

Chapter 17

MISCELLANEOUS DOCUMENTS

Section A--AF Form 616, Fund Cite Authorization

17-1. Authorization:

a. The AF Form 616, Fund Cite Authorization (FCA), (figure 17-1) may be used by an activity to request authority to cite funds or by an issuing activity to issue authority to cite funds when a request is not made on a FCA. The FSO or designee certifies the fund availability and records it as a commitment in the accounting records. The amount approved represents a target amount and is not an administrative subdivision of funds under DFAS-DE 7200.1-R (formerly AFR 177-16). Funds are available for obligation for a specific period of time and for a designated purpose.

b. The FCA is generally used when it is not practical to route each request for certification of funds through the FSO. For example, a FCA may be issued to on base activities (Transportation, Travel, and Education Services, etc.), tenant organizations, geographically separated units or operating locations, and activities providing support services. A FCA may not be issued to an activity outside the Government or to an individual who is not a Government employee or military member (see DFAS-DE 7200.1-R, paragraph 17).

17-2. Restrictions and Limitations. A FCA must be issued for a specific period of time and specific purpose. In no case may the FCA extend past the date the appropriation cited expires. (For example, for annual appropriations, past 30 September.)

a. A FCA, when citing multiple-year appropriations, may cross fiscal years. When this occurs, it should be reviewed at the end of the fiscal year to determine that all obligating documents have been recorded and that the purpose and amount of the funds are still valid for the ensuing fiscal year.

b. Quarterly phased OBA and allotment documents are intended to finance the obligations during a current fiscal quarter. The FCA should be issued to agree with the quarterly phased funds. However, the FCA citing quarterly phased funds may be issued to the end of the fiscal year. When the FCA is issued for periods of more than one fiscal quarter or across fiscal quarters, the total amount authorized must be available in the OBA or allotment cited. This option should be used sparingly since it ties up funds intended for other current quarter requirements. A qualified certification or quarterly phased FCA is not authorized. The FSO may advise the receiving office, by electronic means, that a FCA has been issued to them. This advice should include the accounting classification, the amount available, the advice number, date issued, and the expiration date. The issuing office notes on its records that informal authority was given. The receiving office maintains a suspense control record of informal authorizations for audit purposes and follows up with the issuing activity, if the new or amended FCA is not received promptly.

c. Issue the FCA in specific amounts; that is, the estimate of the amount that can be obligated. If the amount is later determined to be insufficient for the specified purpose, the receiving office must promptly request a supplemental or increased FCA. The supplemental FCA should show in the purpose block the amount of the increase and the new total amount.

d. Subsidiary FCAs are not authorized. The recipient must either obligate the funds issued on the FCA or return them unobligated to the FSO and issuing activity.

17-3. Legality of Obligations. The FCA is not an administrative subdivision of funds under DFAS-DE 7200.1-R. However, if valid obligations (per DFAS-DE 7000.4-R (formerly AFR 170-8)) exceed the amount of the FCA, a reportable violation may occur if the OBA or allotment cited on the FCA is exceeded. Issuance of the FCA is not a transaction that legally obligates an appropriation or fund. It is recorded as a commitment against the OBA or allotment administered by the issuing activity until the receiving office incurs obligations. The office receiving a FCA sends copies of the obligating documents to their applicable OPLOC when the obligations are incurred or as soon as practical (daily, weekly, monthly, etc.) to make sure the OPLOC can record all obligations in the month in which they are incurred. The OPLOC reduces the commitment for the FCA by the amount of the obligation incurred and records an obligation for the same amount against the OBA or allotment. The recipient of the FCA must record all commitments and obligations on the back of the document. A mechanized form may be used instead of making these manual entries as long as the same information is provided. If an amount is estimated, be sure the best information available is used to make the estimate as accurate and realistic as possible.

17-4. Requesting Activity Instructions:

- a. Submit a FCA (original and two copies or a DATAFAX copy) to the issuing activity for authority to cite funds in an estimated amount for a specified purpose. The amount should cover anticipated fund requirements during the period covered by the FCA.
- b. Show on the FCA the requesting office, name, grade, and signature of requester, the activity that will administer the FCA, amount requested, period of request, and purpose.

17-5. Instructions for the Issuing Activity:

- a. If the issuing activity receives a request for authority to cite funds other than a FCA, the issuing activity is responsible for preparing the face of the FCA. In all situations, the issuing activity must be certain the face of the FCA (figure 17-1) shows:
 - (1) Advice and change number assigned by the issuing activity. Change number should show "original" on initial FCA and then number "1" for first change and so on for each additional change. Each change requires an amended FCA.
 - (2) Date issued.
 - (3) Expiration date of authority granted by the document.
 - (4) Name and address of the requesting activity when the FCA is not prepared by that activity or the office being issued the FCA (recipient).
 - (5) Name, address, and telephone number of person who will administer the FCA and send obligation documents to the OPLOC.
 - (6) Amount and period. On a supplemental FCA, only the additional amount is shown.
 - (7) Purpose. On a supplemental FCA, show previous amount, new increase/decrease, and new amount.
 - (8) Issuer's name, grade, signature, and date.
 - (9) Complete accounting classification, the year the appropriation expires, and amount. On a supplemental FCA, only the additional amount is shown.
 - (10) Certification of fund availability by the FSO before the FCA is issued to the receiving activity.
- b. A FCA may be issued to a commander, head of an organization, or to other officials authorized to incur obligations. Three copies of the prepared and fund certified FCA are necessary. The issuing activity should keep a copy, the FSO would keep a copy to support the recording of the commitment, and a copy goes to the requesting/receiving activity.
- c. The FCA provides written instructions to the recipient/requester on its proper use and maintenance. The FSO may provide additional written instructions on the FCA to the recipient at the time the document is issued.

17-6. Instructions for Recipients. The recipient of the FCA must comply with all instructions received from the FSO, either separately or on the FCA document. Persons authorized to receive, administer, or incur obligations on the FCA should be aware of and understand the fund control provisions of DFAS-DE 7200.1-R

- a. Complete first line on reverse side of FCA (figure 17-1 continued):
 - (1) Date FCA was issued in Document Date column.
 - (2) Advice number of FCA in Document Reference Number column.
 - (3) Leave Commitment Amount and Obligation Amount columns blank.
 - (4) Total amount of FCA in Available Balance column.
- b. The recipient, or individual who has been designated by the recipient to administer the FCA, must ensure each new commitment or obligation will not exceed the balance. This individual must list each transaction on the reverse side of the FCA (figure 17-1 continued). Continue the record to another sheet if more lines are needed. A mechanized form may be used instead of making these manual entries, as long as the same information is provided. Show the date, reference number of the document, amount of the commitment or obligation, and the new balance. If an obligation was previously recorded as a commitment, reverse the commitment and record the obligation. Compute a new balance after each transaction. Do not exceed the available balance without prior approval of the issuing activity. Exceeding the available balance by incurring either a commitment or obligation may cause the OBA or allotment cited to be exceeded and result in a violation of DFAS-DE 7200.1-R. The recipient, or person administering the FCA, could be held responsible for the violation.
- c. All commitment and obligation documents must show the complete accounting classification, including the FCA advice number.

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d. Subsidiary FCAs are not authorized. However, the recipient or individual designated to administer a FCA may cite a FCAs accounting classification and advice number on a message, letter, or other procurement request. This procurement request must be for a one-time requirement and must be specific as to amount. The individual administering the FCA signs as the fund certifying official.

e. Send copies of the obligation documents to the OPLOC as obligations are incurred or as directed, but no less than monthly to ensure obligations are recorded in the month incurred. Submission of documents for service station credit card purchases may be held until receipt of invoice. (See DFAS-DE 7010.2-R (formerly AFR 177-102), paragraph 9-14.)

f. Follow up to determine the obligation status when obligating documents have not been received within 30 days after issuing a commitment document.

g. If an unobligated commitment recorded on the FCA is canceled during the period of the FCA, the recorded entry should be reversed and the amount added back to the FCA's available balance. When an obligation that has been sent to the OPLOC is reduced or canceled and is recorded in the Integrated Accounts Payable system (IAPS), the reduced or canceled obligation amount will be programmatically added back to the FCA available balance at the OPLOC. The recipient's FCA available balance should also be adjusted likewise. For those few FCA's that are not recorded in IAPS, the reduction or cancellation of an obligation cannot be added back to the FCA available balance. If an invoice is for a higher amount than the FCA obligation and is approved for payment by the FCA recipient activity, the OPLOC will increase the recorded obligation in IAPS and pay the higher amount. The FCA recipient must also increase its obligation and reduce the available balance to cover the approved increase payment that will be made by the OPLOC. This will keep the recipient's FCA and OPLOC records in balance. If the FCA available balance is not sufficient to cover the higher amount, the FCA must be increased by a change amendment before the OPLOC can pay the deficient amount.

h. When the purpose of the FCA is completed, the FCA is fully obligated, or when the FCA expires, whichever occurs first, it must be reconciled with the FSO to the IAPS product "AF Form 616 Obligation Recon List". At the discretion of the FSO, more frequent reconciliations may be required. If the FCA is not recorded in IAPS, the reconciliation process will be established by the FSO.

i. When the FCA is closed out, any remaining commitments on it must be reviewed. If they are still valid and the appropriation cited is not expiring, they must be recorded against the OBA or allotment. Any unobligated balance on the FCA must be de-committed.

j. All obligation documents must be provided to the OPLOC by FY-end so they can be recorded and certified in yearend reports.

17-7. Instructions for Individuals Authorized to Incur Obligations. Persons authorized to incur obligations must understand the fund control provisions of DFAS-DE 7200.1-R. An individual incurring an obligation in excess of the amount certified as available on the FCA 616 or procurement request, could be held liable for a violation of DFAS-DE 7200.1-R. On the obligation document, show the complete accounting classification, the advice number, and the office of the individual administering the FCA. Send the obligation document only to this individual.

Section B--DD Form 448, Military Interdepartmental Purchase Request (MIPR)

17-8. Purpose of MIPR. MIPRs are requests for material or services either on a reimbursable or direct citation basis. These requests do not distribute funds and are not considered funding documents or administrative subdivision of funds per DFAS-DE 7200.1-R. The acceptance of a MIPR by the performing activity serves as a notice to the requiring activity that the MIPR has been received and accepted for action. After acceptance, the performing activity is authorized to create obligations against the funds cited in a MIPR without further referral to the requiring activity. The performing activity has no responsibility to determine the validity of a stated requirement in an approved MIPR. MIPRs may be used between Air Force activities as well as between military departments. Use a MIPR for missile fuel purchases from the Air Force Fuels/Supply Management Business Area, per AFM 67-1, vol. 1, part 3, section B.

17-9. Preparation of DD Form 448 (MIPR) and DD Form 448-2, Acceptance of MIPR.

a. The base functional activities such as Contracting, Civil Engineering, Supply, or the Material Management activity generally are responsible for preparing and issuing MIPRs. The information on a MIPR is arranged in uniform contract format and is substantially self-explanatory. DoD FAR Supp 253.208-1 provides instructions for preparing the MIPR. A MIPR must be certified for fund availability before it is issued.

b. Acceptance of MIPRs is made by the performing activity through the use of DD Form 448-2, Acceptance of MIPR, which is provided to the requiring activity. The requiring activity is responsible for getting acceptance from the performing activity and for follow-up as to MIPR status. Acceptance of MIPRs is not an A&F responsibility. DoD FAR Supp 253.208-2 provides instructions for preparing the acceptance of MIPR.

c. The Economy Act (31 U.S.C.1535) allows interagency ordering of supplies and services under certain conditions. The Department of Defense and Air Force Supplements to the Federal Acquisition Regulation, DFARS Subpart 217.5 and AFFARS Subpart 5317.5 respectively, provide policies and procedures for the placement of orders (normally via MIPRs) under the Economy Act. MIPRs for Economy Act orders going to agencies outside the Department of Defense must be supported by a written Determination and Finding (D&F). The D&F is prepared by the requesting activity and approved by a SES/Flag/General Officer in the requiring activity's chain of command. The D&F must accompany the MIPR before fund availability can be certified.

17-10. MIPR Categories. There are two categories of MIPRs: reimbursable and direct citation. The performing activity determines which type of funding is to be used. In some cases a MIPR may be accepted for performance under both reimbursable and direct citation funding. The DD Form 448-2, Acceptance of MIPR, will identify the funding category to be used. Each MIPR should indicate on its face whether or not the MIPR may be exceeded and, if so, to what extent.

a. Reimbursable Order (Category I). Reimbursable procurement is an order for service, supplies, material, or equipment placed by a requiring activity to a performing activity. The performing activity obligates its own funds to fill the order and then bills the requiring activity for the work or service.

b. Direct Cite Order (Category II). Direct cite procurement involves an order placed by a requiring activity to a performing activity that cites the requiring activity's funds on the contract. The performing activity may combine the needs of two or more requests under one contract and cite funds of each of the requiring activities, or place a separate contract for each request.

17-11. Commitment and Obligation Accounting. The recording of commitments and obligations must comply with the requirements in DFAS-DE 7000.4-R (formerly AFR 170-8) and DFAS-DE 7000.5-R (formerly AFR 170-13). In general, record commitments and obligations as follows:

a. Reimbursable MIPRs (Category 1) - Requiring Air Force Activity. The requiring activity records a commitment when fund availability is certified. Record the total estimated price, MIPR block 11. A copy of the MIPR is the commitment document. The obligation is recorded for the amount shown on the completed DD Form 448-2 when it is received from the performing activity.

(1) When a DD Form 448-2 is less than the amount authorized on the MIPR, the DD Form 448-2 is the authorization for the requiring activity to withdraw the excess funds. The performing activity is prohibited from further use of such excess funds.

(2) If the billing received from the performing activity is less than the DD Form 448-2, and it is determined that all items have been delivered and billed, the requiring activity may adjust its obligation accordingly without authorization from or notice to the performing activity.

(3) Generally, changes that affect the contents of the MIPR must be processed as a MIPR amendment. Requirements for additional line items of supplies or services not provided for in the original MIPR shall be submitted as a new MIPR.

(4) If additional funds are required by the performing activity to complete contracting actions, the requiring activity shall provide the additional funds or reduce requirements accordingly on an amended MIPR.

(5) If funds cited are expiring, reimbursable MIPRs must be deobligated at year-end to the extent that the performing activity has not incurred valid obligations to complete the order.

b. Reimbursable MIPRs (Category I) - Performing Air Force Activity. Reimbursable MIPRs must be accepted in writing before expiration of funds cited.

(1) The performing Air Force activity records commitment and obligations against its reimbursable program as it performs against the MIPR.

(2) The accepted MIPR is also recorded as an unfilled order (UFO).

(3) When the terms of the MIPR are met, a filled customer order (uncollected) is recorded and the customer is billed promptly.

(4) Upon receipt of payment, record a filled customer order (collected).

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(5) Record collection immediately when the billing is to DoD components and the billing is by "no check issue" procedures.

(6) At year-end, for MIPRs citing expiring appropriations, provide the amount for deobligation purposes to the requiring activity. The amount to be deobligated is the MIPR less valid obligations incurred to complete the order. This complies with the Economy Act provisions. See DFAS-DE 7000.4-R, paragraph 20.

c. Direct Citation MIPRs (Category II) - Requiring Air Force Activity. The requiring Activity records a commitment when fund availability is certified. A copy of the MIPR is the commitment document. Record an obligation when notified in writing by the performing activity that a contract, project order, or purchase order has been executed, or when a copy of the contract, project order, or purchase order is received.

(1) When the performing activity has placed all awards to satisfy the total MIPR requirement, any unused funds remaining on the MIPR become excess to the performing activity. The performing activity must provide the requiring activity an amended DD Form 448-2. The amendment is authorization for the requiring activity to withdraw the excess funds. The performing activity is prohibited further use of such excess funds.

(2) If the final billing is less than the accepted MIPR amount, the requiring activity may adjust accounting records without notice or amendment from or to the performing activity.

d. Direct Citation (Category II) - Performing Air Force Activity. The performing activity cites the funds of the requiring activity on all documents issued to perform the MIPR.

(1) The contractor or supplier may bill and be paid by the requiring activity directly, or the performing activity may be billed and pay the vendor invoices citing the funds of the requiring activity.

(2) Make sure that the funds to be cited on the contracts to accomplish the MIPR are current for obligation when the contract is executed.

(3) The performing activity must advise the requiring activity on 1 August of each fiscal year, of any MIPR on hand citing expiring appropriations that they will be unable to obligate.

Section C--Project Order

***17-12. Description of Project Order.** A specific, definite order issued to a separately managed and financed government-owned and government-operated (GOGO) establishment as defined in DoDFMR, volume 11A, chapter 2, for the manufacture of materials, supplies, and equipment, or for other work or services. DoDFMR, volume 11A, chapter 2, prescribes Air Force principles and policies for issue and acceptance of project orders by Air Force activities. Project orders serve the same function as orders or contracts placed with commercial concerns. They are budgeted and accounted for on a reimbursable, category one procurement basis.

17-13. Accounting for Project Orders Issued. The recording of commitments and obligations for project orders must comply with the requirements in DFAS-DE 7000.4-R and DFAS-DE 7000.5-R.

a. Commitment. The FSO at the ordering activity records a commitment when the project order is issued. Commit the total amount of the project order. Use a copy of the project order as the commitment document.

b. Obligation. The OPLOC at the ordering activity records an obligation when the accepted copy of the project order is received from the GOGO concern. The GOGO acceptance must be in writing. The written acceptance of the project order serves as the obligating document.

c. Disbursement. The ordering OPLOC records the disbursement when billed by the performing GOGO component according to the terms of the project order.

17-14. Accounting for Project Order Performance. The performing activity promptly accepts or rejects all project orders received.

a. Project Order Acceptance. Send a copy of the accepted project order to the ordering activity. Show on the copy of the project order the date of acceptance, the name, title, and signature of the accepting officer.

(1) Record an unfilled customer order (UFO) for the amount of the accepted project order.

(2) Record the order as filled customer order (uncollected) when the terms of the project order are met.

(3) Bill the customer promptly when the terms of the project order are met. Billing is usually by SF 1080, Voucher for Transfer Between Appropriations and/or Funds, per DFAS-DE 7010.2-R. Record the reimbursement as earned in the same month as the month billed.

(4) Record the collection immediately when the billing is to DoD components or the State Department and the billing is by "no check issue" procedures. Otherwise, record the collection when the check is received.

b. Project Order Rejection. Return the project order to the ordering office if unable to accept. Give the reasons why the project order cannot be accepted.

Section D - Fund Cite Letters/Messages

17-15. Authorization.

a. A fund cite letter or message (figure 17-2) may be used at the direction of the accountable FSO in lieu of a AF Form 616 or direct fund authority document for emergency or nonrecurring requirements, to authorize the citation of funds and incurrence of obligations directly against the funds of the requesting activity. Permanent or continuing requirements should be funded by an Operating Budget Authority (AF Form 1449), Budget Authority/Allotment (AF Form 401), or Fund Cite Authorization (AF Form 616) document.

b. All fund cite letters or messages must reflect:

(1) A statement that fund availability has been certified by the accountable FSO in accordance with Air Force commitment accounting policy prescribed in DFAS-DE 7000.5-R, Accounting for Commitments.

(2) An eight digit serially numbered fund cite control number that has been assigned by the accountable FSO.

(3) A date of issue.

(4) An amount and period of issue.

(5) A specific purpose for emergency/nonrecurring funding.

(6) The complete accounting classification.

c. Receipt of a valid fund cite letter or message authorizes the recipient to obligate the issuing activities funds by citing the accounting classification on travel orders, contract, or other contractual documents. Once a fund cite letter or message has been received, the recipient may prepare the obligating documents (e.g., travel orders/contracts) and elect to either certify the validity of the accounting classification themselves, or take the obligating documents to the local servicing FSO for accounting classification certification.

Section E - Standard Form 44, Purchase Order-Invoice-Voucher (SF 44)

17-16. Purpose of SF 44. The SF 44 is a pocket-size purchase order form designed primarily for on-the-spot, over-the-counter purchases of supplies and nonpersonal services while away from the procurement activity or at isolated locations. It is a multipurpose form that can be used as a purchase order, receiving report, invoice, and public voucher. The SF 44 may be used if all of the following conditions are satisfied:

a. Except for purchases made under unusual and compelling urgency, the amount of the purchase may not exceed \$2,500 except for:

(1) Aviation fuel and oil purchases which will not exceed the small purchase threshold at FAR 13.000; and

(2) Overseas transactions by warranted contracting officers up to the small purchases threshold at FAR 13.000 in support of contingencies declared by the Secretary of Defense.

b. The supplies or services are immediately available.

c. One delivery and one payment will be made.

d. Its use is determined to be more economical and efficient than use of other small purchase methods.

e. Contracting officers are accompanied by paying agents when SF 44 purchases are contemplated. Paying agents should be cognizant of the various business hours that contracting can be accomplished so they can plan their daily schedules accordingly. The SF 44 can serve as the purchase document, invoice and receiving report; therefore, paying agents should not require additional documentation to support SF 44 purchases.

17-17. Accounting for a SF 44. The recording of commitments and obligations for a SF 44 must comply with the requirements in DFAS-DE 7000.4-R and DFAS-DE 7000.5-R.

a. Commitment. Certification of fund availability must be accomplished before an SF 44 is issued to a vendor. When an AF Form 9, Request for Purchase, is used, certification of fund availability on the AF Form 9 would be done by either the FSO or the holder of an AF Form 616 and a commitment recorded. Contracting will use the certified AF Form 9 to issue a SF 44.

b. Obligation. For a SF 44 preceded by an AF Form 9, cancel the commitment and record an obligation when copy 3 of the SF 44 is received by the OPLOC after purchase of the merchandise or service. When a SF 44 is not preceded by an AF Form 9, it must be presented for fund certification before the purchase is made. Record an obligation when the SF 44 is certified.

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FUND CITE AUTHORIZATION (FCA)			
ADVICE NUMBER 5-XX-17	CHANGE NUMBER ORIGINAL	DATE ISSUED 6 APR XX	EXPIRATION DATE 30 JUN XX
REQUESTED BY/ISSUED TO (Activity's name and address) USAFA/DPE		INDIVIDUAL ADMINISTERING FCA (name, address & telephone number) GARY A. TERRILL, GS-4 USAFA/DPEB, DSN: 259-7081	
<p><i>INSTRUCTIONS TO REQUESTING/RECEIVING OFFICE</i> This form may be used by an activity to request authority to cite funds or by the issuing activity to issue fund cite authority under the provisions of DFAS-DE 7010.1-R. Before the beginning of a period, an activity may submit this form to the FSO as a request for fund requirements for a specific period and specific purposes. The amount approved by the FSO is an estimate of the amount that may be obligated. You must advise the issuing activity when it becomes apparent that obligations may exceed the amount made available on this form. Failure to do so may overobligate the funds administered by the FSO and result in a violation of DoD 7000.14-R, volume 14. The recipient or person administering this document could be held responsible for the violations and subject administrative discipline. Show the accounting classification and office number on all documents. The recipient must forward obligating documents to the FSO. Return a duplicate copy of this form to the FSO when all obligations have been incurred or on the expiration date, whichever comes first. Also return any outstanding commitment documents that authorize obligations that have not been incurred. The total dollar amount of these documents should equal the total of the Commitment Amount columns. Send to the FSO any obligation documents received after expiration of the period of the authority. DO NOT use this form after expiration, even if an available balance remains. Keep the original form for your files. Instructions for maintaining this form are on the reverse.</p>			
<p>TO: Issuing Activity Request authority to cite funds and incur obligations for the purpose stated below, in amount of \$ <u>2,000.00</u>, to cover estimated fund requirements for the period <u>6 APR XX</u> to <u>30 JUN XX</u> ..</p>			
<p>PURPOSE:</p> <p style="text-align: center;">TO PROVIDE EDUCATIONAL SERVICES FOR AIR FORCE PERSONNEL PER AFI 36-2306.</p>			
REQUESTER'S NAME AND GRADE MELBERT D. WESTPHAL, 1 ST LT		REQUESTER'S SIGNATURE	
ACCOUNTING CLASSIFICATION 57* 3400 30* 9310 223644 A8 551 679200		THIS APPROPRIATION EXPIRES 30 SEP XX	AMOUNT \$2,000.00
<p><i>This authority to cite funds and incur obligations in the amount shown above is approved. This is not an administrative subdivision of funds per DFAS-DE/Air Force Interim Guidance, Procedures for Administrative Control of Appropriations and Funds Made Available to the Department of the Air Force.</i></p>			
TYPED NAME, ADDRESS, AND TELEPHONE NUMBER OF ISSUING FSO (OR OFFICIAL DESIGNEE) John C. Albert USAFA/ACF USAF ACADEMY CO 80840-5000		SIGNATURE	

AF FORM 616, MAY 00

Figure 17-1. AF Form 616, Fund Cite Authorization (FCA).

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FROM: USAF JUD FOURTH CIR LOWRY AFB, CO//CTA//
TO: USAF JUD FOURTH CIR EIELSON AFB AK//ADC//
LTTC LOWRY AFB CO//ACFPT//

UNCLAS

SUBJ: AUTHORIZATION FOR TDY

CAPT JOHN M. SMITY, 000-00-0000, AREA DEFENSE COUNSEL,
YOUR STATION, IS DIRECTED TO PROCEED TDY TO ELMENDORF AFB,
AK 0/A 22 MAR XX FOR TWO (2) DAYS, INCLUDING TRAVEL TIME,
TO PERFORM DUTY AS DEFENSE COUNSEL IN THE CASE OF U.S. V.
BAILEY. FOLLOWING FUND CITATION WILL BE USED ON SPECIAL
ORDERS: 57*3400 30* 43FM 240400 09 40888 40988 504000,
FUND CITE MESSAGE NUMBER T0000001. FUND AVAILABILITY HAS
BEEN CERTIFIED BY THE ACCOUNTABLE POLICY PRESCRIBED IN AFR
170-13, ACCOUNTING FOR COMMITMENTS. NO VARIATION IN
ITINERARY IS AUTHORIZED. PRIOR TO PROCEEDING TDY, FURNISH
COURT ADMINISTRATOR, THIS STATION, ESTIMATED COST OF
TRAVEL AND TWO COPIES OF SPECIAL ORDERS WHEN PUBLISHED,
AND ONE COPY OF PERTINENT FORM USED FOR AIR CARRIER
SERVICE, ASSURING THAT COST OF TICKET IS CLEARLY
IDENTIFIED THEREON. SEND TWO TYPED COPIES OF PAID TRAVEL
VOUCHER UPON COMPLETION OF TDY. FUND CITE MESSAGE NUMBER
REFLECTED HEREIN WILL BE UTILIZED AND REFERENCED IN ITEM
165 OF DD FORM 1610.

Figure 17-2. Sample Fund Cite Message.