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These guidelines provide deployed disbursing/paying agents, home station disbursing officers, and commanders a brief overview of financial agent operations. Some portions of these guidelines pertain to disbursing agent only and are clearly marked as such. This pamphlet is intended to supplement official DoD and Air Force Instructions. All references, unless otherwise identified, refer to *DoD Financial Management Regulation (Disbursing Policy and Procedures), 7000-14R, Volume 5, (DoDFMR Vol. 5), May 2001*. This pamphlet also contains destruction figures previously shown in AFR 170-18 (replaced by AFI 10-213, *Comptroller Operations Under Emergency Conditions*). This pamphlet requires collection and maintaining information protected by the Privacy Act of 1974 authorized by Executive Order 9397. This pamphlet is a complete re-write, which supersedes the previous edition.

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## Chapter 1

### GENERAL

**1.1. Disbursing Agent (DA).** A disbursing agent is an agent of a Disbursing Officer (DO) or Deputy Disbursing Officer (DDO). A DA normally operates an office geographically separated from the DO/DDO's office and is authorized to make voucher payments, voucher collections, appoint cashiers and certifying officers, and maintain funding documents (e.g., AF Form 616). Because of these duties, disbursing agents should be familiar with accounts payable, disbursing, military pay, and travel pay. The DA may also request the commander appoint local paying agents, change fund cashiers, and imprest fund cashiers. After the commander receives the request from the DA or if the commander initiates the action for an imprest fund cashier, the commander must notify the contacting office to provide oversight and training. The DA tracks daily disbursement and collection voucher processing on a DD Form 2665, Daily Agent Accountability Summary. Disbursing agents will not act as purchasing officers.

1.1.1. Officers, enlisted members, or civilian employees may be appointed as a DA. To start the appointment process, the home station commander will coordinate with the DO/DDO. The DO/DDO will maintain the original appointment letter (refer to DoDFMR Vol. 5, paragraph 020602C). The letter will contain the name, SSN, and rank/grade of the agent; where the agent's office will be located; description of duties; effective date of appointment; a statement the individual has been counseled on pecuniary liability and has been given written operating instructions. The agent acknowledges receipt of the appointment letter by signing the statement "I acknowledge that I am strictly liable to the United States for all public funds under my control". If the individual is already a DDO, disbursing agent orders to not need to be issued.

**1.2. Paying Agent (PA).** A paying agent is an agent of a DO, DDO, or DA. Usually, a PA is appointed to perform certain transactions for a specific period. Examples include: making cash military pay, travel pay, prepaid vendor payments, or accommodation exchange transactions. However, a PA should not be appointed over the protest of the DO or when the transaction can be accomplished by the DO, DDO, or DA. Paying agents will not act as purchasing officers. Paying Agents will be issued funding documents (e.g., AF Form 616).

1.2.1. Officers, enlisted members, or civilian employees may be appointed as a PA. The commander will issue the appointment letter (refer to DoDFMR Vol. 5, paragraph 020604B). The letter will contain the name, rank/grade, SSN, duty station of the agent, where the agent's office will be located, the Disbursing Station Symbol Number (DSSN) of the accountable DO/DDO/DA, a description of duties and type payments that will be made, maximum funds to be advanced, the duration of the appointment, the effective date of appointment, and a statement that the individual has been counseled on pecuniary liability and has been given written operating instructions. The agent acknowledges receipt of the appointment letter by signed the statement "I acknowledge that I am strictly liable to the United States for all public funds under my control".

**1.3. Written Operating Instructions.** We suggest you use this pamphlet as part of your written instructions. Additional instructions should be included with an appointment letter.

1.3.1. Agent Turn-Ins. The agent's operating instructions should state how often the agent is required to make a return to the DO. While returns must be made at least monthly (DoDFMR, Vol. 5, paragraph 030401D), agents who provide check cashing services should consider making turn-ins on a more fre-

quent (e.g., weekly) basis. Frequent turn-ins allow the DO/DDO to quickly deposit checks or other negotiable instruments cashed by the agent and reduces the “float time” and number of checks returned/dishonored for insufficient funds.

## Chapter 2

### PRIOR TO DEPARTURE

**2.1. Initial Set-Up.** Prior to deployment, the “supporting” MAJCOM and Base Level DA/PA should attempt to find out as much information as possible about the deployment. **Attachment 2** contains a checklist that will aid in identifying needed information to ensure members are fully prepared prior to departure. **Attachment 3** contains a checklist for “supported” MAJCOMs to use as a guide to ensure they are adequately prepared to answer the questions from the “supporting” MAJCOM and Base Level DA/PAs. Also included herewith are “mini-logistics detail support (LOGDET)” list of pubs, supplies, and forms. These can be found at **Attachment 20**, **Attachment 21**, and **Attachment 22**. In all instances, you should work closely with your MAJCOM war planner.

2.1.1. “Bare Base” Deployments. When deploying to a new area, certain additional questions need to be asked. These include:

2.1.1.1. Is there an U.S. Treasury approved bank?

2.1.1.2. Is there a place to store funds?

2.1.1.3. Does the local economy accept credit cards or cash? If cash, do they accept local or U.S. currencies?

2.1.1.4. Are there currency restrictions (denomination, etc.)?

2.1.1.5. Is a weapon authorized at the deployed location? If a weapon is not authorized, what other security is available?

The MAJCOM war planner should develop most of this information. You should work closely with this individual to ensure that you have all pertinent information. If the MAJCOM war planner is not available, you should contact the U.S. Embassy or Consulate that represents the AOR for this information. Embassy phone numbers can be found in the Foreign Clearance Guide (FCG). An electronic version is available at <http://www.fcg.pentagon.mil>.

2.1.2. Transportation. If the LOGDET is tasked and time allows, it must be transported to an Air Mobility Command (AMC) Aerial Point of Debarkation (APOD) in the most economical way possible that will still accomplish the mission in the time available. Contact AMC for more information regarding aircraft into the theater. Based on the information obtained, it may be possible to use another command’s LOGDET. Due to security issues, you should avoid carrying excessive cash on commercial transportation.

### 2.2. Automated Battlefield System (ABS).

2.2.1. Description. The Automated Battlefield System (ABS) was developed to meet the rapidly changing requirements Financial Managers must face in a deployed environment. ABS uses commercial-off-the-shelf hardware/software and a variety of communication modes/protocols. ABS provides the deployed Financial Manager the capability to accomplish on-line military pay inquiry support to Army, Navy, Marine and Air Force active duty personnel as well as Air Force Reserves. ABS also allows you to process commitment and obligation transactions on-line to the Base Level General Accounting and Finance System. Now you can provide real-time financial support to the deployed forces.



2.2.2. SAF/FM Direction. As outlined in the 1998 Mid-Range plan under Support Contingency Operations, ABS is deployed as standard equipment in every contingency deployment. Its use confirms better customer service with fewer people required at the contingency location. Ensure each UTC-tasked base has an ABS system in their logistics detail (LOGDET) kit.

2.2.3. Available Information. Located on the HQ Air Combat Command Financial Management web page (<https://wwwmil.acc.af.mil/fm/fmf/fmfos/abs/abs/htm>) is all of the necessary information relating to ABS. You can access software applications, operating instructions, and links to applicable Internet sites using your web browser. The Air Force also has a technical help desk to resolve any issues involving ABS positioned at HQ Air Combat Command Financial Management.

2.2.4. Pre-Deployment Responsibilities. Prior to the notification of a deployment, a copy of the ABS Operating Instructions should be downloaded from the HQ ACC web page. This OI should be incorporated into the local training program to assist in preparing agents for deployment. Each individual should have the opportunity to use the OI to accomplish the tasks outlined on an actual ABS unit. A remote access service (RAS) account should be established at each permanent duty location. The RAS is designed for dial-in connectivity and should be used for both training and actual deployments when there is no communications support.

2.2.4.1. Once notified of a deployment, the agent must obtain user IDs and passwords for both the Air Force and Army military pay systems from the security manager in military pay. Also, the agent must obtain terminal IDs, user IDs, and passwords for accessing the BQ system from the applicable Accounting Liaison Office (ALO). Finally, the applicable ALO must provide information on the funding status and an Address Directory for processing commitments and obligations.

2.2.4.2. Upon notification of deployment, the agent should contact the home station or MAJCOM planners as appropriate and attempt to determine what communications support will be available at the deployed location. The agent also ensures that his/her communications requirements for the ABS have been identified.

2.2.5. Areas of Interest while Deployed. Upon arrival at the deployed location, the agent verifies what communications support is available. If there is a communication representative, that individual advises the agent if a deployed local area network (LAN) is/will be functional. The communications representative will also provide the information necessary to access the LAN and any technical assistance required. If the LAN is not yet active or will not be activated, the agent will then locate a commercial telephone. If austere conditions exist at the deployed site, and commercial telephones are not available, then the agent is authorized to take the necessary steps (e.g., purchase cell phone or other satellite wireless communications) to establish connectivity via the RAS account. Once connectivity is established, the agent will begin daily processing into BQ, have the capability to extract reports (Paper View, WinBAS 95 or Louis Link) and process inquiries into the Defense Joint Military Pay System (DJMS) for Air Force and Army personnel.

## Chapter 3

### WHAT TO DO AT THE DEPLOYED LOCATION

**3.1. Responsibilities.** As a deployed agent, your mission is to provide quality customer service and accurate financial advice to the deployment commander and deployed troops. A laundry list of responsibilities includes:

- 3.1.1. Establish procedures for communications with MAJCOM and accountable DO/DDO by fax and telephone.
- 3.1.2. Safeguard cash, prepositioned Treasury checks, and other negotiable instruments.
- 3.1.3. Support local contracting and claims operations.
- 3.1.4. Make payments for per diem advances and accruals (in emergency situations only).
- 3.1.5. Provide partial or casual payments to military personnel.
- 3.1.6. Obtain foreign currency for voucher payments and accommodation exchange sales.
- 3.1.7. Provide check-cashing services.
- 3.1.8. Maintain required agent accountability records, including foreign currency records.
- 3.1.9. Make periodic returns of paid vouchers, cashed checks, etc., to the accountable DO/DDO.
- 3.1.10. Follow established regulatory policies, procedures, and guidelines.
- 3.1.11. (DA only). Ensure the guidelines of DFAS-DER 7200-1 and DoD 7000.14R, Volume 14, *Administrative Control of Funds and Anti-deficiency Act Violations*, are understood by the commander and anyone else authorized to incur obligations on behalf of the U.S. Government.
- 3.1.12. Establish procedures with your accountable DO/DDO for expeditious notification to you of checks or other negotiable instruments that you cash that were returned/not honored upon deposit.
- 3.1.13. Establish procedures with your accountable DO/DDO for re-supply of U.S. Treasury checks or wire transfer/EFT to the servicing banking institution.
- 3.1.14. Establish connectivity to BQ and DJMS via ABS.

### **3.2. Some of the Things You Cannot Do.**

- 3.2.1. Perform accommodation exchange for unauthorized persons (see paragraph [6.2.](#)).
- 3.2.2. Purchase foreign currency from unauthorized sources (see paragraph [6.5.](#)).
- 3.2.3. Use overages to offset losses
- 3.2.4. DA only). Exceed approved AF Form 616, Fund Cite Authorization, dollar limitations.

**3.3. Upon Arrival.** Locate these points of contact and discuss procedures:

- 3.3.1. Deployed Commander.
- 3.3.2. Contracting.
- 3.3.3. Security Forces.

- 3.3.4. Financial Institutions.
- 3.3.5. Transportation.
- 3.3.6. Supply.
- 3.3.7. Postal.
- 3.3.8. Legal/Claims Officer.

### **3.4. Discussion Topics.**

- 3.4.1. Deployed Commander. Establish office location, hours of operation, and business day hours. The DA should advise the commander on partial payments (approved authority, if any), check cashing (limits), and foreign currency sales policies. Determine if you have additional duties assigned. If there is a conflict between your agent duties and your additional duties, discuss this with the commander.
- 3.4.2. Coordinate with security forces on duress alarm response and authorization code procedures, procedures to transport funds on/off the site, and if necessary, resource protection plans, escort procedures, storage facilities, and anti-robbery procedures.
- 3.4.3. Coordinate your cash requirements with the funds source/banking institution. Find out if they will accept wire transfers and EFTs, their cashier hours, how much advance notice is required to obtain U.S. or foreign currency; if they can give you a U.S. dollar check for unused U.S. currency; and if they can buy back unused foreign currency (bills and coins or bills only). Determine if they can make vendor payments for you, current exchange rates and how often rates change. Lastly, determine if there are fees for check cashing, wire transfers, EFTs, purchasing foreign currency, exchanging foreign currency for U.S. currency, or for making vendor payments.
- 3.4.4. Coordinate with transportation on the availability of a vehicle.

### **3.5. Informing.** Inform your accountable DO/DDO, at least weekly, of your:

- 3.5.1. Status of uncashed prepositioned Treasury checks, U.S. currency on-hand, foreign currency on-hand, cashed personal checks on-hand, paid vouchers by Processing Center (PC), collection vouchers by PC, and gains or losses (include foreign currency).
- 3.5.2. List of turn-ins mailed.
- 3.5.3. Unique situations or problems.
- 3.5.4. Exercise termination date, if known.
- 3.5.5. (DA only). Available AF Form 616 balance.

### **3.6. Departure.** When the deployment terminates you must do the following before you depart:

- 3.6.1. Provide final check cashing/accommodation exchange services for assigned personnel.
- 3.6.2. Make final vendor payments.
- 3.6.3. Review all documents and vouchers for completeness, accuracy, signature, and dates. Remember, you will not be able to get a vendor's signature after you return to your permanent duty station.
- 3.6.4. Exchange, if possible, excess currency (U.S. and foreign) for a check or other U.S. dollar negotiable instrument or arrange for wire transfer. Close bank account.

- 3.6.5. Balances cash and accountability.
- 3.6.6. Prepare final turn-in documents (e.g., DD Form 1081).
- 3.6.7. DD Form 2665, DD Form 2663.
- 3.6.8. DD Form 2666, AF Form 616, and SF 1149 (if an LDA was used).

## Chapter 4

### FUNDS SECURITY INFORMATION

**4.1. Work Area.** Signs must be posted within your cashier and office area stating “AUTHORIZED PERSONNEL ONLY” as specified in DoDFMR Volume 5, paragraph 030302B4.

**4.2. Safes.** Make sure your safe is accessible to only you. Safeguard your funds in accordance with AFI 31-101, *The Air Force Installation Security Program*, Chapter 25, Protecting Funds and DoDFMR Vol. 5, paragraph 030302B1 through 18. You must change the combination upon: relief, transfer, or discharge of anyone knowing the combination; appointment of a new cashier or agent; installation of new vault or safe; at least every six months; or other times as circumstances warrant. If it is impractical to comply with the above references, a one-drawer safe may be used, per Defense Cash Management Office (DCMO).

4.2.1. For ease of operations, prepare your SF 700, Security Container Information, and SF 702, Security Container Check Sheet at home station, but do not set your combinations until you arrive at the deployed site. Have your accountable DO/DDO store your SF 700, in their safe. If something should happen to you at the deployed site, your accountable DO/DDO can provide your alternate the safe combination. This is not a regulatory requirement, however it could prove useful in an emergency. If these actions are not completed prior to departure, the deployed commander or security officer can store your combination (DoDFMR Vol. 5, paragraph 030302B13).

4.2.2. The amount of currency/negotiable instruments you need to store will determine what type of safe you use. Generally, the safe must meet General Services Administration (GSA) specifications or be certified as an “Underwriter’s Listed device”. If it weighs less than 500 pounds, secure it to prevent it from being easily removed. If space permits, weights can also be added inside the safe to reach the 500-pound requirement (refer to DoDFMR Vol. 5, paragraphs 030304 and 030305).

4.2.3. You must store cash (U.S. and foreign); uncashed prepositioned Treasury checks; cashed checks; accountability records; and original payment and collection vouchers in the safe. Do not store classified material with funds (this may be waived by the deployed commander in an emergency) or put anyone’s personal funds in the safe.

**4.3. Safety Deposit Box Rental.** Rent a safety deposit box when no other safeguarding means are available. Before renting a safety deposit box, get approval from your accountable DO/DDO. In addition, you must contact the security forces to ensure security requirements are met; read the rental agreement carefully to ensure the contents of the box cannot be impounded by the host government; and make sure you maintain possession of the key at all times. The Contingency Contracting Officer (CCO) can pay for the rental with the IMPAC card, or charge your AF Form 616, by using a SF 1034 to pay for the rental charges.

**4.4. Safeguarding Funds in Hotel Safes.** There may be times when other security methods are not available and your only option is to store funds in a hotel safe. Coordinate security requirements with the security forces and find out hours of access, limitations, and restrictions. Get a signed receipt each time your storage container is locked in the safe. Normally, a hotel manager does not need to know the contents of a locked container; however, it is possible you may to list the contents or place a value on them. Lastly, find out if there are any charges for using the hotel safe. Again, the CCO can pay for the rental with the IMPAC card, or charge your AF Form 616 by using a SF 1034 for payment.

**4.5. Funds Escort Procedures.** (Ref AFI 31-101, *The Air Force Installation Security Program*, Chapter 25, Protecting Funds). Escorts may be armed or unarmed, depending on local conditions and laws. The Chief, Security Forces, should establish the escort dollar limits. The final determination is based on the amount being transported, threat, geographic location, distance, and route. Generally, an amount up to \$7,500 does not require a security forces escort. When funds are escorted regularly, vary the route and time of movement. Escorts must not help carry the funds containers. During security forces escort, radio contact must be maintained with the Law Enforcement Desk. Escorts must call the security forces immediately before their departure, giving time and place of departure, route of travel, destination, and estimated time of arrival. Security forces must also be notified when the escorts reach their destination. Movement of funds off base should be closely coordinated with the civil police.

**4.6. Protection of Funds under Field Conditions.** Under no circumstances will government funds be left unprotected. Deploy with the minimum amount of funds necessary and make frequent deposits to rear area storage facilities (banks, finance offices, vaults, etc.). Deployed commanders will determine security requirements. Wherever possible, the guidelines in DoDFMR Vol. 5, paragraph 030304 will be followed. However, where this is not practicable, MAJCOM commanders will establish procedures and guidelines for their Commands.

## Chapter 5

### EMERGENCY OPERATIONS

**5.1. Robbery.** The security forces should periodically schedule anti-robbery exercises. This will test both the security forces response time and your reaction. Whether an exercise or an actual robbery, you should comply with the robber's request and try to give the robber marked bills.

5.1.1. After the robber has left the area, notify your fellow co-workers. They should secure the cashier area and all entrances, allowing no one to enter or exit (except security forces personnel). Segregate witnesses for later questioning and try to observe the direction the robber fled.

5.1.2. Activate the duress alarm (if available) and contact the security forces. Do not break contact (phone, walkie-talkie, etc.) until they tell you. In addition, complete an AF Form 439, Robbery Checklist.

**5.2. Agent Killed/Injured.** In most instances this should not disrupt operations. The deputy DA can obtain the safe combination from either the deployed commander or accountable DO/DDO. After the safe verification requirements are completed, business is back to normal. If there is no deputy DA/PA, contact the accountable DO/DDO immediately.

**5.3. (DA only). Limited Operations.** (Ref AFI 10-213, *Comptroller Operations under Emergency Conditions*). When emergency conditions exist and there are overriding mission priorities, manpower shortfalls or imminent danger to life and property, normal operations may be suspended and the agent may assume limited operations. The deployed commander will make the decision to assume limited operations. You will not take it upon yourself to stop normal operations unless you are cut off and the situation has reached a point that clearly dictates you act immediately.

5.3.1. Heavy emphasis will be placed on safeguarding resources. Once the order is given to limit operations, forward excess currency to your accountable DO/DDO. Generally, excess currency consists of coins and small bills. However, ensure you maintain sufficient currency for mission requirements. Also, forward original disbursement and collection vouchers to your accountable DO/DDO using a DD Form 2666, Transmittal of Statements and Vouchers, and DD Form 1081, Statement of Agent Officer's Account. Retain one copy of each. Throughout the limited operations, forward vouchers daily to your accountable DO/DDO. Ensure you use registered (uninsured) mail.

**5.4. (DA only). Outside Agency Cash Turn-Ins.** If conditions require an emergency turn-in of funds from on-site activities, the commander or designee will instruct custodians of non-appropriated funds, Army and Air Force Exchange Service (AAFES), and custodians of appropriated funds to transfer currency and coin to you.

5.4.1. Ensure you maintain a current recall listing of all cash holding activities. In addition, provide each fund custodian training so they know what to do if a cash recall occurs. Providing them the appropriate forms in advance will speed up the cash recall process. If time is extremely limited, process the turn-in on a DD Form 634, Receipt for Miscellaneous Collections.

5.4.2. For Military Banking Facilities (MBFs), appropriated and non-appropriated fund activity turn-ins (i.e., Clubs, AAFES), process a DD Form 1131, Cash Collection Voucher, using suspense account 57X6875, Suspense, Department of the Air Force for all U.S. cash turn-ins (DoDFMR Vol. 5,

paragraph 180202A, 180203A, and 180204A). Detailed instructions can be found in referenced paragraphs.

5.4.3. For MBFs, non-appropriated and appropriated foreign currency turn-ins, issue a DD Form 634 only. The receipt must state: "Neither the DO, DA, nor the U.S. Government will be held accountable should the currency/coin be lost." (DoDFMR Vol. 5, paragraph 180202B, 180203B, and 180204B). Detailed instructions can be found in referenced paragraphs.

**5.5. Destruction of Funds.** (Ref DoDFMR Vol. 5, Chapter 18 and AFI 10-213, *Comptroller Operations under Emergency Conditions*, paragraph 4.3). Currency, coin, and other negotiable instruments (blank checks, traveler's checks, etc.) must be completely destroyed. Ensure you have a means to rapidly inventory and destroy these items. Destroy the highest value items first. Destroy in the order of precedence established in DODFMR, Vol. 5, paragraph 180102.

5.5.1. There are several methods of destruction available. The preferred methods are: a sodium nitrate emergency destruction kit (M4 kit), a paper shredder, or an incendiary device. If burning is used, all paper items must be burned beyond recognition. Coins must be scattered in deep water, secretly buried, or as an alternative, coins may be fused or mutilated in such a manner to make them unrecognizable as U.S. or foreign coins. You must make every effort to prevent currency/coins from falling into the wrong hands.

5.5.2. If time permits, prepare a DD Form 2669, Destruction Schedule for Currency. Prepare separate certificates, in original and three copies, for U.S. currency, U.S. coin, foreign currency, foreign coins, and Military Payment Certificates (MPC). You will have to modify block 4 of the form for U.S. coins, foreign currency bills and coins, and MPCs. Do not convert foreign currency to its U.S. dollar equivalent. Your other supporting documentation will reflect the U.S. dollar value.

5.5.2.1. U.S./Foreign currencies, and MPC certificates must be signed by the DA and three disinterested officers, at least one of who is senior in rank to you. However, the arrival of a senior person must not unnecessarily delay destruction. If a senior person is not available, any disinterested officer, regardless of grade, may witness the destruction. Refer to DoDFMR Vol. 5, paragraph 180201A.

5.5.2.2. For U.S. and foreign coins, the destruction certificate must be signed by you and witnessed by two disinterested officers or two senior NCOs (E-7 or above) or any combination of the above. The SNCOs do not have to be senior in rank to you. In addition, have the witnesses annotate their SSN in block 8 and provide all witnesses a copy of [Attachment 17](#). Refer to DoDFMR Vol. 5, paragraph 180201B.

5.5.2.3. For U.S. and foreign currency, send the original and two copies of the certificate along with copies of your DD Form 2665, Daily Agent Accountability Summary, and DD Form 2663, Foreign Currency Control Record, to DFAS-ADC/DE and your accountable DO/DDO. For MPCs send the original and two copies to the designated U.S. Army finance office and a copy to DFAS-ADC/DE along with a copy to your accountable DO/DDO. Ensure you retain a copy of all certificates.

5.5.3. Necessary documentation for getting Treasury relief is:

5.5.3.1. The destruction certificates.



5.5.3.2. Current DD Form 2665. If time permits, the regular daily business will be ended and a final DD Form 2665 prepared. If time does not permit, the cashier will prepare an OF Form 1129, Cashier Reimbursement Voucher and/or Accountability Report, which will be attached to the prior day's DD Form 2665.

5.5.3.3. Form 2663, Foreign Currency Control Record, to support foreign currency certificates.

**5.6. Inadvertent Wartime/Peacetime Destruction of Currency.** Fragments must be inventoried by at least three disinterested people and safeguarded the same as cash.

5.6.1. Packaging Currency. Regardless of the condition of the currency, do not disturb the fragments more than is absolutely necessary. If the currency is brittle, pack it carefully in cotton without disturbing the fragments.

5.6.2. Send the currency to: Department of the Treasury  
Bureau of Engraving and Printing  
Attn: OCRDS  
Room 344, BEP ANNEX  
P.O. Box 37048  
Washington, DC 20013

5.6.3. If the fragments are contaminated, contact the Office of Currency Standards, Bureau of Engraving and Printing, at (202) 874-2141 to arrange an on-site review by Bureau personnel or for special disposition instructions.

5.6.4. Send mutilated coins (separated by denomination) to: United States Mint  
P.O. Box 400  
Philadelphia, PA 19105

## Chapter 6

### DAILY OPERATIONS

**6.1. Accommodation Transactions.** (Ref DoDFMR Vol. 5, Chapters 4 and 12). Accommodation transactions are provided when satisfactory banking facilities do not exist. Accommodation transactions include: regular accommodation exchanges (U.S. dollars exchanged for foreign currency); reverse accommodation exchanges (foreign currency exchanged for U.S. dollars); and accommodation check cashing (checks, money orders, etc., exchanged for U.S. dollars). The deployed site commander, in writing, will authorize the DA to conduct these services. Adequate controls must be established to prevent violation of local restrictions. Anyone conducting these transactions must have proper identification. Regular and reverse accommodation exchanges will be discussed under foreign currency operations.

**6.2. Authorized Personnel.** Accommodation transactions may be provided to the following individuals: active duty U.S. military members; civilian employees of the U.S. Government who are U.S. citizens; and U.S. civilians employed by U.S. firms working in the deployed area. For additional information, refer to DoDFMR Vol. 5., paragraph 040103 and 040104.

**6.3. Accommodation Check Cashing.** Check cashing services involve exchanging U.S. dollars for checks, money orders, traveler's checks, etc. The DA will coordinate with the deployment commander and state, in writing, personal check cashing amount limitations.

6.3.1. The agent may negotiate the following instruments: personal checks and drafts, U.S. Treasury checks, bank certified or cashier checks, money orders (postal, telephone, bank, express), traveler's checks, and MPCs (if authorized in country). The above items must be drawn by the person presenting it. *Under no circumstances will you negotiate an altered check.* You may negotiate other instruments including third party instruments only when your operating instructions specifically authorize you to do so.

6.3.2. All authorized military and appropriated fund civilian personnel who request check cashing privileges must consent, in writing, to immediate collection against their pay for the total of any dishonored checks. Refer to the DoDFMR, Vol. 5, paragraph 040201E for procedures and options. The Treasury FMS Form 2762 can be used for this purpose.

6.3.3. Ensure you maintain a detail record of all instruments you negotiate. You may photocopy/microfilm (both sides) of the instrument or maintain a manual log. If you maintain a manual log, it is best to list each instrument as it is received. Ensure each cashed check has the following information annotated: Name and SSN of the person cashing the item, military organization, duty address, and duty phone (refer to DoDFMR Vol. 5, paragraphs 050208 and 040105E).

**6.4. Dishonored Checks.** The accountable DO/DDO will return any bad checks that you negotiated as an advance using DD Form 1081. Upon receipt of the DD Form 1081, contact the command section to determine if the individual is still on site. If so, make collection in cash or by cashier's check, traveler's checks, or U.S. Postal money order. Do not allow the individual to redeem a bad check with another personal check. Also, do not allow the individual to negotiate additional checks until the bad check(s) has been fully redeemed. If the individual opts to redeem a bad check(s) by payroll deduction, do not allow the individual to negotiate additional checks until you have verified that a payroll deduction in the full

amount of the bad check(s) has successfully processed against the individual's pay. If they have departed, return the dishonored check to your accountable DO/DDO as a turn in.

**6.5. Foreign Currency Operations.** The Treasury Department requires foreign currency be purchased from a government source, if available, and at the best rate possible. MBFs are more convenient, but the best rate rule still applies. Follow this prioritized list when getting foreign currency:

- 6.5.1. U.S. Treasury sources.
- 6.5.2. MBF.
- 6.5.3. Another DoD disbursing officer.
- 6.5.4. U.S. Embassy DO.
- 6.5.5. Non-appropriated fund activity.
- 6.5.6. Local source authorized by the local country to engage in foreign exchange transactions.
- 6.5.7. Foreign currency may be used to make payments to vendors and accommodation exchange sales to authorized personnel.
- 6.5.8. Maintain a certificate of purchase for all purchases regardless of the source. (Currently, DFAS-DE suggests you use an OF 1017-G, Journal Voucher, see [Attachment 15](#)).
- 6.5.9. A separate DD Form 2663, Foreign Currency Control Record, must be maintained for each type foreign currency purchased. It is required you maintain a separate record for vendor payments and accommodation exchanges if the foreign currency is being carried at two different exchange rates. The reason for this will be further explained in paragraph [6.6](#). below.
- 6.5.10. Do not acquire foreign currency prior to the time it is needed and attempt to avoid payment for the foreign currency until you receive it. If you must pay up-front, ensure you establish a Funds-In-Transit on your DD Form 2665, Daily Agent Accountability Summary.
- 6.5.11. Some countries limit the amount of currency you can purchase at any given time from U.S. Government sources or local banks. U.S. Government sources or local banks can identify these limits for you. If this occurs, you may have to place limits on the amounts of foreign currency individuals can purchase. Be sure to keep enough foreign currency on hand to support operational contracting and to meet official business.

**6.6. Exchange Rates.** This area may at first appear complicated, but it is relatively straightforward. The situation is governed by whether or not the country you are deployed to has a MBF, and if so, is the MBF at a location at which you receive your foreign currency. If you are purchasing your foreign currency from the MBF, you will usually need to have two pots of money; one pot to perform accommodation exchanges/sales, the other to make official purchases. In this situation, you must keep the funds separated. Vendor payments will be made at the official rate, and accommodation exchanges/sales will be made at the same rate the MBF performs these transactions. If there is an in-country MBF that is not accessible to you, or there is no in-country MBF at all, ALL transactions will be performed at the "Average Purchase Rate" of your foreign currency. (DoDFMR Vol. 5, paragraph 130402).

**6.7. Revaluation of Foreign Currency and Gains/Losses.** If you are deployed to a location with a MBF, and you are procuring your foreign currency from the MBF, currency (both on-hand and in a LDA)

must be revalued when the exchange rate changes (see paragraph 6.7.1.). If you are deployed to a location with an in-country MBF that is not accessible to you, or there is no in-country MBF at all, your local currency remains at the rate it was purchased at. When you purchase additional foreign currency, the remaining currency is “averaged” with the new purchase. This will determine the new exchange rate (see paragraph 6.7.3.). Every effort should be made to revalue/average foreign currency at the beginning of the business day. This prevents the necessity of recording a gain or loss on each individual foreign currency disbursement/collection conducted before the new rate is established.

6.7.1. When computing the new value of foreign currency on-hand, divide the balance of foreign currency by the new exchange rate. Example: At close of business yesterday you had 42,380 lira on hand at 630 to \$1, or a value of \$62.269 (3 decimal points) or \$62.27. Upon starting business today, you discover that the MBF rate has changed to 628 to \$1. That same 42,380 lira, at today’s rate of 628 is worth \$67.48. There was an increase in the value of the currency you are holding on-hand (you would do the exact same procedure for foreign currency held in a LDA account). This increase can be handled in two ways, either prepare a DD Form 1131 and collect the \$.41 into the 576763 account on today’s business, or annotate it on line 6 of the DD Form 2665 and collect it in when you perform a turn-in. If there had been a net decrease in the value of your foreign currency, there are two ways that the loss can be accounted for, i.e., a SF Form 1034 on today’s business, or by recording on line 11 of the DD Form 2665, which you will absorb by preparing a voucher when you do a turn-in. Record revaluation gains/losses on DD Form 2663.

6.7.2. Post both the revaluation gain/loss and the rounding gain/loss amount to the DD Form 2665, and the DD Form 2663. The gain or loss must be documented on either DD 1131 or SF 1034 to the appropriation Gains & Deficiencies on Exchange Transactions \*\*6763, with a Certificate of Revaluation (refer to DoDFMR Vol. 5, paragraph 130401B and C).

6.7.3. When computing the “average purchase rate” of foreign currency on-hand and in the LDA, use the following computation method: 56,565 lira on-hand at 630 is worth \$89.79, 32444 lira in the LDA account at 630 is worth \$51.50, total lira 89,009 worth \$141.29. Now, purchase \$100 worth of lira with an U.S. Treasury Check. The exchange rate today is 626. The \$100 check nets an additional 62,600 lira. To determine the “average exchange rate”, take the total lira (151,609) divided by the U.S. dollar value (\$89.79+\$51.50+\$100.00) equals 628.32690 (5 decimal places per IC 97-10 to DoDFMR Vol. 5). There is no accommodation gain or loss or revaluation gain or loss. Remember, only revalue your currency when you procure additional currency. The official exchange rate is 628.32690 and will remain at that rate until you purchase additional foreign currency, even if the rate changes at the bank.

6.7.4. Record the additional purchase of foreign currency on your DD Form 2663 as well as the new exchange rate value of your on-hand and LDA account balances. Complete a “Certificate of Average Purchase Rate” and attach to daily DD Form 2665.

**6.8. Regular Accommodation Exchanges.** In this type transaction, you are selling foreign currency to authorized individuals. Your customers will exchange either U.S. dollars or U.S. dollar instruments for local foreign currency. All sales will be accomplished at the daily accommodation rate.

6.8.1. All sales will be posted to the DD Form 2664, Currency Exchange Record. As a minimum, use a separate DD Form 2664, for each type foreign currency sold and for each separate business day. In addition, cashiers must maintain their own DD Form 2664.

**6.9. Reverse Accommodation Exchanges.** Authority to make reverse accommodation exchanges is determined by whether or not there is an in-country MBF under DoD contract. If there is an in-country MBF accessible to the deployed contingent, you may not make reverse exchanges, nor can you make reverse exchanges for members permanently assigned to the deployed country. If there is no in-country MBF, make the reverse exchanges at the daily accommodation rate. You may refuse to conduct a reverse exchange if there is reason to believe the requester is attempting to convert illegally acquired foreign currency through multiple reverse exchanges. Contact Security Forces or the Office of Special Investigations. Reverse accommodation exchanges may be limited to bills only (no coins accepted).

6.9.1. All purchases will be posted to the DD Form 2664 clearly labeled "Reverse Conversions". Like regular accommodation exchanges, use a separate DD Form 2664 for each type foreign currency and for each separate business day. In addition, each cashier must maintain his or her own DD Form 2664.

**6.10. Rounding Gains/Losses.** At the conclusion of the day, cashiers will total their DD Form 2664s. Total both the U.S. dollar and foreign currency sales columns. Next divide the foreign currency column by the accommodation exchange rate and compare this U.S. dollar amount to the total of the U.S. dollar column. It is usually at this point you will notice a rounding gain/loss.

**6.11. Combined Quarterly Report of Foreign Currency.** Quarterly, the DO will report the DA's foreign currency activities to DFAS-DE. You may be called upon to provide supporting information to the DO for his report.

**6.12. (DA Only). Limited Depository (LD).** (Refer to DoDFMR Vol. 5, Chapter 14). There may be situations when you have difficulty obtaining foreign currency or vendor payments are too large for cash payments. If this occurs, you may have to establish a limited depository account.

6.12.1. Explanation of Terms:

6.12.1.1. Limited Depository (LD): A U.S. or foreign commercial bank designated by the Secretary of the Treasury to receive deposits from DO/DDOs or DAs. The LD may also be referred to as designated depositories.

6.12.1.2. Limited Depository Account (LDA): A foreign currency account in the name of the activity to which the DO is assigned, and maintained in a foreign bank, by a DO/DDO or DA. A LDA is DSSN specific, and therefore is always "owned" by the DO.

6.12.1.3. LD Check: A check drawn from the official checking account of the DO/DDO or DA.

6.12.1.4. Confirmed Deposit: A deposit for which a receipted deposit ticket has been received from the LD. The ticket must show the date on which the deposit was credited to the checking account.

6.12.2. Disbursing agents outside the U.S. must request permission to establish a LDA. The following are steps that must be taken when requesting a LDA. (If a recent site survey has been conducted for the deployed location, much of the banking information may already be available):

6.12.2.1. If the MBF can support the operation no further action or request is required.

6.12.2.2. If not, solicit local banks to ascertain what services are available and the cost. After contract MBFs, preference will be given to American financial institutions unless a local bank's arrangements is more advantageous to the U.S. Government. A statement from the selected bank

stating that they will provide the services must be obtained. Any bank charges must be identified. Attach results to memorandum requesting approval for the LDA.

6.12.2.3. If more than one currency is to be used this must be stated in the request. Approval by the Treasury is given for each currency.

6.12.2.4. Approval to open a LDA will come from the U.S. Treasury, through the Defense Finance and Accounting Service, Disbursing and Cash Management Office.

6.12.2.5. The memorandum from the DO must include:

Name and address of bank

Point of contact and phone number at bank

Reason for establishing an account

Type of currency/currencies that is/are to be used. (If U.S. dollars are needed, the bank must be collateralized)

How payments are to be made (i.e., cash, check, wire transfer)

Approximate amount of U.S. currency/foreign currency disbursements per month

Average amount of cash, if any, to be retained in the bank overnight

DSSN of the Disbursing Officer

6.12.2.6. The request, plus attachments, will be forwarded through the servicing DDO. The DDO will forward the request through the servicing DFAS Field Site DO for endorsement, which will forward it through DFAS/DCMO to the Treasury.

6.12.3. If a site survey has been performed for the deployed site, the survey can be a useful starting point for gathering banking information in the area.

6.12.4. When a DA knows in advance that he or she is to be deployed, there is nothing to preclude said DA from starting the LDA approval process before deployment. This could be especially useful when a DA is replacing an existing DA serviced by a different DO. The same information used to get approval of the existing LDA could be used to request approval for the follow-on LDA.

6.12.5. Minimum required services are ability to honor payments to payees in outlying areas, provide monthly bank statements, and accept Treasury requirement for a zero (or near zero) account balance.

6.12.6. Confirmed deposits to the LDA do not reduce your accountability. Make deposits on the forms prescribed by the bank. You must abide by local policy concerning the taking of LDA checks outside the country. When prohibited, overprint checks with the words "NOT NEGOTIABLE OUTSIDE OF (Specify the country)".

6.12.7. Service fees will be charged against your AF Form 616, Fund Cite Authorization, using a SF 1034, Public Voucher for Purchases and Services Other Than Personal.

**6.13. (DA only). Statement of Designated Depository.** At the end of each accounting month, and upon closing the LDA account, you must send your accountable DO a signed original and duplicate of a SF 1149, Statement of Designated Depository Account. Refer to DoDFMR Vol. 5, paragraph 140902 for detailed instructions.

**6.14. (DA only). Closing the LDA.** There are several situations that could cause you to close the account and each has specific actions you must accomplish. Refer to DoDFMR Vol. 5, paragraph 1410 for detailed instructions.

**6.15. Control of Voucher Numbers.** Use a DD Form 2666, Transmittal of Statements and Vouchers, to control voucher numbers. This will save time in the long run. If you use a voucher log, you have the additional workload of also listing the vouchers on a DD Form 2666 prior to giving them to your accountable DO. Note: Request accountable DO/DDO assign a special voucher series to each of its deployed agents; this will allow the accountable DO/DDO to recognize each agents' vouchers.

6.15.1. Prepare a DD Form 2666 for all collections and disbursements by each PC and partial payments to other branches of service. All voucher numbers must be accounted for.

6.15.2. The prefix for each PC voucher number should differ from the DO's prefix. Example, AP – Military Pay; AT – Travel Pay; AS – Accounts Payable; etc. Voucher number prefix will be provided by the appointing FSO.

6.15.3. Each DD Form 2666 must show the:

6.15.3.1. Agent's voucher number.

6.15.3.2. Payee's Name.

6.15.3.3. U.S. dollar amount.

6.15.3.4. Foreign currency amount, if voucher is paid in foreign currency.

6.15.3.5. Date paid.

6.15.3.6. Contract or purchase order number, if applicable.

**6.16. Military Pay Payments.** The deployed commander should establish a partial payment policy. Use the member's Leave and Earnings Statement (LES) to compute the payment. If a LES is not available, the table below may be used as a guide. This is only a guide. The deployed commander can establish any limits appropriate to the deployment.

E1 – E3           =           \$100.00

E4 – E6           =           \$150.00

E7 – 03           =           \$250.00

04 – above       =           \$500.00

6.16.1. If a member needs a payment due to non-receipt of paycheck (local payee), request message authority from the permanent duty station DO before making any payment. Advise the member that any payment received will be deducted from a future payday (normally within next two pay periods).

6.16.2. Individual payments may be made using DD Form 1351-6, Multiple Payments List.

**6.17. Military Pay Payments to Other Service Active Duty Personnel (Including Guard and Reserve).** Please refer to DFAS-DE Manual 7073-1, Chapter 77 for guidance.

**6.18. Miscellaneous Military Pay Information.**

6.18.1. Confirmation of direct deposit amounts can be accomplished by using ABS to inquire the Defense Joint Military Pay System (DJMS), by phone, message, or GAO3 listing.

6.18.2. Hardship Duty Pay is payable only in certain locations. See DoDFMR 7000.14-R, Vol. 7A, Chapter 17, and IC 11-99, for a listing of locations. It is payable to enlisted personnel only and the rate varies by grade.

6.18.3. Family Separation Allowance-Type T (FSA-Type-T). Members with dependents and members married to military members who meet the requirements outlined in the DoDFMR, Vol. 7A, Chapter 27, and message R231300Z April 98, Subject: FSA Waivers, may be entitled to FSA-Type-T at the rates prescribed in paragraph 270104B or D, as applicable. Procedures for starting FSA-Type-T upon commencement of a TDY expected to exceed 30 days duration are contained in DFAS-DEM 7073-1, paragraph 27-6.

6.18.4. Imminent Danger/Hostile Fire Pay applies to only those locations listed in DoDFMR 7000.14-R, Vol. 7A, Chapter 10, including all Interim Message Changes (IMCs). It is payable to all ranks and members need to be in the area for one day in order to receive the entitlement for the month.

6.18.5. FY98 National Defense Authorization Act (NDAA), Section 602, Reform of BAS changed the definition of field duty (this definition is used only in determining BAS entitlement, not per diem Ref 6.23) which, in turn changed BAS deduction requirements. Only those enlisted members participating in maneuvers, war games, field exercises, or similar type operations in excess of 180 days will forfeit their BAS. BAS is retained for any deployment of 180 days or less. See DoDFMR 7000.14-R, Vol. 7A, Chapter 25, and IC 29-98 for additional guidance.

**6.19. Travel Payments to Regular Air Force/Air National Guard/Air Force Reserve (Note: Payments should be made by home PDS).** Advance per diem payments are based on the daily per diem rate times the number of TDY days. Record the payments on a DD Form 1351-1, Travel Allowance Payment List, or DD Form 1351-6, Multiple Payments List. Use a DD Form 1351, Travel Voucher, as a cover sheet. Immediately, after making payment, mail or fax a copy of each payment to the member's servicing FSO. In addition, notify their FSO by message.

6.19.1. TDY personnel claim missed meals using an AF Form 2282, Statement of Adverse Effect – Use of Government Facilities. Before departing the site, members must have the form approved by the deployment commander.

**6.20. Travel Payments to Other Service Personnel (Note: Payments should be made by home PDS).**

Use a DD Form 1351 for making payments. For Navy and Marine personnel, endorse their original orders. Unless authorized by the deployed commander, no travel advance is authorized when the estimated costs are less than \$50. Refer to DFAS-DE 7010.3-R, *Travel Transactions at Base Level*, Chapter 18 (Marine), 19 (Navy), and 20 (Army) for specific procedures.

**6.21. Travel Payments to Allied Nation Members.** Prior to making any payments, coordinate with your accountable DO/DDO. Approval must first be obtained from DFAS-AYCFM/DE. If approval has



been obtained, payment will be made from your AF Form 616. Payment amounts are limited to \$2,000 per person. At the time of payment, a receipt must be obtained from the individual. As a minimum, the receipt must contain:

- 6.21.1. Name, grade, signature, identification number, organization, and country of individual.
- 6.21.2. Purpose of the advance.
- 6.21.3. Type and amount of currency advanced.
- 6.21.4. Rate of exchange per one U.S. dollar of the foreign currency at the time the advance is made.
- 6.21.5. Equivalent amount of U.S. currency.
- 6.21.6. Address of the settlement officer (so a billing document with receipts and supporting documentation can be sent).

Submit the paid advance voucher and the above documentation to the accountable DO/DDO on a separate DD Form 2666.

**6.22. DD Form 1588, Record of Travel Payments.** A DD Form 1588 (or comparable form) will be used to record all travel payments. Establish a record the first time an individual receives a travel advance/accrual. Entries on the form should be complete enough to use in determining additional payments, adjustments, and final settlements.

**6.23. Field Conditions.** The JFTR Appendix A defines field duty as “All duty by members serving with troops participating in maneuvers, war games, field exercises, or similar types of operations, and

6.23.1. The member is subsisted in a government mess or with an organization drawing field rations, and is provided government quarters or is quartered in accommodations normally associated with field exercises (everything normally covered by per diem is furnished without charge, except that officer members are required to pay for rations at the discounted meal rate (basic meal rate)), or

6.23.2. Students are participating in survival training and forage for subsistence and improvise their own shelter..”

6.23.3. Members furnished quarters and subsistence obtained by contract may also be considered as performing field duty when so declared by competent official.

6.23.4. The change to the definition of field duty in the DoDFMR Vol. 7 is for use in determining the entitlement to Basic Allowance for Subsistence (BAS) and has no effect on the non-entitlement to per diem.

6.23.5. It is the responsibility of the senior commander in charge of the deployment to declare and determine the period of field duty. The senior commander is also responsible for determining how troops will be fed and billeted during the period of field duty. Although the field duty definition reads in part, “and is quartered in accommodations normally associated with field exercises,” this does not preclude the commander from providing troops with contract quarters or billeting at no charge. You should brief personnel about certificates needed to support payment of per diem for any period they were not under field conditions. This certificate must be signed by the senior commander (or designee) in charge of the deployment and be in the following format: “I certify that from (date) through (date), (name/SSN) was not quartered/subsisted under field conditions.”

**6.24. Managing an AF Form 616, Fund Cite Authorization.** Be sure you know what can and cannot be purchased. Payments for local goods and services may be for any number of things. Question the need for the item and why it cannot be shipped. Some common authorized purchases are:

- 6.24.1. Vehicle rentals for official business.
- 6.24.2. Official newspaper subscriptions.
- 6.24.3. Machine parts, paint, signs, photographic supplies/services, etc., for mission accomplishment.
- 6.24.4. Billeting/accommodations.
- 6.24.5. Insurance on rental vehicles when not included in rental agreement (only in overseas locations).

**6.25. Using a SF 44, Purchase Order – Invoice Number.** This form may be used to purchase items from local vendors during exercises or emergency conditions. The contracting officer should designate the purchasing agent in writing. In addition, written instructions defining what may or may not be purchased should also be included. However, the contracting officer is still responsible for the purchasing agent's actions. The SF 44 must clearly describe the service or commodity being procured (Ref AFFAR Sup 5301.690). Do not use a SF 44 as a payment documents, but as an attachment to a SF 1034, Public Voucher for Purchases and Services Other Than Personal. The small size of the SF 44 makes certification, brief block, and other documentation requirements difficult (Ref DFAS-DE 7010-2.R, *Commercial Transactions at Base Level*, paragraph 13-1a(1)). If the purchaser and seller blocks are signed, the other back-up documentation requirements (receiving report and invoice) remain unchanged (Ref DFAS-DE 7010.2-R Chapter 14).

- 6.25.1. The dollar limitation on a SF 44 is \$2,500 for all purchases except for aviation fuel and oil purchases which will not exceed the small purchases limitation in FAR 13.000 (\$25,000); and overseas transactions by warranted contracting officers up to the small purchase limitation established by FAR 13.000 in support of contingencies declared by the Secretary of Defense.
- 6.25.2. A funded SF 44 is subject to the same guidelines and fund availability as the AF Form 616, Fund Cite Authorization. Operations and Maintenance fund cites must be clearly shown on the SF 44 and the AF Form 616 and advice number must be shown in the accounting data block.
- 6.25.3. A stock fund funded SF 44 (i.e., diesel fuel) must meet the requisitioning criteria established by the Standard Base Supply System. The proper stock fund appropriation must be clearly shown on the SF 44.

**6.26. Government Purchase Card.** All participants in the Government Purchase Card Program (commonly known as IMPAC) must review the existing policy guidelines "USAF Internal Procedures for International Merchant Purchase Authorization Card (IMPAC)", set forth by SAF/AQC (to be published as AFI 64-177). Procedures used during the contingency operation must be coordinated and approved by FM and LGC. With the exception of the information contained in this section, all other Air Force Government Purchase Card procedures apply to the use of the card for contingency operations.

- 6.26.1. Warranted contingency contracting officers (CCO) are authorized to use the IMPAC in contingencies. A certified funding document (AF Form 4009, Government Purchase Card Funding Document) is required before purchase cards are requested. Accounts can be zero funded but must be assigned a specific base fund cite and corresponding master account code. When the CCO is notified

to deploy an updated fund cite should be provided immediately. The original funding document will be updated with the new fund cite and dollar amount – master account code should remain the same. **Adequate funding is required before using the card.** The funding document shall be closely monitored by both the approving official and the finance representative and shall be reconciled at least monthly. The approving official is ultimately responsible for ensuring purchases are authorized in accordance with Air Force policy.

6.26.2. The contracting and financial management officer must train cardholders on how to buy direct from the local vendor market. FM must provide joint local training to provide emphasis on ethics/procurement integrity, fiscal responsibility, and local business environment. Use may require cardholders to travel off base to make purchases or to meet vendors at the gate to accept deliveries. All participants must resolve Force Protection issues when initiating use of the card program. (Note: Unit cards cannot be brought from “home station” as they are linked to base funding documents and that bases’ account cannot be transferred.)

**6.27. Using an AF Form 315, U.S. Air Force AV Fuels Invoice.** (ref AFI 23-202, *Buying Petroleum Products, and Other Supplies and Services Off-Station*, and DFAS-DE 7010.2-R, paragraph 21-46). Authorized purchases are:

- a. Supplies and services in direct support of aircraft, motor vehicles, and boats when support cannot be obtained from U.S. Government sources (e.g., for emergency purchases);
- b. Items or services required for immediate use maintaining communications, electronics, or meteorological equipment (these type purchases are authorized when the deployment communication support or mobile team personnel cannot get the equipment from their supply base);
- c. Mechanical services, storage, civilian guards, etc. that are not within a reasonable distance of your site;
- d. And civilian guards or caretakers needed to protect an aircraft accident or forced landing site.

6.27.1. For aviation fuels purchased from the host government charge the fuels Stock Fund Appropriation.

6.27.2. For ground fuels, liquid oxygen, oil, etc. purchased from the host government charge your AF Form 616.

6.27.3. The following personnel or their designees are authorized to make the above listed purchases:

- 6.27.3.1. Aircraft commander.
- 6.27.3.2. Motor vehicle operators and boat masters.
- 6.27.3.3. Air Force Material Command depot area assistance maintenance team chiefs.
- 6.27.3.4. Communication electronic and installation team chiefs.
- 6.27.3.5. Mobile communications group deployment commanders or chiefs.

**6.28. Foreign Currency Payment Vouchers.** When making vendor payments show the net payment amount in foreign currency units and the applicable exchange rate (refer to paragraph 6.6.). Ensure you show the Foreign Currency Fluctuation Defense (FCFD) account if it is a designated currency listed in

DFAS-DE 7010.1-R, *General Accounting and Finance Systems at Base Level*, paragraph 27-117. Vendor payments should be individually listed on your DD Form 2663.

## Chapter 7

### ACCOUNTABILITY

**7.1. Accountability.** Your accountability will be maintained on a DD Form 2665, Daily Agent Accountability Summary. The attachments included at the end of the handbook reflect all the normally completed documents for an entire business day. For detailed explanation in completing DD Form 2665, refer to DoDFMR Vol. 5, paragraph 190304.

**7.2. Agent Returns Packages.** Make returns as directed by your accountable DO/DDO in the Agent Instruction, but not less than once a month. If making returns monthly, try to make the return near the end of the month. Do not ship cash and vouchers in the same container. Items to be included in the package are:

- a. Prepared DD Form 1081, Statement of Agent Officer's Account.
- b. Separate DD Form 2666, Transmittal of Statements and Vouchers, for each PC's attached original disbursement vouchers.
- c. Separate DD Form 2666, Transmittal of Statements and Vouchers, for each PC's attached original collection vouchers.
- d. Separate DD Form 2666, Transmittal of Statements and Vouchers, for any payments made to other service personnel.
- e. Separate DD Form 2666, Transmittal of Statements and Vouchers, with attached AF Form 315, U.S. Air Force AV Fuels Invoice.
- f. All negotiable instruments with deposit tickets (SF 215s) and calculator tape attached.
- g. Foreign currency purchase certificates.
- h. Prepared DD Form 165, Shipment of Funds.
- i. DD Form 2663, Foreign Currency Control Record, listing all foreign currency transactions.
- j. DD Form 2667, Subsidiary Accountability Record, listing your overages/shortages.
- k. DD Form 2665, Daily Agent Accountability Summary.
- l. Other information as applicable.

7.2.1. You must retain a legible signed copy of each DD Form 2666 and associated vouchers to permit reconstruction if the package is lost in transit. The DO/DDO acknowledges receipt of the package by returning the completed duplicate DD Form 2666 to you. You must follow-up with the DO if the receipted copy of the transmittal is not received within a reasonable time.

**7.3. Shipment of Turn-In Package.** The preferred method of getting your package to your DO/DDO is by returning it in person. However, if it cannot be returned in person, the vouchers should be shipped to the DO/DDO by either registered (uninsured) mail or courier. (Refer to DoDFMR Vol. 5, paragraph 050501 for further information.)

7.3.1. If sent by registered mail, keep the mail receipt and ensure the package is securely wrapped to meet land, sea, or air dispatch requirements. Send a message to your accountable DO/DDO indicating date and shipping method used.

7.3.2. If sent by courier, ensure the package is securely wrapped. Have the courier sign the DD Form 165 in the space beneath the block "Deliver Date and Hour" as a receipt for the package. Send a message to your accountable DO/DDO indicating date and shipping method used.

**7.4. Losses and Overages of Funds.** Your accountable DO/DDO and you determine if there are any losses of funds. You are held jointly liable with your accountable DO/DDO for all funds entrusted to you. You are also responsible for any erroneous payments or error in computation of vouchers.

7.4.1. Cash shortages under \$750 are processed IAW DoDFMR Vol., 5, paragraph 060404. Ensure you promptly record the loss on your DD Form 2667 and DD Form 2665. Send your accountable DO the investigation for the loss of funds. If the minor loss is under \$300, the investigation can be signed by the primary DA. Under no circumstances shall the individual incurring the loss prepare his/her own investigatory report. If the loss is over \$300, someone other than the DA or disbursing personnel shall be appointed by the deployed commander to conduct the investigation. Attach the report to your DD Form 1081.

7.4.2. Upon discovery of a loss of cash in excess of \$750, the loss of paid vouchers, or a loss of funds in shipment, a priority message stating the circumstances surrounding the loss must be forwarded immediately to your accountable DO with an information copy to your MAJCOM. Ensure you follow the directions set forth in DoDFMR Vol. 5, paragraph 060303.

7.4.3. Cash overages will not be used to offset losses. A DD Form 1131 will be processed to account for any overages. You will also maintain a DD Form 2667 to record these overages. The DD Form 2667 will be submitted with your turn-in.

## Chapter 8

### MISCELLANEOUS INFORMATION

**8.1. Funds Storage.** The deployed commander may want other funds secured in your safe since you have the only safe available. First attempt to identify other places for the money to be stored, such as a locking file cabinet, hotel safe, or at the Security Forces central desk; if no other storage facility can be located, store the other funds in a sealed container IAW DoDFMR Vol. 5, paragraph 270201.

**8.2. Subsistence of Troops.** Subsistence is funded from a Centrally Managed Account (CMA); do not use your AF Form 616. Potable drinking water and ice are exceptions. If the medical authorities determine bottled water must be purchased, costs are charged against your AF Form 616.

8.2.1. Exceptions are made for contract feeding. Funding is as follows: if the contract pays for services only, pay for the services out of O&M and the food out of CMA; if the contract pay for food only, fund it out of CMA; if the contract pays for both services and food, fund the operation from your AF Form 616.

**8.3. Medical Expenses.** If no fixed hospital is at the deployed location, fund patient travel to the nearest hospital using the below fund sites. Do not charge medical travel to your AF Form 616.

- a. Air Force: 97\*0130.1833 2X\* 43G1 B87502 B8 409 503700
- b. Army: This fund cite is based on the location of the deployed site. You will have to contact your MAJCOM to obtain the fund site.
- c. Navy/Marine: 97\*0130 188M 000 00018 m060956 2D MEE000 00018599013E

**8.4. Food and Forage Act.** May be used as authority to make emergency purchases when your AF Form 616 has no funds left. Authorized emergency purchases are transportation, food, fuel, billeting, and medical supplies. Ensure you prepare an after action report.

**8.5. Commander's Official Representation Funds (ORF).** These funds are generally not authorized for a deployed commander. However, funds can be delegated from the deployed commander's commander. Before the deployed commander obligates any funds they should consult their commander first. These funds are available for funding certain items for visiting dignitaries (i.e., light refreshments at receptions). Contact your AOR specific MAJCOM if in doubt and refer to AFI 65-603, *Official Representation Funds-Guidance and Procedures*.

**8.6. Miscellaneous Situations.** For situations listed below, advise your appointing FSO, and contact accountable MAJCOM for guidance.

- a. Member had an accident in rental car involving local nationals.
- b. Drug related incidents.
- c. Black market dealing conviction.
- d. Vehicle rentals for recreational activities (trips, tours) and recreational supplies (balls, bats, swimming pools, etc.).

- e. Legal claims payable to host government, foreign companies and citizens, other U.S. Government agencies, etc.
- f. Host government agreements for provided equipment, services, facilities will usually contain procedures concerning payments.
- g. Goods and services needed to support aircraft accidents and related incidents not previously covered under paragraph **6.25.** and **6.26.**

**8.7. Emergency Leave.** Deployed commanders may grant emergency leave if the member's permanent duty station is notified and agrees. However, approval is not necessary if it would result in an undue delay. Transportation is normally limited to space required government transportation. Commercial transportation may be authorized only when government transportation is not reasonable available. When the member's Permanent Duty Station (PDS) is overseas, the cost of commercial transportation will not exceed the cost of government procured transportation to the closest international airport in the Continental United States (CONUS). When the member's PDS is in the CONUS, transportation is authorized to the shorter distance of either the PDS or the emergency leave destination.

8.7.1. If the member will not return to the deployment site, return travel is charged to the original TDY order. If the member will be returning, fund the emergency leave orders from your AF Form 616.

8.7.2. Leave will be charged on an AF Form 988, Leave Request/Authorization (if the member returns to the TDY station) or the TDY travel voucher (if members return to the PDS).

MICHAEL MONTELONGO  
Assistant Secretary of the Air Force  
(Financial Management and Comptroller)



**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Joint Federal Travel Regulation (JFTR),

AFI 10-213, Comptroller Operation Under Emergency Conditions

AFI 31-101, The Air Force Installation Security Program

AFMD W15XXB, Overseas Wartime Comptroller, Accounting and Finance, Cost Analysis, and Budget

AFI-23-202, Buying Petroleum Products, and Other Supplies and Services Off-Station

DFAS-DER 7010.1-R, General Accounting and Finance Systems at Base Level

DFAS-DER 7010.2-R, Commercial Transactions at Base Level

DFAS-DER 7010.3-R, Travel Transactions at Base Level

DFAS-DE 7073-1, Defense Joint Military Pay Systems, FSO Procedures

DoDFMR 7000.14-R, Volume 5, Disbursing Policy and Procedures

DoDFMR 7000.14-R, Volume 7A, Military Pay Policy and Procedures

DoDFMR 7000.14-R, Volume 14, Administrative Control of Appropriations and Anti-Deficiency Act Violations

Foreign Clearance Guide,

AFFAR Supplement 5301.690,

FAR 13.000,

***Abbreviations and Acronyms***

**AAFES**—Army and Air Force Exchange Service

**ABS**—Automated Battlefield System

**ADVON**—Advanced Echelon

**AEF**—Air Expeditionary Force

**AFFOR**—Air Force Forces

**AFRC**—Air Force Reserve Command

**ANG**—Air National Guard

**DJMS-R**—Defense Joint Military Pay Systems – Reserve

**BAS**—Basic Allowance for Subsistence

**BFO**—Budget and Fiscal Office

**CINC**—Commander in Chief

**CMA**—Centrally Managed Account  
**CONOPS**—Concept of Operations  
**CONPLAN**—Operation Plan in Concept format  
**CONUS**—Continental United States  
**CZTE**—Combat Zone Tax Exclusion  
**DA**—Disbursing Agent  
**DO**—Disbursing Officer  
**DDO**—Deputy Disbursing Officer  
**DFAS**—Defense Finance and Accounting Service  
**DSSN**—Disbursing Station Symbol Number  
**ESP**—Emergency Special Program  
**FCFD**—Foreign Currency Fluctuation Defense  
**FSA**—Family Separation Allowance  
**FSO**—Financial Services Office  
**GSA**—General Services Administration  
**HDP**—Hardship Duty Pay  
**HFP**—Hostile Fire Pay  
**IDP**—Imminent Danger Pay  
**JFACC**—Joint Force Air Component Commander  
**JTF**—Joint Task Force  
**LD**—Limited Depository  
**LDA**—Limited Depository Account  
**LES**—Leave and Earnings Statement  
**LOGDET**—Logistics Detail  
**MAJCOM**—Major Command  
**MBF**—Military Banking Facility  
**MCR**—Marine Corps Reserve  
**MPC**—Military Payment Certificate  
**MOB**—Main Operating Base  
**NDAA**—National Defense Authorization Act  
**OMC**—Office of Military Cooperation  
**OPLAN**—Operation Plan

**ORF**—Official Representation Funds

**PA**—Paying Agent

**PC**—Processing Center

**PDS**—Permanent Duty Station

**PFR**—Personnel Financial Record

**RA**—Resource Advisor

**ROE**—Rules of Engagement

**SSN**—Social Security Number

**TDY**—Temporary Duty

**TPFDD**—Time-Phased Force and Deployment Data

**USD**—United States Dollar

**USDO**—United States Disbursing Officer

**USMC**—Marine Corps

**Attachment 2**

**“SUPPORTING” MAJCOM (SM) AND BASE-LEVEL (BL)  
COMPTROLLER  
DEPLOYMENT CHECKLIST**

- SM \_\_\_\_\_ 1. Determine FM team composition for deployment and obtain as much of the following information as possible:
- a. Location
  - b. Duration
  - c. Mission (review contingency operations plan)
  - d. Number of deployed personnel
  - e. Lead AEF Wing (i.e., supporting financial services office and Field Site)
  - f. Cash requirements (foreign and U.S.) and source (bank, Embassy, host MAJ COM, sister service base)
  - g. Funding requirements (AF Form 616 with proper ESP code)
  - h. Who is responsible for funding what (e.g., vehicle support, redeployment, base operations support in joint effort, force protection, etc.)
  - i. Are/Will computer based communications (be) available to support ABS
  - j. Is AAFES support required (e.g., currency support)
- BL \_\_\_\_\_ 2. Determine LOGDET requirement.
- a. Is LOGDET kit required and if so, who is providing
  - b. Review kit contents if possible
  - c. Ensure ABS is deployed to the location (if communication is/will be available)
  - d. Find out the local current/voltage for electrical outlets. Ensure computers are dual voltage and proper plug adapters are acquired
- BL \_\_\_\_\_ 3. Obtain necessary ABS connectivity information/passwords and permissions (RAS accounts)
- SM \_\_\_\_\_ 4. Review completed Site Survey Checklist (if available) to obtain the following information: ATM availability, fund storage facility, U.S. dollar availability, local banking availability, etc.
- BL \_\_\_\_\_ 5. Review reporting instructions and determine entitlement information for:
- a. Per Diem (meal rate and on/off base incidentals)
  - b. CZTE
  - c. HF/IDP
  - d. Hardship Duty Pay
  - e. Other Special Duty Pay

- SM \_\_\_\_\_ 6. Review the Foreign Clearance Guide (<https://www.fcg.pentagon.mil/>) to determine: civilian clothing requirements, side-arm requirements, passport/visa requirements, American Embassy information (contact supported MAJCOM for additional information)
- BL \_\_\_\_\_ 7. Establish contact with deploying Contingency Contracting Officer and ensure IMPAC cards are funded prior to departure with the appropriate ESP code
- BL \_\_\_\_\_ 8. Upon arrival contact the following:
- a. Deployed commander
  - b. Contingency Contracting Officer (make sure contracting knows your funding limits BEFORE they make purchases and/or enter into contracts)
  - c. Security Forces
  - d. Money source (if local, to determine account requirements)
  - e. Transportation
  - f. Supply
  - g. Postal
  - h. Legal/Claims Officer
- BL \_\_\_\_\_ 9. Establish POCs (obtain phone, email, fax, mailing and message addresses)
- a. Supported MAJCOM
  - b. U.S. Embassy
  - c. Local Bank
  - d. Supporting DFAS Field Site
  - e. Comptroller/Superintendent (of the organization providing funds)
  - f. Home base phone numbers (include command post)
  - g. Supported MAJCOM Headquarters and bases
  - h. JTF Command Post
  - i. Deployment location (if available)
- BL \_\_\_\_\_ 10. Obtain maps (street maps) of the local area
- BL \_\_\_\_\_ 11. Contact the supported MAJCOM for updated information. They may have personnel currently deployed who can provide valuable information
- BL \_\_\_\_\_ 12. Determine if a translator is/will be required and if one will be available

**Attachment 3****“SUPPORTED” MAJCOM  
CONTINGENCY CHECKLIST**

- \_\_\_\_\_ 1. Review current situation to include:
- Current intelligence brief
  - CONPLAN/OPLAN
  - Bed-down plan
  - Applicable TPFDD
- \_\_\_\_\_ 2. Determine/obtain current ESP Code (establish MAJCOM code if Air Force code is not available)
- \_\_\_\_\_ 3. Establish/review Comptroller CONOPS including:
- Who will provide cash
  - Who provides funding documents
  - Who is responsible for funding what
  - Establish responsibility for bed-down planning/support
  - Establish responsibility for Site Survey team support
  - ADVON/Reception team support
  - Ensure STU-III communications are available at each comptroller organization in the theater (AOR)
  - Ensure STU-III communications are possible with SAF/FMPC, ACC/FM, AMC/FM, and other supporting MAJCOMs as required
- \_\_\_\_\_ 4. Cross-feed information communication with comptrollers, supporting DFAS Field Site, and SAF/FM to include:
- Current situation update
  - Bed-down responsibilities (which MOB will have primary responsibility at each location for site survey, ADVON/reception teams)
  - Placing personnel on standby for potential deployment
  - Explain the Comptroller CONOPS
  - Maximize FSO cash holding authority as applicable
  - MBF capability to support USD and foreign currency requirements
  - Establish schedule for recurring information exchange during the crisis as applicable
- \_\_\_\_\_ 5. Review MAJCOM FM contingency manning for surge operations
- Consider expanded hours of operations including 24 hour FM Cell
  - Consider JTF, JFACC, and AFFOR Staff Support
- \_\_\_\_\_ 6. Review rules/procedures for Imminent Danger Pay (IDP) and Combat Zone Tax Exclusion (CZTE). Engage with supported CINC to establish ROE
- \_\_\_\_\_ 7. Send out message (via JTF/CC – CINC) to site commanders providing guidelines on entitlements and ROE for spending

Attachment 4

CASHIER – DD FORM 2665, DAILY AGENT ACCOUNTABILITY SUMMARY

DAILY AGENT ACCOUNTABILITY SUMMARY						1. DATE		
						04-Jan-99		
<b>SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS</b>								
a. LINE NO.	b. DESCRIPTION					c. U.S.	d. Foreign	
1.	<b>ACCOUNTABILITY - BEGINNING</b>							
2.	I	ADVANCES	a. Cash/U.S.	8,000.00	b. Cash/foreign	200,000	c. Other	
							8,000.00 200,000	
3.	H	VOUCHERED COLLECTIONS	Dollar		Foreign			
4.	C	TREASURY CHECK ISSUES	a. Vouchered		b. Other			
5.	R	TRANSFERS FROM OTHER DISBURSING OFFICERS						
6.	E	EXCHANGE GAIN ACCUMULATIONS						
7.	A	OTHER (Explain) DD Form 2664					1,715.00	20,000
8.	S	TOTAL INCREASES					9,715.00	20,000
9.	<b>GROSS ACCOUNTABILITY</b>					9,715.00	220,000	
10.	D	TRANSFERS TO OTHER DISBURSING OFFICERS						
11.	E	EXCHANGE LOSS ACCUMULATIONS						
12.	C	OTHER (Explain) DD Form 2664					200.00	171,500
13.	R	RETURNS TO PRINCIPAL	a. Pd Vchrs	300.00	b. Deposit Tkts	500.00	800.00	
			c. Other Returns (Explain)					
14.	A	TOTAL DECREASES					1,000.00	171,500
15.	<b>ACCOUNTABILITY - ENDING</b>					8,715.00	48,500	
<b>SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY</b>								
a. LINE NO.	b. ELEMENT OF ACCOUNTABILITY					g. ACCOUNTABILITY PRE TRANSFERS	h. RETURNS TO PRINCIPAL	i. ACCOUNTABILITY POST TRANSFERS
16.	LIMITED DEPOSITARY	UNITS		RATE				
17.	CASH ON HAND (U.S.)							
18.	CASH ON HAND (Foreign)	a. ACCOMMODATE UNITS		RATE				
		b. OPERATING UNITS		RATE				
19.	PREPOSITIONED TREASURY CHECKS							
20.	NEGOTIABLE INSTRUMENTS (U.S.)							
21.	NEGOTIABLE INSTRUMENTS (Foreign)							
22.	MILITARY PAYMENT CERTIFICATES							
23.	PAID VOUCHERS							
24.	FUNDS IN TRANSIT							
25.	FUNDS WITH SUBAGENTS		Units					
26.	DEPOSIT TICKETS (not LDA)							
27.	DISHONORED CHECKS RECEIVABLE							
28.	CHECK OVERDRAFTS RECEIVABLE							
29.	LOSS OF FUNDS							
30.	DEFERRED VOUCHERS							
31.	OTHER (Explain)							
32.	<b>TOTAL AGENT ACCOUNTABILITY</b>							
<b>SECTION III - LOCATION OF CASH/NEGOTIABLE INSTRUMENTS</b>								
a. LINE NO.	b. LOCATION			c. CASH (Foreign Units)	d. CASH (U.S.)	e. PREPOSITIONED CHECKS	f. MIL PYMNT CERTIFICATES	g. OTHER
33.	AGENT							
34.	DEPUTY AGENT							
35.	CASHIER							
36.	OTHER (Specify)							
37.	<b>TOTALS</b>							
2. NAME OF AGENT (Type or Print)					3. ADDRESS OF AGENT (Type or Print)			
Johnny B. Good					3303rd A/W (Prov) APO AP 96853			
4. SIGNATURE OF AGENT								
<i>Johnny B. Good</i>								

Attachment 5

CASHIERS – DD FORM 1081, STATEMENT OF AGENT OFFICER’S ACCOUNT  
(U.S. CURRENCY)

STATEMENT OF AGENT OFFICER'S ACCOUNT				
DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NO.  LARRY BUCHHOLTZ, MSgt, USAF 3303rd AW (PROV) APO AP 96853 DSSN 6683		AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS <i>(Include ZIP Code/MPO number and Telephone number)</i>  JOHNNY B. GOOD, SSgt, USAF 123-45-6789 3303rd AW (PROV) APO AP 96853 DSN 449-8826  exchange rate 100 to 1		
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT				
TRANSACTIONS <small>a</small>	INCREASE <i>(Received by Agent)</i> <small>b</small>	BEGINNING BALANCE <i>(In Agent's Account)</i> <small>c</small>	DECREASE <i>(Turned in by Agent)</i> <small>d</small>	ENDING BALANCE <i>(In Agent's Account)</i> <small>e</small>
1. BALANCE FORWARD		0		
2. U.S. DOLLARS	8,000.00			
3. FOREIGN CURRENCY				
4. MILITARY PAYMENT CERTIFICATES				
5. COLLECTIONS				
6. DEPOSITS				
7. NEGOTIABLE INSTRUMENTS				
A. TREASURY CHECKS				
B. MILITARY PAYMENT ORDERS				
C. OTHER <i>(Specify)</i>				
8. PAID VOUCHERS				
9. INCORRECT VOUCHERS RETURNED				
10. DD 2644				
11. REVERSE DD 2644				
12. TOTAL FUNDS IN HANDS OF AGENT OFFICER				8,000.00
STATEMENTS				
DISBURSING OFFICER		AGENT OFFICER		
<input checked="" type="checkbox"/> <b>ON ADVANCE:</b> I HAVE ENTRUSTED FUNDS AND/OR OTHER ITEMS AS INDICATED IN THIS STATEMENT TO THE ABOVE NAMED AS MY AGENT OFFICER		<input checked="" type="checkbox"/> <b>ON ADVANCE:</b> I, AS AGENT OFFICER, HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ABOVE, I HAVE ASSUMED PECUNIARY RESPONSIBILITY THEREFOR. I WILL NOTIFY THE DISBURSING OFFICER IMMEDIATELY UPON DISCOVERY OF ANY LOSS OR SHORTAGE, AND I HAVE RECEIVED AND UNDERSTAND WRITTEN INSTRUCTIONS CONCERNING MY DUTIES AND RESPONSIBILITIES AS AN AGENT OFFICER		
DATE	SIGNATURE OF DISBURSING OFFICER	DATE	SIGNATURE OF AGENT OFFICER	
04-Jan-99	<i>Larry Buchholz</i>	04-Jan-99	<i>Johnny B. Good</i>	
<input type="checkbox"/> <b>ON RETURN:</b> I HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ON THIS STATEMENT FROM THE ABOVE NAMED AGENT OFFICER		<input type="checkbox"/> <b>ON RETURN:</b> THE ABOVE STATEMENT OF ACCOUNT IS CORRECT		
DATE	SIGNATURE OF DISBURSING OFFICER	DATE	SIGNATURE OF AGENT OFFICER	



Attachment 6

CASHIER – DD FORM 1081, STATEMENT OF AGENT OFFICER’S ACCOUNT (FOREIGN CURRENCY)

STATEMENT OF AGENT OFFICER'S ACCOUNT				
DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NO.  LARRY BUCHHOLTZ, MSgt, USAF 3303rd AW (PROV) APO AP 96853 DSSN 6683		AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS <i>(Include ZIP Code/AFSC number) and Telephone number</i>  JOHNNY B. GOOD, SSgt, USAF 123-45-6789 3303rd AW (PROV) APO AP 96853 DSN 449-8826  exchange rate 100 to 1		
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT				
TRANSACTIONS	INCREASE <i>(Received by Agent)</i>	BEGINNING BALANCE <i>(In Agent's Account)</i>	DECREASE <i>(Turned in by Agent)</i>	ENDING BALANCE <i>(In Agent's Account)</i>
1. BALANCE FORWARD		0		
2. U.S. DOLLARS				
3. FOREIGN CURRENCY	200,000			
4. MILITARY PAYMENT CERTIFICATES				
5. COLLECTIONS				
6. DEPOSITS				
7. NEGOTIABLE INSTRUMENTS				
A. TREASURY CHECKS				
B. MILITARY PAYMENT ORDERS				
C. OTHER <i>(Specify)</i>				
8. PAID VOUCHERS				
9. INCORRECT VOUCHERS RETURNED				
10. DD 2644				
11. REVERSE DD 2644				
12. TOTAL FUNDS IN HANDS OF AGENT OFFICER				200,000
STATEMENTS				
DISBURSING OFFICER		AGENT OFFICER		
<input checked="" type="checkbox"/> <b>ON ADVANCE:</b> I HAVE ENTRUSTED FUNDS AND/OR OTHER ITEMS AS INDICATED IN THIS STATEMENT TO THE ABOVE NAMED AS MY AGENT OFFICER		<input checked="" type="checkbox"/> <b>ON ADVANCE:</b> I, AS AGENT OFFICER, HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ABOVE, I HAVE ASSUMED PECUNIARY RESPONSIBILITY THEREFOR. I WILL NOTIFY THE DISBURSING OFFICER IMMEDIATELY UPON DISCOVERY OF ANY LOSS OR SHORTAGE, AND I HAVE RECEIVED AND UNDERSTAND WRITTEN INSTRUCTIONS CONCERNING MY DUTIES AND RESPONSIBILITIES AS AN AGENT OFFICER		
DATE	SIGNATURE OF DISBURSING OFFICER	DATE	SIGNATURE OF AGENT OFFICER	
04-Jan-99	<i>Larry Buchholz</i>	04-Jan-99	<i>Johnny B. Good</i>	
<input type="checkbox"/> <b>ON RETURN:</b> I HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ON THIS STATEMENT FROM THE ABOVE NAMED AGENT OFFICER		<input type="checkbox"/> <b>ON RETURN:</b> THE ABOVE STATEMENT OF ACCOUNT IS CORRECT		
DATE		DATE	SIGNATURE OF AGENT OFFICER	

Attachment 7

**CASHIER-SF 1034, PUBLIC VOUCHER FOR PURCHASES AND SERVICES  
OTHER THAN PERSONAL**

Standard Form 1034 Revised January 1985 Department of the Treasury 17F RM 4-2020		<b>PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL</b>				VOUCHER NO.	
U. S. DEPARTMENT OF BUREAU OR ESTABLISHMENT AND LOCATION  Department of the Air Force Accounting and Finance Office APO AF 96853			DATE VOUCHER PREPARED 1/2/99		SCHEDULE NO. AS-4		
			CONTRACT NUMBER AND DATE FV9901001101001		PAID BY AP O A P 96853 DSSN 6683 4 JAN 99		
PAYEE'S NAME AND ADDRESS [ WE GET YOU IN Payable to Locksmith Inc. 111 MAIN STREET DEPLOYED TOWN ]			REQUISITION NUMBER AND DATE		DATE INVOICE RECEIVED		
					DISCOUNT TERMS NET		
					PAYEE'S ACCOUNT NUMBER		
SHIPPED FROM			TO		WEIGHT		
GOVERNMENT BL NUMBER							
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES <i>(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)</i>	QUANTITY	UNIT PRICE		AMOUNT ( <sup>(1)</sup> )	
				COST	PER		
001 12/31/98	1/2/99	Locksmith Services	1	300.00	EA	\$300.00	
<b>TOTAL</b>						\$300.00	
<i>(Also continuation sheet(s) if necessary)</i>							
<input type="checkbox"/> PROVISIONAL <input checked="" type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE		APPROVED FOR = \$	EXCHANGE RATE = \$1.00	DIFFERENCES			
BY				Amount verified, correct for		\$300.00	
TITLE				<i>(Signature or initials)</i>			
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.							
2 Jan 99 <i>(Date)</i>		Perry Pias <i>(Authorized Certifying Officer)</i>		Certifying Officer <i>(Title)</i>			
ACCOUNTING CLASSIFICATION							
5793400 309 7441 201010 01 592 668300 \$300.00							
P A Y E R	CHECK NUMBER	ON ACCOUNT OF U.S. TREASURY		CHECK NUMBER	ON <i>(Name of bank)</i>		
	CASH	DATE		PAYEE			
	\$300.00	4 Jan 99		Joe M. Locksmith			
1. When stated in foreign currency, insert name of currency. 2. If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title. 3. When a voucher is received in the name of a company or corporation, the name of the person writing, company or corporation name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary", or "Treasurer" as the case may be.				PER			
				TITLE			
Previous edition usable.							
<small>PRIVACY ACT STATEMENT</small> The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts paid. Failure to furnish this information will hinder discharge of the payment obligation.							

Attachment 8

CASHIER – LISTING OF CASHED CHECKS

CHECKS DEPOSITED	DATE OF CHECK	CHECK SERIAL NUMBER	NAME/ADDRESS OF BANK	AMOUNT	DRAWN BY	DSSN 6683 SF 215 # _____ ENDORSED BY
	3 JAN 99	3895	WARREN FCU CHEYENNE WY	200.00	Larry Buchholtz	Larry Buchholtz
	4 JAN 99	2341	FIRSTBANK HICKAM HI	300.00	Wendee Wingo	J. Brett Wingo
			TOTAL	500.00		





Attachment 11

CASHIER – DD FORM 1081, STATEMENT OF AGENT OFFICER’S ACCOUNT  
(U.S. CURRENCY)

STATEMENT OF AGENT OFFICER'S ACCOUNT				
DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NO.  LARRY BUCHHOLTZ, MSgt, USAF 3303rd AW (PROV) APO AP 96853 DSSN 6683		AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS <i>(Include ZIP Code/AFPO number) and Telephone number</i>  JOHNNY B. GOOD, SSgt, USAF 123-45-6789 3303rd AW (PROV) APO AP 96853 DSN 449-8826		
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT				
TRANSACTIONS <i>a</i>	INCREASE <i>(Received by Agent)</i> <i>b</i>	BEGINNING BALANCE <i>(In Agent's Account)</i> <i>c</i>	DECREASE <i>(Turned in by Agent)</i> <i>d</i>	ENDING BALANCE <i>(In Agent's Account)</i> <i>e</i>
1. BALANCE FORWARD		8,000.00		
2. U.S. DOLLARS				
3. FOREIGN CURRENCY				
4. MILITARY PAYMENT CERTIFICATES				
5. COLLECTIONS				
6. DEPOSITS			500.00	
7. NEGOTIABLE INSTRUMENTS				
A. TREASURY CHECKS				
B. MILITARY PAYMENT ORDERS				
C. OTHER <i>(Specify)</i>				
8. PAID VOUCHERS			300.00	
9. INCORRECT VOUCHERS RETURNED				
10. DD 2644	1,715.00			
11. REVERSE DD 2644			200.00	
12. TOTAL FUNDS IN HANDS OF AGENT OFFICER				8,715.00
STATEMENTS				
DISBURSING OFFICER  <input type="checkbox"/> <b>ON ADVANCE:</b> I HAVE ENTRUSTED FUNDS AND/OR OTHER ITEMS AS INDICATED IN THIS STATEMENT TO THE ABOVE NAMED AS MY AGENT OFFICER		AGENT OFFICER  <input type="checkbox"/> <b>ON ADVANCE:</b> I, AS AGENT OFFICER, HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ABOVE. I HAVE ASSUMED PECUNIARY RESPONSIBILITY THEREFOR. I WILL NOTIFY THE DISBURSING OFFICER IMMEDIATELY UPON DISCOVERY OF ANY LOSS OR SHORTAGE, AND I HAVE RECEIVED AND UNDERSTAND WRITTEN INSTRUCTIONS CONCERNING MY DUTIES AND RESPONSIBILITIES AS AN AGENT OFFICER		
DATE	SIGNATURE OF DISBURSING OFFICER	DATE	SIGNATURE OF AGENT OFFICER	
<input checked="" type="checkbox"/> <b>ON RETURN:</b> I HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ON THIS STATEMENT FROM THE ABOVE NAMED AGENT OFFICER		<input checked="" type="checkbox"/> <b>ON RETURN:</b> THE ABOVE STATEMENT OF ACCOUNT IS CORRECT		
DATE	SIGNATURE OF DISBURSING OFFICER	DATE	SIG	
04-Jan-99	<i>Larry Buchholz</i>	04-Jan-99	<i>Johnny B. Good</i>	

Attachment 12

CASHIERS – DD FORM 1081 STATEMENT OF AGENT OFFICER’S ACCOUNT (FOREIGN CURRENCY)

STATEMENT OF AGENT OFFICER’S ACCOUNT				
DISBURSING OFFICER’S NAME, ADDRESS, DISBURSING STATION SYMBOL NO.  LARRY BUCHHOLTZ, MSgt, USAF 3303rd AW (PROV) APO AP 96853 DSSN 6683		AGENT OFFICER’S NAME, GRADE, SSN, UNIT ADDRESS <i>(Include ZIP Code/AFPO number and Telephone number)</i>  JOHNNY B. GOOD, SSgt, USAF 123-45-6789 3303rd AW (PROV) APO AP 96853 DSN 449-8826  exchange rate 100 to 1		
TRANSACTIONS AFFECTING AGENT OFFICER’S ACCOUNT				
TRANSACTIONS <i>a</i>	INCREASE <i>(Received by Agent)</i> <i>b</i>	BEGINNING BALANCE <i>(In Agent’s Account)</i> <i>c</i>	DECREASE <i>(Turned in by Agent)</i> <i>d</i>	ENDING BALANCE <i>(In Agent’s Account)</i> <i>e</i>
1. BALANCE FORWARD		200,000		
2. U.S. DOLLARS				
3. FOREIGN CURRENCY				
4. MILITARY PAYMENT CERTIFICATES				
5. COLLECTIONS				
6. DEPOSITS				
7. NEGOTIABLE INSTRUMENTS				
A. TREASURY CHECKS				
B. MILITARY PAYMENT ORDERS				
C. OTHER <i>(Specify)</i>				
8. PAID VOUCHERS				
9. INCORRECT VOUCHERS RETURNED				
10. DD 2644	20,000			
11. REVERSE DD 2644			171,500	
12. TOTAL FUNDS IN HANDS OF AGENT OFFICER				48,500.00
STATEMENTS				
DISBURSING OFFICER		AGENT OFFICER		
<input type="checkbox"/> <b>ON ADVANCE:</b> I HAVE ENTRUSTED FUNDS AND/OR OTHER ITEMS AS INDICATED IN THIS STATEMENT TO THE ABOVE NAMED AS MY AGENT OFFICER		<input type="checkbox"/> <b>ON ADVANCE:</b> I, AS AGENT OFFICER, HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ABOVE, I HAVE ASSUMED PECUNIARY RESPONSIBILITY THEREFOR. I WILL NOTIFY THE DISBURSING OFFICER IMMEDIATELY UPON DISCOVERY OF ANY LOSS OR SHORTAGE, AND I HAVE RECEIVED AND UNDERSTAND WRITTEN INSTRUCTIONS CONCERNING MY DUTIES AND RESPONSIBILITIES AS AN AGENT OFFICER		
DATE	SIGNATURE OF DISBURSING OFFICER	DATE	SIGNATURE OF AGENT OFFICER	
<input checked="" type="checkbox"/> <b>ON RETURN:</b> I HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ON THIS STATEMENT FROM THE ABOVE NAMED AGENT OFFICER	<input checked="" type="checkbox"/> <b>ON RETURN:</b> THE ABOVE STATEMENT OF ACCOUNT IS CORRECT			
04-Jan-99	<i>Larry Buchholz</i>	04-Jan-99	<i>Johnny B. Good</i>	

Attachment 13

DA – DD FORM 2665, DAILY AGENT ACCOUNTABILITY SUMMARY

DAILY AGENT ACCOUNTABILITY SUMMARY						1. DATE		
						04-Jan-99		
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS								
a. LINE NO.	b. DESCRIPTION					c. U.S.	d. Cumulative	
1.	<b>ACCOUNTABILITY - BEGINNING</b>					100,000.00		
2.	I	ADVANCES	a. Cash	b. Checks	c. Other		100,000.00	
3.	H	VOUCHERED COLLECTIONS	Dollar	Foreign				
4.	C	TREASURY CHECK ISSUES	a. Vouchered	b. Other				
5.	R	TRANSFERS FROM OTHER DISBURSING OFFICERS						
6.	E	EXCHANGE GAIN ACCUMULATIONS						
7.	A	OTHER (Explain)						
8.	S	TOTAL INCREASES						
9.	<b>GROSS ACCOUNTABILITY</b>					100,000.00	100,000.00	
10.	D	TRANSFERS TO OTHER DISBURSING OFFICERS						
11.	E	EXCHANGE LOSS ACCUMULATIONS						
12.	C	OTHER (Explain)						
13.	R	RETURNS TO PRINCIPAL	a. Pd Vchrs	b. Deposit Tkts				
	E		c. Other Returns (Explain)					
14.	A	TOTAL DECREASES						
15.	<b>ACCOUNTABILITY - ENDING</b>					100,000.00	100,000.00	
SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY								
a. LINE NO.	b. ELEMENT OF ACCOUNTABILITY					g. ACCOUNTABILITY PRE TRANSFERS	h. RETURNS TO PRINCIPAL	i. ACCOUNTABILITY POST TRANSFERS
16.	LIMITED DEPOSITARY	UNITS	6,380,000	RATE	100	63,800.00		
17.	CASH ON HAND (U.S.)					10,715.00		
18.	CASH ON HAND (Foreign)	a. ACCOMMODAT UNITS		RATE				
		b. OPERATING UNITS	348,500	RATE	100	3,485.00		
19.	PREPOSITIONED TREASURY CHECKS					20,000.00		
20.	NEGOTIABLE INSTRUMENTS (U.S.)					500.00		
21.	NEGOTIABLE INSTRUMENTS (Foreign)							
22.	MILITARY PAYMENT CERTIFICATES							
23.	PAID VOUCHERS					1,500.00		
24.	FUNDS IN TRANSIT							
25.	FUNDS WITH SUBAGENTS	Units						
26.	DEPOSIT TICKETS (not LDA)							
27.	DISHONORED CHECKS RECEIVABLE							
28.	CHECK OVERDRAFTS RECEIVABLE							
29.	LOSS OF FUNDS							
30.	DEFERRED VOUCHERS							
31.	OTHER (Explain)							
32.	<b>TOTAL AGENT ACCOUNTABILITY</b>					100,000.00		
SECTION III - LOCATION OF CASH/NEGOTIABLE INSTRUMENTS								
a. LINE NO.	b. LOCATION			c. CASH (Foreign Units)	d. CASH (U.S.)	e. PREPOSITIONED CHECKS	f. MIL PMNT CERTIFICATES	g. OTHER LDA
33.	AGENT			300,000	2,000.00	20,000.00		6,380,000
34.	DEPUTY AGENT							
35.	CASHIER			48,500	8,715.00			
36.	OTHER (Specify)							
37.	<b>TOTALS</b>			348,500	10,715.00	20,000.00		6,380,000
2. NAME OF AGENT (Type or Print)					3. ADDRESS OF AGENT (Type or Print)			
Larry Buchholtz, MSgt, USAF					3303rd Av (Prov) APO AP 96853			
4. SIGNATURE OF AGENT								
<i>Larry Buchholtz</i>								



Attachment 14

DA – SF 1034, PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL

Standard Form 1034 Revised January 1990 Department of the Treasury 1 TFR# 4-2000		<b>PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL</b>				VOUCHER NO.	
U. S. DEPARTMENT OF DEFENSE OR ESTABLISHMENT AND LOCATION  Department of the Air Force Accounting and Finance Office APO AF 96853			DATE VOUCHER PREPARED 1/2/99		SCHEDULE NO. AS-3		
			CONTRACT NUMBER AND DATE FM9901001101002		PAID BY APO AF 96853 DSSN 6683 4 JAN 99		
PAYEE'S NAME AND ADDRESS  JOE'S RENTAL CARS 110 MAIN STREET DEPLOYED TOWN			REQUISITION NUMBER AND DATE		DATE INVOICE RECEIVED		
					DISCOUNT TERMS NET PAYEE'S ACCOUNT NUMBER		
SHIPPED FROM			TO		WEIGHT		
GOVERNMENT B/L NUMBER							
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES <small>(Enter description, item number of contract or Federal supply schedule, and other information obtained necessary)</small>	QUANTITY	UNIT PRICE		AMOUNT <small>(1)</small>	
				COST	PER		
001 12/31/98	1/2/99	40 RENTAL CARS	40	3000	DY	120,000	
<b>TOTAL</b>						120,000	
<input type="checkbox"/> PROVISIONAL <input checked="" type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE		APPROVED FOR 120000 = \$ 1200.00	EXCHANGE RATE 100 = \$1.00	DIFFERENCES			
BY				Amount verified; correct for		120,000	
TITLE				(Signature or initials)			
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.							
2 Jan 99 <small>(Date)</small>		Perry Pias <small>(Authorized Certifying Officer)</small>		Certifying Officer <small>(T&amp;B)</small>			
ACCOUNTING CLASSIFICATION							
5793400 309 7441 201010 01 592 668300 \$1200.00							
P A I D B Y	CHECK NUMBER	ON ACCOUNT OF U.S. TREASURY		CHECK NUMBER	ON (Name of bank)		
	CASH	DATE		00001	ASIANA BANK		
				PAYEE			
1. When stated in foreign currency, insert name of currency. 2. If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title. 3. When a voucher is received in the name of a company or corporation, the name of the person writing company or corporation name, as well as the capacity in which he signs, must appear. For Example: "John Doe Company, per John Smith, Secretary", or "Treasurer" as the case may be.				PER			
				TITLE			
Previous edition usable.							
PRIVACY ACT STATEMENT The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of obscuring Federal money. The information requested is to identify the particular creditor and the amounts paid. Failure to furnish this information will hinder discharge of the payment obligation.							



Attachment 16

DA – DD FORM 2663, FOREIGN CURRENCY CONTROL RECORD

FOREIGN CURRENCY CONTROL RECORD											
SECTION I- FOREIGN CURRENCY COLLECTIONS AND RELEASES											
1. DATE	2. TRANSACTION REFERENCE	3. EXCH RATE	4. COLLECTIONS				5. PURCHASES				
			a. MISC. RECEIPTS		b. REIMBURSEMENT/ REFUND		a. GOVERNMENT SOURCES		b. NON-GOVERNMENT SOURCES		c. OUTLAY FOR ACCOM. EXCHANGE
			UNITS	DOLLARS	UNITS	DOLLARS	UNITS	DOLLARS	UNITS	DOLLARS	DOLLARS
30 Nov 99	Month Totals	6850					41700000 0.00	59571.43	12375000 .00	1767.86	1767.86
1 Dec 99	Revaluation	7000									
1 Dec 99	LDA Purchase	7120							71200000 .00	10000.00	
1 Dec 99	Accommodation Exchange Purchase	7120							85440000 m	12000.00	
1 Dec 99	Revaluation	7000									
1 Dec 99	Accommodation Exchange Sales	7000									
1 Dec 99	Accommodation Exchange Purchases	7000							22750000 .00	325.00	325.00
1 Dec 99	Vendor Payment AS-71	7000									

SECTION II - FOREIGN CURRENCY DISBURSEMENTS, DEBITS, SALES, TRANSFERS, ETC.										6. COUNTRY Turkey	
										7. CURRENCY UNIT TYPE Lira	
8. DISBURSEMENTS		9. DEBITS, SALES, TRANSFERS		10. GAIN OR LOSS	11. SUB BALANCE				12. COMBINED BALANCE		
UNITS	DOLLARS	UNITS	DOLLARS	DOLLARS	a. ON HAND		b. LDA		UNITS	DOLLARS	
					UNITS	DOLLARS	UNITS	DOLLARS			
194450000.0 0	28386.86	71295000.00	10500.00		10000000 0.00	14398.54	63000000 .00	9197.08	163000000.00	23795.62	
				-509.91	10000000 0.00	14285.71	63000000 .00	9000.00	163000000.00	23285.71	
							13400000 0.00	19000.00			
					1854000 0.00	26285.71					
				377.15	1854000 0.00	26491.43	13400000 0.00	19171.43			
		17570000.00	2510.00		16887000 0.00	23981.43					
					17014500 0.00	24306.43					
57649000.00	8226.57				17014500 0.00	24306.43	76551000 .00	10935.86	246698000.00	35242.29	

Attachment 17

DA - DD FORM 2669, DESTRUCTION SCHEDULE FOR CURRENCY

DESTRUCTION SCHEDULE							
SECTION I - SCHEDULE OF CURRENCY TO BE DESTROYED							
1. LOCATION		2. DSSN	3. REASON FOR DESTRUCTION				
4. INCLUSIVE SERIAL NUMBERS <i>(New Notes Only)</i>	\$1	\$5	\$10	\$20	\$50	\$100	TOTAL
TOTAL							
SECTION II - CERTIFICATIONS							
I hereby certify that the above described currency in the amount of _____ dollars has been counted, verified, and found correct, and delivered this day for destruction at _____.							
5. DISBURSING OFFICER NAME AND RANK OR GRADE			6. SIGNATURE			7. DATE	
We hereby certify that the currency specified and described in the foregoing schedule was received and verified by us and was totally destroyed in our presence by _____ on this date							
8. WITNESSES							
a. NAME, RANK OR GRADE, SIGNATURE		b. NAME, RANK OR GRADE, SIGNATURE		c. NAME, RANK OR GRADE, SIGNATURE			
9. LOCATION						10. DATE	

**Attachment 18****PRIVACY ACT STATEMENT**

**AUTHORITY:** 10 U.S.C. 8013; EO 9397

**PURPOSE:** To identify individuals serving as witnesses to currency destruction.

**DISCLOSURE:** Disclosure of SSN is voluntary. The SSN will be used to ensure proper identification of individuals charged with certifying destruction was properly accomplished should this become necessary. Without it, further information may be required to establish positive identification.

**Attachment 19****COMMANDER'S DECISION CHECKLIST****1. Commander's Official Representation Funds (ORF)**

- a. Available for funding certain items for visiting dignitaries (i.e., light refreshments at receptions). Contact your AOR specific MAJCOM if in doubt.
- b. Generally not authorized for a deployed commander.
- c. Funds can be delegated from the deployed site commander's commander.
- d. Deployed commander should consult their commander before obligating funds.

**2. Subsistence of Troops.**

- a. Subsistence is funded from a Centrally Managed Account (CMA); do not use your AF Form 616, Fund Cite Authorization.
- b. Potable drinking water and ice are exceptions. If the medical authorities determine they must be purchases, costs are charged against AF Form 616, Fund Cite Authorization.
- c. Exceptions are made for contract feeding. Funding is as follows:
  1. If the contract pays for services only, pay for the services out of Operations and Maintenance and the food out of CMA.
  2. If the contract pays for food only, fund it out of CMA.
  3. If the contract pays for both services and food, fund the entire amount off your AF Form 616, Fund Cite Authorization.

**3. Food and Forage Act**

- a. May be used as authority to make emergency purchases when your AF Form 616, Fund Cite Authorization has no funds left.
- b. Authorized emergency purchases are transportation, food, fuel, billeting, and medical supplies.
- c. An after action report is necessary.

**4. Emergency Leave**

- a. You can grant emergency leave without the consent of the member's home station.

- b. Transportation is limited to space required government transportation if available. If not, commercial transportation is authorized.
- c. If the individual is returning afterward to the deployed location, fund the emergency leave order from your AF Form 616, Fund Cite Authorization.
- d. If the individual will not be returning, send them back on their original TDY order.

### **5. Field Conditions**

- a. It is your responsibility to declare and determine the period of field conditions.
- b. You must feed and billet the troops at no cost, except for officers. They must pay the basic meal charge.
- c. If, for some reason, an individual will not be under field conditions for some period you or your designee must issue them a certificate. The statement must read: "I certify that during (date) through (date), name/SSN was not quartered/subsisted under field conditions".

### **6. Check Cashing Limits and Foreign Currency Sales**

You set the limits for these two items. Ensure you consult with your finance agent concerning fund availability and suggested limits.

### **7. Partial Payments to Deployed Troops**

Again, you set the limits for these. You decide on level of approval authority (i.e., none, first sergeant, squadron commander, wing commander). Some suggested amounts are:

E1 - E3 = \$100.00; E4 - E6 = \$150.00; E7 - O3 = \$250.00; O4 - above = \$500.00

### **8. Your Finance Agent is Killed or Injured**

Your alternate agent will assist you if this should happen. They have the necessary guidance in their agent handbook.

### **9. Hostile Fire Pay (HFP)/Imminent Danger Pay (IDP)**

If your deployed area is not currently entitled HFP or IDP and you feel your area should receive it, you must submit your request, through the chain to the Unified or Specified commander. They will in-turn submit it to the Secretary of Defense.

### **10. Combat Zone Tax Exclusion (CZTE)**

- a. If you want your area to receive CZTE, you submit your request through the chain for approval by the Secretary of Defense.



b. There are two criteria for this entitlement:

1. Direct support criteria

(a) Area must be entitled to HFP/IDP, and

(b) Service is in direct support of military operations in the declared combat zone.

2. CZTE/Qualified Hazardous Duty Area when in the Area of Responsibility:

(a) Officers: Limited to amount of basic pay for the Chief Master Sergeant of the Air Force plus IDP.

(b) Enlisted: All taxable wages are excluded from taxation.

## Attachment 20

**MINI-LOGDET PUBLICATIONS**  
**([HTTP://AFPUBS.HQ.AF.MIL/](http://afpubs.hq.af.mil/))**

<b>ITEM PUBLICATION</b>	<b>TITLE</b>
PUB AFI 65-103	Temporary Duty Orders
PUB AFI 31-101	The Air Force Installation Security Program
PUB AFI 10-213	Operations Under Emergency Conditions
PUB AFI 65-601, Volume I	USAF Budget Guidance and Procedures
PUB AFI 65-601, Volume II	Budget Management for Operations
PUB AFMAN 65-604	Appropriation Symbols and Budget Codes
PUB DFAS-DE 7010.1-R	General Accounting and Finance Systems at Base Level
PUB DFAS-DE 7010.2-R	Commercial Transactions at Base Level
PUB DFAS-DE 7010.3-R	Travel Transactions at Base Level
PUB DFAS-DE 7073.1-R	JUMPS AFO Procedures
PUB DFAS-DE 7073.2-R	Defense Joint Military Pay Systems (DJMS) Unit Proceed Exclude FSO
PUB DFAS-DE 7073.3-R	Air Reserve Forces Pay and Allowance System (DJMS-R)
PUB AFI 65-603	Official Representation Funds-Guidance and Procedures
PUB DoD 7000.14-R, Volume 5	Disbursing Policies and Procedures
PUB DoD 7000.14-R, Volume 7, Part A	DoD Military Pay and Allowances Entitlements Manual
PUB JFTR	Joint Federal Travel Regulation
PUB AFP 65-110	Deployed Agent Operations
PUB DFAS-DE 7200.1-R	Administrative Control of Appropriations
PUB DoD 7000.14-R, Volume 14	Administrative Control of Funds and Anti-Deficiency Act Violations
PUB DoD 7000.14-R, Volume 9	

## Attachment 21

## MINI-LOGDET SUPPLIES

NSN	ITEM DESCRIPTION	QUANTITY	UNIT
	Field Desk/Storage and Shipping Container	1	Each
7010LAPTOP	Lap Top Computer/Notebook Computer (IBM Compatible)	2	Each
	Internal/External CD-ROM	2	Each
7010CARRYCASE	Computer Carrying Case	2	Each
7010EXTBATTERY	External Battery (Rechargeable)	2	Each
7010RECHARGER	Power, Recharger	2	Each
7010PRINTER	Printer	2	Each
7010MODEM	Modem for Communications (9600 BPS Minimum)	2	Each
7010SOFTWARE	INFO CONNECT Software	2	Each
7010SOFTWARE	Word Processing Software	2	Each
7010SOFTWARE	Spreadsheet Software	2	Each
7010SOFTWARE	Database Software	2	Each
7010SOFTWARE	Graphics Software	2	Each
7010SOFTWARE	Forms Software	2	Each
7010SOFTWARE	Messaging Software (SARAH LITE)	2	Each
7010SURGEPROT	Surge Protector (6 PLUG) 110V	2	Each
7010PLUGADAPT	Plug Adapter World-Wide (i.e., KOPP TRAVEL STAR)	2	Each
6150009907396	Extension Cord (110V, 10 FT)	2	Each
7010FLOPDSKBOX	3 ½" Floppy Disk – Double Sided	2	10/Box
75300080000996	8 ½" X 11" Printer Paper	2	Reams
7110009199306	Field Safe, One Drawer	1	Each
7100LCHAIN10FT	Chain for Safes (10 FT)	1	Each
7520002815931	Cash Box (7 ¼" X 11" X 4 ¼")	2	Each
7490013440206	Currency Counting Machine	1	Each
8460001329022	Satchel Type Money Bag (CASH)	2	Each

NSN	ITEM DESCRIPTION	QUANTITY	UNIT
6230001631856	Flashlight	1	Each
6545006561094	First Aid Kit (Small)	1	Each
5340000189784	Padlocks	1	Each
7100CALCULATOR	Battery/AC/DC Printing Calculator (TA-006AB00)	1	Each
8460007826726	Hard Brief Case (18" X 12" X 5")	1	Each
7530006630031	Manila Folder (9" X 12")	20	Each
7520002815895	Desk Type Stapler	1	Each
7510002729662	Standard Duty Staples	1	Box
7520001626177	Staple Remover	1	Each
7510001594450	2" Nylon Tape (Strapping Tape)	1	Roll
7520009357136	Retractable Pen, Black Medium	1	12/Box
7530011247632	Yellow Ruled Legal Pad	2	Each
7530002421218	Brown Mailing Envelope, 10" X 15"	20	Each
	White Legal Size Mailing Envelopes	20	Each
7510005261741	Stamp Pad, 3" x 6"	1	Each
7510001614237	Black Stamp Pad Ink	1	Each
5110001616912	Scissors	1	Each
7510001614292	Small Paper Clip	2	Bags
7510006044150	Tacky Finger	1	Each
7510002433434	Rubber Bands	1	Package
7530011167865	Self-Stick Note Pad (3" x 5")	4	Pads
3920-00-647-1305	Wheeled Cart (Dolly) to carry a minimum weight of 500 lbs.	1	Each
	Leatherman All Purpose Tool	1	Each
	Brown Accordion File	1	Each
	M9 Holster (fanny pack)	1	Each
	Recommend agent deploy with bulletproof vest	1	Each

## Attachment 22

**MINI-LOGDET FORMS (MOST COMMONLY USED)**  
**(HTTP://AFPUBS/HQ/AF/MIL/)**

<b>QTY</b>	<b>FORM #</b>	<b>TITLE</b>
1	DD 114	Military Pay Order
1	DD 165	Shipment of Funds
1	DD 634	Receipt for Miscellaneous Collections
1	DD 1081	Statement of Agent Officer's Account
1	DD 1131	Cash Collection Voucher
1	DD 1351-2	Travel Voucher or Sub Voucher
1	DD 1351-6	Multiple Payments List
1	DD 1561	Statement to Substantiate Payment of Family Separation Allowance
1	DD 2558	Authorization to Start, Stop, or Change an Allotment
1	DD 2663	Foreign Currency Control Record
1	DD 2664	Currency Exchange Record
1	DD 2665	Daily Agent Accountability Summary
1	DD 2666	Transmittal of Statements and Vouchers
1	DD 2667	Subsidiary Accountability Record
1	DD 2669	Destruction Schedule for Currency
1	AF 9	Request for Purchase
1	AF 439	Robbery Checklist
1	AF 1109	Visitor Register Log
1	AF 1209	Document Transmittal (JUMPS)
1	SF 215	Deposit Ticket
1	SF 700	Security Container Information
1	SF 701	Activity Security Checklist
1	SF 702	Security Container Check Sheet (NSN 7540012137900)
1	SF 704	SECRET Cover Sheet (NSN 7540012137902)
1	SF 705	CONFIDENTIAL Cover Sheet (NSN 7540012137903)
1	SF 1164	Claim for Reimbursement for Expenditures on Official Business