

ATP 1-06.1

Field Ordering Officer (FOO) and Pay Agent (PA) Operations

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Preface

This Army Techniques Publication (ATP) provides doctrinal guidance and procedures required for personnel who are appointed to perform duties as pay agents (PAs) and field ordering officers (FOOs).

ATP 1-06.1 has five chapters and one appendix. Chapter 1 describes participants in the micro-purchase process and provides an overview of this process. This chapter allows the FOO/PA team to understand their interaction with other members, where they belong in the process, why their duties are unique, and when in the process they will execute their duties. Chapter 2 outlines the duties and responsibilities that are specific to the FOOs position and provides select excerpts from the Army Federal Acquisition Regulation Supplement (AFARS). Chapter 3 provides specific procedures required of the FOO during a purchase. Chapters 4 and 5 provide the same type of information required of the PA in accordance with (IAW) the DoD 7000.14-R, Department of Defense Financial Management Regulations (FMRs), Volume 5. The appendix provides sample forms and documents that visually assist the FOO/PA team in completing required documentation.

ATP 1-06.1 was developed to expand on FM 1-06, *Financial Management Operations*, Chapter 3, *Banking and Disbursing*. It also expands on the previously published Center for Army Lessons Learned (CALL) Handbook 09-16, *Field Ordering Officer and Paying Agent Handbook* (July 2009) and CALL Handbook 10-39, *Unit Commander's Guide to Paying Agents Handbook* (April 2010).

ATP 1-06.1 applies to all Army components across the operating and generating force, and during all levels of military operations.

The proponent for this manual is the U.S. Army Training and Doctrine Command (TRADOC) and the preparing agent is the U.S. Army Soldier Support Institute (SSI). Send comments and recommendations to usarmy.jackson.93-sig-bde.list.jackson-atsg-cdid-fm-doctrine@mail.mil or on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, U.S. Army Soldier Support Institute, ATTN: ATSG-CDI, Building 10000, Fort Jackson, SC 29207-7045.

Unless this publication states otherwise, masculine nouns and pronouns do not refer exclusively to men.

Introduction

The current Army structure combined with the increased demands of full spectrum operations has placed an enormous demand on the Army's logistics capabilities. In response to this, commanders have increasingly needed to employ other means of acquiring goods or services necessary for accomplishment of the mission. One of these means is through the use of a FOO/PA team that facilitates the micro-purchase process.

Since the American Revolution, vendors have been part of the battlefield in some form or another. General George Washington used civilian wagon drivers to haul military supplies. Vendors supported military operations during the American Civil War, both World Wars, the Vietnam War, and the Persian Gulf War. Over time, vendor support evolved from an ad hoc, add-on capability to an essential, vital part of force projection capability.

The Army relies on contracts for equipment, supplies, and services. Most contracts are not million or multi-million-dollar programs that receive multiple levels of review; they are usually small micro-purchases that units use to meet one-time, immediate needs. The basic standards of ethics and business practices for large programs also apply to micro-purchases.

Successful operational contract support (OCS) requires all personnel involved in the process to not only understand their specific role in the process, but to be familiar with the specific rules, policies, and procedures required in the execution of their duties and responsibilities. This includes custody and proper disposition of government funds entrusted to them.

Unit commanders establish and use FOOs and PAs to make over-the-counter purchases in amounts up to the micro-purchase threshold. The FOO/PA team provides the unit commander with the ability to make local purchases quickly and directly to support the unit commander's mission. As such, unit commanders will select highly capable individuals for duty as FOOs and PAs and will ensure other duties assigned to a FOO or PA do not conflict with or delay the performance of their appointed duties.

Chapter 1

The Micro-purchase Team and Process Overview

Chapter 1 describes all participants in the micro-purchase process such as the Requiring Activity, the unit commander, the contracting officer, the deputy disbursing officer (DDO)/disbursing agent (DA), the G-8, the field ordering officer (FOO) and the pay agent (PA). This section describes the roles and responsibilities of each team member. In order to synchronize efforts and achieve maximum results, team members must understand all responsibilities.

REQUIRING ACTIVITY

1-1. The requiring activity is the military or other supported organization that identifies requirements and receives contract support during military operations. For the purpose of this manual, the requiring activity refers to the unit requiring FOO support.

UNIT COMMANDER

1-2. The unit commander *nominates FOOs, appoints PAs, and accepts command responsibility* of the overall process. The unit commander ensures that all PAs are supplied a vault, safe or other adequate secure container (e.g., a strong box) for exclusive use and accessibility by the PA. He also develops a security program for the safeguarding of all government funds within his area of responsibility. Every effort and activity in the process is directed toward generating, sustaining, and preserving combat power for the unit commander.

CONTRACTING OFFICER

1-3. The contracting officer is the government official (military or DA civilian) with the legal authority to enter into, administer, and/or terminate contracts within a designated support area. Contracting officers are responsible for *training, appointing, and clearing FOOs*. Because contracting officers receive in-depth training on contracting procedures, they are responsible for assisting and ensuring requiring activity FOO actions comply with contract law, executive orders, regulations, and other applicable procedures.

DEPUTY DISBURSING OFFICER (DDO)/DISBURSING AGENT (DA)

1-4. The disbursing officer (DO) is the account holder for all the government funds (cash and negotiable instruments) within a specific area of responsibility. He appoints DDOs and DAs, who are responsible for *training, funding, and clearing PAs*. The DO and his agents are charged with complying with existing FMRs, policies, and procedures regarding the management of these funds.

G-8

1-5. The G-8 *certifies if funds are available for a purchase, clears FOOs, and maintains records of completed purchases for potential audits*. Since the G-8 is also responsible for reporting obligations and expenditures and maintaining files, the FOO must provide the G-8 all supporting documentation in order to clear. The G-8, as the records keeper, maintains copies of all documents associated with a purchase.

FIELD ORDERING OFFICER (FOO)

1-6. The FOO is an individual who is trained by a designated contracting officer to *make micro-purchases within established thresholds* (normally with local vendors) and places orders for goods or services. FOOs are requiring activity Soldiers who perform FOO functions as an additional duty. FOOs are not organizationally located in a contracting office. FOOs are appointed by the contracting officer and are under the technical supervision of the contracting officer in all matters concerning the administration of FOO duties. The FOO is paired with a PA in order to maintain separation of duties. Because of this, the FOO cannot be appointed as a PA, handle physical cash, make payments to vendors, or hold other accountable positions such as property book officer (PBO), imprest fund cashier, collection agent, or change fund custodian. The FOO interfaces with the G-8 and the contracting officer on a routine basis.

PAY AGENT (PA)

1-7. The PA is an *extension of the DO at the unit level*. The PA is an individual who is trained by the DDO/DA to *account for government funds and make payments* in relatively small amounts to local vendors. PAs are individuals whose regular duties do not involve disbursing functions and who are not organizationally located in an FM disbursing office. They are appointed to the position of PA as a collateral duty and will be under the exclusive supervision of the DO in all matters concerning custody and disposition of funds advanced to them. The PA is paired with a FOO and cannot be appointed as a FOO, certifying officer, order or request (i.e., contract for) goods or services, or hold other accountable positions such as PBO, imprest fund cashier, collection agent, or change fund custodian. Most importantly, the PA will not make payments without the receipt and acceptance of goods or services from the FOO and the certification of payment by a properly trained and appointed certifying officer. The PA interfaces with the DDO/DA on a routine basis.

THE MICRO-PURCHASE TEAM

1-8. The following graphic depicts the relationship of the Micro-purchase Team.

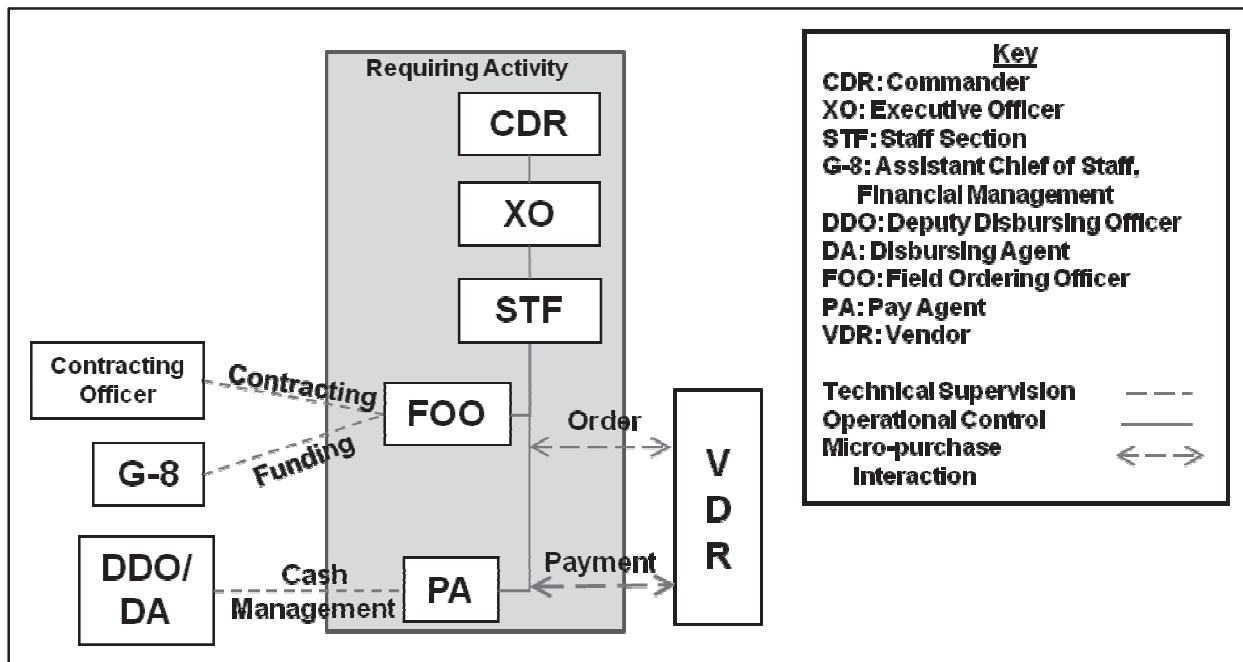


Figure 1-1. Micro-purchase Team Relationship

MICRO-PURCHASE PROCESS OVERVIEW

1-9. This section outlines when and under what conditions the FOO/PA team will execute their duties. The OCS process exists in different forms and complexities, but in this ATP, we will focus on micro-purchase procedures at the unit level. Keep in mind that theater policies and procedures may require additional steps or documents.

Note: As the emergence and use of electronic technology becomes more prevalent, there may be systems in place that allow for the electronic signature and submission of forms and/or documents. During the transition from a manual process (i.e., physical documents with ink signatures) to an electronic one, the former may begin to give way to the latter. In either case, the means by which a form or document is generated will serve as its “original” form.

GENERATE REQUIREMENTS/SEEK FUNDING

1-10. The unit, as the requiring activity, generates requirements for goods or services. Once determined that goods or services are available locally and are within the established micro-purchase threshold, the FOO, if foreign currency is required, notifies the PA for coordination with the DDO/DA. See ATTP 4-10, Operational Contract Support Tactics, Techniques and Procedures, for additional information on the requirements development process.

1-11. While the FOO and PA perform initial coordination, the unit seeks funding from the G-8.

Note: Requirements for local purchases at or below the micro-purchase threshold are traditionally funded in a bulk manner (i.e., funding is certified in anticipation of the need for routine purchases such as general supplies), so the unit may seek funding before, concurrently, or after the generation of requirements.

CERTIFY FUNDS AVAILABILITY

1-12. The unit submits a funding packet, which includes the initiation of a DA Form 3953, *Purchase, Request, and Commitment (PR&C)* approved by the unit commander, and forwards it to the G-8 who determines which type of funds is proper and certifies if funds are available or attempts to acquire funds (see Chapter 3 of this manual, “Submit Funding Packet” for details).

Note: As the unit representative responsible for making routine purchases, the FOO may perform the staff work associated with seeking the funding required for purchases (i.e., staffing the DA Form 3953 to the G-8), though it is technically the unit’s responsibility.

1-13. The G-8 ensures the proper type of funds are made available, completes blocks 19-22, and signs the DA Form 3953, which includes the assignment of a line of accounting (LOA). The G-8 then returns the DA Form 3953 to the unit.

1-14. The PA uses the certified DA Form 3953 at this time to draw cash from the DO (see Chapter 5 of this manual, “Draw Funds” for details).

SELECT VENDOR/INITIATE STANDARD FORM (SF) 44, PURCHASE ORDER – INVOICE - VOUCHER

1-15. With funds available for the purchase and a requirement identified, the FOO then begins the purchase process (see Chapter 3 of this manual, “Select Vendor/Initiate SF 44, U.S. Government Purchase Order Invoice Voucher” for details).

Note: The FOO cannot make any purchases before receiving a certified DA Form 3953 from the G-8.

ACCEPTANCE/PAYMENT

1-16. Before payment is made, goods and services must be received in the type and quantity as outlined in the SF 44 (“acceptance” of goods or services) (see Chapter 3 of this manual, “Accept Goods or Services” for details). The SF 44 must also be certified by a properly trained and appointed certifying officer (see DoD 7000.14-R, Volume 5, Chapter 33 on training and appointment requirements for certifying officers). Once these conditions are met, the PA makes the payment (see Chapter 5 of this manual, “Make Payment” for details).

CLEAR ACCOUNT

1-17. The last step is to clear and reconcile accounts with the Unit, contracting officer, DDO/DA, and G-8.

- FOO clears the PBO, unit commander, and contracting officer (in order) (see Chapter 3 of this manual, “Clear Account” for details).
- PA clears the DDO/DA and provides documentation to the FOO (see Chapter 5 of this manual, “Clear Account” for details).
- FOO clears the G-8 (see Chapter 3 of this manual, “Clear Account” for details).

FLOWCHART

1-18. The micro-purchase process is depicted in the flowchart below (vertical arrows depict chronological sequence; horizontal arrows depict actions performed by specific individuals in the process).

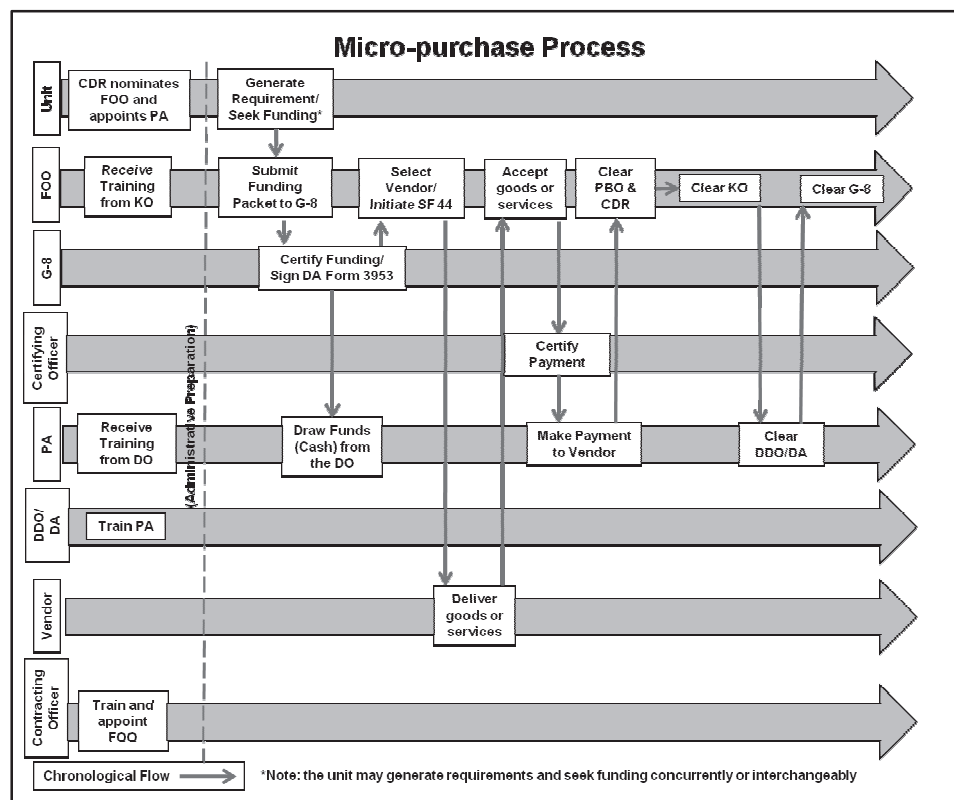


Figure 1-2. Micro-purchase Process Flowchart

Chapter 2

Field Ordering Officer Duties and Responsibilities

Chapter 2 outlines what regulatory requirements are specific to the FOOs position and provides a thorough understanding of select excerpts from current Acquisition regulations, policies, and procedures that are applicable to FOO operations. Because the FOO has pecuniary liability, it is vital that the FOO understands this section. The FOO will comply with all instructions and regulations received from the contracting officer.

GENERAL

2-1. Under simplified acquisition procedures the ability to delegate simplified acquisition authority augments contracting capability and enhances responsiveness to the requiring activity and/or using organization. This is accomplished through the written appointment of a FOO by the contracting officer designated by the theater appointing authority.

2-2. FOOs are not contracting personnel. Usually, FOOs have no formal procurement training or experience. When the FOO arrives in theater it is essential that the theater appointing authority or their designee thoroughly brief each FOO on the various acquisition policies and procedures applicable to the type of purchases they will make.

APPOINTMENT REQUIREMENTS

2-3. FOOs are appointed by the designated contracting officer, granted the appointment is essential for contracting actions. When justified (via a commander's nomination letter), the contracting officer may appoint a unit member as a FOO. The FOO acts as an agent (under written direction from the Chief of Contracting) to make authorized local purchases. FOOs are normally nominated by unit commanders, appointed by the contracting officer, and trained and supervised by the appointing authority or his designee. They may be terminated by the designated contracting officer. Strict control over FOOs is necessary to preclude violations of law and regulations. Care must be exercised in determining how many FOOs are necessary, yet controllable.

2-4. IAW the Army Federal Acquisition Regulation (AFAR) Manual No. 2 (Contingency Contracting), Appendix E, paragraph E-6.b., "Only military or civilians under the jurisdiction of the Department of the Army can be appointed as ordering officers." Since the AFAR Manual No. 2 does not direct the rank or pay grade of the military member or DoD civilian, nor does it direct the rank or grade of the nominating unit commander, the Expeditionary Contracting Command establishes theater policy on these rank or grade requirements. The appropriate level unit commander must nominate an individual from the unit via a nomination memorandum (see Appendix A, Figure A-2). The designated contracting officer will appoint in writing eligible individuals authorized as FOOs (see Appendix A, Figure A-3).

TRAINING BY THE CONTRACTING OFFICER

2-5. The local Contracting Office is responsible for training FOOs. Without training, the FOO is not allowed to make micro-purchases. Although other training may be added, the training will cover, at a minimum, the following topics:

- Review of associated documents and forms.
- Role and Authority.

- Using a ledger.
- Clearing procedures.
- Permissions and Restrictions.
- Conduct and standards.
- File maintenance.

2-6. Upon completion of training, the contracting officer will assign the FOO his procurement item identification number (PIIN) series. Different PIIN series exist for different types of appropriations or funds.

TERMINATION CONDITIONS

2-7. The following situations will cause the termination (relief of duties) of the FOO:

- Individual changes unit.
- Individual changes duties.
- Individual's term of appointment expires, or the unit rotates back to home station.
- Individual fails to properly perform his duties (this is an adverse termination).
- By request of the unit commander who initiated the appointment.
- As a result of making fraudulent payments or other misconduct.
- By the authority of the contracting officer (even without the concurrence of the requesting unit commander).

Note: Upon termination, the FOO must follow clearing procedures (see Chapter 3 of this manual, "Clear Account" for details).

PERMISSIONS AND RESTRICTIONS

2-8. FOOs will:

- Sign a memorandum stating they have been briefed and understand their duties and responsibilities.
- Use funds for the purpose listed in orders.
- Ensure that the purchase is authorized (purchase requests must be validated by the G-4/S-4 or as stated on the appointment orders).
- Ensure that funds are available before making purchases.
- Ensure the authority to make this purchase has been specified in the appointment order.
- Ensure that supplies are not available from other governmental sources.
- Ensure the use of the most efficient/economic purchasing method.
- Ensure the goods or services are immediately available when the vendor is paid.
- Ensure that single purchases do not exceed appointed authority/monetary threshold.
- Seek guidance from the contracting officer or Staff Judge Advocate (SJA) with any concerns or questions in regards to authority and or allowable purchase actions.
- Maintain a ledger to track each purchase made, and balance the ledger daily (see Appendix A, Figure A-10).
- Ensure the ordering portion of the SF 44 is completed properly.
- Clear the appropriate contracting officer.

2-9. FOOs will not:

- Be concurrently appointed to other accountable positions involving the handling, custody, or accountability for other funds.
- Re-delegate their authority.

- Handle cash or make payments for PA.
- Make any purchases before receiving a certified DA Form 3953 from the G-8.
- Authorize payments in advance of receiving goods or services.
- Make split purchases. For example, if a requirement is \$30,000, and the current micro-purchase threshold is \$25,000, the FOO cannot make purchases of \$15,000 twice to circumvent policies.
- Make purchases outside of those limited and specified in their appointment letter instructions and/or command policies and procedures.
- Leave theater without clearing the contracting officer and G-8.

SECURITY

2-10. Conducting FOO/PA operations in the local economy can be risky. The FOO must develop and implement both active and passive security measures. Additionally, the team must follow command-directed survivability policies and procedures based on current intelligence and threat assessments in the area of operations. Fundamentals include maintaining keen situational awareness, maintaining local security of personnel and property, completing the transaction quickly, never establishing precise timelines for meetings with vendors, and using different routes for travel.

2-11. Never underestimate the dangers of conducting FOO/PA operations. Travel outside secured or protected areas to make purchases is likely. Each team must ensure it has adequate protection at all times. The use of composite risk management during the planning for a trip outside secured or protected areas is critical. The unit commander must be made aware of the risk level and authorize such trips. If the residual risk from such a trip is beyond the immediate unit commander's risk approval level, authorization at the appropriate level must be obtained prior to mission execution.

2-12. Things to consider for security:

- Never tell the vendor the intended schedule for an onsite visit unless necessary.
- When departing a secure area, treat all excursions as combat patrols. Ensure strict security at all times.
- If possible, have all transactions done inside your base's security, both for the team's and vendor's safety. The vendors will be less vulnerable to observation by insurgents, and the team will have better means to apply sound information and operations security measures.
- The FOO and PA, along with units responsible for operating entry control points, must make every effort to conceal the vendors and rapidly move them inside the compound.
- Pre-brief and de-brief the S-2.
 - A simple intelligence preparation of the battlefield, force protection considerations and threat assessment reduce the risk of conducting FOO/PA operations. Minimize exposure time by conducting only FOO/PA business (no personal shopping or sightseeing).
- Fill out as much information as possible in advance on the SF 44. Do not waste time filling out forms outside the protection of your base.

CONDUCT AND STANDARDS

2-13. FOOs must establish and maintain conduct and behavior above reproach. Therefore, FOOs must avoid appearing to do anything improper. Examples of these actions are:

- Accepting gifts or anything of value (e.g., meals, baseball caps, coffee cups, pens).
- Making government purchases from a vendor with whom they have or appear to have a financial interest.
- Doing anything that might adversely affect the public's confidence in the government's integrity.

Note: See the Joint Ethics Regulation (JER), DOD 5500.7-R., (when in doubt seek legal counsel).

FRAUD

2-14. Title 18, Part I, Chapter 47, Paragraph 1002 of the United States Code outlines the consequences for possession of false documents to defraud the United States, which states, “whoever, knowingly and with intent to defraud the United States, or any agency thereof, possesses any false, altered, forged, or counterfeited writing or document for the purpose of enabling another to obtain from the United States, or from any agency, officer or agent thereof, any sum of money, shall be fined under this title or imprisoned not more than five years, or both.” In certain cases of major fraud, fines can be up to 10 years in prison, \$1,000,000 or both.

2-15. Examples of contracting and procurement fraud schemes involve:

- Product substitution.
- Defective pricing.
- Cost mischarging.
- Price fixing.
- Record fabrication.
- Bribes, gratuities, and kickbacks (common threats within deployed environments).
- Government employee collusion and individual fraud.

2-16. FOOs are not investigators and must not personally investigate suspected cases. Determine the facts of questionable circumstances and occurrences, and advise the contracting officer, unit commander, and/or criminal investigative agency.

FOO DOCUMENTATION

2-17. FOOs are required to keep adequate records of duties during their appointments and to dispose of such records as the contracting officer directs. In order to establish control, careful documentation is very important.

2-18. At least once a month, activities of FOOs shall be physically inspected or reviewed through examination of purchase documents and records by the Chief of Contracting or designee.

2-19. At a minimum, documentation should include the following:

- DA Form 3953 (see Appendix A, Figure A-1).
- FOO Commander’s Nomination Memorandum (see Appendix A, Figure A-2).
- FOO Appointment Orders (see Appendix A, Figure A-3).
- PA DD Form 577, Appointment/Termination Record –Authorized Signature (see Appendix A, Figure A-4).
- PA Commander’s Acknowledgement Statement (see Appendix A, Figure A-5).
- DD Forms 1081, *Statement of Agent Officer’s Account* (see Appendix A, Figure A-6 (Advance) and Figure A-7 (Return)).
- SF 44s (see Appendix A, Figure A-8).
- FOO Ledger (see Appendix A, Figure A-10).
- Commander’s Clearance Memorandums (see Appendix A, Figure A-13).
- FOO Contracting Clearance Memorandums (see Appendix A, Figure A-15).
- Contact information of procurement team members.
- Other records related to purchases (e.g., invoices, receipts, memorandums for record).

Chapter 3

Field Ordering Officer Procedures

Chapter 3 begins by outlining specific tasks that the FOO executes upon the unit's generation of a requirement and ends when the FOO clears his account. It includes all tasks in sequence and is meant to be the most frequently referenced chapter for the FOO. This chapter assists the FOO by illustrating how he performs specific transactions from start to finish.

SUBMIT FUNDING PACKET

3-1. The unit develops requirements for goods or services and notifies the FOO to begin preliminary research of market prices and a suitable vendor. The FOO notifies the PA of the preferred method of payment (e.g., foreign currency, e-commerce).

3-2. The responsibility to obtain funding lies with the unit requiring the goods or services. This process is done to either complete a single transaction or establish an account that can be drawn on for multiple requirements of like supplies or services (i.e., bulk funded). As part of the funding certification process, the FOO may be involved in staffing the funding packet. This packet is prepared and forwarded to the G-8. At a minimum, the following documents are needed to receive funding from the G-8:

- Approved DA Form 3953.
- FOO Appointment Orders signed by the contracting officer.
- PA DD Form 577, *Appointment/Termination Record-Authorized Signature* signed by the unit commander, IAW theater policy.
- Other documents as required by the G-8.

3-3. Once the G-8 certifies funding and signs the DA Form 3953, the FOO forwards a copy to the PA to draw cash from the DDO/DA.

SELECT VENDOR/INITIATE SF 44

3-4. Once the G-8 certifies funding and signs the DA Form 3953, the FOO then selects the vendor and initiates the SF 44. The FOO begins a ledger for each DA Form 3953 (starting with the amount certified on the DA Form 3953) and annotates a running balance after each purchase (see Appendix A, Figure A-10). This ledger is slightly different from the PAs ledger. The FOO is primarily concerned with the total available funding on the DA Form 3953, while the PA is primarily concerned with individual cash balances (both U.S. and foreign currency). Even so, the FOO should reconcile with the PA after every purchase to ensure synchronization of total funding available on the DA Form 3953 and total cash on hand.

3-5. Based on gathered information and market research, the FOO selects the vendor ensuring that the price is fair and reasonable and initiates the SF 44, using a continuation sheet if necessary (see Appendix A, Figure A-9), ordering the goods or services. The FOO completes everything above the "Purchaser" portion of the SF 44 using the information in block 19 of the DA Form 3953 to fill the "Purpose and Accounting Data" block. The FOO must pay special attention to what he is authorized to purchase IAW his appointment orders and the instructions of his contracting officer.

ACCEPT GOODS OR SERVICES

3-6. Once the vendor has delivered the goods or services, the FOO must accept them and ensure it is in compliance with the SF 44. If the purchase is made over the counter, the PA usually accompanies the FOO and makes payment at that time. In this case, the FOO is the receiver of the goods and will complete and sign the “Received By” block on the SF 44. The SF 44 may serve as the vendor’s invoice when signed by the vendor. However, it is always recommended to obtain a vendor’s invoice or receipt when practical.

CLEAR ACCOUNT

3-7. The FOO clears the following people (in order) by staffing the following documents:

- PBO: PBO stamps SF 44 and ensures property book information is annotated in block 12 or 13 of the DA Form 3953.
- CDR: The unit commander signs the Commander’s Clearance Memorandum (see Appendix A, Figure A-13). The clearance memorandum is an inspection or review of the FOOs purchases and includes (but not limited to) specific comments as to whether the ordering officer is—
 - Operating within the scope and limitations of authority.
 - Maintaining the standards of conduct as prescribed in the Joint Ethics Regulation (JER), DOD 5500.7-R.
 - Not delegating authority to others.
 - Submitting correct and timely information for procurement reporting purposes.
 - Not making unauthorized purchases of items.
- Contracting officer: When the FOO clears the contracting officer, he does so by providing the documents directed by the letter of appointment and associated with the acceptance of goods or services and the payment to the vendor. The FOO then forwards any products (i.e., Procurement Instrument Identification Numbers – PIINs, clearance memos) produced by the contracting officer to the PA so that he may clear the DO.

Note: Before clearing the G-8, the FOO must receive the DOs clearance documents from the PA.

- G-8: The FOO provides all documentation to clear the G-8, who maintains these files on hand for potential audits. In addition to the documents previously submitted for funding, the FOO submits copies of the following documents in order to clear the G-8:
 - FOO Contracting Clearance Memorandum (see Appendix A, Figure A-15).
 - SF 1034, *Public Voucher for Purchases and Services other than Personal* (see Appendix A, Figure A-14).
 - SF 44s.
 - DD Form 1081, *Statement of Agent Officer’s Account* (Advance), IAW theater policy.
 - DD Form 1081, *Statement of Agent Officer’s Account* (Return), IAW theater policy.
 - Other documents required by the G-8.

Chapter 4

Pay Agent Duties and Responsibilities

Chapter 4 outlines what regulatory requirements are specific to the PAs position and provides a thorough understanding of select excerpts from current Financial Management (FM) regulations, policies, and procedures that are applicable to PA operations. Because funds advanced to a PA are held at personal risk, it is vital that the PA understands this section. The PA will comply with all instructions and regulations received from the DDO/DA.

GENERAL

4-1. Unit commanders appoint PAs only when adequate payment service cannot be provided by the nearest FM unit. Appointments may be for either a specific transaction, or a definite or indefinite time period. Do not appoint these agents solely as a convenience when a DO, DDO, DA, or cashier is able to make the required transactions.

APPOINTMENT REQUIREMENTS

4-2. IAW the Department of Defense Financial Management Regulation (DoDFMR) 7000.14-R, Volume 5, Chapter 2, subparagraph 020601, “Officers, enlisted members, or civilian employees satisfactory to both the appointing officer (i.e., unit commander) and DO are eligible for appointment as an agent (e.g., PA) . . . No agent may be appointed or used over protest of the accountable DO . . .” Additionally, the Secretary of Defense reserves the right to approve the appointment of coalition members as PAs, providing controls are in place to ensure restitution to the U.S. government if funds are lost.

4-3. Since the DoDFMR 7000.14-R, Volume 5 does not direct the rank or pay grade of the military member or DoD civilian, nor does it direct the rank or grade of the appointing unit commander, the Financial Management Center establishes theater policy on these rank or grade requirements. The appropriate level unit commander must sign an original DD Form 577, *Appointment/Termination Record-Authorized Signature* appointing the individual as a PA (See Appendix A, Figure A-4). This form serves as both the appointment order and the signature of record.

Note: DA and DD Forms change frequently. Use the most recent version of these forms.

CASH HOLDING AUTHORITY DETERMINATION

4-4. As part of the PAs appointment, the unit commander will determine the PAs cash holding authority (CHA) on the DD Form 577 (see Appendix A, Figure A-4, line 3, “Cash Holding Authority”). The PAs CHA should be no more than the micro-purchase threshold currently in place for the funding program in question.

TRAINING BY THE DDO/DA

4-5. The DDO/DA at the local FM unit is responsible for training PAs. Without training, the PA will not be allowed to draw funds. Although other training may be added, the training will cover, as a minimum, the following topics:

- Review of associated documents and forms.

- Role and authority.
- Drawing funds.
- Using a ledger.
- How to balance.
- Safeguarding government funds.
- Making payments.
- Clearing accounts.
- Emergency procedures.

TERMINATION CONDITIONS

4-6. The following situations will cause the termination (relief of duties) of the PA:

- Individual changes units.
- Individual changes duties.
- Individual's term of appointment expires, or the unit rotates back to home station.
- Individual fails to properly perform his duties (this is an adverse termination).
- By request of the unit commander who initiated the appointment.
- As a result of making fraudulent payments or other misconduct.

PERMISSIONS AND RESTRICTIONS

4-7. PAs will:

- Make payments only when goods or services have been ordered and accepted by the FOO.
- Receive a copy of the current PA instructions.
- Receive a copy of the DA Form 3953, showing the total amount of funds committed.
- Draw funds from the DDO/DA up to the amount of the DA Form 3953 or the CHA on his DD Form 577, whichever is less.
- Sign a memorandum stating they have been briefed and understand their duties and responsibilities (make sure this is always done, and keep a copy of the statement).
- Use funds for the purpose listed in orders.
- Make payment directly to the seller/vendor, and attempt to obtain an invoice or receipt.
- Maintain a ledger to track each payment made, and balance the ledger daily (see Appendix A, Figure A-11).
- Safeguard funds and paid vouchers. If departing with \$10,000 or more, notify the installation commander and the security police. Use armed guards at the discretion of the unit commander or as required.
- Clear with the same DDO/DA that advanced funds to the PA, ensuring the payment documents and/or funds on hand equals to the total funds initially advanced.
- Suspend operations immediately and notify the DDO/DA if a loss of funds occurs.
- Review and become familiar with PA memorandums of instruction, SOPs, and applicable regulations.
- Submit a DD Form 1081 (Return) every 30 days or less from the date of draw.
 - The PA may clear electronically in certain cases (see Chapter 5 of this manual, "Clear Account" for details).
 - Extensions may be granted at the discretion of the DDO/DA.
 - If the PA exceeds the allotted timeframe, the DDO/DA determines if he will be terminated, initiates loss of funds procedures and seeks recoupment. DoDFMR 7000.14-R, Volume 5, Chapter 6, Sub-paragraph 060104B3, "Agent Losses."
 - The DDO/DA has the exclusive authority to grant extensions beyond the timeframe; an extension does not ensure the PA will not be terminated.

- Approved extensions may be granted by the DDO/DA only in exceptional circumstances.

4-8. PAs will not:

- Be sales personnel in retail outlets and mess cashiers.
- Be mailroom employees and messengers who handle public funds occasionally in connection with their regular duties.
- Be personnel receiving public funds exclusively in the form of checks drawn payable to a Military Component.
- Be personnel who handle funds as assistants to holders of accountable positions but who do not sign receipts holding themselves accountable for the funds.
- Be concurrently appointed to other accountable positions involving the handling, custody, or accountability for other funds.
- Loan, use, invest, insure, or gamble public funds.
- Make payments under duress.
- Mix government funds with personal funds or with the funds of other PAs.
- Entrust funds to any other person.
- Delegate responsibility for government funds to anyone else, including financial institutions.
- Make payments in advance of the acceptance of goods or services.
- Round up dollar amounts.
- Exchange U.S. dollars for foreign currency without prior coordination with the DDO/DA (see Chapter 5 of this manual, “Draw Funds” for details).
- Leave theater without clearing funds drawn from the DDO/DA (e.g., emergency leave).
- Attempt to draw funds from another DDO/DA without prior approval.
- Make change for anyone.

KEEPING AND SAFEGUARDING GOVERNMENT FUNDS

PROTECTING FUNDS UNDER FIELD CONDITIONS

4-9. Once a PA signs the receipt for government funds, he has accepted responsibility for the total amount of funds entrusted to him. A loss of funds may cause the PA to be responsible for repayment. It is therefore necessary for the PA to take the following steps to safeguard the funds:

- If departing from the Disbursing Office with \$10,000 or more, notify the installation commander and the security police.
- The decision to have an armed escort, how many, or the type of transportation to be used are factors of the command responsibility. Specifically, the responsibility for providing security rests with the unit commander of the activity requesting such funds be made available. The command considers such things as amount of funds to be protected, the distance and terrain to be covered, type of transportation available, and local security forces which may be requested.
- When the funds are not physically on the PAs person, they must be kept in an approved security container (e.g., a safe or vault) IAW the DoDFMR 7000.14-R, Volume 5, Chapter 3, “Keeping and Safeguarding Government Funds.” Each PA will have his own approved security container.

4-10. All government funds must remain under the PAs control. Under no circumstances will the PA leave funds unattended and unsecured. The unit commander must establish and enforce procedures for protecting deployed government funds (e.g., field safe used solely for securing funds).

STORAGE CONTAINERS

4-11. The PA will use a combination three-tumbler lock, tool-resistant safe appearing on General Services Administration (GSA) or Federal Supply Schedules (FSS) inventories to store public funds. If such a safe is not available, then use a field safe secured properly to an immovable object. The unit commander can post a guard in an unsecured building at their discretion. The PA must store perishable records (which

cannot be replaced) in combination three-position, dial-type, and built-in fire-resistant, insulated money cabinets/safes. Class 5 file cabinets which have three-position, dial-type, built-in combination locks protected against forced entry may be used for temporary storage. File cabinets with steel lock bars or without forced-entry protection are not adequate.

Note: Do not store public funds and documents in the same containers as classified materials and documents.

Storage Container Requirements

4-12. DoD Component security and resource protection programs must ensure compliance with the following minimum requirements for storing currency and negotiable instruments:

- Under \$7,500. The unit commander establishes fund container requirements. Any of the security containers or burglary resistant safes listed below is acceptable.
- \$7,500 - \$50,000. Use a security container with a Class 1 or Class 5 rating, or a burglary resistant safe with at least an Underwriters Laboratories classification of Tool-Resistant Safe, TL-15, and having a Group 1R combination lock.
- \$50,000 - or more. Use a burglary resistant safe or vault with at least an Underwriters Laboratories classification of Tool-Resistant Safe, TL-30 and having a Group 1R combination lock.

Security Containers

4-13. GSA approved security containers have the following Federal specifications (The Class 1 and Class 5 cabinets are rated to provide the greatest protection against forced entry). Approved cabinets include the following:

- Class 1 or Class 2 cabinet. AA-F-357 (GSA-FSS).
- Class 4 or Class 5 cabinet. AA-F-358 (GSA-FSS).
- Class 5 or Class 6 Map and Plan File. AA-F-363 (GSA-FSS) or Class 6 Drawer File - AA-F-358 (GSA-FSS).

Burglary-resistant safes

4-14. Burglary-resistant safes include the following:

- Tool-Resistant Safe, TL-15.
- Tool-Resistant Safe, TL-30.
- Torch and Tool-Resistant Safe, TRTL-30.
- Torch and Tool-Resistant Safe, TRTL-60.

Note: The numerical value in the safe classifications represents the time in minutes the safe will resist forced entry.

FRAUDULENT PAYMENTS

4-15. The DoDFMR 7000.14-R, Volume 5, Chapter 25, Paragraph 2501, "Fraud Defined," Sub-paragraph 250101 defines fraud as an "... any intentional deception designed to deprive the United States (U.S.) unlawfully of something of value or to secure from the U.S. a benefit, privilege, allowance, or consideration to which a claimant is not entitled." Paragraph 2-16 outlines the consequences for possession of false documents to defraud the United States according to Title 18, United States Code (USC).

PA DOCUMENTATION

4-16. PAs are required to keep adequate records of duties during their appointments and to dispose of such records as the DDO/DA directs. In order to establish control, careful documentation is very important.

4-17. At a minimum, documentation should include the following:

- DA Form 3953 (see Appendix A, Figure A-1).
- FOO Appointment Orders (see Appendix A, Figure A-3).
- FOO training certificate (IAW theater policy).
- FOO Clearance Memorandums.
- PA DD Form 577 (see Appendix A, Figure A-4).
- DD Forms 1081 (see Appendix A, Figure A-6 (Advance) and Figure A-7 (Return)).
- PA training certificate from the DDO/DA.
- SF 44s (see Appendix A, Figure A-8).
- PA Ledgers (see Appendix A, Figure A-11).
- Contact information of procurement team members.
- Other records related to purchases (e.g., invoices or receipts).

EMERGENCY PROCEDURES

INCAPACITATION OR DEATH

4-18. If the PA becomes incapacitated for any reason (e.g., by illness or accident) or dies, the advance must be secured by the PAs unit commander or authorized representative and placed in a proper safe. The unit commander will notify the DDO/DA.

4-19. At least two disinterested officers must verify all currency, coin, and documents, and provide a written certification to the PAs unit commander for signature. These officers return all funds, checks, and vouchers—along with the unit commander’s certification—to the DDO/DA. The DDO/DA balances and verifies the return with the two disinterested officers acting as witnesses.

4-20. If the currency and documents are correct, the DDO/DA completes the DD Form 1081, *Statement of Agent Officer’s Account* (Return), thereby relieving the PA of his responsibility. A copy of the completed DD Form 1081 is delivered to the PAs unit commander for appropriate action. If currency needs to be advanced again, the unit commander makes appropriate arrangements with the DDO/DA. If the currency and documents are incorrect, initiate an investigation or inquiry.

ENTRUSTING AND DISPOSING OF CURRENCY

4-21. The PA returns all entrusted currency to the DDO/DA before going on temporary duty, leave, or other assigned missions. If the PA must depart before returning all currency and vouchers, he notifies the DDO/DA before leaving. The DDO/DA may direct the PA to turn in the currency to the nearest FM unit, at which time that unit’s DDO/DA clears the PAs account.

4-22. If hostile action occurs while the PA possesses currency, he makes every effort to return the advance to the original DDO/DA. If doing so is not possible, the PA takes one of the following actions, depending on the tactical situation:

- Returns the currency to the nearest FM unit and obtains a receipt.
- Evacuates the currency to a secure area determined by the PAs unit commander.
- Maintains possession of the currency until the tactical situation stabilizes to the extent that one of the above alternatives is feasible.
- Destroys the currencies. Procedures for destroying currency is found in DoDFMR 7000.14-R, Volume 5, Chapter 18, “Emergency Disposition of Currency, Coin, and Negotiable Instruments.”

4-23. After the situation stabilizes, the PA informs the DDO/DA of the disposition of the currency and requests further instructions.

LOSS OF FUNDS

4-24. If a loss of funds occurs, the PA must perform the following steps:

- Cease all payments.
- Count all funds and review documents to confirm a loss has occurred.
- Notify the DDO/DA immediately after confirming any discrepancies.
- Notify the chain of command.
- Take actions according to the DDO/DAs SOPs.
- Write a memorandum for record to document actions taken.

4-25. Investigations IAW Army Regulation (AR) 15-6, *Procedures for Investigating Officers and Boards of Officers* are required for major losses of funds (losses that are greater than \$750 or are fraudulent). The investigation will be initiated by the DDO/DA.

4-26. The PA has pecuniary liability for government funds entrusted to him. The Glossary of DoDFMR 7000.14-R, Volume 5 defines pecuniary liability as “personal financial liability for fiscal irregularities of disbursing and certifying officers and departmental accountable officials as an incentive to guard against errors and theft by others, and also to protect the government against errors and dishonesty by the officers themselves.” In other words, if a PA loses the government’s money and it is discovered that the PA was at fault, the PA will owe the government whatever money was lost.

Chapter 5

Pay Agent Procedures

Chapter 5 begins by outlining specific tasks that the PA executes upon appointment from his unit commander and ends when the PA clears his account. It includes all tasks in sequence and is meant to be the most frequently referenced chapter for the PA. This chapter assists the PA by illustrating how he performs specific transactions from start to finish.

DRAW FUNDS

5-1. After receiving the results from the FOOs research of market prices and the preferred method of payment, and the receipt of a signed DA Form 3953 from the G-8, the PA schedules an appointment with the nearest DDO/DA to receive training and draw funds. At a minimum, the following documents are needed to draw funds and open an account:

- Military ID Card.
- DA Form 3953 (see Appendix A, Figure A-1).
- FOO Appointment Orders signed by the contracting officer (see Appendix A, Figure A-3).
- PA DD Form 577 signed by the unit commander (see Appendix A, Figure A-4).
- Other documents as required by the DDO/DA (e.g., training certificates).

5-2. The DDO/DA will issue cash and a DD Form 1081 (Advance) to the PA (see Appendix A, Figure A-6). The PA must ensure that the amount received and the amount stated on the DD Form 1081 are the same.

5-3. The PA will begin a ledger for each DA Form 3953 (starting with the amount of cash advanced), maintaining separate columns for U.S. and foreign currency (see Appendix A, Figure A-11). This ledger is slightly different from the FOOs ledger. The PA is primarily concerned with individual cash balances (both U.S. and foreign currency), while the FOO is primarily concerned with the total available funding of the DA Form 3953. Even so, the PA should reconcile all documentation with the FOO after every purchase to ensure total available funding on the DA Form 3953 and total cash on hand are the same.

MAKE PAYMENT

5-4. The PA will receive a completed SF 44 from the FOO (all sections above “Purchaser” are complete, including his signature in the “Ordered By” block). The PA will ensure the accuracy of the “Quantity,” “Unit Price,” and “Amount” on the SF 44.

Note: If the FOO or PA makes mistakes on the SF 44, a new one must be completed.

5-5. If possible, the FOO/PA team should attempt to obtain an invoice from the seller before making payment. This allows the FOO/PA team and the vendor to be in agreement on the amount of payment. If the vendor is unable to provide an invoice prior to making payment, the FOO/PA team should attempt to obtain a receipt after making the payment. The FOO/PA team will maintain the invoice or receipt on file as proof of purchase.

Note: If the unforeseen requirement for foreign currency arises *after* the PA has drawn funds, the PA will contact the DDO/DA to request an exchange of U.S. currency for its equivalent in foreign currency or coordinate for proper exchange.

5-6. The vendor will complete the following blocks under the “Seller” portion of the SF 44 (see Appendix A, Figure A-8):

- Mark “Payment Received” block and place amount of the payment in the line immediately below (either U.S. or foreign currency).
- Sign in the “Seller” block above the word “Signature.”
- Place the date in the block immediately to the right of the “Seller” block.

Note: If the vendor refuses to sign the SF 44, the PA must annotate “vendor refused to sign” in that block and document the circumstances on a memorandum for record, which he files with the purchase records (see Appendix A, Figure A-12). The PA continues to finalize the purchase with the vendor (an E-7 or above (or FOO) serves as a witness on the memorandum). See DoDFMR 7000.14-R, Volume 5, Chapter 11.

5-7. The certifying officer will ensure that the information on the voucher agrees with all supporting documentation and sign in the block titled, “Authorized Certifying Officer”.

Note: the PA must ensure that payment certification is done by a properly trained and appointed certifying officer before making the payment (see DoD 7000.14-R, Volume 5, Chapter 33 on training and appointment requirements for certifying officers).

5-8. If the amount is correct, the PA will do the following:

- Place the date in the “Date” and “Date Paid” blocks.
- Mark appropriate method of payment in the “Paid By” block at the bottom of the form.
- Count the money three times (twice to self, once to vendor) to ensure the correct amount of payment and have the vendor sign in the “Seller-Signature” block.
- Disburse the funds.

5-9. The PA maintains accountability of the voucher(s) and uses a system to manage the cash (i.e., a manual or electronic ledger; see Appendix A, Figure A-11). The PA should reconcile these numbers with the FOO.

Note: A completed SF 44 is a voucher and is equivalent to the monetary value of the cash it represents. The loss of this document may equate to a personal loss.

CLEAR ACCOUNT

5-10. The PA must clear the DDO/DA every 30 days or less from the date of draw. Prior to making an appointment to clear his account, the PA takes the following actions to organize and balance his account:

- Consolidate all supporting documentation.
 - DD Forms 1081, *Statement of Agent Officer’s Account*.
 - Vouchers (e.g., completed SF 44s, *Purchase Order – Invoice – Voucher*).
 - Invoices or receipts (if possible).
 - FOO Contracting Clearance Memorandums (see Appendix A, Figure A-15), IAW theater policy.

- Contact the unit intelligence officer (S-2) to pull all classified material from the packet (if applicable).
- Separate and total the following by group:
 - U.S. currency.
 - Foreign currency.
 - Paid vouchers (and supporting documentation).
- The total of U.S. currency, foreign currency and paid vouchers must equal the amount advanced on the DD Form 1081. The PA will use the currency exchange rate initially utilized by the DDO/DA to calculate the U.S. value of vouchers that were paid in foreign currency.

5-11. On a case by case basis, and with permission from the DDO/DA, the PA may also clear electronically IAW DoDFMR 7000.14-R, Volume 5, Chapter 19, Subparagraph 190403J; subject to approval of the parent DO, PAs in remote operational contingency locations may transmit electronically-scanned or facsimile copies of this documentation to the parent disbursing office when appropriate to minimize undesirable exposure of PAs in remote operational contingency situations. A PA is solely responsible to ensure that all documentation is legible and that:

- The scanned or facsimile copies were produced from original documents and cannot be altered,
- Any changes to the original documents and/or digital images can be detected,
- The copies are not destroyed but retained until the applicable retention period expires, and
- Access to the images is limited to authorized personnel.

Note: The DDO/DA must verify and be satisfied that the electronic submissions are in fact from the PA. The DDO/DA must also provide for the confirmation and acceptance of electronically-signed documents and return of the accepted DD Form 1081 to the PA. Lastly, the DDO/DA should obtain the original copies of these documents prior to re-advancing funds to (or terminating) the PA and replace the copies with the original.

5-12. The DDO/DA will receive any paid vouchers and cash and then issue a DD Form 1081 (Return) to the PA (see Appendix A, Figure A-7), reflecting the accountability of the PAs cash after the submission of all vouchers. The DDO/DA also issues the PA a copy of SF 1034 used to process the SF 44s. The PA then forwards all documentation to the FOO so that he may clear the G-8.

Note: The SF 1034 will be used by the G-8 to verify if the DDO/DA used the correct accounting classification for the disbursement.

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Appendix A

Figure A-1. Sample DA Form 3953, *Purchase Request and Commitment*

ATSX-CC	10 January 2013
 MEMORANDUM FOR Chief, RCC, Supporting Army contracting organization or joint Regional Contracting Center, APO AE 12345	
SUBJECT: Nomination of Field Ordering Officer (FOO)	
 1. I request that CPT Smith, John, 111-22-3333, be appointed as a FOO for missions in support of Operation Now.	
2. The FOO will be required to purchase the following supplies and/or request the following services:	
Gravel Steel Poles Fence	
3. Period of appointment: 10 Jan 2013 through 9 Jan 2014 (Note: not to exceed expected redeployment date).	
4. Each Standard Form 44, <i>Purchase Order – Invoice – Voucher</i> will not exceed \$2,500. The total amount will not exceed the amounts certified by the G-8 on the DA Form 3953.	
5. The point of contact for this memorandum is the undersigned at (123) 444-5555 or email at Kim.Young.email.com.	
 <i>Kim L. Young</i> Kim L. Young CPT, INFANTRY Commanding	

Figure A-2. Sample FOO Commander's Nomination Memorandum

(OFFICE SYMBOL)

Date

MEMORANDUM FOR RECORD

SUBJECT: Appointment of Field Ordering Officer (FOO)

1. Appointment. Under AFARS 5101.602-2-91, you are appointed as a field ordering officer (FOO) for the purposes set forth in paragraph 2. Your appointment becomes effective (enter date) and will remain effective, unless sooner revoked, until expiration of the contract(s) enumerated in paragraph 2 or until you are reassigned or your employment is terminated. You are responsible to and under the technical supervision of the chief of the (enter name of installation or activity) contracting office for your actions as a FOO.

a. Subject to your ensuring that funds are available and that local purchase authority exists for the transaction, you may make purchases using Standard Form 44, Purchase Order -- Invoice -- Voucher, provided all of the following conditions are satisfied:

(1) The aggregate amount of the purchase transaction is not in excess of \$3,000. You may not split purchases to avoid this monetary limitation.

(2) Supplies or non-personal services are immediately available.

(3) One delivery and one payment shall be made.

b. The authority granted in this appointment may not be re-delegated to any other person.

2. Standards of conduct and Contracting Action Reporting Requirements.

a. You shall comply with the standards of conduct prescribed in DoD 5500.7-R.

b. You shall furnish the undersigned and the contracting officer to whom you are responsible such information as may be required for contracting action reporting purposes in the manner and the time specified.

3. Termination of Appointment.

a. Your appointment may be revoked at any time by the undersigned authority or successor and shall be terminated in writing, except that no written termination of your appointment shall be made upon expiration or termination of contracts enumerated in paragraph 2.

b. Should you be reassigned from your present position or separated from Government service while this appointment is in effect, you shall promptly notify the appointing authority in writing. Your appointment will be terminated in writing if you are reassigned; it shall automatically be terminated on the date you are separated from Government service, if it is not revoked sooner.

Figure A-3. Sample FOO Appointment Order

4. Acknowledgement of Receipt. You are required to acknowledge receipt of this appointment on the duplicate copy and return it to the contracting officer. Your signature also serves as certification that you have read and understand the contents of DoD 5500.7-R. The original copy of this designation should be retained for your file.

CHIEF OF CONTRACTING FULL NAME
RANK, BRANCH
Chief of Contracting

Acknowledgement and Acceptance of Responsibilities:

1. I certify that I have been briefed and understand my duties and responsibilities as a (FOO/PPO) for Operation X, RCC X, APO AE XXXXX. I have read and understand DOD 5500.7-R, Joint Ethics Regulation.
2. I will place loyalty to country, ethical principles, and law above private gain and other interest and perform my duties in keeping with the highest tradition of the military service and civilian service to the U.S. Government.
3. I will avoid engaging in any personal business or professional activity or have or retain any direct or indirect financial interest which places me in a position in which there is a conflict or the appearance of a conflict between my private interests and the public interest of the United States as it relates to my duties and responsibilities as a DA Government individual.
4. I will accept no gifts or gratuities from those that have or seek business with DOD or from those whose business interest are affected by DOD functions.
5. I understand that my authority does not extend beyond the borders of (X Country).

FOO'S FULL NAME
FOO'S BRANCH, RANK
Field Ordering Officer

Figure A-3. Sample FOO Appointment Order (continued)

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE (Read Privacy Act Statement and Instructions before completing form.)		
PRIVACY ACT STATEMENT AUTHORITY: E.O. 9397, 31 U.S.C. Sections 3325, 3528, DoDFMR, 7000.14-R, Vol. 5. PRINCIPAL PURPOSE(S): To maintain a record of certifying and accountable officers' appointments, and termination of those appointments. The information will also be used for identification purposes associated with certification of documents and/or liability of public records and funds. ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C. Section 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the Federal Reserve banks to verify authority of the accountable individual to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published in the Federal Register. DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude appointment.		
SECTION I - FROM: APPOINTING AUTHORITY		
1. NAME (First, Middle Initial, Last) John H. Wayne	2. TITLE LTC, IN Battalion Commander	3. DOD COMPONENT/ORGANIZATION 1/23 Infantry Battalion, 46 HBCT Camp Liberty, Iraq APO AE 39244
4. DATE (YYYYMMDD) 20101001	5. SIGNATURE <i>John H. Wayne</i>	
SECTION II - TO: APPOINTEE		
6. NAME (First, Middle Initial, Last) Joe S. Schmoe	7. SSN 123-45-6789	8. TITLE Pay Agent
9. DOD COMPONENT/ORGANIZATION 1/23 Infantry Battalion (S-4), 46 HBCT		10. ADDRESS (Include ZIP Code) FOB Speicher, Iraq APO AE 39239
11. TELEPHONE NUMBER (Include Area Code) VOIP 324-4837		12. EFFECTIVE DATE OF APPOINTMENT (YYYYMMDD) 20101001
13. POSITION TO WHICH APPOINTED (X as applicable (one only))		
<input type="checkbox"/> DISBURSING OFFICER	<input type="checkbox"/> DEPUTY DISBURSING OFFICER	<input type="checkbox"/> DISBURSING AGENT
<input checked="" type="checkbox"/> PAYING AGENT	<input type="checkbox"/> CASHIER	<input type="checkbox"/> COLLECTION AGENT
<input type="checkbox"/> CHANGE FUND CUSTODIAN	<input type="checkbox"/> IMPREST FUND CASHIER	<input type="checkbox"/> CERTIFYING OFFICER
<input type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL		
14. YOU ARE HEREBY APPOINTED TO SERVE IN THE CAPACITY IDENTIFIED IN ITEM 13. YOUR RESPONSIBILITIES INCLUDE:		
1. Under the provisions of DoDFMR 7000-14-R, Volume 5, Chapter 2, Subparagraph 020604, you are hereby appointed as a Pay Agent to John H. Smith, MAJ, FC, Disbursing Officer, DSSN 1234, Camp Liberty, Iraq, APO AE 39244 from 01 October 2010 to 30 September 2011. 2. You are authorized to make payments to vendors for goods and services that have been ordered and received by the accompanying FOO using the SF 44, positively identifying all individuals you pay. Funds will not be entrusted to others or intermingled with other funds. Government funds and paid vouchers must be secured at all times as required by DoDFMR 7000-14-R, Volume 5, Chapter 3. Upon receipt of the Disbursing Officer's (DO's) instructions, you will read and discuss them with the Deputy DO (DDO) or Disbursing Agent (DDO/DA) so that you fully understand your responsibilities and liabilities before you depart the disbursing activity. You will immediately notify the DDO/DA of any discrepancies as soon as detected. You will turn in currency and paid vouchers to the financial management unit immediately upon completion of your mission. 3. Cash Holding Authority: \$10,000.		
15. YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLOWING REGULATION(S) NEEDED TO ADEQUATELY PERFORM THE DUTIES TO WHICH YOU HAVE BEEN ASSIGNED: DoDFMR 7000.14-R, Volume 5, Chapters 2, 3, and 33; Volume 10, Chapter 8 ATTP 1-06.1, Chapters 1, 4, and 5 (Theater SOPs)		
SECTION III - ACKNOWLEDGEMENT OF APPOINTMENT		
I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds under my control. I have been counseled on my pecuniary liability and have been given written operating instructions. I certify that my official signature is shown in item 17 below.		
16. PRINTED NAME (First, Middle Initial, Last) Ken W. Kenneth	17. SIGNATURE <i>Ken W. Kenneth</i>	
SECTION IV - TERMINATION OF APPOINTMENT		
The appointment of the individual named above is hereby revoked.		18. DATE (YYYYMMDD)
20. NAME OF APPOINTING AUTHORITY		21. TITLE
22. SIGNATURE		19. APPOINTEE INITIALS

DD FORM 577, FEB 2011 PREVIOUS EDITION IS OBSOLETE. Adobe Professional 8.0

Figure A-4. Sample PA DD Form 577, Appointment/Termination Record – Authorized Signature

(OFFICE SYMBOL)

Date

MEMORANDUM FOR RECORD

SUBJECT: Commander's Acknowledgement Statement

1. I acknowledge that pay agents (PAs) designated under my command will at no time make payments without the field ordering officer's (FOO's) acceptance of goods or services.
2. I will ensure that pay agents under my command will clear their Deputy Disbursing Officer (DDO) /Disbursing Agent (DA) every 30 days or less.
3. PAs under my command leaving the theater of operations on rest and recuperation leave, emergency leave, at the end of their deployment, or for any reason not listed will clear all funds through their assigned Disbursing Agent. At the end of their deployment, PAs will clear all funds in their possession 30 days prior to leaving the country.
4. The point of contact for this memorandum is the undersigned at (phone number) or email at (email address).

CDR'S FULL NAME
CDR'S RANK, BRANCH
Commanding

Figure A-5. Sample PA's Commander's Acknowledgement Statement

STATEMENT OF AGENT OFFICER'S ACCOUNT				
DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NO.		AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS (Include ZIP Code/APO number and Telephone number)		
John R. Wayne, MAJ, FC 123rd FMSC Camp Zero, Afghanistan APO AE 09000 DSSN: 1234 Disbursing Agent: Guy, New I., 2LT, FC		Billy D. Jean SFC, USA 123-45-6789 1/214 INF Camp Zero, Afghanistan APO AE 09000 (111) 222-4444		
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT				
TRANSACTIONS <i>a</i>	INCREASE (Received by Agent) <i>b</i>	BEGINNING BALANCE (In Agent's Account) <i>c</i>	DECREASE (Turned in by Agent) <i>d</i>	ENDING BALANCE (In Agent's Account) <i>e</i>
1. BALANCE FORWARD		0.00		10,000.00
2. U.S. DOLLARS	8,000.00			
3. FOREIGN CURRENCY	2,000.00			
4. MILITARY PAYMENT CERTIFICATES				
5. COLLECTIONS				
6. DEPOSITS				
7. NEGOTIABLE INSTRUMENTS				
A. TREASURY CHECKS				
B. MILITARY PAYMENT ORDERS				
C. OTHER (Specify)				
8. PAID VOUCHERS				
9. INCORRECT VOUCHERS RETURNED				
10.				
11.		10,000.00		10,000.00
12. TOTAL FUNDS IN HANDS OF AGENT OFFICER		10,000.00		10,000.00
STATEMENTS				
DISBURSING OFFICER		AGENT OFFICER		
<input checked="" type="checkbox"/> ON ADVANCE: I HAVE INTRUSTED FUNDS AND/OR OTHER ITEMS AS INDICATED IN THIS STATEMENT TO THE ABOVE NAMED AS MY AGENT OFFICER.		<input type="checkbox"/> ON ADVANCE: I, AS AGENT OFFICER, HAVE 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 10 Jan 13	SIGNATURE OF DISBURSING OFFICER <i>John R. Wayne</i>	DATE 10 Jan 13	SIGNATURE OF AGENT OFFICER <i>Billy D. Jean</i>	
<input type="checkbox"/> ON RETURN: I HAVE RECEIVED FUNDS AND/OR ITEMS AS INDICATED ON THIS STATEMENT FROM THE ABOVE NAMED AGENT OFFICER.		<input type="checkbox"/> ON RETURN: THE ABOVE STATEMENT OF ACCOUNT IS CORRECT.		
DATE	SIGNATURE OF DISBURSING OFFICER	DATE	SIGNATURE OF AGENT OFFICER	
DD Form 1081, MAY 75		PREVIOUS EDITION IS OBSOLETE.		Reset

Figure A-6. Sample DD Form 1081, *Statement of Agent Officer's Account (Advance)*

STATEMENT OF AGENT OFFICER'S ACCOUNT				
DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NO. JOHN R. WAYNE, MAJ, FC 123D FMCO CAMP ANYWHERE, AFGHANISTAN APO AE 12345 DSSN: 1234 DISBURSING AGENT: I.M. NEW, 2LT, FC		AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS <i>(Include ZIP Code (APO number) and Telephone number)</i> BILLY D. JEAN SFC, USA 123-45-6789 1/214 IN CAMP NOWHERE, AFGHANISTAN APO AE 54321 242-1234		
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		10,000.00		0.00
2. U.S. DOLLARS			1,500.00	
3. FOREIGN CURRENCY			500.00	
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			\$,000.00	
9. INCORRECT VOUCHERS RETURNED				
10.				
11.				
12. TOTAL FUNDS IN HANDS OF AGENT OFFICER				0.00
STATEMENTS				
DISBURSING OFFICER <input type="checkbox"/> ON ADVANCE: I HAVE INTRUSTED FUNDS AND/OR OTHER ITEMS AS INDICATED IN THIS STATEMENT TO THE ABOVE NAMED AS MY AGENT OFFICER.		AGENT OFFICER <input type="checkbox"/> ON ADVANCE: I, AS AGENT OFFICER, HAVE 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"/> ON RETURN: I HAVE RECEIVED FUNDS AND/OR ITEMS AS INDICATED ON THIS STATEMENT FROM THE ABOVE NAMED AGENT OFFICER.		<input checked="" type="checkbox"/> ON RETURN: THE ABOVE STATEMENT OF ACCOUNT IS CORRECT.		
DATE	SIGNATURE OF DISBURSING OFFICER (DDO/DA signs here)	DATE	SIGNATURE OF AGENT OFFICER (PA signs here)	
DD Form 1081, MAY 75 PREVIOUS EDITION IS OBSOLETE.				

Figure A-7. Sample DD Form 1081, *Statement of Agent Officer's Account (Return)*

U.S. GOVERNMENT PURCHASE ORDER-INVOICE-VOUCHER			
DATE OF ORDER 10 Jan 13		ORDER NO. 1001	
PRINT NAME AND ADDRESS OF SELLER (Number, Street, and State)*			
P Homer I Depot A 32 Mohammed St. Y Baghdad, Iraq E APO AE 09000			
FURNISH SUPPLIES OR SERVICES TO (Name and address)*			
Hector P. Medina 23 RD AVN BDE 23 RD INF DIV APO AE 09000			
SUPPLIES OR SERVICES	QTY	UNIT PRICE	AMOUNT
Lumber 2 X 4 X 16	25	\$4.00	\$100.00
AGENCY NAME AND BILLING ADDRESS*		TOTAL \$100.00	
P 11 Organization Big A 8899 E 56 th St. Y Indianapolis, IN 46249 O R		DISCOUNT TERMS ...0...% ...0...DAYS	
		DATE INVOICE RECEIVED 10 Feb 13	
ORDERED BY (Signature and title) <i>John A. Smith, CPT, FOO</i>			
PURPOSE AND ACCOUNTING DATA 219 2020 11B4 00 0000 0000000000000000 11B4 US 2409 028013 100.00			
PURCHASER - To sign below for over-the-counter delivery of items			
RECEIVED BY <i>Kenny Rogers</i>		DATE 30 Jan 13	
TITLE 1LT, PA			
SELLER - Please read instructions on Copy 2			
<input checked="" type="checkbox"/> PAYMENT RECEIVED \$100.00		<input checked="" type="checkbox"/> PAYMENT REQUESTED \$100.00	
NO FURTHER INVOICE NEED BE SUBMITTED			
SELLER		DATE	
<i>Homer I. Depot</i>		30 Jan 13	
Signature			
I certify that this account is correct and proper for payment in the amount of \$100.00		DIFFERENCES U	
<i>Sam Houston</i>		ACCOUNT VERIFIED CORRECT FOR 100.00	
Authorized certifying officer		BY	
PAID BY <input checked="" type="checkbox"/> CASH		DATE PAID 30 Jan 13	
OR (Check No.)		VOUCHER NO. V.O. A1001	
*PLEASE INCLUDE ZIP CODE		1. SELLER'S INVOICE (See instructions on Copy 2)	
		STANDARD FORM 44 (Rev. 10-83) PRESCRIBED BY GSA FAR (48 CFR) 53.213(c)	

Figure A-8. Sample SF 44, Purchase Order – Invoice – Voucher

SUPPLIES OR SERVICES	QTY	UNIT PRICE	AMOUNT
Item #10	2	100 AFN	200 AFN
Item #11	1	3,000 AFN	3,000 AFN
Item #12	10	20 AFN	200 AFN

Figure A-9. Sample SF 44, *Purchase Order – Invoice – Voucher* Continuation Sheet

DATE	PIIN	VENDOR	COMMODITY	AMOUNT (AFN)	AMOUNT (USD)	BALANCE
1-Oct-10	INITIAL FUNDING	N/A	N/A			10,000
2-Oct-10	DABM03-03-M-2006-001	Vendor A	Cleaning supplies		150.00	9,850.00
2-Oct-10	DABM03-03-M-2006-002	Vendor B	Etc.	15,000	333.33	9,516.67
2-Oct-10	DABM03-03-M-2006-003	Vendor C	Etc.	15,000	333.33	9,183.33
2-Oct-10	DABM03-03-M-2006-004	Vendor D	Etc.		20.00	9,163.33
6-Oct-10	DABM03-03-M-2006-005	Vendor E	Etc.		640.00	8,523.33
6-Oct-10	DABM03-03-M-2006-006	Vendor F	Etc.		789.00	7,734.33
7-Oct-10	DABM03-03-M-2006-007	Vendor G	Etc.	15,000	333.33	7,401.00
7-Oct-10	DABM03-03-M-2006-008	Vendor H	Etc.		3,241.00	4,160.00
7-Oct-10	DABM03-03-M-2006-009	Vendor I	Etc.		321.00	3,839.00
7-Oct-10	DABM03-03-M-2006-010	Vendor J	Etc.	20,000	444.44	3,394.56
7-Oct-10	DABM03-03-M-2006-011	Vendor K	Etc.		1,339.00	2,055.56
12-Oct-10	DABM03-03-M-2006-012	Vendor L	Etc.	2,500	55.56	2,000.00

Figure A-10. Sample FOO Ledger

BEGINNING CASH BALANCE				ENDING CASH BALANCE			
Exchange Rate			(1:45)	Exchange Rate			(1:45)
Foreign Currency Beginning Balance	90,000	AFN		Foreign Currency Ending Balance	22,500	AFN	
US Dollar Equivalent		\$	2,000	US Dollar Equivalent		\$	500
US Currency Beginning Balance			8,000	US Currency Ending Balance			1,500
Total Beginning Cash Balance			\$ 10,000	Total Ending Cash Balance			\$ 2,000

PAYMENT DATA									
US CURRENCY					FOREIGN CURRENCY (AFN)				
DATE	TRANSACTION	VENDOR	AMOUNT	BALANCE	DATE	TRANSACTION	VENDOR	AMOUNT	BALANCE
1-Oct-10	Advance		\$ 8,000	\$ 8,000	1-Oct-10	Advance		90,000	90,000
2-Oct-10	DABM03-03-M-2006-0001	Vendor A	\$ 150	\$ 7,850	2-Oct-10	DABM03-03-M-2006-0003	Vendor C	15,000	75,000
2-Oct-10	DABM03-03-M-2006-0002	Vendor B	\$ 20	\$ 7,830	2-Oct-10	DABM03-03-M-2006-0004	Vendor D	15,000	60,000
6-Oct-10	DABM03-03-M-2006-0006	Vendor F	\$ 640	\$ 7,190	6-Oct-10	DABM03-03-M-2006-0005	Vendor E	15,000	45,000
7-Oct-10	DABM03-03-M-2006-0007	Vendor G	\$ 789	\$ 6,401	7-Oct-10	DABM03-03-M-2006-0009	Vendor I	20,000	25,000
7-Oct-10	DABM03-03-M-2006-0008	Vendor H	\$ 3,241	\$ 3,160	7-Oct-10	DABM03-03-M-2006-0010	Vendor J	2,500	22,500
7-Oct-10	DABM03-03-M-2006-0011	Vendor K	\$ 321	\$ 2,839					
12-Oct-10	DABM03-03-M-2006-0012	Vendor L	\$ 1,339	\$ 1,500					

Figure A-11. Sample PA Ledger

(OFFICE SYMBOL)

Date

MEMORANDUM FOR RECORD

SUBJECT: Refusal to Sign SF 44, *Purchase Order – Invoice – Voucher*

1. The purpose of this memorandum is to document the circumstances surrounding the refusal of the payee listed below to sign the SF 44.

a. Name: Smith, John A.

b. Date of payment: 01 October 2010

c. Location of payment: Anywhere Confinement facility

d. Amount of payment: \$XX

2. The point of contact for this memorandum is the undersigned at XXX-XXX or email at PAname@emailaddress.com.

PA's FULL NAME
PA's RANK, BRANCH/SERVICE
Pay Agent

WITNESS's FULL NAME
WITNESS's RANK, BRANCH/SERVICE
Title

Figure A-12. Sample Memorandum for Record (Refusal to Sign SF 44, *Purchase Order – Invoice – Voucher*)

ATSX-CC	10 January 2013
MEMORANDUM FOR RECORD	
SUBJECT: Monthly Field Ordering Officer (FOO) Purchases	
<p>1. I certify that I have reviewed the FOO purchases made by FOO CPT Smith, John; Procurement Identification Instrument Numbers (PIINs) # 100000 thru 599999 (list sequential PIN numbers used) dated 10 Jan 13 thru 09 Jan 14 (enter dates used).</p> <p>2. All non-expendable items have been accounted for in accordance with AR-735-5, DA PAM 710-2-1, AR -710-2, (and any theater policies or procedures).</p> <p>3. All non-expendable items have been added to the unit Theater Property Book.</p> <p>4. The point of contact for this memorandum is the undersigned at (phone number) or email at (email address).</p> <p><i>Kim W. Young</i> KIM W. YOUNG LTC, AG Commanding</p>	

Figure A-13. Sample Commander's Clearance Memorandum

Standard Form 1034 Revised October 1987 Department of the Treasury 1 TFM 4-2000		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL				VOUCHER NO. V.O. 1001	
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION Big Org. Army 8899 E 56th St Indianapolis, IN 46249				DATE VOUCHER PREPARED 01/10/2013		SCHEDULE NO. 01	
				CONTRACT NUMBER AND DATE C.N. 223344		PAID BY Big Org. Army 8899 E 56th St. Indianapolis, IN 46249	
				REQUISITION NUMBER AND DATE AB 223344 10 Jan 2013			
PAYEE'S NAME AND ADDRESS ABC Construction 123 6th Street Kuwait City, Kuwait						DATE INVOICE RECEIVED 01/10/2013	
						DISCOUNT TERMS 10/30	
						PAYEE'S ACCOUNT NUMBER 123-456-789	
						GOVERNMENT BAL NUMBER BL 555-666	
SHIPPED FROM Kuwait City, Kuwait				TO Baghdad, Iraq		WEIGHT 75 Lbs	
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES (Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)	QUANTITY	UNIT PRICE	COST	PER	AMOUNT (1)
001 10 Dec 201	01/10/2013	Widgets (paid in Foreign Currency)	5	40	EA		200.00
(Use continuation sheet(s) if necessary) (Payee must NOT use the space below) TOTAL							200.00
PAYMENT: <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input checked="" type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE		APPROVED FOR Foreign Curr = \$ BY 2 Mr. Sam Houston TITLE Director of Payments Division		EXCHANGE RATE 2.00 = \$1.00		DIFFERENCES	
						Amount verified, correct for payment (Signature or initials)	
						200.00	
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.							
01/10/2013 (Date)		(Authorized Certifying Officer) 2		Chief Payments Division (Title)			
ACCOUNTING CLASSIFICATION							
21 9 2020 11B2 00 0000 000000000000 11B2 KU 2032 092032 100.00							
P A I D B Y	CHECK NUMBER N/A	ON ACCOUNT OF U.S. TREASURY N/A		CHECK NUMBER		ON (Name of bank)	
	CASH \$100.00	DATE 01/10/2013		PAYEE 3 ABC Construction			
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 receipted in the name of a company or corporation, the name of the person writing the company or corporate 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 Mr. Donald Higher TITLE Board Director	
Previous edition usable							
NSN 7540-00-900-2234							
PRIVACY ACT STATEMENT The information requested on this form is required under the provisions of 31 U.S.C. 62b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.							

Figure A-14. Sample SF 1034, Public Voucher for Purchases and Services other than Personal

ATSX-CC

10 January 2013

MEMORANDUM FOR RECORD

SUBJECT: Field Ordering Officer (FOO) Clearance

1. FOO Information:

- a. Name: John Smith
b. Rank: 1LT
c. SSN: 111-22-3333
d. Date of Appointment: 10 January 2012

2. The following have been reviewed (if applicable):

- a. Memorandum from O-5 verifying review of SF-44s
- b. Memorandum from Installation Property Book Office (IPBO) (Operations & Maintenance, Army (OMA) Funds Only)
- c. SF 44s stamped by IPBO
- d. Legible copies of all receipts and SF-44s
- e. Other applicable information

3. The following SF-44 PIINs are cleared, contractually sufficient, and within scope of the appointed authority:

PIINs 100000 thru 201999

4. The total expenditures for this clearing period equal \$19,000.00.

5. The point of contact for this memorandum is the undersigned at (123) or email at (email address).

Kim W. Young

KIM W. YOUNG

LTC, AG

Regional Contracting Center Chief

Figure A-15. Sample FOO Contracting Clearance Memorandum

Glossary

SECTION I – ACRONYMS AND ABBREVIATIONS

AFAR	Army Federal Acquisition Regulation
AFARS	Army Federal Acquisition Regulation Supplement
AR	army regulation
ATP	army techniques publication
CALL	Center for Army Lessons Learned
CHA	cash holding authority
CRM	composite risk management
DA	disbursing agent
DDO	deputy disbursing officer
DoD	Department of Defense
DoDFMR	Department of Defense Financial Management Regulation
FM	field manual
FOO	field ordering officer
FMR	financial management regulation
FSS	federal supply schedule
G-8	assistant chief of staff, financial management
GSA	General Services Administration
IAW	in accordance with
IPBO	installation property book officer
JER	Joint Ethics Regulation
LOA	line of accounting
OMA	Operations and Maintenance, Army
OCS	operational contract support
PA	pay agent
PIIN	procurement instrument identification number
PR&C	Purchase, Request, and Commitment
SF	standard form
SJA	staff judge advocate
USC	United States Code

SECTION II – TERMS

antideficiency violation

(joint) The incurring of obligations or the making of expenditure (outlays) in violation of appropriation law as to purpose, time, and amounts as specified in the defense appropriation or appropriations of funds. (JP 1-06).

contracting officer

(joint) The Service member or Department of Defense civilian with the legal authority to enter into, administer, modify, and/or terminate contracts. (JP 4-10).

disbursing officer

(joint) A military member or a civilian employee of a DoD Component designated to disburse monies and render accounts according to laws and regulations governing the disbursement of public moneys. DOs must be U. S. citizens. Also known as [DO]. (DoDFMR 7000-14.R, Volume 5).

deputy disbursing officer

(joint) An individual appointed by the disbursing officer to act in the name of and for that disbursing officer to perform any and all acts relating to the receipt, disbursement, custody, and accounting for public funds. The disbursing officer making the appointment may restrict the acts a deputy is authorized to perform. All deputy disbursing officer appointees must be U.S. citizens. Also known as [DDO]. (DoDFMR 7000-14.R, Volume 5).

disbursing agent

(joint) An agent to the disbursing officer not appointed as a deputy disbursing officer. Generally, a disbursing agent operates a permanently-located disbursing office that is often, but not always, geographically separated from the disbursing office. Also known as [DA]. (DoDFMR 7000-14.R, Volume 5).

electronic commerce

(joint) A wide range of financial functions which are performed using data communications techniques. Also known as [E-commerce]. (DoDFMR 7000-14.R, Volume 5).

field ordering officer

(joint) A Service member or Department of Defense civilian, who is appointed in writing and trained by a contracting officer and authorized to execute micropurchases in support of forces and/or designated civil-military operations. Also known as [FOO]. (JP 4-10)

imprest fund

(joint) A cash fund of a fixed amount established through an advance of funds without appropriation change to an authorized imprest fund cashier to effect immediate cash payments of relatively small amounts for authorized purchases of supplies and non-personal services. (DoDFMR 7000-14.R, Volume 5).

pay agent

(joint) A military member or DoD civilian employee appointed by the commander to act as an agent of a disbursing officer. The purpose of a paying agent is to make specific payments, currency conversions, or check cashing transactions from funds temporarily advanced to the agent by the disbursing officer. Paying agents are individuals whose regular duties do not involve disbursing functions and who are not organizationally located in the disbursing office. They are appointed to the position of paying agent as a collateral duty and will be under the exclusive supervision of the disbursing officer in all matters concerning custody and disposition of funds advanced to them. They will comply with all instructions and regulations pertaining to their paying agent duties as issued by the disbursing officer. All payments or currency conversions made by a paying agent are made for, and in the name of, the disbursing officer making the appointment. Funds advanced to a paying agent are held at personal risk by the paying agent and must be accounted for to the disbursing officer immediately upon completion of the transaction(s) for which advanced. Also known as [PA]. (DoDFMR 7000-14.R, Volume 5).

requiring activity

(joint) The military or other supported organization that identifies requirements and receives contract support during military operations. (JP 4-10)

References

SOURCES USED

These are the sources quoted or paraphrased in this publication.

UNITED STATES CODE

Title 18, USC, Crimes and Criminal Procedure, January 2007

Title 31, USC, Money and Finance, January 2007

JOINT AND DEPARTMENT OF DEFENSE PUBLICATIONS

DoD 7000.14-R, Department of Defense Financial Management Regulations (FMRs), including the following volumes:

[Note: These volumes are available online at <http://www.dod.mil/comptroller/fmr/>.]

Volume 5. Disbursing Policy and Procedures. October 2011

Volume 10. Contract Payment Policy and Procedures, October 2011

Joint Ethics Regulation (JER), DOD 5500.07-R (Change 7), November 2011

ARMY PUBLICATIONS

AR 15-6, Procedures for Investigating Officers and Boards of Officers, 2 October 2006

ATTP 4-10, Operational Contract Support Tactics, Techniques and Procedures, 20 June 2011

FM 1-06, Financial Management Operations, 4 April 2011

AFARS, October 2001

AFAR Manual No. 2, October 2002

CALL Handbook 09-16, Field Ordering Officer and Pay Agent Handbook, July 2009

CALL Handbook 10-39, Unit Commander's Guide to Paying Agents Handbook, April 2010

FORMS

These forms must be available to the intended users of this publication.

DA Form 2028, Recommended Changes to Publications and Blank Forms

DA Form 3953, Purchase Request and Commitment

DD Form 577, Appointment/Termination Record – Authorized Signature

DD Form 1081, Statement of Agent Officer's Account

SF 44, U.S. Government Purchase Order Invoice Voucher

SF 1034, Public Voucher for Purchases and Services other than Personal

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ATP 1-06.1
10 May 2013

By order of the Secretary of the Army:

RAYMOND T. ODIERNO
General, United States Army
Chief of Staff

Official:

A handwritten signature in black ink, reading "Joyce E. Morrow". The signature is fluid and cursive, with the first name "Joyce" and last name "Morrow" clearly legible.

JOYCE E. MORROW
Administrative Assistant to the
Secretary of the Army
1307306

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