

7000

From: Commanding Officer, U. S. Coast Guard Finance Center
To: Distribution

Subj: CHANGE 1 TO U. S. COAST GUARD FINANCE CENTER STANDARD OPERATING
PROCEDURES (SOP) MANUAL

1. Purpose. To publish Change 1 to the U. S. Coast Guard Finance Center Standard Operating Procedures Manual, FINCENSTFINST M7000.1. Change 1 supersedes and replaces all previous editions and changes to the SOP.
2. Changes. All changes or additions to the August 1993 Revision have been shaded so they can be quickly identified. If there were changes to forms, figures or tables, only their titles are shaded.
3. Summary of pertinent changes. The SOP gives the necessary information to successfully accomplish accounting transactions between field units, the Finance Center and Departmental Accounting and Financial Information System (DAFIS). Following are some of the more pertinent changes:
 - a. In Chapter 6, information was added concerning the difference between PES adjustments and PES errors.
 - b. In Chapter 8 there is information on the change from the General Accounting Package (GAP) to the Industrial Management Information System (IMIS) for Industrial Fund Management.
 - c. The paragraph on UNISYS maintenance charges in Chapter 10 was deleted due to a change in the contract. UNISYS Purchase Orders will now be handled like any other Document type 23.
 - d. Information has been added to Chapter 11 on Navy-Type-Navy-Owned (NTNO) equipment and capitalized real and personal property asset acquisitions.
 - e. In Chapter 12, Section A, new P. O. Box mailing addresses are given for certain document types.
 - f. Information on new P. O. Box mailing addresses has been added to Chapter 12, Section C.
 - g. In Chapter 12, Section C there is a new section on Continuous Travel Orders (doc type 13) and updated information on American Express Government Travel Account (GTA).

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h. Information on new P. O. Box mailing addresses has been added to Chapter 12, Section D.

i. The updated payment approval form for contracts is found in Chapter 12, Section D as well as information on mandatory LUFSS transmission of Doc type 24's.

j. In Chapter 12, Section D, information on the Government Commercial Credit Card (IMPAC) has been updated.

k. Also in Chapter 12, Section D is new document processing information on Volpe National Transportation System Center (VNTSC).

l. Information on new P. O. Box mailing addresses has been added to Chapter 12, Section E.

m. Updated System Data Code information has been added in Chapter 12, Section E along with new document processing information on U. S. Customs Charges and Defense Transportation Bills.

n. Information on new P. O. Box mailing addresses has been added to Chapter 12, Section G.

o. Doc type 43 information was deleted from Chapter 12, Section G and all service agreements and Cable TV are now handled as Doc type 23's.

p. New document processing information has been added to Chapter 12, Section H for Coast Guard Mutual Assistance and Reserve Orders "Payroll" Reimbursable.

q. AFC 44 information has been deleted from Appendix D.

r. The Vendor Information Package has been updated.

4. Insertion of Change 1. To ease the update of new and old pages, this change is a complete replacement for the SOP manual. In order to insert Change 1 you will need to discard all of the August 23, 1993 revision except for the tabs. Insert the sections of Change 1 after the appropriate tabs.

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5. Unit Feedback. Field unit feedback is necessary in order to maintain and improve the SOP. The manual has a user comment sheet for suggestions and comments concerning the SOP. Also, E-mail responses can be directed to SOP/FINCEN.

Encl: (1) SOP Manual, FINCENSTFINST M7000.1, Change 1