



DEPARTMENT OF THE AIR FORCE  
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

7 February 2020

MEMORANDUM FOR ALMAJCOM-FOA-DRU/FM/FMF

FROM: SAF/FMFC (AFAFO–A)  
1500 W. Perimeter Rd, Suite 3500  
Joint Base Andrews MD 20762

SUBJECT: Aged Travel Orders - Non-Centrally Billed Account (CBA) Deobligation Policy

Effective immediately, this Policy Memorandum supersedes the Aged Travel Orders - Non-Centrally Billed Account (CBA) Deobligation Policy issued April 26, 2019 and May 7, 2019.

Base Comptroller Offices using General Accounting Finance System (GAFS), Defense Enterprise Accounting, and Management System (DEAMS) are authorized to deobligate aged travel order transactions not containing travel ticketing related to a CBA based on below guidance.

1. A Non-Permanent Change of station (PCS) or Permanent Duty Travel (PDT) voucher, regardless of obligation amount, that has not been completed within 120 days after the TDY completion date and the travel order has no details linked (advances, accruals, debts, or claims).

2. Robotic Process Automation (RPA): SAF/FMF AFFSO will deobligate aged travel orders using automation that are; greater than 120 days after the TDY end date, less than \$500 regardless which system was used in travel order creation, and the travel order has no details linked (advances, accruals, debts, or claims). RPA does not affect PCS and PDT obligations.

3. In the event a claim is later made on an order that was deobligated using either of the processes above, re-establish the order with funds from the year cited on the original order. If the original obligation was deobligated and the funding was prior FY, an Upward Obligation Adjustment (UOA) must be completed in FMSuite. If the funding on the deobligated order is a cancelled year appropriation, current year funds with an approved UOA must be used to re-establish the order and make payment. For further guidance on UOA submissions, access the 'References' section of FMSuite.

4. The procedure for DEAMS deobligation requires personnel with DEAMS Purchasing Buyer (PB) rights to decrease the Purchase Order (PO) obligation to \$0.00001. Because the PO

obligation value will be less than \$0.01, the line will no longer appear on the Government Orders Outstanding (G00) or the Open Documents List (ODL). Although the DEAMS PO is still available and not closed, SAF/FMFAR stated this is acceptable. This policy does not apply to no-year appropriations.

PCS/PDT orders cannot be deobligated after 120 days from the travel completion date. PCS/PDT orders can be deobligated once the most current appropriation funding on the order has been expired for at least two years (e.g., The most current appropriation funding on the order expired at the end of FY 2017, therefore, the order can be deobligated starting FY 20) and they meet the requirements listed below:

1. The PCS/PDT order has no details linked (advances, accruals, debts, or claims).
2. All civilian PCS/PDT order deobligations must be coordinated with the Civilian Personnel Office (CPO) to ensure there are no remaining open entitlements (e.g., Relocation Income Tax Allowance (RITA)).

Please contact your MAJCOM POCs if you have any questions or concerns. If required they will elevate those concerns to AFAFO. Ms. Mick Hale, [beulah.m.hale.civ@mail.mil](mailto:beulah.m.hale.civ@mail.mil).

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