

Naval Sea System Command (NAVSEA) Financial Notes

As part of the Comptroller's Financial Improvement Plan (FIP) to provide continuing education to the Naval Sea Systems financial management community we began publishing weekly Financial Notes. The notes provide and explain policy and procedures to our Echelon III field activities, as well as the business financial managers (BFMs) across Headquarters and the Program Executive Offices (PEOs). To date, over eighty Financial Notes have been issued.

These financial notes go a long way in helping NAVSEA standardize our Comptroller processes at both the Headquarters and Field Activity levels. They also serve to enhance our control over key Comptroller functions and processes, which will help NAVSEA to produce auditable financial statements, a key tenant of the FIP.

The Financial Notes provide either a "personal" benefit to employees, such as the note explaining "Rental Car Liability", or more broad policy and procedures types of notes, such as those covering "Problem Disbursements" and "Writing Statements of Work".

We also use financial notes to convey important information throughout the Command pertaining to Assistant Secretary of the Navy (Financial Management and Comptroller) (ASN(FM&C)) guidance. For example, we have issued financial notes to provide guidance on the execution of Base Realignment and Closure (BRAC) funding, to announce the Financial Efficiency Index (a series of metrics designed to track execution performance), and to provide relevant information pertaining to recent Anti Deficiency Act (ADA) violations. This approach ensures the widest possible dissemination at HQ and field levels.

Another key aspect of this process is that we invite our readers to send potential topics that we can publish in a note. This keeps the BFM community and field activity Comptrollers actively involved in determining the types of additional guidance needed to operate more efficiently. The notes are retained in an on-line database and provide a constant reference source for individuals to use when conducting policy and procedures research.

Point of Contact:

Greg Nalepa
Head, Budget and Accounting Policy
Naval Sea Systems Command Comptroller Office
(202) 781-2756
Gregory.Nalepa@Navy.Mil