

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



**UNITED STATES AIR FORCES IN
EUROPE INSTRUCTION**

65-105

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Financial Management

**ORDER FOR SUPPLIES AND
SERVICES FROM UNITED KINGDOM
GOVERNMENT AGENCIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Col Trevor L. Williams)

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This instruction implements AFPD 65-1, *Management of Financial Services*, and prescribes USAFE Form 11, UK Construction Fund Authorization and USAFE Form 100, *Supplies or Services Order under US - UK Government Agreements*, to procure United States (U.S.) support from the Defense Infrastructure Organization (DIO). It applies to all personnel within the financial community who are responsible for processing United Kingdom government agency payments. It serves as a source reference for personnel within the financial community who are responsible for processing United Kingdom government agency payments. It does not apply to Air Force Reserve Command (AFRC) or Air National Guard (ANG) units. **Attachment 1** contains a glossary of references and acronyms. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in Air Force Records Information Management System (AFRIMS): <https://www.my.af.mil/gcss-af61a/afirms/afirms/rims.cfm>. **Attachment 2** contains the USAFE Form 11 and USAFE Form 100.

SUMMARY OF CHANGES

All material is substantially changed from the previous edition. This publication should be reviewed in its entirety.

1. General Information.

1.1. USAFE Form 11. “Scope. This instruction pertains to maintenance, repair & construction management activities or construction projects (including Military Construction (MILCON)) executed in the United Kingdom (UK) by the Air Force Civil Engineer Center (AFCEC), United States Air Forces in Europe (USAFE) or Air Force Installation & Mission Support Center Detachment 4. Use USAFE Form 11 to initiate MILCON projects and USAFE Form 100 to initiate maintenance & repair services from the DIO, respectively.”

1.2. **Authority** . The U.S. and UK Cost Sharing Agreement, 4 April 1973, specifies that the UK government will provide planning, contracting, supervising and general execution of works service for maintenance or construction work requested by the U.S. The U.S. General Accounting Office/Defense Accounting and Audit Division letter, 28 May 1958, in response to 3 AF letter, 7 April 1958, *Specific Financial Arrangements with the British Government*, grants authority to use a special form executed and administered outside of normal contracting channels, to order supplies and services under U.S.-UK Government Agreements.

1.3. Responsibilities for USAFE Form 11.

1.3.1. DoDD 4270.5 Enclosure 1, Designates the Department of the Air Force as the Construction Agent for the British Isles. This Designation places the AF (AFCEC UK-OL) as the DA/CA (Design Agent/Construction Agent) for the United Kingdom.

1.3.2. Initiating Office. AFIMSC (San Antonio) distributes funds to operating budget account number (OBAN) 1826 AFCEC UK who in-turn distributes via USAFE Form 11 directly to the Defense Infrastructure Organization (DIO), Ministry of Defense, UK.

1.3.3. AFCEC Financial Resources Office (AFCEC UK). Verifies the appropriation or appropriations cited, certifies fund availability, and uploads the obligation in the Defense Finance and Accounting Service (DFAS) via EFR (Electronic File Room). Maintains all USAFE Forms 11 and pays all claims against them.

1.3.4. Defense Finance and Accounting Service, Limestone (DFAS/LI). Records the obligation to the accounting system, maintains all USAFE Forms 11 and pays all claims against them.

1.4. Responsibilities for USAFE Form 100.

1.4.1. Commander. Designates those officials authorized to initiate USAFE Forms 100. Approves or appoints an approving official with authority to approve USAFE Forms 100 as the commander’s designee. For the purpose of this instruction, “commander” refers to the legal holder of funds, usually the wing commander. Commander/Initiator and Approving Official have to be different individuals.

1.4.2. Initiating Office. Prepares USAFE Forms 100. Additionally, establishes and maintains a register of document numbers for the USAFE Forms 100 they prepare.

1.4.3. Approving Official. Approves all USAFE Forms 100 issued for the installation. May not be a member of an office or function that initiates USAFE Forms 100.

1.4.4. Financial Management Analysis (FMA). Receives and certifies the USAFE Form 100. Submits to DFAS for obligation via faxing to EFR and then sends the original USAFE Form 100 to the BCE for distribution to the DIO. Keeps a copy of each USAFE Form 100 for their records.

1.4.5. DFAS (LI). Records the obligation to the accounting system, maintains all USAFE Forms 100 and pays all claims against them.

1.5. **Documentation** . BCE Commander maintains USAFE Form 11 and USAFE Form 100, and all supporting documents according to RDS located in AFRIMS: <https://www.my.af.mil/gcss-af61a/afirms/afirms/rims.cfm>.

2. Preparation and Distribution of USAFE Form 11 and USAFE Form 100.

2.1. AFCEC/CFEK Action for USAFE Form 11.

2.1.1. Upon receipt of approved projects and funding via OBADs (Operating Budget Authority Document) from AFCEC/CF (San Antonio), AFCEC/CFEK ensures that all blocks on the form are properly completed and all copies of the order are legible.

2.1.2. AFCEC/CFEK verifies the appropriation or appropriations cited and certifies funds availability by completing name, grade, title, signature of the certifying official and date signed.

2.1.3. AFCEC Financial Resources Office (AFCEC/CFEK). AFCEC/CFEK loads all USAFE Form 11s in pounds sterling (£) into EFR (Electronic File Room in DFAS/LI). DFAS/LI posts the USAFE Form 11 into IAPS (Integrated Accounts Payable System), ensuring the correct foreign currency conversion rate in the obligation stage. AFCEC/CFEK annotates clearly on the form, the contract number, program summary record (PSR), and the document summary record (DSR).

2.1.4. Form 11 second page, UK pounds (£), is sent to the DIO for their acceptance of the project and funding. AFCEC/CFEK keeps signed original document in project file.

2.2. DFAS(LI) Action for USAFE Form 11.

2.2.1. DFAS(LI) receives and maintains all USAFE Forms 11 awaiting invoice action. DFAS (LI) ensures all forms received are complete and legible.

2.3. FMA Action for USAFE Form 100.

2.3.1. Upon receipt of the approved order, the FMA ensures all blocks on the form are properly completed and all copies of the order are legible. Returns the order to the initiating office if it is incomplete or if the copies are not legible.

2.3.2. The FMA or a designated certifying officer determines the supplies or services being ordered are proper charges to U.S. appropriated funds, identifies the chargeable appropriation and fiscal year, and certifies availability of funds by completing Block 11. d. e. and f. If there is doubt about the propriety of the purchase or the appropriation chargeable, the certifying officer must consult the budget officer, legal and the initiating officer for clarification and determination of any and all questionable items. Carefully

review any request to fund a revised USAFE Form 100 issued in a prior fiscal year. Ensure prior year funds are not used to fund current year requirements according to DFAS-DE 7000.4-R, *Accounting for Obligations*.

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

2.3.4. The FMA forwards the USAFE Form 100 to the DFAS (LI) by transmittal and makes the following minimum distribution.

2.3.4.1. DFAS (LI) - one copy. Transmit the document via Fax or upload it to the Electronic File room (EFR).

2.3.4.2. FMA - one copy.

2.3.4.3. Initiating Office - original.

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

2.4. DFAS LI Action for USAFE Form 100.

2.4.1. The DFAS (LI) loads all USAFE forms into Integrated Accounts Payable System (IAPS) United States Air Forces Europe (USAFE) database, posts the USAFE Forms 100 in pounds (£), in the obligation stage using the correct foreign currency conversion rate, and, annotates clearly on the form the contract number, Program Summary Record (PSR), and Document Summary Record (DSR).

3. Accounting Procedures.

3.1. **General.** For USAFE Form 100, the base level FMA records, administers, and validates obligations for approval and funding. For USAFE Form 11, DFAS records, administers, and validates obligations for approval and funding.

3.1.1. For USAFE Form 11 and USAFE Form 100, the responsible office converts the pounds (£) obligations to dollar equivalents and records in accounting records as follows:

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

3.1.1.2. Uses an AF Form 616 as required to provide authority to cite funds to a designated UK base for supplies and services. For USAFE Forms 100, the base civil engineer (BCE) coordinates the funding and execution of the AF Form 616 with the FMA. Accounts for the AF Form 616 in accordance with DEFAS-DE 7010.5-R, *Direct Reimbursement and Receivable Transactions at Base Level*.

3.1.2. USAFE Form 11. After the final payment is made, AFCEC/CFEK submits an USAFE Form 11 amendment to the DIO and to DFAS (LI) to deobligate the remaining balance. If the remaining balance is a significant amount, AFCEC/CFEK ensures all performance documentation has been received. If a UK agency subsequently submits a valid claim for additional costs, AFCEC/CFEK recovers the USAFE Form 11 from the retained files in order to update the payment record to reflect the additional claim. If the claim exceeds the amount of the final USAFE Form 11, contacts the initiator to validate the claim and obtains a revised USAFE Form 11 before payment.

3.1.2.1. USAFE Form 100. After making final payment on the USAFE Form 100, the BCE provides a de-obligation letter to DFAS (LI) to de-obligate the remaining funds. A modification to the USAFE Form 100 is not required to de-obligate residual funds. If the remaining balance is a significant amount, the initiating office and the servicing FMA ensure all performance documentation has been received. If a UK agency subsequently submits a valid claim for additional costs, the BCE recovers the USAFE Form 100 from the retained files in order to update the payment record to reflect the additional claim. If the claim exceeds the amount of the final USAFE Form 100, contacts the initiator to validate the claim and obtains a revised USAFE Form 100 before payment.

3.1.3. AFCEC/CFEK for the USAFE Form 11 and the servicing FMA office for the USAFE Form 100 or the fund-holder reconciles and validates all unliquidated USAFE Form 100 obligations at least quarterly and at the end of each fiscal year, in accordance with DFAS-DE 7000.4-R. In addition, they perform a quarterly validation of all obligations in expiring appropriations and at least monthly during the last quarter. Aggressively follow-up on unliquidated obligations to prevent the loss of expiring funds and preclude payments for canceled year requirements being made out of current year funds.

3.2. Army and Air Force Exchange Service (AAFES) Construction USAFE Form 11 and Minor Construction & Repair USAFE Form 100.

3.2.1. Construction USAFE Form 11. AAFES Europe, Engineering (AAFES/EN), funds AAFES construction. AFCEC/CFEK prepares a USAFE Form 11 and forwards to AAFES/EN, the paying office. AFCEC/CFEK reviews all claims for AAFES construction for propriety. Upon confirmation, AFCEC/CFEK, prepares a letter transmitting the claims to HQ AAFESEUR/EN for payment directly to DE (USF).

3.2.2. Minor Construction & Repair USAFE Form 100. AAFES Europe Engineering (AAFES/EN) funds AAFES minor construction and repair. Base level AAFES requests minor construction/repair requirements to the BCE. When approved, BCE initiates the USAFE Form 100 and the Commander's appointed official with approving authority approves the USAFE Form 100, and forwards it to AAFES/EN for certification (in box 11 on the USAFE Form 100). AAFES/EN signs and returns the Form 100 to the BCE. The BCE forwards a copy to the DIO (USF), all claims are reviewed and validated by the Base BCE then sent to AAFES/EN for payment direct to DIO (USF).

3.3. Non-Appropriated Funds (NAF) Construction USAFE Form 11 and Minor Construction & Repair USAFE Form 100.

3.3.1. Construction USAFE Form 11. The Directorate of Services (HQ/USAF/SVA) funds NAF construction. The base services squadron requests construction requirements in writing to AFCEC/CF (San Antonio). Once approved, NAF forwards the funding and AFCEC/CFEK prepares the USAFE Form 11 and forwards it to the DIO with a copy going to NAF. AFCEC/CFEK reviews all claims for NAF construction for propriety. Upon confirmation, AFCEC/CFEK prepares a letter transmitting the claims to NAF for payment directly to the DIO.

3.3.2. Minor Construction & Repair USAFE Form 100. The Directorate of Services (HQ/USAF/SV) funds NAF minor construction and repair. Base Services Squadron requests minor construction/repair requirements to the BCE. When approved, the BCE initiates the USAFE Form 100 and the Commander's appointed official with approving authority approves the Form 100. The Base Services Squadron forwards the USAFE Form 100 to the Base Services Squadron NAF Office for certification (in box 11 on the USAFE Form 100). The NAF Office signs and returns the USAFE Form 100 to the BCE. The BCE forwards a copy of the USAFE Form 100 to the DIO (USF). The BCE reviews and validates all claims and then forwards them to the Base level NAF office for payment directly to the DIO.

3.4. Construction Projects in UK for Other (Non-United States Air Force) Department of Defense (DoD) Agencies for USAFE Form 11 and Minor Construction Projects (MCP) USAFE Form 100.

3.4.1. The Air Force may perform MCP work for other DoD agencies. Except for Defense Medical Facility Office (DMFO), the requesting activity will forward a MIPR to AFCEC/CFEK as the DoD Construction Agent.

3.4.2. Minor Construction Projects in UK for Other (Non-United States Air Force) Department of Defense (DoD) Agencies USAFE Form 100. Other DoD Agencies will issue MIPRs to the BCE to fund minor construction and repair. The BCE will accept MIPR on a direct cite (Category II) basis. The requesting activity's funds will be direct cited by the BCE on the USAFE Form 100, approved by the Commander's appointed official, certified by the FMA and sent, together with a copy of the MIPR and Form DD448-2 Acceptance, to DFAS (LI) for obligation.

3.4.3. Funding Obligations Incurred for Other DoD Agencies. Except for the DMFO, other DoD agencies will issue MIPRs to AFCEC/CFEK to fund construction projects in the UK. AFCEC/CFEK will accept the MIPR on a direct cite (Category II) basis. The requesting activity's funds will be direct-cited by AFCEC/CFEK on the USAFE Form 11. An Air Force MCP appropriation may not be used to fund these requirements.

3.5. Accounting Procedures – DMFO. The DMFO provides funding to AFCEC/CFEK using operating budget account number 1826. Although funded through USAF MCP channels, DMFO military construction projects are subject to the same fiscal restrictions as construction work for other DoD agencies. Accounting and reporting procedures for construction projects in UK for Other (Non-United States Air Force) Department of Defense

(DoD) Agencies are similar to those used for USAF military construction work because of the similarity in funding procedures in use for this organization.

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

3.7. Initiating MIPR Orders to Other DoD Agencies . Not all MCP is accomplished by the DIO or another UK agency. If another DoD activity is performing MCP for the Air Force, the BCE initiates a dollar denominated MIPR and forwards it to the Mildenhall FMA for fund certification.

3.7.1. The FMA retains one copy of the MIPR, records a commitment and returns the remaining copies to the BCE.

3.7.2. The BCE then forwards the MIPR to the performing activity. The performing activity accepts the MIPR by initiating a DD Form 448-2, *Acceptance of MIPR*, and returns sufficient copies to the BCE, who forwards an accepted copy of the MIPR to the FMA.

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

3.7.4. The performing activity bills the servicing activity by sending a bill to DFAS (LI) as detailed in Reimbursement Accounting Guidance and Standard Operating Procedures.

4. Performance Documentation.

4.1. Receiving and Acceptance Documents , USAFE Form 11. AFCEC/CFEK prepares and forwards a Receiving Report for each DIO UK invoice. When a Receiving Report is used, the responsible official must sign a statement, stamped on the invoice, which reads, "I certify that the services have been received and were accepted on (day, month, year)". The responsible official forwards the invoice to DFAS/LI along with a Receiving Report for payment. The AFCEC/CFEK chief or designated representative must sign the responsible official's certification.

4.2. Receiving and Acceptance Documents , USAFE Form 100. The BCE initiating the USAFE Form 100 receives all DIO UK invoices charged against that USAFE Form 100. The BCE also prepares and forwards the original copy of the receiving report, *Certificate of Acceptance of Services*, to the servicing FMA for each invoice no later than 30 days after the supplies or services have been received and accepted. Except in extreme situations, the BCE cites only one USAFE Form 100 for payment on each receiving report.

4.3. Statement of Financial Completion, USAFE Form 11. The DIO accomplishes the statement of completion and forwards it to AFCEC/CFEK who then forwards it, with a

certification letter directing de-obligation of remaining funds, with the final invoice to the DFAS-LI.

4.4. **Statement of Financial Completion, USAFE Form 100.** The BCE will forward a copy of each statement of financial completion to the FMA immediately upon receipt from the DIO (USF). The final invoice accompanies the statement. The FMA forwards the documents to the DFAS (LI) via fax or uploads them to EFR.

4.5. **Cost Overruns** . AFCEC/CFEK for the USAFE Form 11 and the BCE for the USAFE Form 100 obtains additional funding for an impending cost overrun before the completion of a project and initiates a revised USAFE Form 11 or USAFE Form 100, accordingly. The FMA forwards the Form 100 amendment to DFAS-LI for obligation.

5. Payment Procedures.

5.1. **General** . DFAS (LI) is the paying office for all billings and claims for purchases of supplies and services from UK government agencies (with the exception of Army and Air Force Exchange Service (AAFES) and Non-appropriated Fund (NAF)). DFAS (LI) makes payment when the agency submits a claim or invoice. For the purposes of this instruction, the words “claim” and “invoice” can be used interchangeably. Payments are processed as “for others” if funds of other agencies are cited on the USAFE Form 11 or the USAFE Form 100.

5.2. **Payment Voucher** . DFAS (LI) makes all payments to UK government agencies through IAPS and uses the automated SF 1034, *Public Voucher for Purchases and Services Other Than Personal*, to make payment according to this instruction. Each SF 1034 clearly references the USAFE Form 11 or the USAFE Form 100 that authorized the purchase, the invoice number, date of invoice, date of delivery, and the amount.

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

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

5.4. **Payments to DIO UK, USAFE Form 11.** The DIO UK submits an original of the invoice to AFCEC/CFEK.

5.4.1. AFCEC/CFEK prepares and forwards the certification of performance and invoice to DFAS-LI. AFCEC/CFEK also ensures sufficient funds are available for payments in IAPS and annotates the USAFE Form 11 number, as entered in IAPS, and the DSR to use when making payment. AFCEC/CFEK must resolve any discrepancies prior to forwarding the documentation to the DFAS (LI).

5.5. **Payments to DIO UK, USAFE Form 100.** The DIO UK submits a copy of the invoice to the appropriate BCE.

5.5.1. The BCE prepares and forwards the original acceptance of services, with the invoices attached, to the servicing DFAS Cite only one USAFE Form 100 per DD Form

428. Due to IAPS constraints, the BCE references only those multiple invoices that are consecutively numbered on any one DD Form 428.

5.5.2. Upon receipt of the invoice and receiving report, the BCE ensures the total of the invoice or invoices matches the total cited on the DD Form 428. The BCE ensures only one USAFE Form 100 is referenced for payment per DD Form 428 and sufficient funds are available for payment in IAPS. The BCE also annotates on the DD Form 428 the USAFE Form 100 number as entered in IAPS and the DSR to use when making the payment. The BCE must resolve any discrepancies prior to forwarding the documentation the DFAS (LI). The BCE forwards the original proper invoice and two copies to the DFAS (LI) via fax or uploads them to EFR.

5.6. **Payment Terms** . The DFAS (LI) will make every effort to process the invoice in IAPS within 2 working days of receipt. Payment terms are net 10 working days.

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

5.7.1. Upon receipt of an invoice and receiving report from BCE, the NAF AO makes payment to the UK Agency or Vendor in pounds (£).

5.7.2. The NAF AO must issue a check in pounds sterling payable to the UK Agency or Vendor. The NAF AO will contact the DIO UK if payment is not made within 10 working days of receipt of the invoice and receiving report. The NAF AO is responsible for accomplishing second requests and elevating subsequent follow-up.

5.8. **Payment for AAFES/ USAFE Forms 100.** AAFES/EN makes payment for AAFES/EN funded minor construction and repair. AAFES fund balances are not maintained in the DFAS(LI)'s accounting system database.

5.8.1. Upon receipt of an invoice from the BCE, the AAFES/EN makes payment to the UK Agency in pounds sterling.

5.8.2. The AAFES/EN must issue a check in pounds sterling payment to the UK Agency. Payment is to be made within 10 working days of receipt of the invoice.

5.9. **Payments to UK Agencies other than DIO UK** . Make payments to other UK agencies in a similar manner to the claims procedures for the DIO UK.

5.9.1. Each agency submits a claim to the BCE or AFCEC/CFEK.

5.9.2. The originating activity furnishes the BCE or AFCEC/CFEK with the documents previously described in paragraph **5.2.1**.

5.9.3. USAFE Form 11, AFCEC/CFEK forwards all necessary paperwork, including the obligating document or contract, to DFAS (LI) for payment via EFR. USAFE Form 100, the BCE forwards the package to the FMA. The FMA, in turn, forwards all necessary paperwork, including the obligating document or contract, to DFAS (LI) for payment via EFR.

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

TREVOR L. WILLIAMS, Colonel, USAF
Chief, Financial Management & Analysis

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

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

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

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

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

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

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

Prescribed Forms

USAFE100, *Supplies or Services Order under US – UK Government Agreements*.

USAFE11, *UK Construction Fund Authorization*

Adopted Forms

DD448-2, *Acceptance of MIPR*

DD1155, *Order for Supplies and Services*

SF1034, *Public Voucher for Purchases and Services Other Than Personal*

SF1080, *Voucher for Transfers Between Appropriations and/or Funds*

SF1449, *Solicitation/Contract/Order for Commercial Item*

AF616, *Fund Cite Authorization (FCA)*

DD428, *Certificate of Acceptance of Services*

Abbreviations and Acronyms

AFRIMS—Air Force Records Information Management System

AO—Accounting Office

BCE—Base Civil Engineering

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

DMFO—Defense Medical Facility Office

DoD—Department of Defense

DSR—Document Summary Record

FCFA—Foreign Currency Fluctuation Account

FMA—Financial Management Analysis and Liaison

IAPS—Integrated Accounts Payable System

AFCEC UK— Air Force Civil Engineer Center, RAF Mildenhall

MCP—Military Construction Project

MIPR—Military Interdepartmental Purchase Request

NAF—Non-appropriated Fund

RDS—Records Disposition Schedule

UK—United Kingdom

U.S—United States

USAF—United States Air Force

USAFE—United States Air Forces in Europe

USF—United States Forces

Attachment 2

USAFE FORM 11 AND USAFE FORM 100

Figure A2.1. Sample of completed USAFE Form 11

USAFE FORM 11, 19990501 (EF-V2) PREVIOUS EDITION IS OBSOLETE

UK CONSTRUCTION FUND AUTHORIZATION		TO: Defence Infrastructure Organization (DIO) Bazalgette Pavilion Huntingdon, Cambridgeshire, PE28 2EA		FROM: AFCEC/CFEK PSC 37, Box 9000 Suffolk IP28 8NF	
1. INSTALLATION 0		2. REFERENCE NUMBER 0		3. AUTHORIZATION NUMBER 0	
				4. DATE (YYYYMMDD) 1900-01-00	
<p>The agreement for this form is the US/UK Cost Sharing Arrangement dated 4 April 1973, which specifies that US construction will be accomplished by UK Government in return for reimbursement of actual costs plus 7 1/2% Departmental Expenses.</p> <p>A. This document constitutes formal authorization and obligation of US funds for payment of costs for construction accomplished for the project(s) listed below. Financial liability generated against the US will not exceed the amount(s) shown in the NET AMOUNT AUTHORIZED column. Invoices against the US for reimbursement and documentation supporting Defence Estates (USF) expenditures for construction according to this authorization submitted to USAFE/ATCWF on a timely basis and will be identified by project title and repayment number.</p> <p>B. 7 1/2% Departmental Expenses (DE's) are applicable to the project(s) listed below.</p>					
5. FUNDING AUTHORIZATION					
PROJECT TITLE AND POC NUMBER (a)	PREVIOUS NET AUTHORIZATION (b)		ADJUSTMENTS (c)		NET AMOUNT AUTHORIZED (d)
	NUMBER	AMOUNT	INCREASE	DECREASE	
0					
0	0	£ 0.00	£ 0.00	£ 0.00	
0	0	£ 0.00	£ 0.00	£ 0.00	
0	0	£ 0.00	£ 0.00	£ 0.00	
0	0	£ 0.00	£ 0.00	£ 0.00	
0	0	£ 0.00	£ 0.00	£ 0.00	
0	0	£ 0.00	£ 0.00	£ 0.00	
0	0	£ 0.00	£ 0.00	£ 0.00	
0	0	£ 0.00	£ 0.00	£ 0.00	
0	0	£ 0.00	£ 0.00	£ 0.00	
(e). TOTAL CONTRACT AMOUNT					
<p>6. According to the terms of the above cited agreement, DE (USF) must furnish the construction services detailed in the above schedule and attachments hereto, if any.</p> <p style="text-align: center;"><i>I certify that this order is issued in accordance with applicable directives.</i></p>					
a. PRINTED NAME, GRADE AND TITLE OF OFFICER INITIATING ORDER		b. SIGNATURE		c. DATE (YYYYMMDD) 1900-01-00	
7. APPROVAL BY COMMANDER OR DESIGNEE					
a. PRINTED NAME, GRADE AND TITLE		b. SIGNATURE		c. DATE (YYYYMMDD)	
8. ACCOUNTING CLASSIFICATION CERTIFICATION					
<p>I certify that the construction services listed above are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof and funds have been obligated.</p>					
a. ACCOUNTING CLASSIFICATION			b. AMOUNT		
0					
c. PRINTED NAME, GRADE AND TITLE OF CERTIFYING OFFICIAL		d. SIGNATURE		e. DATE (YYYYMMDD)	
9. ACKNOWLEDGEMENT BY DE (USF)					
TO: AFCEC/CFEK PSC 37, Box 9000 Suffolk IP28 8NF			FROM: Defence Infrastructure Organization (DIO) Bazalgette Pavilion Huntingdon, Cambridgeshire, PE28 2EA		
<p>The NET AMOUNT AUTHORIZED above is accepted as adequate to cover the construction cost of the project (s) as estimated at this date.</p>					
a. DATE (YYYYMMDD)		b. ACCEPTED FOR DE (USF) BY:		c. AMOUNT	
				£	

USAFE FORM 11, 19990501 (EF-V2) PREVIOUS EDITION IS OBSOLETE

Figure A2.2. Sample of completed USAFE Form 100.

SUPPLIES OR SERVICES ORDER UNDER US - UK GOVERNMENT AGREEMENTS					PAGE 1 OF 1 PAGES	
1. ORDER NUMBER ¹ LAK08-001		2. BASIC OR CHANGE NO. Basic		3. DATE PREPARED (YYYYMMDD) 20080530		
<i>INSTRUCTIONS: Sign in ball point pen or indelible pencil ensuring that signatures and dates appear on all copies. Use British mailing addresses.</i>						
4. TO DE/USF, BASE TOWN CITY, ZIP		5. ISSUED BY: 48 CES/CERF, BUILDING NUMBER TOWN CITY		6. DELIVER TO: AS BLOCK 2		
7. AGREEMENT UNDER WHICH ISSUED		8. DELIVERY DATE (YYYYMMDD) OR PROJECT NO. ² MSET08-XXXXX		10. INVOICES TO & PAYMENT MADE BY: DEFENSE FINANCE & ACCOUNTING SERVICE - EUROPE - LI		
		9. INITIATING OFFICE CONTROL NO. LAKCERF 08-XXX				
11. SCHEDULE						
ITEM NO.	SUPPLIES OR SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT	
					E	P
	SURVEY BPD AND CROSS CONNECTIONS	1	EA	50,000.00	50,000.00	
SAMPLE						
TOTAL					50,000.00	
12. a. In accordance with the terms of the above cited agreement, request you furnish the supplies and/or services detailed in the above schedule and attachments hereto if any. b. I certify that this order is issued in accordance with applicable directives.						
c. PRINTED NAME, GRADE AND TITLE OF OFFICER INITIATING ORDER John Doe, Grade/Rank Chief Engineering Flight		d. SIGNATURE		e. DATE (YYYYMMDD)		
13. APPROVAL BY THE COMMANDER OR HIS/HER DESIGNEE						
a. PRINTED NAME, GRADE AND TITLE John Doe, Grade/Rank Dep Base Civil Engineer		b. SIGNATURE		c. DATE (YYYYMMDD)		
14. I certify that the supplies and/or services listed above are properly chargeable to the following appropriation(s), the available balances of which are sufficient to cover the cost thereof.						
a. ACCOUNTING CLASSIFICATION(S) 57X3400 30X 80XX XXXXX 01 532 667100					b. E	c. P
					50,000.00	
d. PRINTED NAME, GRADE AND TITLE OF CERTIFYING OFFICIAL John Doe, Grade/Rank Certifying Official		e. SIGNATURE		f. DATE (YYYYMMDD)		
TO BE COMPLETED BY UK AGENCY FOR MINOR WORKS SERVICES ONLY						
15a. ESTIMATED COMMENCEMENT DATE (YYYYMMDD)		15b. SIGNATURE		15c. DATE (YYYYMMDD)		
¹ The order number will consist of: a. The three letter code of the installation; b. "100" representing form number; c. The last two digits of the fiscal year of issue; d. A five digit extension commencing at the beginning of each year (i.e. 00001). Example: MIL 1000500001. ² Enter project number of minor Works Services, (otherwise enter period covered or date delivery required)						