



DEPARTMENT OF THE ARMY
266th FINANCIAL MANAGEMENT CENTER (FMC)
UNIT 23122
APO AE 09227

AETS-FC

7 June 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Certifying Officer (CO), Departmental Accountable Officials (DAO), and Reviewing Officials (RO) Policy

1. Reference: Department of Defense Financial Management Regulation (DoDFMR) Volume 5, (Disbursing Policy and Procedures), Chapter 11, Sep 2010 and Chapter 33, August 2010.
2. Purpose: This policy establishes responsibility and procedures for the designation and appointment of military pay, travel, and commercial vendor service CO's, DAO's, and RO's.
3. Scope: This policy is applicable to all finance units within the 266th Financial Management Center (FMC) Area of Responsibility (AOR).
4. Duties: Certifying Officers are appointed to the Disbursing Station Symbol Number (DSSN). Their purpose is to ensure the correctness of statements, facts, accounts, and amounts appearing on a voucher (and/or other supporting documentation from which a voucher is prepared and payment made) when certified.
5. Qualifications:
 - a. Military appointments will be limited to commissioned and noncommissioned officers in the grade of E-6 and above. Eligible civilian employees include team leaders, lead technicians, supervisors, or assistant supervisors. If no one meeting these qualifications is available, an E-5 or a direct hire Local National civilian employee may serve as a CO on a temporary exceptional basis.
 - b. Careful consideration should be given before appointing local nationals as they may not be subject to pecuniary liability under U.S. law per DoDFMR Vol 5, 330204. For direct-hire non-U.S. citizens to whom, by agreement, a local law applies that does not subject the local national to the same pecuniary liability as other DoD employees (see paragraph 330201), make an appropriate and detailed comment in item 14 of the DD Form 577.
 - c. Certifying Officers must possess the minimum qualifications as outlined in DoDFMR Volume 5, Chapter 33, paragraph 3304:
 - knowledge of the subject matter;
 - background or experience in the preparation of a voucher for payment;
 - knowledge of appropriations and other fund and accounting classifications;
 - knowledge of payment processes (e.g., availability of funds and location of designated paying and accounting offices).

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d. Reviewing Officials must possess the minimum qualifications as outlined in DODFMR Volume 5, Chapter 33, paragraph 3308 and require the following documentation:

- Appointment request memorandum, see enclosure #1;
- Copy of the Certifying Officer Legislation Course completion certificate;
- DD Form 577 is not required as Reviewing Officials are not subject to pecuniary liability.

6. Certifying Officer Appointment Procedures:

a. The Director and Deputy Director, 266th FMC are the approving officials for all COs under the following ADSNs: 5499, 6335, 6387 and 8763.

b. Requests for appointments to certify military pay, travel, and commercial vendor service documents will be sent from the addressee through Finance Policy Branch to the FMC Director. Request packets must include three documents:

- (1) Appointment request memorandum, see enclosure #1;
- (2) DD Form 577 (Appointment/Termination Record-Authorized Signature) clearly stating those specific pay documents the appointee is authorized to certify (enclosure 2);
- (3) Copy of the Certifying Officer Legislation Course completion certificate.

c. Requests for DJMS payment release authority (advance/casual pay certification) will be routed through the 266th FMC Information Management Officer (IMO). Once approved by IMO, they will be forwarded through the Finance Policy Branch to the FMC Director with the same substantiating documents listed in subparagraph b above.

d. Certifying Officers who certify only electronic vouchers (e.g., a Defense Travel System (DTS) voucher), but not manually certified vouchers that are merely paid electronically, may submit the DD 577 electronically as long as it meets the requirements in Chapter 1 Volume 5, DODFMR.

e. Certifying Officers who certify manual vouchers or submit manual certifications of electronic payments must submit an original DD Form 577, as it serves both as an appointing document and a signature specimen.

f. Requests for ODS payment release authority under DSSN 5570 will be forwarded to the PCE Director with the same substantiating documents listed in subparagraph b above. Once approved, send DD Form 577 for payments being certified to DFAS DOs to the central electronic repository at the Defense Finance and Accounting Service (DFAS) Indianapolis Disbursing Operations Directorate (JFD), 8899 East 56th Street, Indianapolis, IN 46249 (secure e-mail dfas-incddd577@dfas.mil) following that office's guidance. DOs may view DD Forms 577 on the *Electronic Document Access (EDA)* website.

g. Request for release authority for manual travel payments under DSSN 5499, 6335 and 6387 will be forwarded to the PCE Director with the same substantiating documents listed in subparagraph b above. Copies will be provided to FMC Cash Management Branch, Benelux Finance Office Disbursing or Italy Finance Office Disbursing after approval, as appropriate.

7. Mandatory Training: Appointed Certifying Officers must complete approved Certifying Officer Legislation (COL) training courses and provide a printed copy of the course completion certificates. The COL Courses addresses the changes caused by the enactment of the COL and the subsequent changes

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to DoDFMR, Volume 5, Chapter 33. The Foundation Course provides foundational information on the COL and is therefore required training for all Certifying Officers. Additionally, depending on your specific responsibilities, you are required to take one of the following business-area specific COL courses.

- Commercial Pay
- Military Pay
- Travel Pay

a. *(Commercial Pay)* <https://ca.dtic.mil/dfas/fastrac/CommercialPay/>

b. *(MilPay, Travel CVS)* <http://www.dfas.mil/fastrac/coltraining.html>
(All will take 'Foundations' course, Milpay and CVS will take those specific-courses as well)

c. *(Travel Only)*
<https://www.defensetravel.dod.mil/Passport//bin/Passport.html?CFID=60924&CFTOKEN=62549920#>

Certifying Officers should read the Treasury publication, "*Now That You're a Certifying Officer.*"
http://www.fms.treas.gov/tfm/vol1/CertifyingOfficer_29nov07.pdf

8. DEPARTMENTAL ACCOUNTABLE OFFICIALS (DAO)

a. DAOs provide information, data, or services to Certifying Officers upon which the latter rely to certify vouchers for payment.

b. Appointing authorities keep the signed original DD Form 577 and provide copies to the offices that certify vouchers. Offices and organizations that rely on DAOs when certifying payments establish mechanisms for identification of DAOs and for facilitating communication with DAOs.

c. DAOs may be held pecuniary liable under 10 U.S.C. 2773a(c) for an illegal, improper, or incorrect payment resulting from information, data, or services they negligently provide to a Certifying Officer and upon which that Certifying Officer relies when certifying a payment voucher.

9. Requesting Official Responsibilities: Addressees must ensure that subordinate Certifying Officers, DAO's, and RO's are trained in their responsibilities (including initial training and **refresher training annually**), and periodically review their performance to ensure compliance with established regulations, policies, and procedures, including local standard operating procedures. A record of the current training status of all appointees will be kept (Encl 4) and briefed periodically at the FMC staff call. ALL PACKETS will be submitted through the Finance Policy Branch; sample packets can be viewed on the 21st TSC portal under the "Staff Tab".

10. Annual Review: Internal Control will review appointments annually as a minimum for validity and currency and make recommendations to the appointing authority for any changes.

11. Restrictions: Disbursing Officers (DO), Deputy Disbursing Officers (DDO), cashiers, paying agents, collection agents, change fund custodians, imprest fund cashiers, or any other accountable position

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involving the handling or custody of public or non-appropriated funds may neither appoint nor be a Certifying Officer.

12. Appointment Terminations: Appointing authorities review appointments annually as a minimum for validity and currency. Appointments remain in force until terminated by reassignment or for cause. CO appointments will be terminated upon a member's change of duty position, permanent change of station, reduction in grade, or other circumstance that required termination of the certifying authority. Terminate appointments as appropriate using Section IV of the DD Form 577, and advise the agencies that received the original appointments.

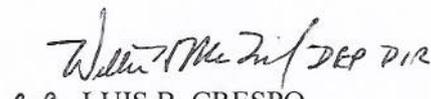
13. Document Retention:

a. All active appointments will be retained and tracked by the Policy Section and requesting official. Copies will be provided to the Disbursing Official responsible for the DSSN under which payments will be made. Termination documentation will be matched with the original appointment documents and retained for one year, after which they may be destroyed. Requesting Officials must maintain three documents on file at all times for their active CO's, each of which is subject to Internal Control (IC) inspection:

- (1) A copy of the DD Form 577 (Feb 2011)
- (2) The COL course completion certificate for both foundations and area specific course.
- (3) Spreadsheet matrix showing each type of document the CO's within that unit (i.e. IFO, BFO, PCE) are authorized to sign (enclosure 3).
- (4) The CO/DAO COL Training documentation recording a status of all appointees' current training dates.

b. Changes in addressee will not necessitate new appointment memorandums for current CO's. However, the incoming commander(s) or incoming director(s) will complete a memorandum of acceptance of current CO's within 30 days of assuming command or directorship (enclosure 3).

14. Point of contact is the 266th FMC Policy Section, DSN 314-483-8228.


for LUIS B. CRESPO
COL, FC
Director

4 Encls

1. Requesting CO Appointment
2. DD Form 577 Appointment (Feb 2011)
3. Transfer of CO
4. COL Training Documentation

DISTRIBUTION:

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DIR, PAY CENTER OF EXCELLENCE (PCE)

CDR, BENELUX FINANCE OFFICE (BFO)

DIR, ITALY FINANCE OFFICE (IFO)

CDR, KFOR FINANCE DETACHMENT

CDR, 106TH FINANCIAL MANAGEMENT COMPANY (FMC)

CF: DISBURSING OFFICER, 266TH FINANCIAL MANAGEMENT CENTER

CF: DIRECTOR, INTERNAL CONTROL, 266TH FINANCIAL MANAGEMENT CENTER

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Enclosure 1

OFFICE SYMBOL

11 December 2009

MEMORANDUM FOR Director, 266th Financial Management Center, APO AE 09227

SUBJECT: Request Appointment of SSG Paymaster, Richard, 200-002-0123, as a Certifying Officer.

1. Upon provisions of Chapter 33, Volume 5 of DODFMR and DDMP Instructions, request appointment of SSG Richard Paymaster, 200-02-0123, as a Certifying Officer for the Director of Military Pay, DFAS-IN, DSSN #####.

(Insert paragraph for request for waiver with justification if appropriate)

2. This individual meets all qualifications specified in references above and has passed the Certifying Officer legislation course (certificate of completion attached). Summary of qualifications follows:

Grade:	SSG
Position:	Chief, Military Pay
Education Requirements:	36B AIT, BNCOC
Military Pay Experience:	16 years

Statement of Understanding: Individual has read and understands provisions of Chapter 33, Volume 5, DODFMR. Individual understands his/her Certifying Officer responsibilities.

3. Point of contact is 1LT Harris, at DSN 318-430-8171.

SALLY E. DOE
MAJ, FC
FMCO Commander

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Enclosure 2

See attached Adobe Acrobat file for DD Form 577 example/template

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Enclosure 3

OFFICE SYMBOL

11 December 2009

MEMORANDUM For Director, 266th Financial Management Center, APO AE 09227

SUBJECT: Transfer of Certifying Officers

1. Reference DoDFMR, Volume 5, Chapter 33.

2. I, Jesse H. James have received by transfer from Marlow Bradrow, the following Certifying Officers of the ## XXXXXX, effective 31 JAN 2006:

HHD	Alpha Detachment	Bravo Detachment	Charlie Detachment

3. Point of contact is 1LT Harris, at DSN 314-###-####.

SUE M. SMITH
LTC, FC
Predecessor

JOHN H. JAMES
LTC, FC
Successor

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Enclosure 4

266th Financial Management Center COL Training Documentation

Name	Role	CO/DAO/RO	DD577	Appointment Memo	COL Tng	COL Tng Date
John Doe	Certifying Officer	CO	Yes	Yes	Yes	Dec 2010
Bob Smith	Departmental Accountable Official	DAO	Yes	Yes	Yes	Nov 2010
Jane Smith	Reviewing Official	RO	No	Yes	Yes	Jan 2011