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Regulation 37-58\*

Headquarters  
United States Army Installation Management Command  
Directorate–Europe  
Sembach, Germany

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## Financial Administration

# Supply, Acquisition, and Disposition of United States and Foreign Currencies

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\*This regulation supersedes AE Regulation 37-58, 21 June 2013.

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**Summary.** This regulation prescribes—

- Procedures for supplying, acquiring, and disposing of U.S. and foreign currencies.
- A list of Army, Navy, and Air Force finance offices in the USEUCOM area of responsibility (AOR).

**Summary of Change.** This revision—

- Changes references to the “266th Finance Center” to the “266th Financial Management Support Center.”
- Updates the list of finance offices in the USEUCOM AOR ([app A](#)).
- Updates references to the DOD Financial Management Regulation (DOD 7000.14-R) throughout.

**Applicability.** This regulation applies to disbursing officers (DOs) ([glossary](#)), deputy disbursing officers (DDOs) ([glossary](#)), disbursing agents (DAs) ([glossary](#)), Army post offices (APOs), fleet post offices (FPOs), and military banking facilities (MBFs) ([glossary](#)) in the USEUCOM and USAFRICOM AORs. This regulation also applies to DOs, DDOs, DAs, APOs, FPOs, and MBFs in the USCENTCOM AOR when USEUCOM provides requested support. DOs who support visiting ships or fleet units will comply with this regulation to the maximum extent possible.

**Records Management.** Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System website at <https://www.arims.army.mil/>.

**Supplementation.** Organizations will not supplement this regulation without the approval of the Office of Financial Management Policy, Office of the Deputy Chief of Staff, G1, HQ USAREUR.

**Suggested Improvements.** The proponent of this regulation is the Military Pay Section, Office of the Deputy Chief of Staff, G1, HQ USAREUR (AEPE-M, mil 314-537-1074). Users may suggest improvements to this pamphlet by sending DA Form 2028 through the Military Pay Section to the 266th Financial Management Support Center (AETS-FCZ), Unit 23122, APO AE 09277-3122.

**Distribution.** This pamphlet is available only electronically and is posted in the Army in Europe Library & Publishing System at <http://www.eur.army.mil/aepubs/>.

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### Glossary

## 1. PURPOSE

This regulation and the references in [paragraphs 2a and b](#) prescribe policy and procedures for supplying, acquiring, and disposing of U.S. and foreign currencies.

## 2. REFERENCES

a. 40 USC, Public Buildings, Property, and Works (<http://uscode.house.gov/>).

b. DOD 7000.14-R, DOD Financial Management Regulation, volume 5, Disbursing Policy ([http://comptroller.defense.gov/Portals/45/documents/fmr/Volume\\_05.pdf](http://comptroller.defense.gov/Portals/45/documents/fmr/Volume_05.pdf)).

c. SF 215, Deposit Ticket.

## 3. EXPLANATION OF ABBREVIATIONS AND TERMS

The [glossary](#) defines abbreviations and terms.

## 4. RESPONSIBILITIES

a. The Director, 266th Financial Management Support Center (266th FMSC), will establish a central funding office (CFO) to provide funding support in the USEUCOM and USAFRICOM areas of responsibility (AORs) for operations not directly served by military banking facilities (MBFs).

b. The CFO will—

(1) Consolidate orders for U.S. and foreign currencies and obtain funds through the MBFs.

(2) Provide U.S. and foreign currencies to authorized disbursing offices ([glossary](#)) and MBFs in the USEUCOM and USAFRICOM AORs and in the USCENTCOM AOR when requested.

(3) Dispose of excess U.S. currency received from disbursing offices and MBFs.

c. Disbursing officers (DOs) are appointed by a DOD component manpower center or military service commander to serve as agents of the U.S. Treasury with the authority to receive, maintain custody of, and disburse or otherwise dispose of public funds (DOD 7000.14-R, vol 5). DOs are—

(1) Responsible for acknowledging their appointment and responsibilities in writing (DOD 7000.14-R, vol 5, chap 2, para 020303).

(2) Accountable for erroneous (that is, illegal, improper, or incorrect) payments and errors in their accounts. DOs are potentially financially liable for those payments and errors and remain liable even if the DO relied on deputy disbursing officers (DDOs), disbursing agents (DAs), or other accountable agents of the DO ([glossary](#)) who caused the errors.

(3) Responsible for all finance operations of their disbursing office and any subordinate disbursing offices as well as for ensuring compliance with DOD 7000.14-R, volume 5; other DOD or DA guidance; this regulation; and other Army in Europe guidance as appropriate.

(4) Responsible for requesting DDO positions from the authorized approval authority (the DO's appointing authority).

(5) Responsible for appointing (by memorandum) any DDOs required to fill authorized positions (DOD 7000.14-R, vol 5, chap 2, para 020303). A DO normally requests the establishment of at least one DDO position.

(6) Responsible for appointing (by memorandum) any required DAs (DOD 7000.14-R, vol 5, chap 2, para 020303). Unlike the DO or DDO, a DA is not authorized to sign or issue U.S. Treasury checks. Normally, a DA operates a subordinate disbursing office of considerable size and permanently located at a site geographically separate from the disbursing office. A DA may also be colocated with the DO.

(7) Responsible for concurring or nonconcurring (protesting) the local commander's recommendations for appointment of any locally required agents of the DO (for example, collection agents, change-fund custodians, imprest-fund cashiers, paying agents) (DOD 7000.14-R, vol 5, chap 2, para 020701). The local commander approves these agent-of-the-DO appointments, but may not appoint an individual as an agent if the accountable DO protests.

## **5. FINANCE OFFICES**

[Appendix A](#) lists finance offices.

## **6. PROCEDURES FOR OBTAINING U.S. CURRENCY**

### **a. Funding.**

(1) Disbursing offices near an MBF will inform the CFO of their projected daily, mid-month, and end-of-month currency requirements by the second workday after the end-of-month payday. The CFO, in coordination with the servicing MBF, will normally arrange for disbursing offices to pick up currency at the nearest MBF branch. Disbursing offices will—

(a) Order funds as needed according to predetermined funding requirements.

(b) Pick up ordered funds from the MBF contract holder (currently the Bank of America) in exchange for an electronic fund transfer (EFT) or a U.S. Treasury check made payable to the MBF.

(c) Give the MBF at least a 1-week notice when ordering funds in addition to the normal projected currency requirements.

**NOTE:** Notification times may vary in the United Kingdom.

(2) Disbursing offices not near an MBF will order U.S. currency through the CFO. The CFO will normally ship this currency by registered mail. DOs at these offices must anticipate and advise the CFO of their daily, mid-month, and end-of-month currency needs. [Appendix B](#) provides a sample format for requesting currency.

(a) Disbursing offices should notify the CFO of their currency needs 3 to 4 weeks before the requested currency shipping date. Notification may be by telephone, e-mail, or fax and must be confirmed later in writing with an EFT or a U.S. Treasury check made payable to the 266th FMSC, Central Funding Office (DSSN 8548), Unit 23122, APO AE 09054-0000. The CFO will submit a copy of each request to the MBF, Cash Management – 523, Unit 20236, APO AE 09013.

(b) Disbursing offices should use local factors (for example, geographic distance, method of delivery, experience) to help determine when to order currency.

(c) The custody agreement ([glossary](#)) provides shipping instructions.

(3) The DDOs and DAs will normally perform the funding requests for their disbursing offices on behalf of the DO.

(4) The U.S. Treasury may authorize the 266th FMSC to support other recurring funding requirements. Requests for this support must be sent to the 266th FMSC, Central Funding Office (DSSN 8548), Unit 23122, APO AE 09054-0000.

**NOTE:** On approval by the Director, 266th FMSC, the Canadian Forces Europe may purchase U.S. currency from the MBF contractor. The Canadian Forces Europe will purchase U.S. currency with a negotiable instrument ([glossary](#)) or through a confirmed EFT in U.S. dollars from the Bank of Montreal to the MBF.

**b. U.S. Currency Recoupment From Commercial Sources.** To reduce the amount of U.S. currency recouped from the United States, disbursing offices will do the following:

(1) **In Germany.** The CFO DDO will prefund ([glossary](#)) the MBF for recoupment ([glossary](#)) as follows:

(a) All recoupments require approval by the Director, 266th FMSC, or the USAREUR Banking and Credit Union Liaison Officer before the CFO will issue a U.S. Treasury check for the recoupment.

(b) The MBF contractor will deposit recouped U.S. currency into the U.S. dollar global custody account held by the MBF contractor.

(2) **Outside Germany.** Disbursing offices may recoup U.S. currency from designated banks if the transaction does not violate banking agreements or host-nation regulations. If the CFO has not designated a bank, disbursing offices may make recoupment at other available sources authorized by applicable regulations or agreements. For each purchase, the disbursing office will prepare and send the CFO a memorandum using a format similar to that shown in [appendix B](#) that lists U.S. currency by denomination and amount. The memorandum must specify the facility where the disbursing office made the purchase.

**c. Excess Holdings.** Disbursing offices should deposit excess cash at the local MBF to the credit of the Treasurer of the United States using OTCnet ([glossary](#)). If no local MBF exists, disbursing offices will immediately notify the CFO of the amount and denominations of excess cash and request disposition instructions.

**d. U.S. Paper Bills in Numeric Sequence for Special Projects.** Disbursing offices should document their currency needs for special projects as they become known. Disbursing offices should—

(1) Request currency in numeric-value sequence using the format in [appendix B](#).

(2) Submit each request to the CFO with an EFT or a U.S. Treasury check in the amount of the request made payable to the 266th FMSC, Central Funding Office (DSSN 8548), Unit 23122, APO AE 09054-0000.

(3) Submit requests at least 4 weeks before the desired delivery date to ensure funds arrive by the desired date. Delivery will normally be by armored car or registered mail unless the disbursing office makes arrangements for direct pickup at the CFO.

#### **e. Army Post Office (APO) and Fleet Post Office (FPO) Surplus Funds.**

(1) If a disbursing office is available, the APO or FPO official will exchange excess cash for a U.S. Treasury check made payable to Postmaster General, U.S. Postal Service, Washington, DC 20260, or as prescribed by applicable regulations. Disbursing offices will make out the checks in even dollar amounts, make them payable to the postal agent, and ensure the agent endorses them to the Postmaster General at the time of sale.

(2) If a disbursing office is not available, APO and FPO officials may exchange excess cash for a cashier's check at the MBF free of charge. APOs and FPOs must deposit the cash exceeding the amount authorized to keep on hand to the credit of the finance and accounting officer or to the U.S. Treasury using SF 215.

(3) If a local MBF or disbursing office is not available, APOs and FPOs will coordinate with the CFO for deposit by registered mail.

## **7. PROCEDURES FOR OBTAINING FOREIGN CURRENCY**

### **a. Acquisition.**

(1) U.S. Forces disbursing offices will obtain local currency from one of the following sources:

(a) A servicing MBF, if available.

(b) Through the designated CFO (for example, 266th FMSC) in euro-currency countries without a servicing MBF in the vicinity. Disbursing offices will purchase euros by sending an e-mail request to the 266th FMSC CFO (*usarmy.rheinland-pfalz.266-fmc.list.central-funding@mail.mil*).

1. Disbursing offices may request orders for currency through the 266th FMSC CFO by telephone, e-mail, or fax. Disbursing offices must confirm telephonic and fax requests by e-mail. The request must include the amount of currency needed in each denomination, the delivery date, and the complete address to which the currency should be sent. For bank-to-bank transfers, information must include the bank name, account number, account holder, and the specific payee if the account holder is another financial organization.

2. The CFO will send these requests, expressed in U.S. dollar amounts, to the treasury department of the MBF district headquarters.

3. On receiving confirmation of the purchase by the MBF contractor, the CFO will send a notification of the exchange rate and the amount of foreign currency purchased to the ordering disbursing office and immediately pay the MBF contractor by EFT or by U.S. Treasury check. The disbursing office will give the CFO a U.S. Treasury check number and immediately send the check to the CFO for collection and reimbursement.

(c) Other authorized sources as prescribed in applicable regulations and with the specific approval of the senior Army, Navy, or Air Force commander.

(2) Disbursing offices will obtain local currency using U.S. Treasury checks. Disbursing offices that frequently require U.S. Treasury checks to purchase a specific foreign currency should request and justify the establishment of a limited depository account ([glossary](#)) for that currency according to DOD 7000.14-R, volume 5, chapter 14.

(3) To meet nonrecurring needs for check disbursements of a foreign currency, disbursing offices should arrange with the servicing MBF to purchase a negotiable instrument for the amount required by the particular voucher ([glossary](#)). The MBF will issue the negotiable instrument free of charge. The disbursing office will pay the MBF for the negotiable instrument with a U.S. Treasury check. If an MBF is not available and payment by check is required, disbursing offices will request instructions for paying the voucher from the CFO.

#### **b. Disposition.**

(1) Those authorized to receive and collect local currency will use the currency only according to applicable regulations.

(2) Agencies with excess foreign currency will immediately report the excess to the 266th FMSC CFO with a request for disposition instructions.

#### **c. Reporting Requirements.**

(1) Each Army disbursing office with foreign currency responsibilities will prepare a foreign currency transaction report and send it to the Defense Finance and Accounting Service–Indianapolis Center (FINCO-AB), Department 130, Indianapolis, IN 46249-0001, at the end of each fiscal quarter according to DOD 7000.14-R, volume 5. The disbursing office must send a copy of this report to the 266th FMSC.

(2) The MBF contractor will provide the 266th FMSC CFO a daily banking and disbursing report summarizing all recoupment transactions.

### **8. FUNDS VERIFICATION**

Disbursing offices will immediately verify funds when received from other disbursing offices and MBFs. Failure to verify cash by piece-count at the time of receipt could result in the receiving DO being found negligent and incurring liability if funds are missing because of a shortage in currency receipts or purchases. Disbursing offices, DOs, DDOs, and DAs will comply with the following verification procedures:

a. Disbursing offices will immediately notify local postal authorities and the CFO if they did not receive funds sent through the U.S. Postal Service by the specified delivery date.

b. Disbursing offices receiving funds transmitted through the U.S. Postal Service will—

(1) Verify funds as quickly as possible and not later than 2 workdays after receipt.

(2) Open and verify packages in the presence of at least one other person. If disbursing offices discover a discrepancy in the count, the disbursing office will—

(a) Ensure the verifying person or persons immediately certify in writing the circumstances under which the verifier and receiver discovered the discrepancy.

(b) Immediately call the providing disbursing office or MBF and report the discrepancy. The receiving DO, DDO, or DA (at the receiving disbursing office) will immediately prepare a statement describing the discrepancy and its discovery and send the statement to the disbursing office or MBF that provided the funds.

**NOTE:** When the receiving disbursing office cannot clear the discrepancy during the same month the office received the shipment, the office will report and process the discrepancy according to DOD 7000.14-R, volume 5, or other applicable directives.

c. If a DO, DDO, or DA picks up funds from another disbursing office or an MBF or deposits funds for credit to the U.S. Treasury, the DO, DDO, or DA must verify these funds at the point of pickup or deposit when possible. Disbursing offices and MBFs will provide adequate facilities for verifying funds.

(1) If DOs, DDOs, and DAs cannot verify the funds at the point of pickup or deposit, the DO, DDO, or DA will verify the funds within 24 hours after acceptance. Disbursing offices cannot make claims for discrepancies against the supplier if they did not verify the funds within 24 hours after acceptance.

(2) If DOs, DDOs, DAs, or MBF officials discover a discrepancy, they must notify all parties immediately.

## **9. PACKAGING CURRENCY AND COINS**

a. DDOs, DAs, and APOs or FPOs not near an MBF or disbursing office must separate and package currency by denomination for shipment by registered mail.

(1) Shippers will place 100 notes ([glossary](#)) in each strap ([glossary](#)). Shippers will pack straps of less than 100 notes with 2 rubber bands on each end and annotate the number of notes on the paper wrapper. Shippers should tie 10 straps (1,000 notes) together to form 1 brick ([glossary](#)).

(2) Each strap of notes must be secured by a paper wrapper showing the name, disbursing station symbol number (DSSN), and address of the shipper. The wrapper must also show the name or initials of the person verifying the notes and the date of preshipment verification.

b. DDOs, DAs, and APOs or FPOs not near an MBF or disbursing office will place loose coins (not in paper rolls) in regular coin bags by denomination. Shippers must secure and tag each bag. The tag must include the following information:

(1) The denomination and amount of coins.

(2) The name and address of the bank or the name, DSSN, and address of the disbursing office making the shipment.

(3) The name or initials of the person verifying the coins.

(4) The date of preshipment verification.

c. DOs, DDOs, and DAs will place coins and currency in a solid box and wrap the box with strong paper and nylon tape. Disbursing offices will send all monetary shipments to Bank of America, N.A., Military Bank – Overseas Division, MCCP – 195, Unit 22902, APO AE 09003-2902.

## **10. MUTILATED AND DECOMPOSED U.S. CURRENCY**

In addition to the guidance in applicable regulations and in [subparagraph a](#) below about U.S. paper currency suitable for circulation, all DDOs, DAs, and APOs or FPOs not near an MBF or disbursing office must follow the instructions in [subparagraphs b and c](#) below.

a. To be considered fit for circulation, paper currency—

(1) Must be clean enough so that anyone can determine its authenticity, class, and denomination without difficulty.

(2) Must have enough of its original strength to permit easy handling.

(3) Must not be torn, perforated, or otherwise mutilated.

(4) Should not appear limp or rag-like.

(5) Should not have heavy creases that break the fiber of the paper and indicate that disintegration has begun.

(6) Should not droop when held by one end and pressed lengthwise into a slightly concave shape.

**NOTE:** Bent corners or creases and wrinkles not breaking or seriously weakening the note do not render the note unfit.

b. Depending on the type of currency, disbursing offices, DOs, DDOs, or DAs will arrange for mutilated paper currency to be returned to either the U.S. Treasury Bureau of Engraving and Printing or the Bank of America – Foreign Currency Services.

(1) All mutilated currency should be sent “Registered Mail, Return Receipt Requested.” If the location does not have registered-mail capability, the shipper should contact the CFO for disposition instructions.

(2) Affidavits providing all pertinent details must be submitted with the currency as required by applicable regulations.

(3) Insurance for the shipment is covered under 40 USC 17301 through 17309 and DOD 7000.14-R, volume 5, chapter 3, paragraph 030501A.

c. For further instructions on handling mutilated U.S. currency, disbursing offices, DOs, DDOs, and DAs should refer to DOD 7000.14-R, volume 5, chapter 3, paragraph 030507B, or U.S. Treasury guidance at <http://www.bep.gov/submitclaim.html>.

d. For further instructions on handling mutilated foreign currency, disbursing offices, DOs, DDOs, and DAs should refer to DOD 7000.14-R, volume 5, chapter 13, paragraph 130604.

## **11. MUTILATED U.S. COINS**

In addition to applicable regulations on disposing of mutilated coins, the following applies:

a. Disbursing offices are not authorized to accept or exchange mutilated coins.

b. Disbursing offices should provide the following information to customers who wish to exchange mutilated coins:

(1) The U.S. Treasury redeems mutilated coins sent at the owner's expense to the Superintendent, U.S. Mint, P.O. Box 400, Philadelphia, PA 19105-0400.

(2) For additional disposition instructions, DOs should refer to DOD 7000.14-R, volume 5, chapter 3, paragraph 030507.

## **12. AUTHORITY TO HOLD CASH**

a. Army disbursing offices will request authority to hold cash according to DOD 7000.14-R, volume 5, and 266th FMSC cash holding authority (CHA) ([glossary](#)) policy issued by the Director, 266th FMSC. Navy and Air Force disbursing offices will follow applicable Service regulations when requesting authority to hold cash.

b. Disbursing offices, DOs, DDOs, and DAs will be careful not to exceed the authorized amount (the CHA) of cash held at personal risk. They must dispose of excess funds as prescribed in paragraphs [6c](#) and [e](#).

c. The CHA approving authority will ensure—

(1) The CHA is capable of supporting uninterrupted disbursing operations for approximately 3 months, based on the disbursing office's historical average daily rate.

(2) Management controls are in place to ensure the approving authority routinely reviews each disbursing office's cash requirements.

d. Disbursing offices should submit a new CHA request twice a year or whenever a review of cash requirements results in a major change.

## **13. SPECIAL ACQUISITION AND DISPOSITION**

Questions about acquisition and disposition of currency not covered in this regulation may be sent through command channels to the 266th FMSC, Central Funding Office (DSSN 8548), Unit 23122, APO AE 09054-0000.

**APPENDIX A  
FINANCE OFFICES**

Table A-1 lists finance offices in the USEUCOM area of responsibility. Requests to change this list should be sent to the 266th Financial Management Support Center, Central Funding Office (DSSN 8548), Unit 23122, APO AE 09054-0000.

| <b>Table A-1<br/>Finance Offices</b>                  |   |                       |  |
|---|---|-----------------------|--|
| <b>ARMY</b>   |   |                       |  |
| <b>Belgium, the Netherlands, Luxembourg (BENELUX)</b> | BENELUX Finance Office (AETS-FCP-BFO)<br>Unit 21420, Box 3803<br>APO AE 09705-3803<br>(Chièvres, Belgium)                           | <b>Italy</b>          | Italy Finance Office (AETS-FCP-IFO)<br>Unit 31401<br>APO AE 09630-1401<br>(Vicenza)                    |
| <b>Germany</b>  | Central Funding Office (DSSN 8548)<br>266th Financial Management Support Center<br>Unit 23122<br>APO 09054-0000<br>(Kaiserslautern) |                       |  |
| <b>Kuwait</b>   | 266th Theater Financial Management Support Center<br>Camp Arifjan, Kuwait<br>APO AE 09366   | <b>Kosovo</b>         | Area Support Team – Balkans<br>Camp Bondsteel, Kosovo<br>APO AE 09340                                  |
| <b>NAVY</b>   |   |                       |  |
| <b>Egypt</b>  | U.S. Naval Medical Research Unit #3<br>FPO AE 09835<br>(Cairo)  | <b>Sicily</b>         | Naval Air Station Sigonella<br>Commercial Bill Paying Office<br>PSC 812, Box 3140<br>FPO AE 09627-3140 |
| <b>Greece</b>   | Naval Support Activity Souda Bay<br>Commercial Bill Paying Office<br>PSC 814, Box 37<br>FPO AE 09865-0037                           | <b>Spain</b>          | Naval Station Rota<br>Commercial Bill Paying Office<br>PSC 819, Box 61<br>FPO AE 09645-0061            |
| <b>Italy</b>  | Naval Support Activity Naples<br>Commercial Bill Paying Office<br>PSC 817, Box 4<br>FPO AE 09622-0004                               | <b>United Kingdom</b> | U.S. Naval Activities<br>Commercial Bill Paying Office<br>PSC 821, Box 49<br>FPO AE 09421-0049         |
| <b>Bahrain</b>  | PSD Bahrain<br>PSC 851 Box 580<br>FPO AE 09834  |                       |  |
| <b>AIR FORCE</b>                                      |   |                       |  |
| <b>Belgium</b>  | 52d Munitions Support Station<br>Foreign Military Financing<br>Unit 21903<br>APO AE 09713-1903<br>(Kleine Brogel)                   | <b>Spain</b>          | 496th Air Base Squadron<br>Financial Management Office<br>Unit 6585<br>APO AE 09643-6585<br>(Morón)    |

| <b>Table A-1<br/>Finance Offices</b>           |   |   |  |
|--|---|---|--|
| <b>AIR FORCE—Continued</b>                     |   |   |  |
| <b>Denmark</b>                                 | Operating Location A<br>86th Comptroller Squadron<br>Foreign Military Financing<br>APO AE 09716<br>(Copenhagen)   | <b>Turkey</b>   | 39th Comptroller Flight<br>Foreign Military Financing<br>Unit 7055, Box 155<br>APO AE 09824-0155<br>(Incirlik)   |
| <b>France</b>                                  | 16th Expeditionary Air Base Squadron<br>Financial Management Office<br>Operation Joint Guard<br>APO AE 09791-9075<br>(Istres)   |   | 425th Air Base Squadron<br>Foreign Military Financing<br>Unit 6870<br>APO AE 09821-6870<br>(Izmir)   |
| <b>Germany</b><br>(financial services offices) | 52d Comptroller Squadron<br>Foreign Military Financing<br>Unit 3630<br>APO AE 09126-3630<br>(Spangdahlem)<br><br>86th Comptroller Squadron<br>Foreign Military Financing<br>Unit 3185, Box 315<br>APO AE 09094-0315<br>(Ramstein)<br><br>470th Air Base Flight<br>Foreign Military Financing<br>Unit 3485<br>APO AE 09104-3485<br>(Geilenkirchen) | <b>United Kingdom</b><br>(financial services offices) | 422d Air Base Squadron<br>Foreign Military Financing<br>Unit 5855<br>APO AE 09494-5855<br>(Royal Air Force (RAF) Station Croughton)<br><br>48th Comptroller Squadron<br>Foreign Military Financing<br>Unit 5170, Box 290<br>APO AE 09464-0290<br>(RAF Station Lakenheath)<br><br>100th Comptroller Squadron<br>Foreign Military Financing<br>Unit 4910, Box 365<br>APO AE 09459-0365<br>(RAF Station Mildenhall) |
| <b>Greece</b>                                  | 1 ERS/FM<br>PSC 109 Box 4<br>APO AE 09818<br>(Akrotiri)   |   |  |
| <b>Italy</b><br>(financial services offices)   | 31st Comptroller Squadron Foreign Military Financing<br>Unit 6142, Box 145<br>APO AE 09604-0145<br>(Aviano)   |   |  |
| <b>Norway</b>                                  | 426th Air Base Squadron<br>Foreign Military Financing<br>Unit 6655<br>APO AE 09706-6655<br>(Stavanger)  |   |  |
| <b>Portugal</b>                                | 65th Comptroller Squadron<br>Foreign Military Financing<br>Unit 7710<br>APO AE 09720-7710   |   |  |

**APPENDIX B  
SUGGESTED FORMATS FOR REQUESTS FOR CURRENCY AND RECOUPMENT REPORTS**

This appendix provides suggested formats for requests for currency (fig B-1) and for recoupment reports (fig B-2).

Office Symbol

Date

MEMORANDUM FOR Central Funding Office (Disbursing (Funding)), Unit 23122, APO AE 09054-0000

SUBJECT: Request for Currency

1. Reference AE Regulation 37-58, Supply, Acquisition, and Disposition of United States and Foreign Currencies.
2. I request issue of the following currency:

| Currency Type | Denomination | Amount |
|---------------|--------------|--------|
|               | 100          |        |
|               | 50           |        |
|               | 20           |        |
|               | 10           |        |
|               | 5            |        |
|               | 1            |        |
|               | 0.50         |        |
|               | 0.25         |        |
|               | 0.10         |        |
|               | 0.05         |        |
|               | 0.01         |        |

3. Enclosed is U.S. Treasury check number \_\_\_\_\_ payable to the 266th Financial Management Support Center (DSSN 8548), Unit 23122, APO AE 09054-0000, in the amount of \_\_\_\_\_.

4. Request you ship funds to arrive at the following address not later than \_\_\_\_\_:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Figure B-1. Suggested Format for Requesting Currency**

---

Office Symbol  
SUBJECT: Request for Currency

5. For additional information, contact the undersigned at military telephone \_\_\_\_\_  
or e-mail: xx.xxx@xxx.mil.

Encl

\_\_\_\_\_  
*DO, DDO, or DA signature block (requester)*

CF:  
MBF (Treasury 522), APO AE 09060

---

**Figure B-1. Suggested Format for Requesting Currency—Continued**

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Office Symbol

Date

MEMORANDUM FOR RECORD

SUBJECT: Statement of U.S. Currency Recoupment

1. Reference AE Regulation 37-58, Supply, Acquisition, and Disposition of United States and Foreign Currencies.

2. On this date, the following currency was purchased:

| <b>Currency Type</b> | <b>Denomination</b> | <b>Amount</b> |
|----------------------|---------------------|---------------|
| _____                | _____               | _____         |
| _____                | _____               | _____         |
| _____                | _____               | _____         |
| _____                | _____               | _____         |
| _____                | _____               | _____         |
| _____                | _____               | _____         |
| _____                | _____               | _____         |
| _____                | _____               | _____         |
| _____                | _____               | _____         |

---

**Figure B-2. Suggested Format for Recoupment Reports**

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Office Symbol  
SUBJECT: Statement of U.S. Currency Recoupment

3. The funds listed in paragraph 2 were obtained from the following:

| <b>Source</b> | <b>Amount</b> |
|---------------|---------------|
| _____         | _____         |
| _____         | _____         |
| _____         | _____         |
| _____         | _____         |
| _____         | _____         |
| _____         | _____         |
| _____         | _____         |
| _____         | _____         |
| _____         | _____         |
| _____         | _____         |
| _____         | _____         |

---

*DO, DDO, or DA signature block*

---

**Figure B-2. Suggested Format for Recoupment Reports—Continued**

## GLOSSARY

### SECTION I ABBREVIATIONS

|            |   |
|------------|---|
| 266th FMSC | 266th Financial Management Support Center |
| AE         | Army in Europe                            |
| AOR        | area of responsibility                    |
| APO        | Army post office                          |
| AR         | Army regulation                           |
| BENELUX    | Belgium, the Netherlands, Luxembourg      |
| CFO        | central funding office                    |
| CHA        | cash holding authority                    |
| chap       | chapter                                   |
| DA         | disbursing agent                          |
| DDO        | deputy disbursing officer                 |
| DO         | disbursing officer                        |
| DOD        | Department of Defense                     |
| DSSN       | disbursing station symbol number          |
| EFT        | electronic fund transfer                  |
| FMR        | Financial Management Regulation           |
| FPO        | fleet post office                         |
| MBF        | military banking facility                 |
| SF         | standard form                             |
| U.S.       | United States                             |
| USAFRICOM  | United States Africa Command              |
| USAREUR    | United States Army Europe                 |
| USC        | United States Code                        |
| USCENTCOM  | United States Central Command             |
| USEUCOM    | United States European Command            |
| vol        | volume                                    |

### SECTION II TERMS

#### **agent of the disbursing officer**

A person appointed by the local commander to an accountable position that is not authorized to regularly receive and maintain custody of public funds. These types of agents include paying agents, imprest-fund cashiers, collection agents, change-fund custodians, and individuals designated to distribute salary checks.

#### **brick**

Ten straps of 100 U.S. notes (1,000 notes)

#### **cash holding authority**

The maximum total dollar value of cash that a disbursing office may keep on hand. Each disbursing office requests from the appropriate approving authority (normally the Director, 266th Financial Management Support Center) the authority to hold cash at personal risk.

**central funding account**

An account approved by the U.S. Treasury that allows the Government to physically maintain U.S. currency in the Government’s contractor-operated military banking facility overseas. The central funding account assures the availability of U.S. currency exported to support the dollar economy in support of United States Armed Forces stationed overseas.

**custody agreement**

An agreement between the military banking facility contract holder and USAREUR designating the central funding office’s disbursing officer and the responsibilities of each party to the agreement

**deputy disbursing officer**

A person who prepares disbursement and collection vouchers as a subordinate agent of the disbursing officer

**disbursing agent**

A person who is a disbursing officer’s subordinate agent and who is not an appointed deputy disbursing officer. Disbursing agents prepare disbursement and collection vouchers as agents of the disbursing officer. These vouchers become part of the disbursing officer’s overall accountability.

**disbursing office**

An office responsible for providing cash services within a defined geographic area

**disbursing officer**

A person who is appointed by a DOD component manpower center or military service commander to serve as an agent of the U.S. Treasury with the authority to safeguard and disburse public funds. Disbursing officers are accountable for erroneous (that is, illegal, improper, or incorrect) payments and for errors in their accounts and potentially pecuniarily liable for those payments or errors, even if the disbursing officer relied on a deputy disbursing officer or disbursing agent who caused the errors.

**limited depositary account**

A bank account established by a disbursing office to facilitate check or electronic fund transfer payments in foreign currency to or from banks designated as “Depositaries of Public Moneys of the U.S.” by the U.S. Treasury

**military banking facility**

A bank located on a military installation and authorized by DOD under the overseas bank contract program to conduct business with military personnel and military agencies in U.S. and foreign currency transactions. Normally, the DOD authorizes military banking facilities only at overseas locations.

**negotiable instrument**

A signed document that promises to pay an individual or an organization a sum of money at a future date or on demand (for example, money order, personal check, U.S. Treasury check)

**note**

U.S. currency (paper money)

**OTCnet**

A web-based application designed for reporting deposits using electronic collection mechanisms instead of paper-based processing

**prefund**

To provide a U.S. Treasury check to a military banking facility (MBF) for foreign and U.S. currency that the MBF will purchase. The MBF will use the U.S. Treasury check for recoupment.

**recoupment**

An action to reimburse a loss by a subsequent gain. The central funding office usually issues a U.S. Treasury check to recoup debited funds in the central funding account.

**strap**

One hundred U.S. notes bound together

**voucher**

A document authorizing the payment to or collection from an individual or organization (for example, SF 44, SF 1034, DD Form 1131). Disbursing offices use vouchers to document execution or verify the validity of payments or collections.