

**13 DECEMBER 1996**



**Manpower and Organization**

**PACAF ACCOUNTING AND FINANCE  
SQUADRONS**

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OPR: HQ PACAF/XPMRO  
(Ms L. Burns)

Certified by: HQ PACAF/XPM  
(Col Bert W. Koontz)

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This mission directive implements policy guidance in AFPD 38-1, *Organization*, AFI 38-101, *Air Force Organization*, AFPD 10-1, *Mission Directives*, and AFI 10-101, *Format and Content of Mission Directives*. It does not apply to the Air National Guard or the United States Air Force Reserve. Its purpose is to prescribe unit mission, organization, and processes.

**1. Mission.** Provides complete accounting services for a specific geographic region. Has functional responsibility for deputy accounting and finance offices. Is pecuniarily liable for all disbursement and collection actions performed; has final authority over the accounting database; and determines the legal basis for obligating public funds entrusted to it. PACAF has two accounting and finance squadrons, each services a specific region: the 605<sup>th</sup> Accounting and Finance Squadron services Kadena AB, Misawa AB, and Yokota AB, Japan, and the 607<sup>th</sup> Accounting and Finance Squadron services Kunsan AB and Osan AB, Korea.

**2. Command.**

2.1. As a major command field operating agency, is responsible to the Director of Financial Management and Comptroller, HQ Pacific Air Forces (HQ PACAF/FM).

2.2. Exercises command authority over personnel assigned.

2.3. Heads a tenant organization which is not part of the host wing.

**3. Assigned Forces.** Not applicable to this mission directive (see [Attachment 1](#), "Definition of Terms").

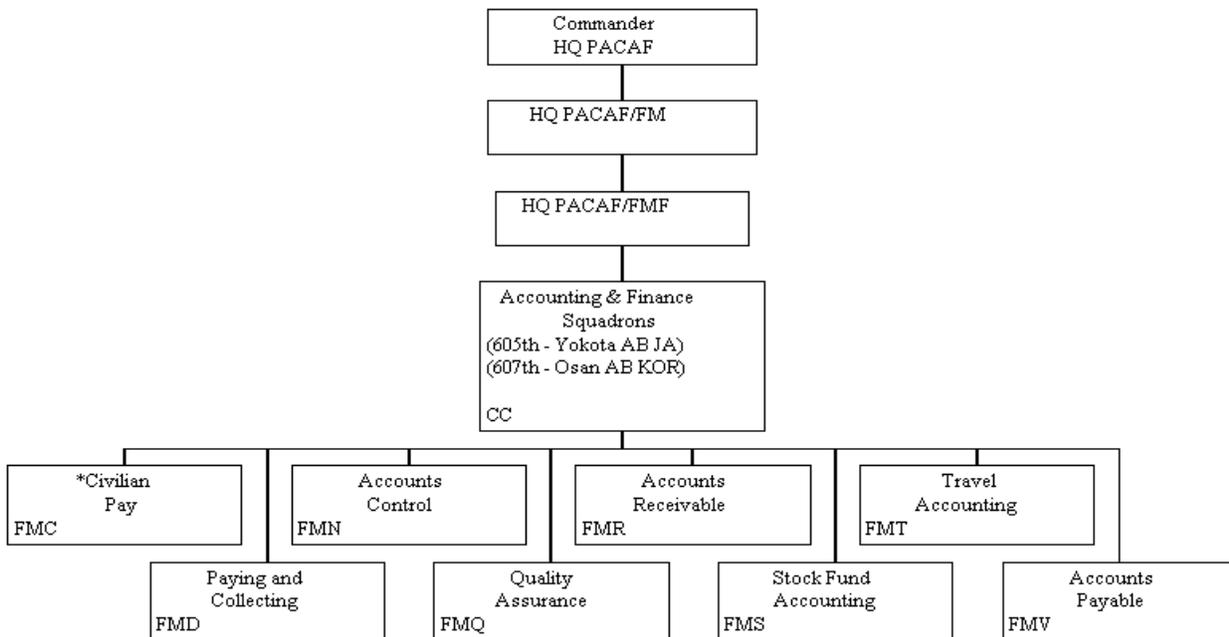
**4. Responsibilities.**

4.1. Accounts Payable. Oversees AF payments for necessary goods and services. Processes local purchase payment transactions, vouchers, and obligation transactions.

- 4.2. Accounts Receivable. Manages AF financial reimbursement system for the region. Prepares accounts receivable billings. Performs follow-up on delinquent accounts. Processes reimbursements and collections from other agencies for base-provided services, materials, and support.
- 4.3. Stock Fund Accounting. Processes interfund billings. Prepares and processes trial balances.
- 4.4. Accounts Control. Monitors the status of all regional funds and ensures compliance with legal limitations. Ensures accurate accountability of all accounting transactions. Consolidates and submits financial reports.
- 4.5. Travel Accounting. Processes travel obligations. Pays scheduled airline ticket office, commercial travel office, and Air Mobility Command billings. Monitors outstanding travel orders/travel advances. Processes by-other and for-other payments.
- 4.6. Paying and Collecting. As the repository for all cash and blank US Treasury checks, prepares US Treasury checks, transmits electronic funds transfer transactions, maintains deposit funds and suspense accounts, and ensures a proper audit trail is maintained to reconcile balances.
- 4.7. Civilian Pay. Provides civilian pay support to US appropriated fund and Department of Defense Dependent Education Activity employees.
- 4.8. Quality Assurance. Performs self-inspections/audits and assessments of the quality of functional operations within the squadron and wing accounting and finance offices.

**5. Area of Responsibility.** Not applicable to this mission directive (see [Attachment 1](#), “*Definition of Terms*”).

**6. Organization Chart.**



\*Not available at 607th - Osan AB Korea

**7. Subordinate Units.** Not applicable to this mission directive (see [Attachment 1](#), “*Definition of Terms*”).

**8. Supplemental Missions.**

8.1. The 605th Accounting and Finance Squadron provides the following unique support:

8.1.1. Pacific Command Central Funding. Provides US currency to all Department of Defense facilities in Japan and Korea.

8.1.2. Transportation Audit. Audits and pays all transportation-related transactions for all military Services in Japan.

8.1.3. Master Labor Contract. Processes payroll transactions for all local national employees employed by the US Air Force within Japan.

JOHN B. HALL, JR., Maj Gen, USAF  
Director of Plans

**Attachment 1****GLOSSARY OF ABBREVIATIONS AND ACRONYMS, AND TERMS***Abbreviations and Acronyms*

**AFI**—Air Force Instruction

**AFPD**—Air Force Policy Directive

**DoDEA**—Department of Defense Dependent Education Activity

**FOA**—Field Operating Agency

**RAFO**—regional accounting and finance office (another name for an accounting and finance squadron)

*Terms*

**Mission**—All necessary elements of the organization's mission and duties

**Command**—The relationships, if applicable, between:

- The Air Force components and the unified command that runs it.
- The organization and other AF organizations, government agencies, US Military Services, and the armed forces and government agencies of other nations

**Assigned Forces**—Assigned weapons systems

**Responsibilities**—Mission elements assigned by unified commanders, specified commanders, or higher authorities. Defines the commander's responsibility for executing those elements of the mission

**Area of Responsibility (AOR)** —Geographical AOR applies at NAF level only.

**Organization Chart**—Self-explanatory

**Subordinate Units**—Subordinate units with specific functional missions supporting the principal unit

**Supplemental Missions**—Mission unique to specific units that do not fall under typical objective units