DEPARTMENT OF THE NAVY
COMMANDER, NAVY INSTALLATIONS COMMAND
2713 MITSCHER ROAD, SW
ANACOSTIA ANNEX, DC 20373-5802

11103
Ser CNI/3316
AUG 25 2005

From: Commander, Navy Installations Command

Subj: ADVANCE NOTICE OF FY06 NAVY VISITORS QUARTERS NON-APPROPRIATED BILLETING FUND (NABF) ACCOUNTING CHANGE

Encl: (1) MWR Employee Report of VQ Employees
(2) Spreadsheet of Fixed Assets

1. An ongoing analysis of Navy Visitors Quarters (VQ) Non-Appropriated Fund Billeting Fund (NABF) financial statements has shown that both direct and indirect expenses are being recorded to the various VQ room types, activities 85-88. Indirect expenses (general and administrative expenses) are being recorded to a room type when they should be recorded to the general fund.

2. Effective 1 October 2005, general and administrative expenses will no longer be recorded to room types.

3. For those NABF operating under COMNAVREG EUROPE, under CONNAVFOR KOREA, under COMNAVREG SOUTHWEST ASIA and COMFLEACTS Sasebo, COMFLEACTS Okinawa and NAF Misawa, use only department 10 with activity room types to record accounting transactions. Depreciation expense will become a general administrative expense recorded to activity 00.

4. For those NABF operating under the AIMS/SAP accounting system, transfer employees and fixed assets to the appropriate valid cost centers prior to 1 October 2005. Enclosure (1) is a list of VQ employees that need their cost centers changed from a general and administrative (G&A) cost center to a general fund cost center or a room type cost center. These changes need to be completed and returned to Martha Fernandez by September 1, 2005.

Enclosure (2) is a list of fixed assets that need their cost centers changed. There is a tab for each region affected. Each region should review its respective tab to see current fixed asset cost centers and the proposed fixed asset cost centers. Each region should annotate any changes they want to make to the proposed fixed asset cost centers and return them to Martha Fernandez no later than September 30, 2005.

5. It should also be noted that any recurring entries, account assignment models, o/s purchase orders, etc. that reference the invalid cost centers will need to be corrected to reflect the new cost centers. You should also take care to make sure that you do not make any accrual entries in September for the cost centers that are going to be blocked.

6. CNI POC is Larry Groves, who can be reached at 202-433-3418, DSN 288 or e-mail larry.groves@navy.mil. CNI Detachment Millington POC is Martha Fernandez, who can be reached at 901-874-6561, DSN 882 or by e-mail martha.fernandez@persnet.navy.mil.

J. B. BAKER
By direction

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MWR Employee Report

Key date: 08/16/2005

0000 Personnel Number	0001 Company Code	0002 First Name	0002 Last Name	0001 Cost Center
00010326	VQ COMNAVREG, NE	JOANN	ADAMS	4350
00010435	VQ COMNAVREG, NE	ROBERTA	CHRISTOFARA	4348
00010523	VQ COMNAVREG, NE	RHIANNIN	FERNANDES	4364
00010739	VQ COMNAVREG, NE	KIMBERLY	MARSHALL	4350
00011231	VQ COMNAVREG, NE	KARIN	WILLIAMSON	4366
00011241	VQ COMNAVREG, NE	JUDITH	PEREZ	4348
00011395	VQ COMNAVREG, NE	CARA	BAYLISS	4364
00012487	VQ COMNAVREG, NE	CHARLA	BARRAGER	4364
00012894	VQ COMNAVREG, NE	DANIELLE	NIXON	4364
00014001	VQ COMNAVREG, MIDATLANTIC	HALLIE	FRANCIS	5904
00014004	VQ COMNAVREG, MIDATLANTIC	KIMBERLY	JOYNES	5904
00019112	VQ COMNAVREG, MIDATLANTIC	BILLIE	DRUMMOND	5904
00021718	VQ NS PASCAGOULA	MILTON	CLARK	6251
00022533	VQ NS PASCAGOULA	ERIC	JONES	6251
00024940	VQ NS PASCAGOULA	DONNA	PEABODY	6251
00025308	VQ NS GUANTANAMO BAY	KAREN	DAVIS	6589
00025850	VQ NSCS ATHENS	JOSEFINA	ABBOTT	6221
00025851	VQ NSCS ATHENS	ERICA	ALLEN	6223
00025853	VQ NSCS ATHENS	CORAZON	AQUINO	6221
00025854	VQ NSCS ATHENS	LASHAWNDA	CARTER	6221
00025855	VQ NSCS ATHENS	ALISA	CARTER	6223
00025856	VQ NSCS ATHENS	BRENDA	CARTER	6221
00025857	VQ NSCS ATHENS	LILLIE	CLARK	6221
00025859	VQ NSCS ATHENS	JANICE	DUNN	6221
00025860	VQ NSCS ATHENS	WILLIE	ELDER	6221
00025863	VQ NSCS ATHENS	OTTO	JONES	6221
00025865	VQ NSCS ATHENS	EDWARD	LYNN	6221
00025867	VQ NSCS ATHENS	SANDRA	PIATEK	6223
00025868	VQ NSCS ATHENS	BEVERLY	RAGSDALE	6223
00025869	VQ NSCS ATHENS	CORDELIA	SALTER	6225
00025870	VQ NSCS ATHENS	EVIA	SAUNDERS	6221
00025871	VQ NSCS ATHENS	NIKKI	SORRELLS	6221
00025996	VQ COMNAVREG, NE	BETTY JO	KOPEC	6188
00026106	VQ NS PASCAGOULA	RICKEY	BRANDON	6251
00026678	VQ NS PASCAGOULA	FELICIA	WOODS	6251
00026772	VQ COMNAVREG, SW (METRO)	NORMAN	LUCHSINGER	2337
00026884	VQ NS PASCAGOULA	ALBERT	DAVIS	6251
00028172	VQ NS GUANTANAMO BAY	CYNTHIA	THERIOT	6589
00028173	VQ NS GUANTANAMO BAY	DEBORAH	WILLIAMS	6589
00029047	VQ COMNAVREG, GULF COAST	BRENDA	CUENO	4880
00029229	VQ COMNAVREG, GULF COAST	TIFANI	STONE	4849
00030783	VQ NSCS ATHENS	BRENDA	WILLIAMS	6221
00030784	VQ NSCS ATHENS	NORMA	TORRES	6221
00030785	VQ NS PASCAGOULA	PAMELA	GLENN	6251
00031203	VQ NSCS ATHENS	KEEYANDUS	BARNETT	6221
00031204	VQ NSCS ATHENS	SUSIE	HOWARD	6221
00031389	VQ NSCS ATHENS	ELIZABETH	REID	6221
00031450	VQ NSCS ATHENS	JUDY	HAMMOND	6221
00032289	VQ NS PASCAGOULA	KRISTEN	DELANEY	6251
00032414	VQ COMNAVREG, MIDATLANTIC	EVETTE	HANDY	5904
00032630	VQ NS GUANTANAMO BAY	CHERYL	GRAHAM	6589
00032731	VQ NS PASCAGOULA	DONNA	PALERI	6251
00034175	VQ COMNAVREG, NE	TRUCLY	GILGAR	6188
00034199	VQ COMNAVREG, MIDATLANTIC	EVIE	BOWDEN	5904
00034275	VQ NSCS ATHENS	COMELLIA	BARKSDALE	6225