

Office of the Under Secretary of Defense (Comptroller)
Accounting and Finance Policy Directorate

USING THE DOD FMR

General Information to Assist Users with
FMR File Navigation and Search Capabilities

FMR Website: <http://comptroller.defense.gov/fmr>

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DoD Financial Management Regulation Pictorial Overview

DoD FMR Help Overview

The screenshot shows the homepage of the DoD Financial Management Regulation (DoD FMR) website. At the top left is the Department of Defense logo. The main header reads "UNDER SECRETARY OF DEFENSE (COMPTROLLER)". A search bar is located at the top right. Below the header is a navigation menu with links: HOME, ABOUT OUSD(C), FMR, BUDGET MATERIALS, BUDGET EXECUTION, and FINANCIAL MANAGEMENT. A secondary navigation bar includes "OFFICE OF THE UNDER SECRETARY OF DEFENSE" and "FAQs highlight any program issues. Send issues to Contact Us". A third navigation bar contains: FMR Home, About the FMR, Key Links, Policy Memoranda, Archives, FMR Help, FAQ's, and Contact Us. The main content area is titled "DoD 7000.14-R Department of Defense Financial Management Regulation (DoD FMR)". It features several sections: "Welcome to the DoDFMR Website" with an "FMR ALERT" button; "Advanced Search" with a note about the Custom Search Engine (CSE); "DoD FMR (7,373 pages, 39.4 MB)" with a "Policy Memoranda" link; "DoD FMR Volumes" with a link to access each volume; "DoD FMR Chapters" with a link to access each chapter; "Chapters in eCoordination" with a link to identify chapters in review; and "Recently Published Changes" with a link to access every new updated chapter. There are also search boxes for "FMR Current" and "FMR Archive" with "Go" buttons. A callout box at the bottom left explains that these search boxes use the CSE, which allows users to search the FMR webpage via Google. Other callout boxes provide instructions on how to use the FMR Alert, send messages to the FMR Coordinator, and access archived chapters.

DoD FMR Help Overview (cont.)

The screenshot shows the official website of the Under Secretary of Defense (Comptroller). The header includes the DoD logo and the text "UNDER SECRETARY OF DEFENSE (COMPTROLLER)". A search bar is located in the top right corner. Below the header is a navigation menu with links for HOME, ABOUT OUSD(C), FMR, BUDGET MATERIALS, BUDGET EXECUTION, and FINANCIAL MANAGEMENT. A secondary navigation bar contains "OFFICE OF THE UNDER SECRETARY OF DEFENSE (COMPTROLLER)" and another set of links: FMR Home, About the FMR, Key Links, FAQ's, FMR Help, and Contact Us.

The main content area is titled "DoD 7000.14-R Department of Defense Financial Management Regulation (DoD FMR) DoD FMR Chapters". Below this title is a breadcrumb trail: "Intro | 1 | 2A | 2B | 3 | 4 | 5 | 6A | 6B | 7A | 7B | 8 | 9 | 10 | 11A | 11B | 12 | 13 | 14 | 15 | Glossary". A blue callout box points to the "1" link in the breadcrumb trail, containing the text: "Click the volume below and then select the PDF chapter in the block below for access."

On the left side of the main content area, there are two search boxes. The first is labeled "Welcome to the DoDFMR Website" and is currently empty. The second is labeled "FMR Current: Advanced Search" and contains a search input field and a green "Go" button. Below it is another search box labeled "FMR Archive: Advanced Search" with a similar input field and "Go" button.

The right side of the main content area is titled "Volume 1 Chapters" and lists the following chapters:

Chapter	Description	Date
Chapter 1	Chief Financial Officer (CFO) of the Department of Defense (11 pages, 106 KB)	June 2010
Chapter 2	Federal Accounting Standards Hierarchy (6 pages, 64 KB)	January 2011
Chapter 3	Federal Financial Management Improvement Act Compliance (15 pages, 116 KB)	July 2015
Chapter 4	Standard Financial Information Structure (SFIS) (9 pages, 78 KB)	June 2009
Chapter 5	Archived	
Chapter 6	Under Secretary of Defense (Comptroller) Financial Management Awards Program (21 pages, 192 KB)	December 2014
Chapter 7	United States Standard General Ledger (USSGL) (10 pages, 99 KB)	June 2009
Chapter 8	Archived	
Chapter 9	Financial Records Retention (4 pages, 50 KB)	August 2011
Appendix A	Object Classification (3 pages, 44 KB)	October 2008

Regulation, Volume, and Chapter Files

1. The Regulation File

The FMR as a single file provides the ability to search across the entire Regulation. This is helpful when you need to identify all occurrences of a subject; or you are looking for a specific subject and are not familiar with the volume/chapter number. The Regulation file is available on the FMR Home page as the “DoD FMR” link. Before opening, notice the number of pages and file size annotated next to the link—this is a large file. Upon opening the Regulation, notice the volume number, chapter title, section headings, and paragraph headings are bookmarked for easy navigation throughout the Regulation.

2. Volume Files

The FMR groups the chapter files into 19 volumes according to subject matter. This allows you to limit your search to a specific subject. From the FMR Home page, click on the “DoD FMR Volumes” link to access the list of volumes. The number of pages and size of each file is annotated next to the volume title. Click on the volume number to open the volume file. Upon opening a volume file, notice that the chapter titles, section headings, and paragraph headings are bookmarked for easy navigation throughout the volume.

3. Chapter Files

The FMR contains approximately 380 individual files that include chapters, appendices, and annexes. From the FMR Home page, click on the “DoD FMR Chapters” link to access chapter pages. This opens the “Volume 1 Chapters” page which is the starting point. Notice the links displayed across the page above the title:

[| Intro](#) | [1](#) | [2A](#) | [2B](#) | [3](#) | [4](#) | [5](#) | [6A](#) | [6B](#) | [7A](#) | [7B](#) | [8](#) | [9](#) | [10](#) | [11A](#) | [11B](#) | [12](#) | [13](#) | [14](#) | [15](#) | [Glossary](#) |

These are links to all other chapter pages and appear on every chapter page. They are volume numbers because there is a separate page for each set of chapters that make up a volume. These links allow you to toggle between sets of chapters from any chapter page. Notice that the list also contains an “Intro” (Introduction) and “Glossary” link. The Introduction and Glossary chapters are not part of a volume so the links will open the file.

All of the chapters that make up Volume 1 are listed on the “Volume 1 Chapters” page. The “Chapter 1” text is the link that opens the chapter. Also displayed for information are the chapter title, number of pages, file size, and issue date. Upon opening Chapter 1, notice that the section and paragraph headings are bookmarked for easy navigation throughout the chapter.

The content of all chapter pages is displayed in the same format as described for the “Volume 1 Chapters” page. Notice the links at the bottom of the pages that allow you to toggle between chapter pages or between the volume page and chapter pages without returning to the Home page.

Bookmarks

1. Levels

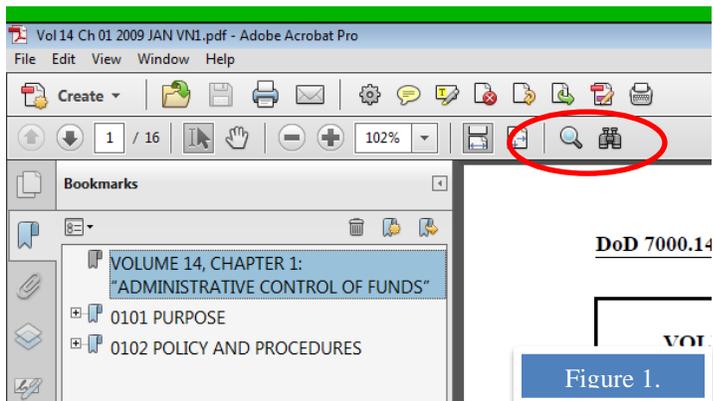
FMR files open with titles and headings listed in the bookmark section in the left margin. The highest level is the volume title followed by the chapter title, section heading, and paragraph heading.

2. Basic Function

Clicking on the bookmarks navigates to the location within the document. If a bookmark has lower levels, the plus sign (+) is displayed to the left of the bookmark name. Click on the plus sign (+) to display the lower level. Once opened, the plus sign (+) changes to a minus sign (-). To collapse a bookmark, click on the minus sign (-).

Search Icons

There are multiple ways to search FMR files using the Adobe Acrobat functions. The two methods shown here use the search icons in the top menu bar. These search icons are represented as a magnifying glass and binoculars as shown in Figure 1.



1. Binoculars

The binoculars icon is the full Acrobat search function. Selection of the binoculars opens a “Search” dialogue box as shown in Figure 2.

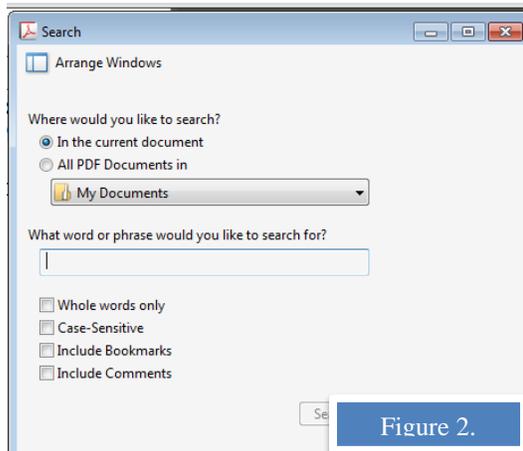


Figure 2.

This box allows you to identify the search area, input the search word or phrase, and set limitations to narrow your search criteria to “Whole words only, Case Sensitive, Include Bookmarks, and Include Comments.”

Using the binoculars will identify and display every occurrence of the search item. For example, a search of the word “authority” in a chapter resulted in 12 instances which are displayed as shown in Figure 3.

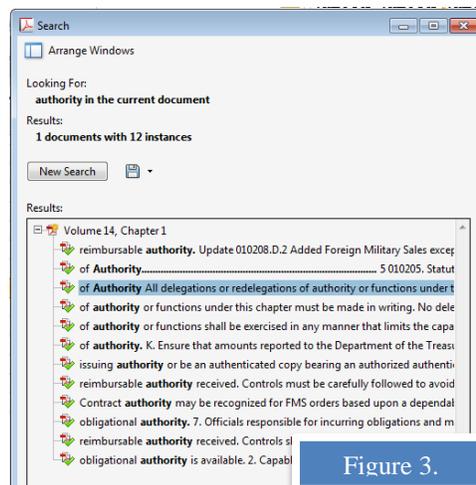
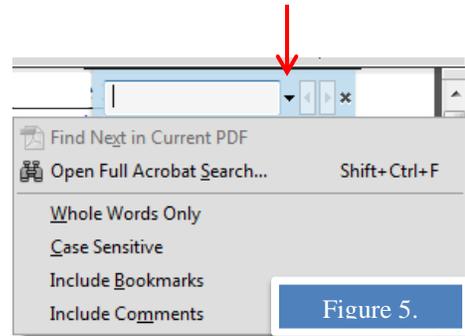
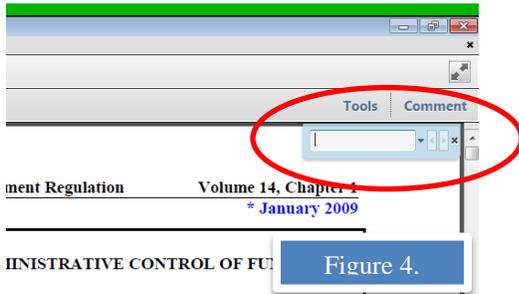


Figure 3.

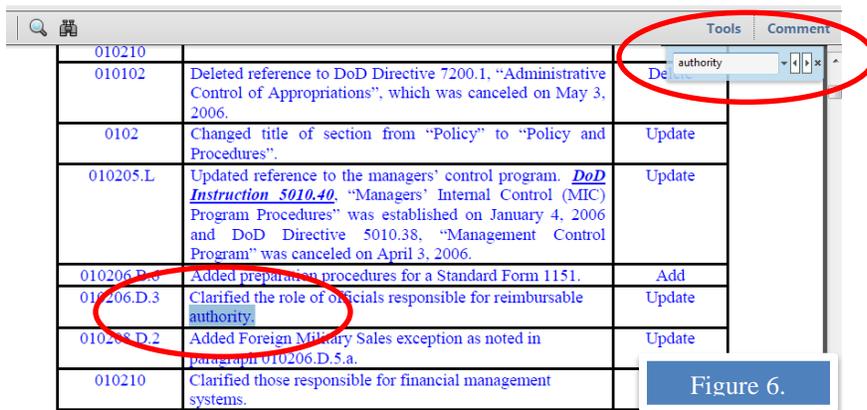
2. Magnifying Glass

The magnifying glass icon is a great tool for a quick search. Selection of this icon opens a very small “Search” input box in the upper right corner of the document (the box can be moved around on the page) as shown in Figure 4.



To the right of the input box are forward and back arrows, a drop-down arrow, and an “x” to close the box. The input box allows you to enter a word or phrase and the search stops at every occurrence of the search item. To narrow your search criteria or change to the full Acrobat search, click on the drop-down arrow to display these options as shown in Figure 5.

The primary difference between the binoculars and the magnifying glass is the results display. For example, a search of the word “authority” using the same chapter in the previous example stops at the first occurrence as shown in Figure 6.



You must click on the forward or back arrow to move to the next or previous occurrence. The search begins on the current page displayed and moves forward.

Search Criteria

This section identifies a few general rules that apply to searching within Adobe Acrobat PDF files.

1. Using Words

A word search is not case-sensitive (unless the “Case-Sensitive” parameter is used; shown in Figure 2). The word search will find any upper/lower case combination. Example:

Search Term	Finds Pages That Contain
Antideficiency	The words <i>antideficiency</i> , <i>Antideficiency</i> , and <i>ANTIDEFICIENCY</i>

2. Using Phrases

To search for a phrase within an Adobe Acrobat PDF file, simply type the phrase. The search will find exactly what is typed. Examples:

Search Term	Finds Pages That Contain
appropriation transfer authorities	The phrase <i>appropriation transfer authorities</i> but <u>not</u> occurrences of the word <i>appropriation</i> or <i>transfer</i> or <i>authorities</i>
UMDs, NULO	The phrase <i>UMDs, NULO</i> but <u>not</u> occurrences of the acronym <i>UMDs</i> or <i>NULO</i> or the phrase <i>UMDs NULO</i> (without the comma)

Note: This differs from internet search engines where the phrase must be enclosed with quotation marks to limit the search to exactly what is typed.

Adobe Acrobat Website

For additional information on using the Adobe Acrobat application and tutorials, visit their website at <https://helpx.adobe.com/acrobat/topics.html>.

Contact Us

The “Contact Us” link is located on the top menu bar that can be accessed on any page. Selecting this link opens the Microsoft Office Outlook application and generates a new email to the osd.pentagon.ousd-c.mbx.dod-fmr-feedback@mail.mil address maintained by the Office of the Under Secretary of Defense (Comptroller), Accounting and Finance Policy Directorate.

Notice the email “Subject” line contains the words “**Volume ? Chapter ?**” Please identify the volume and chapter number that relates to your comment or question. If it is not related to a specific volume/chapter, change the subject line to meet your needs. The subject line is important because it helps us direct your email and expedites a response to your questions.