

FY2008 Attestation Process and Requirements

The yearly attestation process validates the accuracy of the military equipment value data inputs. The FY2008 program-level attestation process will vary significantly from the FY2006 and FY2007 processes. However, the final Component-level attestation requirement remains the same. Requirements for the FY2008 attestation process and timelines are as follows:

1. Data provided in prior years by the Property & Equipment (P&E) Policy Office to the Component's Financial Management Officers (FMO) will now be retrieved via the CAMS-ME portal by each individual program. This change will eliminate the need for report generation and reduce manual processes, which should, in turn, reduce data inaccuracies. Data provided on the portal screen will include:
 - FY2008 Average Cost Data Elements (Average Cost Programs Only)
 - FY2008 Program Cost
 - Deliveries Funded by those dollars
 - Financial Account Codes (FAC)(e.g., MRRN, BPAC)
 - Any additions, deactivations, or changes made in FY2008
 - Useful Life
2. In order to provide faster and easier access to the attestation process, Placed-In-Service and Retirement/Disposal data will also be attested to via the portal on a separate screen.
3. The attestation process will flow as follows:
 - PM representatives will access their programs via the portal using their regular user name.
 - They will verify their program data (#1 above) and check the box, verifying that they have reviewed their information for the fiscal year and that it is correct.
 - Attestations for data in section #1 above will be completed by all programs. Attestations for data in section #2 above will only be completed for average cost and actual cost programs.
 - Programs that complete quarterly asset updates using the IUID Registry will have to log onto the portal in the fourth quarter of FY2008 to complete asset attestation.
 - If higher levels of the Component organization, such as the PEO or Component HQ, want to review these attestations and the background information they may do so by running the necessary reports in CAMS-ME.
 - To run attestation status reports from the CAMS-ME Portal follow the steps below
 - 1) Login to the CAMS-ME Portal.
 - 2) From the blue toolbar at the top of the page, click on "Reports". See in RED below.

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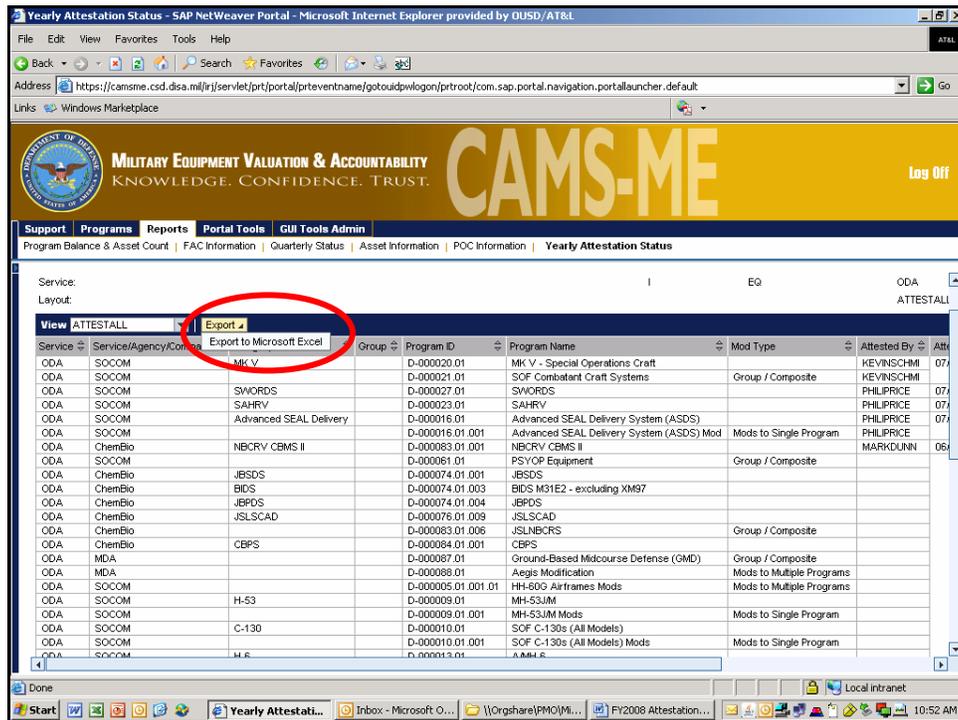
The screenshot shows the 'Yearly Attestation Status - SAP NetWeaver Portal' interface. The top navigation bar includes 'Support', 'Programs', 'Reports', 'Portal Tools', and 'GUI Tools Admin'. The 'Reports' tab is highlighted with a red circle. Below the navigation bar, the 'Program Data' section contains three dropdown menus: 'Service' (with options: Air Force, Army, Navy, ODA), 'Service/Agency/Command' (with options: Active Air Force, Active Army, Air Force Reserve, Air National Guard, Army National Guard, Army Reserve, BUMED, CFPC, ChemBio), and 'Category' (with options: A-10, A2C2S, AEHF, AFSCN, AGF).

- 3) From the drop down menus select your Service, S/A/C, Category, Group, Type Designation, and Asset Class; select a specific program from your list of "My Programs", or enter in the Program ID or Program Name into the text boxes.
- 4) Select the "ATTESTALL" Report layout from the dropdown menu. See in RED below.

The screenshot shows the 'My Programs' section of the portal. It includes a dropdown menu for 'Aircraft' (with options: Aircraft, Ballistic Missiles, Combat Vehicles, Other Mil Equipment, Ship, Space Systems). Below this are search criteria for 'Program ID', 'Program Name', 'Fiscal Year', 'Mod Type', 'Program Executive Office', and 'Program Manager', each with a 'To' field and a search icon. There are also checkboxes for 'Include Sustainment Programs' and 'Include Waiver Programs'. A 'Layout' dropdown menu is highlighted with a red circle, showing 'ATTESTALL' selected. A 'Search' button is located below the layout dropdown.

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- 5) Click "Search".
- 6) The report generated will show the following fields:
 - ✓ Program Information (Program ID, Group, Mod Type, Category, etc).
 - ✓ Attestation information (scroll to the right) – Attested by (username), Attested Date, Attested Time, and first and last name of the person who attested. **If the attested fields are blank, the program has not yet been attested to.**
- 7) To Export the report and save to your desktop:
 - ✓ Click "Export" and then "Export to MS Excel". See in RED below.



- ✓ When prompted, click "Open" to open in MS Excel, or "Save" to save to your desktop.

- If access to the system is required, contact the [Columbus Call Center \(CAMS-ME Help Desk\)](#).
 - All users accessing the CAMS-ME Portal to completed Attestations must have a registered CAC Card. If you have not yet registered your CAC, contact [Columbus Call Center \(CAMS-ME Help Desk\)](#).
4. In previous years FY08 the attestation process was conducted at the beginning of the following FY. For FY08, the attestation will be conducted at end of the current FY to avoid numerous prior-period adjustments. The timeline for changes and completed FY08 attestations is below.

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- Users will not be able to change data on the attestation screen (section #1 above) in the portal. All changes will be routed to the P&E Policy Office via the [Columbus Call Center \(CAMS-ME Help Desk\)](#).
 - All Average Cost Data Element, FAC, and Useful Life changes with proper supporting documentation must be submitted to the Help Desk by **September 15, 2008** to allow sufficient time for the P&E Policy Office to make adjustments prior to the close of FY2008.
 - All Placed-In-Service and Retirement/Disposal prior FY changes with proper supporting documentation must be made via the portal or submitted to the [Columbus Call Center \(CAMS-ME Help Desk\)](#) by **October 2, 2008**.
 - All attestations (PM, PEO, etc.), except for that at the Component level, must be completed by **October 2, 2008**.
5. Component-level attestations in the form of a signed memorandum are due back to the P&E Policy Office by **October 17, 2008**.
 6. The P&E Policy Office will complete the valuation assertion by October 31, 2008.