

**BY ORDER OF THE COMMANDER,
UNITED STATES AIR FORCES IN EUROPE
(USAFE)**

**UNITED STATES AIR FORCES IN EUROPE
INSTRUCTION 65-105**

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Financial Management



**ORDER FOR SUPPLIES AND SERVICES
FROM BRITISH GOVERNMENT AGENCIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 65-1, *Management of Financial Services*, and prescribes USAFE Form 100, *Supplies or Services Order Under US - UK Government Agreements*, to procure United States (U.S.) support from the Defence Estates (United States Forces (DE(USF))). It applies to all personnel within the financial community who are responsible for processing United Kingdom government agency payments. It serves as a source reference for personnel within the financial community who are responsible for processing United Kingdom government agency payments. It does not apply to Air Force Reserve Command (AFRC) or Air National Guard (ANG) units. **Attachment 1** contains a glossary of references and acronyms. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in Air Force Records Information Management System (AFRIMS): <https://www.my.af.mil/gcss-af61a/afirms/afirms/rims.cfm>.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Extensive changes in policies and procedures from the previous edition required a complete revision of this publication.

1. General Information.

1.1. **Scope.** This instruction does not pertain to construction management activities or construction projects (including Military Construction (MILCON)) executed in the United Kingdom (UK) by Air Force Center for Engineering and the Environment (AFCEE) or the UK Ministry of Defence, Defence Estates (DE) on behalf of AFCEE or United States Air Forces in Europe (USAFE).

1.2. **USAFE Form 100.** Use USAFE Form 100 to purchase supplies and services from United Kingdom (UK) agencies, normally the DE(USF). Unless specifically authorized, do not use the DD Form 1155, *Order for Supplies and Services*, or Standard Form (SF) 1449, *Solicitation/ Contract/Order for Commercial Item*.

1.3. **Authority.** The U.S. and UK Cost Sharing Agreement, 4 April 1973, specifies that the UK government will accomplish U.S. construction. The U.S. General Accounting Office/Defense Accounting and Audit Division letter, 28 May 1958, in response to 3 AF letter, 7 April 1958, *Specific Financial Arrangements with the British Government*, grants authority to use a special form executed and administered outside of normal contracting channels, to order supplies and services under U.S.-UK Government Agreements.

1.4. **Responsibilities for USAFE Form 100.**

1.4.1. **Commander.** The commander designates those officials authorized to initiate USAFE Forms 100. The commander approves or appoints an approving official with authority to approve USAFE Forms 100 as the commander's designee. For the purpose of this instruction, "commander" refers to the legal holder of funds, usually the wing commander.

1.4.2. **Initiating Office.** Officials authorized by the commander to initiate USAFE Forms 100 have responsibility for preparation. Initiating officials also have the responsibility to establish and maintain a register of control numbers for the USAFE Forms 100 they prepare.

1.4.3. **Approving Official.** The commander, or an official specifically designated by the commander as approving authority, is responsible for approving all USAFE Forms 100 issued for the installation. The approving official designated by the commander may not be a member of an office or function that initiates USAFE Forms 100.

1.4.4. **Financial Management Analysis and Liaison (FMA).** The FMA is responsible for receiving and numbering the USAFE Form 100 obligation to the accounting system. The FMA is also responsible for the distribution of all USAFE Forms 100 initiated and issued by the base for which the FMA has servicing responsibility. HQ Air Force Center for Engineering and the Environment, Atlantic Division, RAF Waterbeach (AFCEE/CMT) also generates USAFE Forms 100 as needed for base level requirements (typically these are conjunctive projects to Military Construction Project (MCP) actions).

1.4.5. **Defense Finance and Accounting Service (Limestone), (DFAS (LI)).** The DFAS (LI) is responsible for recording the obligation to the accounting system, maintaining all USAFE Forms 100 and the payment of all claims against them.

1.5. **Documentation.** Maintain USAFE Form 100 and all supporting documents according to RDS located in AFRIMS: <https://www.my.af.mil/gcss-af61a/afirms/afirms/rims.cfm>.

2. **Preparation and Distribution of USAFE Form 100.**

2.1. **FMA Action for USAFE Form 100.**

2.1.1. Upon receipt of the approved order, the FMA must ensure that all blocks on the form are properly completed and all copies of the order are legible. Return the order to the initiating office if it is incomplete or if the copies are not legible.

2.1.2. The FMA or a designated certifying officer determines the services or supplies being ordered are proper charges to U.S. appropriated funds, identifies the chargeable appropriation and fiscal year, and certifies availability of funds by completing Block 14. d. e. and f. If there is doubt about the propriety of the purchase or the appropriation chargeable, the certifying officer must consult the budget officer and the initiating officer. Use extreme caution when funding a revised USAFE Form 100 issued in a prior fiscal year. Be very careful that prior year funds are not used to fund current year requirements according to DFAS-DE 7000.4-R, *Accounting for Obligations*.

2.1.3. When USAFE Forms 100 are funded using a Military Interdepartmental Purchase Request (MIPR), or other funding advice, the recipient of the funding advice certifies fund availability. However, these forms must be processed through the FMA for assignment of a control number and appropriate distribution.

2.1.4. The FMA will forward the USAFE Form 100 to the DFAS (LI) by transmittal. Make the following minimum distribution:

2.1.4.1. DFAS (LI) - one copy.

2.1.4.2. FMA - one copy.

2.1.4.3. Initiating Office - original.

2.1.4.4. Funding FMA. If another FMA's funds are cited (such as, from a MIPR or AF Form 616, *Fund Cite Authorization (FCA)*), send a legible copy to that FMA. If more than one FMA's funds are cited, ensure each FMA is provided a legible copy for their files. **NOTE:** Ensure the MIPR number or AF Form 616 advice number is included as part of the typed accounting classification.

2.1.5. HQ AFCEE/CMT actions for USAFE Form 100 follow the same procedure as indicated above in paragraphs 2.1.1. through 2.1.3.

2.2. DFAS LI Action for USAFE Form 100.

2.2.1. The DFAS (LI) will be responsible for loading all USAFE forms into Integrated Accounts Payable System (IAPS). Post the USAFE Forms 100 in pounds sterling, in the obligation stage using the correct foreign currency conversion rate. Annotate clearly on the form the contract number, Program Summary Record (PSR), and Document Summary Record (DSR).

3. Accounting Procedures.

3.1. **General.** The base level FMA and/or HQ AFCEE/CMT (as appropriate) will record, administer, and validate obligations for approved and funded USAFE Form 100.

3.1.1. For USAFE Form 100, convert the pound sterling obligations to dollar equivalents and record in accounting records as follows:

3.1.1.1. Record obligations and disbursements citing funds covered by the Foreign Currency Fluctuation Account (FCFA) at the specified budget rate of exchange for the fiscal year cited. Identify any gain or loss at the time of payment for credit or charge to the FCFA (for Defense Medical Facility Office (DMFO) fund cites, budget program activity code (BPAC) 670 is used to record foreign currency fluctuations).

3.1.1.2. An AF Form 616 is used on occasion to provide authority to cite funds to a designated UK base for supplies and services. For USAFE Forms 100, the base civil engineer (BCE) will coordinate the funding and execution of the AF Form 616 with the FMA. Accounting for the AF Form 616 will be according to DFAS-DE 7010.5-R, *Direct Reimbursement and Receivable Transactions at Base Level*.

3.1.2. After final payment is made the BCE will give notification in form of a deobligation letter to DFAS (LI) to deobligate the remaining funds. A modification to the USAFE Form 100 is not required to deobligate residual funds. If the remaining balance is a significant amount, DFAS (LI) must contact the initiating office and the servicing FMA to ensure all performance documentation has been received. If a UK agency subsequently submits a valid claim for additional costs, recover the USAFE Form 100 from the retained files in order to update the payment record to reflect the additional claim. If the claim exceeds the amount of the final USAFE Form 100, contact the initiator to validate the claim and obtain a revised USAFE Form 100 before payment.

3.1.3. DFAS (LI) will reconcile and validate all unliquidated USAFE Form 100 obligations at least quarterly and at the end of each fiscal year, in accordance with DFAS-DE 7000.4-R. In addition, DFAS (LI) will perform a quarterly validation of all obligations in expiring appropriations and at least monthly during the last quarter. Aggressive follow-up is important as this will prevent the loss of those expiring funds and preclude payments from being made out of current year funds. DFAS (LI) should forward extract portions of the open document list (under cover of a transmittal letter) to the BCE or other initiating activities to obtain obligation status information.

3.2. Accounting Procedures - DMFO. The DMFO provides funding through Directorate of Services (HQ USAF/SV) to the Financial Analysis Division (HQ USAFE/FMA) Unit 3050, Box 5, APO AE 09094-0505. HQ USAFE/FMA makes a further distribution of funds to HQ AFCEE/CMT using operating budget account number 8015. Although funded through United States Air Force (USAF) MCP channels, DMFO military construction projects are subject to the same conditions as work for other Department of Defense (DoD) agencies. Accounting and reporting procedures are similar to USAF military construction work because of the similarity in funding procedures in use for this organization.

3.3. Rental of Housing. BCE forwards estimate letters to the FMA on a monthly or quarterly basis and provides the FMA with invoices and receiving reports. The FMA will obligate the funds under a Miscellaneous Obligation Reimbursement Document (MORD), USAFE Form 100, or agreement number. The FMA then sends the invoice and receiving report, along with the accounting classification to be used, to the DFAS (LI) for payment through IAPS.

3.4. Initiating MIPR Orders to Other DoD Agencies. Not all MCP is accomplished by DE (USF) or another UK agency. If another DoD activity is performing MCP for the Air Force, HQ AFCEE/CMT will initiate a MIPR and forward it to the Mildenhall FMA for fund certification. Use U.S. dollar amounts in the MIPR.

3.4.1. The FMA will retain one copy of the MIPR and record a commitment. Return the remaining copies to HQ AFCEE/CMT.

3.4.2. HQ AFCEE/CMT will then forward the MIPR to the performing activity. The performing activity will accept the MIPR by initiating a DD Form 448-2, *Acceptance of MIPR*, and return sufficient copies to HQ AFCEE/CMT, Unit 5780, APO AE 09459-5780. HQ AFCEE/CMT will forward an accepted copy of the MIPR to the FMA.

3.4.3. If the performing activity accepts the MIPR on a reimbursable basis, the FMA will move the commitment to the obligation stage upon receipt of the MIPR acceptance. If a MIPR is accepted on a direct cite basis (category II), the MIPR will remain committed until the initial copy of the contract (or equivalent obligation document) is received. Account for this document in the same manner as normal construction contracts, and send to DFAS (LI) as the charges will come through the by-others cycle.

3.4.4. The performing activity will bill DFAS (LI) for reimbursable services provided. DFAS (LI) will pay each bill (SF Form 1080, *Voucher for Transfer Between Appropriations and/or Funds*) presented after completion of the Receiving Report, by HQ AFCEE/CMT. If the MIPR contains funds for more than one construction line number, DFAS (LI) will maintain a separate DSR payment record for each line number. DFAS (LI) will make the payments through IAPS.

4. Performance Documentation.

4.1. **Receiving and Acceptance Documents , USAFE Form 100.** The BCE initiating the USAFE Form 100 is responsible for receiving all DE (USF) invoices charged against that USAFE Form 100. The BCE is also responsible for preparing and forwarding the original and three copies of the 3AF Form 428, *Certificate of Acceptance of Services*, to the servicing FMA for each invoice. Do this no later than 30 days after the supplies or services have been received and accepted. Except in extreme situations, only one USAFE Form 100 will be cited for payment on each 3AF Form 428.

4.2. **Statement of Financial Completion, USAFE Form 100.** The BCE will forward a copy of each statement of financial completion to the FMA immediately upon receipt from DE (USF). The final invoice accompanies the statement. The FMA will then forward the documents to the DFAS (LI).

4.3. **Cost Overruns.** The BCE will obtain additional funding for an impending cost overrun before the completion of a project and initiate a revised USAFE Form 100, accordingly. The FMA will adjust recorded obligations based on this revision.

5. Payment Procedures.

5.1. **General.** DFAS (LI) is the paying office for all billings and claims for purchases of supplies and services from UK government agencies (with the exception of Army and Air Force Exchange Service (AAFES) and Non-appropriated Fund (NAF)). Payment is made when the agency submits a claim or invoice. For the purposes of this instruction, the words “claim” and “invoice” can be used interchangeably. Payments are processed as “for others” if funds of other agencies are cited on the USAFE Form 100.

5.2. **Payment Voucher.** Make all payments to UK government agencies through IAPS. Use the automated SF 1034, *Public Voucher for Purchases and Services Other Than Personal*, to make payment according to this instruction and DFAS-DER 177-102, *Commercial Transactions at Base Level (PA)*. Each SF 1034 will clearly reference the USAFE Form 100 that authorized the purchase, the invoice number, date of invoice, date of delivery, and the amount.

5.2.1. Supporting documents for USAFE Form 100 payments include the invoice and 3AF Form 428. A copy of each paid SF 1034 is available electronically through the Defense Finance and Accounting Service Electronic file Room (DFAS EFR). **NOTE:** Send a copy of the SF 1034, claim or invoice, receiving or acceptance of services document, and funding document (MIPR or AF Form 616) to the finance office of the funds charged on all “for others” payments.

5.3. **Method of Payment.** Payments to UK agencies are in pounds sterling by check or electronic funds transfer (EFT) through IAPS.

5.4. **Payments to DE(USF), USAFE Form 100.** DE(USF) submits a copy of the invoice to the appropriate BCE.

5.4.1. The BCE prepares and forwards the original and two copies of the receiving report or certificate of acceptance of services, with the invoices attached, to the servicing FMA. Cite only one USAFE Form 100 per 3AF Form 428. Due to IAPS constraints, reference only those multiple invoices that are consecutively numbered on any one 3AF Form 428.

5.4.2. Upon receipt of the invoice and receiving report the FMA will ensure the total of the invoice or invoices matches the total cited on the 3AF Form 428. The FMA will ensure only one USAFE Form 100 is referenced for payment per 3AF Form 428 and sufficient funds are available for payment in IAPS. The FMA will also annotate on the 3AF Form 428 the USAFE Form 100 number as entered in IAPS and the DSR to use when making the payment. Resolve any discrepancies before sending to the DFAS (LI). Send the original proper invoice and two copies by transmittal to the DFAS (LI) for processing.

5.5. **Payment Terms.** The DFAS (LI) will make every effort to process the invoice in IAPS within 2 days of receipt. Payment terms are net 5 days.

5.6. **Payment for NAF USAFE Forms 100.** The NAF Accounting Office (AO) will make payments for NAF funded projects. NAF fund balances are not maintained in the DFAS (LI)'s accounting system database.

5.6.1. Upon receipt of an invoice and receiving report from BCE, the NAF AO will make payment to the UK Agency or Vendor in pounds sterling.

5.6.2. The NAF activity must issue a check in pounds sterling payable to the UK Agency or Vendor. The NAF AO will contact DE (USF) if payment is not made within 10 workdays of receipt of the invoice and receiving report. The NAF AO will be responsible for accomplishing second requests and elevating subsequent follow-up.

5.7. **Payments to UK Agencies other than DE(USF).** Make payments to other UK agencies in a similar manner to the claims procedures for DE(USF).

5.7.1. Each agency submits a claim to the BCE.

5.7.2. The originating activity furnishes BCE the documents previously described in paragraph **5.2.1.**

5.7.3. The BCE forwards the package to the FMA. The FMA, in turn, forwards all necessary paperwork, including the obligating document or contract, to DFAS (LI) for payment.

5.8. **Credit Invoice Processing.** DFAS (LI) will encourage agencies to account for agency internal credits and send DFAS (LI) only debit invoices. IAPS does not have the capability to process credit invoices. If credit invoice processing is unavoidable, DFAS (LI) will process the credits against debit invoices. Take care to process credits and debits in the accounting system according to their respective accounting classifications.

5.8.1. Forms Prescribed. USAFE Form 100, *Supplies or Services Order Under US – UK Government Agreements.*

5.8.2. Forms Adopted. DD Form 448-2, *Acceptance of MIPR*; DD Form 1155, *Order for Supplies and Services*; SF Form 1034, *Public Voucher for Purchases and Services Other Than Personal*; SF Form 1080, *Voucher for Transfers Between Appropriations and/or Funds*; SF Form 1449, *Solicitation/Contract/Order for Commercial Item*; AF Form 616, *Fund Cite Authorization (FCA)*; 3AF Form 428, *Certificate of Acceptance of Services*.

MARY L. ENSMINGER, Colonel, USAF
Comptroller

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DFAS 7000.4-R, *Accounting for Obligations*, September 2006

DFAS-DE 7010.5-R, *Direct Refund, Reimbursement and Receivable Transactions at Base Level*, June 2006

DFAS-DER 177-102, *Commercial Transactions at Base Level (PA)*, current edition

DFAS Interim Guidance on Accounting for Obligations

AFPD 65-1, *Management of Financial Services*, 1 July 1996

AFMAN 33-363, *Management of Records*, 1 March 2008

U.S. General Accounting Office/Defense Accounting and Audit Division letter, 28 May 1958

U.S. and UK Cost Sharing Agreement, 4 April 1973

3 AF letter, *Specific Financial Arrangements with the British Government*, 7 April 1958

Abbreviations and Acronyms

AFRIMS—Air Force Records Information Management System

AO—Accounting Office

BCE—Base Civil Engineering

DE (USF)—Defense Estates (United States Forces)

DFAS (LI)—Defense Finance and Accounting Service (Limestone)

DMFO—Defense Medical Facility Office

DoD—Department of Defense

DSR—Document Summary Record

FCFA—Foreign Currency Fluctuation Account

FMA—Financial Management Analysis and Liaison

IAPS—Integrated Accounts Payable System

HQ AFCEE/CMT—HQ Air Force Center for Engineering and the Environment, Atlantic Division, RAF Waterbeach

MCP—Military Construction Project

MIPR—Military Interdepartmental Purchase Request

NAF—Non-appropriated Fund

RDS—Records Disposition Schedule

UK—United Kingdom

U.S.—United States

USAF—United States Air Force

USAFE—United States Air Forces in Europe

USF—United States Forces

