

NEWSLETTER

THE ULTIMATE **FORCE** **MULTIPLIER**

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FISCAL YEAR END

“THANK YOU all for your incredible hard work this Fiscal Year! Your dedication and effort have driven our success and we have achieved outstanding results together. We are excited to carry this momentum forward into the new Fiscal Year with the same enthusiasm and commitment.”

*Mr. Carlos Rodgers
Acting Assistant Secretary of the Air Force
Financial Management and Comptroller
and
Major General Michael A. Greiner
Deputy Assistant Secretary for Budget*

SPOTLIGHT: RTC MID-YEAR REVIEW 2024

DAF FM Strategic Plan Connections
Goal 1 & Goal 2

by MSgt Robert Santamaria, AETC

2024 has been an exciting and interesting year for the Resource Training Center (RTC)! With Excel macros being blocked and the increasing importance of OneDrive, the technological landscape of financial management is evolving. Keeping this in mind, we have strategically shifted our focus to cloud-based training and tools utilizing Power Automate, Power BI, and Power Apps. There are many legacy automations that need to be transitioned, so the change will not happen overnight. Additionally, we are still releasing and updating some Excel-based and other legacy tools that were in progress prior to this strategic decision. Let's examine some of the major releases the RTC made in 2024...

BAS II Audit Tool:

Basic Allowance for Subsistence (BAS) II is beneficial as it increases the earnings of Airmen, but it introduces significant administrative challenges due to its interaction with leave policies. BAS II continues to accrue during leave status, despite it being unauthorized. As a result, finance offices will need to manually reconcile each member at their installation receiving BAS II, creating debts for each period of leave. This is a labor-intensive, repetitive task that we at the RTC aimed to address.

Collaborating with MSgt Band at Buckley Air Force Base, we developed a tool to automatically reconcile the members' leave and generate the debts in an AFAFC.dat file, allowing finance offices to bypass the manual workload. Its simple design allows users to download their Accounting and Disbursing Station Number's (ADSN) data from COGNOS, then import it into the tool at a click of a button.

As mentioned above, Macro-Enabled workbooks like this can be troublesome with OneDrive or Teams. If you have trouble using it, we recommend saving it to your "C" Drive to fix any issues.



CSR and Civilian Pay Playbooks:

Playbooks are the RTC's standardized training documents. They serve multiple purposes: as continuity books for those without one, or as streamlined ➤

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guides for individuals transitioning into new roles. Typically, these playbooks include a variety of essential components such as relevant training sources, system access guides, pertinent regulations, and a comprehensive list of tasks associated with the job. Currently, our library includes playbooks for Financial Operations, Travel, Defense Travel System (DTS), and Financial Analysis (FMA). We are excited to announce the addition of two new playbooks to our collection!

First, we have the **Civilian Pay Analyst Playbook**, developed by RTC in collaboration with Subject Matter Experts (SMEs). This playbook adopts a strategic approach to the continuity of operations in civilian pay and aims to guide newly appointed Civilian Pay Analysts. It provides detailed documentation of tools and knowledge designed to quicken the onboarding process for those new to the role or in need of a task-specific refresher.

Additionally, we are releasing the **Customer Service Representative (CSR) Playbook** to the public after a period of thorough testing. This playbook encompasses all the features typically expected in our guides, including a detailed overview of the end-to-end civilian payroll process—from inbounds to outbounds. It also covers discussions on DOD Automated Time, Attendance, and Production System (DATAAPS) management reports and DATAAPS reconciliation, ensuring comprehensive coverage of necessary topics.

These playbooks are invaluable resources, designed to enhance knowledge and streamline tasks for individuals in these critical roles.

Four-Day Power Apps Course:

As part of our strategic emphasis on the Power Stack, the future of automation, we aim to enhance awareness of the available technologies within the career field. To this end, we offer a comprehensive four-day Power Apps course. This course is structured as a 16-block experience, guiding students from the basics of programming to the development of their own customer-service-based applications. The course is designed with interactive video content that participants can play and pause, enabling them to follow along at their own pace and build applications hands-on, thus gaining a deeper familiarity with the technology.

The curriculum of the course includes the following key topics:

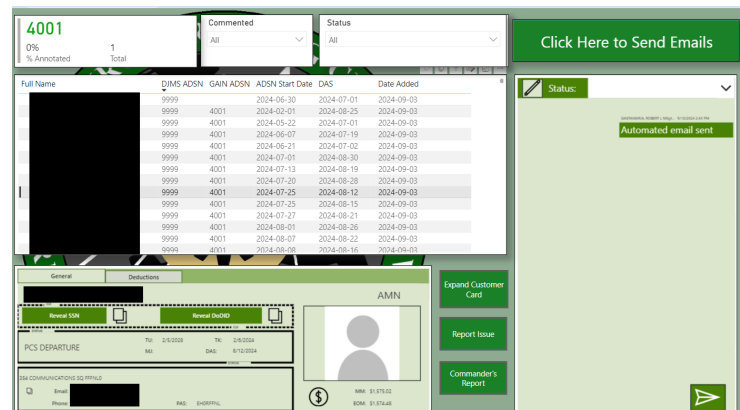
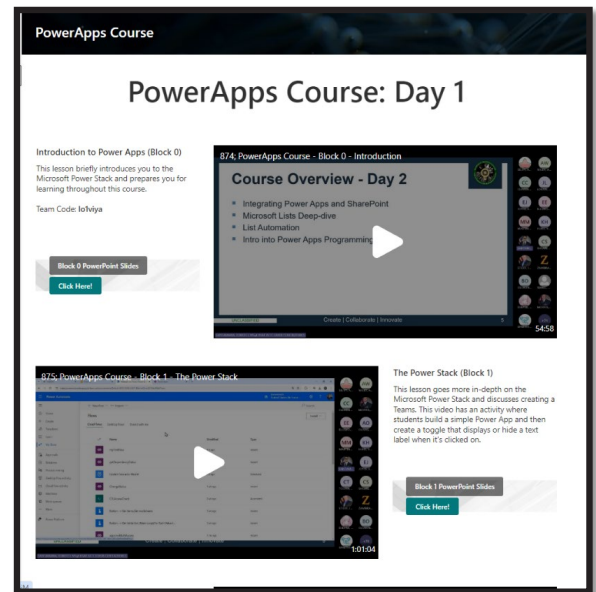
- Familiarization with the Power Apps Tool
- Utilizing SharePoint and SharePoint Lists
- Fundamentals of Programming Principles
- Techniques for Integrating Data with Apps

This course is structured to provide a solid foundation in Power Apps, equipping participants with the knowledge and skills needed to harness the power of automation technologies effectively.

FMF Critical Task List BI Tool:

What is the Financial Services Office (FMF) Critical Task List? For those new to this term, the FMF Critical Task List is an automated report containing essential data cleansing items needed for the Air Force Integrated Personnel and Pay System (AFFIPS) update. These items have a significant impact on Airmen's pay and are burdensome to manually research and verify. The list functions as a proactive "go-do" list of pay issues, enabling both Airmen and Financial Services Offices to provide accurate and timely payments to Airmen and Guardians.

The FMF Critical Task List is the most utilized automation on the Financial Information Collaboration Space (FICS) and ➤





was consequently the first selected for cloud migration. It was originally a Macro-enabled workbook stored locally on a computer, where it kept all comments and data inputs. The BI tool has now transitioned this information securely to the cloud, allowing Airmen to access the BI tool from any computer and view both their comments and data simultaneously. The BI tool also enhances pay research capabilities, enabling Airmen to extract Master Military Pay Account (MMPA) and Military Personnel Data System (MILPDS) data for quick analysis and categorization of pay issues. Users can modify status settings within the BI tool and maintain a chat-history of comments related to each pay problem.

In addition, the FMF Critical Task List includes a robust notification system that streamlines the process of sending out customer notifications. This system allows Airmen to generate individualized email addresses automatically, facilitating mass notifications on sensitive topics and efficient management of Assignment Mismatches and Dependency Discrepancies.

Access to this BI tool is exclusively available to Comptroller Squadron (CPTS) Financial Operation Personnel who have pre-existing access to the Defense Joint Military Pay System (DJMS) Active component. Viewing rights are limited to the ADSN to which Airmen are currently assigned. Should Airmen need to modify their access settings, they can do so using the dedicated access app to request special or alternate access permissions.

DAF 350 Updates!

The DAF 350 is an indispensable tool designed to assist Military Pay Technicians in calculating the final paycheck for our separating and retiring members. We have recently upgraded this tool by implementing several key enhancements to streamline processes and improve accuracy:

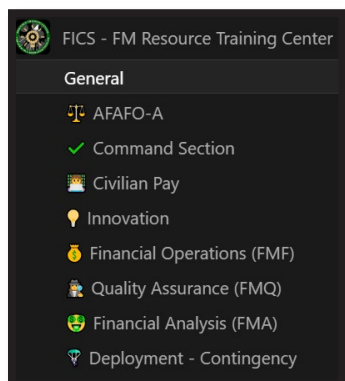
- 1. Automated Tax Year Calculations:** The process for calculating tax obligations based on the year of separation has been fully automated. Airmen are now simply required to input the correct Date of Separation, and the tool will handle the remainder of the computations automatically. This innovation eliminates the need to retrieve and use older versions of the DAF 350 for historical tax calculations.
- 2. Payment Threshold Alert:** We have introduced a new alert system for payments that exceed established pay thresholds. Each military rank has a defined limit, beyond which the Defense Finance and Accounting Service (DFAS) must manually review the payment before processing. This alert is designed to prevent the possibility of overpayments, ensuring that bases adhere to financial regulations and controls.

These updates are part of our ongoing commitment to enhance the efficiency and reliability of financial management tools provided to our military personnel.

Stay Updated with RTC's Latest Tools and Training!

RTC offers several convenient ways for you to stay informed about all the new and updated tools and trainings we release.

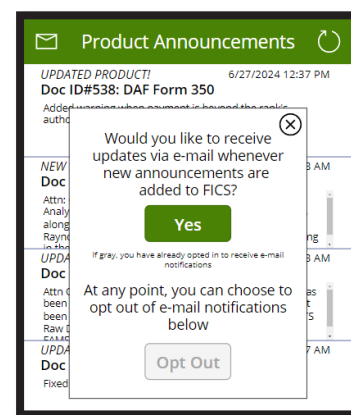
Ensure you're always in the know by subscribing to our product announcements. Simply click on the mail icon to start receiving email updates whenever we release a new product. Should you decide later that you no longer wish to receive these updates, you can easily opt out at any time.



Become part of our expansive network of over 3,300 Financial Managers spread across eight different channels. With a wealth of continuity resources at your fingertips, joining is easy! Use the code "h57rvmu" to join, or simply log in to FICS and access our App directly from the home screen.

About the Author

MSgt Robert Santamaria is the Superintendent for the Resource Training Center located at Maxwell AFB, Alabama.



FROM COLUMBUS TO KUWAIT: The Joint FM Deployment Experience



by **SSgt Gabriella Galloso, AETC**

Upon joining the Air Force six years ago, I could not have imagined the transformation I would undergo both personally and professionally. Throughout a military career, there are various scenarios and environments that will push you out of your comfort zone—a place most people would not allow themselves to go. I had always wanted to be tasked for deployment but could not have fully understood the challenge until I lived it.



Top Left: SPC Chen. Bottom Left: Lt Col Tatso, GS-11 Elizabeth Trujillo, SSgt Galloso. Top Right: SGT Bristol. Bottom Right: SGT Leopold, CPT Lenzi SFC In.

I was deployed to Ali Al Salem, Kuwait to serve alongside marines, sailors, and soldiers. As a part of the Combined Special Operations Joint Task Force – Levant (CSOJTF-L), I served as a Joint Expeditionary Tasked/Individual Augmented (JET/IA). This opportunity truly helped me understand the purpose I have and the impact I make by performing the job I have spent my career learning. I realized just how unique each branch is, such as how they carry themselves and what their experiences are within the financial management career field. However, no matter the branch, we were all focused on one primary task: mission success. Regardless of the time of day or how exhausted we were, the amount of dedication in each person I served with was displayed by the pride each took in his or her job. Combined Joint Operations enable various nations and branches to come together, combine resources, and accomplish their mission.

I served with five sister service members on a collective \$7B budget. We serviced multiple countries around the Combined Joint Operations Area (CJOA) while supporting various embassies, Ranger regiments, medical units, and Marine squadrons. At first, the job seemed similar to the job I'd do at home. However, when I took the time to understand

and dive into what I was doing, I realized that my job not only impacted things at a tactical level, but at a strategic and operational level as well. The impact of the Government Purchase Card (GPC) on screwdrivers tied into the bigger picture others may read and see in the news.

It is evident that the trust and strength of partnerships and friendships are a strong foundation in this environment. We went out to multiple locations and areas, met new people, and began to build the bonds that can help accomplish the mission and further your career in the military. We witnessed daily how agility, flexibility, and adaptability are key in mission success – especially in a combined joint operation. Building trust and understanding each other is not something that was perfected overnight. The members that I served with were a part of the Army National Guard out of New York. They had known and worked with each other for many years prior to deployment, so being implanted into an already functional team proved to be a challenge for me. I had to adapt to the way they functioned while learning the uniqueness of each team member. Ultimately, I was able to find my path to success by doing my job efficiently.

My knowledge of the job helped build relationships throughout the Joint Logistics Operations Center (JLOC) by making connections with members outside of Kuwait, and I was able to get certain budget requirements processed and items purchased in a timely manner because of those connections. There were challenges against our efforts to be a strong and cohesive team, but those were overcome with the skills of adaptability and perseverance that I had learned throughout my career. In the end, the mission that I was a part of not only helped me grow as a non-commissioned officer and budget analyst, but it also provided me with a greater perspective of the incredible missions of which our Air Force is a part of. HUA!

About the Author

SSgt Gabriella Galloso is a Financial Services Supervisor for the 14th Comptroller Squadron located at Columbus Air Force Base, Mississippi, who was deployed to Ali Al Salem, Kuwait in support of the Combined Special Operations Joint Task Force – Levant.

by Maj Alexander Newcome, SAF/FM and 1st Lt Victor Gonzales, PACAF

In an [article](#) written for the December 2023 issue of the SAF/FM Online Newsletter, MSgt Abbey Oladiti (AFGSC) and 1st Lt Victor Gonzales (PACAF) underscored the sense of urgency as our Financial Management (FM) community develops FM Doctrine for Agile Combat Employment (ACE). In this follow-up article, leveraging our FY2024 Indo-Pacific Command (INDOPACOM) Exercise and Special Operations Command (SOCOM) Deployment experiences, we will explore a section of the ACE framework, outlined in [Air Force Doctrine Note 1-21](#) (AFDN), while revisiting FM questions previously introduced:

1. How do we overcome the tyranny of distance to conduct cash operations?
2. How do we overcome a lack of automation and/or connectivity in a contested environment?
3. What authorities should be delegated downward to speed resource and posture adjustments in an Area of Responsibility (AOR)?
4. Should we train Airmen sooner on 7-level or other training courses so training is accomplished before “it would have been nice to have?”
5. Which relationships with U.S. and local government agencies should be developed ahead of time (i.e., Limited Depository Accounts, Embassy Support, etc.)?
6. At what level should fiscal controls be centralized in respective Contingency Locations (CL) and AOR?

We believe fostering dialogue in FM professional’s key publication is an important first step using this ‘peacetime’ pause to review how FM will underpin ACE and operate in a conflict against near-peer adversaries. This is not a comprehensive answer but rather thoughts to consider as more robust FM plans and doctrine are drafted.

ACE Framework - Posture

“To provide a common lexicon with joint partners, ACE consists of five core elements: posture, C2, movement and maneuver, protection, and sustainment. The latter four align with the joint functions (AFDN 1-21).”

This article identifies key FM areas enabling ACE Posture, along with initial answers to the questions above.

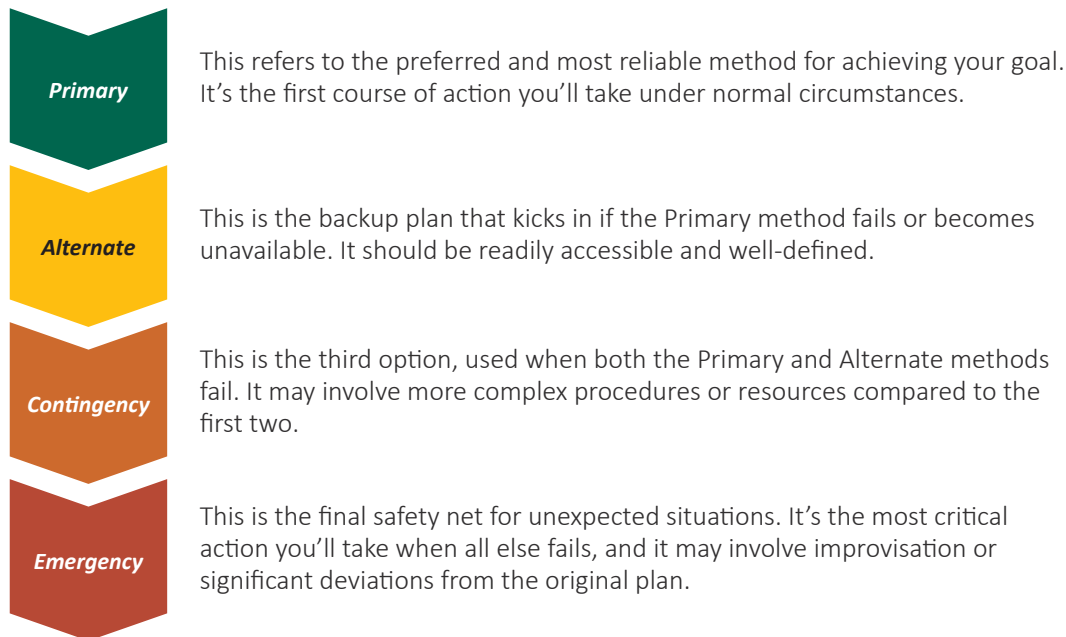
Posture calls for “Forces...to rapidly execute operations from various locations with integrated capabilities and interoperability across the core functions.... Enduring Locations (EL) should be robust and have the ability to support further dispersion to smaller CL while maintaining integrated capabilities and interoperability across.... base operating support (BOS) functions (AFDN 1-21).” This ACE Posture forces FM to re-examine how it structures deployable FM teams to ELs, since this team is expected to support additional CLs. FM must revalidate FM personnel Unit Type Code (UTC) package methodologies – it is no longer based on the number of supported personnel at one location. FM war-planners must examine relational structures between ELs and CLs in their respective AORs for tasking integration into an Air Force Force Generation (AFFORGEN) package.

Question 1 and 2: Tyranny of distance for cash operations & lack of automation or connectivity

“To support distributed forces, it is vital to understand the local and regional market’s capacity to source critical operational requirements. When developing a new CL, planners should consider multi-Service tactics, techniques, and procedures for airfield opening... (AFDN 1-21). ➤”



Supporting multiple sites across a dispersed region like INDOPACOM poses challenges due to the varied markets and levels of communication technology at each site. To address this, the FM community should establish **PACE (Primary, Alternate, Contingent, Emergency)** plans for each critical FM line of effort in the AOR, including Budget, Accounting, and Disbursement.



For Disbursing, the **Primary** method involves conducting payments for services, supplies, or sensitive activities electronically or cash within the region. The **Alternate** method is to make payments in local currency. However, this requires careful pre-planning for each location, and its feasibility depends on the level of economic development. It's essential to establish banking relationships well in advance of any need. The **Contingent** approach is to make payments in US dollars. For both the **Alternate** and **Contingent** methods, considering the geographical challenges in INDOPACOM, FM personnel should explore alternative methods for conducting cash operations. One potential method is a "push" system, where a Disbursing Agent travels on regular channel flights conducting flightline disbursements to Paying Agents at CLs supported by an EL. Lastly, an **Emergent** method might involve a tactical mechanism to obligate the US Government and promise to pay later, as mission conditions permit.

PACE also applies to budgetary activities. The **Primary** method is real-time electronic budgetary authority pushes and reconciliations. However, when connectivity is degraded due to austere infrastructure or adversary activity, then the **Alternate** method might be periodic authority pushes and reconciliations with Higher Headquarters (HHQs). A **Contingent** method might be a one-way push of budgetary authority and then reconciliation as available with HHQs carrying a summary-level of commitment or obligation until details of local transactions can be made available. And finally, an **Emergent** method might be entirely manual methods of budgetary activities at the CLs.

We want to emphasize that a fully prepared FM community must maintain proficiency in both the emerging exquisite technological tools available for FM activities and in the entirely manual and analog methods for battlefield resourcing activities to ensure resilience.

Question 4: Training

To support ACE, the FM community needs to expand training both internally and externally. Internally, FM should train earlier on subjects frequently encountered in a deployed environment but less so at home station (i.e., Acquisition Cross Servicing Agreements, and physical readiness to wear 45lbs of combat gear every day and carry another 45lbs in cash). The FM community should also develop and train on manual procedures to still execute financial transactions when cut off from FM systems in a contested communications environment. Externally, and integral to being Multi-Capable Airmen, FM should develop capability and capacity to support non-FM paying agents too. This should be a pre-planned and expected duty as part of all Air Task Forces (ATF) units to further enhance the capability at CLs for micro-purchases in FM PACE plans. Finally, all our FM Airmen wearing a uniform given three months-notice should be capable of deploying in any capacity as a United States Airman. If not, why not? ➤



Question 5: Relationships with U.S. and local government agencies

“ Access, basing, and overflight are essential to the successful application of ACE.... planners should consider acquisition and cross-servicing agreements, host-nation support agreements, and integration of operational contract support equities across the air component command staff functions (AFDN 1-21). ”

Here, we suggest the FM community take a whole-of-U.S. Government, Combined, and Joint approach to FM specific planning. FMers should have a clear understanding of where their counterparts operate within the region, including the location and limits of all disbursing capabilities in the region (i.e. State, Embassy, other Services, and Coalition Partners).

The FM community needs to develop these inter-national, inter-agency, and inter-service access and local operating agreements in advance. Just as we have multiple skilled operators assessing runways in places we haven't actively used in years; we need FM to conduct fiscally focused site surveys. This also means understating the ACE force laydown plan in each theater to integrate and posture by initiating or enhancing local banking support. FMers should understand, aid in building, and fund to a 'warm-state' all support & Host Nation agreements, and Memorandums of Understanding in advance of need. Finalizing these support mechanisms and relationships up front and knowing how and when to toggle each lever is the foundation for "forces to rapidly execute operations from various locations (AFDN 1-21)."

Question 3 and 6: Authorities & level to centralize fiscal controls

To achieve ACE Posture, FM should examine current authorities and fiscal controls for opportunities to aggressively delegate authorities and fiscal controls. Sound FM PACE plans require the community to delegate authorities to make appointments to more junior levels and obligate funds at a lower level than what currently exist in a home-station. FM should understand this risk, begin coordinating conversations with key stakeholders (i.e., Defense Finance Accounting Service). Another pertinent example would be to mirror our sister services in Banking Liaison Officer levels of delegation to the major command. Careful planning, pre-coordination, and training of which authorities to delegate should begin without delay.

Conclusion

In conclusion, our assessment underscores the imperative for FM to adapt swiftly to the evolving landscape of ACE. Drawing on recent experiences and guided by the ACE framework in AFND 1-21, we suggest initial answers to critical FM questions while urging continued dialogue at all levels within the community. From overcoming logistical challenges to delegating authorities and enhancing training, our analysis provides waypoints between home station and contested deployed environments for FM professionals navigating ACE. By embracing proactive planning, coordination, and training, FM can fortify its resilience and be ready to support multi-capable operations in diverse, evolving, and often kinetic environments, ensuring the effective execution of financial management functions even in the face of peer adversaries.

About the Authors

Maj Alexander Newcome is SAF/FMB's lead Budget Analyst of the Air & Space Force's Military Personnel Appropriations located at the Pentagon, Virginia.

1st Lt Victor Gonzales is the Flight Commander, Financial Services, for the 673rd Comptroller Squadron located at JBER, Alaska.

DEAMS Update

by Mr. Todd Baker, Senior FM Operations and Business Transformation Advisor



As the government prepares for its fiscal year (FY) closeout, Defense Enterprise and Accounting Management System (DEAMS) developers are working overtime to implement releases to make closeout easier. An incredible amount of work was installed in DEAMS in the month of August; some of it is visible to our customers, and the rest, while just as important, is making a difference behind the scenes. Every update made to DEAMS is completed with the goal of improving auditability, performance, and security.

Some examples of the more customer-facing Fiscal Year End (FYE) priority releases are:

- Improvements to posting United States Dollar (USD) amounts when the Procurement Data Standard Inbound (PDSO-I-001) interface splits or modifies the foreign currency lines on a purchase request. This release also refines rounding calculations for greater accounting accuracy.
- An update that ensures the DEAMS Status of Funds Application Development Framework (ADF) report correctly reflects Sales Codes to ensure data on the report matches the balances in the General Ledger (GL).
- A patch that safeguards Project Revenue Budgets so they cannot be created with zero-dollar lines to ensure only valid transactions post to the GL. This patch eliminates the severe delays related to manually baselining Project Revenue Budgets and frustrations with reports for instance, when the size of the Selective Transaction History (STH) would become too large to export.

In addition to the August FYE priorities, updates were made to several interfaces. DEAMS Civilian Pay Managers will see that the DCPS-I-001 (Defense Civilian Payroll System interface) was enhanced with the capability to process Foreign Military Sales (FMS) data elements and reimbursable payroll, as well as to populate a sales code to record reimbursable payroll costs to the DEAMS R-Fund. With these changes, the interface was also updated to ensure that both R-Funds or D-Funds are posted to the respective fund when processing payroll transactions. Furthermore, enhancements to the Oracle Business Intelligence Enterprise Edition (OBIEE) application and the initial “Requesting Side” functionality for G-Invoicing were installed, along with functionality in preparation for the activation of three new interfaces: Defense Cash Accountability System (DCAS), FMS, and Automated Funds Management (AFM). The AFM interface is significant as the issued fund authorization documents will be interfaced real-time into DEAMS as Appropriations and Budget distributions.

The updates listed above are just scratching the surface of the volume of work completed in July and August. All releases are documented in [User Release Notes](#), found on the DEAMS Outreach Portal.

Oracle Business Intelligence Enterprise Edition Update

As mentioned above, the DEAMS Reports Team continued to add functionality to the newly released OBIEE application with the installation of 73 user stories in August. Of these updates, 62 supported the continued development of OBIEE by enabling incremental refreshes for GL subject areas and updating of report folder data tables. The other 11 served to enhance the OBIEE reports by enabling additional fields for improved data dexterity.

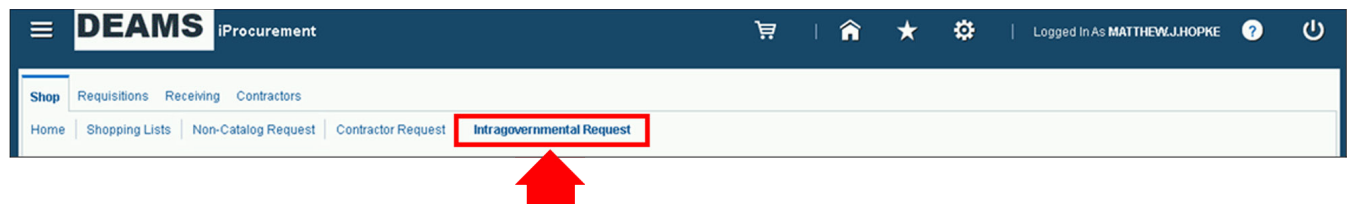
Since enterprise-wide “go live” on 1 July 2024, 127 reports have been made available on the DEAMS OBIEE dashboard. GL data warehouse capability and the Selective Transaction History report capability were delivered on 15 August 2024, and while some growing pains were experienced, they are not insurmountable. Additionally, over 475 out of the original 873 Discoverer reports have been removed or “unshared” based on low execution or no longer being needed. The remaining Discoverer reports will be available through FYE closeout and start to be phased out in FY25. A list of Frequently Asked Questions was added to the [OBIEE News Page](#) to assist with this transition.

G-Invoicing

G-Invoicing is the Department of the Treasury’s solution to address accounting and reporting challenges around buy and sell transactions by providing a common platform for intragovernmental transactions. The release of the first increment towards G-Invoicing capability with “Requesting Side” functionality occurred 11 August 2024. The “Requesting Side” ➤

of G-Invoicing allows organizations to buy goods and services from another agency and begins when an organization initiates an Intragovernmental Request for the goods/services. Once the Intragovernmental Request is approved, the system will create the IGT Order or the 7600B. Performance transactions are new for the G-Invoicing process and represent the billing performed by the servicing agency. When G-Invoicing goes live enterprise-wide, users will select Intragovernmental Request in lieu of creating a reimbursable DD Form 448. The next increment, scheduled for FY25/Q3, is the "Servicing Side", which will allow organizations to sell goods and services to another agency.

With this release, new options to support G-Invoicing will be visible on some screens in DEAMS, such as the iProcurement Shop menu; however, they will not be fully operational enterprise-wide until later in FY25. Once a pilot program has been conducted, evaluated, and determined to be successful, authorized DEAMS user accounts will be provisioned for G-Invoicing responsibilities via DD Form 2875-DEAMS. Training will then be provided across the enterprise, currently planned for mid-FY25.



DO NOT USE the Intragovernmental Request menu item unless your organization is a pilot site

Once these activities are complete, full deployment for the Air Force and Space Force will follow. Until then, users outside of designated pilot organization(s) are being cautioned not to attempt to create G-Invoicing transactions within DEAMS until they have been authorized the proper access via a DD 2875 and have been trained on the process.

Questions on this article can be posted to the [DEAMS Users Group](#) on milBook, or emailed to the DEAMS Strategic Communications Team at saf.deams.stratcomms@us.af.mil.

AFAOC Update

by Ms. Jenny Beer, Director, AFAOC

Every product and resource within the Air Force Accounting Operations Center (AFAOC) is designed to equip FMers in the field with the knowledge and tools to successfully manage their programs throughout the year so they are prepared for success at closeout. With just a few days left until we close the books on Fiscal Year (FY) 2024, here are a few important final reminders and some news for FY25.



General Ledger Dates on 1 October 2024

Let this be a reminder that the Defense Enterprise and Accounting Management System (DEAMS) operates in Greenwich Mean Time (GMT), also referred to as Zulu. At Midnight GMT (Zulu), DEAMS system time will roll over to 1 October 2024 and the system date defaults to FY25. The local date/time determines the proper FY to process a transaction to ensure it is processed in the correct FY when both years are available. Make sure to update the General Ledger (GL) Date to reduce confusion and re-work.

Instructions for changing GL Dates are outlined in the blog post [2024 GL Dates at Fiscal Year End - Adjusting GL Dates](#) on the DEAMS Users Group. It is also highly recommended that you update your DEAMS profile to reflect your local time zone to more accurately align your transactions with FY limitations and reduce errors. Refer to the blog post [GL Date keeps resetting? HERE'S THE FIX!](#) to update your profile to reflect your local time zone. ➤

Requisition Certifier Checklist

Pay attention to unapproved requisitions (AF Form 9, AF Form 4009, AF Form 616, AF Form 185, AF Form 448, etc.). Whether the status is In Process, Incomplete, Rejected, or Returned, these requisitions need to be processed to ensure funds are committed or cancelled to clear the workflows.

The FM Morning Paper in the AFAOC's Data Analytics app (Power BI), has a [Requisitions Status](#) section to easily identify all requisitions in a status other than Approved. Filter the [Requisitions Status](#) report as outlined in the blog post [Requisition Certifier Checklist](#) down to your unit. Certifiers should then follow the [DEAMS Certifier Checklist](#) to fix issues and prevent processing errors.

FY25 Planning PTEOs

A bulk load for many of the FY25 Planning Project, Task, Expenditure, Organizations (PTEO) has been completed. Review the list of completed funds on the [FY25 Planning PTEOs](#) news page on the DEAMS Outreach Portal, and remember to validate a PTEO is built correctly prior to usage. Follow the job aid [View Indirect and Capital Project Task- Discoverer Viewer](#) to see how to pull the Discoverer report.

You can also pull a report using the new DEAMS Oracle Business Intelligence Enterprise Edition (OBIEE) Reports application. OBIEE is accessed from the Navigator list on the DEAMS homepage, like all other DEAMS responsibilities. From the OBIEE Dashboard, select "PTEO List" from the list of real-time reports. For the pulled report, filter to your new PTEO and validate that the data elements are correct before using it for the first time.

Performance Metrics Countermeasures

On 30 August 2024, Air Force Accounting and Finance Office (AFAFO) issued a new "Performance Metric Countermeasures for DEAMS Dormant Accounting Miscellaneous Obligation Reimbursement Documents (MORDS)" policy memorandum, superseding previous policies and directing that the Performance Metrics Countermeasures process will systematically deobligate DEAMS Accounting MORDS dormant for 180 days and over. Dormancy is defined as "having no accounting activity." Unless properly annotated as defined in the 30 August 2024 policy memorandum, **all** DEAMS Dormant Accounting MORDs citing **any LOA** not tied to a contract or agreement with a supplier of "GAFS MISC" that have been dormant for 180 days or more, will be deobligated via a systemic process, beginning with the end of month September deobligation.

Data Analytics Support via the SAF/FMF Self Service Portal

The [SAF/FMF Self Service Portal \(SSP\)](#) has been a great ticketing tool since it was implemented. A recent addition to the Open Ticket screen now includes an AFAOC Data Analytics option. By selecting the tile labeled "Power BI Enhancements," users can submit requests for new or updated capabilities within the AFAOC Applications Suite in Power BI. This ticketing method will not only help the Data Analytics team to track and implement new features needed by the field but will also provide users with visibility into the status of their requests. More details are available on the [Data Analytics- SAF/FMF SSP](#) news page on the DEAMS Outreach Portal.

Prepare for Tomorrow – Train Today

When the dust settles from closeout and the new fiscal year is fresh, assess your skill sets and take advantage of training opportunities offered by the FM Systems Training Team. They have an impressive catalogue of classes in myLearning, most offered in various mediums. Whether you prefer self-paced training, a live webinar hosted by an instructor, or an in-person classroom setting, you'll find a variety of topics available to enhance your skills. Visit the [FM Systems Training Calendar](#) for a schedule of webinars and in-residence classes.

Please post questions about this article to the [DEAMS Users Group](#) on milBook where AFAOC Subject Matter Experts are ready to respond.

Course Refresh Alert!

The SAF/FM Workforce Development team has refreshed three courses and they are now live on [myLearning](#). See course details and registration links below:

Intermediate Economic Analysis (FMA 203) – Gain an understanding of the steps and systematic approach used to prepare an economic analysis. [Enroll here.](#)

Trend Analysis (FMA 204) – Learn to utilize quantitative skills to analyze data's "behavior," more commonly known as trend analysis. [Enroll here.](#)

The Air Force Flying Hour Program (AFM 302) – Discover how flying hour programs are calculated and funded. [Enroll here.](#)



Innovative Automation with DMAS FM RPA Training Team

The Digital Management Automation Systems (DMAS) SAF/FM RPA Training Team's mission is to empower the Air Force Financial Management community by reducing manual processes and enhancing efficiency through Robotic Process Automation (RPA) and other innovative tools. They continue to improve FM processes by leveraging the Power Platform, providing real-time ROI tracking and data analytics, and offering training for the future.



Check the [FM RPA Training Team SharePoint site](#) for upcoming course schedules and registration, resources, and news.

Please reach out to the DMAS RPA Team at SAF.AFFSO.RPA@us.af.mil with any questions or to submit a [Process Assessment Questionnaire](#) to have your process evaluated for automation.

Join the journey to revolutionize Air Force Financial Management through innovative automation solutions. Together, we can enhance our processes, improve accuracy, and free up valuable time for more strategic tasks!

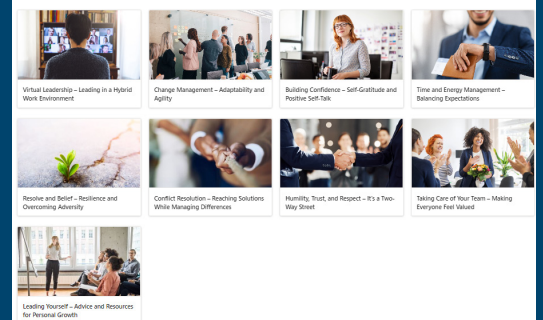
Until Next Year... FM Leadership Series

As the year winds down, we reflect over how the FM Leadership Series has highlighted key leadership topics, encouraged critical thinking, and promoted collaborative learning for the DAF FM community by virtually hosting guest speakers each month. This fiscal year's series offered nine sessions to FM personnel and focused on the following theme: "Because it Matters." While simple, this theme provided the flexibility to answer the foundational question as to why we even have a leadership series, why we choose the topics we do, and why we carve out an hour each month developing the conversations...**because it matters!**

Participants have been able to learn from diverse leaders and equip themselves with the tools that will allow them to meet their professional and personal goals. If you missed a session, don't worry! **All sessions are recorded and posted on the FM Leadership Series SharePoint [here](#).** Stay tuned for details about the FY25 series.

All sessions are recorded and posted on the FM Leadership Series SharePoint

Recorded Sessions & Materials



Coming Soon... FY25 FM Leadership Series!

[View Here!](#)



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