

Brief Plan Video Transcript

Grace: Good morning Jessica. As with your earlier briefs, I'd like to know more about the current financial status of your Child and Youth Program, along with any issues or concerns related to your Program's financial execution. And of course, if your execution's unfavorable, we need to discuss possible causes and your recommendations for bringing your Program's execution back in line. If you need help from a higher authority, I'm available to discuss those options. With all of that being said, go ahead with your report.

Jessica: Here is a copy of the CYP financial worksheet that I completed. I'll give you a few minutes to familiarize yourself with it before I continue.

Grace: Okay thank you Jessica, just give me a few minutes to review.

APF FINANCIAL ANALYSIS WORKSHEET				
INSTALLATION/UIC: 01234			PERIOD: YTD 1/25/XX	
SIC	AUTHORIZATION	TOTAL EXECUTION	BALANCE	EXECUTION %
CD	\$27,000	\$25,380	\$1,620	94.0%
Findings/Proposed Management Actions				
<p>Labor is under-executed by 6% YTD. This is due to the recent resignation and transfer of one of the Civil Service employees (T&C Specialist). Though aggressively recruiting, the billet could remain unfilled for several weeks potentially leading to under-execution in the next month or even longer. Many of the T&C's tasks have been assigned to others on the staff, including NAF employees. This could have an undesirable impact on the NAF Labor budget.</p> <p>PLAN: I will continue to closely monitor in SAP. Request to the RPD and Region Comptroller (N8) that Labor \$ are not to be redirected should the selection process take longer than expected. Should we discuss bringing interim assistance from CNIC CYP? Though this will temporarily fill the vacancy we will ultimately have to reimburse CNIC for the expense.</p>				

Jessica: Well, Grace, as you know, Brooke, our Training and Curriculum Specialist, took a job at the Southwest Region about two months ago. One of my immediate priorities was to post the vacant position. We have had a lot of interest voiced regarding the position, but have yet to find a qualified candidate. The Region and even headquarters are aware of the vacancy and are working hard with recruiting through their networks. I have delegated many of her daily tasks to others that are willing to take on the extra workload, but in the long run this could have a negative effect on other parts of the Program,- including in the classrooms. This lack of recruitment and extra work for others has led to an unfavorable under-execution of Labor funds for the Program, as her salary and benefits aren't being paid out.

You'll see the details in my Monthly Budget Status Report, but just in brief, from the analysis I've put together in my worksheet, I expect to have an under-execution of our Labor funds for



the Program. In addition, some of Brooke's tasks are being performed by NAF staff and we've had a slight increase in payroll costs on the NAF side, which you can see in my analysis of the NAF SAP reports.

Grace: So, what I'm hearing you say is that due to a vacant position, your Program is experiencing an under-execution of APF Labor Funds. And because of this, the CYP may also experience a slight upward swing in NAF payroll costs. Is that correct?

Jessica: Yes, that is correct.

Grace: Okay, that is a perfectly understandable consequence of unfilled vacancies. What plans or recommendations do you have to remedy the unsatisfactory Execution percentage?

Jessica: Before I get to my recommendations, can you assure me that the unspent balance of APF Labor dollars we currently have aren't redistributed or reallocated to another Program for the next Fiscal Year budget? I recommend that we hire a Flex or a Part-time NAF employee to take on the additional work currently performed by others. We expect to hire a new Training and Curriculum Specialist soon; however, we want to make sure our APF Labor dollars aren't reduced in the next Fiscal Year budget.

Grace: Jessica, I disagree with your suggestion to hire a Flex or Part-time NAF employee. Our NAF budget is going to be strained by the additional workload and salary expense, and is currently within its acceptable spending tolerances, let's not upset that as well. We can work together to redistribute the staffing workload; and for those that have already taken on the additional responsibility, we can show our appreciation, but I don't want to hire additional NAF staff members. Instead, I suggest expanding our search criteria for the Training and Curriculum Specialist position. We can include local child development centers and schools as well as current FFR employees.

Jessica: Okay that sounds like a more effective strategy. What about our unspent APF Labor dollars?

Grace: As far as addressing your concern about next year's budget, our Regional CYP Program Director will be informed on the status of the funding and will lobby to maintain the APF funding through the current year and ensure it's accounted for in the next Fiscal Year budget.

Jessica: Okay thank you Grace; that's all I have for now.

Grace: Thank you Jessica. I think you have some good ideas about how to proceed with CYP.

Jessica: Thank you.

Grace: Would you please send in Sam from Unaccompanied Housing?



Jessica: Yes, ma'am.

Grace: Hello Sam.

Sam: Hi Grace.

Grace: Before we start your briefing, can I please see your UH financial worksheet so I can quickly review it?

Sam: Sure. Here it is.

Grace: Thank you.

APF FINANCIAL ANALYSIS WORKSHEET				
INSTALLATION/UIC: 01234			PERIOD: YTD 1/25/XX	
SIC	AUTHORIZATION	TOTAL EXECUTION	BALANCE	EXECUTION %
QO	\$810,000	\$344,962	\$465,037	42.6%
Findings/Proposed Management Actions				
<p>Execution rate is far below expectation. Due to higher than expected occupancy and problems with letting the contract, scheduled room enhancements and furnishing purchases for Brantley Hall scheduled to begin this month have been deferred. This is only a temporary "savings"; the room upgrades and furnishings are still a requirement. Additionally, the 60" HD TV and game system located in the recreation room was broken and will require replacement.</p> <p>PLAN: Procurement issues should be resolved, and room occupancy will be lower in March due to deployments, freeing up rooms for installation of the new flooring, cabinets and furniture replacement. Purchase new TV and gaming system. Request the Region Comptroller (N8) and RPD be notified of the procurement delay and that funds will be executed. N8 may also need to adjust the Spend Plan accordingly.</p>				

Grace: Okay. I've had time to look at your numbers and your analysis, please continue.

Sam: As you may or may not know, Unaccompanied Housing had several planned room upgrades cancelled due to some NCO room renovations at Brantley Hall being behind schedule. These NCO rooms were supposed to be renovated into four Sailor suites. Because of the construction delays and a lack of a storage area, we had to cancel some of the purchases for upgrades. These included new furnishings, flat screen TVs, and in-room washers and dryers. These unused Non-Labor dollars have caused me to have an under-execution in one area. However, the other night in the Sailor's recreation room, one of the 60 inch flat screens and the gaming system was broken, so that will need to be replaced; an unexpected expense that needs to be taken into account.



Grace: Okay, well let's break this down. First, how do you plan on addressing the renovation delays?

Sam: I have spoken with the Seabee's Leading Chief and she mentioned something about a contractual delay having to do with flooring and cabinetry; so, the renovations are on hold until further notice.

Grace: And what about the broken TV and gaming system? Was there an investigation as to who possibly did it?

Sam: Security is investigating along with the UH Housing Manager on duty. No news yet, but the Sailors have complained about not being able to watch TV in the rec room.

Grace: Okay, so what are your plans or recommendations to rectify your under-execution?

Sam: At this point, we're under-executing, but as the renovations start back up, we'll quickly move towards full execution and an acceptable variance range. In the long term, we should be able to execute to 100%. In the short term, we'll have an excess that can be used to repair or fix other issues that need attention, but aren't high on the priority list, such as the new unexpected rec room expense.

Grace: Good work Sam. It sounds to me like you've got a good handle on this. Keep the dialogs going with the Seabees and keep me posted on the developments. I'll let the CO know what's going on with the renovation contract. If it's going to take longer than today to get the big-screen TV and game system replaced, get one or two of the smaller TVs from the warehouse and put those in the rec room.