

## Improvements

- Improves audit-ability, accountability and visibility of SF44 transactions in the field
- Eliminates illegible paperwork, deciphering handwriting, lost receipts
- Provides immediate visibility of transactions and payments
- Improves data and purchase control
- Eliminates travel for clearing when cash replenishment isn't required
- Eliminates excessive document reproduction, storage, or shipping
- Eliminates redundant data entry
- Enables analysis of orders & expenditures
- Improves cash management and tracking
- Permits daily reconciliation without face to face meetings
- Provides audit trail of all transactions in AOR
- Reduces unmatched disbursements from SF 44 purchases
- Eliminates duplication of payment risk
- Reduces time and work for procurement, accounting, reconciliation

For additional information  
Email [3in1info@osd.mil](mailto:3in1info@osd.mil)  
or visit our website at  
<https://extranet.acq.osd.mil/dpap/ccap/cc/3in1/>



**Bluebird Pidion BIP 6000- Small** (3.1" x 6.3" x 1.4"), light-weight (14.3oz with battery), ruggedized to MIL-STD-810F, 2Gig FIPS 140-2 compliant memory, 3.5" Touch Screen, 3.7V, 4400mAh, Li-ion rechargeable battery, 3 megapixel autofocus camera with LED flash, WiFi, GSM, USB and Ethernet connectivity.



**Printek FieldPro Mobile- Small** (6.1" x 5.9" x 2.7"), light-weight (20 oz with battery) ruggedized portable printer used to print an SF-44 on site if required.

3in1 Tool leverages the existing JCCS infrastructure. JCCS is currently in use in contingencies for vendor registration, contract solicitation, and contract management and tracking at some locations. Servers are housed at DISA with COOP backup.



## Automating the SF44 Process from End-to-End



## Automating a 50 year old paper process

The 3in1 Tool automates the three key processes, Field Order, Receipt, and Payment, in one solution normally accomplished with the Standard Form 44 manual processes to purchase supplies and services used in contingency environments by a Field Ordering Officer (FOO) and Paying Agent (PA). The 3in1 Tool will record and transmit cash and carry type purchases and payment data when conducting on-the-spot, over-the-counter, field cash purchases where GPC use is not feasible. The 3in1 Tool is a joint procurement and financial solution developed to reduce risk to the field team, improve procurement and cash management on the battlefield, and provides immediate visibility into purchases/payments.

The 3in1 Tool is comprised of three components, a ruggedized handheld device with portable printer, a workstation application, and a prime database/server. The handheld device is used in the field to input, temporarily store, and then transmit purchase and payment information. The workstation application is a hard client application that transmits data to the prime database/server. The prime database/server, a specialized module within the Joint Contingency Contracting System (JCCS), a existing system used to manage and post contracts and track contractors housed at DISA (DECC). The 3in1 prime database is used to manage devices and role based system access; stores, reports, and analyzes purchase and payment data; and transmits payment/information to other financial systems and order/voucher and receipt images for official document storage to Electronic Data Access (EDA).



FROM THIS...



...TO THIS!

### Current Process

- Hand write SF44
- Type SF44 data into PIIN Log
- Make 5 Copies of all documents
- Travel to PBO, DA, KO, RM to Clear
- DA enter SF44 in DDS
- DA updates manual PR ledger
- DA scans SF44 for archive
- Hardcopy shipped to CONUS
- KO maintains file
- FOO maintains file
- PA maintains file
- DA maintains file



### Problems

- Illegibility SF44/Receipts
- Errors: Calculation of order, ledger totals, or exchange rate
- Documents lost or damaged
- Wasted time
  - Duplicate data entry
  - Excessive Paper Reproduction
  - Traveling to Clear
- Lack of oversight/visibility of purchases & cash control from delayed clearing
- Unnecessary Risk due to travel
- Unmatched documents requiring manual tracking
- No Theater-wide visibility



### ON/OFF LINE OPERATIONS:

Both the handheld device and the client laptop application of the JCCS 3in1 Module have the ability to continue operation independently and store data until connectivity is restored with the web. This can occur sporadically or at the end of the operation, depending on connectivity and bandwidth. All data is encrypted for maximum security.

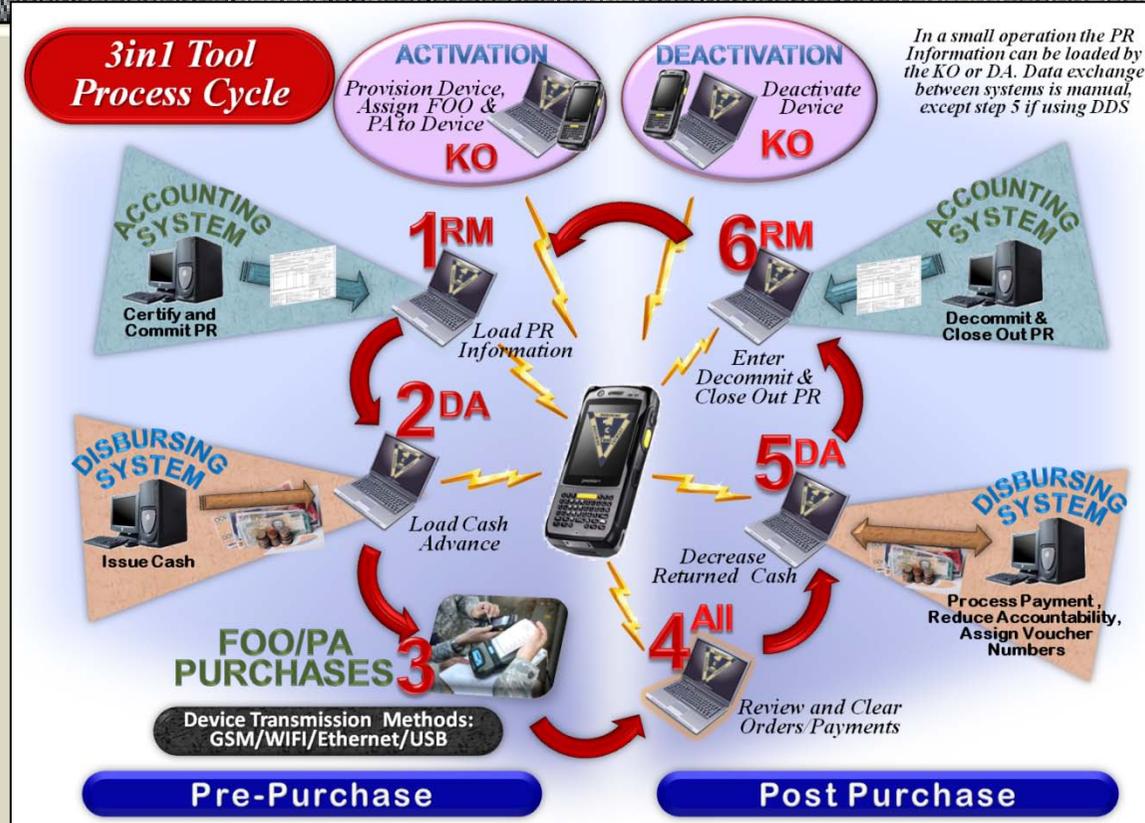
**AUTHENTICATION:** Users register in JCCS using DoD CAC cards to establish a user ID and strong password and to obtain approval for role based access. Secure digital Signatures are used to execute order and payment transactions. As each step of the purchase is completed, the information is locked and all data and images are transmitted to the JCCS 3in1 Module.

**RECEIPT AND RECORD OF PAYMENT:** Vendor receipts are digitally recorded with the onboard camera. Government receipt of goods and vendor payment are recorded as a digital image of the physical signature on the device's touch screen.

**CONTROLS:** Procurement controls prohibit purchases in excess of authorized limits or check items against unauthorized lists and display warning messages.

**ON-LINE REVIEW:** When connected, SF44 information is immediately available for review and clearance. Reviewers may view all information on the SF44 to include any required approval memos from a commander, C6, JA, etc that are attached to that order in the JCCS 3in1 Module. Reviewers can approve, disapprove, or flag an order and transmit a comment to the field team for response on the device.

**TRANSMISSION TO BUSINESS SYSTEMS:** Disbursing Agent (DA) transfers the cleared orders electronically to DDS for payment processing and to reduce the PAs cash accountability. The PA will only need to return to the DA to obtain/return cash. Once completed the SF44 and receipt is electronically transmitted and stored in EDA.



In a small operation the PR Information can be loaded by the KO or DA. Data exchange between systems is manual, except step 5 if using DDS

## Features



- All SF44 data captured/recorded/transmitted to JCCS
- Records PR #, Amt, LOA -- ability to track multiple PRs
- Records Cash Disbursement Amt and Exchange Rate
- Digitally records receipt image and link to order
- Calculates order total & currency exchange
- Tracks obligations & available funds
- Online role-based review process (PBO,KO,DA,RM)
  - Information available daily without face-to-face clearing when cash exchange is not required
- Access prices on device for market research
- May record vendor location by GPS coordinates
- Ability to attach notes to orders & Scans Barcodes
- Upload supporting documents for retention in order's electronic file--Approvals, Reviews, Hand Receipts
- Management reporting capabilities on 3in1 Module
  - Track Expenditures, Purchases, Cash in the field, Obligations, Available funds
  - Pre-populate forms: hand receipts for property book
- Push PR & procurement updates to device remotely
- Track expenditures by disbursement/accounting line
- Transmit SF44/receipt to EDA for document retention
- Transfer payment data directly to financial systems
- Create shopping lists to minimize time in the market
- Reports for use by the FOO, FOO Managers, PA, KO, DA, and Cmdr available on JCCS 3in1 Module

**Dashboard**

Purchase Req	Expended	Remaining
Cash Advance		
Construction Supplies	\$0.00	\$30,000.00
General Supplies	\$0.00	\$40,000.00
D001	\$0.00	\$20,000.00
D002	0 IQD	10,000 IQD

**Merchants**

Name: Al-Hawi Abbas Engineering Services  
 Contact Name: Nadia Shariff  
 Street Address: 566 International Zone, Sec. 13A, St. 5, HN 84  
 Country: Kazakhstan  
 Telephone: 608-855-3322

Name: Aziz Brosius Computing LLC  
 Contact Name: Aziz Haji  
 Street Address: 606 Mubhar Bazaar, House #14  
 Country: Afghanistan  
 Telephone: 825-420-8229

Name: Aziz Hamid Medical Supplies  
 Contact Name: Muktarah Zabi  
 Street Address: 644 Al-Barka, Sec. 342, St. 3, Bldg. 4  
 Country: Iran  
 Telephone: 855-855-1111

**New Item**

Remaining Funds: \$14,715.00

Name: Sandbags  
 Unit: Truckload  
 Price: 57.00  
 QTY: 5  
 TOTAL: USD \$285.00

**Paying Agent**

Remaining Cash: 8,454.22 EUR  
 Paying Agent: Bob Lee  
 I certify that this account is correct and proper for payment in the amount of 11,104.78 EUR = \$11,371.21

**Purchase Details**

Merchant: Jamal Samad Logistics and Supplies  
 Purchase Req: 1503CS

ITEM	QTY	UOM	PRICE	TOTAL	PB
Sandbags	5	Truckload	\$7.00	285.00	Yes
Mules	6	Each	2,000.00	12,000.00	No
SHIPPING	1	Lot	15.00	15.00	No

DISCOUNT: 10%, 20 Days  
 TOTAL: 11,104.78 EUR = \$11,371.21

**Vendor**

Name: Target  
 Contact Name: Frank Davis

I have received \$3,233.00 payment.

**Check-Out**

Merchant: Jamal Samad Logistics and Supplies  
 Purchase Req: 1503CS  
 Remaining Funds: \$2,861.03  
 Remaining Cash: 7,222.02 EUR

ITEM	QTY	UOM	PRICE	TOTAL	PB
Sandbags	5	Truckload	57.00	285.00	Yes
Mules	6	Each	2,000.00	12,000.00	No

DISCOUNT: 10%, 20 Days  
 SUBTOTAL: 12,285.00 EUR = \$12,579.74  
 SHIPPING: 15.00 EUR = \$15.36  
 TAX: 36.98 EUR = \$37.87  
 TOTAL: 12,336.98 EUR = \$12,632.97

**View Receipt**

**Purchase Order Form**

Role/Office: KO at RCC Alex  
 Unit: ALEX76 - Unit Alex 76 (1)  
 Field/Ordering Office: FOO, Alex (1)

Date	PIIN	Vendor	Total	Paid	Rev'd	PR Number	PR Balance
02/27/2012	67DF3212MAA01	Aziz Fahad Supplies	40.00 USD	36.00 USD	Yes	PR.0001	9960.00 USD

Item Description: water bottles (1.00 USD, 10 Each, 10.00 USD), bandages (1.50 USD, 20 Each, 30.00 USD)

Discussed By: Alex FOO, Aziz

Add Comment: Ok, approved