



Company / Division Name	U.S. Army ASA (FM&C) Army Budget Office Military Personnel, Army Division	Product / Service	Budget and Data Analysis Services
Points of Contact Information	Alexander Obriwin, CO Department of the Army U.S. Army Contracting Command Aberdeen Division D, Branch B	Nadene Roye, Contract Specialist Department of the Army U.S. Army Contracting Command Aberdeen Division D, Branch B	
Prime	Thomas & Reed, LLC (T&R)	Total Contract Value	\$4,089,099.20
Subcontractor	Professional Management Enterprise Inc (PME)		
Scope and Magnitude of Effort and Complexities	<p>We provide the U.S. Army with budget and data analysis services to monitor the Army’s Permanent Change Station (PCS) funding. PCS funding covers the Military Personnel, Army (MPA) appropriation for Active Component (AC) PCS orders (approximately 350,000 orders annually and \$1.8B including Overseas Contingency Operations funding).</p> <p>Routinely coordinate accounting/budget actions with Army Budget Office, Defense Finance Accounting Services, U. S. Army Sustainment Command, U.S. Transportation Command, Air Mobility Command, Surface Deployment Command, Army Audit Agency, Army g1, Army G4, Human Resources Command, US Bank, U.S. Medical Command, Army Installation Management Command, & U.S. Military Entrance Processing.</p> <p>Activities and tasks include:</p> <ul style="list-style-type: none"> • Maintain and ensure the integrity of Permanent Change Station (PCS) financial operations and accounts/reports as required under the Chief Financial Officer's Act by providing financial advice, training, and services involving accounting operations to the Army Budget Office. • Build evidence to support PCS budget. • Analyze data calls from the Assistant Secretary of Army (Financial Management & Controller) and prepare responses to those calls. • Provide support for financial management audits and Defense Finance and Accounting Service (DFAS). • Provide PCS accounting operations support for funds obligation, accounting record reconciliation, and reporting and analysis. Ensure the integrity of all financial transactions and other cost input and distributions/transfers. • Interact with business/financial/transportation managers and customers across the world regarding obligations, disbursements, and other execution issues affecting PCS programs and funding. • Monitor, analyze, and defend obligation and expenditure information in support of joint reviews. • Ensure adherence to federal accounting standards at the transaction level. • Prepare performance metrics to illustrate the status of PCS financial data. 		



- Perform data calls to capture financial data not reported in the accounting system of record.
- Research & resolve Problem Disbursements/Unmatched Disbursements.
- Analyze Problem Disbursements/UMDs, gather source documentation, initiate corrective actions, & analyze trends to minimize occurrences.
- Monitor relevant regulation, policy, and procedural changes, and prepare recommendations to ensure compliance.
- Perform Personal Property Shipping Office, Personal Property Processing Office, and Order Writer Activity site visits to ensure compliance with Army policy and procedures.
- Prepare performance metrics to track the suspense account beginning balance, incoming UMDs, number of UMDs corrected, Unmatched LOA corrected, Order Logs processed, Funds Recovered from other services, Summary Bill disputed/challenged and recovered costs, and the ending balances.
- Prepare updates to local end-to-end SOPs, Business Rules, Data Flow Diagrams based on evolving Army and DoD financial management policy and guidance; and prepare and recommend implementation strategies that meet requirements and minimize impact to PCS business enterprise operations.
- Perform requisite accounting reviews within the Army system of record and ensure compliance with approved Army Business Rules.
- Monitor the accounting system of record suspense account to ensure disbursements are researched, resolved, & cleared in a timely manner.
- Assist Order Writer Activity from around the world on how to prepare and submit PCS move documentation.
- Prepare ad hoc reports as required by ASA (FM&C), ABO, OMB, DFAS, US Army Audit Agency (USAAA), Army G1, Army G4
- Operate, administer & accomplish software development, support, maintenance, & modification for PCS Reliable Cost Estimate, Obligation Adjustment, & numerous Summary Bill Reconciliation applications.

Position	Quantity	Position	Quantity
Program Manager	1	Budget Analyst	10
Senior Technical Analyst	1	Accounting Analyst	4
Technical Analyst	1		

- Key Accomplishments**
- The time between contract award and the start date was compressed. We successfully transitioned 13 incumbents and hired 4 replacement employees. We mobilized our team to contact each incumbent to reassure them of contract continuation and onboard new staff. As a result, the contract started on time, and we maintained a continuity of services for the Army.
 - In the first 6 months of the contract, the team achieved over \$10 million in documented cost savings for the U.S. Army