

**SECTION 54. ON-LINE VEHICLE INTERACTIVE MANAGEMENT SYSTEM (OLVIMS)****54.1 GENERAL.**

Transactions for OLVIMS start in transportation or the base supply system. Output from OLVIMS for A&F is the Reimbursable/Refund Billing List, PCN SH069-V12.

**54.2 OLVIMS INPUT.**

AF Form 15 (USAF Invoice), SF 149/Fleet Services Card (US Government National Credit Card), AF Form 9 (Request for Purchase), and Commercial Parts Source (COPARS) purchase data are put in OLVIMS by Transportation per AFI 24-302.

a. AF Form 15 (USAF Invoice). Transportation uses this form only for off base purchase of Petroleum Oil and Lubricants (POL), service, and maintenance per AFI 23-202. All AF Forms 15 must be promptly sent to A&F for preparation of the payment voucher (SF 1034, Public Voucher for Purchases and Services Other Than Personal). For oil and lubricants, charge RC/CC XX4210 and EEIC 612. For service maintenance and other supplies, charge RC/CC XX4242 and EEIC 569. Fuel purchases will cite Fuels Division Air Force Stock Fund appropriation. If the vendor's certificate has not been filled out, put the charge in as an AEU pending receipt of an invoice. Differences between the AF Form 15 and an invoice are coordinated with and approved by the Transportation Officer (TO) before A&F makes payment. Transportation puts any change in OLVIMS. For document flow, see figure 54-1.

b. SF 149/Fleet Services Card (US Government National Credit Card). Credit cards are used often for off base purchase of POL, service, and maintenance. Transportation corrects any differences between the vendor's invoice and the individual credit card sales slips before they are sent to A&F for payment. Later errors found by A&F require change by Transportation and additional input in OLVIMS. Use RC/CC XX4210, EEIC 612 for oils and lubricants, fuels division Air Force stock fund for fuel, and RC/CC XX4242, EEIC 569 for other supplies, service, and maintenance. For document flow, see figure 54-2.

c. AF Form 9 (Request for Purchase). Use AF Form 9 for commercial repair of vehicles and recapping of tires. Record service contracts, which are more than \$1,000 as UOO and expense later as orders are placed against them. Record service contracts of \$1,000 or less financed by 57\*3400 or 57\*3740 directly to AEU. Charge costs to RC/CC XX4242 and EEIC 569 except for cost of recapping tires, which cites RC/CC XX4248, EEIC 569. Report prompt payment discounts or other dollar amount changes made by A&F in writing to Transportation for entry into OLVIMS. A copy of the payment voucher identifying discounts, or other changes in the dollar amount may be used for reporting to Transportation. For document flow, see figure 54-3.

d. Commercial Parts Sources (COPARS).

(1) A funded Blanket Delivery Order (BDO) is issued for a month or quarter as agreed on by the Accounting Finance Office (AFO), Transportation Office (TO), and Contracting. The BDO establishes the dollar limitations on the parts that may be issued by COPARS during

that timeframe. Separate line entries on the BDO set specific limitations for each authorized customer, which normally includes Transportation, Field Maintenance, and Civil Engineer. Each COPARS customer keeps cumulative totals of purchases and back orders per DFAS-DE 7010.2-R to make sure the BDO limitations are not exceeded. Before the BDO expires, the TO notifies AFO in writing of the amount remaining which will not be used for purchases so the AFO can decommit the funds.

(2) At least once a month, Transportation gives A&F a list of all COPARS sales slips, which identify dollar amounts by sales slip number and total costs. The TO or representative signs the list. A&F and Transportation normally agree on the exact format of the list and due dates. To help reconciliation, the start and end of the time frame for the monthly lists may be scheduled the same as the vendors billing time frame. A&F updates the AEU for the total cost of the list. Transportation sends a separate total or copies of the sales slips for each activity, which uses COPARS (Base Civil Engineer, Field Maintenance, etc.) to make sure all charges are accounted for on the vendors invoice.

(3) At least once a month, the contractor sends an invoice and original sales slips to Transportation. After making sure they are proper, the TO certifies the invoice or a separate document indicating the invoice or separate document is complete and accurate and all charges for vehicle maintenance have been entered in OLVIMS. Transportation checks charges or credits not identified on the invoice to make sure they are right and inputs them in OLVIMS. These additional costs or credits include transportation and communication costs, change in price estimates, etc. Send all documents through Contracting to A&F, who prepares the voucher and makes payment. AFO makes a random sampling of the original sales slips to make sure the extensions and additions are right. When the invoice is processed by A&F, the AEU amount is decreased. Reconciliation consists of verifying the serial number of the sales slips on the list received each week with the original sales slips sent in by the vendor. Discrepancies must be cleared before the voucher is paid. For document flow, see figure 54-4. Report prompt payment discounts which are put on the voucher by A&F to Transportation in writing so they may be put in OLVIMS. A copy of the paid voucher identifying the changes made by A&F may be sent to the Transportation Office to input in the changes. A copy of the paid voucher may be used to report prompt payment discounts.

### **54.3 SBSS ISSUES AND TURN-INS.**

a. Parts, supplies, and expensed equipment is issued each day to and from Base Supply and Transportation. The E records are created for these issues and are used periodically to update the OBL/AL. The issues are categorized into one of two groups, issues of parts and supplies that are in direct support of vehicles and issues that are not in direct support of vehicles (janitorial and office supplies, expensed EAID equipment, etc.). The E records created by the first group update RC/CC XX4249, and the second group update RC/CC XX4240.

b. OLVIMS Record Update. Issues of parts and supplies in direct support of vehicles also create OLVIMS/VIM records. These records are checked by vehicle Materiel Control and released by Maintenance Control and Analysis (MC&A) each day for the change to OLVIMS records. Base Supply may issue to high cost bench stock (H8888), low cost bench stock (L9999), or directly to the work order (variable). The work order numbers in OLVIMS/VIM records identify the affected RC/CC; e.g., XX4249, XX4240, or XX4242, respectively.

#### 54.4 MONTHLY PROCESSING--OLVIMS TO A&F.

a. Floppy Disk AVQD6C.DAT (A&F Interface). This is the source of transportation transactions used each month to produce the Motor Vehicle Reimbursement/Refund Billing List (PCN SH069-V12). The AVQD6C.DAT (floppy disk) is finalized by MC&A, and delivered to the AFO for transfer to the host computer as file-ID ABQV1AUNDD10. The cutoff date for the floppy disk is the last workday of each month.

b. Control Record. The AFO establishes control record using the format in figure 54-6. Once these procedures are completed, schedule program NBQV10. To prevent the possibility of the same data being processed again next month, the ABQV1AUNDD10 file should be manually deleted after NBQV10 has been successfully run.

c. AVQD6C.DAT File Dump. To help in research, it may be necessary to work with Transportation and to dump the input file. The record format of this file is as follows:

<u>VIL/VIW (NOTE 1)</u>	<u>DATA ELEMENT</u>	<u>POSITION</u>	<u>REMARKS</u>
X X (NOTE 2)	Record-ID	1-3	VIL or VIW
X X	Site Code	4	
X X	Assigned RC/CC	5-10	
X X	Vehicle Maint RC/CC	11-16	
X X	CIC/Base Code	17-20	
X X	Vehicle Reg No	21-28	

<u>VIL/VIW (NOTE 1)</u>	<u>DATA ELEMENT</u>	<u>POSITION</u>	<u>REMARKS</u>
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X	X	R/D Code	29	Use code 3 for reimbursable. Use code 4 for refundable. See AFI 24-302.
X	X	Work Order Number	30-34	
X	X	EEIC	35-39	
			40	Blank.
X		Direct Maintenance Hours	41-44	In hours and tenths.
			45-65	Blank.
X	X	Extended Costs	66-75	
X	X	Transaction Date	76-80	YYDDD, date processed by OLVIMS.

**NOTE 1:** These are OLVIMS record-IDs, which identify direct hour distribution (VIL), and transfers from high-cost bench stock to work orders or issues direct to work orders (VIW).

**NOTE 2:** An X in the VIL/VIW column identifies the data element in the input file. If no X is identified, the data element is not used.

#### 54.5 REIMBURSEMENTS AND REFUNDS.

At the beginning of each fiscal year and when a change is required, the TO submits a list of vehicle maintenance customers or potential customers through the Budget Office to the AFO. The AFO indicates on the list whether the customer is reimbursable (code 3) or refundable (code 4). The list is returned to the TO through the Budget Office. Processing the listing through the Budget Office ensures the reimbursable program is properly maintained. Also, the TO must give the AFO the necessary data to bill and collect for reimbursable and refundable services, materiel, and supplies. Reference AFI 65-601, volume 1; DFAS-DE 7010.1-R; and DFAS-DE 7010.2-R.

a. The Motor Vehicle Reimbursement/Refunds Billing List--SH069-V12 (figure 54-5) indicates if work done for tenant organizations and transient vehicles is reimbursable (code 3), or refundable (code 4). It reflects costs of direct maintenance hours, materiel, and services used in repairing vehicles. Separate pages are provided by the assigned RC/CC. The proper pages from the list support the bill to each organization. EEICs identified on the list are the original EEICs charged, except that EEIC 39X is identified as 397.11. Charge and credit the EEICs as identified on the list except the following:

<u>ASSIGNED ACTIVITY</u>	<u>RC/CC</u>	<u>CHARGE EEIC</u>
DBOF	49XXXR	569
Medical	XX5XXX	549
AIR FORCE Reserves	24XXXX	592
AFCC	Various	549

b. Centrally obtained investment items (bench stock) issued by vehicle maintenance to an organization that does not receive free support (e.g., hospitals or non-USAF supported organizations) are not identified on the Motor Vehicle Reimbursement/Refunds Billing List. The TO gives A&F the necessary documents to bill for this type of transaction.

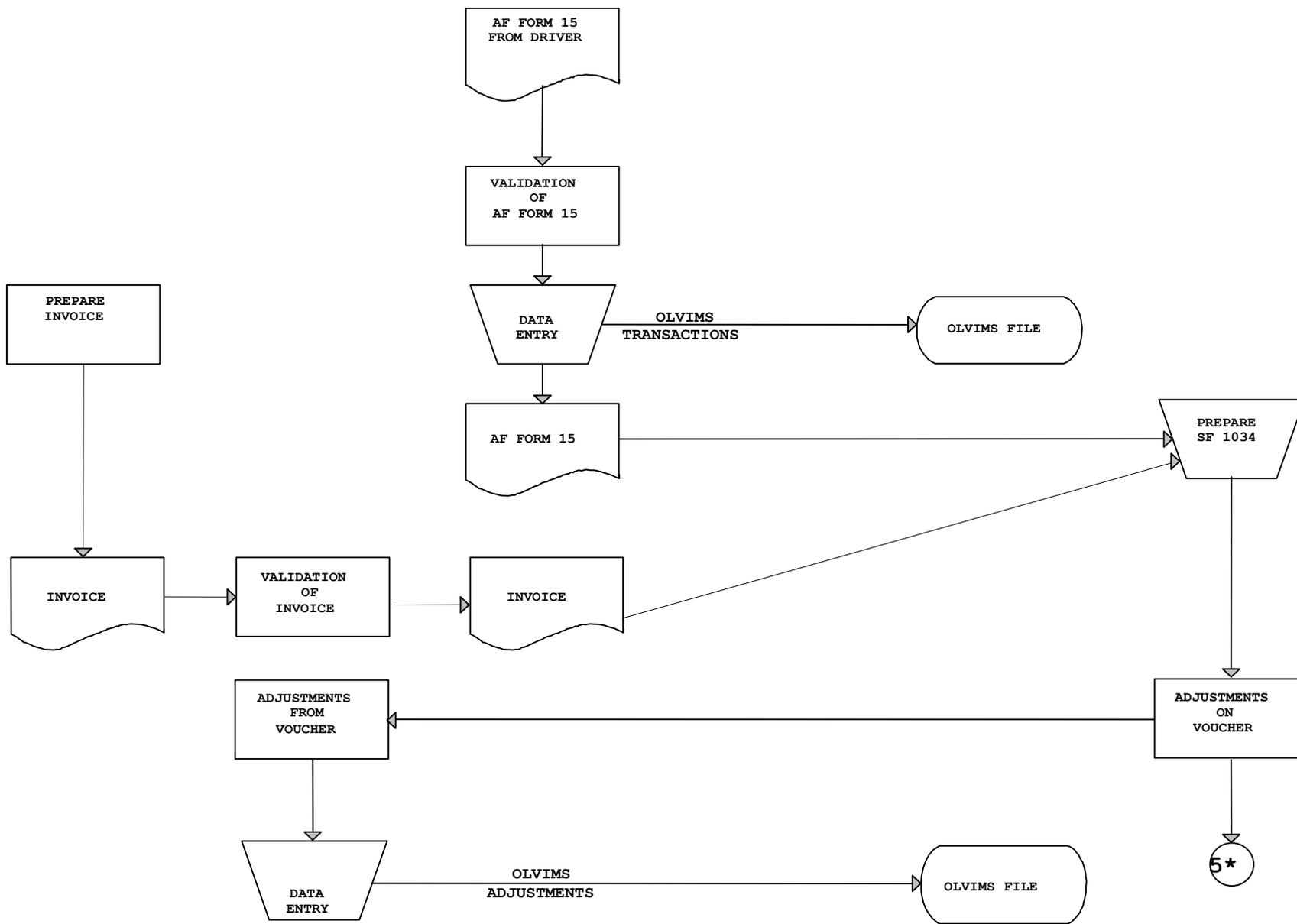
c. Costs of military personnel services to Federal (non-DoD) and non-Federal customers must be recovered per DFAS-DE 7010.1-R. Use the rates established for enlisted personnel to obtain reimbursement. Non-Federal customers include members of the Armed Forces and civil service employees who must pay the Air Force for damage to Air Force vehicles. The SF 1080 (Voucher for Transfers Between Appropriations and or Funds) or AF Form 819 (Invoice or Claim) must include all costs identified on the Motor Vehicle Reimbursement/Refunds List or other documents from the TO, as well as the acceleration rates made by A&F, which are included on the bill as a separate line item. Credit the military personnel costs and acceleration rates to the appropriation or receipt account identified in DFAS-DE 7010.1-R, and Air Force Data Dictionary, ADE RE-055.

VENDOR

TRANSPORTATION

OLVIMS

ACCOUNTING AND FINANCE



\*Payment on AF Form 15 Purchases is shown in figure 54-3.

Figure 54-1. AF Form 15, USAF Invoice.

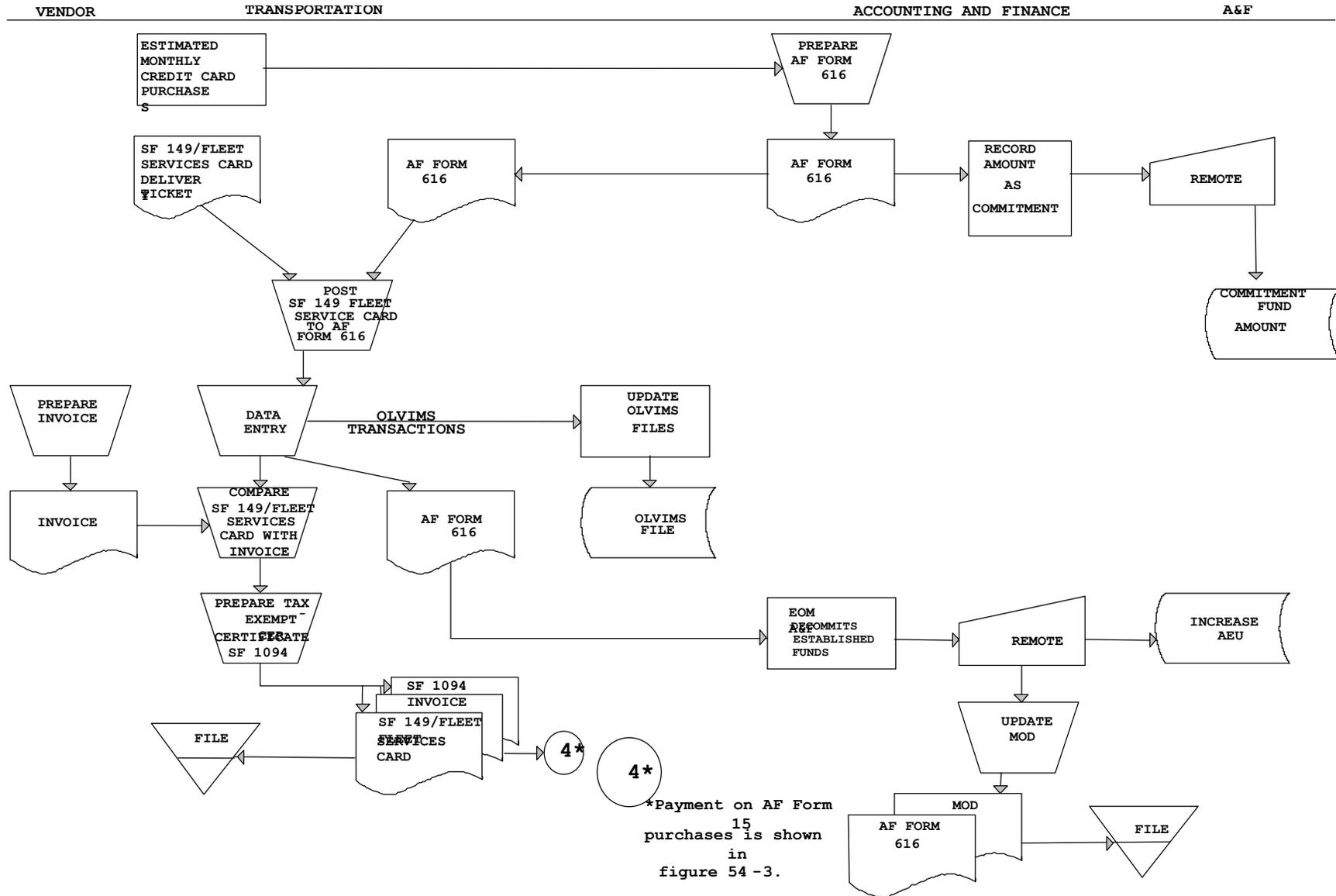


Figure 54-2. SF 149/Fleet Services Card (US Government National Credit Card).

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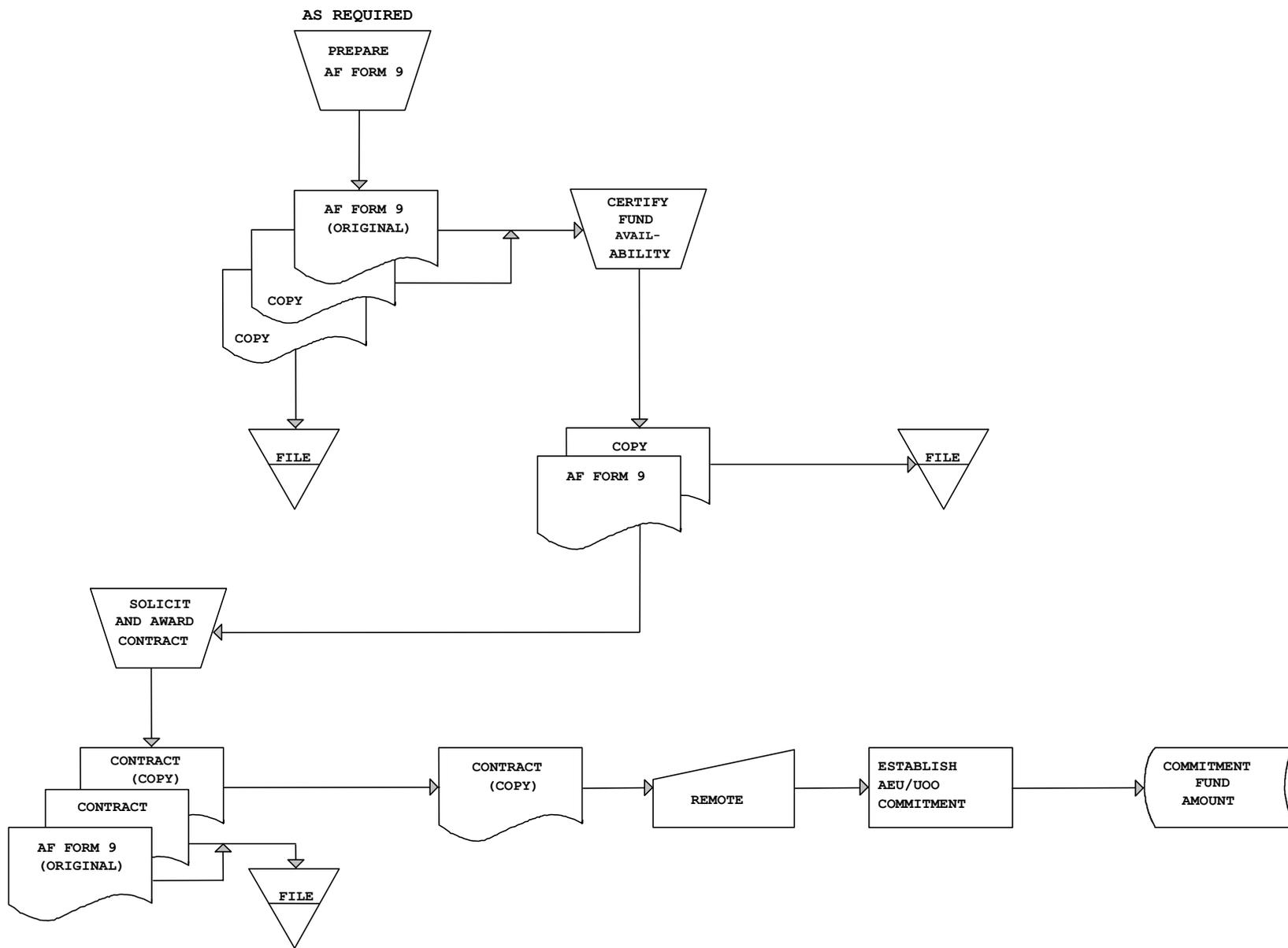


Figure 54-3. Contract Maintenance Purchases.

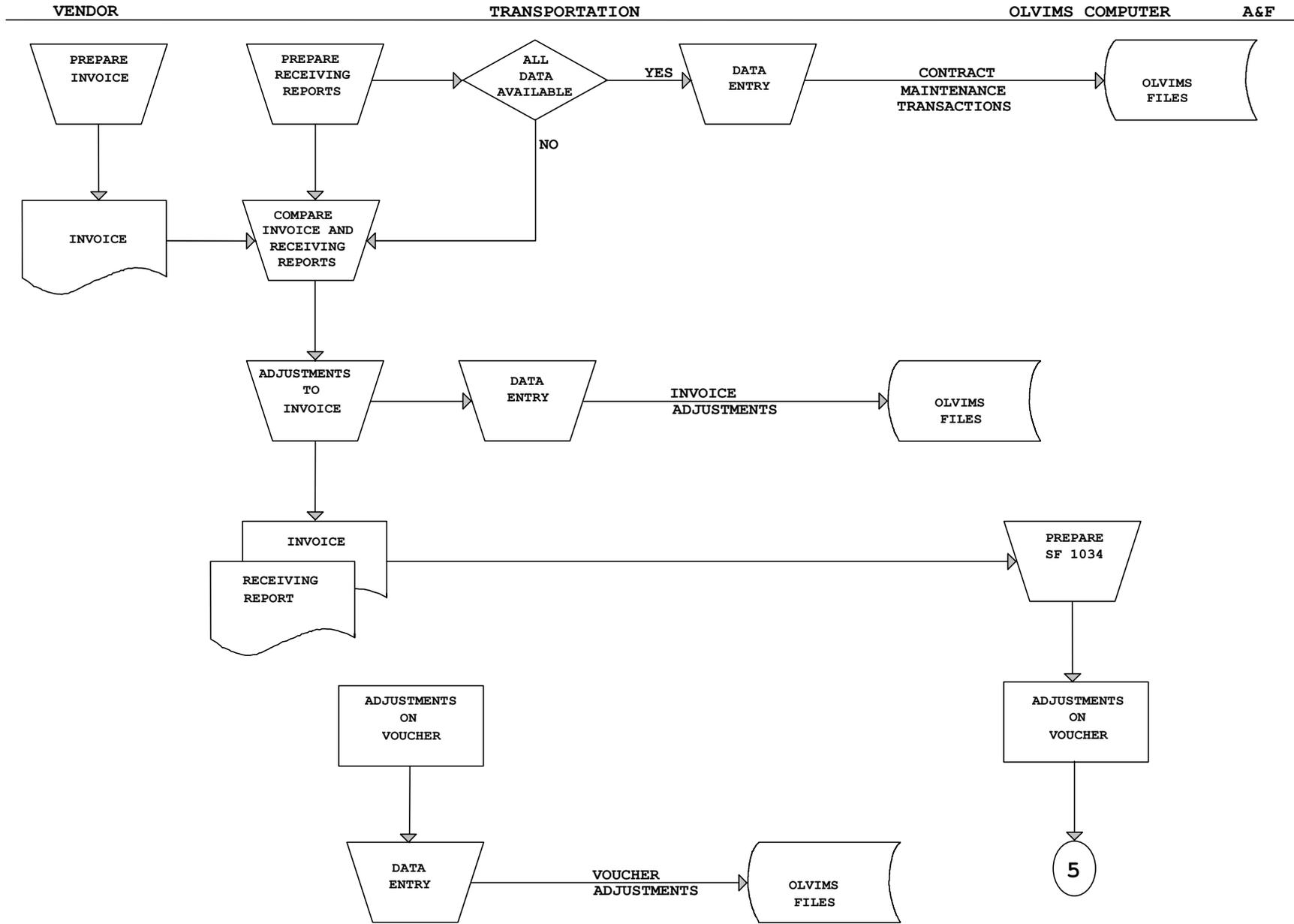


Figure 54-3. Contract Maintenance Purchases. (Cont'd)

ACCOUNTING AND FINANCE

A&F COMPUTER

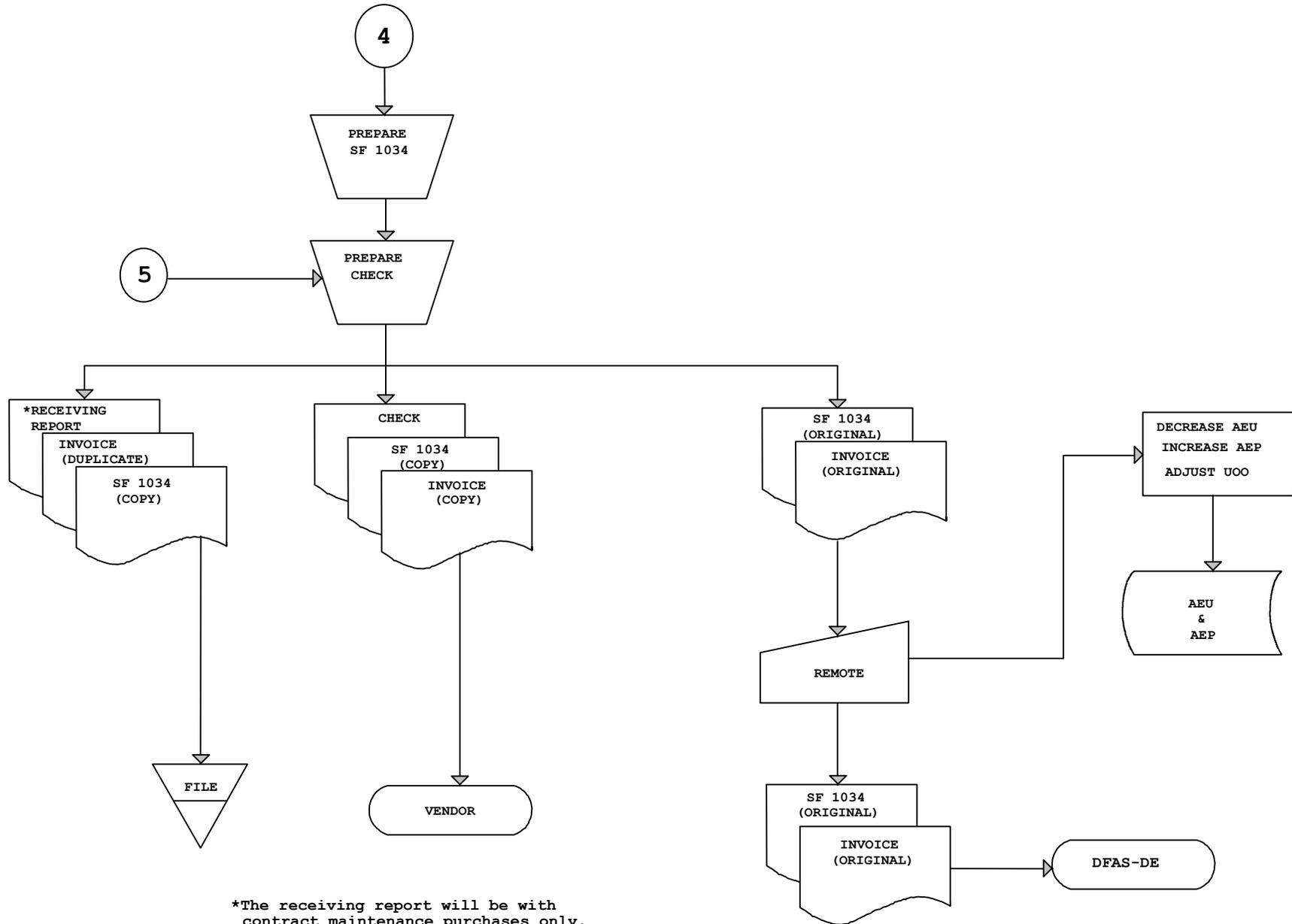


Figure 54-3. Contract Maintenance Purchases. (Cont'd)

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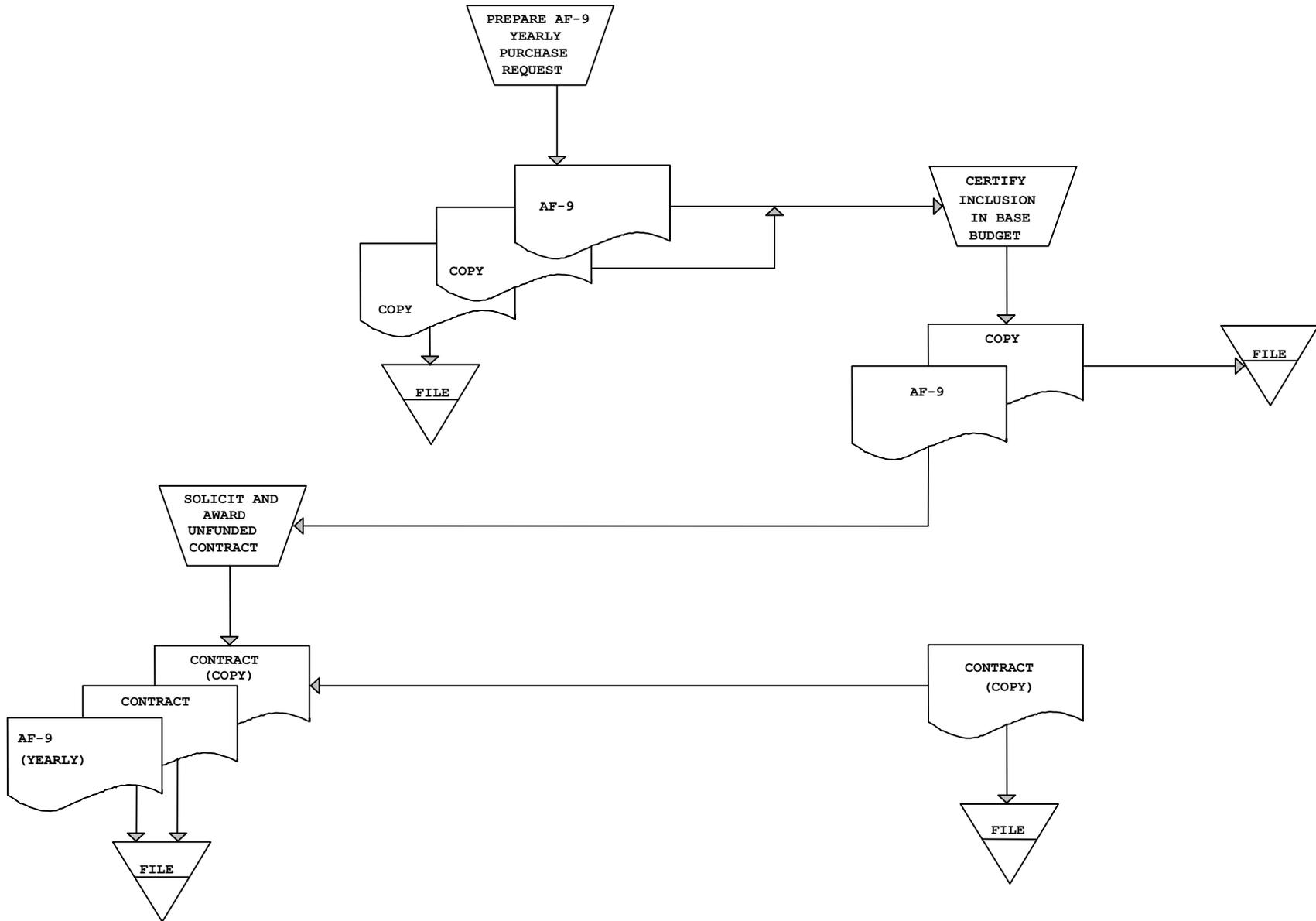


Figure 54-4. COPARS Purchases.

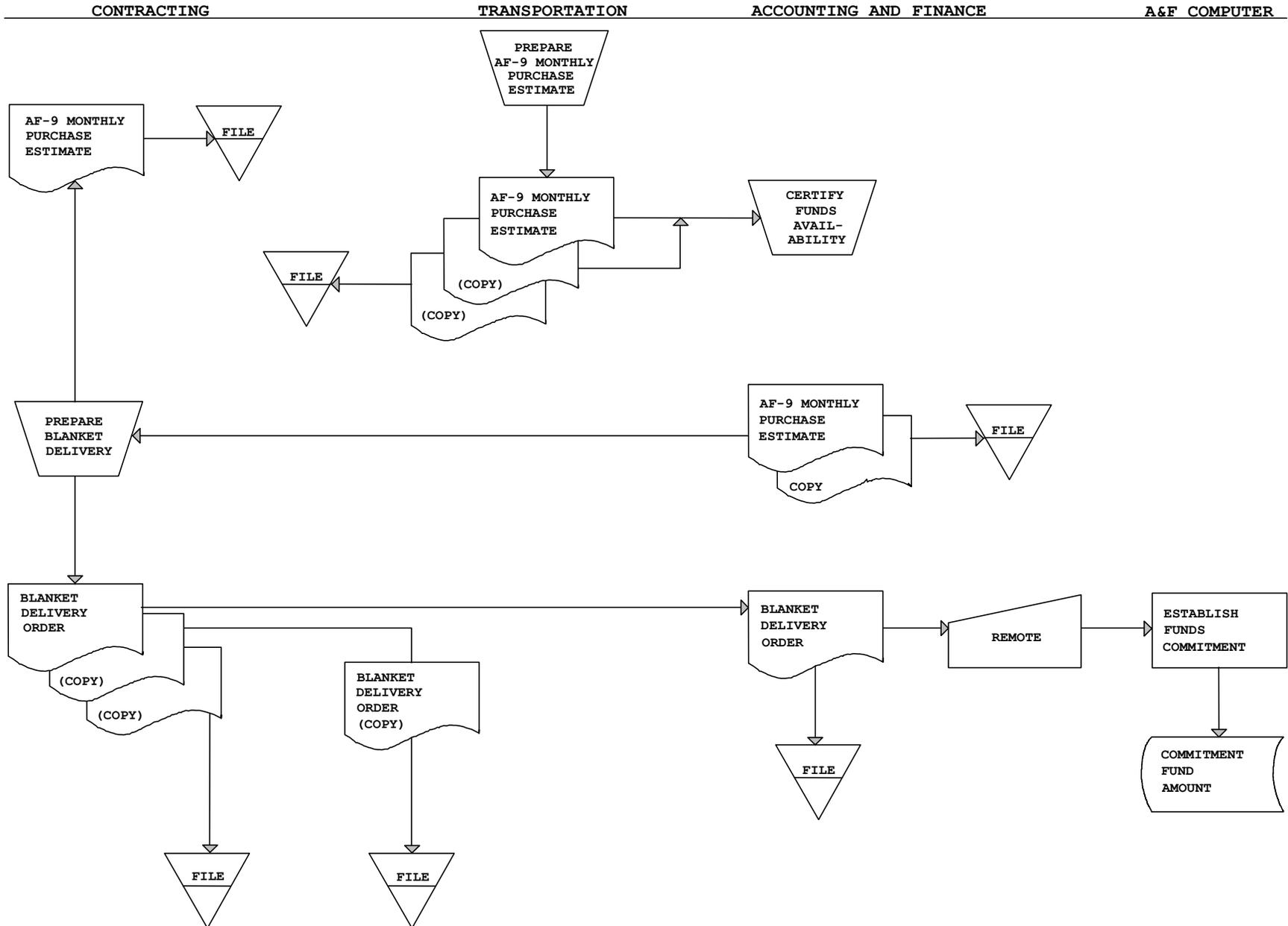


Figure 54-4. COPARS Purchases. (Cont'd)

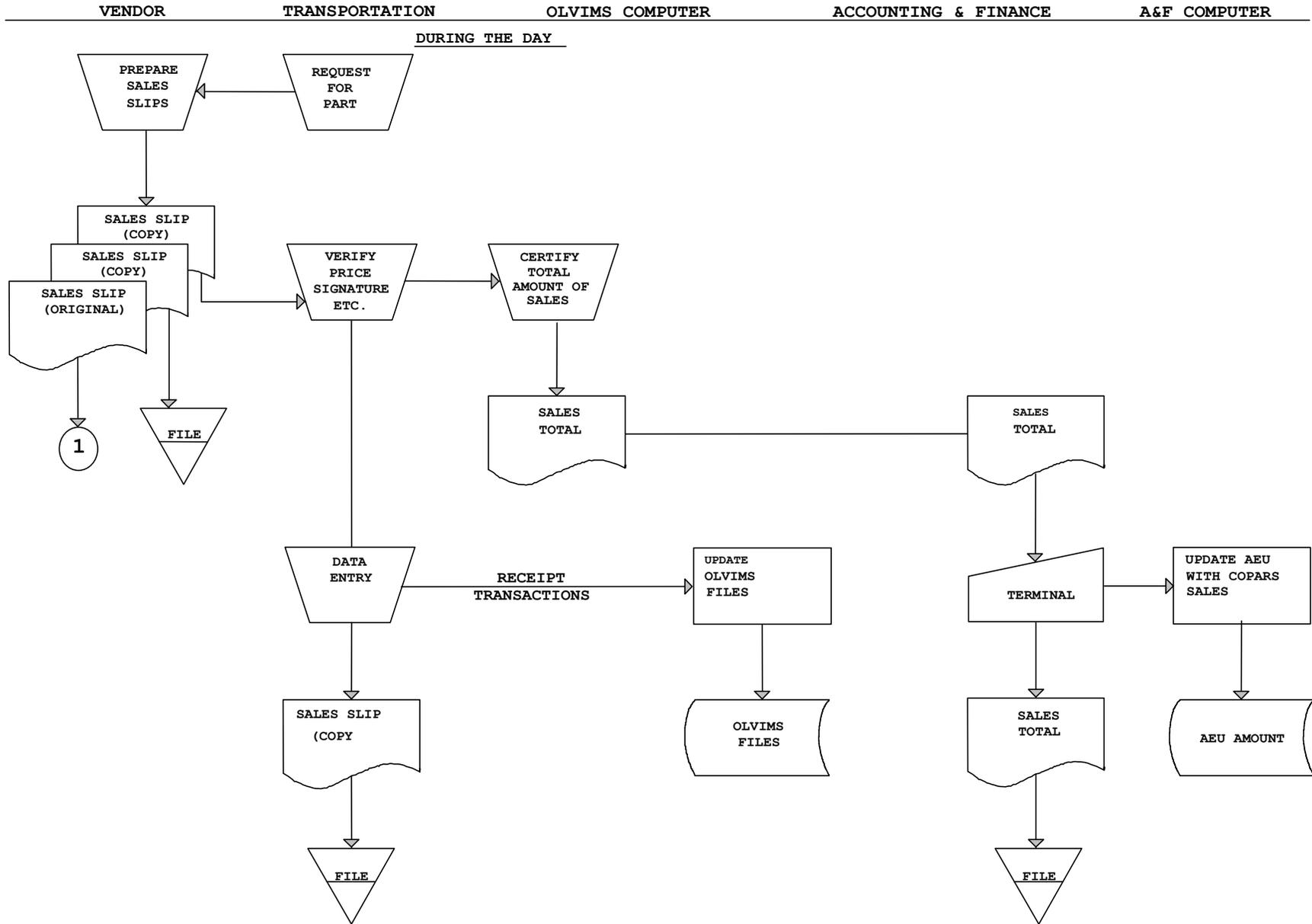


Figure 54-4. COPARS Purchases. (Cont'd)

VENDOR

TRANSPORTATION

OLVIMS COMPUTER

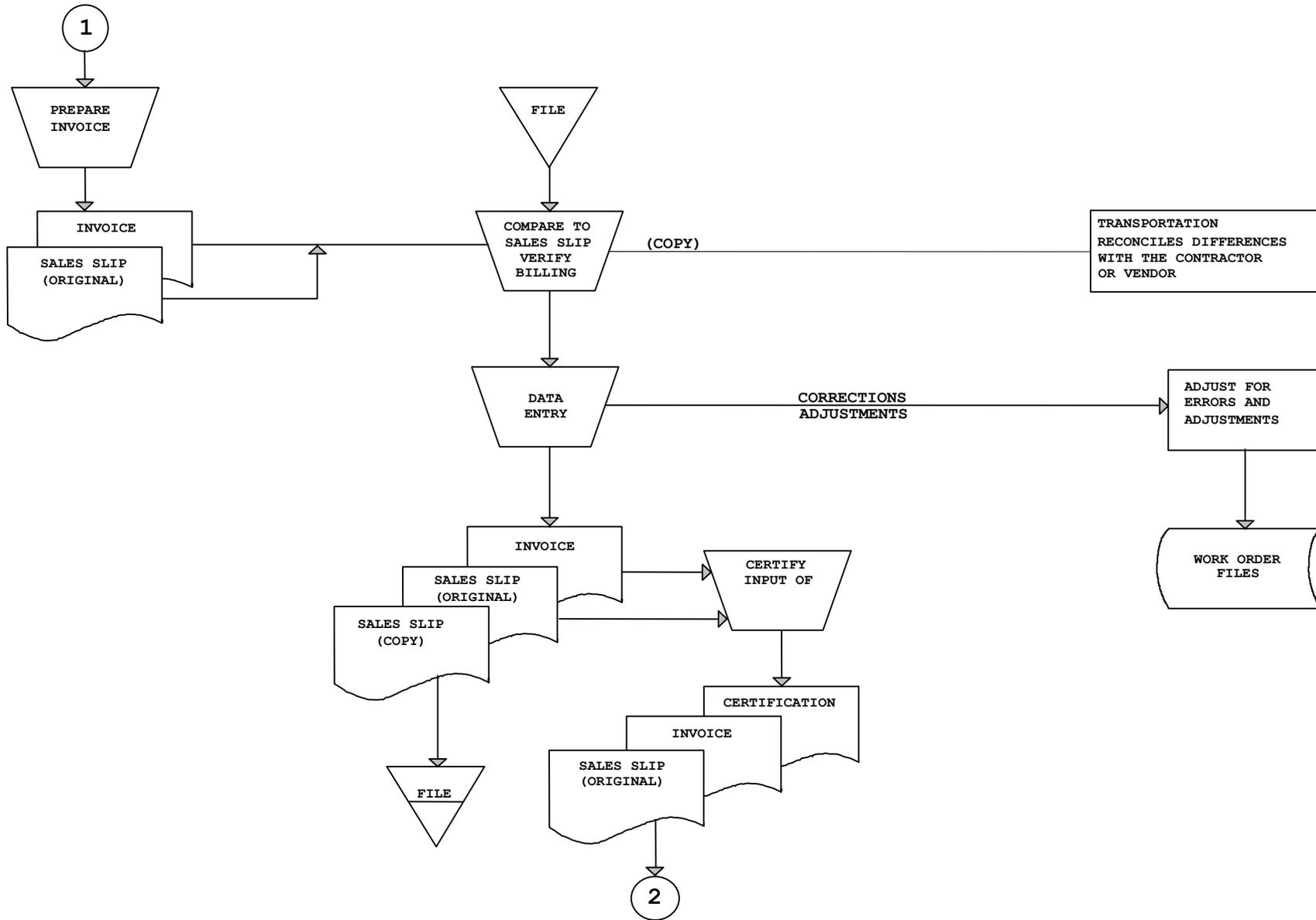




Figure 54-4. COPARS Purchases. (Cont'd)

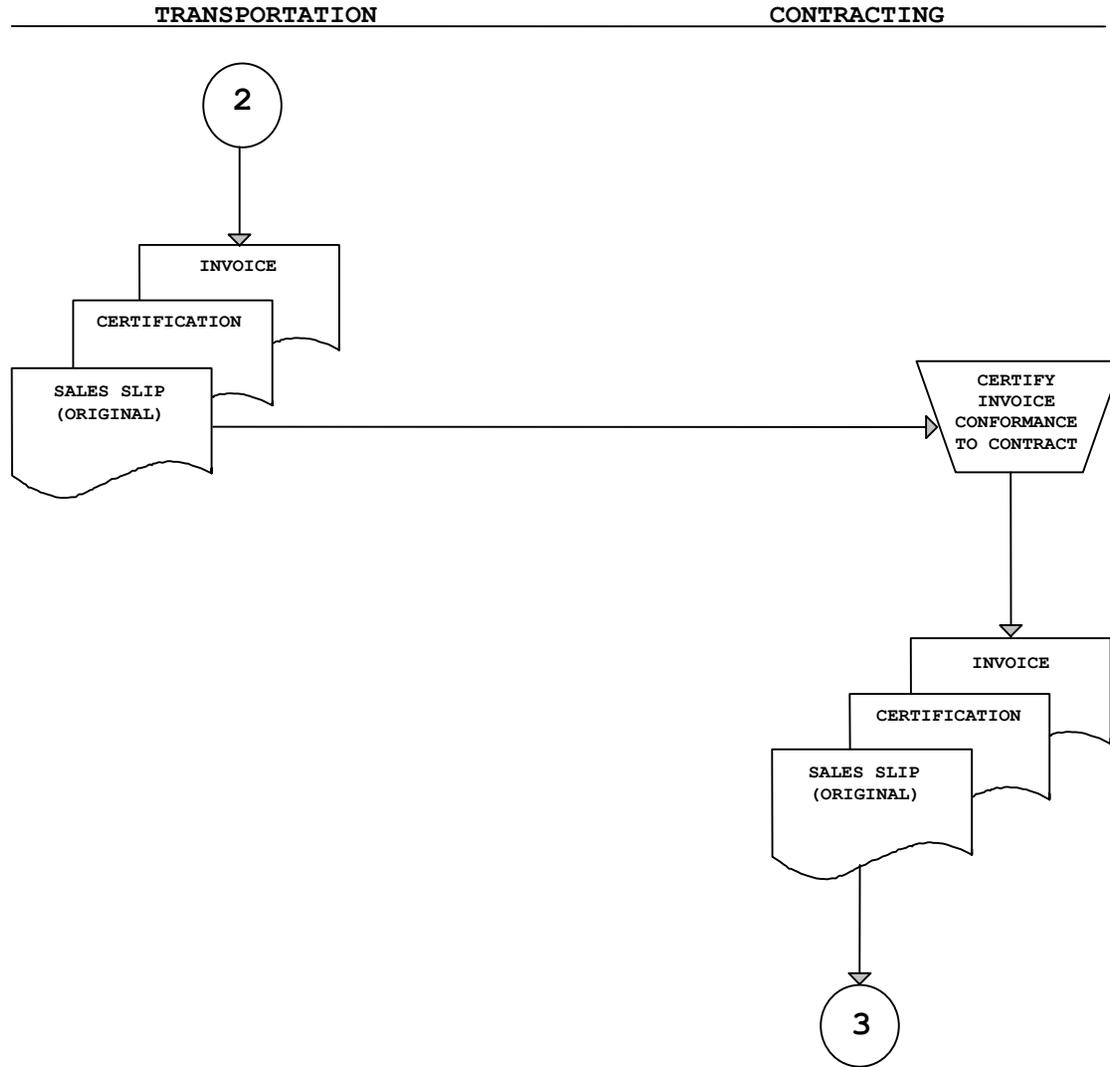


Figure 54-4. COPARS Purchases. (Cont'd)

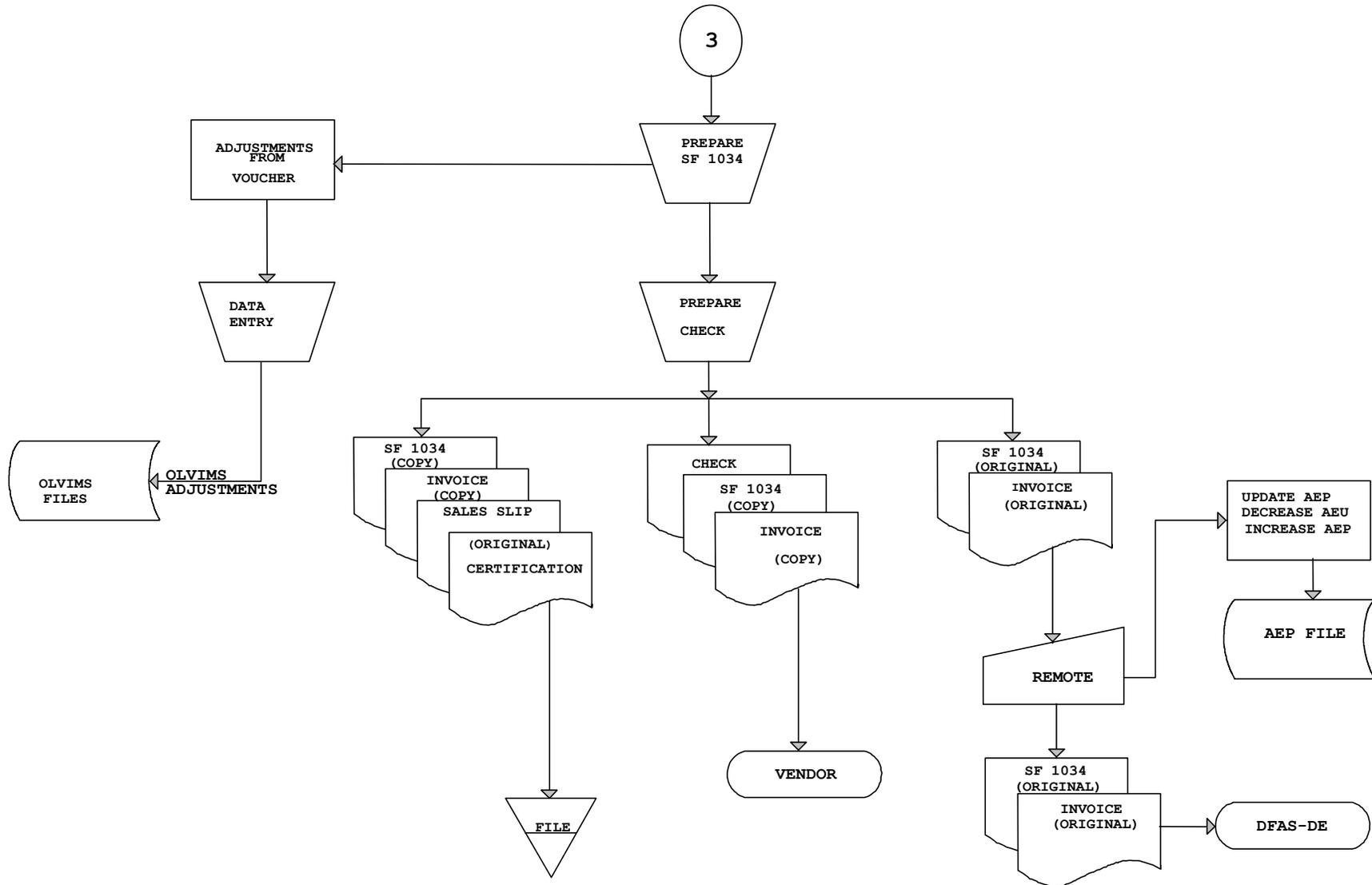


Figure 54-4. COPARS Purchases. (Cont'd)

PREPARED 99 SEP 24      MOTOR VEHICLE REIMB/REFUNDS BILLING LIST      AS OF 99 JUN 14      PCN SH069-V12  
 ELMENDORF AFB

R/D CODE	BASE CODE	ASSIGNED RC/CC	VEHICLE REG NR	WORK ORDER NUMBER	REPAIR RC/CC	EEIC	TRANS DATE	AMOUNT	SITE	
3	KNND	414141	80B00031	A0804	4249	00048	80110	600.00	00	SITE CODE K NOT ON VBQ61J
						TOTAL THIS EEIC		600.00		
3	KNND	414141	80B00031	F0875	4249	11111	80095	5,000.00	00	SITE CODE K NOT ON VBQ61J
						TOTAL THIS EEIC		5,000.00		
3	KNND	414141	80B00031	A0804	4249	39711	80110	39.90	00	SITE CODE K NOT ON VBQ61J
3	KNND	414141	80B00031	A0804	4249	39711	80110	69.16	00	SITE CODE K NOT ON VBQ61J
3	KNND	414141	80B00031	A0804	4249	39711	80110	93.10	00	SITE CODE K NOT ON VBQ61J
3	KNND	414141	80B00031	A0804	4249	39711	80110	159.60	00	SITE CODE K NOT ON VBQ61J
3	KNND	414141	80B00031	A0804	4249	39711	00000	17.29	00	SITE CODE K NOT ON VBQ61J
3	KNND	414141	80B00031	B0802	4249	39711	80105	18.62	00	SITE CODE K NOT ON VBQ61J
3	KNND	414141	80B00031	F0801	4249	39711	80098	59.85	00	SITE CODE K NOT ON VBQ61J
3	KNND	414141	80B00001	J9997	4249	39711	80110	.57	00	SITE CODE K NOT ON VBQ61J
3	KNND	414141	80B00001	J9997	4249	39711	80110	.57	00	SITE CODE K NOT ON VBQ61J
3	KNND	414141	80B00001	B0003	4249	39711	80096	2.83	00	SITE CODE K NOT ON VBQ61J
3	KNND	414141	80B00001	B0003	4249	39711	80096	8.48	00	SITE CODE K NOT ON VBQ61J
3	KNND	414141	80B00001	B0003	4249	39711	80096	8.54	00	SITE CODE K NOT ON VBQ61J
3	KNND	414141	80B00001	B0003	4249	39711	80096	5.65	00	SITE CODE K NOT ON VBQ61J
						TOTAL THIS EEIC		484.16		
3	KNND	414141	80B00001	B0003	4249	51500	80096	5.15	00	SITE CODE K NOT ON VBQ61J
						TOTAL THIS EEIC		5.15		
3	KNND	414141	80B00031	A0804	4249	60949	80109	42.41	00	SITE CODE K NOT ON VBQ61J
3	KNND	414141	80B00031	F0801	4249	60949	80098	33.12	00	SITE CODE K NOT ON VBQ61J
3	KNND	414141	80B00031	A0804	4249	60949	80109	42.41	00	SITE CODE K NOT ON VBQ61J
3	KNND	414141	80B00031	F0801	4249	60949	80098	33.12	00	SITE CODE K NOT ON VBQ61J

PCN SH069-V12

PAGE 1

Figure 54-5. Motor Vehicle Reimbursements/Refunds Billing List.

TITLE: OLVIMS INTERFACE--MONTHLY (INPUT PCN SH069-V11)

FILE-ID: ABQV1XUNDC10

<u>DESCRIPTION</u>	<u>POSITIONS</u>	<u>SPECIAL INSTRUCTIONS</u>
As-of-Date	1-9	YY MMM DD.
	10	Blank.
AFO	11	0 through 9.
	12-14	Blank.
EEIC Option	15	2 or blank. See note 1.
	16	Blank.
Requesting Site Code	17-18	00 through 99. See note 2.
	19	Blank.
Originating Site Codes	20-77	00 through 99. See note 3.
Record-ID	78-80	***.

**NOTE 1:** Bases processing collections of military labor costs into receipt account 573019, use EEIC option. See Air Force Data Dictionary, ADE RE-055.

**NOTE 2:** Site code of requesting AFO.

**NOTE 3:** Site code of originating AFO who uploads input file. Two positions each, no spaces between codes. Left-justify, leave unused space blank.

Figure 54-6. Control Record--OLVIMS Interface, Monthly  
(Program NBQV10).