

Financial Administration  
INSTALLATION LEVEL FINANCIAL MANAGEMENT

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**HISTORY.** This is the first publication of this regulation.

**SUMMARY.** This regulation provides policies and procedures for establishment and control of financial resources at Fort Hood.

**APPLICABILITY.** This regulation applies to the Director of Resource Management for overall installation financial management/administration and to all personnel assigned financial management responsibility. It also applies to all tenant and satellite commands/activities responsible for administering funds issued to the installation commander.

**SUPPLEMENTATION.** Supplementation by subordinate headquarters is prohibited unless approved by the Directorate of Resource Management (DRM), AFZF-RM-IA.

**INTERIM CHANGES.** Interim changes to this regulation are not official unless they are authorized by the Directorate of Information Management (DOIM). Users will destroy interim changes on their expiration date unless sooner superseded or rescinded.

**SUGGESTED IMPROVEMENTS.** The proponent of this regulation is DRM. Users are invited to send comments and suggested improvements to the Commander, III Corps and Fort Hood, ATTN: AFZF-RM-IA, Fort Hood, TX 76544-5056.

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**OVERVIEW**

1

**Purpose** This regulation establishes accounting and fund control policy guidance at Fort Hood for all levels of resource management.

The purpose of this guidance is to

- ensure control of all financial resources and statutory or regulatory limitations.
- define responsibility for fund control.
- place control of financial resources at the level of responsibility for mission accomplishment within constraints outlined in funding documents.
- provide administrative control over funds and ensure control of accounting documents.

1a

**References** Publications and forms referenced in this publication are listed in appendix A.

1b

**Abbreviations** Abbreviations and special terms used in this regulation are explained in the glossary.

1c

**Policies** The installation commander has overall responsibility for management and control of appropriated funds.

**NOTE:** This authority is delegated to the Director of Resource Management as outlined in III Corps & FH Reg 10-5.

This includes authority to further distribute funds and to impose restrictions required to maintain control of such funds.

Fund certification authority must be delegated in writing.

Financial control will be decentralized and aligned with management responsibility.

Individual obligation or expense targets will be controlled by program directors in accordance with (IAW) guidance provided by the issuing authority.

Automated procedures will be used to the maximum extent possible, within personnel and equipment limitations, to provide data for essential financial management and control.

Established obligation or expense targets are within the purview of AR 37-1.

Any action by an individual which results in exceeding funded obligation or expense targets that contribute to an over-obligation of the command's financial resources, as subdivided on funding documents, may be a basis for naming the individual responsible under the provisions of AR 37-1 and subject to the punitive provisions thereunder.

1d

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**RESPONSIBILITIES**

2

**DRM**

The DRM serves as the principle adviser to the commander for management/control of installation financial resources.

The DRM will

- distribute funds to program directors upon receipt of funding documents from higher headquarters.
- direct installation-wide fund control procedures.
- establish or interpret policies and procedures on fund control.
- continuously assess the efficiency and effectiveness of controls based on control
  - daily fund control status reports.
  - program execution reviews.
  - audits.
  - joint reviews.
- assist management officials through technical advice and provide guidance for use of financial data.
- schedule quarterly program budget advisory committee (PBAC) conferences attended by all installation activities authorized to obligate and certify funds at Fort Hood.
- conduct reviews and organize training to ensure personnel assigned responsibility for fund control
  - understand their assigned functions and
  - are familiar with provisions of the Anti-Deficiency Act.
- direct the intensified management of funds during year-end closeout, or whenever necessary, to establish firm control and full utilization of financial resources.
- certify fiscal year-end reports, when such authority is delegated by the installation commander.

2a

**DRM Program  
Budget Division**

The DRM Program Budget Division

- supervises the program budget system.
- plans and develops budget management policies, procedures, schedules, and technical instructions for budget formulation, execution, and reporting.
- coordinates all phases of budget implementation and cost analysis.
- serves as a consultant to the DRM and PBAC on matters pertaining to program budget and funding data.

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DRM Program  
Budget Division  
(cont)

- 
- briefs financial status to be presented to the PBAC and Commanding General.
  - records and disseminates command guidance and decisions.
  - provides guidance and assistance to staff activities in the application of budget procedures and techniques.
  - studies current formulation and execution procedures to improve, standardize, and simplify operations.
  - receives all funding guidance and funding documents from higher headquarters and, after reviewing and interpreting, issues guidance and obligation targets to the program directors.
  - assists the DRM in exercising control of annual funding program, appropriation limitations, and quarterly allotments pursuant to AR 37-1.
  - documents all changes to the operating budget.
  - issues approved cost targets and obligation authority to program directors and Defense Accounting Office (DAO).
  - analyzes requests for obligation/expense target adjustments and makes necessary redistribution.
  - prepares consolidated data on targets for consideration by the DRM or other appropriate officials.
  - issues adjustments to obligation/expense targets as reimbursable orders are accepted for work accomplishment.
  - advises the DRM on all matters pertaining to mission accomplishment in relation to fund utilization objectives.
  - conducts continuing reviews to
    - ensure resource usage is consistent with programmed objectives.
    - ensure that established targets are not exceeded.
    - identify potential financial problems.
    - analyze obligation and expense trends to identify target shortages or other adverse financial conditions.
    - monitor overall resource utilization.
    - ensure adherence to approved programmed objectives, appropriation limitations, targets, and quarterly allotments.

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DRM Program  
Division Budget  
(cont)

- 
- examines budgetary data received from staff activities to ensure
    - compliance with established regulations and policy.
    - a balanced program within available resources.
    - corrective actions are initiated where program directors deviate from established targets.
  - identifies potential over-obligations of fund subdivisions subject to United States Code (USC) 31, Section 1517 and advises appropriate operating officials of the potential violation.
  - coordinates with DAO to establish centralized control and precertification procedures when it is necessary to establish firmer control of available financial resources.
  - acts as program director for DRM and other designated activities.
  - controls reimbursable changes to ensure comparable changes are made to operating budgets and cost targets.
  - maintains current master file of unfinanced requirements by priority.

2b

DRM IA

The DRM Installation Accountant (IA)

- provides meaningful information for managers to use in evaluating effectiveness and efficiency in performing their mission and meeting assigned targets.
- provides professional accounting advice and assistance to resource managers.
- schedules and performs joint reviews of unliquidated obligations with resource managers and DAO at least 3 times per FY.
- reports results of joint reviews to DRM and other resource managers.
- advises DRM on validity of accounting records prior to certification of year-end reports.
- participates in PBAC or equivalent meetings.
- acts as the technical adviser for Tactical Unit Financial Management Information System (TUFMIS) in conjunction with DAO.
- interprets accounting policy and provides guidance to staff elements.
- analyzes accounting data and makes recommendations for change when needed.
- identifies and monitors trends in the installation financial management system.
- performs reutilization of prior year funds generated by supply cancellations.
- determines and investigates Anti-Deficiency Act violations.

2c

DAO

The DAO is a Fort Hood tenant organization responsible for recording and reporting financial transactions IAW AR 37-1 and Generally Accepted Accounting Principles (GAAP) to ensure the integrity of all financial reports.

The defense accounting officer is personally accountable and responsible for ensuring that public funds are disbursed according to regulatory and legal specifications.

The DAO will

- in coordination with DRM and Program Directors, develop and publish an installation management structure for recording transactions to maintain, control, and utilize obligation/expense targets.
- assist in the preparation of estimates, plans, and programs on financial matters.
- administer the integrated accounting system and Defense Business Operating Fund (DBOF) stock fund.
- verify
  - accounting classification and related coding requirements.
  - that obligation/expense targets do not exceed installation fund availability, prior to release of monthly, quarterly, and annual reports.
- document validity of obligations and obligation adjustments prior to year-end closing.
- require internal certification for those obligations not under the physical control of the certifying officer.
- certify prior year fund availability when such authority is delegated in writing by the DRM.
- provide
  - appropriate accounting classification and other coding requirements to activities initiating obligating actions.
  - timely and accurate recording of accounting data.
  - accurate and timely reports to local officials and higher headquarters.
  - periodic information on expense, undelivered orders, unliquidated obligations, and reimbursements to activity and subactivity level for management purposes.
- review and analyze
  - questionable or irregular balances.
  - reports to ensure validity of information.
  - financial reports and systems to identify potential problems.
  - required and prescribed reconciliations of accounting data.
- certify accuracy of year-end reports in conjunction with the DRM.

DAO  
Systems  
Accounting  
Branch

The DAO Systems Accounting Branch

- acts as administrator and technical adviser for
  - installation financial support systems
    - Standard Finance System (STANFINS).
    - Standard Army Financial Inventory Accounting and Reporting System (STARFIARS).
    - Standard Army Civilian Payroll System (STARCIPS).
    - Commercial Accounts Payable System (CAPS\*).
    - Integrated Automated Travel System (IATS).
    - STANFINS Redesign (SRD1).
    - Databased Commitment Accounting System (dCAS),.
    - TUFMIS-in conjunction with DRM.
    - Joint Service Software (JSS).
    - Installation Processing System (IPS).
    - Single Stock Fund.
  - financial interfaces of feeder systems
    - Standard Army Intermediate Level Supply System (SAILS).
    - Integrated Facilities System - Mini/Macro (IFS-M).
    - Theater Army Medical Management Information System (TAMMIS).
    - Army Food Management Information System (AFMIS).
- reviews all accounting problems in conjunction with supporting systems and policies.
- develops financial systems applications to create management information.
- maintains master accounting code files for standard financial systems.
- approves and establishes access (passwords) into financial systems.
- provides functional training for automated financial systems.
- serves as primary point of contact with DOIM for accounting systems.

\* (See appendix B for purchase request CAPS coding)

2e

Program  
Directors

Program directors are authorized to certify funds IAW III Corps & FH Reg 10-5.

This authority may be further delegated in writing to their resource managers.

Program directors are responsible for the overall financial management of their directorates and will

- maintain a current status and furnish DRM and DAO a list of all individuals authorized to obligate or certify funds.

(continued on next page)

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**Program  
Directors**

Authorization list will include

- appropriation the individual is authorized to certify.
- the individual's typed name.
- the individual's signature.

**NOTE:** See sample memorandum at figure 2-1.

- ensure that all individuals authorized to certify funds are aware of statutory limitations for obligations and their personal responsibility for compliance with 31 USC, Sec 1517.

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2f

**Resource  
Managers**

Resource managers are responsible for the day-to-day management of their directorate's financial resources.

These resource managers will

- distribute commitment targets to the lowest practical activity or subactivity within the functional cost area.
- manage the obligation and expense targets under the decentralized control concept by reconciling and verifying the obligations and expenses charged to all accounting processing codes (APCs) within their area of responsibility.
- ensure each action resulting in an obligation is signed by the program manager or designated alternate to certify availability of funds.
- be aware of the provisions of AR 37-1 and the official limitations on obligations.
- identify those instances where funds are approaching fund availability limitations to avoid violations of the law. Be aware of funding reserves for contingent liabilities.
- assume full responsibility for financial controls to comply with regulatory requirements for use and control of available funding authorizations.
- review detail cost reports upon receipt for status of funds and corrective actions if required.
- review and approve adjustments to targets based on latest change from DRM to financial programs within their functional area.
- distribute obligation/expense targets to the activities in their functional area.
- furnish guidance and establish controls to ensure funds are used only for mission essential expenses.
- cite proper accounting classification including element of resource (EOR) and APC to
  - reserve or obligate funds.
  - record expenses.

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AFZF-RM (37-2)

MEMORANDUM FOR Director, Resource Management, Fort Hood,  
Texas 76544-5056

SUBJECT: Authorization to Certify Funds

1. In accordance with Fort Hood Regulations 37-2 and 10-5, the following personnel are authorized to certify fund availability and obligate the expenditure of appropriated funds for which (specify directorate) is assigned Program Director responsibilities, effective (specify date).

APPROPRIATION	NAME	TITLE	SIGNATURE
OMA and AFH	Janet Jones	Supv Budg Analyst	
OMA S-acct only	Harry Davis	Budget Analyst	
OMA B & T acct	Mary Lee	Budget Analyst	
AFH	Hiram May	Budget Analyst	

2. The individuals listed above have read and are fully knowledgeable of the rules and principles of obligation as outlined in AR 37-1. They are also aware that an overobligation of any limitation may be the basis for naming that person responsible for a violation of 31 U.S.C., Sec 1517 of the revised statutes.

Program Director  
Signature Block

Figure 2-1. Sample memorandum for authorization to certify funds

Resource  
Managers  
(cont)

- analyze programmed utilization on a continuing basis
  - compare program with actual obligations/expenses and commitments.
  - report shortages or excesses to the DRM for appropriate action.
  - initiate corrective action if activities deviate from established targets.
- be knowledgeable of AR 37-100-FY and other financial regulations.
- attend joint reviews of unliquidated obligations with DRM and DAO.
- establish and keep informal commitment records as outlined in AR 37-1 and block 3 of this regulation. dCAS is the official commitment system at Fort Hood and should be used by all directorates.
- request assistance from DRM-IA in determining criteria for recording obligations and propriety of charges to specific accounts or EORs prior to initiating ordering actions.
- promptly process all obligation/expense documents.
- furnish miscellaneous obligation documents (MOD) to DAO before month-end for obligations occurring in that month (except civilian payroll) when formal obligation documents will be processed after month-end.
- continually monitor automated financial data on expenses, undelivered orders, and reimbursable orders to analyze trends and control targets.
- continually make the following comparisons and promptly process any changes/adjustments as needed
  - reimbursements earned against orders received.
  - actual obligations/expenses and commitments to established targets.

2g

Activity/  
Subactivity  
Manager

The activity/subactivity level managers are accountable for the daily financial operations of their functional area.

Managers must conduct continuous reviews to ensure the integrity of the data feeding to the financial reports.

## Activity/subactivity managers will

- provide their major activity director with obligation/expense requirements.
- establish control ensuring funds committed are mission essential requirements only.
- ensure targets are not exceeded.
- maintain the activity level of the commitment records produced by dCAS
  - ensure all commitments are recorded.
  - validate recorded obligations.
  - reconcile all recorded obligation/expense transactions against commitments.
  - review for proper Army Management Structure (AMS) and EOR coding.

(continued on next page)

Activity/  
Subactivity  
Manager  
(cont)

- determine when a target has the potential of being exceeded
  - immediately notify the resource manager.
  - explain circumstances.
  - request proper course of action.
- make timely requests to resource manager for changes to targets and explain the circumstances motivating the changes.

2h

**OBLIGATION/EXPENSE TARGETS**

3

General

This block provides detailed procedures for

- establishing commitments.
- maintaining commitment files.
- conducting fund control reviews.

Under decentralized procedures, obligation/expense targets will be issued by the DRM Budget Office to be used and controlled by the program directors.

To achieve effective management of resources, the principal responsibilities for financial control are aligned with management responsibility at the program and activity level.

Operating targets are considered advisory guides and will not constitute official limitations subject to the provisions of AR 37-1 (such guides may not be exceeded without prior approval of the issuer).

Issuance of obligation target documents by the DRM Budget Office is evidence that installation funds are available in the amounts stated.

The program director is authorized to initiate actions resulting in obligations to the extent of the targets provided.

Controls

Control of obligations will be through the use of operating targets rather than through an administrative subdivision of funds.

DRM will furnish quarterly obligation/expense targets to each program director authorized to certify funds.

Obligation/expense targets will be provided at the activity level of the AMS.

FH Form 775 (Distribution of Obligation Targets) is the authorization to initiate obligation action (sample at figure 3-1).

DAO will verify, prior to release, that obligation/expense targets distributed to program directors do not exceed installation fund availability, considering unobligated direct funds, automatic and funded reimbursements.

3a

(continued on next page)

DISTRIBUTION: DAO, DAO, DRM, DRM, ANALYST, SUSPENSE, SUSPENSE TYPE OF FINANCING: DIRECT  
 ISSUED TO: APPROPRIATION/ALOT SERIAL NO: PROG/SUB-PROG: CHANGE NO: PAGE: BLK:  
 DRM 2142020 76-204: BA1 3 1 11/154

I.	63A ECE	II	FYTD ALLOWANCE	III.	ANNUAL PROGRAM	
AMS	CHG 1010	TA AV/A5	INC/DEC	CUMMULATIVE TA	TA TOT /DETAIL A1	CUMMULATIVE
	FUN NO APC TA				INC/DEC	
DRCS BA1 DIRECT TOTAL			0.00	38.900.00	0.00	120.000.00
117096.Q			0.00	38.900.00	0.00	120.000.00
RESERV DRCS 3 MBAX 16			0.00	38.900.0010	0.00	120.000.00

REMARKS:

10/158 FAD#230, CHG 7, DATED 2 NOV 93  
 10/164 INC ALLOW FOR CRA 10 NOV 93  
 10/178

THE AMOUNTS CONTAINED HEREIN REFLECT 1ST QUARTER REQUIREMENTS.

DATE: FOR: RAYMOND M. CHAPMAN  
 COL, FA  
 DIR OF RESOURCE MANAGEMENT

DATE: FOR: L. W. LEE  
 DEFENSE ACCOUNTING OFFICER

THE AMOUNT INDICATED HEREON REPRESENTS AN AUTHORIZED OBLIGATION TARGET WHICH SHOULD NOT BE EXCEEDED WITHOUT A PROPERLY DOCUMENTED CHANGE. THIS TARGET, IN ITSELF, DOES NOT CONSTITUTE A FUND LIMITATION UNDER THE PROVISIONS OF AR 37-1. HOWEVER, OPERATING OFFICIALS SHOULD RECOGNIZE THAT EXCEEDING THIS OBLIGATION TARGET MAY RESULT IN AN OVEROBLIGATION OF THE ADMINISTRATIVE FUND LIMITATION AND MAY BE THE BASIS FOR NAMING THE PERSON RESPONSIBLE FOR A VIOLATION OF 31 U.S.C., SEC 1517, REVISED STATUTES (37-1).

FH FORM 775

FILENAME: HABA1D

Figure 3-1. Sample FH Form 775

Controls (cont) Changes in available funds or programmed requirements require obligation target adjustments.

Authority to certify funds is delegated to each program director by the III Corps Commander IAW III Corps & FH Reg 10-5.

Program directors will

- delegate fund certification authority in writing to managers and submanagers.
- furnish DRM and DAO a copy.

Program directors or other designated managers authorized to certify funds will maintain records of

- written authority to certify fund availability.
- obligation target documents.
- commitment documents.
- automated obligation and reimbursement reports.

Media for analysis and control are listed in appendix C.

Media should be reviewed upon receipt to examine status of funds and take necessary correcting actions if required.

3b

Obligation  
Targets

Obligation/expense targets are developed as part of the installation budget process.

DRM Budget adjusts targets as changes are received through

- initial major Army command (MACOM) to installation budget submission process.
- Headquarters, Department of the Army to MACOM budget submission process.

Budget actions are the basis for issuance of fund authorization documents.

As a minimum, targets will be established at the level necessary for preparation of accounting and budgetary reports prescribed by AR 37-100-FY.

Target amounts will be reflected separately for

- direct.
- automatic/funded reimbursable.
- other limitations as appropriate.

The following statement will be placed on FH Form 775

“The amount indicated hereon represents an authorized obligation target which should not be exceeded without a properly documented change. This target, in itself, does not constitute a fund limitation under the provisions of AR 37-1. However, each operating official should recognize that exceeding this obligation target may result in an over-obligation of the administrative fund limitation and may be the basis for naming the person responsible for a violation of 31 USC, Sec 1517 (AR 37-1).”

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Obligation  
Targets  
(cont)

Resource managers will distribute informal targets to subactivities within their area of responsibility on an as required basis.

FH Form 63 documenting current targets will be completed by resource managers as shown in figure 3-2 and submitted to DRM Budget no later than close of business the last working day of each month.

All informal targets prepared by resource managers will

- be identified by type of financing.
- not exceed documented target received from DRM Budget.

Automatic reimbursable obligation/expense targets will be IAW

- programmed orders received for quarterly targets.
- annual reimbursement program for the annual target.

Amounts approved and issued will be compared and verified to funding documents by the DAO prior to recording the initial target and/or adjustment in the accounting records.

A continuing resolution authority to obligate funds issued by operating agency(s) prior to issuance of a Funding Authorization Document (FAD) will suffice as authority to

- issue targets to program directors.
- certify availability of funds.
- accept reimbursable orders.

3c

Certification  
of Funds

Certification must be

- in writing.
- at a level consistent with the established activity director codes in the latest published installation management structure.
- updated whenever changes of personnel involved occur.

All transactions must be certified except for the following unique transactions

- SF 50 (Notice of Personnel Action); however, SF 50 will be routed through the resource manager's office for assignment of accounting classification data.
- requests for revolving fund (formerly stock fund) issues

These unique transactions are contingents and

- are the basis for subsequent commitment/obligation without referral back to fund control officials.
- should not be initiated unless included in the operating program and funds are available.

(continued on next page)

KEY ACCOUNTS: \_\_\_\_\_ MOEP \_\_\_\_\_ CHANGE \_\_\_\_\_ OPERATING BUDGET \_\_\_\_\_ DIRECT  FUNDING REIMB  ORDER: \_\_\_\_\_ SC: \_\_\_\_\_ APC: \_\_\_\_\_

FAD/AFAS: \_\_\_\_\_ FY \_\_\_\_\_ AUTO REIMB  ORDER: \_\_\_\_\_

CASE	OPERATING BUDGET												FINANCED TGT/LMT	
	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	SEPTEMBER	SEPTEMBER
TOTAL														
Civilian Pay ALL														
TDY 21														
Transportation of Things 22														
COM/PRINT 23/24														
Utilities 23														
Rents and Leases 23														
Contracts 25														
Bulk POL 26														
S/E Encl 26/31														
Bulk POL 27/28/32														
Other 41/42/43/44														
MANPOWER	ES	WT	ES	WT	ES	WT	ES	WT	ES	WT	ES	WT	ES	WT
FTP														
FTT/FTI/INT/SH														
INTERAG/IT/														
MI Tech/FEAP														
SET/TSM/IF														
FAD APP ADJ	DOLLARS	MANPOWER	GAINING/LOSING ACCT		INTRAPROGRAM TRANSFERS		PURPOSE FOR TRANSFER		FINANCED TGT/LMT		SEPTEMBER		SEPTEMBER	
					DOLLARS	DOLLARS	MFR		a. Civ Pay AFT					
									b. Contr Consultants					
									c. Force Mod					
									d.					
									e.					

DATE INCL ADJ: \_\_\_\_\_ DATE SUPERSEDED: \_\_\_\_\_

PREPARED BY: \_\_\_\_\_

Figure 3-2. Sample FH Form 63

---

 Certification  
of Funds (cont)

- formal fund reservation actions will be accomplished through standard transactions provided in STARCIPS, SAILS, STARFIARS, and STANFINS.
- will appear on cost report for review and appropriate action by fund control personnel.

Commitment amounts will be adjusted to actual amounts reflected on the STANFINS Annual Operating Budget (AOB) cost report (see appendix C for explanation of this report).

All other documents will be signed by individual authorized to certify fund availability.

Balances of current quarter and annual obligation targets will be considered prior to certifying fund availability.

Resource managers will provide document numbers and proper accounting classification.

**NOTE:** Use only the document control number series provided by the program director.

- Cite the proper APC and accounting classification for the obligation ceiling.

---

 3d

 Control/  
Utilization  
of Targets

Effective controls will be established by the program directors to

- ensure that obligations do not exceed targets.
- attain maximum utilization of the targets provided.

Control will be accomplished through analysis of targets provided as compared to

- actual cost.
- projected fixed cost.
- realistic appraisal of variable costs.

Fixed costs will include nondiscretionary items such as

- civilian pay.
- utilities.
- essential contracts.
- specified programs.

Variable costs will include all other items.

Analysis should be accomplished as often as necessary to maintain control.

Resource managers, in coordination with DRM, must realign targets between accounts when analysis identifies shortages or excesses.

Report all shortages and excesses to DRM to ensure effective use of installation resources.

**NOTE:** Excesses are reported for redistribution to fund high priority unfinanced requirements (UFRs). If shortages are identified, DRM will notify United States Army Forces Command (FORSCOM) in an effort to obtain additional target.

Any budget reports or cost estimates required by FORSCOM must be coordinated with DRM before submission.

---

 3e

Recording  
Commitments

---

Resource managers charged with the authority to certify funds will

- establish a commitment file for each AMS account for which obligation targets are provided.
- maintain informal commitment records to preclude an over-obligation through use of
  - dCAS automated commitment register.
  - similar automated programs.
  - manual commitment registers.
- record commitments in a timely manner within the appropriate quarter, funds certified for amounts to be obligated in
  - the current quarter will be committed against the current quarter target.
  - future quarters will be committed at the beginning of the applicable quarter.

Enter each document certified on the commitment record as funds are certified and place a copy in the commitment files.

Outstanding commitments at the end of the quarter will be carried forward to the subsequent quarter within an FY.

Commitment record formats may vary according to needs of the activity or program director but all must have

- a running balance of available funds.
- a means of liquidating commitments as they become obligated.

Record the following documents as commitments at the time funds are certified

- MOD.
- DA Form 3953 (Purchase Request) (when consumer funds are cited).
- DD Form 1348-6 (DOD Single Line Item Release/Receipt) (when consumer funds are cited).
- DD Form 448 (Military Interdepartmental Purchase Request (MIPR)).
- Memorandum or LOI for Direct Fund Cites to other installations.
- Travel orders (Letter orders and DD Form 1610).
- Government Bill of Lading (GBL) or Bulk Certifications.
- DA Form 2765-1 (Request for Issue or Turn-In).
- DA Form 3161 (Request for Issue or Turn-In).

Record commitments for civilian pay and supplies even though these transactions do not require certification.

Transmittal  
of Documents

Program directors, resource managers, and other authorized certifying officials will

- forward all documents to DAO on FH Form 378 (figure 3-3).
- list document numbers and amounts on the transmittal form as an audit trail for both the program director and DAO.
- number transmittal forms consecutively
  - the first number on the transmittal identifies the month, followed by a dash.
  - a second series of numbers after the dash identify the consecutively numbered transmittals for each month. For example, July transmittal number 25 is identified as 7-25.

Each issuing activity will maintain a control log of transmittal numbers.

DAO will

- verify transmittals received to ensure all documents listed are attached.
- record transmittals in a monthly log.
- annotate any discrepancies on FH Form 378.
- return one copy of the transmittal to the issuing activity as verification of receipt.
- maintain all original transmittals and logs for approximately 6 months.
- check the monthly transmittal receipt log monthly for missing sequential documents.

Documents received by DAO will normally be included in the following work day's system update.

DAO will use

- FH Form 378 for documents transmitted to program directors and resource managers.
- DA Form 200 (figure 3-4) to forward DD Form 139 to the Finance Support Units and Retired Pay Operations.

Resource managers are responsible for ensuring that all documents for valid current month obligations are received by the DAO prior to the cutoff date for processing current month transactions.

3g

## Violations

A violation of USC 31, Section 1517 occurs when any officer or employee authorizes obligations, disbursements, or further distribution of funds in excess of the amount made available for their certifying authority.

**NOTE:** USC 31, Section 1517 is also referred to as the Anti-Deficiency Act.

Alleged violations must be reported, investigated, and if confirmed may result in severe penalties (specific instructions in AR 37-1 will be followed).

In the event of an alleged violation, program directors will notify the DRM telephonically immediately.

(continued on next page)



TRANSMITTAL RECORD For use of this form; see AR 340-15; the proponent agency is TAGO.		1. SECURITY CLASSIFICATION		2. SHIPMENT NO.			
3. TITLE/FILE IDENTIFICATION		4. AS OF DATE			5. SHIPMENT DATE		
		YEAR	MONTH	DAY	YEAR	MONTH	DAY
6. AUTHORITY FOR SHIPMENT		7. NUMBER OF RECORDS TRANSMITTED					
8. PERSON TO CONTACT (Name and telephone)		9. REQUIREMENT CONTROL SYMBOL (AR 335-75)					
10. TYPE OF MEDIA TRANSMITTED							
<input type="checkbox"/> HARD COPY		<input type="checkbox"/> PUNCHED CARDS		<input type="checkbox"/> CASSETTES			
<input type="checkbox"/> MICROFILM		<input type="checkbox"/> PHOTO		<input type="checkbox"/> FICHE			
11. NUMBER OF BOXES/PACKAGES		12. NUMBER OF ITEMS					
13. METHOD OF SHIPMENT							
<input type="checkbox"/> COURIER		<input type="checkbox"/> FIRST CLASS		<input type="checkbox"/> AIR MAIL			
<input type="checkbox"/> EXPRESS MAIL		<input type="checkbox"/> REGISTERED		<input type="checkbox"/> PARCEL POST			
14. SHIPPED TO		15. SHIPPED FROM					
<input type="checkbox"/> RETURN RECEIPT REQUESTED (When box is checked, sign below and return copy to sender)							
14a. TYPED NAME AND TITLE OF RECEIVER				15a. TYPED NAME AND TITLE OF SENDER			
14b. SIGNATURE OF RECEIVER AND DATE				15b. SIGNATURE OF SENDER			
16. SPECIAL INSTRUCTIONS							
17. TYPE COMPONENT USED (For magnetically recorded data)							
18. REMARKS							

DA FORM 200, APR 83

EDITION OF FEB 78 WILL BE USED UNTIL EXHAUSTED

1984 - 421-644/8218

Figure 3-4. Sample DA Form 200

- Violations (cont) The following information will be required
- date alleged violation occurred and date of discovery.
  - name and location of activity involved in the violation.
  - name and location of activity issuing the fund authorization, if different than the activity involved in the violation.
  - accounting classification of funds involved.
  - amount of fund authorization or limitation that was allegedly exceeded.
  - amount and nature of alleged violation.
  - name, grade, social security number (SSN), and position of the responsible individual.
  - state what the individual did or failed to do that resulted in the alleged violation.
- NOTE:** Although other individuals may have taken part in the transaction, normally only one person will be named responsible.

- detailed statement of cause and circumstance of the alleged violation, including all pertinent dates and copies of applicable supporting documents.

DRM will

- determine whether a violation has occurred.
- report violations IAW AR 37-1.

3h

**DATABASED COMMITMENT ACCOUNTING SYSTEM (dCAS)**

4

General dCAS is an automated commitment register which can be used by activities responsible for budgeting on an installation.

dCAS is the official DA commitment system and should be used by all program directors at Fort Hood.

4a

System The system is a personal computer (PC) based system using commercial computer software.

Operating instructions are in the dCAS manual.

Users manually enter commitments and funding as

- allotments are received.
- commitments are established.

There are two parts to dCAS

- dCAS - commitment register used by activities.
- dCAS Split - bridge between STANFINS and dCAS.

(continued on next page)

- 
- System (cont) STANFINS cycle outputs
- obligations and APCs are generated from AB6AVK and AXWAVK following each STANFINS weekly cycle.
  - unliquidated obligation (ULO) file generated at end of each month from the LXGAVK (used to purge commitment register details).
  - monthly Accumulative Obligation File (OBN) file from the NXGAVK (required for new dCAS users).

4b

- 
- Capabilities In assisting the budget office in managing and controlling funds, dCAS system features
- recording of funding at various levels of detail.
  - recording and maintenance of commitments.
  - an edit to verify valid APCs and identify invalid APCs.
  - a tracking routine to identify the last document number used.
  - an interface which match obligations from STANFINS to commitments entered into dCAS.
  - a panoramic view of obligations.
  - adjustment of commitments to obligations using specified criteria.
  - identification of aged commitments which have no obligations in STANFINS.
  - identification of obligations in STANFINS which have no commitment in dCAS.
  - a history of funding documents.
  - identification of uncommitted balances by AMS, APC, and user defined project codes.
  - identification of available fund balance.
  - production of a variety of reports containing
    - commitments.
    - obligations.
    - funding.
    - payroll.
    - STANFINS input.
  - automated decrement of summary level commitment for supplies and equipment.
  - STANFINS input obligation creation.

(continued on next page)

Capabilities  
(cont)

- interface to upload obligations from dCAS to STANFINS.
- automated transmittal listing of dCAS-created obligations.
- funding, commitment, and obligation data from all users of an activity may be summarized and consolidated on one PC, allowing overview of entire activity.

4c

**JOINT REVIEWS**

5

General

Joint reviews will be held a minimum of three times in an FY (see AR 37-1).

The reviews will be scheduled in advance and staggered throughout the year to distribute the workload.

The activity resource manager is responsible for ensuring the validity of the obligations.

If excess funds are detected, deobligate immediately to ensure full utilization of funds in the current year.

5a

IA

The IA, DRM has the following responsibilities relating to Joint Reviews

- schedules joint reviews with resource managers.
- forwards schedule to DAO for coordination and/or changes.
- acts as the review coordinator.
- develops and issues uniform procedures to ensure directorates receive the Nonstock Fund Orders and Payables (NSFOP), AVK-602 (nonstock listing) from DAO.
- ensures that resource managers are informed of special emphasis areas for each review.
- performs quantitative and qualitative analyses on Unliquidated Obligations (ULOs) highlighted at the joint review.
- compiles and interprets results of joint review in managerial accounting reports for DRM and resource managers.
- performs joint review follow-ups to ensure that obligation adjustments identified at the review were processed.
- performs special reviews of supplies, travel, permanent change of station (PCS), and year-end MODs during FY.
- uses these reviews as the basis for assuring the DRM of the validity of financial statements prior to year-end report certification.

Refer to AR 37-1, chapter 28, for further guidance.

5b

## DAO

## The DAO

- acts as technical adviser in joint review.
- ensures that NSFOP listings are sent to activity personnel to scrutinize prior to joint review.
- processes adjustments received from the activities and maintains work papers for audit trail.

5c

Resource  
Managers

As part of the joint review process, resource managers will

- continuously review accounting records to ensure the validity of obligations and to allow the redistribution of funds during the current year.
- review the NSFOP listing provided by DAO.
- coordinate with activity/subactivity directors to validate supply requisitions over 90 days old.
- coordinate with the appropriate activity/subactivity managers to adjust or cancel supply requisitions.
- submit requests to Directorate of Contracting (DOC) to adjust or cancel contracts.
- annotate nonstock listing with adjustments or explanations for ULOs over 90 days old.
- bring 2 copies of the annotated nonstock listing to the joint review for DAO and IA.
- continuously review estimating techniques to ensure obligations are not overstated.
- complete actions to process adjustments within 5 work days after the joint review.

5d

**FISCAL YEAR-END FINANCIAL CONTROL**

6

## General

This block assigns responsibilities and prescribes supplemental year-end budget execution, accounting, and reporting instructions for this installation.

## Intensified financial management procedures

- are a critical necessity during the final quarter of the FY.
- preclude over-obligation.
- maximize utilization of funds on priority objectives.
- are used to complete and certify the fiscal year-end accounting reports.
- demand detailed attention by financial and operational managers at all activities concerned.

6a

Year-End  
Actions

---

The schedule of fiscal year-end processes/procedures is published annually in III Corps and Fort Hood Circular 37-FY-6.

The following actions will be accomplished prior to 31 August

- perform joint review for validity of all unliquidated obligations
- include open MODs.
- promptly process obligation adjustments and cancellations resulting from the reviews to permit orderly reprogramming of funds.
- perform validity review of unobligated commitments
  - reconcile with DOC weekly beginning 1 August.
  - reconcile with DOC daily during final week of September.
  - ensure that commitments which will not become obligations are identified in sufficient time to allow for proper use of funds.
- reconcile DBOF revolving fund (formerly Army Stock Fund) due-in with recorded revolving fund undelivered orders.
- establish validity of reimbursable orders received and reimbursements earned.
- verify prepaid in transits.
- reconcile deposit funds and other suspense accounts.
- ensure that identified backlogs of supply transactions are processed.
- develop list of potential year-end purchases which
  - are a bona fide need of the current FY, which includes replacing stock used during the current FY.
  - are mainly high dollar value.
  - are readily manageable items.
  - directly impact on materiel and unit readiness.
  - constitute essential items of supply which can be purchased with year-end funds.
- ensure specific coordinating actions among STANFINS, SAILS, and Objective Supply Capability (OSC) systems are executed when intensified management procedures are implemented.

---

6b

Issuing  
Orders

## Special instructions for issuing orders are

- orders are governed by AR 37-1.
  - issue DD Form 448 (see figure 6-1)
    - to district engineers for maintenance and/or construction projects.
    - for project orders.
    - for economy act orders.
    - for direct citation of funds.
  - for any order in which the basic work itself (that is, the end product or objective) is accomplished by a commercial or private contract
    - use economy act order.
    - does not qualify for project order.
    - order will comply with funding requirements of 31 USC 696.
  - for preaward planning, supervision, and administration of such proposed contracts
    - use service orders which do not extend funds beyond the current FY.
    - DD Form 448 is proper form to use.
  - for work to be performed completely by contract, obligate upon acceptance, if
    - evidence exists (in the case of annual appropriations) of intent and capability to award contract(s) by 30 September.
    - if contract cannot be awarded by 30 September, deobligate reimbursable order, or portions thereof, and reestablish in subsequent FY.
  - for maintenance and/or construction projects, do not issue/obligate DD Form 448 without concurrence of district engineer that the stipulations can be met.
- NOTE:** Preliminary coordination with district engineer normally is necessary to determine the type of reimbursable order required (in-house/contract).
- prior to 30 September, the ordering activity must determine the status of the order from the performing activity to allow deobligation action prior to lapse of the funding appropriation.
  - when issuing an order, use the following statements, as appropriate, on DD Form 448
    - direct citation of customer funds IAW AR 37-1.
    - project order IAW AR 37-1.
    - economy act order IAW AR 37-1.
  - direct citations of customer funds
    - may be issued by MIPR, letter, or message.
    - are not obligated upon issuance but upon receipt of valid obligating document (contract, supply requisition, etc.)

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST						1. PAGE 1 OF PAGES			
2. FSC		3. CONTROL SYMBOL NO.		4. DATE PREPARED		5. MIPR NUMBER		6. AMEND NO.	
7. TO:					8. FROM: (Agency, name, telephone number of originator)				
9. ITEMS <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING <input type="checkbox"/> HAS <input type="checkbox"/> HAS NOT BEEN ACCOMPLISHED.									
ITEM NO.	DESCRIPTION <small>(Federal stock number, nomenclature, specification and/or drawing No., etc.)</small>				QTY	UNIT	ESTIMATED UNIT PRICE	ESTIMATED TOTAL PRICE	
a	b				c	d	e	f	
SAMPLE									
10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.								11. GRAND TOTAL	
12. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant)					13. MAIL INVOICES TO (Payment will be made by)				
PAY OFFICE DODAAD									
14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW. THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.									
ACRN	APPROPRIATION	LIMIT / SUBHEAD	SUPPLEMENTAL ACCOUNTING CLASSIFICATION				ACCTG STA DODAAD	AMOUNT	
15. AUTHORIZING OFFICER (Type name and title)					16. SIGNATURE			17. DATE	

DD FORM 448  
1 JUN 72

PREVIOUS EDITION IS OBSOLETE.

Figure 6-1. Sample DD Form 448

Annual  
Certified  
Reports

Prior to submission of 30 September reports, the following actions will be taken

- resource managers will determine that all valid obligations as of 30 September, including obligation adjustments, have been properly documented and recorded.
- final joint review for the FY will be completed and signed by resource managers to support year-end certified reports.
- the DAO will determine that all valid financial transactions through 30 September (subject to cutoff dates established in annual year-end received prior to preparation of reports) are reflected in the reports and will attest in writing to this fact prior to certification of year-end reports.
- where source documentation for obligations is not under the physical control of the certifying officer, he/she may require internal certification as to the validity of the supporting documentation.

**NOTE:** The DAO may also require such internal certification from resource managers.

- the DRM will certify fiscal year-end reports when such authority is delegated by the installation commander.

6d

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**RELATIONSHIP OF INSTALLATION WITH SUPPORTED ARMY RESERVE COMMANDS (ARCOM)**

7

## General

In FY 94, installation support for the US Army Reserves was consolidated under the regionalized base operations concept.

This concept requires the designation of certain "major" ARCOMs to begin managing Base Operating Information System (BASOPs) funds for the Major US Army Reserve Commands (MUSARCs).

The 90th ARCOM has been designated to manage BASOPs funding for the MUSARCs within this installation's area of support.

Installation support rendered will be outlined by the Intraservice Support Agreement (ISA) negotiated between the 90th ARCOM and Fort Hood.

Resource managers will

- implement adequate procedures to maintain required records for ARCOM funding utilized as installation support.
- coordinate additional funding requests with ARCOM.
- close out the MIPRs upon completion of work specified or at year-end.

7a

## Controls

Upon receipt of properly completed MIPRs and FH Form 63 (figure 3-2), DRM will furnish quarterly obligation/expense targets to each program director authorized to certify funds.

---

 (continued on next page)

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Controls (cont)      Obligation/expense targets will be provided at the activity level of the AMS.

FH Form 775 (figure 3-1), is the authorization to incur obligations.

Obligation target adjustments cannot be made without a revised MIPR.

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7c

## FISH AND WILDLIFE

---

8

General

The purpose of this chapter is to provide accounting and reporting procedures for Appropriation 21X5095, Wildlife Conservation, Military Reservations, Army.

Fish and Wildlife funds are used to enhance fish and wildlife habitats and to develop public recreation and other facilities IAW AR 420-74.

Resource managers will

- prepare accounting and reporting documents IAW AR 37-1 and AR 420-74.
- IAW with the cooperative agreement
  - sell permits and use the funds collected in support of the Fish and Wildlife Program.
  - consider the collection of other fees to supplement the limited operation and maintenance funds available for the Fish and Wildlife Program.
  - establish fees which are comparable to the civilian community for
    - hunting,
    - fishing, and
    - trapping.
  - issue special permits for
    - hunting,
    - fishing and
    - trapping.
  - ensure that expenditures are valid and proper.
  - ensure that funds are not utilized for normal base operations.
  - regulate the selling and use of permits.

---

8a

Controls

DRM will furnish quarterly obligation/expense targets to each program director authorized to certify funds.

FH Form 775 (figure 3-1) is the authorization to incur obligations.

---

8b

**SAILS/SAACONS ALB-139 QUERY SYSTEM**9**General**

The purpose of this chapter is to establish responsibilities and procedures for coding purchase requests with APC and locally established program director (PD) code.

The SAILS/Standard Army Automated Contracting System (SAACONS) ALB-139 Query System is a straightforward menu driven system which displays explanations, hints, and clues on screen.

The prerequisite for using this system is a basic knowledge of how to move around in IPS and Professional Office System (PROFS).

**NOTE:** A users handbook for querying this system is available from DRM.

9a**Resource Managers**

Fund certification for on-post customers on Purchase Requests (DA Form 3161, DA Form 2765-1, DA Form 3953, and DD Form 1348-6) will include the four digit fund APC followed by the two digit PD code (see table 9-1 for PD codes).

PD codes will be entered as follows

- block 8 of DA Form 3161. (figure 9-1).
- cost Detail Account Number block of DA Form 2765-1 (figure 9-2).
- on DA Form 3953, fund certifiers will write the four digit fund APC followed by the two digit PD code on the right margin of the form (figure 9-3).
- on DD Form 1348-6, the APC code will be entered in blocks 75-78. PD code will be entered above blocks 79-80 (figure 9-4).

Off-post customers (direct fund cites) do not use APCs or PD codes.

- two digit fund codes (identified in AR 37-1) and customer Department of Defense activity address code (DODAACS) are used.
- DODAACS and fund codes must be loaded in both STANFINS and SAILS systems.
- do not use DODAACS and fund codes before coordinating with DAO-Systems.
- block 8 of DA Form 3161 (figure 9-5).
- block 17 of DA Form 2765-1 (figure 9-6).
- on DA Form 3953 the requisition number will identify the appropriate DODAAC and the accounting classification will be taken from the MIPR. (figure 9-7).
- on DD Form 1348-6 blocks 52 and 53 (figure 9-8).

9b

Table 9-1. Program director code list

Program Code	Minor Program Director	Program Name
A	AA, AH, AW	DPCA
B/N	BA, BW, NA	DRM
C	CA	DOC
D	DA, DB, DS, DW, D1, D2, D5, D6	G3
F	FW	DAO
G	GA, GH, GS, GW	DOL
H	HA, HB, HH, HP, H7	DRCS
J	JH	807th Med Bde
K/L	KA, KH, KL, KW, KY, LS	DEG
P	PA, PW	DOIM
Q	QE	TEXCOM
R/S	RB, RR, SS, ST	TEXCOM
T	TC	1114th Signal Bn
V	VD, VW	MEDDAC
W	WS	DAO
Z	ZA	Comptroller
0	OS	DAO
2	2A	DAO
6	6Z	DAO
7	7Z	DAO



DA FORM 2765-1, APR 78

PREVIOUS EDITION WILL BE USED

REQUEST FOR ISSUE OR TURN-IN (DA Pam 710-2-1)

DOC IDENT	ROUT IDENT	FSC	NIN	ADD	UNIT OF ISSUE	QUANTITY	REQ REQUISITIONER	DATE	SERIAL	SUPPLEMENTARY ADDRESS	FUND	DISTRIBU-TION	PROJECT	PRIOR-ITY	REQ DEL DATE	ADV STAT	
SEND TO:							REQUEST IS FROM:										
A																	
B																	
C																	
D																	
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ABCD-AA

<b>PURCHASE REQUEST AND COMMITMENT</b> For use of this form, see AR 37-108; the proponent agency is USAFAC.		PURCHASE INSTRUMENT NO.		REQUISITION NO.	DATE	PAGE 1 OF 1 PAGES
TO: Purchasing and Contracting Officer		THRU:		W45CMJ32550101	8 SEP 1993	
PURCHASED FOR DRM		DELIVERED TO DRM		FROM: DIRECTORATE OF RESOURCE MANAGEMENT FT. HOOD, TX 76544-5056		
It is requested that the supplies and services enumerated below or on attached list be:						
The supplies and services listed below cannot be secured through normal supply channels or other Army supply sources in the immediate vicinity, and their procurement will not violate existing regulations pertaining to local purchases for stock, therefore, local procurement is necessary for the following reason: (Check appropriate box and complete item.)		NAME AND TELEPHONE NO. OF PERSON TO CALL FOR ADDITIONAL INFORMATION I. Am. IN-CHARGE, LITTLE BOSS 287-0236				
X	LOCAL PURCHASE AUTHORIZED AS THE NORMAL MEANS OF SUPPLY FOR THE FORE: AR. 700-19	REQUISITIONING DISCLOSES NONAVAILABILITY OF ITEMS AND LOCAL PURCHASE IS AUTHORIZED BY				
EMERGENCY SITUATION PRECLUDES USE OF REQUISITION CHANNELS FOR SECURING ITEM						
ITEM	DESCRIPTION OF SUPPLY OR SERVICES	QUANTITY	UNIT	ESTIMATED Unit Price	Total Cost	AMOUNT
1.	THING-A-MAJIGS	2	EA	\$ 3.50	\$ 7.00	2142020000076202529800H000004120
2.	WHAT-CHA-MA-CALL ITS	3	PKG	4.00	12.00	31NG0402PA3GA52970200S41093
3.	DO HICKEYS	1	BX	11.00	11.00	
Fund Certification The supplies and services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed.						
ACCOUNTING CLASSIFICATION				DATE		
2142020000076202529800H000004120				8 SEP 93		
31NG0402PA3GA52970200S41093				TYPED NAME AND TITLE OF CERTIFYING OFFICER		
				MR. I. N. BALANCE BIG BUDGET GURU		
				SIGNATURE		
				DISCOUNT		
				PURCHASE ORDER NUMBER		
				DELIVERY SCHEDULE		
Approved by commanding officer or his designee						
DATE		TYPED NAME AND GRADE OF INITIATING OFFICER		DATE		SIGNATURE
5 SEP 93		WANT A. BEE, SUPPLY CLERK		6 SEP 93		SUPER BIG BEE TOP HONCHO DIRECTOR OF EVERYTHING
DATE		TYPED NAME AND GRADE OF SUPPLY OFFICER		DATE		SIGNATURE
6 SEP 93		WILL A. BEE, SUPPLY SUPERVISOR				

Figure 9-3. Sample DA Form 3953, on-post customer

DOCUMENT IDENTIFIER			ROUTING IDENTIFIER				M & S	ITEM IDENTIFICATION* (NSN, FSCM/Part No., Other)															UNIT OF ISSUE	QUANTITY					DOCUMENT NUMBER					
								FSCM					PART NUMBER																REQUISITIONER					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
DOCUMENT NO. (Cont.)							D E M A N D	S E R I A L	SUPPLEMENTARY ADDRESS													S I G N A L	F U N D C O D E	D I S T R I B U T I O N C O D E	P R O J E C T C O D E	P R I O R I T Y	R E Q U I R E D D E L I V E R Y D A Y O F Y E A R	A D V I C E C O D E	B L A N K					
DATE			SERIAL																															
36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	
															R E J E C T C O D E  (FOR USE BY SUPPLY SOURCE ONLY)		I D E N T I F I C A T I O N D A T A																	
70	71	72	73	74	75	76	77	78	79	80	65	66	*1. MANUFACTURER'S CODE AND PART NO. (When they exceed card columns 8 thru 22)																					
										A A										2. MANUFACTURER'S NAME														
A B C D										3. MANUFACTURER'S CATALOG IDENTIFICATION																								
4. DATE (YYMMDD)															5. TECHNICAL ORDER NUMBER																			
6. TECHNICAL MANUAL NUMBER															7. NAME OF ITEM REQUESTED																			
8. DESCRIPTION OF ITEM REQUESTED															8a. COLOR																			
															8b. SIZE																			
9. END ITEM APPLICATION															8c. SOURCE OF SUPPLY																			
9b. MAKE															9c. MODE NUMBER																			
															9d. SERIES																			
9e. SERIAL NUMBER																																		
10. REQUISITIONER (Clear text name and address)															11. REMARKS																			

DD Form 1348-6, FEB 85  
 ☆ U.S. G.P.O. 1991-293-083

Edition of Apr 77 may be used until exhausted.

**DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL - LONG FORM)**

Blocks 75-78 = APC  
 Blocks 79-80 = PD

Figure 9-4. Sample DD Form 1348-6, on-post customer

REQUEST FOR ISSUE OR TURN-IN (DA FORM 710-2-1)		ISSUE	SHEET NO.	NO. SHEETS	3. REQUEST NO.	CHANGE DOC	4. VOUCHER NO.			
1. SEND TO: DOL - IPRO FT HOOD, TX		TURN-IN	NO. 1	1	3221-5527	7. PRIORITY 5	8. ACCOUNTING/FUNDING DATA FUND CODE 31 *****			
2. REQUEST FROM: 1CD MEMORIAL CHAPEL FT HOOD, TX		5. DATE MATERIEL REQUIRED XXXXXXXX	9. END ITEM IDENT		6. DODAAC W45CMJ	9b. MODEL 9c. SERIAL NO.				
*CODE ISSUE I - Initial R - Replacement		TURN-IN FWT - Fair Wear And Tear RS - Report of Survey		EX - Excess SC - Stmt of Charges		10. PUBLICATION CTA 50-909				
12. ITEM NO.	STOCK NO.	ITEM DESCRIPTION	UNIT OF ISSUE	QUANTITY	CODE	SUPPLY ACTION	UNIT PRICE	TOTAL COST	POSTED DATE	BY
1	MJ202	AMBO	EA	1	1		\$1230.00	\$ 1230.00		
							SHEET TOTAL		GRAND TOTAL	\$1230.00
13. ISSUE/TURN-IN QUANTITY REQUESTED		DATE		14. ISSUE QTY IN SUPPLY ACTION COLUMN		DATE		15. REC'D QTY IN SUPPLY ACTION COLUMN		
4 SEP 93		BY I. A. SMART								

SAMPLE

REPLACES EDITION OF JUN 73 WHICH WILL BE USED UNTIL EXHAUSTED.

DA FORM 3161

Block 8 - Two Digit Fund Code.  
Funds Codes Listed in AR 37-1. Each appropriation is assigned a two digit fund code.

Figure 9-5. Sample DA Form 3161, off-post customer



DIRECT FUND CITE

<b>PURCHASE REQUEST AND COMMITMENT</b> For use of this form, see AR 37-108; the proponent agency is USAFAC.		PURCHASE INSTRUMENT NO.		REQUISITION NO.	DATE	PAGE 1 OF 1 PAGES
TO: Purchasing and Contracting Officer		THRU:		W80Y1C3E550104	8 SEP 1993	1
PURCHASED FOR DRM		DELIVERED TO DRM		FROM: DIRECTORATE OF RESOURCE MANAGEMENT FT. HOOD, TX 76544-5056		
It is requested that the supplies and services enumerated below or on attached list be: NOT LATER THAN (Date) 5 OCT 93						
The supplies and services listed below cannot be secured through normal supply channels or other Army supply sources in the immediate vicinity, and their procurement will not violate existing regulations pertaining to local purchases for stock, therefore, local procurement is necessary for the following reason: (Check appropriate box and complete item.)						
X	LOCAL PURCHASE AUTHORIZED AS THE NORMAL MEANS OF SUPPLY FOR THE FOREGOING BY	REQUISITIONING DISCLOSES NONAVAILABILITY OF ITEMS AND LOCAL PURCHASE IS AUTHORIZED BY	Fund Certification The supplies and services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed.			
EMERGENCY SITUATION PRECLUDES USE OF REQUISITION CHANNELS FOR SECURING ITEM		ESTIMATED		ACCOUNTING CLASSIFICATION	AMOUNT	
ITEM	DESCRIPTION OF SUPPLY OR SERVICES	QUANTITY	UNIT	Unit Price	Total Cost	
1.	THING-A-MAJIGS	2	EA	\$ 3.50	\$ 7.00	21420350000762022529800H00D00004123
2.	WHAT-CHA-MA-CALL ITS	3	PKG	4.00	12.00	31NG0402PA3GA52970200S05010
3.	DO HICKEYS	1	BX	11.00	11.00	
THE FOREGOING ITEMS ARE REQUIRED NOT LATER THAN AS INDICATED ABOVE FOR THE FOLLOWING PURPOSE 1. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX						
DATE	TYPED NAME AND GRADE OF INITIATING OFFICER	SIGNATURE		DATE		
5 SEP 93	WANT A. BEE, SUPPLY CLERK			6 SEP 93		
DATE	TYPED NAME AND GRADE OF SUPPLY OFFICER	SIGNATURE		TYPED NAME AND GRADE OF COMMANDING OFFICER OR DESIGNEE		
6 SEP 93	WILL A. BEE, SUPPLY SUPERVISOR			SUPER BIG BEE TOP HONCHO DIRECTOR OF EVERYTHING		
Approved by commanding officer of his designee				SIGNATURE		

DA FORM 3953  
1 AUG 76

PREVIOUS EDITIONS OF THIS FORM WILL BE USED UNTIL EXHAUSTED.

Figure 9-7. Sample DA Form 3953, off-post customer

DOCUMENT IDENTIFIER			ROUTING IDENTIFIER				M & S	ITEM IDENTIFICATION* (NSN, FSCM/Part No., Other)																	UNIT OF ISSUE	QUANTITY					DOCUMENT NUMBER									
FSCM							PART NUMBER																							REQUISITIONER										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35						
DOCUMENT NO. (Cont.)							D E M A N D	S U P P L Y	SUPPLEMENTARY ADDRESS										S I G N A L	FUND CODE	DISTRI-BUTION CODE	PROJECT CODE	PRIORITY	REQUIRED DELIVERY DAY OF YEAR	ADVISE CODE	BLANK														
DATE		SERIAL							36	37	38	39	40	41	42	43	44	45		46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66
										REJECT CODE (FOR USE BY SUPPLY SOURCE ONLY)		IDENTIFICATION DATA																												
										65	66	*1. MANUFACTURER'S CODE AND PART NO. (When they exceed card columns 8 thru 22)																												
										2. MANUFACTURER'S NAME																														
3. MANUFACTURER'S CATALOG IDENTIFICATION										4. DATE (YYMMDD)					5. TECHNICAL ORDER NUMBER																									
6. TECHNICAL MANUAL NUMBER										7. NAME OF ITEM REQUESTED																														
8. DESCRIPTION OF ITEM REQUESTED										\$ A M P L E										a. COLOR																				
9. END ITEM APPLICATION																				b. SIZE																				
9b. MAKE																				9c. MODEL NUMBER					9d. SERIES					9e. SERIAL NUMBER										
9b. MAKE										9c. MODEL NUMBER					9d. SERIES					9e. SERIAL NUMBER																				
10. REQUISITIONER (Clear text name and address)										11. REMARKS																														

DD Form 1348-6, FEB 85 Edition of Apr 77 may be used until exhausted. **DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL - LONG FORM)**

Blocks 52-53 = Fund Code. Refer to AR 37-1.

Figure 9-8. Sample DA Form 1348-6, off-post customer



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DOL Property Control      The Directorate of Logistics (DOL) Property Control Branch will annotate the ZHA/ZHB card with the APC-PD code (figure 9-9) when the National Inventory Control Point (NICP) grants onetime authority branch to local purchase an item normally supplied by the wholesale system.

9c

4th MMC      Customers of the 4th Materiel Management Center (MMC) will annotate the four digit APC in cc 75 through 78 of DD Form 1348-6. 4th MMC will annotate the two digit PD code above cc 79 and 80.

Activities performing their own SAACONS input need to include required APC and PD codes.

Installation Property Book Office (IPBO) and 4th MMC will return requests that do not comply .

9d

DOC      The DOC will input correctly coded documents into SAACONS.

The six digit APC and PD code will be keyed into the supplementary address of SAACONS.

Documents that do not comply with these instructions will be returned to the submitting local purchase activity (in most cases DOL Property Control or 4th MMC) by DOC.

9e

IPS      DOIM has developed a query capability on the Installation Processing System (IPS) incorporating unobligated local purchase data from SAILS and SAACONS.

The user handbook developed by DRM explains how to query this system.

9f

**REIMBURSEMENT FOR CABLEVISION AND TELEPHONE RECONNECTION FEES**

10

General      Fort Hood soldiers who are forced to move for the convenience of the Government and who must pay telephone or cable reconnection fees at their new barracks room location are authorized reimbursement.

It is the responsibility of each individual to coordinate with the utility companies to have service transferred.

No reimbursement will be made until the individual has paid the reconnection fee.

Paid billing statements from the telephone and/or cable company must be submitted with the claim form - FHT 210-X24 (figure 10-1) to obtain reimbursement.

10a

Temporary Moves      No reimbursement will be made for temporary moves.

Temporary moves are defined as those which place soldiers in barracks for 60 days or less.

It is the responsibility of each unit to ensure personnel are properly advised of this policy.

10b

REIMBURSEMENT FOR TELEPHONE / CABLEVISION RECONNECTION FEES (AR 210-50 / AR 37--1)			
<b>PRIVACY ACT STATEMENT:</b> AUTHORITY - 5 USC 552A / AR 37-1 / AR 210-50 PRINCIPAL PURPOSE - TO PROVIDE INFORMATION NECESSARY TO OBTAIN A REIMBURSEMENT FOR FEES CHARGED FOR TELEPHONE / CABLEVISION RECONNECTION ROUTINE USES - THE INFORMATION IS REVIEWED AND MAINTAINED BY THE DAO-ACC. PAY OFFICE FOR USE IN ASSISTING MILITARY PERSONNEL IN OBTAINING REIMBURSEMENT OF FEES DISCLOSURE OF INFORMATION - VOLUNTARY; HOWEVER, NON DISCLOSURE MAY RESULT IN DELAY OR NON-REIMBURSEMENT OF FEES			
NAME Homer Simpson		RANK PFC	
UNIT 29th Ditty Boppers Gp.		SSN 222-444-0000	
MAILING ADDRESS 121 Somewhere Street			
CITY Anywhere		STATE TX	ZIP XXXXX-XXXX
TELEPHONE NUMBER XXX-XXX-XXXX		SIGNATURE	
<b>REQUEST REIMBURSEMENT FOR:</b> <input checked="" type="checkbox"/> TELEPHONE RECONNECTION FEES (CENTEL / SPRINT Paid Statement must be attached) \$ 16.00 <input checked="" type="checkbox"/> CABLEVISION RECONNECTION FEES (CENCOM Paid Statement must be attached) \$ 18.00 TOTAL \$ 34.00			
<b>TYPE OF MOVE</b> (check one) <input checked="" type="checkbox"/> (1) INSTALLATION <input type="checkbox"/> (2) UNIT 1 INSTALLATION MOVE SEND THIS FORM THRU DEH. REAL PROPERTY BRANCH TO DEH BUDGET 2 UNIT MOVE SEND THIS FORM THRU DIVISION COMPTROLLER OR FMO TO G3 / DTPM RESOURCE MANAGEMENT DIVISION			
OLD BUILDING NUMBER 7900011	OLD ROOM NUMBER 445	<b>DEH USE ONLY</b> <input type="checkbox"/> VALID <input type="checkbox"/> INVALID (Return to Company Commander) _____ Verifier	
NEW BUILDING NUMBER 7700012	NEW ROOM NUMBER 333		
I, THE UNDERSIGNED HEREBY CERTIFY THAT THIS MOVE IS AUTHORIZED BY THE <b>INSTALLATION - UNIT</b> (circle one) AND THE ABOVE NAMED INDIVIDUAL IS AUTHORIZED REIMBURSEMENT FOR THE RECONNECTION FEES CIRCLED BELOW. <b>TELEPHONE - CABLEVISION - BOTH</b> (circle all that apply)			
COMMANDER I. C. You MAJ, 29th Ditty Boppers Gp.		DATE 21 Sometime 94	
FUND CERTIFICATION (DEH OR G3 BUDGET) ACCOUNTING CLASSIFICATION			
SIGNATURE I. N. Balance, Big Budget Guru		DATE 24 Sometime 94	

FHT FORM 210-X24 (DRM)

Figure 10-1. Sample FHT 210-X24

Installation  
Directed  
Moves

Installation directed moves primarily result from

- barracks construction.
- renovation.
- reconditioning.
- other such actions deemed necessary due to
  - age of the building.
  - concern for the safety, health, or quality of life of the occupants.
- moves to temporary barracks in excess of 60 days necessitated by a shortage of barracks or barracks space available in the areas normally assigned to a unit.

Telephone and television cable reconnection fees resulting from installation directed moves

- are direct installation expenses.
- will be paid by the Directorate of Engineering and Housing (DEH).
- will be charged to the applicable construction/renovation/maintenance accounts.

For large group installation moves, there may be different billing options available from both the cable and telephone companies. Contact DRM-IA for specific information.

10c

Unit  
Directed  
Moves

Unit directed moves are

- directed by the unit commanders.
- for the convenience of the units involved.

Costs will be charged to the unit which mandated the move.

Reimbursements for telephone and cable reconnection fees will be processed through III Corps G3.

10d

Procedures

Use FHT Form 210-X24 (figure 10-1).

FHT Form 210-X24 serves as a

- requesting document.
- validation document when certified by budget personnel.
- disbursing document when processed by DAO, Accounts Payable.

Unit commanders will ensure funds are available for paying reconnection fees before authorizing unit directed moves.

**NOTE:** Divisional units contact the division comptroller. Nondivisional units contact the Brigade Financial Management Officer (FMO).

(continued on next page)

Procedures  
(cont)

Units will prepare FHT Form 210-X24 for each individual requesting reimbursement.

Company commanders will certify that move was either unit or installation directed and sign FHT Form 210-X24 in the block indicated.

Submit original and two copies along with receipts for paid reconnection fees to the appropriate Division Comptroller or Brigade FMO.

Installation Directed Moves

- Comptroller/FMO will forward all copies of FHT Form 210-X24 to DEH Real Property and Utilization Branch for validation.
- DEH Real Property will verify that the building number on the request is valid for an installation directed move.
- Valid installation moves - all copies of FHT Form 210-X24 will be forwarded to DEH Budget for fund certification.
- Invalid requests:
  - building number indicates move is not installation directed.
  - DEH Real Property will return all copies of the FHT Form 210-X24 to the Comptroller/FMO.
  - request will be corrected or processed as a unit directed move.

Unit Directed Moves

- Comptroller/FMO will submit all copies of FHT Form 210-X24 to III Corps G3/DPTM.
- III Corps G3/DPTM Resource Management Division will certify funding.

Fund Certification:

- Accounting classification and appropriate signature will be entered in the fund certification block of FHT Form 210-X24.
- DEH Budget will certify funds for installation directed moves.
- III Corps G3 Resource Management will certify funds for unit directed moves.
- Original and one copy of FHT Form 210-X24 with all attached receipts will be forwarded to DAO Accounts Payable Section for payment. One copy will be retained by the certifier.

DAO will process FHT Form 210-X24 and mail reimbursement to the individual.

Other moves not specifically addressed by this chapter will be considered on a case by case basis.

Appendix A  
REFERENCES

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**PUBLICATIONS**

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AR 37-1	Army Accounting and Fund Control
AR 37-100	The Army Management Structure (AMS), Fiscal Year 1993
AR 420-74	Natural Resources, Land, Forest, and Wildlife Management
III Corps & FH Reg 10-5	III Corps and Fort Hood Organization and Functions

Budget and Accounting Procedures Act of 1950 (also known as Accounting and Auditing Act of 1950)

Chief Financial Officers Act of 1990

DOD Directives 7045.16 and 7220.9 for policies and procedures guidance

Federal Manager's Financial Integrity Act of 1982

National Defense Authorization Act of fiscal year (FY) 89

United States Code 31

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**FORMS**

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DA Form 200	Transmittal Record
DA Form 2765-1	Request for Issue or Turn-In
DA Form 3161	Request for Issue or Turn-In
DA Form 3953	Purchase Request
DD Form 139	Pay Adjustment Authorizations
DD Form 448	Military Interdepartmental Purchase Request (MIPR).
DD Form 1348-6	DOD Single Line Item Requisition System Document
DD Form 1610	Request Authorization for TDY Travel of DOD Personnel
FH Form 63	Operating Budget Statement
FHT 210-X24	Reimbursement for Telephone/Cablevision Reconnection Fees
FH Form 378	Transmittal of Financial Documents (Outgoing)
FH Form 775	FY Obligation Targets, Distribution of FY Obligation Targets
SF 50	Notices of Personnel Action

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Appendix B  
**COMMERCIAL ACCOUNTS PAYABLE SYSTEM (CAPS)  
 ACCOUNTING CLASSIFICATION**

21\*202000000 / 762041 / /P2000000000 / 2572/ 000000/PR000000000 / C7MP00 / 041093  
 1-12      13-18      19-29      30-33 34-39      40-53      54-59      60-65

\* Denotes FY

The interface between SAACONS and CAPS requires purchase request data to contain complete accounting data. Complete data consist of 65 data elements listed below. All data not used must be zero filled. For ease of reading the classification, placing a space after position 12, 18, 29, 33, 39, 53, 59, and 65 is required.

Field Position	Length	Character Set	Element Name
1-2	2	N	Department Code
3	1	A/N	Fiscal Year
4-7	4	N	Basic Symbol
8-11	4	A/N	Limitations
12	1	A/N	Program Year
13-14	2	A/N	Operating Agency
15-18	4	A/N	Allotment Serial No
19-29	11	A/N	Program Element/Case & Line of Contract
30-33	4	A/N	Element of Resource
34-39	6	A/N	DFAS Mgmt Data Field (zero fill until further guidance)
40-53	14	A/N	Document Ref No (zero fill or use local unique no)
54-59	6	A/N	Accounting Processing Code, Left Justified
60-65	6	A/N	Fiscal Station Number

Appendix C  
**FINANCIAL DATA FOR ANALYSIS AND CONTROL**

DAO Generated						
PCN Number	Product Name	Generated By: (System)	Medium	Frequency	Purpose	Control Level
AVK-051	Fund Control Status	STANFINS	Fiche	Every Cycle	Provides type of financing at AMS level for current month obligations, Year-to-Date obligations, Year-to-Date ceilings, unobligated ceiling, annual ceiling, and Year-to-Date change in selected resources provided by program.	By Program Director Sequence <hr/> Control of ceilings & obligations
AVK -129	Activity/Detail Report	STANFINS	Fiche	Weekly	Provides detailed expenses at AMS/EOR level. Separate reports generated by activity (1st digit of Program Director Code). List amounts by document number. One copy to budget officers, copies to Program Directors (to be further distributed to Activity Directors)	Basic record to verify and reconcile expenses
AVK 143	Weekly AOBII	STANFINS	Fiche	Weekly	User tailored report by Program Director providing (by various levels of AMS codes) ceiling data, obligations and expenses. Provides accurate installation management status of actual obligations and expenses.	Different Levels by AMS/EOR
AVK-602	Non-Stock Fund Orders and Payables	STANFINS	Paper	Monthly	Provides status of unliquidated obligations by document number. Options available for division of data: 1. by Program Director (within unliquidated accounting classification) 2. Accounting classification level.	Joint Review Basis <hr/> Unliquidated Obligation Control

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**Glossary**


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**ABBREVIATIONS**


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AFMIS	Army Food Management Information System
AMS	Army Management Structure
AOB	Annual Operating Budget
APC	accounting processing code
ARCOM	Army Reserve Commands
BASOPs	Base Operating Information System
CAPS	Commercial Accounts Payable System
DA	Department of the Army
DAO	Defense Accounting Office (formerly Finance and Accounting Office)
DBOF	Defense Business Operating Fund
dCAS	Databased Commitment Accounting System
DD	Department of Defense
DEH	Directorate of Engineering and Housing
DOC	Directorate of Contracting
DODAAC	Department of Defense activity address code
DOIM	Directorate of Information Management
DOL	Directorate of Logistics
DPCA	Directorate of Personnel and Community Activities
DRCS	Directorate of Reserve Components
DRM	Directorate of Resource Management
EOR	Element of Resource
FAD	Funding Authorization Document
FH	Fort Hood
FMO	Financial Management Officer
FORSCOM	United States Army Forces Command
FY	fiscal year
GAAP	Generally Accepted Accounting Principles
GBL	Government Bill of Lading
GTR	Government Transportation Request
IA	Installation Accountant
IATS	Integrated Automated Travel System
IAW	in accordance with
IFS-M	Integrated Facilities System - Mini/Macro
IPBO	Installation Property Book Office
IPS	Installation Processing System
ISA	Intraservice Support Agreement

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JSS	Joint Service Software
MACOM	major Army command
MEDDAC	Medical Department Activity
MIPR	Military Interdepartmental Purchase Request
MMC	Materiel Management Center
MOD	miscellaneous obligation documents
MUSARCs	Major US Army Reserve Commands
NICP	National Inventory Control Point
NSFOP	Nonstock Fund Order and Payables
OBN	Accumulative Obligation File
OSC	Objective Supply Capability
PBAC	program budget advisory committee
PCS	permanent change of station
PD	program director
PROFS	Professional Office System
SAACONS	Standard Army Automated Contracting System
SAILS	Standard Army Intermediate Level Supply System
SRD1	STANFINS Redesign
SSN	social security number
STANFINS	Standard Finance System
STARCIPS	Standard Army Civilian Payroll System
STARFIARS	Standard Army Financial Inventory Accounting and Reporting System
TAMMIS	Theater Army Medical Management Information System
TEXCOM	Test and Experimentation Command
TUFMIS	Tactical Unit Financial Management Information System
UFR	unfinanced requirement
ULO	unliquidated obligation

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## TERMS

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### **activity/subactivity manager**

Personnel within an organization who receive financial targets from their resource manager and are responsible for daily financial management and controls within their agency or activity. Examples are an FMO or Comptroller, Maintenance Shop Chief, or Supply and Services Chief.

### **economy act orders**

Orders placed between government agencies for work and services to be performed by components of the Department of Defense. When the accepting agency issues a written acceptance, obligate the total amount of the order.

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**program director**

The chief officer/civilian in charge of the Directorate, Agency, or Tenant Activity. For example, there are seven program Directors at Fort Hood for financial management. They are the DOL, DEH, G3, DOIM, DPCA, DOC, and DRM. There are two tenant activities, 807th Medical Brigade and TEXCOM.

**project orders**

Customer orders which require specifically defined work to be performed or completed. These orders are normally for a quantity of hard goods produced, can remain open until the work is completed, and must conform to the specified requirements.

**resource manager**

Personnel within the Directorate, Activity, or Tenant charged with the responsibility of managing the budgetary accounts and financial operations of the organization.

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**The proponent of this regulation is the DRM.**

FOR THE COMMANDER:



LEON J. LAPORTE  
Brigadier General, USA  
Chief of Staff

WILLIAM E. PARKER  
LTC, SC  
DOIM

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