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SEP 19 2014

BBMR CIRCULAR 14-05

To: All Executive Line Department and Agency Heads
From: Acting Director, Bureau of Budget and Management Research
Subject: Fiscal Year 2014 Year-End Closing

Hafa Adai! With the Fiscal Year 2014 officially closing on, Tuesday, September 30, 2014, the Bureau advises all Departments/Agencies to examine its remaining personnel and operational requirements for the remainder of the fiscal year.

All requests requiring the Bureau's review/approval that are being charged against Fiscal Year 2014 appropriation accounts should be submitted no later than **Friday, September 26, 2014**.

Adherence to this deadline is important to ensure that the Bureau conduct the appropriate review/approval of all requests submitted before the end of Fiscal Year 2014.

Your attention to this deadline is appreciated.

ANTHONY C. BLAZ