Step 1: M/Office of Acquisition and Assistance (OAA) term Commitment:

Start: OAA term Commitment is not the same as the funds control term Commitment (i.e., set aside agency funds prior to obligation: ADS 621)

Step 2: Determine: Improper Payments

Question (Q): Was there a payment of USAID funds for the unratified action? (Commitment – OAA term)

Yes

Result: Improper Payments must be reported to improperpayment@usaid.gov AND report to Director, M/CFO/FPS* for potential FCV
Also, see next Q

No

Step 3: Action: M/OAA Director

Q: Did the CO/AO including EXOs, when applicable, decide to request ratification of the Commitment (OAA term) from M/OAA Director? (request to M/OAA/E*)

Yes

Q: Did M/OAA Director ratify the Commitment (OAA term)?

Note: Obligation occurs at ratification. Also, funds must be committed before obligation (ADS 634)

Yes

See: M/OAA Director for re-consideration and/or contract dispute resolution.

No

End

Note: No further action by Operating Unit.

No

End

Step 4: Determine: Funds Control Violation and see ADS 634.3.5.3 to report FCV:

Q: Were the correct amount of funds set aside as a Commitment (funds control) in the financial management system before the action was ratified?

Yes

Result: Administrative Funds Control Violation (FCV) under ADS 634.3.5.2(c): Obligations or sub-obligations incurred prior to the commitment or sub-commitment of funds, except for recording USDH salary expenses. Also see below for added FCV under 634.3.5.2(d) and (e):

No

End

Note: See M/OAA/E at: https://pages.usaid.gov/M/OAA/our-offices

Yes

Result: Administrative Funds Control Violation (FCV) when ADS 634.3.5.2(d): Obligation (using enacted appropriated funds) is made after the period of performance begins for the obligation or ADS 634.3.5.2(e): Sub-obligation (using obligated enacted appropriated funds) is entered into after the period of performance begins for that sub-obligation

End: Report FCV

ADS 634.3.5.3

*Contracting/Agreement Officer (CO/AO) Authority: see https://pages.usaid.gov/M/OAA/warrants

*See M/CFO/FPS at: https://pages.usaid.gov/M/CFO/our-offices

*See M/OAA/E at: https://pages.usaid.gov/M/OAA/our-offices