



# 3in1 Tool Program Information Brief



# Overview

- **SF44 Process**
- **3in1 Tool Design**
- **3in1 Tool Features/Benefits**
- **3in1 Tool Process**
  - **System Screen Shots**
- **Training and Reference Material**
- **Automation Benefits**
- **System Usage**
- **Myths**
- **Deployment Considerations**



# SF44

## Purchase Order - Invoice - Voucher

- Used by CCOs & FOOs in place of GPC
- Multipurpose Form:
  1. Purchase Order
  2. Receiving Report
  3. Vendor Invoice
  4. Payment
- Manual Tracking on PIIN/ Purchase Log

NAME: 1LT		W91GDW-10-M-		Beginning Bal	
SF44 PIIN's		ITEM DESCRIPTION		TOTAL EXP	
DATE	PIIN #	VENDOR	INITIAL PR&C Draw	DEBIT	CREDIT
20-Oct-10	0001	True Value	Toner Cartridges (26)	\$ 15,824.00	\$ 9,376.00
24-Nov-10	0002	True Value	Safety Vest	\$ 123.00	\$ 9,253.00
	0003	The Big Apple Store	Anti-Slip Material	\$ 108.00	\$ 9,253.00
			Paint Supplies		\$ 9,145.00
			RG-45 Connector		\$ 9,145.00
			Paint Gallon Color (3)		\$ 7,937.00
			Paint Gallon Cords (2)	\$ 1,208.00	\$ 7,937.00
			Extension Cords (2)		\$ 7,937.00
			Paint Brush		\$ 7,937.00
			Brooms (3)		\$ 7,937.00
			Rake		\$ 7,937.00
			Multimeter		\$ 7,937.00
			Hose (2)		\$ 7,937.00
			Black & Decker Saw		\$ 7,937.00
					\$ 7,937.00
6-Dec-10	0004	LS Supplies			\$ 7,937.00

**U.S. GOVERNMENT PURCHASE ORDER -- INVOICE -- VOUCHER**

DATE OF ORDER: **25 May 08** ORDER NUMBER: **W91GEU-08-M-8853**

PRINT NAME AND ADDRESS OF SELLER (Number, Street, City, and State):  
**BAGHDAD, IRAQ**

FURNISH SUPPLIES OR SERVICE TO (Name and address):  
**HQ, 3rd STB, 3rd BCT, 101st ABN DIV**

SUPPLIES OR SERVICES	QUANTITY	UNIT PRICE	AMOUNT
GALLON PAINT	14	25.00	\$ 350.00
BRUSH	6	5.00	\$ 30.00
COFFEE POT	1	25.00	\$ 25.00
GALLON PAINT	2	25.00	\$ 50.00
LINE BOX SWITCH	1	8000.00	\$ 8000.00

AGENCY NAME AND BILLING ADDRESS\*  
 P 24th Finance Company  
 Y Camp Victory  
 O APO AE 09342  
 R

TOTAL: **\$ 8455.00**

ORDERED BY (Signature and Title): *[Signature]*  
 ILT(P) Jeren '00, BN/S4

PURCHASER - To sign below for over the counter delivery of items  
 RECEIVED BY: *[Signature]*  
 SFC Travis I.  
 3rd STB Pay Agent/BN S4 NCOIC

PAYMENT RECEIVED:  \$ **8455.00**

SELLER: *[Signature]*  
 SFC Travis I. (Authorized certifying officer)

PAID BY:  CASH DATE PAID: **25 May 08**

1. SELLERS INVOICE

Purchase Order

Receiver

Vendor Invoice

Payment



# SF44 Process Review



## Current SF44 Process

- Hand write SF44
- Type up SF44 on PIIN Log
- Make 5 Copies Receipts, Log, & other documents for clearance
- Travel to TPBO, FM, RCC, RM to Clear orders and funds
  - Spend time making appointments & waiting in offices
    - 2 people process in TPBO
    - 3 people process in FM
- DA enter SF44 in DDS
- DA updates manual PR ledger
- DA scans doc. for archive
- Hardcopy shipped CONUS
- KO, FOO, PA, RM, DA, TPBO maintains files

## Current Review Process

- Time to schedule appointments for face to face meetings
- Manually check & correct Math for extended price & order total
- Check/Correct LOA errors
- May require SF44 re-write or correction (documents must be re-distributed)
- Ratify order if exceeds limit or unauthorized purchase
- Review items purchased for possible alternate KT
- Maintain separate spreadsheets of FOO and purchases
- Maintain PIIN register for issuance

## Problems

- Re-accomplish meeting if documents are forgotten
- Lost/missing documents
- Illegibility SF44
- Errors: typos, calculation of order or ledger totals or exchange rate
- Wasted time
  - Duplicating 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
- 1 team mbr may make purchase with the 2<sup>nd</sup> mbr signing later



# Basis of Design

## Resolve or Mitigate Manual SF44 Problems

- Unnecessary risk due to **travel**
- No Theater wide **visibility**
- Delayed **oversight/visibility** of purchases/cash **control**
- Lack of **audit ability** of paper process
- **Illegibility** of SF44/Receipts
- **Lost documents**
- **Wasted time**
  - **Duplicating** data entry
    - Handwrite the form
    - Type up PIIN Log
    - Track in FOO Mgr Log
    - Track in DA
  - **Excessive Paper Reproduction**
    - 7 copies required of all documents
    - Retention by FOO, PA, KO, DA, RM, TPBO, DFAS Storage
  - Traveling to Clear
- **Errors:** typos, calculation of order or ledger totals or exchange rate
- Unmatched documents requiring **manual tracking** to resolve

U.S. GOVERNMENT PURCHASE ORDER -- INVOICE -- VOUCHER			
DATE OF ORDER <b>25 May 08</b>		ORDER NUMBER W91GEU-08-M-8853	
PRINT NAME AND ADDRESS OF SELLER (Number, Street, City, and State)			
P A Y E BAGHDAD, IRAQ			
FURNISH SUPPLIES OR SERVICE TO (Name and address)			
HQ, 3rd STB, 3rd BCT, 101st ABN DIV			
SUPPLIES OR SERVICES	QUANTITY	UNIT PRICE	AMOUNT
GALLON PAINT	14	25.00	\$ 350.00 -
BRUSH	6	5.00	\$ 30.00 -
COFFEE POT	1	25.00	\$ 25.00 -
GALLON PAINT	2	25.00	50.00
LINK BOX SWITCH	1	8000.00	8000.00
AGENCY NAME AND BILLING ADDRESS*			
P 24th Finance Company		TOTAL \$ 8455.00	
A Camp Victory		DISCOUNT TERMS % DAYS	
O APO AE 09342		DATE INVOICE RECEIVED	
R		25 May 08	
ORDERED BY (Signature and Title)			
IL(T)P) Jerej '00, BN/S4			
PURPOSE AND ACCOUNTING DATA			
21 8 2020 0000 8A 2084 P135197.00000 26EB 83 47DF W91Z3Y-8144-1003 47DF 83 S09076			
PURCHASER - To sign below for over the counter delivery of items			
RECEIVED BY			
SFC Travi		DATE	
3rd STB Pay Agent/BN S4 NCOIC		25 May 08	
SELLER - Please read instructions on Copy 2			
PAYMENT RECEIVED		PAYMENT REQUESTED	
<input checked="" type="checkbox"/> \$ 8455.00		<input type="checkbox"/>	
NO FURTHER INVOICE NEED BE SUBMITTED			
SELLER		DATE	
BY <i>[Signature]</i>		25 May 08	
I certify that this account is correct and proper for payment in the amount of		DIFFERENCES	
\$ 8455.00			
SFC Travis I (Authorized certifying officer)		ACCOUNT VERIFIED: CORRECT FOR	
BY			
PAID BY <input checked="" type="checkbox"/> CASH		DATE PAID	
OR (Check no.)		25 May 08	
		VOUCHER NO.	
* PLEASE INCLUDE ZIP CODE		1. SELLERS INVOICE STANDARD FORM 44A (REV. 10-81) PRESCRIBED BY GSA, FAR (48 CFR) 53.213(c)	

Purchase Order

Receiver

Vendor Invoice

Payment



# 3in1 Tool

- **Automates the SF44, often used with FOO Program**
  - To conduct on-the-spot purchases of supplies & services when GPC is not available
    - *Not for payment only, CERP or Rewards; Only for unclassified operations*
- **3in1 Tool is comprised of 3 key components**
  - **Handheld Device**
    - Used by FOO/PA to make purchases & capture receipt
    - Maintains purchase and expenditure logs
    - Calculates currency exchange
    - Stores purchase data & transfers it to Prime Database
    - Prints SF44 on portable printer
  - **3in1 Prime Database Module loaded on Joint Contingency Contracting System (JCCS) And Hard Client 3in1 Workstation**

*(JCCS is a fielded system used by contracting for vendor & contract tracking, and the COCOMs to track ACSA Agreements)*

    - Manage device and FOO/PA access authorization
    - Transfers data to/from device
    - Stores purchase and payment data
    - Clears orders online
    - Provides management reports
    - Transmits to other Business Systems





# 3in1 Tool Device Features

- **All SF44 data captured/recorded/transmitted to Prime Database**
  - Receiver/ Vendor **physical signature** recorded on touch screen
  - FOO and PA use **Digital Signatures**
  - Device calculates order total & currency exchange
- **Additional Tools for FOO/PAs**
  - **Device Dash board** easily tracks available funding and total orders
  - **Track expenditure** ledger by Cash Advance or Purchase Request
  - **Rerun** an order to quickly process a repeat order
  - Create a **shopping list** to select from when at the market
  - **Cancel/Return** an item ordered if required
  - Access prices on device for **market research**
  - May record vendor location by **GPS** coordinates
  - Tools: **calculator, measure and currency conversion**
  - **Reports** available from the device: Purchase Log, PR & Cash Ledgers
- **Device Camera** captures image of receipt, items, approval memos
- **Warning messages** notify FOO when purchase control is violated
  - Device can also prohibit purchases beyond authorized thresholds



# 3in1 Tool System Features



- **System wide visibility of purchases**
  - Data available w/o physical clearing when cash exchange is not required
- **Online role based review/reconciliation process (PBO,KO,DA,RM)**
  - Information available daily without need for face-to-face clearing when cash exchange is not required
  - Allows messaging between clearance reviewer and FOO
- **Upload/Store supporting documents for retention with SF44 e-file**
  - FOO: Commander's approval, Legal Review, C6 Coordination, Hand Receipt
  - PA: PR document, Cash Advance Doc, Currency Exchange Receipts
  - Appointment Letter to FOO and PA
- **System Maintains Accounting:**
  - Records PR #, Amt, LOA -- ability to track multiple PRs
  - Records Cash Advance Amount and Exchange Rate
  - System track Expenditures, Purchases, Cash in the field, Obligations, Available funds



# 3in1 Tool System Features (cont)



- **Management reporting capabilities on Workstation**
  - Track Expenditures, Purchases, Cash in the field, Obligations, Available funds
- **Push financial/procurement updates/changes to device remotely**
- **Data Security/Redundancy**
  - Data retrievable from damaged device if MicroSD card is salvageable
  - Data is backed up to the prime database
  - Stolen can be deactivated from the system by the KO or Sys Admin
  - Supports Manual SF44 as device back up
    - Special PIINs issued for manual orders to be entered into the workstation and paper SF44 scanned and loaded for automated clearing and processing
- **Transfer data other business systems:**
  - Transfer payment data directly to financial systems (DDS)
  - Transmit SF44 and receipt to EDA for document retention
- **Account for change in fiscal year when issuing a PIIN**
  - Mass issue PIINS to expedite KO assignment of PIINs for new fiscal year

# Process Cycle

## ACTIVATION

Provision Device,  
Assign FOO & PA  
to Device

KO

## DEACTIVATION

Deactivate  
Device

KO

## ACCOUNTING SYSTEM



Certify and  
Commit PR



## ACCOUNTING SYSTEM



Decommit &  
Close Out PR



1 RM



Load PR  
Information

6 RM



Enter  
Decommit &  
Close Out PR

2 DA



Load Cash  
Advance

5 DA



Decrease  
Returned Cash

3



FOO/PA  
Purchases

4 AI



Review and Clear  
Orders/Payments

## DISBURSING SYSTEM



Process Payment,  
Reduce Accountability,  
Assign Voucher  
Numbers



## DISBURSING SYSTEM



Issue Cash



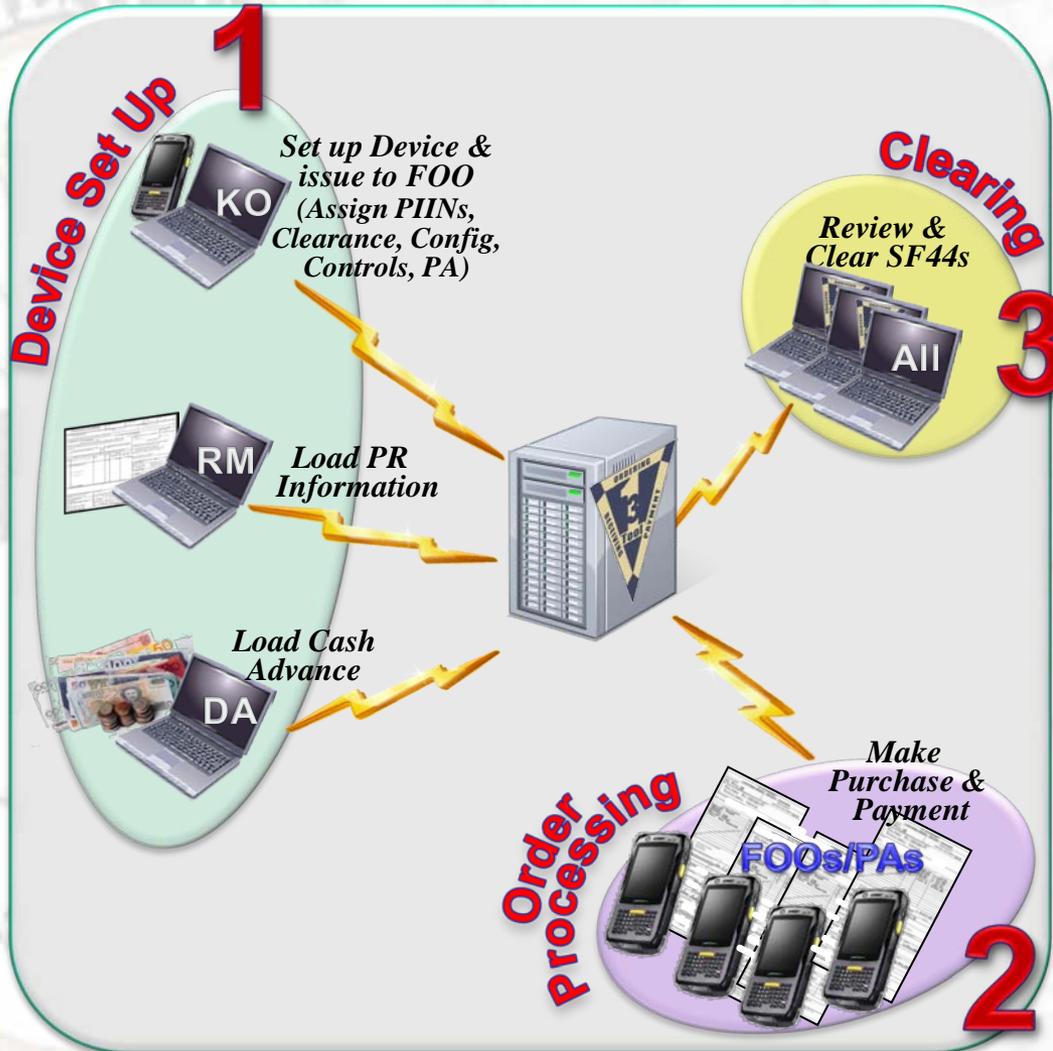
Note: In a small operation the PR Information can be loaded by the KO or DA

Pre-Purchase

Post Purchase



# Basic Process



- Initial AOR Setup
  - AOR structure
  - User Registration
  - CC Letter & PR

- Device Set Up
  1. Resource Mgr-PR Info
  2. Disbursing Agent
    - DDS: Execute Cash Advance
    - 3in1: Input Cash Amt
  3. Contracting Officer
    - Associates FOO/PA
    - Issues PIIN Block
    - Assigns Controls
    - Issues Device
- Sync Device

Device Transmission Methods:  
GSM / WIFI / Ethernet / USB

# RM/DA/KO: Add Purchase Request

Enter LOA

Add PR number and amount

**Purchase Request**

Purchase Request

AOR: Alex Test AOR

Finance Office: Alex Finance Office

Assign to: PA, Alex [Select]

Purchase Request Number: PR 0001

Description: General Supplies and Services

Service Organization: Army

Line Of Accounting: 21 0 2020 .0000 01 1212 000000000001.000000 2500 17 A123 W12345RNC1TM01 A123 17 012345

Add Other LOA

Finance Type: Cash

(Amount (USD): \$10,000.00

Close Save

1 File(s) PR 0001.docx (PURCHASEREQUES) View Upload Delete



**Purchase Request Line Of Accounting**

Dept Code: 21

Fiscal Year: 0

Basic Symbol: 2020 [Save]

Limit: .0000

Operating Agency: 01

Allotment Serial: 1212 [Cancel]

Program Element: 000000000001.000000

EOR: 2500

DPICd: 17

APCCd: A123

Standard Document: W12345RNC1TM01

Fiscal Station: 012345



**Attach Document**

Comment: This is the scanned PR.

Type: PURCHASEREQUEST

File: APPOINTMENT APPROVAL EXCHANGEMEMO OTHER PHOTO PURCHASEREQUEST RECEIPT SF44



Upload Scanned PR



RM = Resource Manager / DA = Disbursing Agent  
PR = Purchase Request / LOA = Line of Accounting

# DA: Add Cash Advance

## Select PR

1

**Purchase Request Administration**

Purchase Request Details

Assign to: PA, Alex

Purchase Request Number: PR 0001

Description: General Supplies and Services

Service Organization: Army

Line Of Accounting: 21 0 2020 .0000 01 1212  
000000000001.000000 2500 17 A123  
W12345RNC1TM01 A123 17 012345

Finance Type: Cash

Amount (USD): \$10,000.00

PO Adjustment Amount: 0.00000

Cash Advance Adj Amt: 0.00000

Purchase Request Maintenance

1 File(s) PR 0001.docx (PURCHASEREQUES

## Add Cash Amt

2

**Cash Advance**

Non DDS Entry  Cleared

Maximum Cash Advance Amount (USD):

DDS Currency Code: 57

DDS Agent ID: 726

Site ID: 72652

Currency: US Dollar

Exchange Rate: 1

Sequence Number: 1

Advanceable Amount: 10,000.00 (USD)  
10,000.00 (Foreign)

Cash Advance Amount: 5,000.00

Cash Left:

Adjustment Amount:

File(s)

Return Cash

Amount to Return:

Comments:

# Financial Management Screen

PR = Purchase Request

JCCS 3n1 Workstation Control Center - [Financial Administration]

File Set Up Device Management Financial Purchase Order Reports / Extracts Help

Financial User

Selected Financial User: PA, Alex

Select a Field Ordering Officer or Paying Agent

Purchase Requests

Click to see cash advances. Double-Click to select a purchase request.

Status	Purchase Request	Description	Date Created	Amount(USD)	Expended(USD)	Available(USD)	Total Disbursement Adjustments (USD)	Adjusted Available(USD)	Line of Accounting
Open	ALEX98265	Cash PR - General Supplies	2/15/2012 3:48 PM	30,000.00	1,724.56	28,275.44	0.00000	28,275.44150	16 3 7262 .8262 22 73638 72627262628262 AB72 82628 7252...
Closed Out	7645382	Medical Supplies PR Test	2/29/2012 1:38 PM	10,000.00	0.00	10,000.00	-10,000.00000	0.00000	72 8 8727 .7272 72 66765 736383736373373 7262 72626 827...
Closed Out	726383	Test PR Building Materials	2/29/2012 2:06 PM	2,500.00	2,500.00	0.00	0.00000	0.00000	72 7 8272 .7272 98 82728 2828272829272 2828 28230 22928...



Cash Advances

Click to see purchases on a cash advance. Double-Click to select a cash advance.

Financial Officer	Date Created	Seq No.	Activity	Linked To	Amount	Curr Code	Exchg Rate	Expended	Expended USD	Available	Amount(USD)	DDS Curr	Adj Amt(USD)	Cleared
Brusko, Andrew	2/15/2012 3:52 PM	8272826282	Disbursement		10,000.00	USD	1	1,703.00	1,703.00	8,197.00	10,000.00	82	0.00000	<input type="checkbox"/>
Brusko, Andrew	2/16/2012 3:26 PM	3654676	Disbursement		100,000.00	AFN	42.32574	0.00	0.00	100,000.00	2,362.63	67	0.00000	<input type="checkbox"/>
Brusko, Andrew	2/16/2012 3:29 PM	62983	Disbursement		8,000,000.00	IQD	1777.54255	0.00	0.00	8,000,000.00	4,500.60	73	0.00000	<input type="checkbox"/>
(Device Originated) ...	2/16/2012 4:56 PM	D568	Disbursement		20,000.00	ALL	96.5	950.00	9.84	19,050.00	207.25	568	0.00000	<input type="checkbox"/>
(Device Originated) ...	2/16/2012 5:18 PM	8272826282	Exchange	8272826282	-100.00	USD	1	0.00	0.00	0.00	-100.00	82		<input type="checkbox"/>
(Device Originated) ...	2/16/2012 5:18 PM	D657	Exchange	8272826282	4,055.00	THB	40.55	475.00	11.71	3,580.00	100.00	658		<input type="checkbox"/>
Brusko, Andrew	2/29/2012 12:41 PM	37654	Disbursement		3,000.00	USD	1	0.00	0.00	2,000.00	3,000.00	75		<input type="checkbox"/>
Brusko, Andrew	2/29/2012 12:58 PM	37654	Return	37654	-1,000.00	USD	1	0.00	0.00	0.00	-1,000.00	75		<input type="checkbox"/>



Purchases

Order Date	Order Status	PIIN Number	Total Cost	Amount Paid	Exchg Rate	Curr Code	Ordered By Person	Received By Person	Paying Agent	Seller	Comments
2/16/2012	Cleared	67DF3212MAA01	50.00	47.50	1.00	USD	Alex FOO	Alex FOO	Alex PA	Aziz Construction	
2/16/2012	Cleared	67DF3212MAA02	50.00	47.50	1.00	USD	Alex FOO	Alex FOO	Alex PA	Aziz Construction	
2/16/2012	Cleared	67DF3212MAA03	69.00	66.00	1.00	USD	Alex FOO	Alex FOO	Alex PA	Aziz Construction	
2/16/2012	Cleared	67DF3212MAA08	150.00	145.00	1.00	USD	Alex FOO	Alex FOO	Alex PA	Aziz Construction	
2/16/2012	Cleared	67DF3212MAA09	200.00	195.00	1.00	USD	Alex FOO	Alex FOO	Alex PA	Aziz Construction	
2/16/2012	Cleared	67DF3212WAA01	250.00	230.00	1.00	USD	FOO, Alex	FOO, Alex	PA, Alex	Rafi Hazar	
2/17/2012	Cleared	67DF3212MAA10	250.00	235.00	1.00	USD	Alex FOO	Alex FOO	Alex PA	Aziz Construction	



# KO: Device Provisioning

W91B4N - 11 - M - AA 01

Contract Type M or W    FOO ID #    Purchase Order #

**PIINs**

2,308 FOOs    1,155 POs per FOO  
 ♦ 2.6M POs per DoDAAC

### Provision Device

Provision Device

Select Device

Select an Area of Responsibility(AOR)  Select a Contracting Office

Device   Show Inactive Provisions

Provisions

FOO	Active	FOO ID	Expedient Purchases
FOO, Alex	<input checked="" type="checkbox"/>	AB	<input type="checkbox"/>

Buttons: Add, Deactivate, Reactivate

FOO:  Device:

Navigation: **PIIN Blocks** | Paying Agents | Purchase Requests | Procurement Controls | Clearance Configuration | Radio Settings

PIIN Blocks

Fiscal Year	PIIN Start	PIIN End	PIINs Issued	Issue Order	Non Device Entry	Issue Date
2012	67DF3212MAB01	67DF3212MABA0	100	1	<input type="checkbox"/>	2/29/2012 1:21 PM
2012	67DF3212WAB01	67DF3212WABA0	100	2	<input checked="" type="checkbox"/>	2/29/2012 1:21 PM

Buttons: Add

**Assign Device to FOO**

1

**Assign Block of PIINs**

### PIIN Block

PIIN Block

Assign To

Fiscal Year

PIINs Issued

PIIN Start

PIIN End

Issue Order

For Non-Device (Manual) Order Entry

Buttons: Cancel, Save

2

**Associate PA**

FOO:  Device:

Navigation: **PIIN Blocks** | **Paying Agents** | Purchase Requests | Procurement Controls | Clearance Configuration | Radio Settings

FOO, Alex

Name	UIC	Name
PA, Alex	ALEX76	Unit Alex 76

Buttons: Authorize, Deauthorize

3

# KO: Optional Provisioning Modifications

FOO: FOO, Alex Device: 354114014292552

**Purchase Request**

PIIN Blocks | Paying Agents | **Purchase Request** | Procurement Controls | Clearance Configuration | Radio Settings

FOO, Alex PA, Alex	Finance Type	Purchase Request Number	Line of Accounting	Description	Amount	Add
	Cash	ALEX98265	16 3 7262 .8262 22 73638 ...	Cash PR - General Supplies	30000.0000	
	Cash	PR 0001	21 0 2020 .0000 01 1212 0...	General Supplies and Servi...	10000.0000	

FOO: FOO, Alex Device: 354114014292552

**Procurement Controls**

PIIN Blocks | Paying Agents | Purchase Requests | **Procurement Controls** | Clearance Configuration | Radio Settings

Procurement Control Policies

Title	Policy Type	Policy Date	Action	Add
Large Purchase Warning	LIMIT	2/15/2012	WARNING	
Prohibited Items List	ITEM	2/15/2012	WARNING	Delete

FOO: FOO, Alex Device: 354114014292552

**Clearance Configuration**

PIIN Blocks | Paying Agents | Purchase Requests | Procurement Controls | **Clearance Configuration** | Radio Settings

Clearance Levels

Clearance Order	Clearance Type	Clearing Entity	Add
1	OFFICE/ROLE	Contracting Officer at RCC Alex	↑
2	OFFICE/ROLE	Finance Officer at Alex Finance Office	↓

Delete

FOO: FOO, Alex Device: 354114014292552

**Radio Settings**

PIIN Blocks | Paying Agents | Purchase Requests | Procurement Controls | Clearance Configuration | **Radio Settings**

Please note that these wireless radio settings apply to all users of the device, including other provisioned FOOs and PAs who may be assigned to use the same device.

- Enable GSM Radio
- Enable WiFi Radio

Save Radio Settings for the Device



# Field Purchases



## • Device

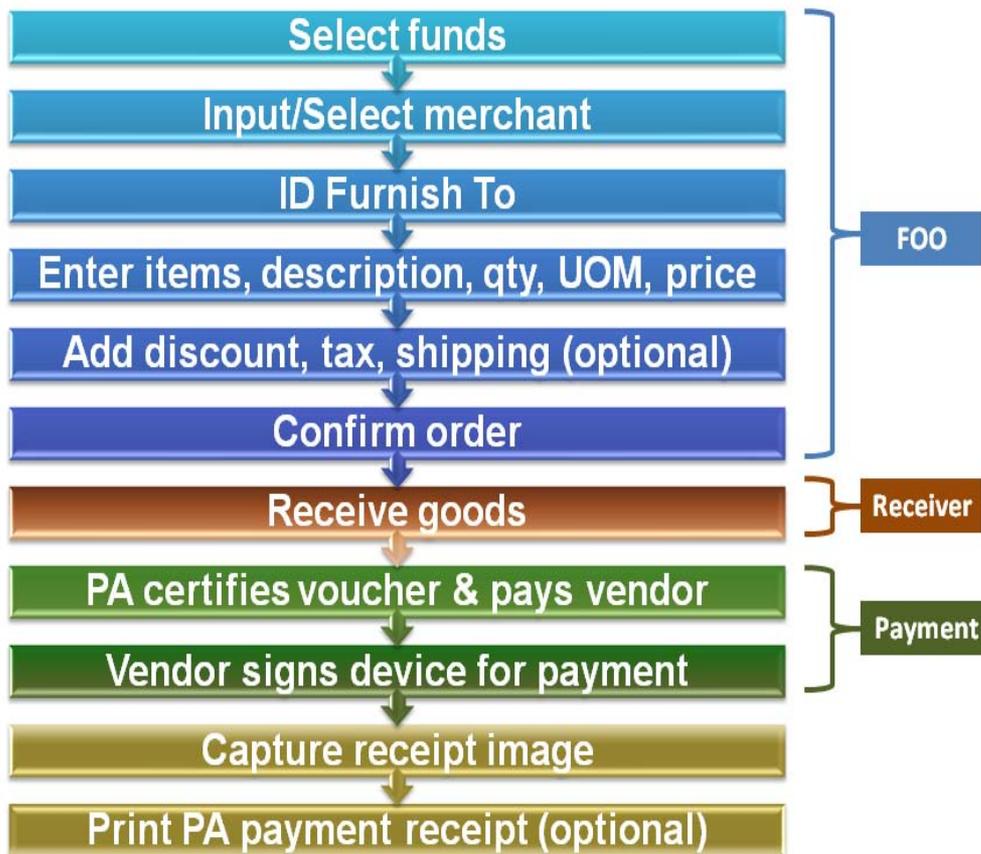
- FOO Places Order & PA makes Payment
- Receiver and Vendor signatures physically recorded on touch screen
- Device Tracks Obligations and Remaining Funds by Purchase Request and Cash Advance
- Calculates Currency Exchange
- Adds Comments to Order
- Flags Property Book Items





# Device Ordering Process

## Device Wizard Walks User Thru Process



U.S. GOVERNMENT			
PURCHASE ORDER-INVOICE-VOUCHER			
DATE OF ORDER	W58FSA11MAA01		
PRINT NAME AND ADDRESS OF SELLER (NUMBER, STREET, CITY, AND STATE)			
P	Aziz Abass Construction		
A	566 St.		
V	Mosul		
E	N/A		
E	Iraq		
FURNISH SUPPLIES OR SERVICES TO (Name and address)			
1st TRR BCT 3rd Street, Building 3, Office 3 KABJ, 22222 Iraq			
SUPPLIES OR SERVICES		QUANTITY	UNIT PRICE
Sandbags		10	50.00
SHIPPING - 561452		1	10.00
TAX		1	10.00
AGENCY NAME AND BILLING ADDRESS*		TOTAL 520.00 IQD	
P	1st TRR BCT		DISCOUNT TERMS
A	3rd Street Building 3 Office 3		1 DAY(S) 1%
V	KABJ		DATE INVOICE RECEIVED
O	Kabul 09342		12/31/2009
R	Afghanistan		
ORDERED BY (signature and title)			
Electronically Signed By: Colonel FOO, Device ID: 354114012081924 On 12/31/2009			
PURPOSE AND ACCOUNTING DATA			
21 0 2020 0000 01 1212 00000000001.0000 2500 17 A123 W12345LOU1TM01 012345			
PURCHASER To sign below for over-the-counter delivery of items			
RECEIVED BY			
Colonel FOO			
TITLE	Colonel FOO		DATE
FOO			10/28/2010
SELLER Please read instructions on Copy 2			
<input checked="" type="checkbox"/> Payment Received		<input type="checkbox"/> Payment Requested	
NO FURTHER INVOICE NEED BE SUBMITTED			
SIGNER		DATE	
K. Abdik		10/28/2010	
BY Aziz Abass Construction			
I certify that this account is correct and proper for payment in the amount of			
257.00 USD	Exchange Rate	DIFFERENCES	
(Authorized certifying officer)	2.00000	ACCOUNT CANCELED: CORRECT FOR	
Electronically Signed By: Colonel PA, Device ID: 354114012081924 On 12/31/2009			
PAID BY CASH		DATE PAID	VOUCHER NO.
OR (Check No.)		10/28/2010	
*PLEASE INCLUDE SELLER'S INVOICE			
STANDARD FORM 44a (REV. 10-83)			
ZIP CODE (See instructions on Copy 2) PRESCRIBED BY GSA.			
FAR (48 CFR) 53.210(c)			

# FOO/PA: 3in1 Tool Device

3in1 Tool FOO   Network On Ethernet   abc  

Home   Order   PIIN Log   Funding   Tools

## Dashboard

Purchase Req	Expended	Available		
Cash Advance				
Construction supplies	\$0.00	\$150,000.00		
CA0011	\$0.00	\$10,000.00		
Medical supplies	\$0.00	\$50,000.00		
General military supplies	\$865.27	\$99,134.73		
CA0003	\$865.27	\$5,134.73		
CA0007	\$0.00	\$4,000.00		
<b>Total</b>	<b>Cleared</b>	<b>Pending</b>	<b>Flagged</b>	<b>Disapproved</b>
3	1	2	1	1

Available PIINs: 97

Shopping List   Rerun Order   Pre-filled Order

Logout   Vendor List   Start Order

Purchase Request

Cash Advances

Status of orders

Create a Shopping List

Maintain a Vendor List with GPS coordinates and Comments

# FOO/PA: Placing Orders on the Device

**Vendor & Receiver Sign**

3in1 Tool FOO Network On Ethernet abc

Home Order **PIIN Log** Funding Tools

### Select Merchant

Name: Al-Hani Construction Company  
 Contact Name: Yalda Azizi  
 Street Address: Hilla 23rd Street  
 Country: Afghanistan   
 Telephone: 752-515-5145  
 Comment: Good Supplier!

Name: Khalid Samad Medical Supplies  
 Contact Name: Uzma Wahidi  
 Street Address: International Zone, Sec 7  
 Country: Afghanistan  
 Telephone: 726-326-5626

Delete Merchant Edit Merchant Add Merchant

Cancel Add Line Items

3in1 Tool FOO Network On Ethernet 123/SYM

### New Item

Remaining Funds: \$100,000.00  
 Available Cash: \$6,000.00

Item Descr.: Paint \*

UPC: 846036001587

Unit of Measure: Gallon

Price: 8.99

QTY: 6.000

TOTAL USD \$53.94

Property Book Item

Cancel Save

3in1 Tool FOO Network On Ethernet 123/SYM

Home Order **PIIN Log** Funding Tools

### Check-Out

Merchant: Al-Hani Construction Company  
 Purchase Req: General military supplies  
 Remaining Funds: \$99,464.43  
 Available Cash: \$5,464.43

ITEM	QTY	UOM	PRICE	TOTAL	PB
Paint	6	GA	\$8.99	\$53.94	No
Sandbags	5	TC	\$57.00	\$285.00	No
Mule	1	EA	\$150.00	\$150.00	Yes

SUBTOTAL: \$488.94  
 SHIPPING: \$10.58  
 TAX: \$41.05  
 FIXED DISCOUNT: \$5.00  
 TOTAL: \$535.57  
 DISCOUNT TERMS: 1%, 20 Days

Back Confirm

3in1 Tool FOO Network On Ethernet abc

Home Order **PIIN Log** Funding Tools

### Receiver

Name: Bruce Olsen \*

Title: NCOIC, 97 LRS/SUPT

*B.Olsen*

I have received the items.

View Received Items

PIIN Log Cancel Clear Confirm

3in1 Tool FOO Network On Ethernet 123/SYM

Home Order **PIIN Log** Funding Tools

### Paying Agent

Available Cash: \$5,469.73

Paying Agent: Kara Clemens

I certify that this account is correct and proper for payment in the amount of \$530.27

Password: .....

**Select: Funds Vendor**

**Enter item Qty Price**

**FOO Confirms Order**

**PA Digitally Signs**

- Wizard walks user through 7 simple steps
- Device calculates order totals, foreign currency, discounts, total obligations & expenditures

View Order Items

PIIN Log Forgot Password Confirm

# FOO/PA: Orders on the Device

1 Order

3in1 Tool Network On WiFi abc

Home Order **PIIN Log** Funding Tools

## PIIN Log

Show Total

PIIN	Date	Vendor	Total
11MBH05	10/21/10	Abu Hanifa Construction Company	\$20.00
CCL: 0	FG: N	PB: Y PC: P	LI: 1
11MBH11	10/20/10	Abu Hanifa Construction Company	\$20.00
CCL: 0	FG: N	PB: Y PC: P	LI: 1
11MBH10	10/20/10	Abu Hanifa Construction Company	\$20.00
CCL: 0	FG: N	PB: Y PC: P	LI: 1
11MBH09	10/20/10	Abu Hanifa Construction Company	\$20.00
CCL: 0	FG: N	PB: Y PC: P	LI: 1

Printer: NONE

Help Print

Completed Clearance Level

Property Book

# of Line Item

Flagged

Status of Purchase

3in1 Tool FOO Network On Ethernet 123/SYM

Home Order **PIIN Log** Funding Tools

## Purchase Details

Merchant: Al-Hani Construction Company  
Purchase Req: General military supplies

ITEM	QTY	UOM	PRICE	TOTAL	PB
Paint	6	GA	\$8.99	\$53.94	No
Sandbags	5	TC	\$57.00	\$285.00	No
Mule	1	EA	\$150.00	\$150.00	Yes
SHIPPING - No Tracking Number	1	LO	\$10.58	\$10.58	No
TAX	1	LO	\$41.05	\$41.05	No

DISCOUNT: 1%, 20 Days  
TOTAL: \$530.27

Return Order Print Signatures

Location View Clearance Images/Receipts

PIIN Log Add Comments

3in1 Tool Network On WiFi abc

Home Order **PIIN Log** Funding Tools

## Clearance

Office	Officer	Date	Clearance	Comments
	Ashwin Mahadeo	08/30/10	Flagged	You can't buy paint.

Flag Response: Lt. Col Eckhart explicitly authorized this purchase

KALAAAT AL-HOSOUR شركة كالة الحاسوب  
For Construction and General Trading LTD.  
Baghdad - Al-Mansour  
Mobile: 07901930361 / 87904788061  
E-mail: kalaat\_alinasour@yahoo.com

التجارة والمعاملات العامة  
الخدمة  
حارات حيدان حيدان  
المركز التجاري  
بغداد - المنصور  
هاتف المصور  
07901930361 / 87904788061  
البريد الإلكتروني  
kalaat\_alinasour@yahoo.com

No 000489

التفاصيل	مقدار البند	العدد	المبلغ الاجمالي
Paint W.R.O.	25	14	350
Brush	5	6	30
Electric coffee	25	1	25
Paint	25	2	50
Light Box Switch	8000	1	8000

Cancel Capture

3in1 Tool FOO Network On Ethernet abc

Home Order **PIIN Log** Funding Tools

## Print SF44

Printer: NONE

U.S. Government  
PURCHASE ORDER - INVOICE - VOUCHER

DATE OF ORDER: 12 May 2011  
ORDER NO.: CH1RAL11MCS01

NAME AND ADDRESS OF SELLER:  
Al-Hani Construction Company  
470 Kahir Business Market 3rd Floor, Suite 3  
Bhagdad  
Iraq

Furnish Supplies or Services:  
86 ARS  
Bldg 3, Camp Little, HAS 2  
Kandahar  
Afghanistan

SUPPLIES OR SERVICES	QTY	UNIT PRICE	AMOUNT
Sandbags	5 TC	\$57.00	\$285.00
Mules	6 EA	\$900.00	\$5,400.00
SHIPPING - No Tracking Number	1 LO	\$12.78	\$12.78
TAX	1 LO	\$28.49	\$28.49

AGENCY NAME AND BILLING ADDRESS:  
Chiral Finance Office  
1 Pico Blvd.

TOTAL: \$5,726.27  
DISCOUNT TERMS: 1%

Back Zoom In Print SF44

# Cash Management on Device – PA

3in1 Tool PA Network On WiFi abc

Home PIIN Log Funding Tools

Enter Cash Advance  
Purchase Req: Construction supplies  
Advanceable Amount: \$140,000.00  
Paying Agent: Kara Clemens

Disbursement Currency Code:  \*

Disbursement Number/Desc:  \*

Currency:

Amount:  \*

Comment:

Cancel Save

3in1 Tool PA Network On WiFi 123/SYM

Home PIIN Log Funding Tools

Purchase Req Details  
PR: General military supplies  
Date Created: 6 September 2011  
FOO: Bruce Olsen PA: Kara Clemens

Cash Advance	Value	Exchange Rate	Expended	Available
CA0003	\$6,000.00	-	\$553.67	\$3,974.35
CA0007	\$4,000.00	-	\$0.00	\$4,000.00
CA0009	15,000.00 AFN	43.33000	0.00 AFN	15,000.00 AFN

Printer: Printek FieldPro R43 RS-232 / USB Printer

Return Cash Advance Exchange Cash Advance Add Cash Advance

Attach Document Image Cash Advance Details

Back Print Cash Advances Print Orders

3in1 Tool PA Network On WiFi 123/SYM

Home PIIN Log Funding Tools

Exchange Cash Advance  
Purchase Req: General military supplies

Currency: US Dollar  
Exchange Rate: 1.00000  
Remaining: \$4,274.35

Disbursement Currency Code:

Disbursement Number/Desc:

Currency:

Current Exchange Rate:

Amount:

\$300.00 = 13,440.17 AFN

Cancel Save

3in1 Tool PA Network On WiFi 123/SYM

Home PIIN Log Funding Tools

Exchange Cash Advance  
Purchase Req: General military supplies

Currency: Afghani  
Exchange Rate: 43.33000  
Remaining: 15,000.00 AFN

Disbursement Currency Code:

Disbursement Number/Desc:

Currency:

Current Exchange Rate:

Amount:

10,000.00 AFN = \$223.16

Cancel Save

Cash Advance Details  
PR: General military supplies  
Cash Advance: CA0003  
Report Date: 7 September 2011  
FOO: Bruce Olsen PA: Kara Clemens  
Currency: US Dollar  
Value: \$6,000.00  
Purchases: \$841.87 Unpaid Orders: \$0.00  
Returned: \$0.00 Exchanged: \$0.00  
Available: \$5,158.13

DATE	ACTIVITY	AMOUNT	X-RATE	USD VALUE
2011-09-06	Disbursement	\$6,000.00	-	-

Cash Advance Ledger  
PR: General military supplies  
Cash Advance: CA0003  
Report Date: 7 September 2011  
FOO: Bruce Olsen PA: Kara Clemens  
Currency: US Dollar  
Value: \$6,000.00  
Purchases: \$841.87 Unpaid Orders: \$0.00  
Returned: \$0.00 Exchanged: \$0.00  
Available: \$5,158.13

\*\* Unpaid order

DATE	ACTIVITY	AMOUNT	BALANCE
2011-09-06	Disbursement	\$6,000.00	\$6,000.00
2011-09-07	PO: CH1RAL11MF902	(\$311.60)	\$5,688.40
2011-09-07	PO: CH1RAL11MF901	(\$530.27)	\$5,158.13

3in1 Tool PA Network On WiFi 123/SYM

Home PIIN Log Funding Tools

Cash Advance Details  
DDS Currency Code: 56  
DDS Sequence #: CA0003  
Currency: US Dollar

Value: \$6,000.00 Available: \$3,974.35  
Purchases: \$553.67 Unpaid Orders: \$171.98  
Exchanged: \$300.00 Returned: \$1,000.00

Date	Activity	Amount	X-Rate
2011-09-06	Disbursement	6,000.00	-
2011-09-08	Return	(1,000.00)	-
2011-09-08	Exchange	(300.00)	-

Printer: Printek FieldPro R43 RS-232 / USB Printer

Back Print Details Print Ledger

3in1 Tool PA Network On WiFi 123/SYM

Home PIIN Log Funding Tools

Purchase Req Details  
PR: General military supplies  
Date Created: 6 September 2011  
FOO: Bruce Olsen PA: Kara Clemens

Cash Advance	Value	Exchange Rate	Expended	Available
CA0003	\$6,000.00	-	\$553.67	\$3,974.35
CA0007	\$4,000.00	-	\$0.00	\$4,000.00
CA0009	15,000.00 AFN	43.33000	0.00 AFN	15,000.00 AFN

Printer: Printek FieldPro R43 RS-232 / USB Printer

Return Cash Advance Exchange Cash Advance Add Cash Advance

Attach Document Image Cash Advance Details

Back Print Cash Advances Print Orders

PR Cash Advance Details  
PR: General military supplies  
Date Created: 6 September 2011  
Report Date: 8 September 2011  
FOO: Bruce Olsen PA: Kara Clemens

CASH ADVANCE	VALUE	EXCHANGE RATE	EXPENDED	AVAILABLE
CA0003	\$6,000.00	-	\$553.67	\$3,974.35
CA0007	\$4,000.00	-	\$0.00	\$4,000.00
CA0009	15,000.00 AFN	43.33000	0.00 AFN	15,000.00 AFN
CA0010	\$223.16	-	\$0.00	\$223.16
CA0013	13,440.17 AFN	44.80059	0.00 AFN	13,440.17 AFN

Purchase Request Ledger  
PR: General military supplies  
Date Created: 6 September 2011  
Report Date: 8 September 2011  
FOO: Bruce Olsen PA: Kara Clemens

Cash Advance: CA0003

\*\* Unpaid order

ORDER NUMBER	ORDER AMOUNT	BALANCE
CH1RAL11MF901	\$530.27	\$99,469.73
CH1RAL11MF902	\$311.60	\$99,158.13
CH1RAL11MF902	(\$311.60)	\$99,469.73
CH1RAL11MF903	\$23.40	\$99,446.33
CH1RAL11MF905*	\$171.98	\$99,274.35

# FOO/PA: Other Device Features

3in1 Tool PA Network On WIFI abc

Home PIIN Log **Funding** Tools

### Purchase Req Details

PR: Construction supplies  
Date Created: 11 May 2011  
FOO: Edward Anderson PA: Amy Miller

Cash Advance	Value	Exchange Rate	Expended	Remaining
CHD145	\$5,000.00	-	\$0.00	\$4,000.00
CHD5645	\$222.73	-	\$0.00	\$222.73
1623	50,000.00 AFN	43.03500	0.00 AFN	30,000.00 AFN
1623	10,211.75 AFN	43.45614	0.00 AFN	10,211.75 AFN
1	\$20,000.00	-	\$5,972.80	\$14,027.20

Printer: Printek FieldPro R43 RS-232 / USB Printer

Return Cash Advance Exchange Cash Advance Add Cash Advance

Attach Document Image Cash Advance Details

Back Print Cash Advances Print Orders

3in1 Tool FOO Network On Ethernet 123/SYM

Home **Order** PIIN Log Funding Tools

### Order

Merchant: Al-Hani Construction Company  
Purchase Req: General military supplies  
Remaining Funds: \$99,516.06  
Available Cash: \$5,516.06

### Add Other Costs

**SUBTOTAL:** \$488.94  
**SHIPPING:** \$0.00  
**TAX:** \$0.00  
**FIXED DISCOUNT:** \$5.00  
**TOTAL:** \$483.94  
**DISCOUNT TERMS:** 1%, 20 Days

Discount Shipping Tax Fixed Discount

Back Save Pre-filled Order Next

3in1 Tool Network On Ethernet 123/SYM

### Generic Currency Converter

Current Rate: \$1.00 = 1.56565 EUR

Rate:

Currency: Euro

**From USD**

Enter Amount in USD

Convert to Euro  
Converted Amount: 15.66

**To USD**

Enter Amount

Convert from Euro  
Converted Amount: \$3.19

Finished Clear Convert

3in1 Tool FOO Network On Ethernet 123/SYM

Home **Order** PIIN Log Funding **Tools**

### Length Conversion Calculator

Millimeters

Centimeters

Inches

Feet

Meter

Yards

Kilometers

Miles

Finished Clear Calculate

3in1 Tool Network On Ethernet abc

Home **Order** PIIN Log Funding **Tools**

### Market Research

Shop For:  Search

Date	Merchant	Item	Item Price
03/10/11	Aziz Construction	Paper	\$1.30
03/08/11	Aziz Construction	Paper	\$1.29
03/11/11	Aziz Construction	Paper	\$1.50
03/14/11	Electronics	Paper	\$1.27

3in1 Tool FOO Network On Ethernet 123/SYM

Home **Order** **PIIN Log** Funding Tools

### Return/Cancel Order

Merchant: Khalid Samad Medical Supplies  
Purchase Req: General military supplies

ITEM	QTY	UOM	PRICE	TOTAL	PB
First Aid Kit	20	EA	\$15.58	\$311.60	No

**TOTAL: \$311.60**

Note:

Cancel Next

# View Orders

- Look up Order
  - View order details
  - View Clearance Approvals
- Upload Supporting Documents
  - Approval Ltr
  - Legal Review
- Input Manual Orders to continue electronic process

LookUp Purchase Order

PIIN Number: W58FSA11MAA01 SF44 View Mode Add... Edit

Purchase Order | Purchase Items | FOO Responses and Clearance Status | Signatures, Messages, Misc

Date Of Order: 10/28/2010 PIIN Number: W58FSA11MAA01

Name Of Seller: Salam Gul Ali Hardware Phone Number Of Seller: 790-903-2393

Address Of Seller: Street Address: HN 89 St. 13, Sec. 108, International City: Baghdad  
 State, Zip: Country: Iraq

Furnish Supplies Or Services To: Organization Name: RCC Balad  
 Street Address: 1st Avenue, Office 14-E City: Balad  
 State, Zip: Salah ad Din 09391 Country: Iraq

(Purchase item details for supplies or services can be entered on the second tab)

Discount Days: Total: 499.80 USD  
 Discount Percent: Date Invoice Received: 10/28/2010

Agency Name And Billing Address: Agency Name: Deployed Unit  
 Street Address: 1851 South Bell St City: Arlington  
 State, Zip: VA 22202 Country: United States

Ordered By: RCC306.FOO

Purpose And Accounting Data: 23 0 0000 1111 12 34234 P4506060606.0000 34RF 32434 3545 W69DFF50040423 S03030

Received By: RCC306.FOO

Title: Date: 10/28/2010

Payment In The Amount Of: 499.80 USD Currency Exchange Rate: 0.00000 Payment Received:  Payment Requested:  499.80 USD  
 Paid By: Cash Date Paid: 10/28/2010 Seller Signature Date: 10/28/2010  
 Time Balance Of Fund: 4500.20 USD Currency Code: USD  
 Voucher No.:

Comment Field: This was required due to recent flood.

Attachments: 1 File(s) W58ESA11MAA01.jpg View Unload Delete Cancelled

**Data Integrity Suspect** Stages - This Purchase Order is missing its certifying entity type specifier for stage: ORDERED

Purchase Order | Purchase Items | FOO Responses and Clearance Status | Signatures, Messages, Misc

Update Date	Item Description	Unit Price	Quantity	Total Price	Property Book Item
11/01/2010	Printer/Fax	200.00 USD	2	400.00 USD	<input type="checkbox"/>

Item Description: Printer/Fax Unit Price: 200.00 USD Quantity: 2

Unit: Each Property Book Item:  Sum: 400.00 USD Add Item Edit Item



# Order Clearance

- Orders transmitted from device to 3in1 Prime Database for clearance
- Reviewers can view all information from the SF44 and supporting documentation
  - Approve, disapprove, or flag orders as required
    - Comments from disapproved or flagged orders are sent back to the device where the FOO can reviewer and respond to comments/questions
- Once approved, orders go to next review in the process



Date	PIIN	Vendor	Total	Paid	Rcv'd	PR Number	PR Balance
03/20/2012	67DF3212MAB06	Aziz Construction	84.00 USD	Yes	Yes	ALEX98265	27561.45 USD

Item Description	Unit Price	Quantity	Unit	Total Price	PBI
shovels	12.00 USD	7	Each	84.00 USD	<input checked="" type="checkbox"/>

Received By: *Alex FOO*      Seller: *Aziz*

Pending   
  Approve   
  Disapprove   
  Flag for Review

0 File(s)

[Comments](#)   
[Signatures](#)   
Verified

[Cash Advance](#)   
[Discount](#)   

Currency: USD    Exchange Rate: 1.00000    FO: Brusko, Andrew  
 Amount: 10000.00    Funds Left: 7491.40

Discount Terms: 10 Day(s) 10%  
 Fixed Discount Amount:    Terms Discount Amount: 8.40 USD

# Clearance Screen

Select Clearance Criteria

Role/Office: KO at RCC Alex Unit: ALEX76 : Unit Alex 76 (2) Refresh Submit Page

Field Ordering Officer: FOO, Alex (2) Filter POs by Status: Pending

Order Info

Date	PIIN	Vendor	Total	Paid	Rcv'd	PR Number	PR Balance
03/20/2012	67DF3212MAB05	Aziz Construction	250.00 USD	Yes	Yes	ALEX98265	27620.45 USD

Items ordered

Item Description	Unit Price	Quantity	Unit	Total Price	PBI
sandbags	2.50 USD	100	Each	250.00 USD	<input type="checkbox"/>

Enter/View Comments

Ok, approval granted.

Date	First Name	Last Name	Role	Status	Comment
			Field Ordering Off...		Order Comment: needed these immedi...

Pending
  Approve
  Disapprove
  Flag for Review

0 File(s) View Upload Delete

[Comments](#)
[Signatures](#)
[Clr Status/Comment](#)
[Verified](#)
[View SF44](#)
[View PO](#)

[Cash Advance](#)
[Discount](#)

Disposition Orders

View Signature from SF44

Date	PIIN	Vendor	Total	Paid	Rcv'd	PR Number	PR Balance
03/20/2012	67DF3212MAB06	Aziz Construction	84.00 USD	Yes	Yes	ALEX98265	27561.45 USD

Item Description	Unit Price	Quantity	Unit	Total Price	PBI
shovels	12.00 USD	7	Each	84.00 USD	<input checked="" type="checkbox"/>

Received By: Alex FOO Seller: Aziz

Payment Info

Pending
  Approve
  Disapprove
  Flag for Review

0 File(s) View Upload Delete

[Comments](#)
[Signatures](#)
[View SF44](#)
[View PO](#)

[Cash Advance](#)
[Discount](#)

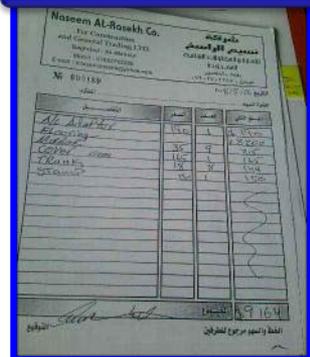
Currency: USD Exchange Rate: 1.00000 FO: Brusko, Andre  
 Amount: 10000.00 Funds Left: 7491.40  
 Discount Terms: 10 Day(s) 10%  
 Fixed Discount Amount: Terms Discount Amount: 8.40 USD

View, Upload Documents including

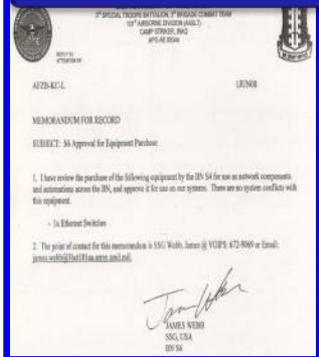
View Comments between Reviewer & FOO

Date	First Name	Last Name	Role	Comment
4/25/2010 12:09:11 PM	Ronald	Hoover	FieldOrderingOfficer	CES/CC approved purchase. Ltr has been uploaded.
4/25/2010 12:10:40 PM	Donna	Propst	ContractingOfficer	Drill requires CES approval.

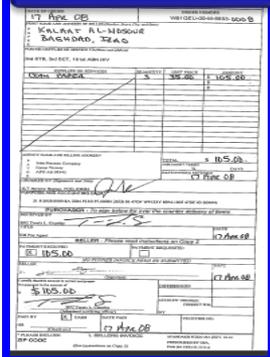
Receipts



Approval Letters



SF44s



POs



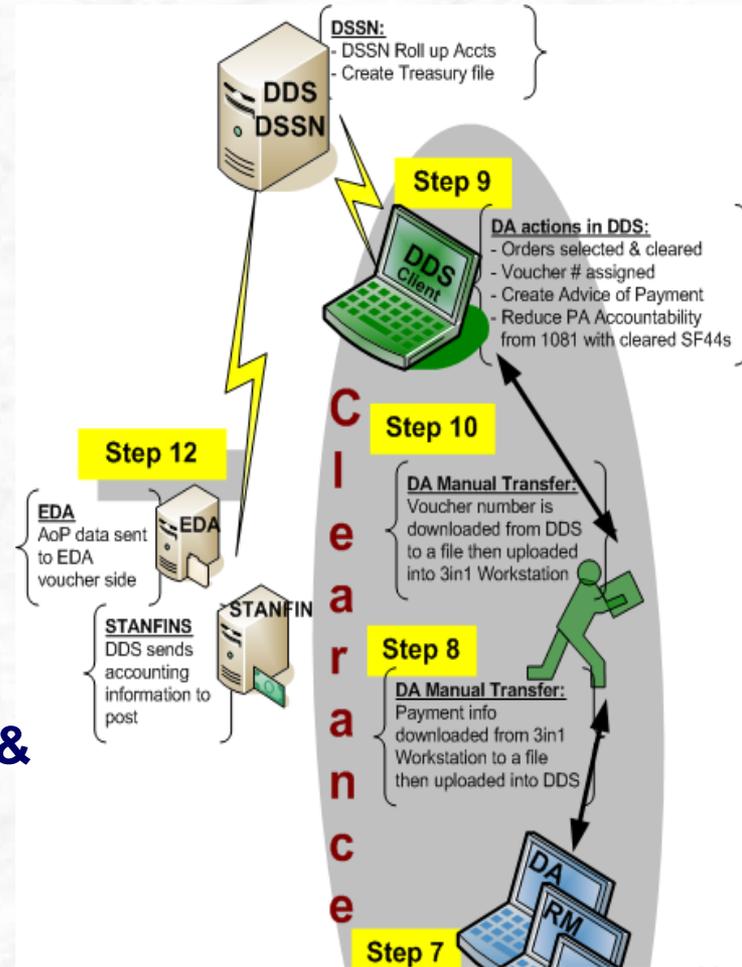


# PA Clearance & Data Transfer



- DA downloads file from Prime Database of cleared orders to a shared drive/CD
- File uploaded into DDS
  - File uploaded like any other CAPS file
  - Voucher number assigned
  - PA 1081 accountability reduced
  - Payment transmitted to STANFINS
  - Print & sign 1081 for final PA clearance or issuing/returning cash
- DA inputs SF44 voucher number in the Prime Database
  - Either manually or via file transfer
- Release 1.2 = 3in1 Module transfers SF44 & Receipt to EDA for document retention

PA only required to travel to FO to return/receive cash



# Returning Cash

## Select PA & Advance

Financial Administration

Financial User  
Selected Financial User: PA, Alex Select a Field Ordering Officer or Paying Agent

Purchase Requests  
Click to see cash advances. Double-Click to select a purchase request.

Status	Purchase Request	Description	Date Created	Amount(USD)	Expended(USD)	Available(USD)
Closed Out	726383	Test PR Building Materials	2/29/2012 2:06 PM	2,500.00	2,500.00	0.00
Open	PR 0001	General Supplies and Services	3/16/2012 3:58 PM	10,000.00	0.00	10,000.00

Cash Advances  
Click to see purchases on a cash advance. Double-Click to select a cash advance.

Financial Officer	Date Created	Seq No.	Activity	Linked To	Amount	Curr Code	Exchg Rate	Expended
Brusko, Andrew	3/16/2012 4:32 PM	1	Disbursement		5,000.00	USD	1	0.00

Cash Advance

Cash Advance Details  Non DDS Entry  Cleared

Maximum Cash Advance Amount (USD):

DDS Currency Code: 57 Edit

DDS Agent ID: 726

Site ID: 72652

Currency: US Dollar Cancel

Exchange Rate: 1 Return Cash

Sequence Number: 1

Advanceable Amount: (USD)  
(Foreign)

Cash Advance Amount: 5,000.00 Transfer Cash

Cash Left: 5,000.00

Adjustment Amount: 0.00000 Clear Cash Advance

0 File(s) View Upload Delete

Return Cash  
Amount to Return: 1,000.00

Comments:

**Enter Amt Turned In**

Cancel Clear Submit

# Decommit/Closeout PR

**Select PA & PR**

**Purchase Request Administration**

**Purchase Request Details**

Assign to: PA, Alex [Select]

Purchase Request Number: PR 0001

Description: General Supplies and Services

Service Organization: Army

Line Of Accounting: 21 0 2020 0000 01 1212  
000000000001.000000 2500 17 A123  
W12345RNC1TM01 A123 17 012345

Finance Type: Cash

Amount (USD): \$10,000.00

PO Adjustment Amount: 0.00000

Cash Advance Adj Amt: 0.00000

**Purchase Request Maintenance**

Cancel PR [Decommit PR] Increase PR Close PR

Add Cash Advance Edit PR

1 File(s) PR 0001.docx (PURCHASEREQUES) [View] [Upload] [Delete]

Exit Purchase Request Admin



**Enter Amt**

**Decommit Purchase Request**

*Purchase Request to Decommit*

PR#: PR 0001

Description: General Supplies and Services

PR Amount: \$10,000.00

**Available Amount:** 10,000.00 (USD)

**Amount to Decommit:** 10,000.00 (USD)

Closeout Purchase Request

Decommit Funds



**Purchase Request Administration**

**Purchase Request Details**

Assign to: PA, Alex

Purchase Request Number: PR 0001

Description: General Supplies and Services

Service Organization: Army

Line Of Accounting: 21 0 2020 0000 01 1212  
000000000001.000000 2500 17 A123  
W12345RNC1TM01 A123 17 012345

Finance Type: Cash

Amount (USD): \$10,000.00

PO Adjustment Amount: 0.00000

Cash Advance Adj Amt: 0.00000

**Purchase Request Maintenance**

Cancel PR Decommit PR Increase PR Close PR

Add Cash Advance Edit PR

This Purchase request is Pending De-commit

1 File(s) PR 0001.docx (PURCHASEREQUES) [View] [Upload] [Delete]

Exit Purchase Request Admin



**Device Confirms Decommittment**

**Purchase Request Maintenance**

Cancel PR Decommit PR Increase PR Close PR

Add Cash Advance Edit PR

This purchase request has been CLOSED OUT

# KO: Mass PIIN Issue

**Issue PIINs**

Select an Area of Responsibility(AOR):  Select a Contracting Office:

Fiscal Year:

PIINs Issued:   For Non-Device (Manual) Order Entry

**Provisions**  Select All

Select	FOO	FOO Identifier	Device PIINs Issued	Device PIINs Available	Manual PIINs Issued	Manual PIINs Available
<input checked="" type="checkbox"/>	Chiral, Foo1	AC	30	29	30	30
<input type="checkbox"/>	TEST, FOO	AG	10	10	10	10
<input type="checkbox"/>	FOO, Jason	AL	10	10	0	0
<input type="checkbox"/>	Ajjola, Isaiah	AN	10	10	0	0
<input checked="" type="checkbox"/>	BROWN, PAUL ADAM	AP	0	0	0	0
<input checked="" type="checkbox"/>	Cameron, Maureen	AQ	0	0	0	0
<input type="checkbox"/>	Chiral, Foo3	AR	0	0	0	0
<input checked="" type="checkbox"/>	Reed, Timothy	AS	0	0	0	0

**Enter FY and Qty to automatically issue a block of PIINs to all selected FOOs**



# Reports



- Purchase Log, Expense Ledger
  - Management Reports
    - Total Orders/Dollars (RCC, FO, AOR, FOO)
    - FOO Activity Report
      - Total Active FOO, FOOs Cleared (Order Amt/Qty)
      - List of cleared FOOs (Order Amt/Qty), date last cleared
    - FOO Termination report
    - DA's PA Advance Report
      - List of PAs with cash, amt obligated, amt advanced, date advanced, contact info
  - Provisioning Report
  - SF44 & Receipt Batch Download by FOO/PA or PR
- Device Reports: Declining Balance Log, Shopping List, Cash Details, PR Ledger**

U.S. GOVERNMENT  
**PURCHASE ORDER-INVOICE-VOUCHER**

DATE OF ORDER 04/28/2010	DATE OF ORDER W91GEU-10-W-AE001																																												
FROM NAME AND ADDRESS OF SELLER (Number, Street, City, and State) <b>P</b> Salih Mukheef Construction Materials <b>A</b> Ahmed Shah <b>Y</b> Wazir Plaza 2nd Floor 22nd Room <b>E</b> Kabul, Afghanistan <b>E</b>																																													
FOREIGN SUPPLIER OR SERVICES TO (Name and address) 24 <sup>th</sup> FMC 434 NW 10 <sup>th</sup> St Suite. 103 A Kabul, Afghanistan, 23434																																													
<table border="1"> <thead> <tr> <th>SUPPLIES OR SERVICES</th> <th>QUANTITY</th> <th>UNIT PRICE</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>1. 2 X 4s</td> <td>1</td> <td>\$1,000.00</td> <td>\$1,000.00</td> </tr> <tr> <td>2. Cement</td> <td>20</td> <td>\$100.00</td> <td>\$2,000.00</td> </tr> <tr> <td>3. Generators</td> <td>1</td> <td>\$99,999.99</td> <td>\$99,999.99</td> </tr> <tr> <td>4. Drills</td> <td>1000</td> <td>\$55.00</td> <td>\$55,000.00</td> </tr> <tr> <td>5. Hammers</td> <td>5</td> <td>\$10</td> <td>\$50.00</td> </tr> <tr> <td>6.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>7.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>8.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>9.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>10.</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		SUPPLIES OR SERVICES	QUANTITY	UNIT PRICE	AMOUNT	1. 2 X 4s	1	\$1,000.00	\$1,000.00	2. Cement	20	\$100.00	\$2,000.00	3. Generators	1	\$99,999.99	\$99,999.99	4. Drills	1000	\$55.00	\$55,000.00	5. Hammers	5	\$10	\$50.00	6.				7.				8.				9.				10.			
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9.																																													
10.																																													
AGENCY NAME AND BILLING ADDRESS <b>P</b> Kabul Finance Office <b>A</b> 164 SE 16 <sup>th</sup> St. Building 4A <b>Y</b> Kabul, Afghanistan, 23434 <b>O</b> <b>R</b>																																													
ORDERED BY (Signature and title) Electronically Signed By: Manana, Ando, Device Id: 1234523452345 On: 04/28/2010																																													
PURCHASER AND ACCOUNTING DATA Construction, 12904049818849309499200248234782138847971999497773882837774524545																																													
PURCHASER TO SIGHT (Only for other than counter delivery of items)																																													
APPROVAL: 																																													
Maj, Evan Taylor      title: Evan Taylor Title      DATE:																																													
SELLER PLEASE REPLY (Instructions on Copy 2)																																													
<input checked="" type="checkbox"/> Payment Received \$22.00 <input type="checkbox"/> Payment Requested																																													
NO FURTHER INVOICE NEED BE SUBMITTED																																													
SELLER 																																													
(Signature) I certify that the account is correct and proper for payment in the amount of \$22.00 (Authorized certifying officer)																																													
DIFFERENCES ACCOUNT CERTIFIED CONTACT FOR:																																													
Electronically Signed By: Manana, Ando, Device Id: 1234523452345																																													
PAID BY CASH      DATE PAID      VOUCHER NO. OR (Check No.)      04/28/2010																																													
PLEASE INCLUDE SELLER'S INVOICE																																													
STANDARD FORM 44 (REV. 10-83) ZIP CODE See Instructions on Copy 2 PRESCRIBED BY GSA EOE (50 CFR 101-11.6)																																													

# Reports: Accounting Log

Purchase Log is the same without the PR and Cash data.

## Accounting Log

PA: O'Connor, Tanya

Period: 10/03/2011 - 03/19/2012

Report As Of: 3/19/2012

PR Number	PR Total	Remaining PR Amount	Total Expended
PR001	\$20,000.00	\$19,105.65	\$894.35
<b>Total</b>	<b>\$50,000.00</b>	<b>\$49,105.65</b>	<b>\$894.35</b>

PR

Cash

**Automatically Maintains Expended & Remaining Cash and Funds**

PR Number	Currency	Exchange Rate	Amount	Expended	Remaining
PR001	USD	1.00000	1,500.00	894.35	605.65
PR001	DJF	177.72000	5,000.00	0.00	5,000.00
PR002	USD	1.00000	1,500.00	0.00	1,500.00

Order Date	PR Number	PIIN	Vendor	Item Description	Qty	UOM	Unit Price	Extended Price	Order Total	Amount Paid	Discount Terms	Terms Discount Amount	Fixed Discount Amount	Running Total	P	B	P
2/16/2012	PR001	CH1FAL12WAA	Abdul Haneef Computing LLC	GPS Device	3	EA	\$35.89	\$107.67	\$107.67	\$107.67				\$107.67	Y	0	P
2/16/2012	PR001	CH1FAL12WAA	Salih Mukheef Medical Suppl	Bandage	20	BD	\$1.67	\$33.40	\$33.40	\$33.40				\$141.07	N	0	P
2/24/2012	PR001	CH1FAL12MAA	Al Zabi Logistics & Supplies	Sandbags	2	TC	\$89.85	\$179.70	\$179.70	\$179.70	20 Days 2%	\$12.29		\$763.25	N	2	P
2/24/2012	PR001	CH1FAL12MAA	Al Zabi Logistics & Supplies	Mules	3	EA	\$140.00	\$420.00	\$420.00	\$420.00					Y	2	P
2/24/2012	PR001	CH1FAL12MAA	Al Zabi Logistics & Supplies	SHIPPING -	1	LO	\$15.00	\$15.00	\$15.00	\$15.00					N	2	P
2/24/2012	PR001	CH1FAL12MAA	Al Zabi Logistics & Supplies	TAX	1	LO	\$1.00	\$1.00	\$1.00	\$1.00					N	2	P
2/24/2012	PR001	CH1FAL12MAA	Salih Mukheef Medical Suppl	First Aid Kit	2	CA	\$6.00	\$12.00	\$12.00	\$12.00					N	2	P

P = Property Book Item, LC = Level Cleared, PC = Process Completed

**Automatically Maintains Declining Balance & Accounting Ledger Calculates Foreign Exchange**

Reports can be generated for all orders by Unit, Contracting Office, Finance Office, or AOR. Within Excel, Pivot Tables can be used for data analysis.

# KO: Management Report

## RCC Activity Reports

- Tracks FOOs Cleared
- By Date Range & RCC
- Active FOOs by RCC

RCC Activity Report Results

Results

Cleared Orders By FOO (11 Rows)

Results as of 1/22/2012 for period 12/1/2010 - 7/29/2011

FOO	Order Count	Total Expenditure USD	Date Last Cleared
BROWN, PAUL ADAM	4	4902.40	05/02/2011
valdez, teresa lopez	8	9188.02	07/12/2011
Rivera, Miguel	12	19654.00	06/04/2011
Francisco, Anthony Uncan...	13	38627.90	05/16/2011
Todd, Elbert Dwayne	4	1375.00	01/24/2011
Martin, Steven	3	25000.00	05/11/2011

RCC Activity Report Results

Results

Cleared Orders By FOO Summary (1 Rows)

Results as of 1/22/2012 for period 12/1/2010 - 7/29/2011

FOO Count	Order Count	Total Expended
11	92	302410.97

RCC Activity Report Results

Results

Active FOOs Summary (1 Rows)

FOO Count	Active Device Count
3	3

RCC Activity Report Results

Results

Active FOOs (3 Rows)

FOO	Device Serial Number	GSM Radio Enabled	WiFi Radio Enabled
Cameron, Maure...	354114012096906	<input type="checkbox"/>	<input type="checkbox"/>
McDaniel, Franc...	354114012090941	<input type="checkbox"/>	<input type="checkbox"/>
Martin, Steven	354114012920329	<input type="checkbox"/>	<input type="checkbox"/>

RCC Activity Report Results

Results

Purchase Orders (15 Rows)

Status	Contract Office	PIIN	FOO	PA	Order Date	Ordered By Organization	Received By	Payee	Total
Cleared	RCC Central	W91GDW11MAC01	Todd, Elbert Dwayne	Daly, Noah Matth...	12/31/2010	USF-I J6 TC4I	Elbert Dwayne T...	Luay AL Saffar a...	85.0000
Cleared	RCC Central	W91GDW11MAC02	Todd, Elbert Dwayne	Daly, Noah Matth...	01/06/2011	USF-I J6 TC4I	Elbert Dwayne T...	true value Vbc A...	410.0000
Cleared	RCC Central	W91GDW11MAC03	Todd, Elbert Dwayne	Daly, Noah Matth...	01/06/2011	USF-I J6 TC4I	Elbert Dwayne T...	Luay AL Saffar a...	800.0000
Cleared	RCC Central	W91GDW11MAC04	Todd, Elbert Dwayne	Daly, Noah Matth...	01/15/2011	USF-I J6 TC4I	Elbert Todd	Luay AL Saffar a...	80.0000
Cleared	RCC Central	W91GDW11WAG01	Shelton, Jennifer	Hager, Jason An...	12/09/2010	E Co 1-63AR	Cooper, Derek	Greenland	225.0000
Cleared	RCC Central	W91GDW11WAG02	Shelton, Jennifer	Hager, Jason An...	12/11/2010	E Co 1-63AR	Abair, Frank	The Big Apple St...	3595.0000
Cleared	RCC Central	W91GDW11WAG03	Shelton, Jennifer	Hager, Jason An...	12/11/2010	E Co 1-63AR	SGT Cooper, Der...	Greenland	110.0000
Cleared	RCC Central	W91GDW11WAG04	Shelton, Jennifer	Hager, Jason An...	12/11/2010	E Co 1-63AR	SGT Cooper, Der...	True Value	4.0000
Cleared	RCC Central	W91GDW11WAG05	Shelton, Jennifer	Hager, Jason An...	12/14/2010	E Co 1-63AR	CW2 Abair, Frank	The Big Apple	2025.0000

# KO: Management Report

## Active FOO Report

- Management Report to track details on Active FOOs
- By RCC

KO Active FOO Report Results

Results

KO's active FOOs Information (14 Rows)

Results as of 1/22/2012

FOO	FOOId	Email	PhoneNumber	Appointment Date	Re-Deployment Date	Last Date Order Cleared	# orders Placed	Total Amount Orders Placed	SerialNumber	# Manual Issued PIINS	# Manual Issued PIINS Available	# Device Issued PIINS	# Device Issued PIINS Available	PA
JOSEPH,JOHNA	A1	johna.joseph@ho...	311-824-4021			01-20-2012	10	10365.66 USD	354114012920865	45	44	70	56	otowan,darlington
woodcook,vincent	A8	vinnybaja@gmail...				01-18-2012	12	2499.99 USD	354114012922531	25	25	50	38	Harro,Dean
delgado,glen	A5	glen.delgado@us...					0		354114012922200	25	25	50	50	Kerbow,Justin
kieszek,christa	A7	christa.kieszek@...	DSN: (311) 824-...			01-16-2012	69	12231.93 USD	354114012922606	20	20	100	29	Hoskins,Stephen;Tap...
Gray,Donald	A9	dgray29416@roa...	824-4775			01-06-2012	9	728.31 USD	354114012946704	25	16	50	50	Tan,Yongdong
Stedge,Lynn	BE	lynn.stedge@usa...					0		354114012919768	25	25	50	50	Schaitberger,Timothy
Walters,Zach	BF	zachary.walters...				01-10-2012	3	770.88 USD	354114012922564	25	25	53	50	Mullins,Jonathan
Lev,Justin	A2	justin.lev@usafri...	8244648				0		354114012922630	20	20	20	20	Koto,Kwami
neely,nicky	AY	nicky.neely@hoa...	311 824 4727				0		354114012920246	25	25	50	50	Polivy,Alexander
mcbride,jay	AB	jay.mcbride@hoa...	447149			12-13-2011	126	45332.47 USD	354114012925443	82	55	200	85	Moore,Timothy;Smith...
Peters,Ryan	BA	ryan.peters1@us...				01-16-2012	36	22726.18 USD	354114012960341	25	22	50	17	Bates,Jennifer
Barragan,Xochitl	A4	xochitl.barragan...	8249340				0		354114012920279	20	20	20	20	Stephens,Jared
Oliva,Mario	A6	mario.oliva1@us...				01-10-2012	48	7751.94 USD	354114012828266	25	25	99	50	Taylor,Michael
Dodd,Jason	BD	jason.m.dodd@n...				01-10-2012	9	1930.02 USD	354114012960903	25	16	50	50	Hayes,Mark

Cancel Export

# DA: Management Report

## Cash Advance Tracking Report

Finance Office Funds Information Report Results

Results

PAs With Funds Out By Finance Office (29 Rows)

Results as of 1/22/2012

Name	Cash Advance Sequence Number	Cash on Hand	Initial Cash Advance Amount	Date Last Order Cleared	Date Cash Advanced	Email	PhoneNumber	Unit
Hayes, Mark		3000.00 USD	3000.00 USD		01-10-2012	mark.l.hayes@na...		Maritime Civil Affairs
Hoskins, Stephen	1	4774500.00 UGX	4800000.00 UGX		01-17-2012	stephen.hoskins...		CJTf HOA DISBURSING
Harro, Dean		5500.00 USD	5500.00 USD		01-18-2012	Dean.Harro@na...		Maritime Civil Affairs
Moore, Timothy		500.00 USD	2500.00 USD		09-01-2011	timothy.moore@h...		OSC-ES
Hoekstra, Aaron		4000.00 USD	4000.00 USD		09-03-2011	hoekstraaa1@g...	+255753871197	Maritime Civil Affairs
Vias-Cordero, Elia...		14800.00 USD	14800.00 USD		09-03-2011	viasprster@gmail...	00-269-325-7268	D/402 Civil Affairs
Moore, Timothy	110922-2	353783.00 DJF	355000.00 DJF		09-22-2011	timothy.moore@h...		OSC-ES
Moore, Timothy	110926-1	6.86 USD	6.86 USD		09-26-2011	timothy.moore@h...		OSC-ES
Polivy, Alexander		10000.00 USD	10000.00 USD		10-01-2011	apolivy9@gmail.c...	4727	NMCB 5
Hoekstra, Aaron	n3654a12pv	2000.00 USD	6000.00 USD		10-03-2011	hoekstraaa1@g...	+255753871197	Maritime Civil Affairs
Moore, Timothy		40.00 USD	7000.00 USD		10-11-2011	timothy.moore@h...		OSC-ES
Moore, Timothy	20111013	2889.00 DJF	1193368.00 DJF		10-13-2011	timothy.moore@h...		OSC-ES

Cancel Export

# FOO/PA: 3in1 Tool Device Reports

## Shopping List Construction Supplies Today's Date: 23 June 2011

ITEM	QTY	PB	LOCKED
Tarps	15 EA	Yes	Yes
Ply Wood	8 EA	No	Yes
Phillips Screwdriver	5 EA	No	Yes

## PIIN Logs User: Edward Anderson 23 June 2011 14:35:43

PIIN	CH1RAL11MC502
Date	12 May 2011
Merchant	Khalid General Supplies & Services (KGSS)
Total Price	\$201.38
PIIN	CH1RAL11MC501
Date	12 May 2011
Merchant	Al-Hani Construction Company
Total Price	\$5,668.53
PIIN	CH1RAL11MC504
Date	12 May 2011
Merchant	Al-Hani Construction Company
Total Price	\$105.21
PIIN	CH1RAL11MC503
Date	12 May 2011
Merchant	Khalid General Supplies & Services (KGSS)
Total Price	\$199.06

## Cash Advance Ledger

PR: Construction supplies

Cash Advance: 1

Report Date: 9 June 2011

FOO: Edward Anderson PA: Amy Miller

Currency: US Dollar

Value: \$20,000.00

Purchases: \$5,972.80 Remaining: \$14,027.20

Returned: \$0.00 Exchanged: \$0.00

DATE	ACTIVITY	AMOUNT	BALANCE
2011-05-12	PO: CH1RAL11MC501	(\$5,668.53)	(\$5,668.53)
2011-05-12	PO: CH1RAL11MC504	(\$105.21)	(\$5,773.74)
2011-05-12	PO: CH1RAL11MC503	(\$199.06)	(\$5,972.80)
2011-05-12	Disbursement	\$20,000.00	\$14,027.20

## Purchase Request Ledger

PR: Construction supplies

Date Created: 11 May 2011

Report Date: 9 June 2011

FOO: Edward Anderson PA: Amy Miller

Cash Advance: 1

ORDER NUMBER	ORDER AMOUNT	BALANCE
Construction supplies		\$200,000.00
CH1RAL11MC502	\$201.38	\$199,798.62
CH1RAL11MC501	\$5,668.53	\$194,130.09
CH1RAL11MC504	\$105.21	\$194,024.88
CH1RAL11MC503	\$199.06	\$193,825.82

## Cash Advance Details

PR: Construction supplies

Cash Advance: 1

Report Date: 9 June 2011

FOO: Edward Anderson PA: Amy Miller

Currency: US Dollar

Value: \$20,000.00

Purchases: \$5,972.80 Remaining: \$14,027.20

Returned: \$0.00 Exchanged: \$0.00

DATE	ACTIVITY	AMOUNT	X-RATE	USD VALUE
2011-05-12	Disbursement	\$20,000.00	-	-

## PR Cash Advance Details

PR: Construction supplies

Date Created: 11 May 2011

Report Date: 9 June 2011

FOO: Edward Anderson PA: Amy Miller

CASH ADVANCE	VALUE	EXCHANGE RATE	EXPENDED	REMAINING
CHD145	\$5,000.00	-	\$0.00	\$4,000.00
CHD5645	\$222.73	-	\$0.00	\$222.73
1623	50,000.00 AFN	43.03500	0.00 AFN	30,000.00 AFN
1623	10,211.75 AFN	43.45614	0.00 AFN	10,211.75 AFN
1	\$20,000.00	-	\$5,972.80	\$14,027.20



# Training & System Support



- **Training Material**

([http://www.acq.osd.mil/dpap/pacc/cc/contingency\\_tools.html](http://www.acq.osd.mil/dpap/pacc/cc/contingency_tools.html))

Specialized Training for KO, DA & RM, FOO&PA, Reviewer

- **Training Videos**

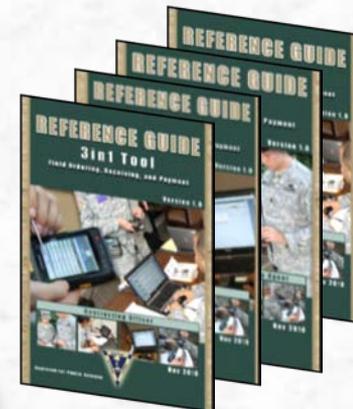
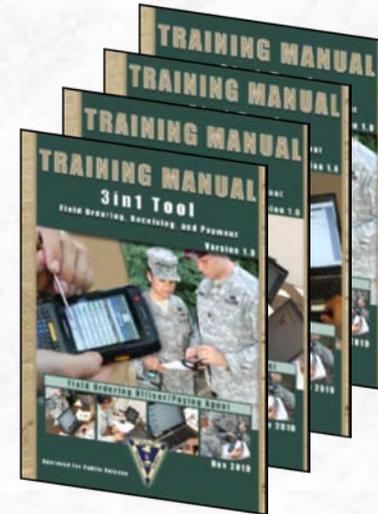
- KO – 2hr
- DA – 45 min
- RM – 30 min
- FOO/PA – 1.5 hr
- Reviewer – 30 min

- **Training Manuals**

- Checklists (KO, DA, RM, FOO, Installation)
- Reference Guides and GTAs

- **Users will take the video training for their Role**

- **Users will be provided Training Manuals, Reference Guides, Checklists and Quick Reference Sheets (GTAs)**





# SF44 Process Improvements



- Immediate **visibility** of transactions and payments
- Provide **audit trail** of all transactions in AOR
- **No travel** required to clear when no cash replenishment/turn in
- Improved data and purchase **control**
- **Eliminate redundant** data entry
- Enables analysis of expenditures and purchase activities
- Improve cash **management and tracking**
- No handwriting to decipher, illegible paperwork, lost receipts **miscalculations**
- No excessive document **reproduction, storage, or shipping**
- Daily **reconciliation** available without face to face meetings
- **Eliminates duplication** of payment risk
- **Reduces time/work:** procurement/accounting/reconciliation





# System Usage



Activity	Date	Usage	Method
<b>Iraq Pilot</b>	Dec '10-July '11	94 Orders, 847 Clearing Actions 84 Users 18 Teams	<ul style="list-style-type: none"> <li>• Online/Offline: Workstation = Online; Device = Offline (LAN)</li> <li>• Only USD (1 PR &amp; Disb per PA); Payment trans. To DDS</li> <li>• Clearance structure similar to Afgh. (7 levels)</li> </ul>
<b>Afghanistan Pilot</b>	July '11-Present	10 Orders, 57 Clearing Actions 32 Users 2 Teams	<ul style="list-style-type: none"> <li>• Online/Offline: Workstation = Online; Device = Offline (LAN)</li> <li>• Only USD Currency (1 PR &amp; Disb per PA); Payment transfer to DDS</li> <li>• Clearance structure: CDR, PB, KO, DA, RM</li> <li>• GSM confirmed Capable</li> </ul>
<b>CJOA-Horn Of Africa (HOA)</b>	Jul '11- Present (AOR wide 1 Oct)	577 Orders, 2,068 Clearing Actions 157 Users 30 Teams	<ul style="list-style-type: none"> <li>• Multiple PRs and Disbursements to a PA</li> <li>• PAs issued Foreign Currency &amp; USD; no DDS</li> <li>• Limited Clearance structure (3 Levels: KO,DA,RM)</li> <li>• Connection: Workstation = Online; Device = Online: LAN/Offline (cellular on trial basis)</li> <li>• Expanding to GSM and Workstation Offline use</li> </ul>
<b>Joint Dawn Exercise Fort Bliss</b>	Jan '12	Trained over 180 personnel	
<b>USAFINCOM</b>	Mar '12	Train the Trainer	

As of 12 Jun 2010

User Survey Question (200 KO/FM/FOO)	Agree
Device was easy to use	93%
Executing a SF44 in the 3in1 Tool is easy	95%
Clearing a SF44 in the 3in1 Tool is easy	94%
3in1 will save time in executing/clearing SF44	96%
3in1 will help reduce errors when executing and clearing SF44s	92%
3in1 Tool should be used in DoD to process SF44 in contingency operations	97%



# User Survey Comments

Experience		90 Surveys included comments; most notable below:
MAJ McMillan	FOO& KO	Using the 3in1 definitely streamlines the process and provides an easy way to track SF44s and clear FOOs. We could use this system in Germany.
MAJ Farmer	KO &FOO	We need this everywhere!
MAJ Johnson	DCC Chief	I am looking forward to using this device in theatre.
SSG Gnagie	CCO	This is the best device since the iPhone. My recommendation is to implement this device and never go back to the paper format of the SF44.
Mr Wical	CCO	This “program” has been in-need “forever”! I can’t wait for fielding.
SFC Howard	KO&FOO	The knowledge of technology of today’s soldiers makes this device ideal to be implemented in our day to day contingency operations.
MAJ Feist	KO	Very useful tool for contracting officers and FOO’s!
SSG Galdo	KO Spec	This will be great in the field!
SSG Goins	KO Spec	I love this! It takes me back to my Logistic Supply days when I used the PDCD. I cannot wait to get one when I deploy!
SFC Franee	CCO	We need this now!!!
SSG Escobar	CCO	This is an awesome tool that must be implemented in all contingency environments. I was blown away at how simple the process becomes when using this device.
SFC Anderson	CCO	Great suggestion would be to put in NCDES school for SIC training.
Mr Rodriguez	KO	The tool is very impressive. Based on the capabilities, it will streamline processes and will be very efficient for contingency operations. Most importantly, it promotes “paperless” environment. Very user friendly, especially among Generation Y.
SSG Perez	CCO	Great tool and should be used and readily available in today’s military throughout garrison and theatre operations.
SSG McKellon	CO Spec	Awesome product will greatly improve FOO effectiveness in a contingency environment.
LT Rivera	FOO	Is a great tool, which provided me as a company XO more time to do other things other than paper work (SF44) and save me a lot of travel time
Chief McDaniel	FOO	3in1 is a very valuable tool that saves time & resources”



# FOO Program AAA Audits

## *Operation New Dawn (Iraq)*



### Issues Identified by FOO Audits

- **“Commanders and FOO Managers lacked oversight of purchases”**
  - 3in1 provides visibility of purchases, ensures proper clearance review
- **“FOOs made purchases without proper approval or justification”**
  - 3in1 procurement control warning messages will help mitigate this problem and prevent FOOs from exceeding purchase threshold
- **“Orders were not reviewed by Commander”**
  - 3in1 will ensure all orders are cleared through all levels of clearance
- **“Orders were not reviewed by TPBO and were not recorded on accountable records”**
  - 3in1 will ensure all orders are cleared through all levels of clearance



# Myths about the 3in1 Tool

- **Tool requires a lot of bandwidth - False**
  - 1 Order & image from the device is ~182K; (Version 2.5 improved transfer speed)
  - Workstation is operating in HoA with 256K speed
- **System is difficult to use - False**
  - Majority of user feedback confirms ease of use after using the system over a short period of time
  - Accepting change from manual to automated system is more the issue
- **Need funds to procure devices - False**
  - Devices are available for fielding
- **System not operationally ready, system only for pilot use - False**
  - System has been fully operational since Mar 11
  - CJTF-HoA has deployed system for all active FOOs in AOR
  - 2 Future releases scheduled in Feb/Jul for added capabilities
- **Tool is an FM Tool / RCC should not issue devices to FOO - False**
  - Tool replaces the serialized SF44 booklet issued by contracting
  - Tool is a handheld contract writing device for Purchase Orders controlled by the KO
  - Tool replaces GPC, a contracting program, for austere environments
  - Tool development requested by JCCI/A CG to improve visibility and accountability of micro-purchases.
  - FM cannot use the tool unless a KO/FOO has executed a purchase order on the tool



# Implementation Requirements



- **System must be approved by CIO/IA for installation on local networks**
- **Endorsement/Direction from Financial and Procurement leadership to implement in AOR**
  - **Single Lead responsible for implementation to coordinate with PMO**
  - **Financial and Contracting POCs for implementation**
- **Hardware requires accountability**
- **End to End Process Review:**
  - **What is your current process and how will automating the SF44 process impact this process?**
    - **Is there a policy that directs specific paper letters or physical meeting to review files?**
    - **Recommend an SOP for automated process**
  - **Which FOO/PA teams should be issued a device?**
    - **Are they active buyers?**



**3in1 Website:** [http://www.acq.osd.mil/dpap/pacc/cc/contingency\\_tools.html](http://www.acq.osd.mil/dpap/pacc/cc/contingency_tools.html)

**Email:** [3in1info@osd.mil](mailto:3in1info@osd.mil)



# Security Controls

## • Users

- Users register with CAC on 3in1 Prime Database and create a DoD Strong Password for device login
- FOO & PA use digital signatures to sign SF44
- FOO&PA assigned to specific device

## • Data

- Data on device and in transmission is encrypted
- Device data--stored on FIPS 140-2 Compliant MicroSD Chip & bound to device
- Order data locked by device

## • Transmission

- Devices are registered with 3in1 Prime Database by System Administrator
  - Device comes with self signed certificate verified during registration
  - Unique ID assigned to Device by Prime Database
  - Certificate and ID used to authenticate all transactions between device and workstation

## • Device

- Remote deactivation by system administrator if lost/stolen

# Orders on the Device – FOO/PA

Only primary screens are displayed

3in1 Tool FOO Network On Ethernet abc

Home Order **PIIN Log** Funding Tools

## Dashboard

Purchase Req	Expended	Available
Cash Advance		
Construction supplies	\$0.00	\$150,000.00
CA0011	\$0.00	\$10,000.00
Medical supplies	\$0.00	\$50,000.00
General military supplies	\$865.27	\$99,134.73
CA0003	\$865.27	\$5,134.73
CA0007	\$0.00	\$4,000.00

Total	Cleared	Pending	Flagged	Disapproved
3	1	2	1	1

Available PIINs: 97

Shopping List Rerun Order Pre-filled Order

Logout Vendor List Start Order

3in1 Tool PA Network On WIFI abc

Home **PIIN Log** Funding Tools

## Purchase Req Details

PR: Construction supplies  
Date Created: 11 May 2011  
FOO: Edward Anderson PA: Amy Miller

Cash Advance	Value	Exchange Rate	Expended	Remaining
CHD145	\$5,000.00	-	\$0.00	\$4,000.00
CHD5645	\$222.73	-	\$0.00	\$222.73
1623	50,000.00 AFN	43.03500	0.00 AFN	30,000.00 AFN
1623	10,211.75 AFN	43.45614	0.00 AFN	10,211.75 AFN
1	\$20,000.00	-	\$5,972.80	\$14,027.20

Printer: Printek FieldPro R43 RS-232 / USB Printer

Return Cash Advance Exchange Cash Advance Add Cash Advance

Attach Document Image Cash Advance Details

Back Print Cash Advances Print Orders

3in1 Tool FOO Network On Ethernet abc

Home **Order** PIIN Log Funding Tools

## Furnish To Address

Unit: 86 ARS \*

Address: Bldg 3, Camp Little, HAS 2 \*

City: Kandahar

State, Zip:

Country: Afghanistan

Cancel Clear Next

3in1 Tool FOO Network On Ethernet abc

Home **Order** PIIN Log Funding Tools

## Select Merchant

Name: Al-Hani Construction Company  
Contact Name: Yalda Azizi  
Street Address: Hilla 23rd Street  
Country: Afghanistan  
Telephone: 752-515-5145  
Comment: Good Supplies!

Name: Khalid Samad Medical Supplies  
Contact Name: Uzma Wahidi  
Street Address: International Zone, Sec 7  
Country: Afghanistan  
Telephone: 726-326-5626

Delete Merchant Edit Merchant Add Merchant

Cancel Add Line Items

3in1 Tool FOO Network On Ethernet 123/SYM

Home **Order** PIIN Log Funding Tools

## New Item

Remaining Funds: \$100,000.00  
Available Cash: \$6,000.00

Item Descr.: Paint \*

UPC: 846036001587

Unit of Measure: Gallon

Price: 8.99

QTY: 6.000

TOTAL USD \$53.94

Property Book Item

Cancel Save

3in1 Tool FOO Network On Ethernet 123/SYM

Home **Order** PIIN Log Funding Tools

## Check-Out

Merchant: Al-Hani Construction Company  
Purchase Req: General military supplies  
Remaining Funds: \$99,464.43  
Available Cash: \$5,464.43

ITEM	QTY	UOM	PRICE	TOTAL	PB
Paint	6	GA	\$8.99	\$53.94	No
Sandbags	5	TC	\$57.00	\$285.00	No
Mule	1	EA	\$150.00	\$150.00	Yes

SUBTOTAL: \$488.94  
SHIPPING: \$10.58  
TAX: \$41.05  
FIXED DISCOUNT: \$5.00  
TOTAL: \$535.57  
DISCOUNT TERMS: 1%, 20 Days

Back Confirm

3in1 Tool FOO Network On Ethernet abc

Home **Order** **PIIN Log** Funding Tools

## Receiver

Name: Bruce Olsen \*

Title: NCOIC, 97 LRS/SUPT



I have received the items.

View Received Items

PIIN Log Cancel Clear Confirm

3in1 Tool FOO Network On Ethernet 123/SYM

Home **Order** **PIIN Log** Funding Tools

## Paying Agent

Available Cash: \$5,469.73  
Paying Agent: Kara Clemens

I certify that this account is correct and proper for payment in the amount of \$530.27

Password: .....

View Order Items

PIIN Log Forgot Password Confirm

# Orders on the Device – FOO/PA

3in1 Tool FOO Network On Ethernet 123/SYM

Home Order **PIIN Log** Funding Tools

**Vendor**  
 Name: Al-Hani Construction Company  
 Contact Name: Yalda Azizi



I have received  
 \$530.27 payment.

PIIN Log Cancel Clear **Confirm**

3in1 Tool FOO Network On Ethernet 123/SYM

Home Order **PIIN Log** Funding Tools

**Purchase Details**  
 Merchant: Al-Hani Construction Company  
 Purchase Req: General military supplies

ITEM	QTY	UOM	PRICE	TOTAL	PB
Paint	6	GA	\$8.99	\$53.94	No
Sandbags	5	TC	\$57.00	\$285.00	No
Mule	1	EA	\$150.00	\$150.00	Yes
SHIPPING - No Tracking Number	1	LO	\$10.58	\$10.58	No
TAX	1	LO	\$41.05	\$41.05	No

**DISCOUNT: 1%, 20 Days**  
**TOTAL: \$530.27**

Return Order Print Signatures  
 Location View Clearance Images/Receipts

PIIN Log Add Comments

KALAA AL-NOSOUR شركة القلعة التمسور  
 For Construction and General Trading LTD.  
 000489

التفاصيل	مقدار البضاعة	العدد	القيمة
Paint W.R.O	25	14	350
Brush	5	6	30
Electric coffee	25	1	25
Paint	25	2	50
Light Box Switch	5000	1	5000

Cancel Capture

3in1 Tool FOO Network On Ethernet abc

Home Order **PIIN Log** Funding Tools

**Print SF44**  
 Printer: NONE

U.S. Government  
 PURCHASE ORDER - INVOICE - VOUCHER

DATE OF ORDER: 12 May 2011  
 ORDER NO.: CH1RAL1YMC01

NAME AND ADDRESS OF SELLER  
**Al-Hani Construction Company**  
 470 Kahir Business Market 3rd Floor, Suite 3  
 Bghadad  
 Iraq

Furnish Supplies or Services  
 86 ARS  
 Bldg 3, Camp Little, HAS 2  
 Kandahar  
 Afghanistan

SUPPLIES OR SERVICES	QTY	UNIT PRICE	AMOUNT
Sandbags	5 TC	\$57.00	\$285.00
Mules	6 EA	\$900.00	\$5,400.00
SHIPPING - No Tracking Number	1 LO	\$12.78	\$12.78
TAX	1 LO	\$28.49	\$28.49

AGENCY NAME AND BILLING ADDRESS  
 Chiral Finance Office  
 1 Pico Blvd.

TOTAL: \$5,726.27  
 DISCOUNT TERMS: 1%

Back Zoom In Print SF44

3in1 Tool Network On WiFi abc

Home Order **PIIN Log** Funding Tools

**PIIN Log**

Show Total

PIIN	Date	Vendor	Total
11MBH05	10/21/10	Abu Hanifa Construction Company	\$20.00
CCL: 0	FG: N	PB: Y PC: P	LI: 1
11MBH11	10/20/10	Abu Hanifa Construction Company	\$20.00
CCL: 0	FG: N	PB: Y PC: P	LI: 1
11MBH10	10/20/10	Abu Hanifa Construction Company	\$20.00
CCL: 0	FG: N	PB: Y PC: P	LI: 1
11MBH09	10/20/10	Abu Hanifa Construction Company	\$20.00

Printer: NONE

Help Print

3in1 Tool Network On WiFi 123/SYM

Home Order **PIIN Log** Funding Tools

**PIIN Log Help**

**CCL - Completed Clearance Level**  
 The CCL displays the number of officers who have approved the order. The CCL block will be green when all clearance is completed and red if anyone disapproved it.

**FG - Flagged**  
 The FG displays whether a purchase has been flagged or not (Y/N).

**PB - Property Book**  
 The PB displays whether a purchase has any property book line items (Y/N).

**PC - Purchase Complete**  
 The PC displays the completed stage of the purchase: (O)=Ordered, (R)=Received, (P)=Paid.

**LI - Line Items**  
 The LI displays the number of line items in the purchase.

Ok

3in1 Tool Network On WiFi abc

Home Order **PIIN Log** Funding Tools

**Clearance**

Office	Officer	Date	Clearance	Comments
	Ashwin Mahadeo	08/30/10	Flagged	You can't buy paint.

Flag Response: Lt. Col Eckhart explicitly authorized this purchase

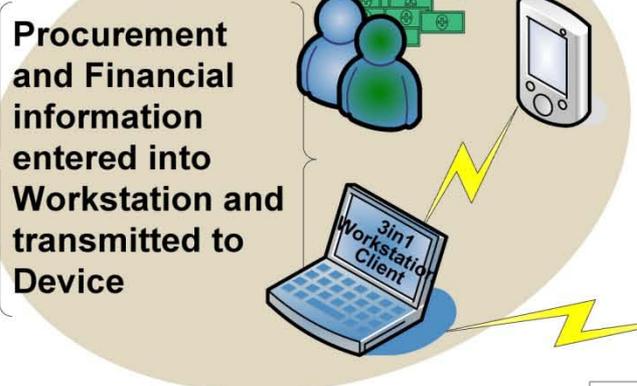
Back

# 3in1 Tool Process Overview

Automating the SF44 Process from End-to-End



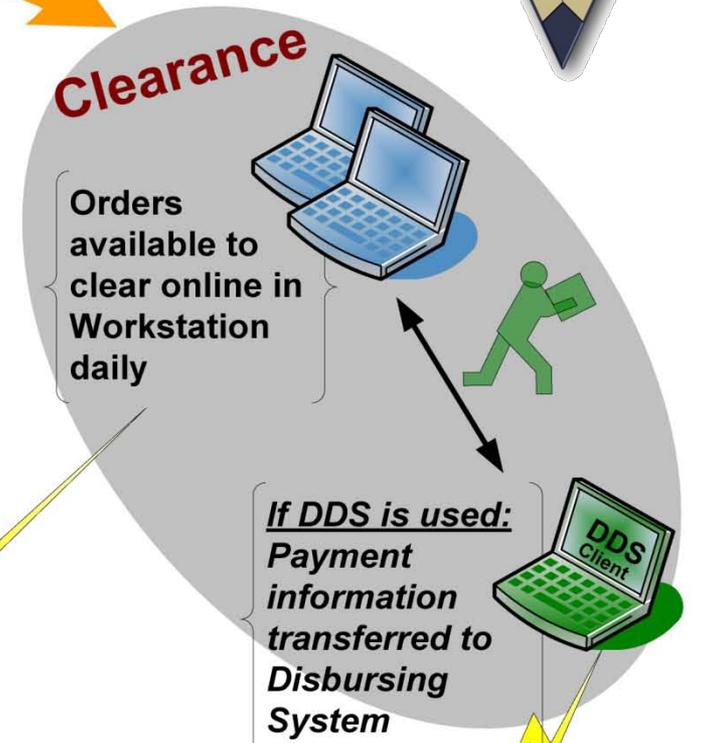
## Step 1 Set Up



## Step 2 Buying



## Step 3 Clearance



3in1 Module in JCCS

## Prime Database

## Business Systems



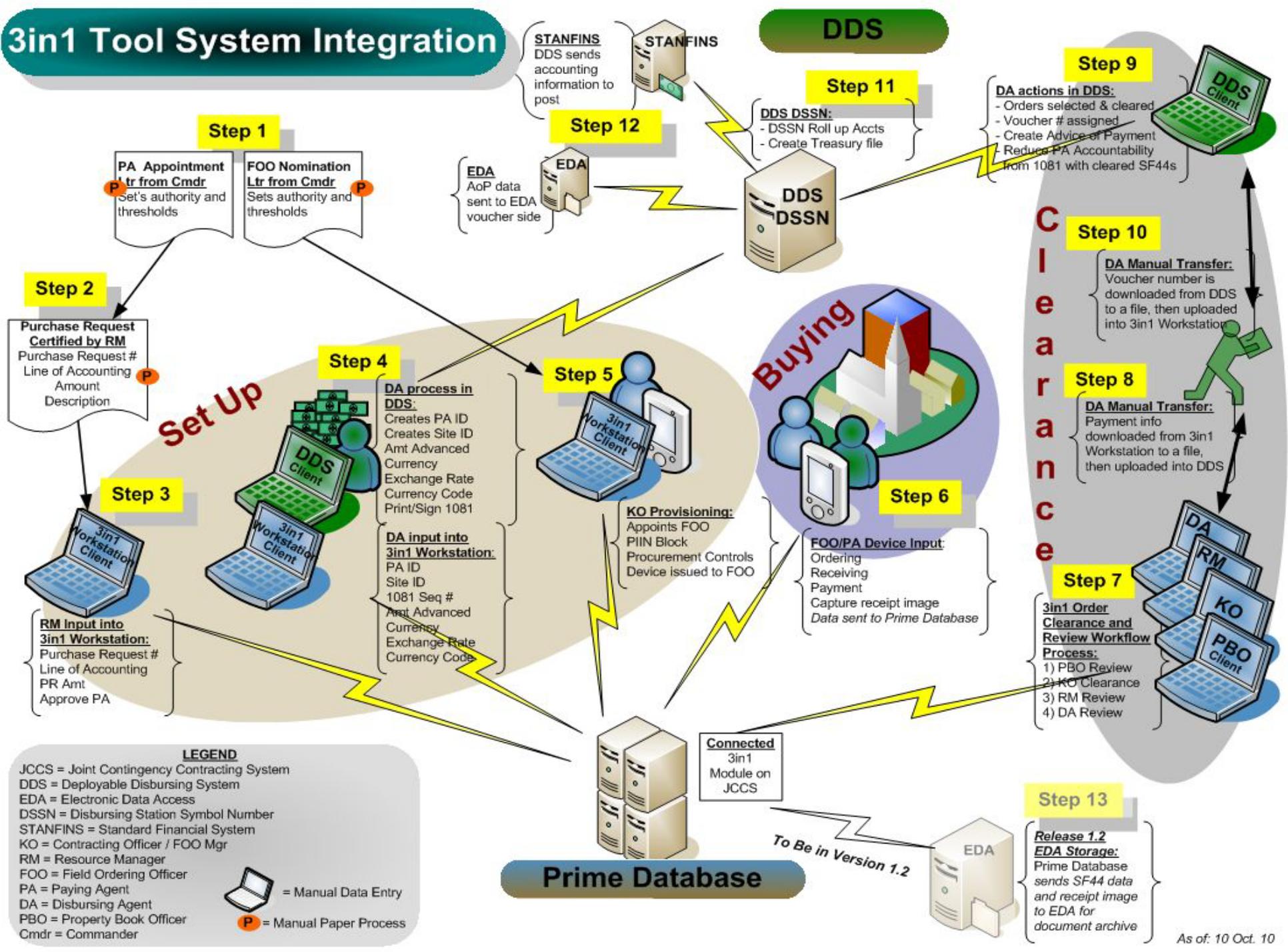
Prime Database sends official record to EDA



Disbursing System sends data to accounting system

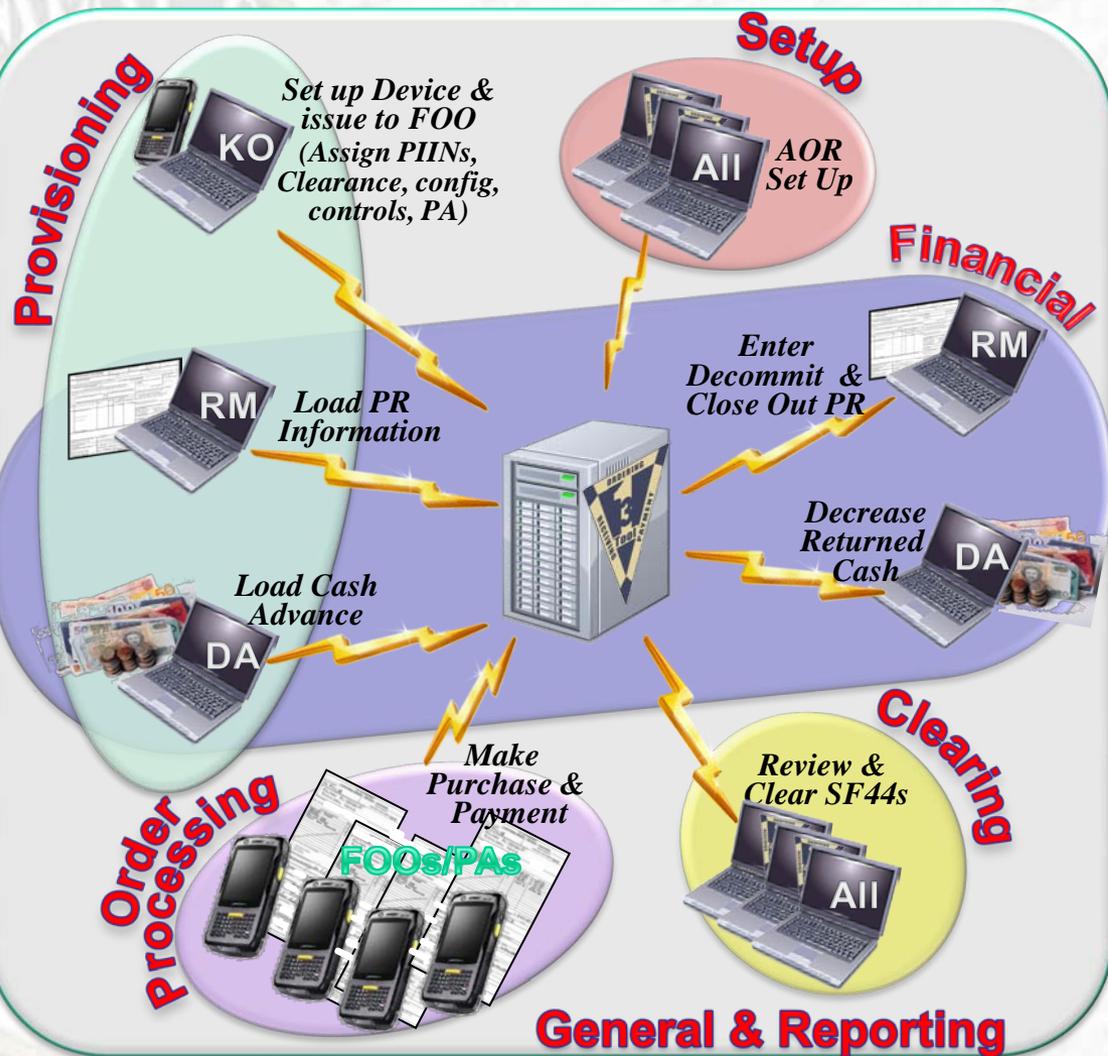
Device Transmission Methods:  
GSM / WIFI / Ethernet / USB

# 3in1 Tool System Integration





# System/Process Overview



System Function	Description
<b>General</b>	General functions of the application. Checking connectivity, switching between online/offline modes, existing the application, user registration
<b>Setup</b>	Setup of data for the application to be used for application/user structure, drop down lists, business rules enforcement, data segregation
<b>Financial</b>	Financial transactions associated with creating, editing, viewing, closing, and tracking balance of PRs & Cash Advances
<b>Provisioning</b>	Activates device and creates the association between a FOO, a PA, and a Device. Assigns PIIN blocks and Bus Rules for FOO and provides device configuration
<b>Order Processing</b>	Create, Edit, and View Purchase Orders, supporting files, and tracks obligations & expenditures.
<b>Clearance</b>	Review and Flag/Clear Purchase Orders.
<b>Reporting</b>	Run reports on data. Purchase & accounting logs, FOO & PA management reports, data extracts for EDA and DDS



# 3in1 Tool Website

[http://www.acq.osd.mil/dpap/pacc/cc/contingency\\_tools.html](http://www.acq.osd.mil/dpap/pacc/cc/contingency_tools.html)



DPAP > Program Acquisition and Contingency Contracting > Contingency Contracting > Contingency Guide Introduction & Chapter Overview

Text Size  Print Page

- DPAP Home
  - DPAP Operations
  - Defense Acquisition Regulations System
  - Contract Policy and International Contracting
  - Contingency Contracting and Acquisition Policy
  - Cost, Pricing & Finance
  - Program Acquisition and Strategic Sourcing
  - Program Development and Implementation
- Items of Interest  
DoD 5000

## 3in1 Tool Website

### Introduction

Welcome to the 3in1 Tool Website. This website is designed to provide essential information, tools, and training for the 3in1 tool.

The 3in1 tool is a technology-based solution to record and transfer data used by the Defense agencies when conducting on-the-spot, over-the-counter, field purchases of supplies and non-personal services (cash and carry type purchases when the government purchase card cannot be used). The 3in1 Tool is a small lightweight device that will capture and record purchase, payment, and receiving information including the user's receipt of goods and vendor acknowledgement of payment. The device will automatically transfer that data to the 3in1 Module in the Joint Contingency Contracting System (JCCS).

**HOT TOPICS**

- What's New!
- Contingency Tools
- Latest Video Release Notes
- JCCS
- CCO Handbook

### General Information

- [3in1 Brochure \(3MB PowerPoint\)](#)
- [3in1 Info Brief \(5.7MB PowerPoint\)](#)
- [3in1 Executive Summary \(Word Document\)](#)
- [3in1 Overview Video - 7 minutes long \(62MB\)](#)
- [3in1 System Requirement Overview \(3MB PowerPoint\)](#)

### Training

Training documents available include four role-based training modules delivered through video and written manuals. Other documents are provided such as reference guides and user checklists.

- [Training Videos](#)
  - [Video Release Notes](#)
- [Training Documents](#)
  - [Training Manuals](#)
  - [Reference Guides](#)
  - [User Checklists](#)
  - [Quick Reference Sheets](#)
  - [Additional Training and User Tools](#)

### Technical Support

For system administrators and IMO's for installation. Note: The 3in1 Tool is a module on the Joint Contingency Contracting System (JCCS)

- [Installation Manual](#)
- [System Configuration Guide](#)
- [Information Assurance and Connection Authorities](#)
- [Hardware and Supply Information](#)

### In This Section

Up One Level

What's New?

Training Videos

Training Documents

Technical Support

FAQ



### General Information & Questions

[3in1info@osd.mil](mailto:3in1info@osd.mil)

### Technical Support Questions

[3in1techsupport@osd.mil](mailto:3in1techsupport@osd.mil)

## Training Manuals & Reference Guides



## Training Videos



## User Checklists

3in1 Tool - FOD Checklist	
Pre-Deployment	
1. Verify 3in1 Tool is installed on the device.	
2. Verify 3in1 Tool is powered on.	
3. Verify 3in1 Tool is connected to the network.	
4. Verify 3in1 Tool is connected to the JCCS.	
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## Quick Ref Sheets





# System Pilots

## • Testing

- **Conducted 2 user assessments with 24 recently returned FOO/PA/KO/DA**
  - Overwhelming support from users for continued development/fielding
- **Successfully Completed Fielding Assessment Test conducted by JITC Aug 2010**
  - Met standards of Requirements Doc & Traceability Matrix
  - 50 Participants: KO/FOO/PA/DA from USA/AF/USN
    - 450 Orders, 24 PRs/Advances, FY10 & FY11 PIINs, Simulated FY change, 30 transfers from 3in1 Workstation to DDS
- **Field Pilot: Iraq - Camp Victory/Liberty 15 Dec 10 – 16 Jul 11**
  - **Usage: \$347K / 94 Orders, 847 Clearing Actions, 84 Total Users, 18 Teams (11 Active)**
  - **Successes:**
    - Feedback: From departed FOOs & PAs who used the device has been mostly positive
    - Identified procedural and System issues key for automating the manual process
  - **Lesson Learned:**
    - Automation requires increased coordination with all functions involved in the end to end process
    - Theater and Base Lead critical to success, Command Support and Direction required
    - Identified 15 Financial Procedural Conflicts
      - 8 Closed; 7 Interim Solutions (Long term = DFAS SOP: 6; IRS: 1)
        - DFAS/OSD(C) SOP – Standardize electronic processing, storage requirements, Currency Flux procedures
  - **Functions Used:**
    - Online/Offline: Workstation = Online; Device = Offline (LAN)
    - Only USD Currency (1 PR & Disb per PA); Payment transfer to DDS
    - Clearance structure similar to Afghanistan (7 levels)





# Horn of Africa (CJTF-HoA)



## • Lead: USN Djibouti

- **Operation:** Pilot Jul – Oct, *Deployed AOR-Wide 1 Oct*
- **Locations:** Djibouti, Ethiopia, Comoros, Tanzania, Uganda
  - Many FOOs have very limited or no connectivity and operate device offline until connection is available
- **AOR Policy mandates 3in1 Tool use**
  - RCC located in Djibouti with limited CCO resources -- FOOs are an extension of the contracting office and make most micro-purchases
  - Device required for all FOOs expected to place 3-4 orders while down range (60 days)

Statistics	
Orders	480
Value	\$134K
Items	750
Quantity	37,584
Clearing Actions	1,723
Users	90
Active Teams w/ Device & Cash	15

## • Functions Used:

- Multiple PRs and Disbursements to a PA
- PAs issued Foreign Currency and USD; no DDS transfer
- Limited Clearance structure (3 Levels: KO, DA, RM)
- Connection: Workstation = Online; Device = Online: LAN/Offline (cellular on trial basis)

## • Feedback to Use & **Factors that drove AOR wide deployment**

- Increases visibility, audit ability, and accountability
- Reduces calculation errors and tracks multiple currency exchanges for team
- Reduces FOO/PAs requirement to maintain additional logs and clearing/prep time



# USFOR-A Pilot

- **Execution:** Phase 1: 1 Dec – 31 Jan
  - Total Users Trained: 32
  - 4 Teams selected/trained from 82nd
    - 2 Teams have placed orders
- **Pilot Challenges: Reduced FOO Activity**
  - Policy Changed Apr 11
    - Only emergency purchases authorized
    - Most RCCs require LOJs for most purchases
- **Next:** Phase 2 add users off KAF
  - All FOO/PA drawing cash from FOB Walton must use Device
- **System Issues:**
  - No significant problems Experienced
  - Some Workstation reports were sluggish to generate

Phase 1 Statistics	
Orders	10
Value	\$22,182
Items	25
Quantity	228
Clearing Actions	57
Clearing Cycles	2



HEADQUARTERS  
UNITED STATES FORCES-AFGHANISTAN  
KABUL, AFGHANISTAN  
APO AE 09356

USFOR-A DCDR-S

OCT 05 2011

MEMORANDUM FOR RECORD

SUBJECT: Deputy Commander, Support United States Forces - Afghanistan Review/Approval of Memorandum of Notification (MON) and Request for User of the 3in1 (Field Ordering, Receiving and Payment) Tool in Support of Operations Enduring Freedom (OEF), 30 Aug 2011.

1. References:

- Memorandum, OUSD Acquisition, Logistics and Technology, Subject: Memorandum of Notification (MON) and Request for User of the 3in1 (Field Ordering, Receiving and Payment) Tool in Support of Operations Enduring Freedom (OEF), 30 Aug 2011.
- Memorandum, TEAE-CET, Subject: Safety Confirmation for the 3in1 Acquisition Tool in Support of Fielding, 8 Aug 2011.
- Memorandum, MCHB-IP-OHH, Subject: Health Hazard Assessment Report (RCS MED-388) No. 69-MP-0EWW-11, 3-in-1 Acquisition Tool, August 2011, 18 Aug 2011
- Memorandum, USFOR-A J8, Subject: Authorized Deviation in Clearing Procedures during the 3-in-1 Pilot Test, 24 Aug 2011.
- 3in1 Tool Program CJOA-A Pilot Deployment Plan, 15 Sep 2011.
- Army Regulation 700-142, Materiel Release, Fielding and Transfer, 16 Oct 2008.

2. USFOR-A DCDR-S reviews and concurs with Acceptance of Conditions for the Urgent Materiel Release of the Pilot Deployment of the 3in1 Tool for Field Ordering, Receiving and Payment in Support of Operations Enduring Freedom (OEF) IAW the above reference memorandums. USFOR-A requests that the Project Officer continue to monitor all known safety concerns in the field and to be cognizant for any unforeseen safety concerns, work mitigation, and to keep USFOR-A informed as this product moves to Full Materiel Release (FMR).

3. The point of contact for this memorandum is MAJ John Masternak, USFOR-A J-3 Acquisition Advisor, DSN 318-449-4736, john.t.masternak@afghan.swa.army.smil.mil.

WILLIAM E. KAHN  
Major General, U.S. Army  
Deputy Commander, Support  
United States Forces-Afghanistan



# Iraq User Feedback

- **9 Experienced FOOs in Iraq Surveyed:**
  - 9 stated Tool would save time executing SF44s
  - 9 stated Tool would help reduce errors
  - 7 stated Tool was easy to operate
    - 2 rated question neutral
- **Comments from Experienced FOOs**
  - **LT Rivera:** “Is a great tool, which provided me as a company XO more time to do other things other than paper work (SF44) and save me a lot of travel time”
  - **Chief McDaniel:** “3in1 is a very valuable tool that saves time & resources”
  - **SFC McBride:** “I think it’s great and could save a lot of time for everyone”



# Operation Joint Dawn Exercise Survey Feedback



- **160 Students trained on 3in1 Tool – 138 submitted surveys**
  - Students conducted exercises executing SF44s on device and clearing orders on workstation

Student Survey Question	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Device was easy to use	0	0	7%	26%	67%
Printer was easy to use	0	0	4%	18%	78%
Executing a SF44 in the 3in1 Tool is easy	0	0	5%	24%	71%
Clearing a SF44 in the 3in1 Tool is easy	0	0	6%	22%	72%
3in1 will save time in executing SF44	0	0	4%	12%	84%
3in1 will save time in clearing SF44s	0	0	4%	16%	81%
3in1 will help reduce errors when executing and clearing SF44s	0	0	8%	16%	76%
3in1 Tool should be used in DoD to process SF44 in contingency operations	0	0	4%	14%	83%





# USAFMCOM OST Training Survey Feedback



## 11 Students trained on 3in1 Tool – 8 Surveys Received

- Students conducted exercises executing all functions of the 3in1 system from end to end
- Students will conduct future deployment training and evaluation exercises for USA NG, Reserve, and AD finance units

Student Survey Question	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Device and Printer was easy to use	0	0	0	2	6
Executing a SF44 in the 3in1 Tool is easy	0	0	0	2	6
Clearing a SF44 in the 3in1 Tool is easy	0	0	0	4	4
Process to advance cash to an agent was easy	0	0	0	5	3
PA disbursement info remained accurate at all times	0	2	2	3	2
Transferring payment data into DDS was executed easily	1	0	0	4	3
Captured voucher numbers was assigned without difficulty	0	0	1	3	4
3in1 tool will help reduce errors and provide better visibility in contingency operations	0	0	0	5	3
3in1 will reduce errors when executing and clearing SF44s	0	0	0	3	5
3in1 should be used in DoD to process SF44 in contingencies	0	0	0	5	3





# Manual FOO/PA Process

**FOO ASSIGNMENT** **Local RCC**








- FOO Nomination letter from Cmdr
- Training from KO
- Get Assigned PIINs
- Certification Memo

**PA ASSIGNMENT** **Finance**








- PA Appointment letter from Cmdr
- Obtain Certified PR
- Training from DA
- Issue 1081
- Receive Funds

**Make Purchase & Payment**




**FOO/PA CLEARING** **PBO** **Local RCC** **FINANCE** **Resource Mgr**














- 0-5 Clearing Memo
- Copies of SF44 and Receipts
- PIIN Log
- PR&C
- IPBO Clearing memo
- Will place items on Property Book
- Stamped SF-44
- Verifies Info
- Check for legality of buys
- Completeness
- Clearance Memo
- Review SF-44
- 1034 & 1081
- Return Excess Cash
- Mail Hardcopies to DFAS
- Scan Package for CEDMS
- Process Payment in DDS
- Close out PR
- De-Commit excess funds
- Review all Documentation
- Close out PR



# 3in1 Tool

## Field Ordering, Receiving & Payment Automating the SF44

### System Description

Automates 3 key processes into 1 solution normally accomplished with the SF 44 to purchase supplies & services used in contingency environments. Tool records and transmits cash & carry type purchases & payment data to the prime database for remote reconciliation and review, when conducting on the spot, over the counter, field purchases, where GPC use is not feasible.

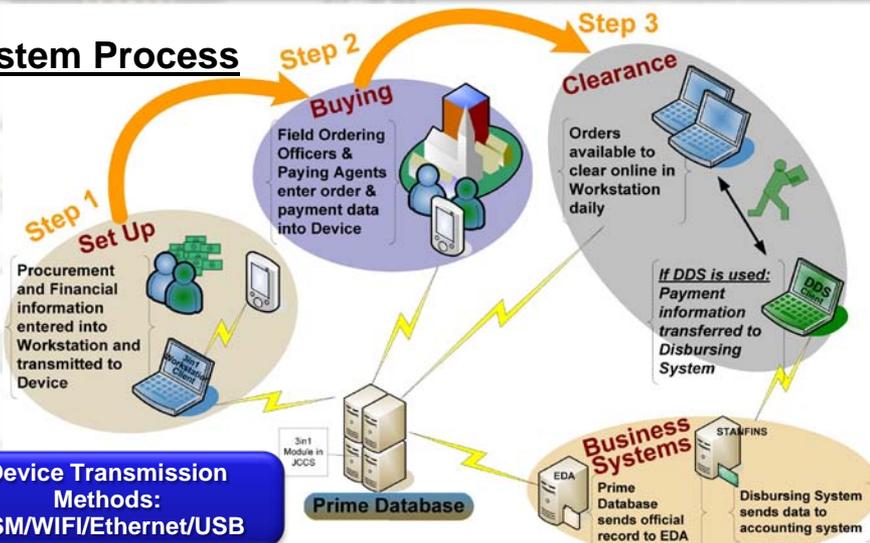
- Improve Audit Ability and Accountability of Cash Payments and Purchases
- Provide Immediate Visibility & Reconcilability of Purchases
- Reduce Travel and Market Place Exposure
- Save Time by Significantly Reducing Redundancy
- Increase Accuracy and Command Wide Purchase Visibility

### Pilot/Deployments: Over 270 Active Users

Activity	Date	Usage
Iraq Pilot	Dec '10-July '11	94 Orders, 847 Clearing Actions
Afghanistan Pilot	July '11-Present	7 Orders, 53 Clearing Actions
CJOA-Horn Of Africa (HOA)	Jul '11- Present (AOR wide 1 Oct)	650 Orders, 2155 Clearing Actions
Joint Dawn Training-Fort Bliss	Jan '12	Training over 180 personnel
USAFINCOM	Mar '12	Train the Trainer

Total Data as of 12 June 2012

### System Process



### User Feedback (over 200 surveyed)

User Survey Question (KO/FM/FOO)	Agree
Device was easy to use	93%
Executing a SF44 in the 3in1 Tool is easy	95%
Clearing a SF44 in the 3in1 Tool is easy	94%
3in1 will save time in executing/clearing SF44	96%
3in1 will help reduce errors when executing and clearing SF44s	92%
3in1 Tool should be used in DoD to process SF44 in contingency operations	97%