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DOCUMENT PROCESSING

SECTION A - GENERAL.**1. Introduction.**

- a. The need for proper document processing is the basis of the accounting system. The document must be properly numbered, executed, and routed in order for the official accounting records to be correct. Documents must also meet the requirements of the procurement regulations governing their use.
- b. It is particularly important that units follow these procedures for the procurement of documents most commonly used.

2. **Bill to Address.** Vendor invoices submitted directly to the FINCEN, must contain the correct Bill To Address. **For the following documents, use Post Office Box address:**

Address Title (Note 1)
 USCG Finance Center
 P. O. Box _____(Note 1)
 Chesapeake, VA 23327-XXXX (Note 1)

Note 1: Address Title and P. O. Box information for each document type are taken from the following table:

Document Type	Address Title	P. O. Box
14 Gov't Trans. Request (GTR)	Transportation	4101
14 Gov't Travel Account (GTA)	GTA Subsidiary	4105
15 Gov't Bill of Lading (GBL)	Transportation	4101
17 SPM Shipments	SPM Moves	4102
17 All Others	Doc Type 17 (non TR/GBL)	4114
22 PO-Invoice-Voucher	Commercial Invoices	4115
23 Purchase Order/Delivery Order	Commercial Invoices	4115
26 Dining Facility	CG Dining Facility (Call Record)	4103
27 Auxiliary Patrol Orders	Auxiliary	4104
28 ISSA/MIPR/UNICOR	Interagency Agreements	4116
30 Training	SF182 Invoices	4108
32 Government Purchase Card	Purchase Card	4107
35 All Types	1080 Bills	4106
38 Blanket Purchase Agreement	BPA (Doc Type 38)	4117
44 Utilities - Electric	Utilities/Telephones	4109
45 Commercial Telephone Bill	Utilities/Telephones	4109
46 Utilities - Water	Utilities/Telephones	4109
49 Utilities - Natural Gas	Utilities/Telephones	4109
78 Travelers Checks	Travelers Check Subsidiary	4113
All Coast Guard Yard		4122
All Office of the Secretary of Homeland Security (OSHS)		4136

2. (cont'd) For all other Document types use:

CO
USCG Finance Center
1430A Kristina Way
Chesapeake, VA 23327

3. Transmittal of Obligation Documents.

- a. Introduction. The field will send obligation documents (Travel Orders, OF-347's, DD-1348's, etc.) to the FINCEN. (FPD units should see the individual document type section of this chapter for hard copy mailing instructions).

DOCUMENTS SHOULD BE CLEARLY STAMPED "OBLIGATION COPY."

- b. Frequency and Method of Transmittals:

Hard Copy Transmittals:

- (1) Units reporting to a Group, MSO, or similar intermediate command level should mail obligation documents to the FINCEN when complete. Mail the documents using separate envelopes for different document types.
- (2) **Required obligation** documents from Group Offices/District/MLC/Headquarters units should be mailed to the FINCEN no less often than once a week. Use separate envelopes for different document types.

c. Transmittal Documentation. No cover letter is required to submit documents to the FINCEN.

d. **Transmittal of Obligation Documents**. For the following documents, use Post Office Box address:

Address Title (Note 1)
 USCG Finance Center
 P. O. Box _____ (Note 1)
 Chesapeake, VA 23327-____(Note 1)

Note 1: Address Title and P. O. Box information for each document type are taken from the following table:

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27 Auxiliary Patrol Orders	Auxiliary	4104
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32 Government Purchase Card	Purchase Card	4107
35 All Types	1080 Bills	4106
38 Blanket Purchase Agreement	BPA (Doc Type 38)	4117
44 Utilities - Electric	Utilities/Telephones	4109
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46 Utilities - Water	Utilities/Telephones	4109
49 Utilities - Natural Gas	Utilities/Telephones	4109
78 Travelers Checks	Travelers Check Subsidiary	4113
All Coast Guard Yard		4122
All Office of the Secretary of Homeland Security (OSHS)		4136

For all other Document types use:

CO
USCG Finance Center
1430A Kristina Way
Chesapeake, VA 23327

TIMELY SUBMISSION OF OBLIGATIONS REDUCES VENDOR COMPLAINTS, UNIT INTEREST PENALTIES, PES REPORT PROBLEMS, AND UNIT/FINCEN WORKLOADS.

4. Transmittal of Receiving Reports.

a. Introduction.

- (1) **Partial and final receiving reports are required to be sent to FINCEN** for procurements over \$2500, accomplished with an Order for Supplies or Services (CG-5398 or OF-347). **FPD UNITS ARE REQUIRED TO TRANSMIT ALL RECEIVING REPORTS, REGARDLESS OF THE DOLLAR AMOUNT.** See the Pay Before Receiving Report (PBRR) procedures under Document Type 23 in this chapter.
- (2) When receiving goods or services, whether a full or a partial shipment, the receiving copy of the OF-347 must be filed in the unit procurement file.
- (3) Receiving reports must be transmitted via **FPD**, E-mail, or by record message promptly after receipt of the goods or services. This allows for prompt payment to the vendor. **E-mail address is RECEIPTS/FINCEN.**

b. Frequency of Transmittal.

Non-**FPD** Units:

- (1) Receiving reports must be submitted to FINCEN at least weekly.

- (2) Negative receiving reports are not required.
- (3) Receiving reports for perishables must be submitted on a daily basis as goods are received
- (4) Receiving reports for purchase orders with fast pay provisions are required even though payment will be processed without the receipt.

Certified FPD Units:

- (1) Shore units are required to transmit receiving report data via FPD to FINCEN at least weekly.
- (2) **Cutters are required to transmit** receiving report data to FINCEN as often as operational schedules permit. When making port calls, transmit FPD data when phone line is available to the cutter. If phone line is not available but CG unit with E-mail capabilities is available, transfer FPD data to floppy and E-mail data using the nearby CG facility (e.g., Group, Base, Station). If no E-mail is available, transfer FPD data to floppy and mail to Commanding Officer (ADPS), CG Finance Center, 1430A Kristina Way, Chesapeake, VA 23326, Attention: John Rejent. For further instructions see the FPD User Manual. Cutters should use Fast Pay procedures as discussed in Chapter 11. Transmission of receiving report data for Fast Pay procurements is mandatory and should be accomplished as soon as operational schedules permit.

TIMELY SUBMISSION OF RECEIVING REPORTS WILL REDUCE VENDOR COMPLAINTS, UNIT INTEREST PENALTIES, PES REPORT PROBLEMS, AND UNIT/FINCEN WORKLOADS.

c. Method of Transmittal.

- (1) Receiving reports should be transmitted via FPD, E-mail, or record message traffic. **MAIL IS NOT ACCEPTABLE.**
- (2) The format for the record message report is described in figure 12A-1.

EXAMPLE OF RECORD MESSAGE REPORT: (See Note 1)
 R231302Z JAN 04
 FM USCGC NEVERSAIL
 TO COGARD FINCEN CHESAPEAKE VA//3623//

ACCT CG-W2GARC
 BT

UNCLAS//N07200//

SUBJ: PURCHASE ORDER RECEIVING REPORT (12345) (See Note 5)

1. A. 2304904FAB001 (See Note 2)
- B. LINE ITEM QUANTITY (See Note 3) RECEIPT DATE
- 1 XX MM/DD/YY
- 5 XX MM/DD/YY
- 7 XX MM/DD/YY

2. A. 2304904FAB002
- B. ALL GOODS PROPERLY RECEIVED. (See Note 4)
- C. DATE OF RECEIPT.

BT

Figure: 12A-1 Receiving Report - Unit Message Sample

NOTES:

1. All other types of transmissions should include this same basic format and information. The routing symbol is particularly important!!!
2. Always use the **document** number. Do not use the DTCG/HSCG number.
3. Do not use "All." Put actual quantity.
4. When all items are received at the same time with exact quantity ordered then you may state "ALL GOODS PROPERLY RECEIVED".
5. All receiving reports must contain date of receipt.
6. All receiving reports transmitted via E-mail or record message traffic should include the 5 position unit OPFAC.

SECTION B - SAMPLE FORMAT.

There are many different document types. Appendix G gives a basic description of each. The remainder of this chapter will more fully describe those document types that involve interaction between the unit and the FINCEN. A standard information layout consisting of 12 paragraphs will be used and is further described in figure 12B-1.

DOCUMENT NAME: Sample**DOCUMENT TYPE: 00**

1. **Description:** This section provides a short narrative of the document.
2. **Primary Forms:** This section lists all the forms that must be used at the FINCEN to process the document. Samples of these forms, in most cases, follow this text.
3. **Related Forms:** These are forms which may be used to process the document. In some cases, these forms can replace one of the primary forms. In other cases, these forms provide additional documentation that may be required.
4. **Document Number:** This section provides a sample of the appropriate type of document number. It also includes a breakdown of the document number into its subcomponents. See Chapter 5 for detailed information on document numbering.
5. **Accounting Line:** A sample of a possible accounting line for this document is provided in this section. See Chapter 4 for detailed information on accounting line data.
6. **FINCEN Critical Processing Requirements:** This section provides the user the critical items that must be properly completed for each document. Documents that do not contain these critical items may be returned to units and vendors for corrective action.
7. **Other Information:** This section outlines additional information for the user unique to this document.
8. **FPD Information:** This section provides detail on how to process the document(s) through FPD. This only applies to FPD units.
9. **Document Flow:** This section provides a diagram on how the form(s) are processed. A text explanation follows each diagram.
10. **Sample Forms:** This section references the sample completed forms attached to the document type.
11. **PES Report Sample:** This section provides a sample of a PES Report line(s) of entry. In general, this information flows from the sample forms attached and is only a sample. The PES Report presentation is a condensed version of what a unit may see on an actual PES Report. Detailed information on PES Reports is contained in Chapter 6.
12. **References:** This section lists the reference documents applicable to the document name. In most cases, the references are series type references. For the most current series reference see the Directives, Publications and Reports Index (DPR).

Figure: 12B-1 Document Type Sample