

## CHAPTER 11

### OFFICE OF COMPTROLLER (R)

#### 11000 COMPTROLLER

**MISSION:** Acts as the principal advisor and assistant to the Commander in directing and implementing policy related to resource management, the Federal Managers' Financial Integrity Act (FMFIA), and administration of facilities and equipment. Administers financial resources and cost analysis of DRMS on a corporate level; manages the DLA financial system and DRMS financial information storage, retrieval, analysis and reporting; responsible for organization management, the Internal Management Control Program and external audit liaison program; acts as Accountable Property Officer (APO) for all DRMS.

#### 11100 BUDGET OFFICE (RB)

**MISSION:** Acts as the principal advisor and assistant to the Comptroller in directing the accomplishment of the implementation of budgeting operations policy; administration of financial resources; and the Defense Regional Interservice Support (DRIS) Program.

#### RESPONSIBILITIES:

1. Coordinates, analyzes, negotiates, develops, consolidates and reports comprehensive programming plans.
2. Reviews programming data for consistency with command plans and recommends program priorities.
3. Provides liaison with DLA-J8 and J3 on all issues involving programming and executing budgetary plans and resources.
4. Coordinates and adjusts submitted program documents as necessary to conform to the Budget Program Evaluation Plan.
5. Identifies and develops workload and resource programming requirements and policies.
6. Prepares workload indicators, develops and coordinates workload forecasts and analysis, and discerns impact of actions on future programs.
7. Develops and reports the Program Objective Memorandum in coordination with the Office of DRMS Corporate Planning and Assessment (DRMS-J).
8. Guides, develops, consolidates and justifies support and operating requirements.
9. Develops, disseminates, guides, gathers, evaluates and validates programs to ensure balanced resources and financial stability.

10. Provides instruction and coordination for the development, formulation, justification and submission of work year and dollar requirements.
11. Controls, analyzes, reviews and evaluates Working Capital Fund budget needs.
12. Ensures budgetary ceilings are not exceeded. Monitors obligations and initiates correction action as necessary to prevent appropriation law violations.
13. Develops, negotiates and recommends resource requirements including statistical development of FTE allocations. Ensures their judicious use through evaluating variances and trends of operation.
14. Develops and implements budgetary control, financial policy and procedures.
15. Maintains direct liaison with all review authorities concerning resource information.
16. Determines, distributes and evaluates total resources to meet workload and efficiency/production rates in connection with budget restrictions.
17. Compiles and reviews workload accomplishments and forecasts of projects.
18. Anticipates and determines impact on labor dollars resulting from the transfer of functions.
19. Provides a full range of resource management information.
20. Develops, determines, interprets and implements labor dollar policies, procedures and guidelines.
21. Administers the DRIS Program.
22. Develops, reviews, analyzes and negotiates ISAs and MOUs for support required and furnished by HQ DRMS.
23. Performs program management functions for the IMPAC credit card.
24. Manages the Timekeeper/Employee Activity Management System (TEAMS), which is used to capture labor costs for all DRMS products and services.
25. Manages the DRMS Master Account Record and submits recommendations to DLA for new cost account codes.
26. Develops and administers procedures for the management and control of command information requirements pursuant to applicable regulations.
27. Conducts analyses of financial performance indicators relative to established goals and standards of performance, assessing quantitative as well as anticipating future trends, pointing out deviations and their causes, along with required corrective action.

28. Analyzes DRMS logistical, operational and administrative processes to ensure integrity of DRMS overall resource management. Reviews operating practices/procedures of all aspects of DRMS comptrollership to identify unusual transactions or inefficient processes and recommends corrective action.
29. Performs analysis of existing control data to promote accurate work measurements, identifies duplication of work effort, validates staffing requirements and makes recommendations that will enhance productivity.

## **11200 FINANCIAL SERVICES OFFICE (RF)**

**MISSION:** Ensures financial data integrity throughout the accounting system(s) for DRMS and DLIS.

### **RESPONSIBILITIES:**

1. Assists in testing financial programs and/or systems, both internally and at DLA and/or DFAS offices.
2. Ensures accuracy of financial data by reviewing all entries and correcting erroneous coding.
3. Certifies fund availability for purchases/expenditures for DRMS and DLIS.
4. Posts accounting entries to the general ledger for DRMS and DLIS.
5. Updates civilian payroll records. Is primary point of contact for all questions regarding civilian pay, leave and entitlements.
6. Updates time and attendance system rosters and responds to questions pertaining to time and attendance input and certification.
7. Computes and posts foreign national payroll accruals into the accounting system and the cost system.
8. Researches missing data, erroneous data, improper postings, and incorrect payments/collections in the accounting system, financial records, or financial statements. Assists DFAS-CO in problem resolution.
9. Serves as travel card coordinator for DRMS. Monitors travel card usage for DRMS to determine abuse and/or nonpayment and advises supervisors of appropriate action to be taken.
10. Prepares bills for various services rendered or products sold for DRMS and DLIS.
11. Provides guidance and assistance to employees for travel and Permanent Change of Station (PCS).

12. Authorizes actual expense reimbursement for TDY travel for DRMS employees, when applicable.
13. Serves as reviewing official for real estate expense claims, certifying the validity and reasonableness of expenses incurred, and prepares documentation to support recommended approval/denial of expenses claimed for DRMS and DLIS.
14. Collects proceeds from sales, both one-time and term, and ensures proceeds are properly accounted for in the financial records.
15. Pursues collection of delinquent accounts for DRMS and DLIS.