



## DEPARTMENT OF THE NAVY

NAVY MEDICINE EAST  
620 JOHN PAUL JONES CIRCLE  
PORTSMOUTH, VIRGINIA 23708-2106

NAVMEDEASTINST 7000.1D

M8

17 Aug 07

### NAVY MEDICINE EAST INSTRUCTION 7000.1D

Subj: BUDGET EXECUTION AND OPERATING TARGETS

Ref: (a) NAVCOMPTMAN 032002

Encl: (1) Guidelines for Target Managers  
(2) FASTDATA OPTAR Site Report

1. Purpose. To outline budget execution policy and the use of the Operating Targets (OPTARs) as a management tool in the budget execution process. Commander, Navy Medicine East retains complete legal responsibility under 31 U.S.C. 1517 for all commitments, obligations, and expenditures incurred by this command in accordance with reference (a).

2. Cancellation. HLTHCARESUPPONORINST 7000.1C

3. Background. Navy Medicine East (NME) obtains funding from the Bureau of Medicine and Surgery (BUMED) for activities within its area of responsibility (AOR). This includes NME operating funds. This instruction addresses resources for this activity.

4. Policy. NME will use the OPTAR and target managers (cost center) approach to monitor and facilitate the execution of the authorized command budget.

5. OPTAR. An OPTAR is an administrative planning figure that provides the expenditure limitation to a target manager. The Deputy Chief of Staff distributes the OPTARs in writing. Although individual OPTAR holders are not subject to 31 U.S.C. 1517, this command holds strict legal and accountability responsibility for all assigned operating funds.

6. Method of Determining OPTAR Amounts

a. Reduce all "fixed" operating expenses from the total authorization before distributing funding to the target managers. These expenses include civilian salaries, annual maintenance service contracts, and collateral equipment.

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b. Base OPTAR distribution to target managers on the following:

- (1) Budget inputs from target managers
- (2) Historical departmental expenditures including inflation
- (3) Program increases, decreases, and modifications

7. Target Managers. Enclosure (1) outlines guidelines for target managers. Target managers must request additional authorization prior to exceeding the OPTAR or any modification to the OPTAR from the Chief of Staff via the Comptroller.

8. FASTDATA OPTAR Site Report. The FASTDATA OPTAR Site Report, enclosure (2), will be provided to each target manager on a monthly basis. The report includes quarterly OPTAR authorizations, current obligations, and current/past funding status.



PETER F. O'CONNOR  
Chief of Staff

Distribution: (NAVMEDEASTINST 5215.1)  
List A

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### **Guidelines for Target Managers**

1. Target managers are administratively responsible to the Chief of Staff for the management of the operating targets (OPTARs)

2. The comptroller issues funds to each target manager at the beginning of each quarter (1 October, 1 January, 1 April, and 1 July) equal to the amount provided on the Status of Funds Report.

a. If funds distributed are not adequate (or in excess) for the normal operations during the quarter, notify the comptroller as soon as possible.

b. Provide written justification, with supporting documentation, when seeking additional funding.

3. Target managers will receive funding in support of their direct mission requirements. Mission essential travel, collateral equipment (Operations Department), base support costs (telephone and computer maintenance agreements), and civilian pay are excluded. The Administrative Support Department centrally manages minor equipment, administrative supplies, procures IT equipment, software and printing costs.

4. FASTDATA OPTAR Site Reports:

a. Will be provided on a monthly basis. (Please see enclosure (2))

b. Shall include the following information: Quarterly OPTAR distributed, amount obligated (contract awarded), and available balance (amount that can be spent).

Enclosure (1)

**FASTDATA OPTAR Site Report**

Report Period: 1 Oct 06 - 30 OCT 06				
NAVY MEDICINE EAST FINANCIAL STATUS				
A - TOTAL APF	Yearly APF	Obligated	% Obligated	Unobligated
NME Total	\$17,444,100.00	\$2,713,349.27	15.6%	\$14,730,750.73
<b>B - Miscellaneous Operations</b>				
B - Miscellaneous Operations	Yearly APF	Obligated	% Obligated	Unobligated
Vehicle Rental	\$11,000.00	\$896.88	8.2%	\$10,103.12
Training	\$18,600.00	\$18,600.00	100.0%	\$0.00
Mission Travel	\$359,600.00	\$157,130.00	43.7%	\$202,470.00
Transportation	\$80,000.00	\$20,000.00	25.0%	\$60,000.00
Utilities	\$50,000.00	\$12,500.00	25.0%	\$37,500.00
Purchased Services	\$3,200.00	\$0.00	0.0%	\$3,200.00
Supplies	\$60,000.00	\$15,854.00	26.4%	\$44,146.00
Civilian Personnel	\$3,003,304.00	\$982,148.00	32.7%	\$2,021,156.00
Awards	\$28,000.00	\$0.00	0.0%	\$28,000.00
Maintenance Copiers	\$14,006.00	\$0.00	0.0%	\$14,006.00
Prime Travel & NMA Prime Travel	\$186,000.00	\$0.00	0.0%	\$186,000.00
Student Travel	\$60,000.00	\$32,363.67	53.9%	\$27,636.33
NME Total	\$3,873,710.00	\$1,239,492.55	32.0%	\$2,634,217.45
<b>C - Contracts/Support Agreements</b>				
C - Contracts/Support Agreements	Yearly APF	Obligated	% Obligated	Unobligated
FA License Renewal + ISSOT	\$1,730,000.00	\$0.00	0.0%	\$1,730,000.00
FCAP	\$360,000.00	\$0.00	0.0%	\$360,000.00
Legal Service	\$367,159.00	\$141,216.00	38.5%	\$225,943.00
HRSC East	\$785,000.00	\$302,923.00	38.6%	\$482,077.00
HRSC Northeast	\$433,808.00	\$166,849.00	38.5%	\$266,959.00
HRO Norfolk	\$650,976.00	\$162,744.00	25.0%	\$488,232.00
HRSC Southeast	\$756,241.00	\$290,861.00	38.5%	\$465,380.00
HRO JAX	\$298,800.00	\$83,595.00	28.0%	\$215,205.00
HRO Jacksonville	\$98,800.00	\$38,000.00	38.5%	\$60,800.00
Tom Kenworthy - facilities	\$249,243.00	\$94,231.00	37.8%	\$155,012.00
Mel & Michele - facilities	\$127,795.00	\$45,933.79	35.9%	\$81,861.21
ISSOT (Mel & Michele) - facilities	\$5,094.00	\$5,094.00	100.0%	\$0.00
Debra Mortland - facilities	\$160,786.00	\$43,288.00	26.9%	\$117,498.00
ISSOT (Debra Mortland) - facilities	\$9,647.00	\$0.00	0.0%	\$9,647.00
Ron Deike - Contract Closed	\$84,893.00	\$73,465.00	86.5%	\$11,428.00

ISSOT (Ron Deike)	\$7,668.00	\$7,668.00	100.0%	\$0.00
Custodial Contract	\$69,184.00	\$17,295.93	25.0%	\$51,888.07
ISSOT (Custodial Contract)	\$2,768.00	\$693.00	25.0%	\$2,075.00
ISSA Portsmouth	\$15,555.00	\$0.00	0.0%	\$15,555.00
Total Contracts/Agreements	\$6,213,417.00	\$1,473,856.72	23.7%	\$4,739,560.28
<b>Report Period: 1 Oct 06 - 30 Oct 06</b>				
<b>NAVY MEDICINE EAST FINANCIAL STATUS</b>				
<b>D - Equipment</b>	<b>Yearly APF</b>	<b>Obligated</b>	<b>% Obligated</b>	<b>Unobligated</b>
1Desktop & 4 Laptop Replace	\$18,000.00	\$0.00	0.0%	\$18,000.00
Warranty Extensions	\$1,500.00	\$0.00	0.0%	\$1,500.00
Blackberries	\$19,674.00	\$0.00	0.0%	\$19,674.00
Cell Phones	\$10,717.00	\$0.00	0.0%	\$10,717.00
Total Equipment	\$49,891.00	\$0.00	0.0%	\$49,891.00
<b>E - UNDISTRIBUTED/REPROGRAMMED</b>	<b>Yearly APF</b>	<b>Obligated</b>	<b>% Obligated</b>	<b>Unobligated</b>
Beneficial Occupancy	\$758,000.00	\$0.00	0.0%	\$758,000.00
PBD 712 Mil Civ Conversions**	\$73,000.00	\$0.00	0.0%	\$73,000.00
Undistributed Funds	\$2,107,399.00	\$0.00	0.0%	\$2,107,399.00
Admiral's Contingency Fund - BAG 1	2,000,000.00	0.00	0.0%	\$2,000,000.00
Keflavik Funds - BAG 1 - IHC	1,393,683.00	0.00	0.0%	\$1,393,683.00
MILCON Study	\$975,000.00	\$0.00	0.0%	\$975,000.00
Total Undistributed	\$7,307,082.00	\$0.00	0.0%	\$7,307,082.00