

DEPARTMENT OF THE ARMY  
HEADQUARTERS, 101ST AIRBORNE DIVISION (AIR ASSAULT) AND FORT CAMPBELL  
Fort Campbell, Kentucky 42223-5000  
13 December 2001

Financial Administration

## PAYING AGENT AND ORDERING OFFICER PROCEDURES DURING CONTINGENCY OPERATIONS AND TRAINING EXERCISES

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### Section I.

### 5. RESPONSIBILITIES.

1. **PURPOSE.** The purpose of this regulation is to establish policies and procedures for payment for supplies purchased by ordering officers in support of contingency operations, training exercises, and movement of troops away from Fort Campbell. This regulation applies to all organizations and units assigned or attached to the 101st Airborne Division (Air Assault) and Fort Campbell, to include tenant units.

2. **AUTHORITY.** IAW Federal Acquisition Regulation (FAR) as supplemented by the Army FAR Supplement (AFARS), Defense FARS (DFARS), and Forces Command FARS (FFARS).

#### 3. REFERENCES.

- a. DODFMR 7000.14-R, Volume 5.
- b. DFAS-IN Regulation 37-1 (JAN 2000)
- c. DOD Regulation 5500.7-R (OCT 1990)
- d. Army FAR (AFAR), Manual #2, Contingency Contracting.
- e. Fort Campbell Directorate of Contracting (DOC) Ordering Officer Letter of Instruction (LOI).
- f. FORSCOM FAR Supplement (NOV 1999)
- g. AR 710-2 (OCT 1997)
- h. FM 14-100 (MAY 97)

#### 4. DEFINITIONS.

a. **Paying Agent.** An officer, enlisted soldier or a civilian employee appointed to act as an agent to the Defense Accounting Officer (DAO) for the purpose of making payments as specified in the appointment memorandum.

b. **Ordering Officer.** A representative of the Directorate of Contracting (DOC) appointed under the provisions of the AFARS and authorized to make purchases not exceeding \$2500.

a. Division G3 Request input from DOC/Division Contracting Officer (DKO) on contingency acquisition procedures for TACSOP and OPLANS as necessary.

b. Division G4 Assess the need for Contracting and/or Ordering Officer support for contingency and training exercises and advise the Division Chief of Staff accordingly.

#### c. Comptroller

(1) Provide fund certification for Ordering Officers and/or DKO and supported units.

(2) Maintain dollar accountability of purchases and reporting those purchases as required.

(3) An Army finance officer may advance funds to members of a joint and/or multinational force, but is restricted to the limits delineated by joint and multinational agreements, or by the CJTF/CINC. Volume 5, DODFMR, Disbursing Policy and Procedures (DOD 7000.14-R) outlines other restrictions.

(4) The finance officer is not the proponent for utilization of intelligence funds; the J2/G2/S2 is. See Volume 5, DODFMR, Disbursing Policy and Procedures (DOD 7000.14-R); AR 381-141, Intelligence Contingency Funds; and AR 37-64, Finance and Accounting for Special Mission Funds.

(5) The resource manager provides limited funding authority to field ordering officers and contracting officers, who report the execution of those funds periodically to the resource manager.

#### d. Commander or activity director

(1) Prepare a memorandum appointing Paying Agent and forward to the Installation Resource Management Office (IRMO) for approval of fund cite. The inclusive dates of appointment should be sufficient to allow for turn-back of funds at the conclusion of the operation (see figure 1).

(2) Forward a memorandum to DOC requesting appointment of an ordering officer (see DIVORDNET LOI for format and content).

\*This regulation supersedes CAM Reg 37-3, 04 August 1997

e. Activity/program director

- (1) Initiate a DA Form 3953 (Purchase Request and Commitment).
- (2) Ensure that funds have been committed and proper accounting classification has been assigned.
- (3) Furnish the ordering officer the original DA Form 3953.
- (4) Forward the request for appointment of ordering officer to DOC with a copy of the DA Form 3953 as far in advance of required briefing date as possible.
- (5) Promptly notify the DOC, Building 2172, Fort Campbell Kentucky, 42223-5358, when an ordering officer's duty status has changed.

f. DOC

- (1) Interprets and implements regulations governing all on and off post procurement activities associated with Fort Campbell.
- (2) Appoints and trains Ordering Officers regarding their authority and appropriate procedures for making purchases.
- (3) Provides technical supervision over the activities of the Contingency Contracting Section and all Ordering Officers appointed by the DOC.
- (4) Terminates Ordering Officers that do not properly perform their duties or fail to take prompt action to correct deficiencies noted during inspections or reviews.
- (5) Activates Ordering Officers upon request by unit commander memorandum through the Comptroller.
- (6) Brief Ordering Officer on the following:
  - (a) Authorized acquisition procedures (See DIVORDNET LOI).
  - (b) The preparation and submission of information for acquisition reporting purposes.
- (7) Submit DD 577 Signature Cards and appointment letters to DFAS, Rome, NY, 13441 ATTN: Debra Cornelius, when Ordering Officers are appointed by the Ft. Campbell DOC.

g. Division Contracting Officer

- (1) Advise the Commanding General in areas concerning contracting during deployment and contingency operations.
- (2) Prepare input to the RSOP, TACSOP, and other plans as required.
- (3) Under the direction of the DOC, maintain the DIVORDNET program.

(4) Provide technical guidance for Ordering Officers when deployed during contingency or training exercises.

(5) Inspect at least monthly, Ordering Officer purchasing documents and records when in a contingency or field environment.

h. Ordering officer

(1) Acknowledge receipt, in writing, of letter of appointment.

(2) Furnish DOC with one Signature Card (DD Form 577) each, from the paying agent and the ordering officer, signed by the commander.

(3) Read and follow guidance in DOC Ordering Officer LOI provided at the in briefing.

(4) Make appropriate determination of the following prior to procurements:

(a) The item is not available in the normal supply system within an appropriate time frame to meet mission requirements.

(b) Local purchase authority exists IAW AR 710-2. (3-24; Supply Support Activity accountable officer decides)

(c) Sufficient funds are available.

(d) Aggregate amount of any one purchase does not exceed the dollar limitations in the appointment order. Purchases will not be split to avoid the \$2,500 limitation.

(e) Supplies or services are available from the local trade area.

(f) One delivery and one payment will be make per SF 44.

(g) Use of the SF 44 procedure is more economical and efficient than any other method of procurement, e.g., Purchase Order, Government-wide purchase card, etc.

(h) Price is fair and reasonable.

(i) Purchases are rotated among small business supply sources, where feasible. Small businesses are preferred, but large businesses can be used IAW Federal Acquisition Streamlining Act (FASA) of 1994 (FASA only applicable CONUS).

(j) Correctly preparing SF 44's IAW DIVORDNET LOI.

(5) Maintain the standards of conduct prescribed in DOD Regulation 5500-7R.

(6) Make distribution of Standard Form 44.

(7) Maintain a file as prescribed in Ordering Officer LOI and report to the DOC with file, within five days upon completion of contingency operation or training exercise.

(8) Purchases exceeding the ordering officer's authority must be submitted to the contracting office at the

nearest military installation, US Embassy, or Fort Campbell for purchase.

i. Paying agent

(1) Read this regulation prior to reporting to the Defense Accounting Office.

(2) Not entrust funds or paid Standard Forms 44 to any other person for any purpose.

(3) Properly safeguard funds at all times.

(4) Convert treasury checks only as required. In foreign countries, U.S. Treasury checks will be converted to local currency at authorized currency conversion facilities only. Authorized currency conversion facilities include Central Funding Offices, American Embassies, Defense Accounting Offices, and military banking facilities. Accommodation exchange rates will not be used. Only official exchange rates will be used. Upon termination of the exercise/operation, all remaining foreign currency will be exchanged for U.S. currency at the authorized currency conversion facility prior to returning to home station. A certificate describing the circumstances of any conversion will be turned in to the Defense Accounting Office. The following information will be provided:

(a) Date of transaction.

(b) Name and location of currency exchange facility.

(c) Disbursing station symbol number of the Defense Accounting Office, if applicable.

(d) U.S. dollar amount.

(e) Number of foreign currency units received.

(f) Rate of exchange.

(g) Name and signature of paying agent making purchase.

(h) Name and signature of seller of the foreign currency (bank, institution official, or the Defense Accounting Office).

(5) Establish identification of each payee prior to making payment. Bona fide signature will be required for each cash payment; facsimile signatures are not acceptable. Vouchers must be completed in English.

(6) Safeguard paid vouchers (Standard Forms 44) in the same manner as cash.

(7) Not place funds in a bank unless granted prior approval by the Defense Accounting Officer.

(8) Report to the Defense Accounting Office, Disbursing Branch, for briefing before picking up funds.

(9) Ensure that all expenditures have been approved by the ordering officer prior to payment.

(10) Obtain receipts for expenditures and attached to original Standard Form 44.

(11) Report to the appropriate offices at the operation/exercise conclusion with all documentation. The proper order to clear the paying agent's account is as follows:

(a) Director of Contracting (DOC)

(b) Installation Resource Management Office (IRMO)

(c) Defense Accounting Office (DAO)

(12) A paying agent may not serve simultaneously as an ordering officer.

(13) A finance officer may not be an ordering officer when performing finance duties.

j. The Defense Accounting Officer

(1) Entrust funds to individuals properly appointed as paying agents.

(2) Provide instructions on handling and safeguarding funds.

(3) Establish suspense for return to the Defense Accounting Office.

(4) Clear paying agent's account when necessary documentation/funds are returned.

## Section II. PAYING AGENT PROCEDURES

**6. DOCUMENTATION OF EXPENDITURES.** All payments made by the paying agent will be documented on Standard Form 44 (see figure 3). The ordering officer is responsible for preparation of the Standard Form 44 in accordance with Army Acquisition Regulations and the current DOC Ordering Officer LOI.

a. The paying agent will review Standard Form 44 to ensure that -

(1) All copies are legible and signed by the ordering officer.

(2) Items ordered are listed individually. General descriptions, such as "hardware," are not acceptable. If additional space is required, additional items may be continued on a separate Standard Form 44.

(3) Extensions and footings are multiplied and added correctly.

b. The paying agent will ensure that the words "paid by cash," the date, and the seller's signature are obtained by the ordering officer and noted in the space provided in the Seller section of Copy No. 1. If seller prefers to provide a signed commercial cash receipt, attach it to Copy No. 1, and check the "paid in cash" block at the bottom of the form.

c. Distribution of Standard Form 44 by the ordering officer will include:

(1) Copy 1 provided to the paying agent who will in turn provide it to the Defense Accounting Office.

(2) Copy 2 provided to the seller.

(3) Copy 3 provided to the program director.

(4) Copy 4 retained by the ordering officer in the file.

AFZB-OO-OO (1)

(2) Date

MEMORANDUM FOR (3) CPT John D. Agent, 000-00-0000, Fort Campbell, Kentucky 42223-5000

SUBJECT: Appointment as Paying Agent

1. Effective 22 August 19XX (4) you are appointed as : Paying Agent to the Defense Accounting Officer, Fort Campbell, Kentucky 42223-6007. (5)
2. Authority: DODFMR 7000.14-R, Volume 5.
3. Purpose: Making cash payments necessary in support of Field Exercise SLAT. (6)
4. Period: 22-27 August 19XX. (7)
5. Funds in the amount of \$200 (8) are to be entrusted to Paying Agent under accounting classification: 21X2020 58-1106 P810000-9901 S31001 APR GD16 CN 0324 (9).
6. Special Instructions: Funds will not be entrusted to others for any purpose. Paying Agent will familiarize himself/herself with contents of FM 14-7. All public funds entrusted to Paying Agent will be properly protected at all times as provided in DODFMR 7000.14-R, Volume 5, Chapter 3, 030107D. Checks received from the Defense Accounting Office, which have been drawn in the agent's favor, will be converted to cash only as required. Paying Agents will make every effort to return funds and paid vouchers within 24 hours after completion of the specified payments. (10)

FOR THE COMMANDER:

Signature Block (11)

NOTES:

- (1) Issuing headquarters.
- (2) Date appointment signed.
- (3) Grade, name, social security number, unit, and unit address or station.
- (4) Date appointment effective (funds will not be advanced before this date).
- (5) To act as Agent to Defense Accounting Officer with address of installation of Defense Accounting Officer.
- (6) Type of payment to be made.
- (7) Duration of appointment.
- (8) The maximum amount of funds to be entrusted.
- (9) Accounting classification, if applicable.
- (10) Special instructions, at the minimum, must include those in the sample; others may be added.
- (11) The signature of the local commander or higher authority.
- (12) The Defense Accounting Office requires a minimum of three copies of the appointment.

Figure 1. SAMPLE APPOINTMENT MEMORANDUM FOR PAYING OFFICER

**Section III. ORDERING OFFICER PROCEDURES (Located in DIVORDNET LOI)**

FOR THE COMMANDER:

OFFICIAL:  
KIM L. SUMMERS  
COL, AV  
Commander USAG

JERRY HAZLETT  
Chief, Info Services Division

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