

CHAPTER 2
FINANCIAL SERVICES ORGANIZATION FUNCTIONAL STATEMENT

A. FINANCIAL SERVICES:

1. Provides direct customer service to wing and tenant personnel.
2. Acts as liaison between wing organizations and tenant activities and the Defense Accounting and Finance Service (DFAS).

B. FINANCIAL SERVICES ORGANIZATION (FSO).

1. Accounting Liaison:

- a. Controls and certifies propriety/availability of appropriated funds for anticipated wing and tenant requirements.
- b. Updates accounts receivable records for cash received at the base for collections (checks and collection vouchers are sent to the Operating Location (OPLOC)).
- c. Updates/adjusts organization fund targets in the base supply and base accounting systems.
- d. Assists DFAS in processing accounting (interfund) transactions between other federal agencies and wing and tenant organizations.
- e. Updates base supply's material acquisition control record with fund targets provided by higher headquarters and interfaces between wing and tenant organizations and DFAS in the reconciliation of accounting records and the production of financial management reports and information retrievals.
- f. Enters related information into the Central Procurement Accounting System (CPAS), Defense Business Management System (DBMS), and related systems.
- g. Assists DFAS in following up on dormant funds and reconciliations.
- h. Performs follow-up for receiving report requests, as requested, by OPLOC Customer Service.
- i. Prepares and certifies a limited number of emergency type payments to individuals; supports classified operations and Imprest Fund replenishment paid locally.
- ★j. Performs periodic follow-up on expiring unobligated commitment balances for obligating documents.

DFAS-DE 7040.1-M, Change 1
April 1997

- ★k. Creates internal records such as Program Summary, and Document Summary Records.
 - l. Serves as the FSO focal point for financial systems, local area network, and software requirements.
 - m. Provides monthly schedule for computer program runs to the OPLOC.
 - n. Prepares and provides base variable changes to Systems Administration.
 - o. Processes MAFR transactions for vouchers processed at the FSO, coordinates and assists the OPLOC in daily balancing.
 - p. Prepares and provides financial coding structures for base and tenant activities to the OPLOC.
 - q. Monitors and controls use of override codes.
 - r. Provides a monthly disk file to the local medical center for medical expenses.
 - s. Assists financial analysis and OPLOC personnel with fiscal year close-out and the fiscal year conversion.

2. Customer Service:

a. Military Pay:

★(1) Provides face-to-face customer service for wing and tenant personnel such as making casual and emergency payments, processing collections, verifying entitlements, providing allotment services, in- and out-processing of assigned personnel, resolving pay inquiries and account problems, inputting Merged Accountability and Fund Reporting (MAFR) transactions, processing leave transactions, and inputting related Defense Joint Military Pay System (DJMS) transactions.

★(2) Provides customer service to retirees and annuitants.

★(3) Interviews and assists personnel on dependency determinations.

b. Civilian Pay Liaison:

(1) Provides face-to-face customer service to wing and supported tenant unit civilian employees.

(2) Collects and consolidates wing time and attendance reports and forwards to the appropriate payroll office for processing.

(3) Assists civilian employees in preparing and processing claims and indebtedness transactions.

(4) Interfaces between the servicing civilian personnel office, the base budget office, and the payroll office in the production of civilian pay cost reports, and the reconciliation and update of pay and leave records for wing civilian employees....Will not certify funds for payroll (will be done at central pay office).

★(5) Processes AF Forms 428, Request for Overtime.

c. Travel Pay:

★(1) Provides face-to-face customer service for wing and tenant personnel and dependents such as computing emergency cash travel advances, assisting wing resource managers in estimating costs for temporary duty (TDY) trips, answering travelers' questions and inquiries, processing collections, assisting in claims submission, and inputting related transactions into the applicable travel computation system (IATS, ACTS, and TASTRAVEL).

(2) Records commitments from AF Form 616, Fund Cite Authorization.

(3) Performs travel voucher computations.

(4) Administers the Government Charge Card Program.

★(5) Acts as travel computation system administrator.

★(6) Provides travel computation system files to OPLOC for MAFR input.

(7) Creates and updates the travel master record.

★(8) Follows-up on outstanding advances, obligations, and debts.

★(9) Uses products, such as the daily audit list, provided by the OPLOC to perform follow-up and review/validate daily input.

★(10) Records all travel obligations.

3. Cashier Operations:

a. Provides emergency cash and check disbursement and collection services for wing military and civilian personnel.

DFAS-DE 7040.1-M, Change 1
April 1997

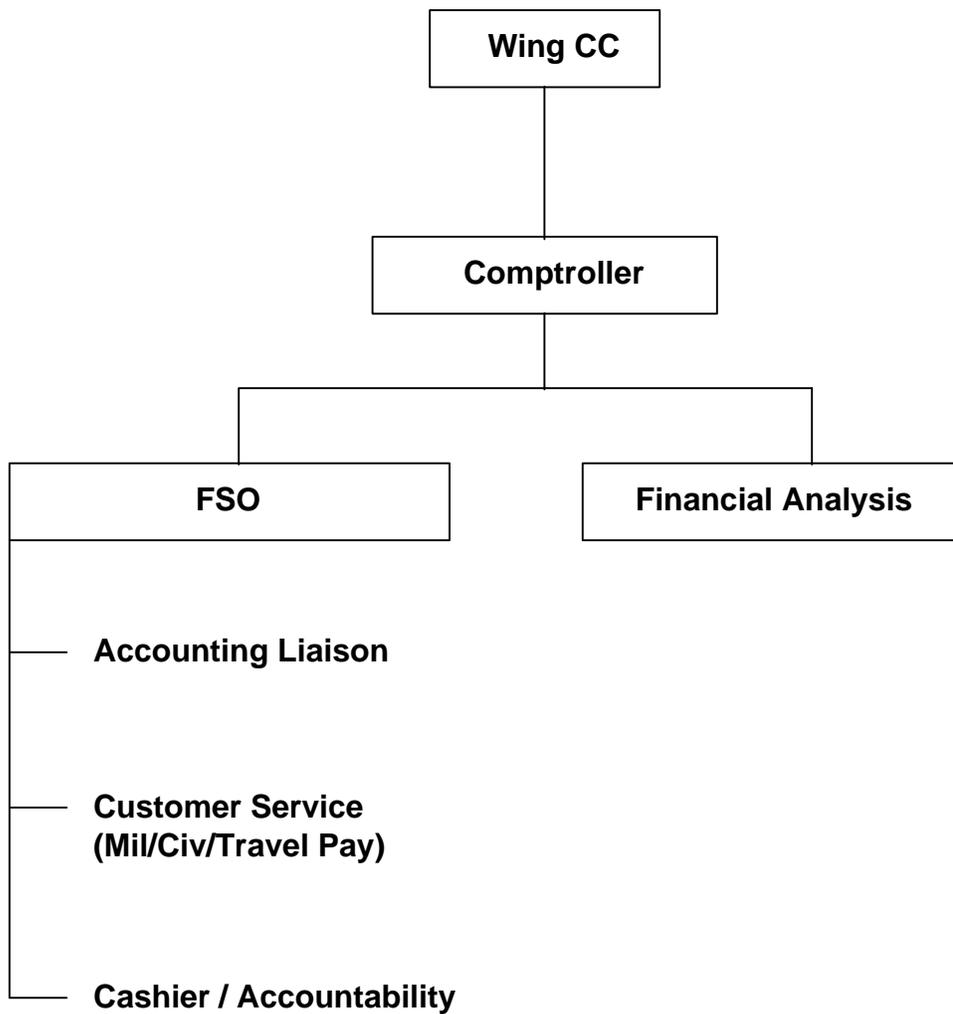
- b. Makes appropriate input to the Integrated Paying and Collecting (IPC) system.
- c. Safeguards cash and negotiable instruments, and maintains cash accountability control records. Also maintains physical security.
- d. Services base organization change fund, disbursing agent, paying agent, and imprest fund accounts.
- e. Supports peacetime mobility/deployment and contingency operations.
- f. Transfers check data to the OPLOC for any payments other than cash.
- g. Performs bank transactions.
- h. Prepares cash authority.
- i. Opens and closes secured area.
- j. Maintains voucher controls.
- k. Processes daily agent operations and previews periodically.
- l. Performs daily cash and accountability reconciliations.
- *m. Records daily losses and overage of funds and prepares quarterly reports.

4. Cost Accounting:

- a. Performs Cost Accounting:
 - (1) Ensures Job Order Cost Accounting System (JOCAS) II Tables are properly maintained.
 - (2) Approves indirect and overhead rates and provides rate development support as required.
 - (3) Approves Product and Service rates and provides rate development support as required.
 - (4) Approves cost transactions.
 - (5) Monitors labor processing and approval.

- (6) Monitors product and service entry approvals.
 - (7) Schedules JOCAS II Control Software Units (CSU) including standard system file interfaces.
 - (8) Schedules end of month processing routines.
 - (9) Responsible for journal voucher processing.
 - (10) Responsible for SF1080 bill processing.
 - (11) Focal point for resolution of system and data problems.
 - (12) Coordinates system discrepancies and enhancements with users and DFAS-DE/ANMC.
 - (13) Responsible for JOCAS II error correction.
 - (14) Responsible for report generation and customer support.
- b. Cost Accounting Liaison:
- (1) Coordinates end of fiscal year procedures with OPLOC, DFAS-DE/ANMC, and major commands, as applicable.
 - (2) Coordinates JOCAS II training requirements.
 - (3) Coordinates Security Administration with the JOCAS System Administrator. This includes managing and monitoring users role assignments.
 - (4) Coordinates System Administration with the JOCAS System Administrator. This includes JOCAS II system releases in addition to normal data base management.
 - (5) Focal Point for Federal Manager's Financial Integrity Act (FMFIA) certification.
 - (6) Liaison between OPLOC and system users for accounts receivable and collection management.

FINANCIAL SERVICES OFFICE (FSO)



NOTE: MAJCOMs are authorized to modify according to needs.

***Figure 2-1. Financial Services Office (FSO) Organization**