

DEPARTMENT OF THE ARMY  
U.S. ARMY CORPS OF ENGINEERS  
FINANCE CENTER  
5720 INTEGRITY DRIVE  
MILLINGTON, TENNESSEE 38054-5005

CEFC-A

15 June 1999

MEMORANDUM FOR Commanders/Directors USACE Finance Center (UFC) Supported Activities, ATTN: Resource Managers and Finance and Finance and Accounting Officers

SUBJECT: Revised USACE Finance Center (UFC) Travel Procedures

1. The following revised UFC procedures will be incorporated in the UFC Standard Operating Procedure (SOP), TDY and PCS Procedures, UFC 98-05.
2. To ensure expeditious and accurate processing of all PCS and TDY travel claims and travel advances by the UFC, the following procedures should be disseminated to all activities employee:
  - a. Annotate in the "Remarks" section of the Permanent Change of Station Travel Order, DD Form DD1614, the retirement category (Federal Employee Retirement System -FERS, or Civil Service Retirement System -CSRS) of the member. If this information is not on the PCS travel orders, it may cause a delay in processing the traveler's settlement voucher and can effect the amount of Federal taxes (Medicare and FICA) withheld.
  - b. For temporary duty (TDY) travel of two weeks or longer, the type of travel order should be entered as "Repeated" in lieu of "TDY" in CEFMS screen 12.1. This change is necessary because the traveler may later have either a voluntary or directed return to the permanent duty station, or may make multiple trips
  - c. Travel advances will be forwarded to the traveler either by Electronic Fund Transfer (EFT) or regular mail. The UFC will discontinue use of courier services (Federal Express, Express Mail, etc.) effective 1 July 1999.
3. The UFC point of contact is Brenda Mixon, CEFC-AO-T, 901-874-8642.

FOR THE DIRECTOR:



THOMAS L. BROCKMAN, JR.  
Deputy Director, Accounting Operations