

**PART ONE  
GENERAL INFORMATION**

**CHAPTER 1**  
**OPERATING LOCATION FUNCTIONAL STATEMENT**

**A. PURPOSE.** This Desk-Top Instruction Manual is issued to standardize and define the DFAS-DE Operating Location (OPLOC) and Air Force Financial Service Office (FSO) procedural responsibilities and detailed task instructions.

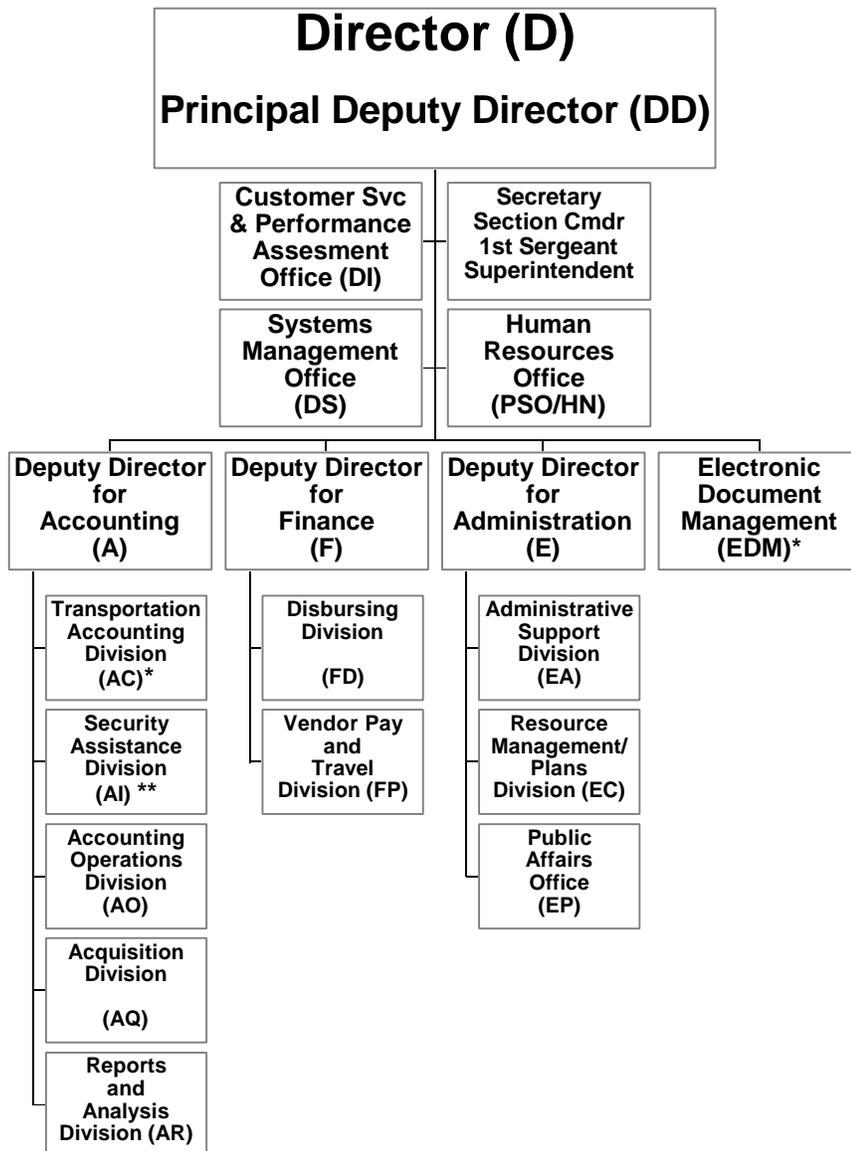
**B. POLICY.** On December 13, 1991, the Deputy Secretary of Defense signed the Defense Management Report Decision (DMRD 910) directing the consolidation of finance and accounting operations within the Department of Defense (DoD).

**\*C. APPLICABILITY AND SCOPE.** This instruction manual is to be used in conjunction with existing DoD and Air Force regulations and is intended to provide detailed guidance in performing day-to-day operations in a consolidated finance and accounting environment. It identifies specific responsibilities that need to be accomplished by DFAS-DE OPLOCs, Air Force FSOs, and Air National Guard (ANG) units in order to efficiently accomplish specific tasks. Instructions included in this manual apply to all DFAS-DE OPLOCs, Air Force FSOs, and ANG units upon consolidation of the DFAS-DE Defense Accounting Offices, but do not take precedence over existing DoD and Air Force Regulations. **These instructions are to be implemented only upon consolidation or by proper authority (DFAS-DE/A and SAF/FMPC).** Installations should not implement these instructions until directed to do so.

**\*D. RESPONSIBILITIES.** The Directorate of Customer Service and Performance Assessment, Customer Service and Performance Measurement Division, DFAS-DE/PC, is the focal point for issues regarding maintenance and electronic distribution of this manual. Offices responsible for the content of each chapter are listed in the preceding Directory on page ii. DFAS-DE OPLOCs, Air Force FSOs, and ANG units will use this manual in the performance of their day-to-day finance and accounting operations. Users will submit proposed changes regarding this manual to DFAS-DE/PC through their established chain of command. DFAS-DE/PC and SAF/FMPC will coordinate on and approve any change to this manual.

**\*E. DFAS-DE OPLOC ORGANIZATION.** The standard DFAS-DE OPLOC organization chart as well as a chart of the DFAS Centers and their OPLOCs and a list of the Air Force Organizations supported by DFAS OPLOCs follow:

# DFAS-DE OPLOC ORGANIZATION STRUCTURE

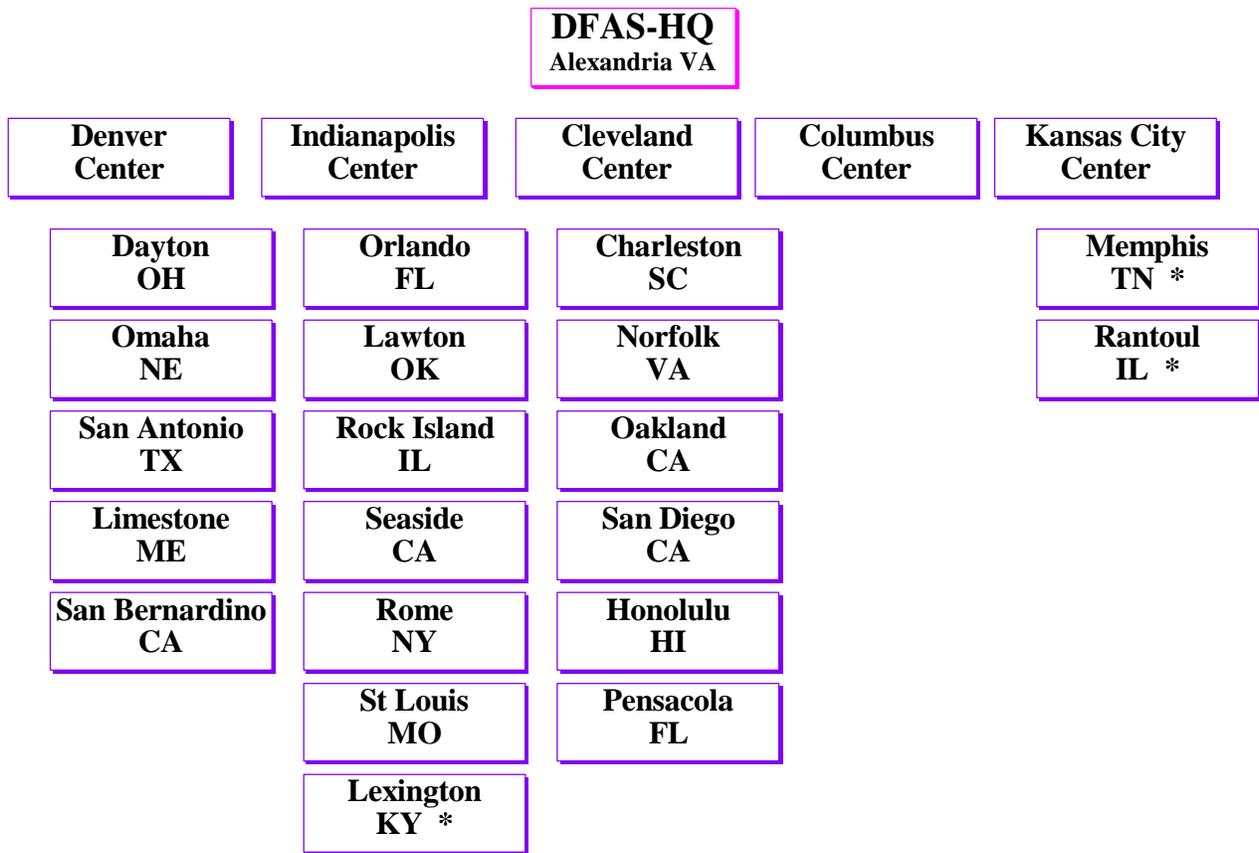


\* As Appropriate (OM)

\*\* As Appropriate (DY)

★ Figure 1-1. DFAS-DE Operating Location Standard Organization Chart

# DFAS Centers and Their OPLOCs



\* Projected to Open in the Future (There has been no activation date scheduled as yet).

\*Figure 1-2. DFAS Centers and Their Operating Locations (OPLOCs)

**DFAS-DE 7040.1-M, Change 3  
July 1998**

<u>DAYTON OPLOC</u> ( DMC - Robins)	<u>LIMESTONE OPLOC</u> (DMC - Gunter)	<u>OMAHA OPLOC</u> (DMC - Tinker)	<u>DENVER (DFAS-DE/O)</u> (DMC - Gunter/Kelly)	<u>SAN ANTONIO OPL.</u> (DMC - Kelly)	<u>SAN BERNARDINO OP</u> (DMC - Hill)
Charleston AFB	Arnold AFB	A.F. Academy	Bolling AFB	Brooks AFB	Beale AFB
Dover AFB	Barksdale AFB	Altus AFB	Cannon AFB	Dyess AFB	Edwards AFB
Hanscom AFB	Columbus AFB	Bayonne	Davis-Monthan AFB	Ft Detrick	F.E. Warren AFB
McGuire AFB	Eglin AFB	Ellsworth AFB	DIS	Ft Sam Houston	Fairchild AFB
Newark AFB	Keesler AFB	Grand Forks AFB	Holloman AFB	Goodfellow AFB	Los Angeles AFB
Pope AFB	Langley AFB	Little Rock AFB	Kirtland AFB	Kelly AFB	Malmstrom AFB
Robins AFB	Maxwell AFB	McConnell AFB	Luke AFB	Lackland AFB	McChord AFB
Rome Lab	Moody AFB	Minot AFB	USUHS	Laughlin AFB	McClellan AFB
Seymour Johnson AFB	Shaw AFB	NIMA	ANG - ANGRC	MEDCOM	Mt. Home AFB
Wr-Pat AFB	ANG - Charlotte NC	Offutt AFB	ANG - Andrews MD	Randolph AFB	Nellis AFB
ANG - Alpena MI	ANG - Dannelly Fld AL	Peterson AFB	ANG - Baltimore MD	Reese AFB	Travis AFB
ANG - Atlantic City NJ	ANG - Dobbins GA	Scott AFB	ANG - Kirtland NM	Sheppard AFB	Vandenberg AFB
ANG - Barnes MA	ANG - Gulfport MS	Tinker AFB	ANG - Martinsburg WV	ANG - Dallas TX	ANG - Boise ID
ANG - Battle Creek MI	ANG - Jackson MS	Vance AFB	ANG - Phoenix AZ	ANG - Ellington TX	ANG - Buckley CO
ANG - Bradley CT	ANG - Jacksonville FL	Whiteman AFB	ANG - Tucson AZ	ANG - Ft Smith AR	ANG - Camp Murray W
ANG - Burlington VT	ANG - Meridian MS	ANG - Bangor ME		ANG - Kelly TX	ANG - Channel Isl CA
ANG - Charleston WV	ANG - Nashville TN	ANG - Des Moines IA		ANG - Okla City OK	ANG - Cheyenne WY
ANG - Harrisburg PA	ANG - New Orleans LA	ANG - Duluth MN		ANG - Tulsa OK	ANG - Fairchild WA
ANG - Knoxville TN	ANG - Richmond VA	ANG - Fargo ND		AFRC - Carswell TX	ANG - Fresno CA
ANG - Louisville KY	ANG - Syracuse NY	ANG - Forbes KS			ANG - Great Falls MT
ANG - McEntire SC	ANG - Terra Haute IN	ANG - Ft Wayne IN			ANG - Kingsley Fld OR
ANG - McGuire NJ	AFRC - New Orleans	ANG - Lincoln NE			ANG - March CA
ANG - Otis MA		ANG - Little Rock AR			ANG - Moffett Fld CA
ANG - Quonset RI		ANG - Madison WI			ANG - Portland ME
ANG - Rickenbacher OH		ANG - Mansfield OH			ANG - Reno NV
ANG - Savannah GA		ANG - McConnell KS			AFRC - March CA
ANG - Schenectady NY		ANG - Memphis TN			AFRC - Minn/St Paul MI
ANG - Springfield OH		ANG - Milwaukee WI			AFRC - Portland OR
ANG - Stewart NY		ANG - Minn/St Paul MN			
ANG - Suffolk County NY		ANG - Niagara Falls NY			
ANG - Toledo OH		ANG - O'Hare IL			
ANG - Willow Grove PA		ANG - Pease NH			
ANG - Wilmington DE		ANG - Peoria IL			
AFRC - Dobbins GA		ANG - Pittsburg PA			
AFRC - Niagara NY		ANG - Sioux City IA			
AFRC - Pittsburgh PA					
AFRC - Selfridge MI					
AFRC - Westover MA					
AFRC - Willow Grove PA;					
Youngstown OH					

**Omaha (Cont)**

ANG - Sioux Falls SD  
 ANG - Springfield IL  
 ANG - St Joseph MO  
 ANG - St Louis MO  
 ANG - Volk Field WI  
 AFRC-Grissom IN  
 AFRC - Milwaukee WI

**\*Figure 1-3. Air Force Organizations Supported by DFAS OPLOCs**