



DEPARTMENT OF THE AIR FORCE  
WASHINGTON, DC

OFFICE OF THE ASSISTANT SECRETARY

16 March 2023

MEMORANDUM FOR ALMAJCOM-FLDCOM-FOA-DRU/FM

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

SUBJECT: Miscellaneous Obligation/Reimbursement Documents (MORD) Threshold Guidance

1. **The purpose of this memorandum is to provide guidance on the use of MORD thresholds for TI57 only.** This guidance applies to any Air Force, Air Force Reserve, Air Force National Guard activity, Combatant Command, Space Force, or other activities that use appropriated funds, which includes divisions of the Air Force stock fund subject to apportionment, direct citation of the foreign military sales trust fund, and management funds. This policy is effective immediately and supersedes any conflicting Air Force standard operating procedures on using MORDs. The following programs are exempt from this policy: Centralized Asset Management (CAM), Air Force Life Cycle Management Center Civilian Pay, and Zero Balance MORDs.

2. Due to increased remedial efforts around appropriate MORD usage and on-going Corrective Action Plans, MORD threshold controls are being implemented. MORD Thresholds will not put a limit or restriction on executing MORDs, it will put additional approval levels in place to prevent invalid and/or unsupported high dollar MORDs from being created. This additional check will assist in avoiding the appearance of the improprieties that comes with high-dollar MORDs.

3. **Approval can be done in the Defense Enterprise Accounting & Management System (DEAMS) using the external approver routing or by email.** The below instructions detail how to process MORDs that exceed the thresholds:

- a) MORDs exceeding the Base Comptroller's thresholds outlined in **MORD Threshold Attachment must be approved by the Base Comptroller or designee before the MORD can be certified.** This responsibility may be delegated no lower than the Budget Officer. *Note: MORDs being processed using IMSC funding (OAC 18) will follow their threshold amount listed in the below MORD Threshold Table for their respective locations.*
- b) MORDs exceeding the Major Command (MAJCOM)/Field Command (FLDCOM) thresholds outlined in **MORD Threshold Attachment must be approved by the Funding MAJCOM/FLDCOM FMF or Accounting Branch before the MORD can be certified.** Combatant Commands (CCMD) do not need to forward their MORD to the MAJCOM for approval. Approval will remain at the CCMD level. *Note: MORDs being processed using IMSC funding (OAC 18) will follow their threshold amount listed in the below MORD Threshold Table for their respective locations.*
  - i. **Base Financial Analysis (FMA) will get routing instructions from respective MAJCOM/FLDCOM FM for MAJCOM/FLDCOM approval**

- When submitting MORDs to the MAJCOM/FLDCOM for approval ensure a draft copy of the MORD is included along with supporting documentation.
  - Supporting documentation should include, but is not limited to: Contracts, Commanders' Resource Integration System (CRISIA formerly known as CRIS)) or DEAMS Discoverer transaction reports, and other documents supporting the obligation.
- ii. **Tenant units will follow the threshold set by their Funding MAJCOM/FLDCOM**
- If the tenant unit's MORD exceeds their Funding MAJCOM/FLDCOM Base Comptroller threshold, the Host Comptroller or designee will be responsible reviewing the MORD.
  - **If the MORD exceeds the Funding MAJCOM/FLDCOM threshold, the tenant must send the MORD to their Funding MAJCOM/FLDCOM** for review before routing the MORD to the Host FMA for certification in DEAMS or Funds Request & Certification (FRC).
- iii. **If approved by email and the MORD will be processed in:**
- **DEAMS** - The email must be attached to the MORD in DEAMS as a supporting document by the initiator of the MORD.
  - **FRC** - The email must be uploaded in FRC along with all supporting documents by the initiator of the MORD.
- iv. **The thresholds outlined in MORD Threshold Attachment also apply to all MORD amendments.**
- Base FMA must verify the total cumulative amount obligated against the MORD in DEAMS or Legacy before certifying an amendment.
  - If the amendment will cause the total obligation to exceed one of the MORD thresholds, then the MORD must be approved by the designated approver as outlined in the MORD Threshold Table before certification.
  - MORD deobligations **do not** require threshold approval at any level

Please contact your Command POCs if you have any questions or concerns. If required, they will elevate those concerns to AFAFO-A's POC MSgt Anson Orr, [anson.orr@us.af.mil](mailto:anson.orr@us.af.mil).

MICHAEL SMILEY, GS-15  
 Director, SAF/FMFC  
 (Air Force Accounting and Finance Office)

Attachment:  
 MORD Threshold Table

## MORD Threshold Table

Approval Level	Base Comptroller	MAJCOM/FLDCOM
By COMMAND	Amount	Amount
<b>ACC</b>	2,000,000	4,000,000
<b>AETC</b>	10,000,000	20,000,000
<b>AFDW</b>	5,000,000	10,000,000
<b>AFGSC</b>	500,000	2,000,000
<b>AFMC</b>	10,000,000	20,000,000
<b>AFRC</b>	5,000,000	10,000,000
<b>AFSOC</b>	N/A	500,000
<b>AMC</b>	2,000,000	4,000,000
<b>ANG</b>	5,000,000	10,000,000
<b>PACAF</b>	2,000,000	4,000,000
<b>USAFA</b>	N/A	N/A
<b>USAFE</b>	1,000,000	3,000,000
<b>SpOC</b>	1,000,000	3,000,000
<b>SSC</b>	10,000,000	20,000,000
<b>USSPACECOM</b>	1,000,000	3,000,000