

## **Supply Fund Request for Increases to FTE Ceilings and Spending Limitations**

### **1. PURPOSE:**

This bulletin provides Department of Veterans Affairs (VA) Supply Fund procedures for requesting increases to FTE ceilings and spending limitations outside of the Supply Fund budget process.

### **2. BACKGROUND:**

FTE's cannot arbitrarily be adjusted without the approval of Supply Fund's Human Resources Staff (049P), Office of Acquisition and Materiel Management (OA&MM) Fiscal Office (049F), and the Deputy Assistant Secretary (DAS) for OA&MM. This rule is also applicable to the spending limitations, although the approval of the Supply Fund's Human Resources Staff is not required for adjustments to spending limitations.

### **3. PROCEDURES FOR REQUESTS:**

Requests for additional FTE must be in writing from the respective organizational head and routed through the Supply Fund's Human Resources Staff (049P) and the Fiscal Office (049F) for concurrence prior to submission to the Deputy Assistant Secretary for Acquisition and Materiel Management (049). Requests for additional spending authority do not have to be routed through 049P. Requests must contain an explanation for the increase, the increase amount, a concurrence line for the Fiscal Officer (049F), and an approval/disapproval line for the DAS for OA&MM (049). The DAS will render a decision on the request, and the respective organizational head will then be informed of the decision.

### **4. RESPONSIBLE OFFICES:**

OA&MM VA Central Office (VACO) Fiscal Office and all other offices that are associated with OA&MM within VACO.

**OA&MM Bulletin 07.05**

**5. REFERENCES:**

Office of Acquisition and Materiel Management Memorandum 049-02-2 dated May 8, 2002, OF Bulletin 05GA1.01, and OF Bulletin 05GA1.03.

**6. QUESTIONS:** Questions concerning this bulletin should be addressed to:

VACO Fiscal Office	Steve Graves	(202) 273-6124
VACO Fiscal Office	Ron Sires	(202) 273-8082

Steve Graves  
Supply Fund Chief Financial Officer