

Subject: Semi-annual closeout guidance

1. AR 30-22, paragraph 3-15,a, requires the FPM to conduct a mid-year review of all dining facility financial account status to determine which facility(ies) are overspent. This review is to ensure that all areas requiring improvement are identified so the facility may conclude the current FY at zero or under spent status.
2. AR 30-22 paragraph 3-24,c, requires the installation commander during the semi-annual inventory to designate an individual to verify the inventory process (March end-of-month) at each operational dining facility and provides the duties/responsibilities for this individual.
3. DA PAM 30-22, paragraph 3-20, provides the manual procedures (non-AFMIS) for completing the inventory process. All other units (AFMIS) will complete the inventory per the procedures outlined in the DFO module.
4. The actual physical inventory (count of items) must be conducted on the last day of the accounting period (March 03). The finalized end of month AFMIS inventory must be completed within the first 5 days of the new accounting period.
5. As a minimum, within two working days after the final TISA closeout, copies of the following March documents will be forwarded to the responsible FPM for the determination.
 - a. The completed DA Form(s) 3234 or AFMIS count sheets that have been signed by the designated individual. The designated individual will sign each sheet with his or her name, rank, and UIC.
 - b. The completed DA Form 3234-1 or printed finale inventory that documents the total dollar value of the inventory, and is signed (as indicated above) by the designated individual indicating the mathematical accuracy of these documents.
 - c. The completed DA Form 7455 or printed AFMIS account status (year-to-date) also signed by the designated individual.
6. The above forwarded documents and any recommended corrective action will be retained in the FPM files for 1 year active and 1 year inactive then destroyed.