

## **APPENDIX A**

## **Figure A-1. Base-Level Data/Document Distribution**

DFAS-DE 7040.1-M

March 1996

**Figure A-1. Continued.**

DFAS-DE 7040.1-M

March 1996

Documents/Data to be Forwarded to DFAS OPLOC

Note: 1. Air Force will establish central collection point and contract for

**daily express mail (one day) to OPLC.**

2. Boxes must be numbered (1 of 3, 2 of 3, etc).

- \* These Documents must be routed through FSO

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**Figure A-1. Continued**

# DFAS-DE 7040.1-M

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Documents/Data to be Forwarded to DFAS OPLOC

Document/Data	Frequency					OPLOC Receiving Org	
	D	W	M	Q	SA A	As Req	Sending Base Org
<b>Vendor Pay</b>							
DD Form 448, MIPR (Copy) *	X					X	Service Requesting Goods/Se
DD Form 448-2 (Acceptance MIPR) (Copy) *	X	X					DFAS-XX/FPS
AF Form 185 (Copy)							DFAS-XX/FPS
AF Form 656 (Copy)	X						DFAS-XX/FPS
SF 1164	X						DFAS-XX/FPS
DD Form 1556 (Copy)	X						FSO
AF Form 15 (Orig + 1 Copy) *	X						FSO
AF Form 15 (Orig + 1 Copy) *	X						FSO
AF Form 315 (Orig + 1 Copy) *	X						FSO
Ground Fuels/Invoices	X						FSO/Base Organization
AF Form 676 (Copy)	X						Transportation/FSO
AF Form 1227 (Copy)	X						Maintenance/FSO
DD Form 1556 (Copy)	X						BFMD
AFMC 36	X						Transportation
SF 44 Purchase Order/Invoice/Voucher	X						Hospital/Clinic
SF 26	X						Education Svcs
DD Form 1155 (Contract) (Original + 1)	X						Civ Trng/Base Org/FSO
DD Form 1155 (Rec Report) (Copy)	X						AFMC Bases/FSO
DD Form 250	X						Base Organization
Invoices (Certified by Base Activity)	X						Contracting
DD Form 1164/11299 (Non Temp)	X						Contracting
AF Form 150 (Local Drayage)	X						TMO
AF Form 1149(GBL)	X						Base Organization
OF Form 1129 (Imprest Fund)	X						Base Organization
AF Form 406 MORD *	X						FSO (Prepares)
MORD Billing Documents	X						Base Organization
SF 1034 (Prepared)	X						Base Organization
SF 1034 (Manual Prepared)	X						ANG Unit
DD Form 428 (CSA) (Copy)	X						Communications

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**Figure A-1. Continued.**

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## Documents/Data to be Forwarded to DFAS OPLC

Document/Data	D	W	M	Q	S	A	As Req	Frequency	Sending Base Org	OPLC Receiving Org
AF Form 1218 (Commitment) (Copy) *	X								Communications	DFAS-XXIFPS
GSA Leased Bldg Work Orders/Leases (Copy)	X								Civil Engineering	DFAS-XXIFPS
CDR's Contingency Fund	X								Protocol	DFAS-XXIFPS
IMPAC Credit Card App Official Statements	X								Base Organization	DFAS-XXIFPS
Legal Claims	X								Legal Services	DFAS-XXIFPS
Suggestion Awards	X								Suggestion Office	DFAS-XXIFPS
BPA Call Registers	X								Base Organization	DFAS-XXIFPS
SF 361 (Damaged in Shipment) (Copy)							X		Supply	DFAS-XXIFPS
SF 364 (Item Discrepancy - LP) (Copy)							X		Supply	DFAS-XXIFPS
Form 1348-1 (Investigation Items) (Copy) *							X		Using Organization	DFAS-XXIFPS
Annotated Copy of M-37 (Copy)	X								Supply	DFAS-XXIFPS
Annotated Copy of Dormant Obi List (Copy)	X								Contracting	DFAS-XXIFPS
<b>Inter-Governmental</b>										
DD Form 1898	X								BFMO	DFAS-XXIFPG
SF 364 (ROID on Milstrip)	X								Supply	DFAS-XXIFPG
Annotated Copy of M37 (Interfund)				X					Supply	DFAS-XXIFPG
<b>Travel Accounting</b>										
Travel Orders	X								Base Organization	DFAS-XXIFPT
For-Others Vouchers	X								FSO	DFAS-XXIFPT
DD 139 & IATS Follow-up Letters	X								FSO	DFAS-XXIFPT
Manual Vouchers for MAFR	X								FSO	DFAS-XXIFPT
Transportation Documents	X								TMO	DFAS-XXIFPT
CTO/SATO Billings and Disk	X								TMO/CITO	DFAS-XXIFPT
CTO Obligation Documents and Disk	X								CTO	DFAS-XXIFPT
MORD & FCN							X		FSO	DFAS-XXIFPT
Vouchers Requiring W-2	X								FSO	DFAS-XXIFPT
DD Form 2660							X		FSO	DFAS-XXIFPT

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