

**BY ORDER OF THE COMMANDER
WARNER ROBINS AIR LOGISTICS
COMPLEX**

**WARNER ROBINS AIR LOGISTICS
COMPLEX INSTRUCTION 65-605**

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Financial Management

***FUNDING DOCUMENT
MANAGEMENT PROCESS***

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This instruction implements AFI 65-601, Volume 2, *Budget Management for Operations*. It establishes responsibility within Warner Robins Air Logistics Complex (WR-ALC) for review and reconciliation of commercial documents in the financial systems supporting Consolidated Sustainment Activity Group - Maintenance (CSAG-M) fund cites. In addition, it establishes the policy, flow of documents, and procedures for research and analysis of WR-ALC commercial funding documents. It applies to all group and staff office personnel who initiate requirements, henceforth referred to as fund holders. It applies solely to the funding document management process (FDMP) within WR-ALC. The FDMP is a cradle-to-grave process that starts with the initiation of the commercial funding document and ends with a document that is properly closed in all applicable financial systems. For additional guidance on reconciliation of unliquidated obligations (ULOs), refer to Department of Defense (DoD) Financial Management Regulation (FMR) 7000.14-R, Volume 11B, *Reimbursable Operations Policy –Working Capital Funds (WCF)*, located at <http://comptroller.defense.gov/fmr.aspx>; DoD FMR 7000.14-R, Volume 3, Chapter 8, *Standards for Recording and Reviewing Commitments and Obligations*, located at <http://comptroller.defense.gov/fmr.aspx>; and the Defense Finance and Accounting Service (DFAS) Instruction 7220.4-I, *Memorandum of Agreement Between Defense Finance and Accounting Service and Air Force Accounting and Finance Office*, maintained on the SAF/FMFC SharePoint.

Report errors, suggest revisions, and recommend corrective action about this publication to the office of primary responsibility (OPR) using the Department of the Air Force (DAF) Form 847,

Recommendation for Change of Publication. This publication may be supplemented at any level, but all direct supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Requests for waivers must come through the chain of command from the commander or civilian director of the maintenance group or staff office seeking relief from compliance. Waiver requests will be submitted using the DAF Form 679, *Department of the Air Force Publication Compliance Item Waiver Request/Approval*, or via electronic mail (e-mail) or memorandum if the form is unavailable. Waiver requests must be submitted to the OPR; waiver authority has not been delegated. This publication is exempt from tiering pursuant to Department of the Air Force Instruction (DAFI) 90-160, *Publications and Forms Management*, **paragraph 1.5.3**. Ensure that all records created as a result of processes prescribed in this instruction are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW the AF Records Information Management System Records Disposition Schedule located at <https://afrims.cce.af.mil/>. See **Attachment 1** for glossary of references and supporting information.

SUMMARY OF CHANGES

This interim change revises WR-ALCI 65-605 by changing the role of the Acquisition Support Branch (WR-ALC/OBC) to initiate depot maintenance funding documents that also include MORDs for arbitration and court reporter payments. An asterisk (*) precedes newly revised material.

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1. Policy.

1.1. Group/staff office fund holders will comply with regulatory guidance on reconciliation of funding documents.

1.1.1. Per DoD FMR 7000-14R, Volume 3, Chapter 8, “The fund holder is responsible for conducting reviews of obligations and unfilled customer orders (UFCO), regardless of whether the fund holder or the financial manager actually records the obligations in the official accounting records.”

2. Responsibilities.

2.1. The WR-ALC commander has delegated the FDMP responsibility to the WR-ALC Financial Management Office (WR-ALC/FM).

2.2. WR-ALC/FM will:

2.2.1. Provide policy, procedures, and guidance to groups/staff offices on all funding document management matters.

2.2.2. Notify and suspend all group/staff office fund holders or appropriate point of contact (POC) for required periodic reviews of financial documents.

2.2.3. Provide related advice/assistance on the FDMP and related financial systems to groups/staff offices.

2.3. The FM Analysis and Policy Branch (WR-ALC/FMA) will:

2.3.1. Monitor management of the WR-ALC FDMP to include publishing updates to this instruction.

2.3.2. Serve as the Complex oversight authority for Dormant Account Review Quarterly (DAR-Q), open commitment review, data calls, Miscellaneous Obligation/Reimbursement Document (MORD) and Military Interdepartmental Purchase Request (MIPR) reviews, and financial audits.

2.3.3. Serve as the Complex oversight authority for the FM stakeholders' charts.

2.3.4. Serve as OPR for the research, reconciliation, and closure of fiscal year (FY) 04 and prior open documents and all staff office documents encompassing all FYs, and upload all supporting documentation in FMSuite, except CIP.

2.3.5. Review staff funding documents except funding documents created by MAPO (reference [paragraph 2.5.1](#)) and supplemental files for accuracy (specifically the line of accounting), process minor funding line corrections, and forward for certification or return to initiator for corrections within a 24-hour timeframe. **Note:** Facility Maintenance/Architectural & Engineering Design (A&E) and Real Property Alterations, and CIP items are processed by the Infrastructure Support Flight (402 MXSG/MXDEI).

2.3.6. Review dormant records to evaluate the status quarterly and document corrective action as necessary within 10 calendar days after identification, following up monthly until corrective action and general ledger posting has occurred.

- 2.3.7. Act as approving official (AO) of AF Form 4009, *Government Purchase Card Fund Cite Authorization*, for WR-ALC/FM cardholders (CH) as defined in DAFI 64-117_WR-ALC Supplement, *Government Purchase Card (GPC) Program*.
- 2.3.8. Develop and distribute end-of-year AF Form 4009 procedures.
- 2.3.9. Initiate and reconcile AF Form 4009s for WR-ALC/FM CHs.
- 2.3.10. Coordinate WR-ALC funding document matters with affected groups/staff offices or focus areas and external financial organizations.
- 2.3.11. Assist staff offices in matters of government-wide purchase card (GPC) procedures/research, establishment of new accounts, reconciliation to include the cost transfer process, and use of financial systems for retrieval of required supporting documentation.
- 2.3.12. Receive and review all supporting documentation to include Budget Authorization Forms (BAF) and Requirement Approval Documents (RAD) to ensure available funding.
- 2.3.13. Manage and reconcile base operating support Department of Defense (DD) Forms 448, *Military Interdepartmental Purchase Request*.
- 2.3.14. Manage and reconcile Air Force Materiel Command (AFMC) and other major command (MAJCOM) DD Forms 448.
- 2.3.15. Initiate, manage, and reconcile CSAG-M Defense Logistics Agency (DLA) surcharge for issue and receipt DD Forms 448. **Note:** CIP items are processed by 402 MXSG/MXDEI.
- 2.3.16. Initiate, manage, and reconcile industrial prime vendor MORDs/MIPRs.
- 2.3.17. Use Attachments **3, 5, and 6** for steps in validation of documents, as needed.
- 2.4. The FM Budget and Analysis Branch (WR-ALC/FMB) will:
- 2.4.1. Receive and review supporting documentation and RAD to ensure available funding.
- 2.4.2. Process AF Form 185, *Project Order*.
- 2.4.3. Accept DD Form 448-2, *Acceptance of MIPR*, linked to customer orders.
- 2.5. The WR-ALC Group Financial Management Offices will:
- 2.5.1. Initiate, as needed, documents in the Funds Request and Certification (FRC) system; AF Form 406, *Miscellaneous Obligation/Reimbursement Document*; AF Form 4009, DD Form 448, and DD Form 448-2 that are not processed by WR-ALC/OBC (i.e., mass transportation, hazardous material, and settlement MORDs).
- 2.5.1.1. Not process any funding documents that go through contracting.
- 2.5.2. For MIPRs, receive DD Form 448-2 within 30 days of issuance and upload into Comptroller Services Portal (CSP) for obligation.
- 2.5.3. Review funding documents except funding documents created by MAPO (reference [paragraph 2.5.1](#)) and supplemental files for accuracy (specifically the line of accounting), process minor funding line corrections, and forward for certification or return to initiator

for corrections within a 24-hour timeframe. **Note:** Facility Maintenance/Architectural & Engineering Design (A&E) and Real Property Alterations, and CIP items are processed by 402 MXSG/MXDEI.

2.5.4. Verify monthly that approved financial documents initiated are posted to financial systems correctly.

2.5.5. Research and analyze open documents monthly using the open document listing (ODL) from Commander's Resource Integration System (CRIS).

2.5.6. Perform research and reconciliations on DAR-Q, MORD and MIPR reviews, open commitment reviews, and other data calls/financial audits within established timeframe or suspense dates. De-obligate remaining funds on previous AF Form 4009 by December of current FY. Maintain supporting documentation IAW DoD FMR 7000.14-R, Volume 3, Chapter 8.

2.5.6.1. Upload all supporting documentation in FMSuite and/or Advana (as applicable).

2.5.6.2. Review initiated documents (i.e., open commitments, obligations) to evaluate the status quarterly. If dormant, document corrective action in FRC as necessary within 10 calendar days after identification, following up monthly until corrective action and general ledger posting has occurred.

2.5.7. Validate MORDs with an effective date greater than 90 days old (a list is generated on the 10th day of every month and must be validated by the 25th day of the month).

2.5.8. Act as AO/RA of AF Form 4009 for Group CHs, as defined in DAFI 64-117_WR-ALC Supplement.

2.5.9. Request budget loads and manage/reconcile Project Funds Management Record (PFMR) funding to ensure available funding.

2.5.10. Use Attachments **3, 5, and 6** for steps in validation of document, as needed.

2.6. The Acquisition Support Branch (WR-ALC/OBC) will:

2.6.1. Act as liaison between WR-ALC and the applicable contracting offices.

2.6.2. Initiate all funding documents AF Form 9, *Request for Purchase*; AF Form 406, AF Form 4009, and DD Form 448 in FRC for WR-ALC requirements. This includes annual and one-time services (annual GPC maintenance, contract labor, equipment maintenance, rentals/leases, etc.) and supplies (stock-listed equipment and vehicles, information technology hardware and software assets (including software maintenance), furniture, and commercial non-stock listed equipment requiring contractor installation and training, etc.). This does not include raw material, hazardous material, or non-stock listed supplies and equipment that does not require contractor installation and training. These requirements are ordered through Logistics Readiness Squadron (LRS) procedures. **Note:** Facility Maintenance/Architectural & Engineering Design (A&E) and Real Property Alterations (to include contract-by-requestor), and CIP items are processed by 402 MXSG/MXDEI.

2.6.3. Receive BAF and other supporting acquisition documentation from groups/staff offices and initiate depot maintenance funding documents in FRC. **Note:** Facility

Maintenance/Architectural & Engineering Design (A&E) and Real Property Alterations, and CIP items are processed by 402 MXSG/MXDEI.

2.6.4. Prepare complete purchase request (PR) packages.

2.6.5. Verify financial documents are posted to financial systems correctly (e.g., CRIS, etc.).

2.6.6. For MIPRs, receive DD Form 448-2 within 30 days of issuance and upload into CSP for obligation.

2.6.7. Track funding through all stages of accounting until the order is complete.

2.6.8. Review initiated documents (i.e., open commitments, obligations) to evaluate the status quarterly. If dormant, document corrective action in FRC as necessary within 10 calendar days after identification, following up monthly until corrective action and general ledger posting has occurred.

2.6.8.1. Close/cancel outstanding commitments that remain unobligated upon expiration of the period of availability.

2.6.8.2. For valid dormant balances, upload documentation in FMSuite to support the balance.

2.6.9. Provide monthly contract status reports to groups/staff offices.

2.6.10. Record receipts of items/services in the Wide Area Workflow/Procurement Integrated Enterprise Environment (WAWF/PIEE) in a timely manner upon approval by the contracting officer representative or requirement owner as applicable to reduce interest penalty.

2.6.11. Process and certify invoices in a timely manner.

2.6.12. Initiate and reconcile AF Form 4009 purchases for CSAG-M annual services (excluding one-time services, personal wireless communication devices, printing, and training).

2.6.12.1. Upload necessary supporting documentation in FMSuite.

2.6.13. Use Attachments **3, 5, and 6** for steps in validation of document, as needed.

2.7. The WR-ALC groups/staff offices will:

2.7.1. Use the financial database to initiate BAFs and forward other PR supporting documentation to WR-ALC/OBC. **Note:** Facility Maintenance/Architectural & Engineering Design (A&E) and Real Property Alterations, and CIP items are processed by 402 MXSG/MXDEI.

2.7.2. Provide timely verification to WR-ALC/OBC of receipt of goods or services for WR-ALC/OBC initiated funding documents if required by contractual documentation. For funding documents not initiated in WR-ALC/OBC, verify receipt of goods and performance of services.

3. Procedures.

3.1. Per DoD FMR 7000.14-R, Volume 3, Chapter 8, it is the responsibility of the group/staff office fund holders to track the funding document through the commitment/obligation phase

to document closure. The procedures below establish the funding document flow for WR-ALC.

3.1.1. The BAF request for funding approval is initiated within the financial database by organizations including, but not limited to, the responsible WR-ALC group/staff office. The approved BAF and all supporting documentation, is forwarded to WR-ALC/OBC. **Note:** Facility Maintenance/Architectural & Engineering Design (A&E) and Real Property Alterations, and CIP packages are processed by the 402 MXSG/MXDEI.

3.1.2. A funding document is generated in FRC by WR-ALC/OBC or group/staff office. **Note:** Facility Maintenance/Architectural & Engineering Design (A&E) and Real Property Alterations, and CIP items are processed by 402 MXSG/MXDEI.

3.1.3. Documents are reviewed/approved in FRC and forwarded for certification to the 78th Comptroller Squadron Financial Management Office (78 CPTS/FM). If the certified document is for a service (SA, ST, or SU cost code), it is then input by 78 CPTS/FM into IAPS and the Defense Industrial Financial Management System (DIFMS). (Exception: Fuel MORDs and credit/negative MORDs are not loaded in IAPS/General Accounting and Finance System (GAFS). All material funding documents (MU cost code) are loaded into IAPS by 78 CPTS/FM and into the NIMMS by AFSC/FMRD.

3.1.4. Retrieve ODL monthly using CRIS to track the status of open documents. Instructions on pulling CRIS ODL reports and the required steps to remove excess/invalid funds are in [Attachment 7](#). **Note:** The Corporate Electronic Document Management system (CEDMS) 7310-645 Asset/Liability Report is the DIFMS-equivalent to an ODL.

3.1.5. The commitment transaction should be verified in the general accounting and finance system (GAFS/BQ) and DIFMS by the fund holders in the groups/staff offices. The CRIS tool can be used to verify the commitment transaction in GAFS. The CEDMS 7310-645 report can be used to verify the commitment in DIFMS.

3.1.6. Closed documents in the GAFS/BQ system interface to DIFMS via the Defense Finance and Accounting Service (DFAS) Integration Engine. A closed document in GAFS/BQ, which is visible on the CEDMS 7310-645 report, is an indication that the transaction has rejected and not processed in DIFMS. Air Force Sustainment Center Cost Accounting (AFSC/FMR) works DIFMS reject reports and will take the necessary action to correct the error and close the document.

3.2. The DAR-Q suspense is levied to WR-ALC Fund Holders (from 78 CPTS/FM) three times annually (see [Attachment 4](#)) with two taskings within the three review periods. Open commitment, MORDS, and MIPR reviews are tasked to WR-ALC (from 78 CPTS/FM) quarterly.

3.2.1. All documents on the DAR-Q will be reviewed and accepted/rejected by the fund holders within 5 working days after receipt.

3.2.2. The groups/staff offices will maintain supporting documentation for all documents reviewed for a period of 24 months following the completion of the review IAW DoD FMR 7000.14-R, Volume 3, Chapter 8 and AFRIMS RDS.

JON A. EBERLAN
Brigadier General
Commander

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

DAFI 90-160, *Publications and Forms Management*, 14 April 2022, Interim Change 1, 21 June 2023

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 65-601, Volume 2, *Budget Management for Operations*, 29 January 2021

DoD FMR 7000.14-R, Volume 11B, *Reimbursable Operations Policy –Working Capital Funds*, April 2022

DoD FMR 7000.14-R, Volume 3, Chapter 8, *Standards for Recording and Reviewing Commitments and Obligations*, August 2023

DAFI 64-117_WR-ALC Supplement, *Government Purchase Card (GPC) Program*, 5 March 2024

Adopted Forms

AF Form 9, *Request for Purchase*

AF Form 185, *Project Order*

AF Form 406, *Miscellaneous Obligation/Reimbursement Document*

AF Form 4009, *Government Purchase Card Fund Cite Authorization*

DAF Form 679, *Department of the Air Force Publication Compliance Item Waiver Request/Approval*

DAF Form 847, *Recommendation for Change of Publication*

DD Form 448, *Military Interdepartmental Purchase Request*

DD Form 448-2, *Acceptance of MIPR*

Standard Form (SF) 1081, *Voucher and Schedule of Withdrawals and Credits*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFMC—Air Force Materiel Command

AFSC/FMR—Air Force Sustainment Center Cost Accounting

AFSC/PZIM—Air Force Sustainment Center, Robins Air Force Base, Maintenance Contracting Branch

AFSC/PZIO—Air Force Sustainment Center Robins Air Force Base Operational Contracting Branch

ALO—Accounting Liaison Office

AO—Approving Official
A&E—Architectural & Engineering Design
BAF—Budget Authorization Form
CEDMS—Corporate Electronic Document Management System
CH—Cardholder
CIP—Capital Investment Program
CRIS—Commander’s Resource Integration System
CSAG-M—Consolidated Sustainment Activity Group - Maintenance
DAPS—Defense Automated Printing Service
DAR-Q—Dormant Account Review Quarterly
DD—Department of Defense
DFAS—Defense Finance Accounting Service
DAF—Department of the Air Force
DAFI—Department of the Air Force Instruction
DIFMS—Defense Industrial Financial Management System
DLA—Defense Logistics Agency
DoD—Department of Defense
EDA—Electronic Document Access
EDM—Electronic Document Management
ESP—Emergency and Special Program
FDMP—Funding Document Management Process
FM—Financial Management
FMR—Financial Management Regulation
FMSuite—Financial Management Suite
FRC—Funds Request and Certification
FY—Fiscal Year
GAFS/BQ—General Accounting and Finance System
GPC—Government Purchase Card
GSA—General Services Administration
HQ—Headquarters
HQ AFMC/FMA—Headquarters Air Force Materiel Command Financial Analysis Division
IAPS—Integrated Accounts Payable System

IAW—In Accordance With

LRS—Logistics Readiness Squadron

MAJCOM—Major Command

MIPR—Military Interdepartmental Purchase Request

MOCAS—Mechanization of Contract Administration Services

MORD—Miscellaneous Obligation/Reimbursement Document

NIMMS—Naval Industrial Material Management System

NULO—Negative Unliquidated Obligation

ODL—Open Document Listing

OPR—Office of Primary Responsibility

POC—Point of Contact

PR—Purchase Request

RAD—Requirement Approval Document

SF—Standard Form

TBD—To Be Determined

ULO—Unliquidated Obligation

UFCO—Unfilled Customer Orders

WAWF/PIEE—Wide Area Workflow/Procurement Integrated Enterprise Environment

WCF—Working Capital Fund

WR-ALC—Warner Robins Air Logistics Complex

WR-ALC/FM—Warner Robins Air Logistics Complex Financial Management Office

WR-ALC/FMA—Warner Robins Air Logistics Complex Financial Management Analysis and Policy Branch

WR-ALC/FMB—Warner Robins Air Logistics Complex Financial Management Budget and Analysis Branch

WR-ALC/OBC—Acquisition Support Branch

WR-ALC/OBH—Workforce Development and Training Branch

WR-ALC/OBHA—Training Management Element

78 ABW/SCP—78th Air Base Wing Communications Directorate Special Missions Division

78 CPTS/FM—78th Comptroller Squadron Financial Management Office

78 CPTS/FMAS—78th Comptroller Squadron Financial Management Analysis Support Section

402 MXSG/MXDEI—Infrastructure Support Flight

Terms

Advana—Centralized data and analytics platform that provides DoD users with common business data, decision support analytics, and data tools and hosts the DAR-Q. <https://advana.data.mil>

CEDMS—Web-based electronic file room providing repository for managing DFAS documents. <https://cedms.dfas.mil/CEDMS>.

FRC—Standard system used for processing financial documents. <https://fmsuite.cce.af.mil>.

DLA Document Services—Defense Automated Printing Service (DAPS) printing website used for printing DD Form 448 obligation/payment history. <https://dso.dla.mil/DSF>.

FMSuite—Used to monitor open documents. <https://fmsuite.cce.af.mil>. *Note:* Per DFAS Instruction 7220.4-I, the DAR-Q is now conducted using the Advana tool.

WAWF/PIEE—Web-based invoicing and receiving report system for contract-based payments. <https://wawf.eb.mil>.

Attachment 2**FINANCIAL SYSTEMS AND POCS****A2.1. Below is a listing of financial systems and POCS used in the funding document management process.**

A2.1.1. FRC – System through which most documents are created and processed for funding approval. (78 CPTS/FMAS)

A2.1.2. GAFS/BQ – United States AF standard base-level accounting system. (78 CPTS/FMAS)

A2.1.3. IAPS – Used to track documents paid by DFAS centers and validate obligations and payments made to a contract. (78 CPTS/FMAS)

A2.1.4. CRIS – Provides information/reports on the financial/accounting status of open documents. (HQ AFMC Financial Analysis Division [HQ AFMC/FMA] – cris.fmo@wpafb.af.mil, DSN 787-3117 or commercial 937-257-3117)

A2.1.5. Electronic Document Access (EDA) – Provides electronic copy of awarded contracts. (78 CPTS/FMAS)

A2.1.6. WAWF/PIEE – Tool to validate receipts, invoices, final payments, and billing information from contracts/vendors listed in EDA. (78 CPTS/FMAS)

A2.1.7. Standard Contract Reconciliation Tool – Provides contract information. (78 CPTS/FMAS)

A2.1.8. Access on Line – On-line banking system that tracks GPC purchases. (AFSC Robins Air Force Base Operational Contracting Branch [AFSC/PZIO])

A2.1.9. DIFMS and CEDMS – DIFMS is the CSAG official financial system of record. CEDMS provides reports from DIFMS. (78 ABW Communications Directorate Special Missions Division [78 ABW/SCP])

A2.1.10. Mechanization of Contract Administration Services (MOCAS) – Provides obligation and disbursement information on contracts paid by DFAS Columbus. (CCO-AF-HELPDESK@DFAS.mil)

A2.1.11. Standard Contract Reconciliation Tracking – Identifies disconnects between contract systems. (SCRT.Helpdesk@dfas.mil or DSN 869-4899)

A2.1.12. FMSuite – Tool to assist in managing financial documents within an organization.

Attachment 3

FUNDING DOCUMENT MANAGEMENT PROCESS (FDMP) TRAINING REFERENCE GUIDE

A3.1. Purpose. This attachment provides a reference tool to aid personnel in attaining training and skills necessary for the successful tracking, monitoring, and closing of funding documents, thereby ensuring accurate posting of expenses/obligations during the FY of execution and minimum prior year expense credits/ULOs.

A3.2. WR-ALC Group/Staff Office Functional Duties and Responsibilities.

A3.2.1. Thorough knowledge of organization's programs and fiscal requirements.

A3.2.2. Serves as financial advisor to group/staff office commander/director.

A3.2.3. Financial working group member.

A3.2.4. Primary POC for group/staff office resource advisors.

A3.2.5. Proficient in using financial systems and generating reports as shown in [Table A3.1](#).

Table A3.1. Financial Systems and Reports.

Financial System	Requirement
CRIS	Selective Transaction History
	ODL
	Address Listing
	Financial Status
FRC	Knowledge of all locally used forms:
	DD form 448 (Reimbursable, PRs)
	MORDs
	AF Form 9
	AF Form 185
	AF Form 4009
	Approval of FRC data, as required
	Verify accounting classification
Confirm availability of funding	
MOCAS	Research contracts paid by DFAS Columbus (paying station 84, 85, or 86)
IAPS	Research tool for Obligation/Fund Status and payments
WAWF/PIEE	Research tool to validate receipts, invoices, final payments, billing information from contacts/vendors

A3.2.6. Dormant Account Review.

A3.2.6.1. Mandated review of commitments and obligations three times per year and managed through FMSuite.

A3.2.6.1.1. Dormant obligations (accounting lines with no action for 180 days).

A3.2.7. Knowledge of the accounting/material systems.

A3.2.8. Maintain financial integrity at all times.

A3.2.9. Maintain propriety in the use of all funds.

A3.2.10. Analytical skills to include ability to read, interpret, and use the financial reports.

A3.2.11. Responsible for tracking individual documents through all stages of obligation to closure and/or de-obligation, as required.

A3.2.12. Must know status of organization's documents on a day-to-day basis.

A3.2.13. Must have Excel skills to compile, analyze, and interpret data.

A3.2.14. Assist FM personnel during close-out.

A3.2.15. Validate obligations.

A3.2.15.1. Request revised DD Forms 448-2 to close documents which have ULOs remaining.

A3.2.15.2. Issue revised DD Forms 448-2 to close any DD Form 448 where organization acts as supplier/vendor to release unused funds.

A3.2.15.3. Release funds from other obligatory documents as early as possible to assure proper use of funds.

Table A3.2. Funding Document Management Process (FDMP) Training Reference Guide.

System	System OPR	Training POC
Advana – DAR-Q		78 CPTS/FMA
CRIS	HQ AFMC/FMA	78 CPTS/FMA
FRC	78 CPTS/FMA	78 CPTS/FMA
DIFMS	78 ABW/SCP	WR-ALC/FMA
EDA/Electronic Document Management (EDM)	78 CPTS/FMA	WR-ALC/FMA
GAFS	78 CPTS/FMA	WR-ALC/FMA
EXCEL 1, 2, and 3	Computer-based training and/or classroom	WR-ALC/OBHA
FMSuite – FRC	78 CPTS/FMA	
IAPS	78 CPTS/FMA	78 CPTS/FMA
WAWF/PIEE	78 CPTS/FMA	On-the-job training or WR-ALC/FMA

Attachment 4

DAR-Q REVIEW SCHEDULE

Table A4.1. DAR-Q Review Schedule.

REVIEW PERIOD	OCT-JAN	FEB-MAY	JUN-SEP
GAFS/BQ as-of dates	After End of FY	31 Jan	31 May
Field site administrator creates review, notifies DFAS users to begin review and sends base file to Accounting Liaison Office (ALO)/78 CPTS/FMAS	2nd week of Oct “Daily Feeds” on-going	1st week of Feb “Daily Feeds” on-going	1st week of Jun “Daily Feeds” on-going
Field site administrator notifies DFAS users to stop review, create and send DFAS files to ALO/78 CPTS/FMAS; 78 CPTS/FMAS returns base files to DFAS	Approximately 60 days to work “Daily Feeds” on-going	Approximately 57 days to work “Daily Feeds” on-going	Approximately 60 days to work “Daily Feeds” on-going
78 CPTS/FMAS returns DFAS files to field site for recording adjustment requests	Approximately 46 days to work “Daily Feeds” on-going	Approximately 54 days to work “Daily Feeds” on-going	Approximately 51 days to work “Daily Feeds” on-going
ODL/memo with confirmation from field site to ALO/78 CPTS/FMAS	Approximately 10 days to work	Approximately 10 days to work	Approximately 10 days to work
78 CPTS/FM certification to MAJCOMs	To be determined (TBD)	TBD	TBD
MAJCOM/FM certification to AF Accounting and Finance Office	TBD	TBD	TBD
Secretary of the Air Force Financial Management certification to Office of the Secretary of Defense	TBD	TBD	TBD

Attachment 5**DOCUMENT TRACKING****A5.1. Steps Used in Validation of Contract Obligation.**

- A5.1.1. Review commitment document in FRC.
- A5.1.2. Run CRIS query to verify obligation/expenditure balances in GAFS/BQ and IAPS.
- A5.1.3. Review contract in EDA.
- A5.1.4. Review EDM and WAWF/PIEE for payments/invoices.
- A5.1.5. If MOCAS contract, check balance in MOCAS.
- A5.1.6. If payment/obligation errors are identified, forward corrective action required to appropriate POC.
- A5.1.7. If contract balances are accurate, contact WR-ALC/OBC for status of remaining funds.
- A5.1.8. Request modification/de-obligation letter through WR-ALC/OBC for submission to Contracting Office if funds are no longer needed.
- A5.1.9. Forward modification to DFAS; if not posted within 2 weeks, send e-mail notification to DFAS that the document is in EDA but not processed. DFAS will not post documents not loaded in EDA.
- A5.1.10. Upload all supporting documentation in FMSuite.

A5.2. Steps Used in Validation of Non-Contract Obligation.

- A5.2.1. Review commitment document in FRC.
- A5.2.2. Run CRIS query to verify obligation/expenditure balances in GAFS/BQ and IAPS.
- A5.2.3. Review external customer web tools (examples: GSA and DAPS DD Form 448).
- A5.2.4. Follow up for status to receiving agency, if tool is not available (e.g., Navy DD Form 448, HQs MORDs).
- A5.2.5. Process amendment in FRC to decrease funds, if excess is declared.
- A5.2.6. If the amendment is a MORD decrease, the 78th Comptroller Squadron Financial Management Analysis Support Section (78 CPTS/FMAS) will decrease the excess obligation on “accounting” MORDs and forward “vendor pay” MORDs to DFAS for processing.
- A5.2.7. Forward DD Form 448 amendment to receiving agency to receive the DD Form 448-2 authorizing decrease of funds.
- A5.2.8. After receipt of DD Form 448-2, they are uploaded to Comptroller Services Portal (CSP), and uploaded into FMSuite (Open Document)
- A5.2.9. Upload all supporting documentation in FMSuite.

Attachment 6**NEGATIVE UNLIQUIDATED OBLIGATIONS (NULOS)**

- A6.1.** 78 CPTS/FMAS receives open NULOs from DFAS on the first of every month: NULO coded as Emergency and Special Program (ESP) Code YA.
- A6.2.** Notices of obligation at 60-day and 10-day timeframes are received during the month.
- A6.3.** 78 CPTS/FMAS sends out final notification to obligate the NULO at 120 days.
- A6.4.** DFAS sets up ESP Code 2A on the 130th day with same year funds as the NULO.
- A6.5.** Continue to work NULO even if the ESP Code 2A is processed.
- A6.6.** If NULO cannot be resolved, declare “Discontinuation of Research.” Financial Services Organization has the authority to approve if under \$2,500; MAJCOM must approve if over \$2,500. DFAS must set up as an ESP Code 3A for one reporting period and then de-obligate 3A to cover YA NULO.
- A6.7.** SF 1081, *Voucher and Schedule of Withdrawals and Credits* will be used if current year funds are being used to clear NULO.
- A6.8.** Upload all supporting documentation in FMSuite.

Attachment 7**DOCUMENT CLOSEOUT PROCEDURES**

A7.1. Document Closeout Procedures. After a commitment document has been obligated and fully disbursed, it is the responsibility of the funds holder to ensure excess commitment balances are reduced accordingly. Individual commitment documents are addressed below, as each has unique closeout requirements.

A7.2. DD Form 448.

A7.2.1. If DD Form 448 is accepted as Category II and the contract is awarded for less than the original amount accepted on the DD Form 448-2, an amendment to the MIPR must be initiated to decrease the excess funds. Once DD Form 448-2 is received, it is uploaded to CSP, and uploaded into FMSuite (Open Document).

A7.2.2. If DD Form 448 is accepted as Category I and the reimbursement is less than the original amount accepted on the DD Form 448-2, an amendment to the DD Form 448 must be initiated to decrease the excess funds. Once the DD Form 448-2 is received, it is uploaded to CSP (to remove excess obligation and commitment funds) and uploaded into FMSuite (Open Document).

A7.2.3. The DD Form 448-2 acceptance must be loaded into CSP to be obligated, decommitted, de-obligated in addition to any amendments in FRC. If it is a CATII, a copy of the contract must accompany the acceptance.

A7.3. AF Form 9.

A7.3.1. If a requirement on a commitment document is cancelled or no longer required, the document initiator must process a decrease in FRC to de-commit funds in financial systems.

A7.3.2. If the contract is awarded for less than the original certified amount, WR-ALC/OBC decreases the AF Form 9 in FRC. If DFAS does not reduce the commitment based on WR-ALC/OBC's action, then a CSP ticket will be created with supporting AF Form 9 amendment and copy of the contract for de-commitment of the excess funds.

A7.4. AF Form 406.

A7.4.1. After the requirement documented on the AF Form 406 is accomplished and it is determined excess funds are no longer required, the document initiator must process an amendment in FRC decreasing excess funds.

A7.4.2. After certification, if the MORD is a reimbursable fund type "L" "accounting" document, 78 CPTS/FMAS will remove excess obligation and commitment funds. If the MORD is a fund type "M" "reimbursable" document, 78 CPTS/FMAS will forward to DFAS for processing.

A7.4.3. After certification, if the MORD is a "vendor pay" document, 78 CPTS/FMAS will forward to DFAS for de-obligation and 78 CPTS/FMAS will remove excess commitment funds.

A7.5. AF Form 4009.

A7.5.1. The Complex CHs/AOs/RAs reconcile all GPC accounts to determine the amount needed for GPC purchases for the remainder of the FY. This reconciliation should include the amount needed for the 13th month billing and should be accomplished no later than 30 August.

A7.5.2. Once the needed dollar amount is determined, the initiator of the AF Form 4009 will prepare an amendment in FRC to decrease the excess dollars from the AF Form 4009.

A7.5.3. After the 13th cycle has been processed, CH or AO will reconcile the GPC account and submit a de-obligation letter, signed by the AO/RA, to CSP to de-obligate excess funds no later than 15 December each year.