

VOLUME 5, “DEFINITIONS”

SUMMARY OF MAJOR CHANGES

All changes are in [blue font](#).

Substantive revisions are denoted by an asterisk (*) symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are in [bold, italic, blue, and underlined font](#).

The previous version dated July 2011 is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
Title	Changed the title to “Definitions.”	Revision
Former “Executive Agent”	Changed to “DoD Executive Agent.”	Revision
Throughout	Deleted “Certifying Officer,” “Collection,” “Contingency,” “Departmental Accountable Official,” “Disbursing Officer,” “DoD Component,” “Electronic Data Interchange (EDI),” “Electronic Funds Transfer,” “Financial Institution,” “Internal Controls,” and “Write-off,” as these are included in this regulation’s parent Glossary.	Revision
Throughout	Deleted “Banking Institution,” “Banking Office,” “Branch Bank,” “Fair Market Rental,” “Geographic Franchise,” “Independent Bank,” “In-Store Banking,” “National Bank,” “Operating Agreement,” and “State Bank,” as these are unique to and included in Chapter 34.	Revision
Throughout	Deleted “Administrative Hearing,” “Administrative Offset,” “Centralized Offset,” “Close-out,” “Consent,” “Cross Servicing,” “Debt and Claims Management Office (DCMO),” “Debt Collection Office (DCO),” “Debt Compromise,” “Debt Management Office (DMO),” “Debtor,” “Delinquent,” “Due Process,” “Foreign Debt Management Office (FDMO),” “Hearing,” “Oral Hearing,” “Out-of-Service Debtor,” “Out-of-Service Individual Debt,” “Reconsideration,” “Remission of Debt,” “Suspension of Collection Action,” “Termination of Collection Action,” and “Waiver of Indebtedness,” as these are unique to and included with the debt management policy.	Revision

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
Throughout	Deleted "Cash Track Web" and "Large Dollar Notification (LDN) Interface," as these were unique to Treasury's now-cancelled LDN program; and "Ca\$hLink II," "Paper Check Conversion-Over the Counter," "Treasury General Account Deposit Reporting Network (TGA.net)," "TGA.net," and "Treasury Receivable, Accounting, and Collection System (TRACS)," as they are no longer operating Treasury systems.	Revision

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*DEFINITIONS

A. Scope

These definitions apply throughout this volume. See also this Regulation's Glossary.

B. Acronyms

These acronyms appear multiple times in these definitions:

ACH	Automated Clearing House
ALC	Agency Location Code
ATM	Automated Teller Machine
CIR	Collections Information Repository
CP&R	Check Processing and Reconciliation System
DCMA	Defense Contract Management Agency
DoD	Department of Defense
DDO	Deputy Disbursing Officer
DepSecDef	Deputy Secretary of Defense
DITS	Deposits in Transit System
DO	Disbursing Officer
DoD	Department of Defense
DSSN	Disbursing Station Symbol Number
EFT	Electronic Funds Transfer
FRB	Federal Reserve Bank
FS	Bureau of the Fiscal Service, U.S. Treasury Department
GPC	Government Purchase Card
GWA	Government-wide Accounting and Reporting Modernization
IMF	International Monetary Fund
IPAC	Intra-Governmental Pay and Collection
LD	Limited Depositary
MBF	Military Banking Facility
NTDO	Non-Treasury Disbursing Office
OTC	Over the Counter
PACER	Payments, Claims, and Enhanced Reconciliation
SecDef	Secretary of Defense
SVC	Stored Value Card
TGA	Treasury General Account
TOP	Treasury Offset Program
USDO	United States Disbursing Officer
U.S.	United States

C. Definitions

Accommodation Exchange

The exchange of U.S. Treasury (Treasury) checks or other U.S. dollar instruments for U.S. dollars (i.e., check cashing) for the convenience of authorized personnel, the exchange of U.S. dollars or dollar instruments for foreign currency for the convenience of authorized personnel or, where permitted, the exchange of foreign currencies for U.S. dollars or dollar instruments.

Accounts Receivable Office

Records and reports accounts receivable, may be responsible for debt management and collection, **and is normally** located at a Defense Finance and Accounting Service site.

Administrative Contracting Officer

A military member or DoD civilian employee authorized to administer contracts.

Agency Location Code (ALC)

A 3-digit (Regional Finance Center), 4-digit (NTDO), or 8-digit (Treasury Disbursing Office) identifier assigned by **Treasury's Bureau of the Fiscal Service**. An 8-digit ALC's first two digits identify the department or agency, the third and fourth identify the particular bureau within the department, and the remaining four identify the particular agency account within that bureau. DoD DSSNs are NTDOs **whose** ALCs begin with four zeros and include the DSSN (e.g., 00001234).

Agent (of a disbursing officer (DO))

See Cashier, Collection Agent, Change Fund Custodian, Deputy Disbursing Officer (DDO), Disbursing Agent, Imprest Fund Cashier, or Paying Agent, as appropriate.

Annuity

A monthly benefit payable to an annuitant or survivor annuitant.

Approving Official

A person responsible for one or more GPC holders, or for approving travel vouchers using the Defense Travel System.

Automated Information System (AIS) Administrator

A person who programs, schedules, or operates computerized programs, and maintains one or more automated information systems.

Automated Teller Machine (ATM)

A machine that dispenses cash, accepts deposits, and may perform other functions (e.g., funds transfers among a customer's various accounts). It generally is activated by a plastic card in combination with a personal identification number. Typically, when the cardholder's account is with a financial institution other than [the one](#) operating the ATM, its use results in the assessment of a fee [by](#) the ATM network (e.g., Armed Forces Financial Network, Cirrus) that processes the transaction.

Basic Agreement

An intergovernmental [instrument](#) negotiated with the government of a friendly nation that states in general terms the policies of [DoD Directive 5530.3](#), and authorizes the implementation of those provisions by mutual consent.

Canceled Treasury Check

- a. Canceled available check: A check in the possession of [a DO](#) and either canceled due to non-entitlement, or because it is mutilated or [otherwise](#) undeliverable.
- b. Canceled unavailable check: A properly vouchered and issued check not held by [a DO](#) or payee (not received by payee, [i.e.](#), lost, stolen, or destroyed).
- c. Mass-canceled check: A check issues [before](#) October 1, 1989 automatically canceled by the Treasury if not cashed by October 1, 1990.
- d. Limited-payability canceled check: A check issued [on or after October 1, 1989](#) automatically canceled by the Treasury if not cashed within 12 months from [its](#) date of issue.

Cancellation

The process whereby an issued [Treasury](#) check that has not been presented for payment is put in a paid status in the Treasury's [CP&R](#) System.

Card Acquiring Service

The government's [means](#) of [collecting](#) obligations via credit or debit card transactions, [and whose](#) objective is to increase electronic collections received by the government and process [them](#) in an efficient, timely and cost-effective manner.

Cardholder

A person an agency designates to be issued a GPC and/or government travel card.

Cashier

A military member or DoD civilian employee appointed by a DO to perform duties involving the handling of **cash**. The recruitment, screening, and selection of persons for these positions should be accomplished with primary regard to the sensitive nature of the position.

Certification

The act of attesting to the legality, propriety, and accuracy of a voucher for payment (see [31 U.S.C. 3528](#)).

Certified Air Carrier

A U.S. **airline** that has been issued a certificate of public convenience and necessity under [49 U.S.C. 40101](#), *et seq.*

Change Fund Custodian

A person who operates from an appropriated fund sales activity (e.g., dining hall, hospital, commissary), and is responsible for safeguarding the cash provided, **and** may be held pecuniarily liable for any loss in the change fund.

*Check Issue Discrepancy

Occurs when the issue amount reported by the disbursing office differs from the amount for which the check was issued as evidenced by the printed amount on the check when presented for payment.

a. Check Issue Overdraft: Occurs when the amount printed on **either a Treasury or LD check** and paid by **the Treasury or LD, as applicable**, is greater than the issue amount of that check reported by a DO on the check issue report, **or** when the amount printed on a check and paid by **the Treasury or LD** is greater than the amount due shown on the payment voucher.

b. Check Issue Underdraft: Occurs when the amount printed on **either a Treasury or LD check** and paid by the **Treasury or LD bank, as applicable**, is less than the issue amount of that check as reported by a DO on the check issue report, **or** when the amount printed on a check and paid by **the Treasury or LD bank** is less than the amount due shown on the payment voucher.

Check Status Inquiry

A **query** by a government agency **into** the payment status of a **Treasury** check or a request for a copy of a check.

Civilian Pay

[Addresses](#) entitlements to DoD civilian employees and is also a functional area within the payment process.

Coin

Metallic specie representing either U.S. dollars and foreign currency fractional units or multiples thereof.

Coalition Forces

Temporary alliances of nations or factions for a specific purpose, e.g., those engaged internationally in times of conflict or war.

Collection Agent

An individual appointed by a local commander to perform duties relating to the collection of official funds, including funds held as safekeeping deposits, at a point other than a disbursing office. Performs duties under the general supervision of, and as prescribed by, the appointing officer. Should not be involved with billing or accounting for funds received, and [may not](#) be [appointed](#) from [among](#) disbursing office personnel. Responsibility for duties and functions should be segregated between receipt of funds, recordkeeping, determination of the amount owed, and making demands on the debtor to minimize opportunities for unauthorized, fraudulent, or otherwise irregular acts.

*Collections Information Repository (CIR)

Formerly the Transaction Reporting System (TRS). A collections reporting tool, supplying the latest information on deposits and details of collection transactions to federal agencies. It allows financial transaction information from all collections systems and settlement mechanisms to be exchanged in a single system.

Commander/Director

A [person](#) assigned as a combatant commander, base or installation commander, commanding officer, officer-in-charge, director of a defense activity, U.S. Property and Fiscal Officer (National Guard), or equivalent civilian head.

Continental U.S. (CONUS)

The 48 contiguous states and the District of Columbia.

Contingency Operation

A military operation designated by the SecDef in which members of the U.S. Armed Forces are or may become involved in military actions, operations, or hostilities against an enemy of the U.S. or an opposing military force; or results in the call, order to, or retention of, active duty of members of the Uniformed Services under [10 U.S.C. 688](#), [12301\(a\)](#), [12302](#), [12304](#), [12305](#), [12306](#), or any other law during a war or a national emergency declared by the President or the Congress. Includes, but is not limited to, a combat, peacekeeping, or noncombatant evacuation operation; or humanitarian assistance or disaster relief effort.

Contract Pay

The entitlement process to pay contractors.

Contractor

Any person, organization, or business concern engaged in a profession, trade or business, and may also be a not-for-profit entity operating as a contractor, including state and local governments and foreign entities, but excluding federal entities and foreign governments, [doing business under a contract with an element of the U.S. Government](#).

Contributed Currencies

Currencies made available to the U.S. by foreign governments for administrative expenses under mutual security (e.g., security assistance) bilateral agreements.

Convening Authority

[Appoints](#) officer(s) or board(s) of officers to conduct investigations for losses of funds, is in the DO's chain-of-command, and has command authority over all accountable individuals involved in a fiscal irregularity.

Country Use Currency

Currency in the custody of a participating foreign government [available for expenditure under](#) mutual agreements for loans and grants within the country involved, [but](#) is not controlled under the [Federal U.S. Dollar](#) appropriation process.

*Credit Card Collections

[A government-wide network under Treasury's Pay.gov program enabling federal agencies to accept collections by credit card over the Internet for offered products and services.](#)

Credit Gateway

A deposit program that the Treasury's FS uses for the receipt of federal agency Fedwire and ACH credit transactions. A component of FS's Collections and Cash Management Modernization (CCMM) initiative, a multi-year effort to simplify and modernize FS's collections and cash management programs.

Credit Union

A cooperative nonprofit association, incorporated under [*12 U.S.C. 1751 et. seq.*](#) (the Federal Credit Union Act) or similar state statute, to encourage thrift among its members and creating a source of credit at a fair and reasonable rate of interest.

Credit Union Facility

Communicates with a parent credit union to conduct business at remote locations where a full-service credit union or credit union branch is impractical. Need not provide cash transaction services but must disburse loans and shares by check or draft and provide competent financial counseling during normal working hours.

Creditor Component or Agency

A DoD Component, federal agency, or other official organization owed money or property.

Currency

Paper money in the form of U.S. dollars and foreign banknotes.

Currency Use Payments (CUP)

Foreign currency comprising a part of the purchase price of U.S. products or services (most generally U.S. surplus agricultural commodities) that, by agreement between the two nations, will remain in that country and be spent by that country.

Current Limited Depository Check

An outstanding unpaid check against a limited depository checking account for any time less than one full fiscal year after the fiscal year of issuance.

Custody Account

An arrangement approved by the Treasury allowing safety stocks of U.S. currency held as a 100% cash reserve on the books of overseas military central funding officers physically held in the government's contractor-operated MBFs, with daily settlement between the MBF operator and central funding officer. Absent ready-access to the Federal Reserve System, assures the availability of U.S. currency to support the dollar economy exported to support U.S. Armed Forces stationed overseas.

*Defense Check Reconciliation Module (DCRM)

A check register that records the issuance of DoD manual checks. It includes Check Issue and Unavailable Check Cancellation subsystems.

Deposits-In-Transit System (DITS)

Treasury's system that identifies, notifies, and charges or credits disbursing officer (or bank) deposit discrepancies back to the disbursing officer.

Deputy Disbursing Officer (DDO)

A person appointed as an alter-ego to a DO to act in the name of and for that DO to perform any and all acts relating to the receipt, disbursement, custody, and accounting for public funds. The appointing DO may restrict the acts a deputy is authorized to perform. DDOs must be U.S. citizens.

Direct Deposit System

The EFT of net pay and allowances, travel [payments](#), and savings allotments for civilian or military personnel to their personal bank account. For military personnel, dependent's allotments may also be included.

Disbursing

The paying of public funds to entities to whom the Government is indebted; the collection and deposit of monies; the safeguarding of public funds; and the documenting, recording, and the reporting of these transactions.

Disbursing Agent (DA)

An agent of a disbursing officer, not appointed as a DDO, [who](#) generally operates a permanently-located disbursing office that is often geographically separated from the disbursing office.

Disbursing Office

An activity or the organizational unit of an activity whose principal function consists of the disbursement, collection and reporting of public funds. Includes both tactical and non-tactical disbursing activities. Each has a DO and at least one DDO under the DO's direct control. Disbursing offices within DoD formerly were referred to as Finance and Accounting Offices, Accounting and Finance Offices, and Finance Offices.

*Disbursing Station Symbol Number (DSSN)

A four-digit number assigned to each disbursing office by the Treasury. Also an identification number that indicates the authority to receive and disburse public funds and issue checks on behalf of the Treasury. See "[Agency Location Code \(ALC\)](#)."

Discrimination

Any differential treatment in the provision of services, including loan services, by a financial institution to DoD personnel and their dependents on the basis of race, color, religion, national origin, sex, marital status, age, rank, or grade.

Dishonored Instrument

Any negotiable instrument (other than a Treasury check) that becomes returned by a depository for any reason.

Disposable Pay

The amount which remains after pay (salary) is reduced by amounts which are required by law to be deducted; properly withheld for federal, state, and local income taxes; deducted as health insurance premiums; deducted as normal retirement contributions; and deducted as normal life insurance premiums.

Doctrine of Laches

A legal term based upon neglect or omission to do what one should do in a reasonable amount of time so as not to prejudice the adverse party. The defense can be used against an untimely claim to establish a presumption of abandonment of a right or claim, e.g., if a payee neglects or fails to file a timely request, the [payer](#) can presume that the payee has abandoned the claim.

DoD Activity

A ship, camp, post, station, base, activity, unit, installation, or facility operating within the DoD.

*DoD Executive Agent

The Head of a DoD Component to whom the SecDef or DepSecDef has assigned specific responsibilities, functions, and authorities to provide defined levels of support for operational missions, or administrative or other designated activities that involve two or more DoD Components. Nature and scope of responsibilities, functions, and authorities are prescribed at the time of assignment and remain in effect until the SecDef or DepSecDef revokes or supersedes them. See DoDD 5101.1.

DoD Personnel

All military personnel; DoD civil service employees; other civilian employees, including special government employees of all offices, agencies, and departments performing functions on a DoD installation (including nonappropriated fund instrumentalities); and their dependents.

Domestic DoD Installation

A military installation located within a state of the U.S., the District of Columbia, Guam, or the Commonwealth of Puerto Rico.

Duplicate Check

A check issued by a DSSN with the same serial number as a previously-issued check.

Electronic Certification

An automated function to permit the secure, accurate, and rapid communication and certification of payment data, thus minimizing the labor-intensive processing of paper documents and allowing DoD Components to generate and certify payments electronically, controlled such that any change in the data transmitted will invalidate the certification. Also an approved electronic signature adopted by a certifying officer that is unique to that certifying officer; capable of verification by a DO; under the sole custody and control of that certifying officer; and linked to the data certified **so that any change in the data invalidates** the electronic signature.

Electronic Commerce

A range of financial functions performed using data communications techniques.

Electronic Federal Tax Payment System (EFTPS)

A service offered free by the Treasury to help business and individual taxpayers conveniently pay all their federal taxes electronically.

*Electronic Signature

An electronic sound, symbol, or process, attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record. See 15 U.S.C. 7006(5).

Emergency Condition

Any situation resulting from war, armed aggression, or other hostilities against U.S. personnel or interests; and sudden, extensive natural or manmade disasters.

Employee

A civilian paid from appropriated (or non-appropriated, if applicable) funds.

Erroneous Payment

A fiscal Irregularity resulting from regularly or irregularly processed payments that are not in strict conformity with laws and regulations, **including but not limited to**, an overpayment to a payee; two or more payments to a payee for the same entitlement (i.e., a duplicate payment); a payment to the wrong payee; a Treasury check issue overdraft (in some cases); a shortage caused by negotiation of both an original and a substitute Treasury check; payment based on fraudulent, forged, or altered documents; or a payment made in violation of law or regulation.

Exchange-for-Cash Check

A check is a check issued by a disbursing officer to obtain cash funds for disbursements or in exchange for cash for official or accommodation purposes.

Facsimile Signature

An impression of a signature made by a rubber stamp and authenticated by the initials of the certifying officer or the designated individual. May also be a metal plate or electronic digitized facsimile signature medium.

Financial Electronic Data Interchange

The electronic transfer of payments, payment related information (advice of payment) or other financial documents in standardized computer-readable format, usually provided through the use of EDI transaction sites and may accompany the EFT payment or be sent separately and re-associated to the payment by the payee.

Financial Services

Commonly associated with financial institutions in the U.S., such as electronic banking (e.g., ATMs and personal computing banking); in-store banking; checking, share and savings accounts; funds transfers; sales of official checks, money orders, and travelers checks; loan services; safe deposit boxes; trust services; sale and redemption of U.S. Savings Bonds, and acceptance of utility payments; and any other services provided by financial institutions.

Fiscal Irregularity

Any action (or lack thereof), event, practice, or circumstance (or lack thereof) that causes an out-of-balance condition in the financial accountability to the U.S. of a DO, deputies, agents, and cashiers entrusted with public funds. Includes irregularities resulting from physical losses of funds or erroneous payments.

Foreign Currency Fund Account

An account established to record foreign currency acquired without payment of U.S. dollars abroad and which may be expended with or without charge to dollar appropriations. The short title for these accounts is “FT accounts.”

Foreign Exchange

Identifies the conversion (exchange) of foreign currencies; i.e., the legal monetary unit of a foreign nation, and negotiable instruments, such as travelers checks, money orders, and bank drafts payable in such monetary units.

Fraudulent Claim

Any claim against the government involving the presentation of false information, or misrepresentation on the part of a claimant or any other party having an interest in a claim.

Functional Area

A specialized entitlement area (also known as a subject matter area) not under the direct cognizance/control of the DO. Functional areas are responsible for specific types of transactions, e.g., accounts control, travel, military pay, commercial sales, and civilian pay. Functional areas are not considered part of the disbursing office.

General Depository

A financial institution (also called a TGA) designated by the Treasury to accept deposits of cash and checks from specifically authorized disbursing officers.

Government-wide Accounting and Reporting Modernization (GWA)

A project addressing the central accounting and reporting functions and processes associated with budget execution, accountability, and cash/other asset management. Includes the collection and dissemination of financial management and accounting information from and to federal program agencies. Also includes the business processes in the FS that are related to ledger accounting for each appropriation, fund, and receipt account's Fund Balance with Treasury, General Ledger accounting for the cash and monetary assets of the Government, and the preparation of the Monthly Treasury Statement and the U.S. Government Combined Statement and Appendix. Will improve information timeliness and accuracy to support improved financial analysis and decision-making.

Holder in Due Course

A person, financial institution, or business other than the original payee who in good faith takes possession of a check through endorsement. A claim to payment by a holder-in-due-course will be honored, even if the original payee is not due or entitled to the check.

Host Nation

A nation supported by the forces and/or supplies of allied nations and/or coalition partners located on, operating in, or transiting through its territory.

Imprest Fund

A cash fund of a fixed amount established by an advance of funds, with or without charge to an appropriation, from a DO to a duly appointed cashier, for disbursement as needed in making cash payments for relatively small purchases.

Imprest Fund Cashier

An individual appointed by the local commander to make authorized cash payments for materials or services. An imprest fund cashier is required to maintain custody of public funds and to file periodic vouchers to account for and replenish the imprest fund. Disbursing personnel are not eligible for appointment as imprest fund cashiers.

Interim Government

A temporary government formed by a host nation unilaterally or with allied support until a permanent government is installed.

International Treasury Services (ITS.gov)

Treasury's comprehensive international payment and collection system, and the preferred payment method for foreign-currency transactions.

Intra-governmental Pay and Collection (IPAC) System

A Treasury automated system used for the payment and collection of intra-governmental billing services and supplies.

a. IPAC Adjustment: A reversal of a transaction by the receiving agency up to but not to exceed the amount of the original transaction, reported in the accounting month in which they are processed in IPAC. Receiving agencies cannot reject IPAC transactions that have been processed by the Treasury.

b. IPAC Billing Agency: The agency originating a collection or receiving a payment transaction. In the Treasury's Disbursing and Adjustment menu screens, the billing ALC represents the originator of the transaction.

c. IPAC Corrections: Refers to erroneous reporting on the SF 1219, Statement of Accountability. The error can be caused by amounts being over or understated or by the failure of an agency to record the transaction in the proper month of accountability.

d. IPAC Customer Agency: Originates a payment or receives a collection transaction. In the Treasury's Disbursing menu screen, the customer ALC represents the agency receiving the transaction. In the Treasury's Adjustment menu screen, the Billing ALC of Original Bill field represents the agency receiving the adjustment transaction.

Irregularity in a DO's Account

See "Fiscal Irregularity."

Limited Depository (LD)

A U.S. or foreign commercial bank designated by the Treasury to receive deposits from DOs for credit to their official limited depository checking accounts.

Limited Depository Account (LDA)

A checking account, generally in a foreign currency, maintained in an LD by a DO, DDO, or another agent specifically designated by the DO, in his or her own name.

Lockbox

A collection and processing service provided by a financial institution to accelerate cash flow to Treasury's General Account.

Malpractice

Any unreasonable lack of skill or fidelity in fiduciary duties or the intentional violation of an applicable law, regulation, or both that governs the operations of the financial institution. A violation is considered intentional if the responsible officials know that the applicable action or inaction violates a law or regulation.

Member

A military person on active duty, retired from active duty (including those receiving retainer pay), or Reserve Component person on active duty or retired.

*Micro-purchase Threshold

See the Federal Acquisition Regulation, Subpart 2.1.

Military Banking Facility (MBF)

A banking office located on a DoD installation operated by a financial institution that the Treasury specifically has authorized under its designation as a “Depository and Financial Agent of the U.S. Government” to provide certain banking services at the installation.

Military Pay

An entitlement process for military active duty, National Guard, Reserve, and retired military personnel; annuitants, academy cadets/midshipmen; Armed Forces Health Professions Scholarship participants; and inactive duty travel. Also refers to a functional pay area (office).

Military Post Office Addresses

Military post office addresses (APO and FPO) that must comply with automated mail processing, the penultimate line showing a "Unit" or "Postal Service Center" number followed by a box number (if appropriate) **that** replaces the U.S. Postal Service's standard street address and apartment number format, with the bottom line complying with the U.S. Postal Service's standard city, state, and Zip Code format. APO or FPO replaces the city name. State abbreviations are:

- a. AA: Central and South America, e.g., APO and FPO Miami are now APO and FPO AA, respectively.
- b. AE: Canada, Europe, Africa, and the Middle East, e.g., APO and FPO New York are now APO and FPO AE, respectively.
- c. AP: Pacific area, e.g., APO and FPO San Francisco, and APO and FPO Seattle are now APO and FPO AP, respectively.

Ministerial Adjustment

Any nondiscretionary pay adjustment such as an adjustment prescribed by statute or regulation.

National Bank

An association approved and chartered by the Comptroller of the Currency to operate a banking business.

Negligence

The failure to act as a reasonably prudent person would act under similar facts, conditions, and circumstances.

Nontactical Disbursing Activity

Any disbursing activity permanently assigned to an installation and not subject to mobilization or deployment.

Officer or Military Officer

A commissioned or warrant officer (appointed officer) of the Uniformed Services.

Official Authorization List (OAL)

Identifies all individuals who are authorized to transact business and provide instructions to the FRB on behalf of a Component.

On-base

Refers to physical presence on a domestic or overseas DoD installation.

Original Signature

A signature is in permanent dark blue, blue-black, or black ink.

Outstanding Check

A check that Treasury's CP&R system shows as issued but not paid.

[*Over-the-Counter Channel Application \(OTC.Net\)](#)

A web-based application that integrates Check Capture and Deposit Reporting functionalities in one system. Created from two legacy systems, Paper Check Conversion Over the Counter (PCC OTC) and Treasury General Account Deposit Reporting Network (TGA.net), OTC.net's design accommodates check capture and deposit reporting using electronic collection mechanisms instead of paper based processing. OTC.net check capture activities are primarily performed online; however, there is an offline check capture capability for agencies operating in locations where Internet connectivity and bandwidth are intermittent or unavailable.

Overage of Funds

An amount greater than the amount shown to be on hand by the daily accountability records.

Overseas

Any area outside the U.S., the District of Columbia, or the Commonwealth of Puerto Rico.

Oversea DoD Installation

A military installation (or community) located outside the U.S. or the Commonwealth of Puerto Rico.

Paid Status

Identifies a Treasury check presented to the Treasury for payment through the banking system, reported as a void (zero value issue), or when it has been canceled.

Part-time MBF

An MBF that operates fewer than five days a week exclusive of additional payday service. When only payday service is provided, the MBF may be termed a "payday service facility."

Pay (Salary)

Includes basic, special, incentive, retired or retainer pay; consultant's fees; and any other authorized pay and allowances.

Pay.gov

A program developed to meet the commitment to process collections electronically using Internet technologies. Satisfies agencies and consumers demands for electronic alternatives by providing the ability to complete forms, make payments and submit queries 24 hours a day electronically.

Pay Period

Normally biweekly for civilians working for federal agencies, [may be either monthly or twice monthly](#) for active duty military personnel, [monthly for](#) retirees, or periodically based on completion of active or inactive duty for training for Reserve Component personnel.

*Payability

The length of time during which a Treasury check is negotiable. Also relates to “claimability,” the length of time a payee may present a claim of non-receipt, loss, or theft of a Treasury check to a government agency. Claims are valid on underlying obligations until expiration of the statute of limitations, normally six years. If a payee’s right to entitlement has expired, the claim is denied, but under [31 U.S.C. 3702](#) the SecDef may waive this [for claims not exceeding \\$25,000](#).

Paying Agency

The DoD Component or other federal agency authorizing or disbursing payment.

*Paying Agent (PA)

A military member or DoD civilian employee appointed by a commander to act as an agent of a DO to make specific payments, currency conversions, or check cashing transactions from [cash the DO temporarily advances to the agent](#). [An individual whose regular duties do not involve disbursing functions and who is not organizationally located in the disbursing office](#). Appointed to the position of PA as an additional duty, is under the exclusive supervision of the DO in all matters concerning custody and disposition of cash advanced, and complies with all instructions and regulations pertaining to their PA duties issued by the DO. All payments or currency conversions a PA makes are for and in the name of the DO to whom the PA is appointed. A PA holds the advanced cash at personal risk, and must account for them to the DO immediately upon completion of the transaction(s) for which advanced.

*Payment Information Repository (PIR)

[A centralized information repository for federal payment-related data to improve and increase the transparency of government payments and streamline the reporting of accounting classification information from NTDOs, e.g., DoD DOs.](#)

Payment Review Official

A person who conducts pre- and post-payment reviews (not an inherently-governmental function), issues and controls inquiries regarding possible financial irregularities, but is not subject to pecuniary liability because of not being in an accountable position.

Payments, Claims & Enhanced Reconciliation (PACER) System

A Treasury system available to obtain digital check images and view check status on-line. It contains information and images only for checks issued since October 1997 which have been paid.

Pecuniary Liability

Personal financial liability for fiscal irregularities of [accountable officials](#) as an incentive to guard against errors and theft by others, as well as protect the government against errors and dishonesty by the officers themselves.

Physical Loss of Funds

- a. A loss of [U.S. government cash](#) by theft, embezzlement, unexplained disappearance, or cash handling errors;
- b. A loss of paid vouchers and/or negotiable instruments from a disbursing office;
- c. A loss of an official deposit en route from a disbursing office to a depository or after confirmation by a depository;
- d. Any payment based on fraudulent, forged, or altered documents prepared or presented by individuals, both accountable and non-accountable disbursing personnel, who work in the disbursing office;
- e. A loss or theft of cash from an imprest fund;
- f. A failure to obtain (or loss of) official receipts and/or documents representing cash;
- g. A loss or destruction by fire, accident, or natural disaster;
- h. Stale or unidentifiable DO suspense account charges; or
- i. Losses associated with counterfeit currency transactions.

Presumption of Negligence

Based on [31 U.S.C. 3527](#); and *Serrano v. U.S.*, [612 F.2d 525](#) (U.S. Ct. of Claims 1979), the basis for automatically holding a certifying officer or DO pecuniarily liable for a fiscal irregularity. The Presumption of Negligence established by law does not apply to DAOs.

Prevailing Rate of Exchange

The most favorable rate legally available to the U.S. Government for acquisition of foreign currencies for its official expenditures and accommodation exchange transactions.

Procurement Contracting Officer

A person with authority to enter into and/or terminate contracts and make related findings and determinations.

Public Funds

Include cash, paid vouchers, or cash collected by a disbursing official for goods or services subject to the control or regulation of the U.S. or any of its officers, agents, or employees.

Receiving Official

A military member or DoD civilian employee authorized to substantiate the receipt, inspection, and acceptance of goods and/or services.

Recertified Payment

A replacement payment by Treasury check with a check serial number different from that of the original check **that** may be issued after the presentation and review of required documentation to replace any lost, stolen, or destroyed original check (except for holder-in-due-course situations), regardless of the disbursement purpose (e.g., pay, travel, or vendor payment).

Recovered Check

An original check returned to, or recovered by, a DO after it has been canceled by submission of an Standard Form (SF) 1184, Unavailable Check Cancellation. May also be a replacement check returned to or recovered by a disbursing officer after the original check which it replaced has been negotiated by the payee.

Regulatory Agency

May be Treasury's Office of the Comptroller of the Currency; [the](#) Federal Deposit Insurance Corporation; [the](#) Board of Governors of the Federal Reserve System; [the](#) Federal Reserve Banks; [the](#) National Credit Union Administration; [the](#) Office of Thrift Supervision; various state agencies and commissions that oversee financial institutions; and, for MBFs, or the Fiscal Assistant Secretary of the Treasury (or designee).

Relief from Liability

Pursuant to [31 U.S.C. 3527](#), an action taken by an individual with appropriate legal authority to relieve DOs, certifying officers, or other accountable officials of pecuniary liability for a fiscal irregularity.

Remittance Express (REX)

A program that allows the Federal government to receive ACH credits directly from the private sector, for payment to an agency by receiving ACH credit transactions at a unique routing number at the FRB, Richmond.

Replacement Check

A check issued to replace a check that is for a proper payment but has been classified as void, not been reported to the Treasury as a valid check issue; [or](#) is not cashable due to misprint or mutilation during the issue process.

Retiree

A military person retired from active duty or a Reserve Component, including those receiving retainer pay.

Review Official

A military member or DoD civilian employee appointed in writing to conduct pre- and post-payment reviews, to issue and control inquiries, and to initiate [investigations of possible fiscal](#) irregularities.

Routine Pay Adjustment

The correction of an overpayment to a member resulting from clerical or administrative error, or delay in processing pay documents that is discovered and corrected (that is, collection action is completed) within no more than two monthly or four biweekly pay periods after the date the overpayment was originally made.

Safekeeping Custodial Officer

A military member or DoD civilian employee appointed in writing by a commander to perform the functions associated with the custody and control of personal funds and valuables held in safekeeping.

Salary Offset

A deduction from a current pay account to liquidate a debt. [May](#) be from basic, special, incentive, retired, and/or retainer pay; or in the case of an individual not entitled to basic pay, other authorized pay.

*Seized Funds

Cash confiscated by coalition forces during military operations and governed by the laws and usages of war. Normally captured foreign currency is delivered promptly into the custody of the State Department's U.S. Disbursing Officer (USDO) supporting the particular country involved. Any DoD DO acquiring captured foreign currency safeguards and delivers it to the USDO as soon as possible, but does not collect them into his or her accountability.

Service Member

A military person on active duty or [member of](#) a Reserve Component.

Settlement Office

A [disbursing office](#) designated to clear outstanding transactions and/or deficiencies from the accounts of predecessor disbursing officers. The DO assigned to the settlement office is referred to as settlement officer.

Small Difference Account

Differences of \$50 or less and more than six months old that Treasury may transfer to a small difference account. In lieu of issuing an FMS Form 5206, Advice of Check Issue Discrepancy, the Treasury automatically adjusts for small differences of \$1 or less between the issue amount of a check and the actual amount of the check paid.

Smart Cards

Include SVCs, debit cards and combination cards (hybrids that contain both SVC and debit card features) that store or provide access to "electronic money" and provide a more secure method of handling funds, and alleviate the need to carry cash and provide electronic payment to vendors for items purchased or services rendered.

Special Drawing Right (SDR)

An international reserve asset created by the IMF to supplement the existing reserve assets of its member countries. Also the IMF's unit of account that may be used by members in transactions with the IMF, other member countries, and other authorized holders. Four currencies (the U.S. dollar (\$), Euro (€), Japanese yen (¥), and British Pound sterling (£)) are the basis for determining both the valuation and interest rate of the SDR.

Spending Plan

Describes the purposes and amounts of proposed expenditures of vested assets, developed by a host nation or interim government, and submitted through appropriate channels for approval.

Spoiled Check

A check that has been reported to the Treasury as a valid issue, has been returned by the payee as not cashable due to mutilation or defect, represented a valid payment to the payee, and is less than one year old.

State Bank

An institution organized and chartered under the laws of one of the states of the U.S. to operate a banking business within that state.

Supplemental Agreement

Statement of local operating procedures formulated and used by the commanders of the armed forces of two friendly foreign nations, whose governments have signed a basic agreement, as contemplated under [DoD Directive 5530.3](#). Use these procedures in territories of mutual concern to provide each other with emergency financial support, under the policies of the basic agreement. Supplemental agreements may be entered into by commanders of unified or separate armed forces, as considered appropriate.

Tactical Disbursing Activity

Any tactical unit (including Navy ships) authorized to provide disbursing services under an assigned DSSN and is subject to movement from one location to another. Some of these activities provide disbursing services on a full-time basis (e.g., Navy ships); others perform them only while deployed (or mobilized). When not deployed the DSSNs are held in reserve, in an inactive status, for use on short notice as required.

Thrift Institution

An activity organized and chartered under federal or state law as a Savings Bank, Savings Association, or Savings and Loan Association.

Tolled

To “to suspend or stop temporarily,” e.g., an event that suspends the running of time related to a statute of limitations.

Travel Authorizing Official

An individual designated in writing by organizational title having authority to issue travel orders, sign/approve travelers’ claims, verify that all transactions made were necessary expenses, and were accomplished in accordance with the Joint Federal Travel Regulations (Military) or Joint Travel Regulations (Civilian).

*Transaction Reporting System (TRS)

[See Collections Information Repository \(CIR\).](#)

Travel Order

A document authorizing official government travel.

Traveler

A military member, DoD civilian employee, or invitational traveler traveling in an official capacity.

Treasury Cash Management System (TCMS)

A Treasury application that manages the settlement of inflows to and outflows from the Treasury’s operating cash account at the Federal Reserve.

Treasury Check Information System (TCIS)

A system that records and reconciles the worldwide issuance and payment of Treasury checks. It also allows end users to query the Payments, Claims & Enhanced Reconciliation (PACER) system for claim status on ACH payments.

*Treasury General Account (TGA)

A demand account in a designated commercial bank specifically authorized by the Treasury Department to maintain that account in the name of the Treasury entitled “Treasury’s General Account” for the purpose of accepting deposits. [A non-U.S. bank located overseas \(an International TGA \(ITGA\)\) may also be authorized to perform this function.](#)

Treasury Offset Program (TOP)

Allows agencies to submit delinquent debts to one centralized location, the FS, for collection through the offset of all eligible Federal payments.

Uncurrent Limited Depository Check

A check drawn on a limited depository that is unpaid and outstanding against the limited depository checking account for at least one full fiscal year after the fiscal year in which the check was issued, except where the laws of the country in which the limited depository is located provide that the negotiable period of a check is shorter.

Undeliverable Check

A check not delivered to the payee within 60 days after the month of issue.

U.S.-Owned Foreign Currency

A foreign country's currency owned by the U.S., available in the country of issuance to pay obligations of the U.S. within that country, and disbursed by a Treasury DO in the country concerned, either directly to a contractor or a DoD disbursing officer, as appropriate.

U.S. Use Currency

Currency usually expended through the dollar appropriation process to pay U.S. obligations abroad; to pay for U.S. technical, scientific, and other programs; and to make sales for dollars to U.S. citizens and nonprofit organizations in selected countries.

Valuables

Any articles, things, or representations of value in which the U.S. has any interest, or in connection with which it has any obligation or responsibility.

Vendor

See "Contractor."

Vendor Express

A Treasury term for the EFT to a company or corporate bank account of the payment due a vendor for rendering goods or services to the government.

Vendor Pay

The process of computing the amount due a contractor or vendor for all contract/purchase orders, except those administered by the DCMA, or a functional pay area (office).

Vested Assets

Assets frozen by Presidential Executive Order, later seized by the U.S. Government, and vested with the U.S. Department of Treasury for return to a host nation.

Voided Check

A check pre-numbered with a serial number, **invalidated** for any reason before **issuance** by a DO, and reported **with** a zero dollar value.

Voucher

A document certified by a certifying officer to a DO (under **31 U.S.C. 3325**) to make a payment.

Write-off

An accounting action that results in removing the nonfederal (public) receivable from the DoD Component's financial accounting records and financial statements.