

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY ALASKA
Fort Richardson, Alaska 99505-5000

United States Army Alaska Regulation 37-4
Change 2

31 March 1997

Financial Administration

Financial Document Transmittal to the Defense Finance and Accounting Service Honolulu
Operating Location

Summary. This is a change to United States Army Alaska Regulation 37-4, dated 31 August 1996, and Change 1, dated 15 March 1997. This changes incorrect dates in the supersession notice of the basic regulation and in the summary statement of Change 1.

Suggested improvements. This regulation's proponent is the Directorate of Resource Management, Management Accounting Office. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to APVR-RRM-MAO.

1. USARAK Regulation 37-4, 31 August 1996, is changed as follows:

Title page. (Basis regulation). Change the date in the supersession notice from 8 January 1996 to 31 January 1996.

Title page (Change 1). Change the date in the summary statement from 6 July 1994 to 31 August 1996.

2. Post these changes per DA Pamphlet 310-13.

3. File this transmittal sheet in front of the publication.

FOR THE COMMANDER

OFFICIAL:

CHARLES R. DEWITT
COL, AD
Chief of Staff

//Original Signed//
FREDRICK J. LEHMAN
LTC, SC
Director of Information Management

**USARAK Regulation 37-4
Change 2**

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Fort Shafter, Hawaii 96858-5100

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY ALASKA
Fort Richardson, Alaska 99505-5000

United States Army Alaska Regulation 37-4
Change 1

15 March 1997

Financial Administration

Financial Document Transmittal to the Defense Finance and Accounting Service Honolulu
Operating Location

Summary. This is a change to United States Army Alaska Regulation 37-4, dated 6 July 1994. Changes have been made to appendix B.

Suggested improvements. This regulation's proponent is the Directorate of Resource Management, Management Accounting Office. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to APVR-RRM-MAO.

- 1. New or changed material is indicated by a star.
- 2. Remove old page and insert new page as follows:

Remove page	Insert page
B-1	B-1

- 3. File this transmittal sheet in front of the publication.

FOR THE COMMANDER

OFFICIAL:

CHARLES R. DEWITT
COL, AD
Chief of Staff

//Original Signed//
FREDRICK J. LEHMAN
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Fort Shafter, Hawaii 96858-5100

Appendix B
Special Instructions for the Use of Transmittal Number Series and Description of Documents

Figure B-1 shows special instructions for transmittal number series and documents descriptions.

Example			
★ Prefix	Year and Month	Destination Office Series	Consecutive Number Code
★ XXX-XX	71	WF	01
A	B	C	D

A — This prefix designates the location and pertinent digits of the submitter’s office symbol. Positions one through five (indicated by Xs) will be the fifth through ninth position of your office symbol. (Example: APVR-RRM-MAO).

★B — Position six represents the fiscal year; position seven represents the month of the transaction. The month is represented by the single-digit numbers 1 (January) through 9 (September) and alpha characters a (October), b (November), and c (December).

C — Positions eight and nine represent the two position code of the office where the transmittal is being sent. WF is the code for the Workflow Section (DFAS-PC/AOAB-A) and VP is the code for the Vendor Pay Section (DFAS-PC/FPVA).

★D — Positions ten and eleven represent the consecutive number code starting with 01 for the first transmittal of each month and increases by one with each transmittal. The last transmittal of each month will include a statement at the bottom recognizing it as such. (Example: “Final transmittal for July 19XX.”)

Required description on transmittal memorandum:

Workflow (WF)	Funding documents: applicable document control number assigned to each respective funding document being transmitted (see app D). Obligation and miscellaneous financial documents: 14-position document number reflected in the accounting classification shown on each document being transmitted (see app E).
Vendor Pay (VP)	Contract or purchase order number of each document being transmitted (see app C).

Figure B-1. Transmittal number series and document descriptions

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY ALASKA
Fort Richardson, Alaska 99505-5000

United States Army Alaska Regulation 37-4

31 August 1996

Financial Administration

Financial Document Transmittal to the Defense Finance and Accounting Service Honolulu
Operating Location

Summary. This regulation on the transmittal of financial documents to the Defense Finance and Accounting Service (DFAS) Honolulu Operating Location (HNL-OPLOC) has been revised. This regulation sets forth formal procedures for submitting and positive controlling of financial documents to the HNL-OPLOC. Changes include terminology and attention symbols (office symbols) relating to support provided by the HNL-OPLOC.

Applicability. This regulation applies to all activities in Alaska that submit financial documents to the Ford Island, HNL-OPLOC.

Supplementation. Supplementation of this regulation is prohibited without prior approval from the Directorate of Resource Management, Attention: APVR-RRM-MAB, Fort Richardson, Alaska.

Impact on New Manning System. This regulation does not contain information that affects the New Manning System.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by director of information management. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. The proponent agency of this regulation is the Directorate of Resource Management, Management Accounting Branch. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to APVR-RRM-MAB.

1. Purpose

This regulation's purpose is to establish a formal procedure for financial document positive control and submission to the HNL-OPLOC.

2. References

A related publication is listed in appendix A. Referenced forms are also listed in appendix A.

3. Explanation of abbreviations and special term

a. Abbreviations.

(1) AOA..... Accounting Operations - Army

(2) app..... appendix

(3) CAPS..... Commercial Accounts Processing System

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Change 2**

- (4) DA..... Department of the Army
- (5) DD Defense Department
- (6) DOD Department of Defense
- (7) DJMS..... Defense Joint Military Pay System
- (8) HNL Honolulu
- (9) OPLOC..... Operating Location
- (10) SF Standard Form
- (11) STANFINS..... Standard Army Financial System
- (12) STARFIARS Standard Army Inventory Accounting and Reporting System
- (13) TDY temporary duty
- (14) USARAK..... United States Army Alaska

b. Term. *Financial Document* — any document that is required by statute or regulation to be submitted to the servicing accounting office for processing to the Standard Army Financial System (STANFINS), the Standard Army Inventory Accounting and Reporting System (STARFIARS), or the Commercial Accounts Processing System (CAPS). Documents required for Defense Joint Military Pay System (DJMS) administration are exempt from this regulation. The current procedures governing DJMS document submission to the Defense Military Pay Offices at Forts Richardson, Wainwright, and Greely remain in effect.

4. Policy

a. The financial-type documents referred to in this regulation will be forwarded promptly to the appropriate section of the HNL-OPLOC on a daily basis under transmittal memorandum control.

b. All accounting documents received before cutoff will be processed into STANFINS or STARFIARS or returned with a notice of explanation. Documents received after the cutoff will be processed with the following month's documents unless an exception is granted by the chief, Accounting Operations - Army (AOA) Branch. This cutoff does not apply to processing of documents during the last month of the fiscal year. This will be addressed in United States Army Alaska (USARAK) Circular 37-1 for each fiscal year end.

5. Implementing instructions

a. Directors/commanders are responsible for submission of financial documents to the HNL-OPLOC. They will ensure that—

(1) Transmittal memorandums are sequentially numbered as specified in appendix B, dated, signed and, submitted in duplicate in a timely manner. Original receiving reports forwarded to the Vendor Pay (Accounts Payable) Section per appendix C will be transmitted within 1 workday after physical receipt of material or service.

(2) Each type of document to be attached to a transmittal memorandum is counted (duplicate copies will not be counted). The number is annotated next to the appropriate form number on the transmittal

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memorandum. Appendixes C through E illustrate suggested formats for the transmittal memorandums to be used to route documents to the various sections. These memorandums are to be designated by the sender and can reference just the forms that are sent in greatest volume and frequency. The suggested formats are:

- (a) Appendix C contains disbursement-related documents.
- (b) Appendix D contains funding documents.
- (c) Appendix E contains obligation and/or miscellaneous documents.

(3) Documents requesting additional prior year funds should be sent directly (or hand-carried) to the Directorate of Resource Management, Management Accounting Branch.

b. The HNL-OPLOC will ensure that—

(1) All documents noted in appendixes C through E are received under the proper transmittal memorandum.

(2) Transmittal memorandums are sequentially numbered, dated, signed, and received in duplicate.

(3) Documents described on transmittal memorandums are actually received.

(4) Senders are sent a receipt-acknowledged copy of each transmittal memorandum received when requested.

(5) Feedback is furnished to the responsible individual concerning the degree of compliance.

(6) Transmittal memorandums are retained until contractual documents listed have been paid.

FOR THE COMMANDER:

OFFICIAL:

GREGORY S. DAVIS
LTC, IN
Chief of Staff

//Original Signed//
FREDRICK J. LEHMAN
LTC, SC
Director of Information Management

**USARAK Regulation 37-4
Change 2**

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Education Branch, Attention: Mr. Mauer)

1 - Commander, United States Army Pacific Command, Attention, APIM-OIR
Fort Shafter, Hawaii 96858-5100

**Appendix A
References**

**Section I
Related publication**

USARAK Circular 37-1 (Fiscal Year 19XX Closeout Procedures). Cited in paragraph 4b.

**Section II
Referenced Forms**

- DA Form 2028 (Recommended Changes to Publications and Blank Forms). Cited in the suggested improvements statement.
- DD Form 250 (Material Inspection and Receiving Report). Cited in figure C-1.
- DD Form 448..... (Military Interdepartmental Purchase Request). Cited in figure E-1.
- DD Form 1155 (Order for Supplies or Services). Cited in figures C-1 and E-1.
- DD Form 1556 (Request, Authorization, Agreement, Certification or Training and Reimbursement). Cited in figure E-1.
- DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel). Cited in figure E-1.
- DD Form 2406 (Miscellaneous Obligation Document). Cited in figure E-1.
- SF 26 (Award/Contract). Cited in figures C-1 and E-1.
- SF 30 (Amendment of Solicitation/Modification of Contract). Cited in figure C-1.
- SF 33 (Solicitation, Offer, and Award). Cited in figure C-1.
- SF 44 (Purchase Order Invoice Voucher). Cited in figure C-1.
- SF 1034 (Public Voucher for Purchases and Services Other than Personal). Cited in figure C-1.
- SF 1164 (Claim for Reimbursement for Expenditures on Official Business).
Cited in figure C-1.
- SF 1442 (Solicitation, Offer, Award (Construction, Alteration or Repair)). Cited in figure C-1.
- SF 1449 (Solicitation/Contract/Order for Commercial Items). Cited in figure C-1.

**Appendix B
Special Instructions for the Transmittal Number Series and Document Descriptions Usage**

Special instructions for transmittal number series and document descriptions are in figure B-1.

Example			
Prefix	Year	Destination Office Series	Consecutive Number Code
XXX-XX	97	WF	01
A	B	C	D

A — This prefix designates the location and pertinent digits of the submitter’s office symbol. Positions one through five (indicated by Xs) will be the fifth through ninth position of your office symbol. (Example: APVR-RRM-MAB).

B — Positions six and seven represent the fiscal year of the transaction.

C — Positions eight and nine represent the two-position code of the office where the transmittal is being sent. WF is the code for the Workflow Section (DFAS-PC/AOAB-A) and VP is the code for the Vendor Pay Section (DFAS-PC/FPVA).

D — Positions ten and eleven represent the consecutive number code starting with 01 for the first transmittal of each fiscal year and increases by one with each transmittal. The last transmittal of each month will include a statement at the bottom recognizing it as such. (Example: “Final transmittal for July 19XX.”)

Required description on transmittal memorandum:

Workflow (WF)	Funding documents: applicable document control number assigned to each respective funding document being transmitted (see app D). Obligation and miscellaneous financial documents: 14-position document number reflected in the accounting classification shown on each document being transmitted (see app E).
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Vendor Pay (VP)	Contract or purchase order number of each document being transmitted (see app C).
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Figure B-1. Transmittal number series and document descriptions

Appendix C
Sample Memorandum for Transmittal of Vendor Pay-Related Documents

TL# _____
 DATE _____

Return Receipt Requested (check)

OFFICE SYMBOL (MARKS #)

MEMORANDUM FOR DFAS HNL-OPLOC, Building 77, Box 1392, Vendor Pay, Attention: DFAS-PC/FPVA,
 Ford Island, Pearl Harbor, Hawaii

SUBJECT: Transmittal of Vendor Pay-Related Documents

The attached Vendor Pay-related documents are forwarded for your consideration:

Number	Form Number	Type of Document	Description
_____	SF 26	Award/Contract (obligation copy)	
_____	SF 30	Amendment of Solicitation/Modification of Contract (obligation copy)	
_____	SF 33	Solicitation, Offer, and Award (obligation copy)	
_____	SF 44	Purchase Order Invoice-Voucher	
_____	SF 1034	Public Voucher for Purchases and Services other than Personal	
_____	SF 1164	Claim for Reimbursement for Expenditures on Official Business	
_____	SF 1442	Solicitation, Offer, Award (Construction, Alteration or Repair)	
_____	Other (specify)	_____	
_____	DD Form 250	Material Inspection and Receiving Report (accrual copy) for post office numbers:	

_____	DD Form 1155	Order for Supplies or Services (obligation and/or receiving report copy) for post office numbers:	

___Encls

Signature Block

Figure C-1. Sample memorandum for transmittal of Vendor Pay-related documents

Appendix D
Sample Memorandum for Funding Document Transmittal

TL# _____
DATE _____

Return Receipt Requested (check) ____

OFFICE SYMBOL (MARKS #)

MEMORANDUM FOR DFAS HNL-OPLOC, Building 77, Box 1392, Work Flow Section,
Attention: DFAS-PC/AOAB-A, Ford Island, Pearl Harbor, HI

SUBJECT: Transmittal of Installation Funding Documents

The attached documents are forwarded for your consideration:

FAD 3223

RDA 599

PD

Major Command
Advice/Change

Division
Advice/Change

Advice/Change

__Encls

Signature Block

Figure D-1. Sample memorandum for transmittal of funding documents

Appendix E

Sample Memorandum for Obligation and/or Miscellaneous Document Transmittal

TL# _____
DATE _____

Return Receipt Requested (check) ___

OFFICE SYMBOL (MARKS #)

MEMORANDUM FOR DFAS HNL-OPLOC, Building 77, Box 1392, Work Flow Section,
Attention: DFAS-PC/AOAB-A, Ford Island, Pearl Harbor, HI

SUBJECT: Transmittal of Obligation and/or Miscellaneous Documents

The attached documents are forwarded for your consideration:

Number	Form Number	Type of Document	Description
_____	DD Form 448	Military Interdepartmental Purchase Request	
_____	DD Form 1155	Order for Supplies or Service (obligation and/or receiving report copy)	
_____	DD Form 1610	Request and Authorization for TDY Travel of DOD Personnel (obligation copy)	
_____	DD Form 1556	Request, Authorization, Agreement, Certification or Training and Reimbursement (receiving report with original signature of receipt)	
_____	DD Form 2406	Miscellaneous Obligation Document	
_____	SF 26	Award/Contract (obligation copy)	
_____	SF 1449	Solicitation/Contract/Order for Commercial items	

___Encls

Signature Block

Figure E-1. Sample memorandum for transmittal of obligation and/or miscellaneous documents