

**SECRET**

13 DEC 1966

**MEMORANDUM FOR THE RECORD**

**SUBJECT** : Revision of Procedure for Recording Property Transactions Under the FEDSTRIP/MILSTRIP System

- REFERENCES** :
- (a) Memorandum for the Record, dtd 2 Dec 66, Subject: Proposed Changes in Procedure for Utilizing Computer Capabilities in Recording Property Transactions Under the FEDSTRIP/MILSTRIP System
  - (b) D/Fin's memo to D/Log, dtd 20 Sep 66, Subject: Billings from Other U. S. Government Agencies
  - (c) D/Log's memo to D/Fin, dtd 7 Oct 66, Subject: Billings from Other U. S. Government Agencies
  - (d) D/Fin's memo to D/Log, dtd 8 Nov 66, Subject: Billings from Other U. S. Government Agencies

1. Pursuant to paragraphs 2b and c of reference (a), copy attached, a meeting to determine the changes in procedure and computer application which are necessary for immediate implementation of the recommendation contained in paragraph 3 of reference (b) relative to property acquisition and expenditure transactions under the FEDSTRIP/MILSTRIP system was held in the Office of Finance on 8 December 1966, attended by the following representatives of the interested offices:

Office of Logistics:

[Redacted signature box]

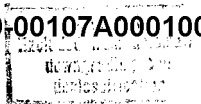
Office of Computer Services:

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Office of Finance:

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2. As a result of the meeting it was agreed that, in lieu of the tentative procedure proposed in paragraph 2c of reference (a), acquisition and expenditure transactions relating to property purchased under the FEDSTRIP/MILSTRIP system will continue to be accomplished in accordance with the procedure prescribed in OFI 71 and OFI 102 subject to the following modifications:

a. The Supply Division, Office of Logistics, shall:

- (1) Revise the Document-Voucher Cross Reference Register (currently being furnished by the Office of Logistics to the C&L Division, Office of Finance) to include the number of the appropriate FAN account to be charged for each FEDSTRIP/MILSTRIP purchase.
- (2) Discontinue forwarding to C&L Division, Office of Finance, copies of FEDSTRIP/MILSTRIP purchase orders and receiving reports.
- (3) Analyze the quarterly report furnished to Supply Division, Office of Logistics, pursuant to paragraph 3b(3) of OFI 102, and initiate appropriate action to adjust unmatched acquisition and payment transactions.

b. The C&L Division, Office of Finance, shall:

- (1) Based on the "constructive evidence of receipt" concept stated in reference (b), process FEDSTRIP/MILSTRIP billings for payment without prior audit immediately upon their receipt, and charge same to a deferred account pending action as indicated in paragraph 2b(2) below.
- (2) Record FEDSTRIP/MILSTRIP billings paid in accordance with paragraph 2b(1), above, as allotment expenditures against the applicable FAN accounts shown in the Document-Voucher Cross Reference Register furnished by the Office of Logistics pursuant to paragraph 2a(1), above, and credit the deferred account previously charged for such billings.
- (3) Make the following changes in the data to be "input" to the computer on the Finance Voucher recording the FEDSTRIP/MILSTRIP billing as an allotment expenditure:

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- (a) In column 34-39, record the Bill number (as shown on the Schedule attached to the Form 1080) in lieu of the Receiving Report number; and
  - (b) In column 13-27, record the FEDSTRIP/MILSTRIP Document number in lieu of description.
  - (4) Perform internal site audits and recurring reviews on a selective basis of the detailed receiving records maintained in the Office of Logistics to assure the adequacy of verification by that Office of deliveries against FEDSTRIP/MILSTRIP requisitions for which payment has been made.
  - (5) Prepare and/or certify vouchers as necessary to adjust unmatched acquisition and payment transactions based on information furnished by the Office of Logistics as a result of analyses of the quarterly reports pursuant to paragraph 2a(3), above.
  - (6) The provisions of paragraphs 2b(1) through (5), above, may be applied retroactively to any unprocessed FEDSTRIP/MILSTRIP billings on hand as of the effective date established pursuant to paragraph 3.
- c. The Accounts Division, Office of Finance, shall prepare and forward to the Office of Computer Services a "Computer Services Request (Form 930)", requesting the following change in the quarterly listing currently furnished to Supply Division, Office of Logistics, in accordance with paragraph 3b(3) of OFI 102:
- Match the dollar values for acquisition and expenditure transactions on the basis of Logistics Voucher number in column 42-47 only (formerly matched on the basis of Receiving Report and Logistics Voucher numbers).
- d. The Office of Computer Services shall take prompt action to effect the changes in computer application as described in paragraph 3c, above, upon receipt of the approved Computer Services Request (Form 930) from the Accounts Division, Office of Finance.

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3. The procedural modifications set forth in paragraph 2, above, with the exception of the change in computer application stated in paragraph 2d, shall become effective on the date of concurrence in this memorandum by the representatives of the Office of Logistics and Office of Finance. The change in computer application stated in paragraph 2d will be targeted for implementation when the next quarterly listing, subsequent to the date of this memorandum, is prepared pursuant to paragraph 3b(3) of OFI 102. The Finance/Logistics representatives designated in references (c) and (d) will prepare the necessary revisions of OFI 71 and OFI 102, providing for the above stated modifications, for appropriate coordination and approval as soon as practicable.

[Redacted Signature]

Member, Policy and Planning Staff  
Office of Finance

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Distribution:

- Original - PPS Files
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\* Or must publish 21 for change. This need for 1 does not need to delay immediate implementation of para. 2b(6) mad

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