operations Branch Donna.J.Fager@aphis.usda.gov	Jennifer.M.Nurnberger@aphis.usda.gov
Vehicle Purchases (INTR, ZVA, ZVR) *	4000000000-4999999999	AP	FOB - Financial Operations Branch (See Note 6) KariMae.Faulkner@aphis.usda.gov	David.L.Santelman@aphis.usda.gov
Motor Pool Lease Vehicles (ZVA)	4300000000-4399999999	MO YMP (where "Y" is the 2nd digit of the FY obligated)	FOB - Financial Operations Branch (See Note 5) KariMae.Faulkner@aphis.usda.gov	David.L.Santelman@aphis.usda.gov

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Travel Relocations (XO)	7100000000-7199999999	XO YXXXXXXXXXX (where "YY" is the 2nd digit of the FY obligated & rest are random numbers)	See August 16, 2007 FAB Meeting Notes, Agenda Item #1 for deobligation instructions (See Note 7)	Chemin.S.Bolden@aphis.usda.gov
Travel Authorizations/Vouchers (GT, TO)	7000000000-7099999999	0xxxxxxx (where the Xs are random numbers)	FOB - Fianacial Operations Branch (See Note 8) Wayne.E.Simon@aphis.usda.gov	Becky.L.Nye@aphis.usda.gov
Postage Meter (NB)	4500000000-4599999999	PSTG-XXXXXXX (where the Xs are random numbers)	FOB - Fianacial Operations Branch Donna.J.Fager@aphis.usda.gov	Jennifer.M.Numberger@aphis.usda.gov
FSO Cola payments BOC 1243 (ZVA)	4300000000-4399999999	begins with Post Allowance or not assigned	FOB - Financial Operations Branch (See Note 9) Thi.N.Tran@aphis.usda.gov	Wayne.E.Simon@aphis.usda.gov

\* Items above with an asterick (\*) are FMMI Purchase Orders (POs)

**NOTE- You must ensure that all invoices have been paid prior to requesting deobligations**

NOTE 1: The status of a contract with a balance will either be *valid*, *to be researched*, *deobligation in process* or *deobligated*. Send the Contracting Officer (CO) the vendor name & contract number, contractor or PO #, open balance per line item, original amount, invoices and IAS Form 1, and contact name/phone number for questions. An e-mail to the CO will not initiate a deobligation to begin. E-mail Andre.R.Nelson@aphis.usda.gov or Debbie.A.Halvorson@aphis.usda.gov for a copy of the obligating document or to identify the CO assigned to the contract. New 12635 will be either as of FY 2018.

NOTE 2: Realty verifies with GSA/DHS that the work is done and the document is closed out. Realty will then e-mail IOAT to deobligate only if applicable, and cc the program.

**NOTE 3 Requirements:** Per Agreements Service Center: for an unobligated balance of \$1,000 or more, provide written notification to the Cooperator from the ADO that the balance of Federal funds reported as unobligated will no longer be available to the Cooperator. Balances of less than \$1,000 will automatically be de-obligated by APHIS without notification. Interagency agreements 2008-present, the deobligation letter will be used as written notification for any agreement with a balance of less than \$1,000, balances of greater than \$1000 require a formal revision to the interagency agreement. NOTE: An ACMS screenprint is needed for all deobligations regardless of year or amount. **NOTE: An ACMS screenprint is needed for all deobligations regardless of year or amount.**

NOTE 3 CONTACTS: The FOB contacts for VS: Katherine Bun; AC, BRS, IS, LPA, PPD, OA, MRPBS: Sarah Allis; PPQ -ER: Donna Fager; PPQ-WR, WS: Sarah Allis. For For agreements, send the technician the appropriate revision, letter, or other correspondence as stated above. NOTE: ASC should be notified for formal revisions over the threshold, and as an FYI for requests under the threshold.

NOTE 4: Contracting Officer creates a modification document to the contract, and gives to FOB to deobligate. Gareth Diedrick is the Construction Branch POC, poc, Debbie Halvorson is the poc for the other non-IAS contracts that include 6395, and Andre Nelson is the contact for contracts that include 32KW. New 12635 will be either as of FY 2018.

NOTE 5: FOB performs the deobligations automatically after the 1st quarter following the end of the FY. BEST typically requests the "XXXXPHONES" deobligations.

NOTE 6: FOB performs the deobligation when emailed if only a small amount remains open. If all, or a large amount is still open, the deobligation cannot take place until we have been billed for the vehicle.

NOTE 7: If your travel relocation (XO obligation) has been completed and is no longer pending, then the program will "C" cancel it in TRVL. Questions on canceling a travel authorization should be addressed to the Riverdale Travel group. NOTE: If the Action Code in TRVL for the relocation is "X" for closed, then only IOAT can deobligate the balance of the XO with an email request to Wayne Simon or Julie Tripp.

NOTE 8: If your travel voucher (TV obligation) has been completed and the remaining balance will not deobligate on its own, then IOAT will have to submit a remedy ticket to get the remaining amount deobligated.

NOTE 9: The obligations for FSO allowances are created at the beginning of the year – typically they are increased quarterly. The COLA will be zero'd out at the end of the FY since we make that last payment just before FMMI close.

**IN ALL CASES -**

Send 1st request with all necessary information to listed contact. Wait a week. The listed contact should respond to tell you what additional information is needed or when to expect the deobligation.

Send 2nd request - If nothing is received from 1st request, send 2nd request. Make sure all necessary information is provided and put second request at the beginning of the subject line in All CAPS and resend to contact above except for IAS documents. Copy "cc" the 2nd line Deobligation Contact.

Send 3rd request to 2nd line Deobligation Contact Person and the MRPBS FMD - BEST Group for Action with email trail included. Make sure all necessary information is provided and put third request at the beginning of the subject line in All CAPS and resend to contact above except for IAS documents.