



DEPARTMENT OF THE ARMY
HUMPHREYS ENGINEER SUPPORT ACTIVITY
HUMPHREYS ENGINEER CENTER
7701 TELEGRAPH ROAD
ALEXANDRIA, VA 22315-3860

REPLY TO
ATTENTION OF:

CEHEC-RM-F (37)

26 November 2003

MEMORANDUM FOR

COMMANDER, USACE
COMMANDER, 249TH ENGINEER BATTALION/PRIME POWER SCHOOL
DIRECTOR, HECSA
DIRECTOR, IWR

SUBJECT: HECSA Financial Management Memorandum of Instruction
(MOI# 37-1-04-02) Letters of Transmittal

1. Reference CEFC-FP SOP No. UFC-13, dated 1 June 2001, subject: Standing Operating Procedure, Accounts Payable.

2. The SOP referenced above outlines the responsibilities and procedures for using transmittal letters when forwarding payment documents (i.e., Vendor invoices, Permanent Change of Station (PCS) travel vouchers, Electronic Funds Transfer Applications (EFT)) to the USACE Finance Center (UFC). The same transmittal letter can also be used when forwarding documents to the HECSA Finance and Accounting Branch (FAB). Specific requirements are addressed in the following paragraphs:

a. Each transmittal letter must have a control number. It is recommended that the following format be used when creating this number. YYMMII-NN (YY = year, MM = month, II = Initials, and NN = a sequential number beginning with 01). Office symbols should be included in the "To:" and "From:" addresses. Office symbols that will typically be used for the UFC are as follows:

- (1) CEFC-AO-P (Invoices).
- (2) CEFC-AO-T (PCS Travel Vouchers).
- (3) CEFC-AD (Electronic Funds Transfer Applications).
- (4) CEFC-AO-I (SF 1080s).

The last transmittal letter each month should be marked "FINAL" at the top of the transmittal letter.

CEHEC-RM-F (37)

SUBJECT: HECSA Financial Management Memorandum of Instruction
(MOI# 37-1-04-02) Letters of Transmittal

b. The sender in the supported activity is responsible for completing all the information requested on the transmittal letter. This provides the UFC with a POC in the event there are questions or problems regarding the documents being sent. A duplicate transmittal letter should be submitted when forwarding documents to the UFC. This will help ensure a copy is returned by the UFC acknowledging receipt of the documents. Copies of the transmittal form and attached documents should be maintained by the sender should the original package be lost and have to be re-mailed. The sender is also responsible for ensuring that the UFC processes the documents that have been forwarded.

c. The UFC SOP and sample transmittal letter (Form UFC-AO-2) can be found on the UFC Publications web site at:
www.fc.usace.army.mil/Publications_a/pub_a.html.

3. The point of contact for this memorandum is Mr. Chris M. Mullen at (703) 428-9517.


CHARLES B. RAU
Director