

# Chapter 5 Add New Memorandum Documents



## Overview

Authorized users can enter new memorandum documents from the FASTDATA Site window via the **File** menu **New Document** option. The FASTDATA Fund Administrator (FA) Module Site Security Access options control the user's access to create new memorandum documents in the FASTDATA Site Module. For example, if a user has **Display-Only** access to the **Add Document** site security access option, that user can view but cannot modify or add memorandum documents. For the Site Security Access options, available access levels depend on the specific option. Access levels include **Access**, **No Access**, **Display-Only**, and **Update**. Only users with **Add Document Update** can add new memorandum documents.

FASTDATA gives the user the option to enter transaction data via the much shorter memorandum documents, compared to the lengthy source documents. Memorandum documents also allow the user to post fuel received and material ordered through the General Services Administration (GSA) process. Memorandum documents affect the operating target's (OPTAR's) status of funds and create commitment, obligation, or receipt transactions for the official accounting system, STARS-FL. As you enter and save memorandum documents, FASTDATA files and the OPTAR's status of funds are automatically updated. After the user saves a new memorandum, it is handled in the same manner as if it had been entered as a source document, with the following exceptions:

- A DD448, NC2275, or NC2276 memorandum cannot be amended after it is created. Therefore, unless you're sure that changes will not occur at a later date, don't create memorandum documents of that type.
- The FA decides whether to have the site manually assign document control numbers (DCN's) for all memorandum records or have FASTDATA automatically assign them. This option is downloaded to the site at the time of a new installation or during a site update. If the DCN is manually entered by the site, it must be within the range of serial numbers assigned to the site for the selected type of document.

FASTDATA does not allow the user to create a memorandum that exceeds the site authorization if the **Check for Funds** check box on the associated OPTAR has been checked in the FASTDATA FA Module. After the user enters the unit price or amount, FASTDATA checks the total amount against the site authorization for the assigned job order number (JON). If the total cost entered on the memorandum exceeds the site authorization, the user is informed of the total available amount. The user must then change the JON, the unit price, amount, or quantity. You cannot continue with creating a new memorandum until the transaction passes validation.

If the **Check for Funds** check box on the associated OPTAR has been checked and the total cost entered on the new memorandum exceeds the site authorization, FASTDATA will issue a message indicating that funds have been exceeded; however, the user is allowed to continue to create the new memorandum.

Procedures to enter a new memorandum are similar for all documents. Therefore, composition of data fields is not discussed in detail for each new memorandum. Only those data fields that

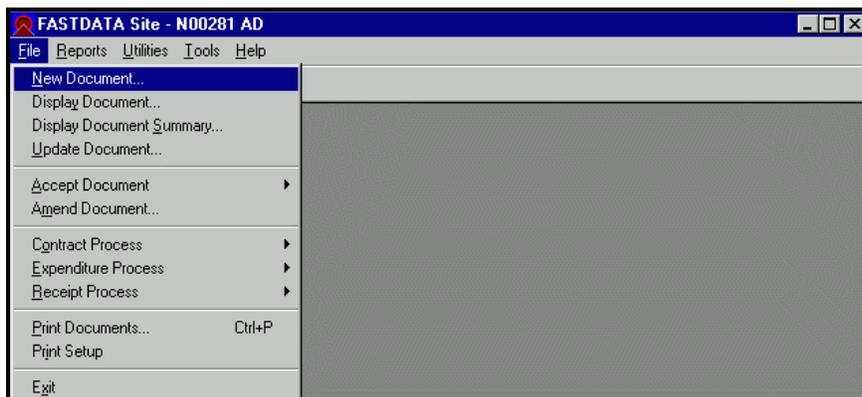
require an entry are specifically addressed. For details on all other data fields for a selected memorandum, refer to the FASTDATA Site Module Help file.

To create new memorandum documents, select **New Document** from the FASTDATA Site window **File** menu.

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**Tip** You can also select the **New** toolbar button to create new memorandum documents.

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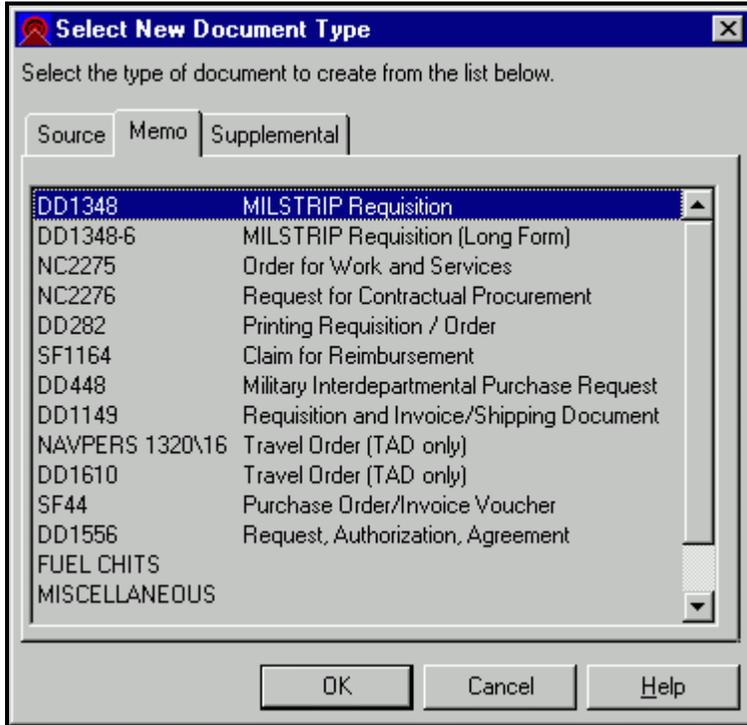
**Figure 5.1**  
**New Document**  
**Option**

The Select New Document Type window will open with the **Source** tab selected by default. Select the **Memo** tab. A list of memorandum documents that you can create will display. Use the vertical scrollbar to modify the view of the list.

### Restrictions

- Only users with a FASTDATA FA Module Site Security Access **Add Document** access level of **Update** can enter new memorandum documents.
- A FASTDATA FA Module Site Security Access **Add Document** access level of **Display-Only** limits users to view-only access to site memorandum documents.
- A FASTDATA FA Module Site Security Access **Add Document** access level of **No Access** prevents a user from accessing site memorandum documents.

- **Select New Document Type Window Objects**



**Figure 5.2**  
Select New  
Document Type  
Window Memo Tab

**Source Tab**

Displays the source documents that you can create, excluding supplemental source documents.

**Memo Tab**

Displays the memorandum documents that you can create.

**Supplemental Tab**

Displays the supplemental source documents that you can create.

**OK**

Allows you to proceed with creating the selected document.

**Cancel**

Closes the Select New Document Type window without creating a new document.

**Help**

Opens the reference help topic on the Select New Document Type window.

*R* **Add New Memorandum Options**

- **Enter a new DD1348**
- **Enter a new DD1348-6**

- Enter a new NC2275
- Enter a new NC2276
- Enter a new DD282
- Enter a new SF1164
- Enter a new DD448
- Enter a new DD1149
- Enter a new NAVPERS 1320/16
- Enter a new DD1610
- Enter a new SF44
- Enter a new DD1556
- Enter a new fuel chit
- Enter a miscellaneous memorandum
- Enter a GSA document memorandum
- Enter a civilian labor memorandum

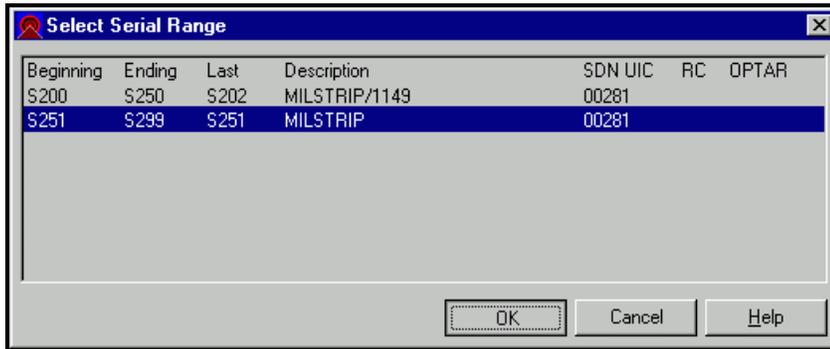
### ■ ***Steps for Entering a New DD1348***

Use the MILSTRIP Requisition Form DD1348 memorandum to order material through the supply system. If your FA has set up your site for station use, transactions generated via the DD1348 will not be included when you export data to the FA. The obligations that result from these requisitions are recorded in the official accounting system via the Station Use tape.

1. On the Select New Document Type window **Memo** tab, ensure that **DD1348 MILSTRIP Requisition** is selected from the list of memorandum documents and select the **OK** button.

The DD1348 is selected by default when the Select New Document Type window first opens.

The Select Serial Range window will open if there is more than one serial range assigned to the document type.



**Figure 5.3**  
**Select Serial**  
**Range**  
**Window**

2. Select the serial range with which you wish to associate the new DD1348 and select the **OK** button.

When you select a serial range, the next serial number for the selected range is automatically assigned to the new document and the serial range file is updated.

The New Memo DD1348 window will open. If you wish to abort creating a new DD1348, select the **Close** button to close the New Memo DD1348 window.

3. Select the required JON from the **JON** drop-down list.
4. If you wish, change the default value for the required obligation or expense charge by selecting a different value from the **Expense Element** drop-down list.
5. Enter the required purpose of the log entry or the name of the item(s) being ordered in the **OPTAR Log** field.
6. If you wish, change the default value for the required OMB object class designation by selecting a different value from the **OMB Object Class** drop-down list.
7. If you wish to enter data in the optional remaining data fields, select the desired field and enter the applicable data.

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**Tip** Refer to Optional Elements on the New Memo DD1348 topic in FASTDATA Site Module Reference Help for details on each optional entry.

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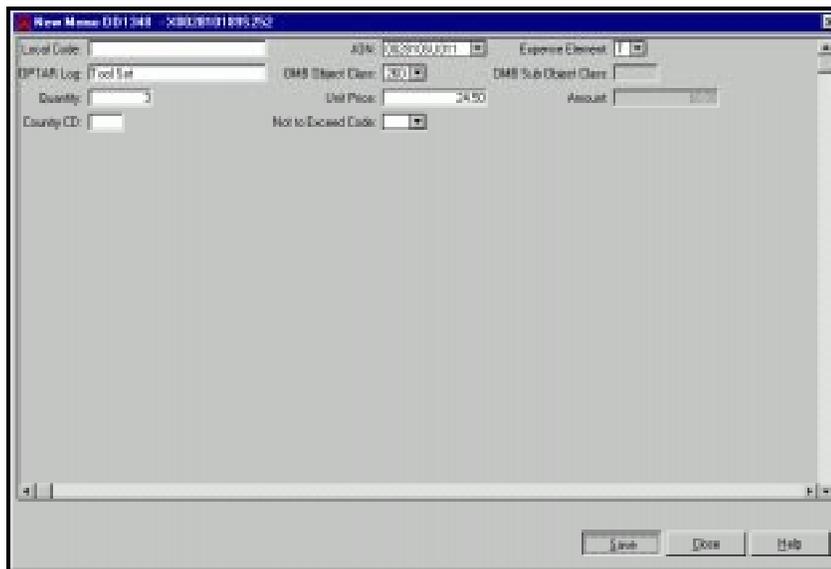


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**Tip** If the unit price you enter is zero (0), the transaction is treated as a no-charge item and no obligation is created for the transaction.

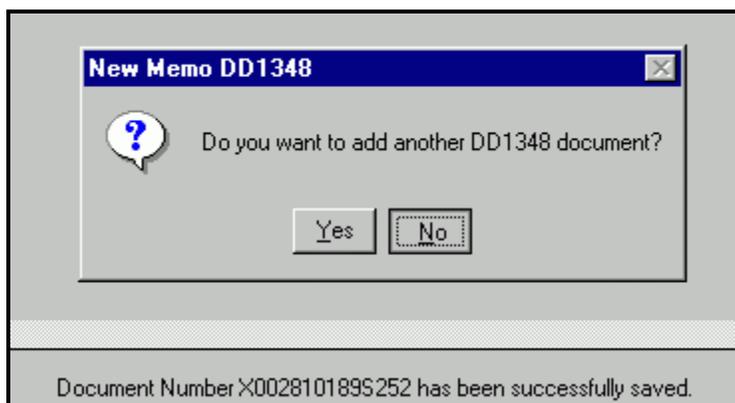
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8. When you have entered all required and optional data, select the **Save** button.



**Figure 5.4**  
Saving a  
New  
DD1348

FASTDATA will inform you that the document has been successfully saved and ask you if you want to add another DD1348.



**Figure 5.5**  
Adding  
Additional  
DD1348's

9. If you have another DD1348 to add, select the **Yes** button and continue entering new data and saving it.
10. If you have no other DD1348 to add, select the **No** button to close the New Source DD1348 window.

## ■ Steps for Entering a New DD1348-6

Use the MILSTRIP Requisition Form DD1348-6 memorandum to order National Stock Number (NSN) items, part number items, or items that require specific identifying data. Transactions generated from the DD1348-6 are included when you export data to the FA, and are recorded as commitments when exported to the official accounting system.

1. On the Select New Document Type window **Memo** tab, select **DD1348-6 MILSTRIP Requisition (Long Form)** from the list of memorandum documents and select the **OK** button. The Select Serial Range window will open if there is more than one serial range assigned to the document type.
2. Select the serial range with which you wish to associate the new DD1348-6 and select the **OK** button.

When you select a serial range, the next serial number for the selected range is automatically assigned to the new document and the serial range file is updated.

The New Memo DD1348-6 window will open. Use the horizontal and vertical scrollbars to modify the view of the document. If you wish to abort creating a new DD1348-6, select the **Close** button to close the New Memo DD1348-6 window.

3. Select the required JON from the **JON** drop-down list.
4. If you wish, change the default value for the required obligation or expense charge by selecting a different value from the **Expense Element** drop-down list.
5. Enter the required purpose of the log entry or the name of the item(s) being ordered in the **OPTAR Log** field.
6. If you wish, change the default value for the required OMB object class designation by selecting a different value from the **OMB Object Class** drop-down list.
7. If you wish to enter data in the optional remaining data fields, select the desired field and enter the applicable data.

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**Tip** Refer to Optional Elements on the New Memo DD1348-6 topic in FASTDATA Site Module Reference Help for details on each optional entry.

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8. When you have entered all required and optional data, select the **Save** button.

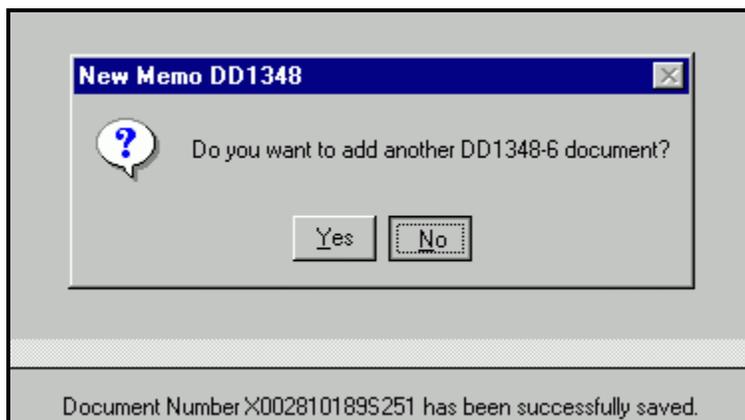
The screenshot shows a window titled "New Memo DD1348-6 - 399206101495251". The window contains several input fields and dropdown menus:

- Local Code:** A text input field.
- OPTAR Log:** A text input field with the value "Consumables".
- Quantity:** A text input field with the value "1".
- Unit Price:** A text input field.
- Amount:** A text input field with the value "11.00".
- Count Code:** A text input field.
- Net to Collect Code:** A dropdown menu.
- JON:** A dropdown menu with the value "CONSUMABLES".
- Expense Element:** A dropdown menu.
- OMB Object Class:** A dropdown menu.
- OMB Sub-Object Class:** A dropdown menu.

At the bottom of the window, there are three buttons: **Save**, **Close**, and **Help**.

**Figure 5.6**  
Saving a New  
DD1348-6

FASTDATA will inform you that the document has been successfully saved and ask you if you want to add another DD1348-6.



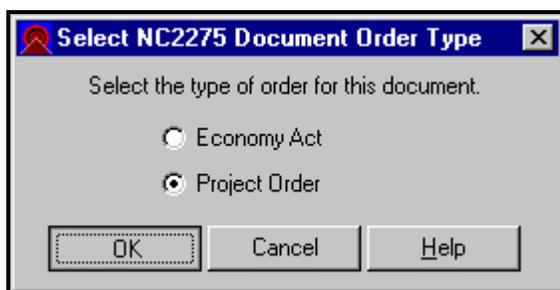
**Figure 5.7**  
Adding  
Additional  
DD1348's

9. If you have another DD1348-6 to add, select the **Yes** button and continue entering new data and saving it.
10. If you have no other DD1348-6 to add, select the **No** button to close the New Source DD1348-6 window.

## ■ **Steps for Entering a New NC2275**

The NC2275 memorandum is a reimbursable order and is used when one component of the Navy requests work or services to be performed by another component of the Navy. The NC2275 establishes a commitment transaction that will be included in the export to the official accounting system. There are two formats for the NC2275: the Economy Act and the Project Order. Each format requires acceptance to generate an obligation transaction. The data you enter for both formats is the same, but the system-generated format of the document control number (DCN) is different for each. For an Economy Act NC2275, the ninth and tenth positions of the DCN are *WR* while the ninth and tenth positions of the DCN for a Project Order NC2275 are *PO*.

1. On the Select New Document Type window **Memo** tab, select **NC2275 Order for Work and Services** from the list of memorandum documents and select the **OK** button. The Select NC2275 Document Order Type window will open.



**Figure 5.8**  
Select NC2275  
Document Order  
Type Window

2. Select the document type you wish to create and select the **OK** button. The default type is **Economy Act**.

**Tip** The detailed steps that follow are for creating a Project Order NC2275.

The Select NC2275 Document Order Type window will close and the Select Serial Range window will open if there is more than one serial range assigned to the document type.

3. Select the serial range with which you wish to associate the new NC2275 and select the **OK** button.

When you select a serial range, the next serial number for the selected range is automatically assigned to the new document and the serial range file is updated.

The New Memo NC2275 window will open. Use the horizontal and vertical scrollbars to modify the view of the document. If you wish to abort creating a new NC2275, select the **Close** button to close the New Memo NC2275 window.

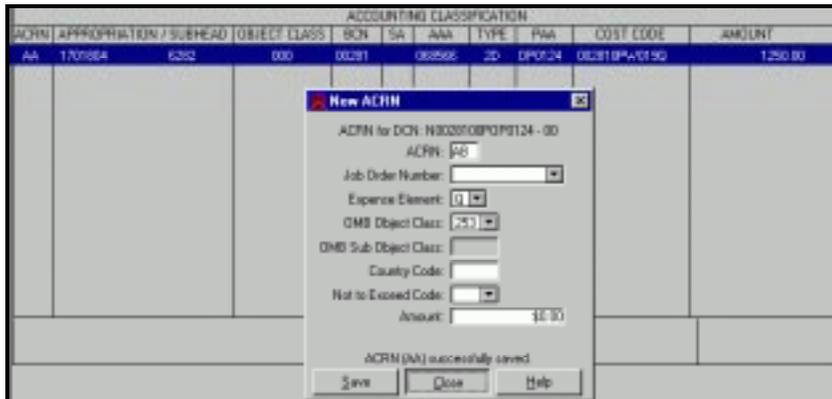
4. Enter the required purpose of the log entry in the **OPTAR Log** field.
5. Enter the required accounting classification reference number (ACRN) in the **ACCOUNTING CLASSIFICATION** fields.

To enter the ACRN, right-click on any **ACCOUNTING CLASSIFICATION** column. Select the **New** item on the pop-up menu.



**Figure 5.9**  
Opening the  
New ACRN  
Window

The New ACRN window will open.



**Figure 5.10**  
Entering an  
ACRN for  
the NC2275

6. If you wish, you can change the required value in the **ACRN** field. The default value for the first ACRN is **AA**. The value will automatically increment by one character for each subsequent ACRN.

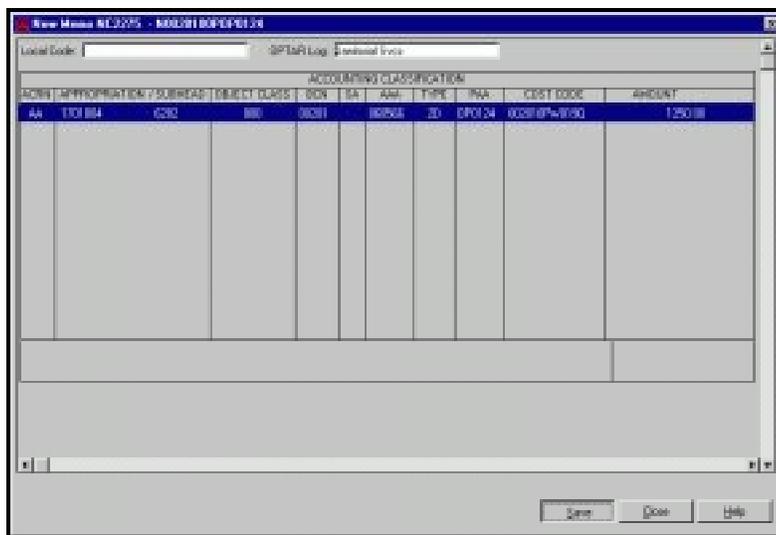
7. Select the required JON from the **Job Order Number** drop-down list.
8. If you wish, change the default value for the required obligation or expense charge by selecting a different value from the **Expense Element** drop-down list.
9. If you wish, change the default value for the required OMB object class designation by selecting a different value from the **OMB Object Class** drop-down list.
10. If applicable, enter an amount in the **Amount** field.
11. If you wish to enter data on any remaining ACRN window data field, select the desired field and enter the applicable data.
12. Select the **Save** button. FASTDATA will inform you that the ACRN was successfully saved and display the data on the New Memo NC2275 window.
13. Select the **Close** button to close the window if you have no other ACRN's to add.
14. If you wish to enter data in the optional remaining data field on the New Memo NC2275 window, select the field and enter the applicable data.

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**Tip** Refer to Optional Elements on the New Memo NC2275 topic in FASTDATA Site Module Reference Help for details on each optional entry.

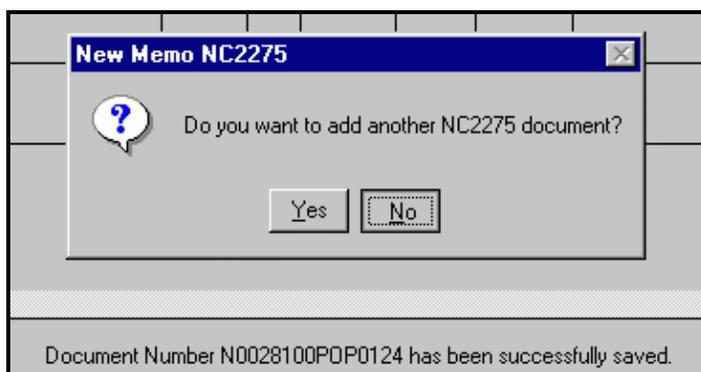
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15. When you have entered all required and optional data, select the **Save** button.



**Figure 5.11**  
Saving a New  
NC2275

FASTDATA will inform you that the document has been successfully saved and ask you if you want to add another NC2275.



**Figure 5.12**  
Adding Additional  
NC2275's

16. If you have another NC2275 to add, select the **Yes** button and continue entering new data and saving it.
17. If you have no other NC2275 to add, select the **No** button to close the New Memo NC2275 window.

## ■ Steps for Entering a New NC2276

Use the NC2276 Request for Contractual Procurement to request material, equipment, work, or services when requirements can be satisfied through contracts placed with commercial sources. Transactions generated from the NC2276 are included when you export data to the FA, and are recorded as commitments when exported to the official accounting system.

1. On the Select New Document Type window **Memo** tab, select **NC2276 Request for Contractual Procurement** from the list of memorandum documents and select the **OK** button. The Select Serial Range window will open if there is more than one serial range assigned to the document type.
2. Select the serial range with which you wish to associate the new NC2276 and select the **OK** button.

When you select a serial range, the next serial number for the selected range is automatically assigned to the new document and the serial range file is updated.

The New Memo NC2276 window will open. Use the horizontal and vertical scrollbars to modify the view of the document. If you wish to abort creating a new NC2276, select the **Close** button to close the New Memo NC2276 window.

3. Enter the required purpose of the log entry or the name of the item(s) being ordered in the **OPTAR Log** field.
4. Enter the required ACRN in the **ACCOUNTING CLASSIFICATION** fields.

To enter the ACRN, right-click on any **ACCOUNTING CLASSIFICATION** column. Select the **New** item on the pop-up menu. The New ACRN window will open.

ACRN	APPROPRIATION / SURHEAD	OBJECT CLASS	BCN	SA	AAA	TYPE	Pos	COST CODE	AMOUNT
AA	1701104	600	000	0001	00566	2D	CS100	002150/1119	750.00

**New ACRN**

ACRN for DCN: N1025108P03108 - 00

ACRN:

Job Order Number:

Expense Element:

OMB Object Class:

OMB Sub Object Class:

Country Code:

Nat to Excess Code:

Amount:

Quantity:

ACRN (AA) successfully saved

**Figure 5.13**  
Entering an  
ACRN for  
the NC2276

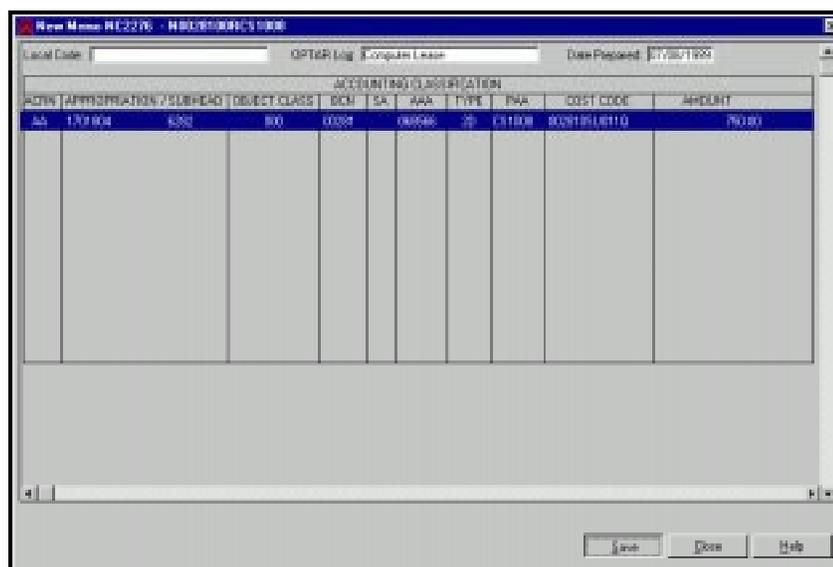
5. If you wish, you can change the required value in the **ACRN** field. The default value for the first ACRN is AA. The value will automatically increment by one character for each subsequent ACRN.
6. Select the required JON from the **Job Order Number** drop-down list.
7. If you wish, change the default value for the required obligation or expense charge by selecting a different value from the **Expense Element** drop-down list.
8. If you wish, change the default value for the required OMB object class designation by selecting a different value from the **OMB Object Class** drop-down list.
9. Enter the required value in the **Amount** field.
10. If you wish to enter data on any remaining ACRN window data field, select the desired field and enter the applicable data.
11. Select the **Save** button. FASTDATA will inform you that the ACRN was successfully saved and display the data on the New Memo NC2276 window.
12. Select the **Close** button to close the window if you have no other ACRN's to add.
13. If you wish to enter data in the optional remaining data fields on the New Memo NC2276 window, select the desired field and enter the applicable data.

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**Tip** Refer to Optional Elements on the New Memo NC2276 topic in FASTDATA Site Module Reference Help for details on each optional entry.

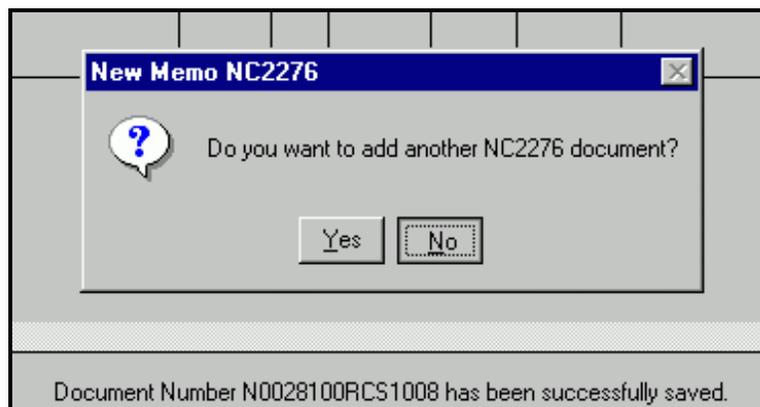
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14. When you have entered all required and optional data, select the **Save** button.



**Figure 5.14**  
Saving a New  
NC2276

FASTDATA will inform you that the document has been successfully saved and ask you if you want to add another NC2276.



**Figure 5.15**  
Adding Additional  
NC2276's

15. If you have another NC2276 to add, select the **Yes** button and continue entering new data and saving it.
16. If you have no other NC2276 to add, select the **No** button to close the New Memo NC2276 window.

## ■ Steps for Entering a New DD282

Use the DD282 Printing Requisition/Order to order printing and duplication services. The document may also be used to lease copiers obtained under programs centrally managed by the Defense Publications and Printing Service Management Office (DPPSO). Transactions generated from the DD282 are included when you export data to the FA, and are recorded as commitments when exported to the official accounting system.

1. On the Select New Document Type window **Memo** tab, select **DD282 Printing Requisition/Order** from the list of memorandum documents and select the **OK** button. The Select Serial Range window will open if there is more than one serial range assigned to the document type.
2. Select the serial range with which you wish to associate the new DD282 and select the **OK** button.

When you select a serial range, the next serial number for the selected range is automatically assigned to the new document and the serial range file is updated.

The New Memo DD282 window will open. Use the horizontal and vertical scrollbars to modify the view of the document. If you wish to abort creating a new DD282, select the **Close** button to close the New Memo DD282 window.

3. Select the required JON from the **JON** drop-down list.
4. If you wish, change the default value for the required obligation or expense charge by selecting a different value from the **Expense Element** drop-down list.
5. Enter the required purpose of the log entry or the service being ordered in the **OPTAR Log** field.

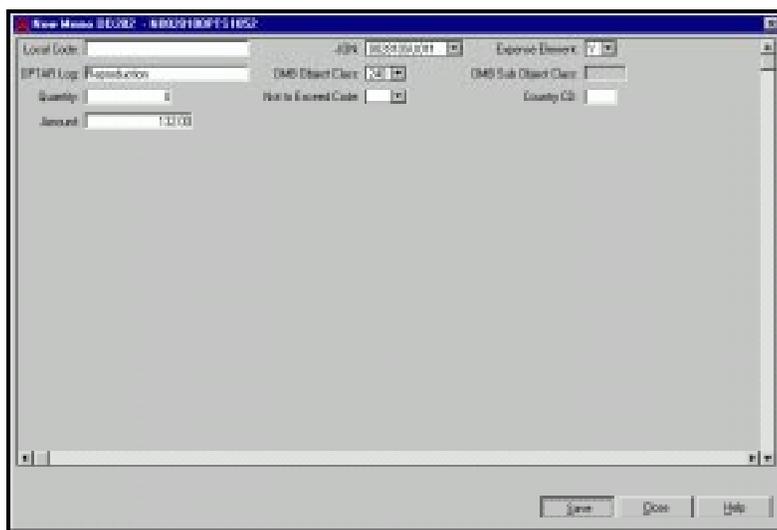
6. If you wish, change the default value for the required OMB object class designation by selecting a different value from the **OMB Object Class** drop-down list.
7. Enter the associated cost in the **Amount** field. The amount must be greater than zero.
8. If you wish to enter data in the optional remaining data fields, select the desired field and enter the applicable data.

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**Tip** Refer to Optional Elements on the New Memo DD282 topic in FASTDATA Site Module Reference Help for details on each optional entry.

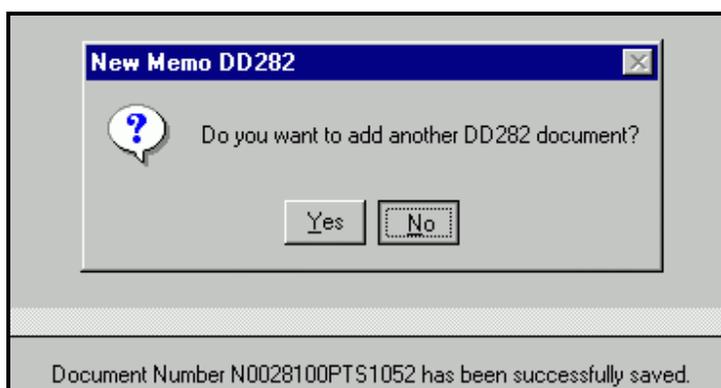
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9. When you have entered all required and optional data, select the **Save** button.



**Figure 5.16**  
Saving a New  
DD282

FASTDATA will inform you that the document has been successfully saved and ask you if you want to add another DD282.



**Figure 5.17**  
Adding Additional  
DD282's

10. If you have another DD282 to add, select the **Yes** button and continue entering new data and saving it.
11. If you have no other DD282 to add, select the **No** button to close the New Memo DD282 window.

## ■ Steps for Entering a New SF1164

Use the SF1164 Claim for Reimbursement to claim any out of pocket expenses, such as for authorized mileage around the local area or for telephone calls, incurred by individuals conducting official business. The document establishes a receipt transaction when exported to the official accounting system.

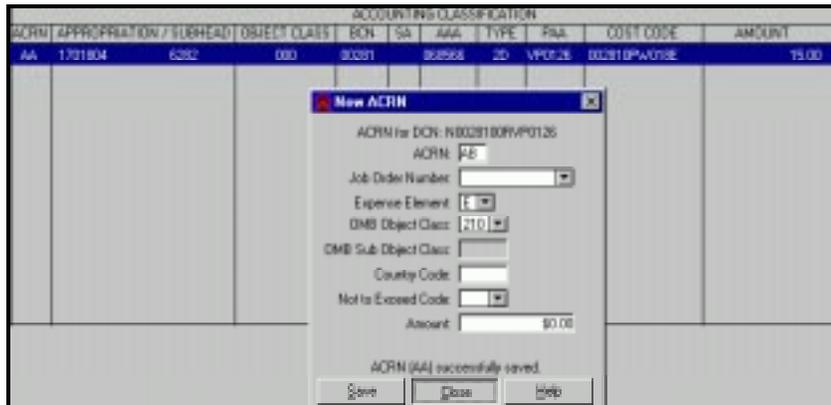
1. On the Select New Document Type window **Memo** tab, select **SF1164 Claim for Reimbursement** from the list of memorandum documents and select the **OK** button. The Select Serial Range window will open if there is more than one serial range assigned to the document type.
2. Select the serial range with which you wish to associate the new SF1164 and select the **OK** button.

When you select a serial range, the next serial number for the selected range is automatically assigned to the new document and the serial range file is updated.

The New Memo SF1164 window will open. Use the horizontal and vertical scrollbars to modify the view of the document. If you wish to abort creating a new SF1164, select the **Close** button to close the New Memo SF1164 window.

3. Enter the required purpose of the log entry or the name of the item(s) that were received in the **OPTAR Log** field.
4. Enter the required ACRN in the **ACCOUNTING CLASSIFICATION** fields.

To enter the ACRN, right-click on any **ACCOUNTING CLASSIFICATION** column. Select the **New** item on the pop-up menu. The New ACRN window will open.



**Figure 5.18**  
Entering an  
ACRN for  
the SF1164

5. If you wish, you can change the required value in the **ACRN** field. The default value for the first ACRN is AA. The value will automatically increment by one character for each subsequent ACRN.
6. Select the required JON from the **Job Order Number** drop-down list.
7. If you wish, change the default value for the required obligation or expense charge by selecting a different value from the **Expense Element** drop-down list.
8. If you wish, change the default value for the required OMB object class designation by selecting a different value from the **OMB Object Class** drop-down list.

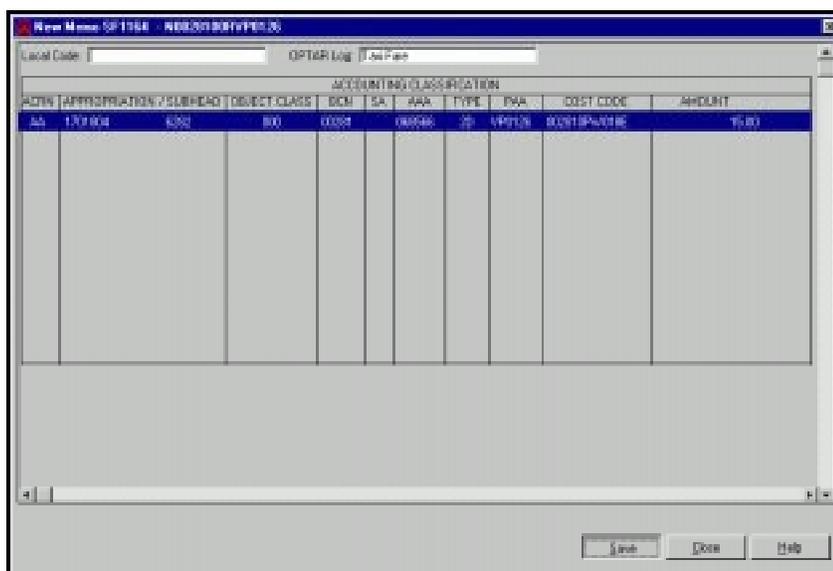
9. If applicable, enter an amount in the **Amount** field.
10. If you wish to enter data on any remaining ACRN window data field, select the desired field and enter the applicable data.
11. Select the **Save** button. FASTDATA will inform you that the ACRN was successfully saved and display the data on the New Memo SF1164 window.
12. Select the **Close** button to close the window if you have no other ACRN's to add.
13. If you wish to enter data in the optional remaining data field on the New Memo SF1164 window, select the field and enter the applicable data.

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**Tip** Refer to Optional Elements on the New Memo SF1164 topic in FASTDATA Site Module Reference Help for details on each optional entry.

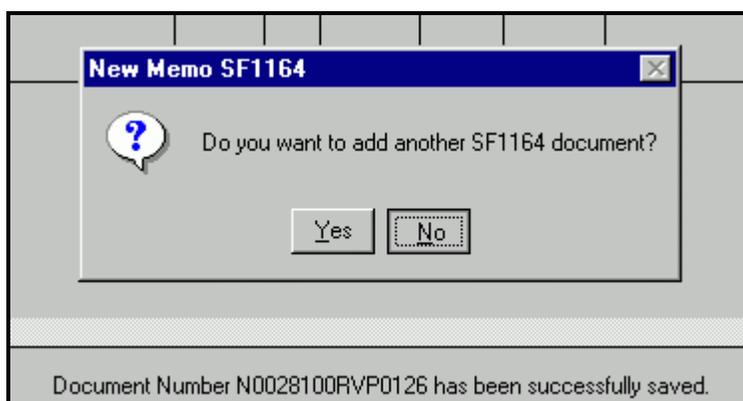
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14. When you have entered all required and optional data, select the **Save** button.



**Figure 5.19**  
Saving a New SF1164

FASTDATA will inform you that the document has been successfully saved and ask you if you want to add another SF1164.



**Figure 5.20**  
Adding Additional SF1164's

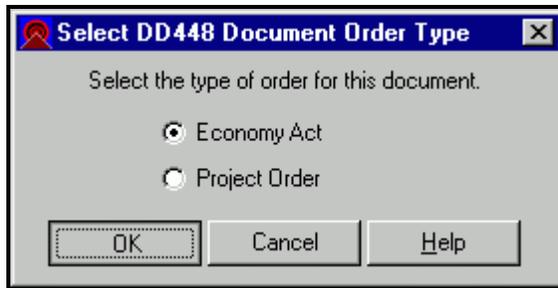
15. If you have another SF1164 to add, select the **Yes** button and continue entering new data and saving it.

16. If you have no other SF1164 to add, select the **No** button to close the New Memo SF1164 window.

## ■ Steps for Entering a New DD448

Use the DD Form 448 Military Interdepartmental Purchase Request memorandum to request performance of work or services (reimbursable – category 1) or to request contractual procurement action (category 2). The acceptance will determine how the document is used. Regardless of the acceptance, the basic DD448 transactions are included when you export data to the FA and record a commitment when exported to the official accounting system. The DD448 Economy Act and DD448 Project Order are similar except that positions nine and ten of the DCN are *MP* for Economy Act and *PO* for Project Order.

1. On the Select New Document Type window **Memo** tab, select **DD448 Military Interdepartmental Purchase Request** from the list of memorandum documents and select the **OK** button. The Select DD448 Document Order Type window will open.



**Figure 5.21**  
Select DD448  
Document Order  
Type Window

2. Select the document type you wish to create and select the **OK** button. The default type is **Economy Act**.

The Select DD448 Document Order Type window will close and the Select Serial Range window will open if there is more than one serial range assigned to the document type.

3. Select the serial range with which you wish to associate the new DD448 and select the **OK** button.

When you select a serial range, the next serial number for the selected range is automatically assigned to the new document and the serial range file is updated.

The New Memo DD448 window will open. Use the horizontal and vertical scrollbars to modify the view of the document. If you wish to abort creating a new DD448, select the **Close** button to close the New Memo DD448 window.

4. Enter the required purpose of the log entry or the work or service being ordered in the **OPTAR Log** field.
5. Enter the required ACRN in the associated accounting data fields.

To enter the ACRN, right-click on any of the accounting data columns. Select the **New** item on the pop-up menu. The New ACRN window will open.

**Figure 5.22**  
Entering an  
ACRN for  
the DD448

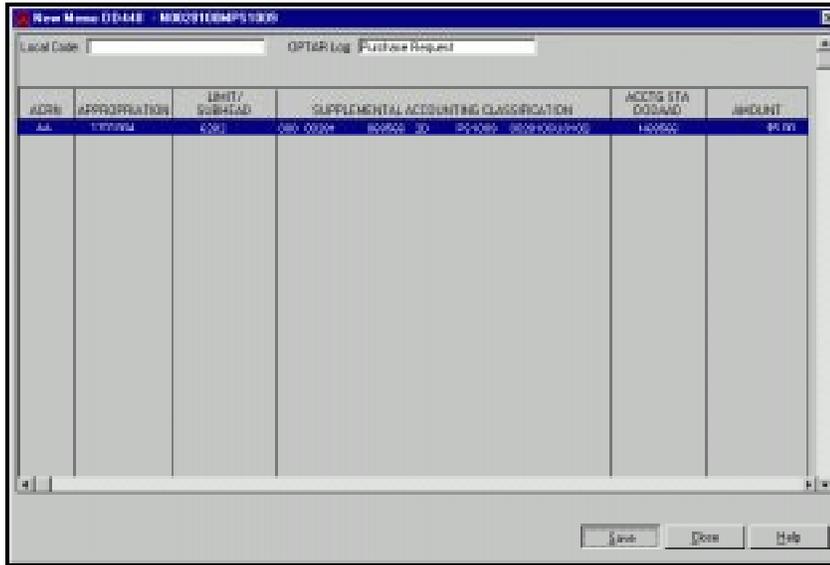
6. If you wish, you can change the required value in the **ACRN** field. The default value for the first ACRN is AA. The value will automatically increment by one character for each subsequent ACRN.
7. Select the required JON from the **Job Order Number** drop-down list.
8. If you wish, change the default value for the required obligation or expense charge by selecting a different value from the **Expense Element** drop-down list.
9. If you wish, change the default value for the required OMB object class designation by selecting a different value from the **OMB Object Class** drop-down list.
10. Enter the required value in the **Amount** field.
11. If you wish to enter data on any remaining ACRN window data field, select the desired field and enter the applicable data.
12. Select the **Save** button. FASTDATA will inform you that the ACRN was successfully saved and display the data on the New Memo DD448 window.
13. Select the **Close** button to close the window if you have no other ACRN's to add.
14. If you wish to enter data in the optional remaining data field on the New Memo DD448 window, select the field and enter the applicable data.

---

**Tip** Refer to Optional Elements on the New Memo DD448 topic in FASTDATA Site Module Reference Help for details on each optional entry.

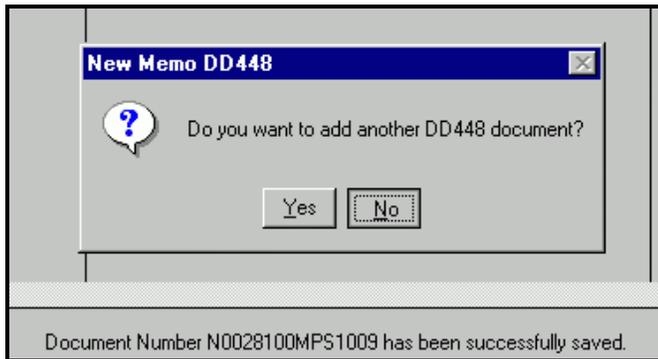
---

15. When you have entered all required and optional data, select the **Save** button.



**Figure 5.23**  
Saving a New  
DD448

FASTDATA will inform you that the document has been successfully saved and ask you if you want to add another DD448.



**Figure 5.24**  
Adding Additional  
DD448's

16. If you have another DD448 to add, select the **Yes** button and continue entering new data and saving it.

17. If you have no other DD448 to add, select the **No** button to close the New Memo DD448 window.

## ■ **Steps for Entering a New DD1149**

Use the DD1149 Requisition and Invoice/Shipping Document as a request for procurement. DD1149 transactions are included when you export to the FA and record as commitments when exported to the official accounting system.

1. On the Select New Document Type window **Memo** tab, select **DD1149 Requisition and Invoice/Shipping Document** from the list of memorandum

documents and select the **OK** button. The Select Serial Range window will open if there is more than one serial range assigned to the document type.

2. Select the serial range with which you wish to associate the new DD1149 and select the **OK** button.

When you select a serial range, the next serial number for the selected range is automatically assigned to the new document and the serial range file is updated.

The New Memo DD1149 window will open. Use the horizontal and vertical scrollbars to modify the view of the document. If you wish to abort creating a new DD1149, select the **Close** button to close the New Memo DD1149 window.

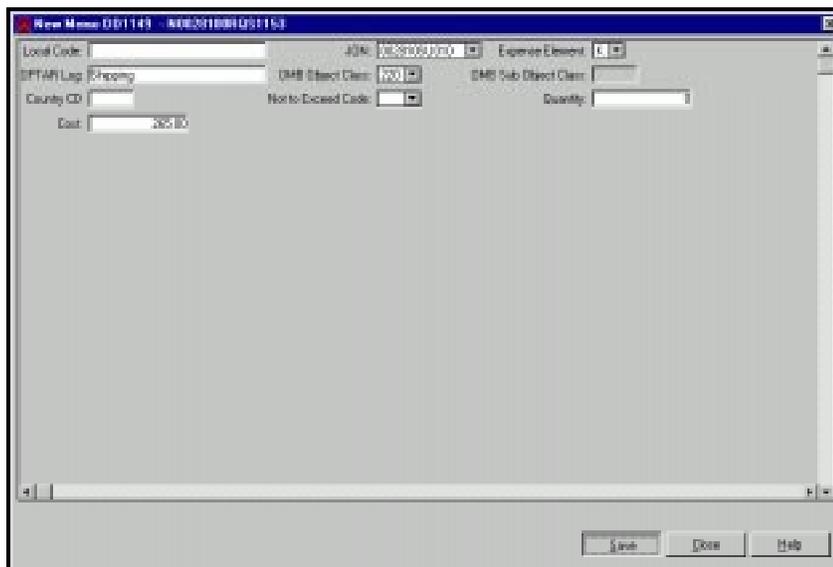
3. Select the required JON from the **JON** drop-down list.
4. If you wish, change the default value for the required obligation or expense charge by selecting a different value from the **Expense Element** drop-down list.
5. Enter the required purpose of the log entry or the name of the item(s) being ordered in the **OPTAR Log** field.
6. If you wish, change the default value for the required OMB object class designation by selecting a different value from the **OMB Object Class** drop-down list.
7. Enter the required amount in the **Cost** field.
8. If you wish to enter data in the optional remaining data fields, select the desired field and enter the applicable data.

---

**Tip** Refer to Optional Elements on the New Memo DD1149 topic in FASTDATA Site Module Reference Help for details on each optional entry.

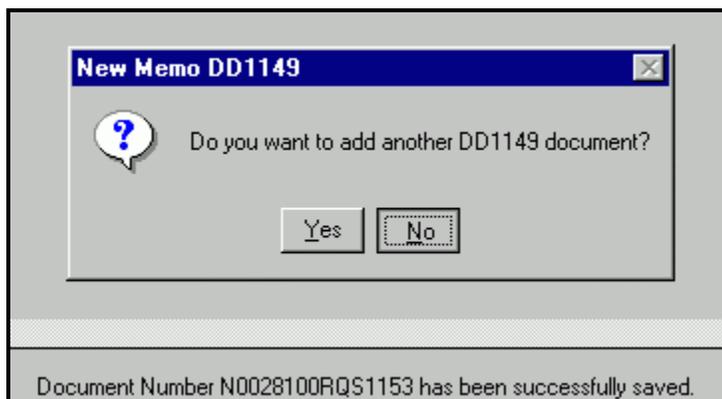
---

9. When you have entered all required and optional data, select the **Save** button.



**Figure 5.25**  
Saving a New  
DD1149

FASTDATA will inform you that the document has been successfully saved and ask you if you want to add another DD1149.



**Figure 5.26**  
Adding Additional  
DD1149's

10. If you have another DD1149 to add, select the **Yes** button and continue entering new data and saving it.
11. If you have no other DD1149 to add, select the **No** button to close the New Memo DD1149 window.

## ■ **Steps for Entering a New NAVPERS 1320/16**

Use the NAVPERS 1320/16 Travel Order (TAD only) memorandum to record temporary additional duty (TAD) travel for military personnel. The NAVPERS 1320/16 is a multiple ACRN memo travel format. It is included when you export to the FA and records as an obligation when exported to the official accounting system.

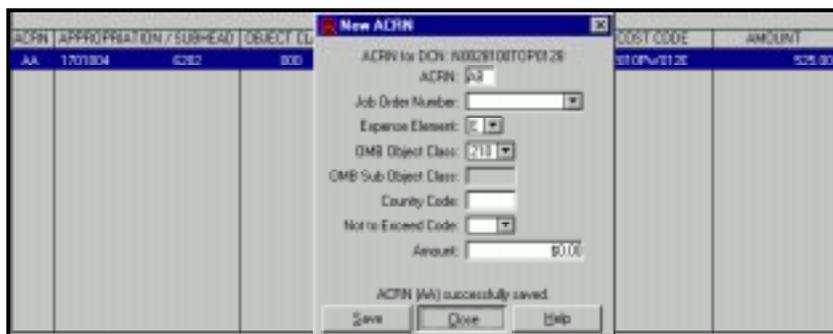
1. On the Select New Document Type window **Memo** tab, select **NAVPERS 1320/16 Travel Order (TAD only)** from the list of memorandum documents and select the **OK** button. The Select Serial Range window will open if there is more than one serial range assigned to the document type.
2. Select the serial range with which you wish to associate the new NAVPERS 1320/16 and select the **OK** button.

When you select a serial range, the next serial number for the selected range is automatically assigned to the new document and the serial range file is updated.

The New Memo NAVPERS 1320/16 window will open. Use the horizontal and vertical scrollbars to modify the view of the document. If you wish to abort creating a new NAVPERS 1320/16, select the **Close** button to close the New Memo NAVPERS 1320/16 window.

3. Enter the required purpose of the log entry in the **OPTAR Log** field.
4. Enter the required name of the person traveling in the **TRAVELER NAME** field.
5. Enter the required expected return date in the **EST RETURN DATE** field.
6. Enter the required ACRN in the **ACCOUNTING CLASSIFICATION** fields.

To enter the ACRN, right-click on any **ACCOUNTING CLASSIFICATION** column. Select the **New** item on the pop-up menu. The New ACRN window will open.



**Figure 5.27**  
Entering an  
ACRN for the  
NAVPERS  
1320/16

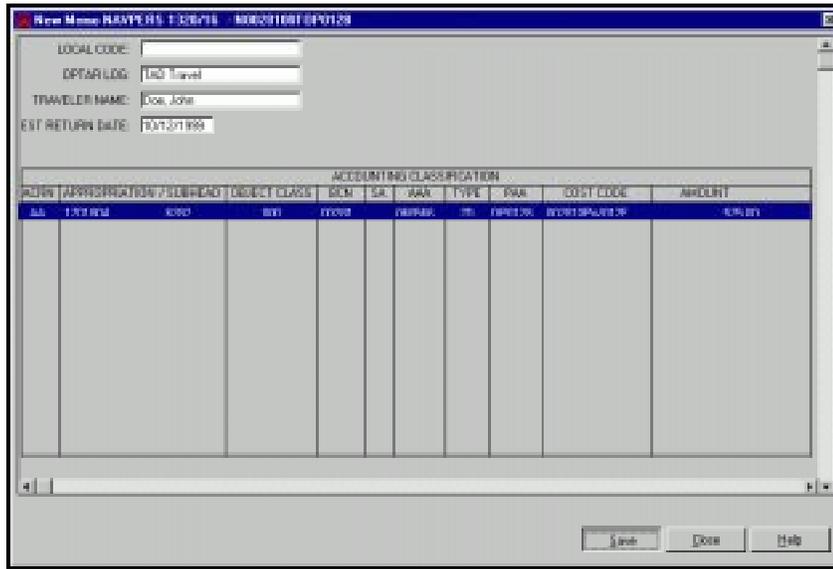
7. If you wish, you can change the required value in the **ACRN** field. The default value for the first ACRN is AA. The value will automatically increment by one character for each subsequent ACRN.
8. Select the required JON from the **Job Order Number** drop-down list.
9. If you wish, change the default value for the required obligation or expense charge by selecting a different value from the **Expense Element** drop-down list.
10. If you wish, change the default value for the required OMB object class designation by selecting a different value from the **OMB Object Class** drop-down list.
11. Enter the required value in the **Amount** field.
12. If you wish to enter data on any remaining ACRN window data field, select the desired field and enter the applicable data.
13. Select the **Save** button. FASTDATA will inform you that the ACRN was successfully saved and display the data on the New Memo NAVPERS 1320/16 window.
14. Select the **Close** button to close the window if you have no other ACRN's to add.
15. If you wish to enter data in the optional remaining data field on the New Memo NAVPERS 1320/16 window, select the field and enter the applicable data.

---

**Tip** Refer to Optional Elements on the New Memo NAVPERS 1320/16 topic in FASTDATA Site Module Reference Help for details on each optional entry.

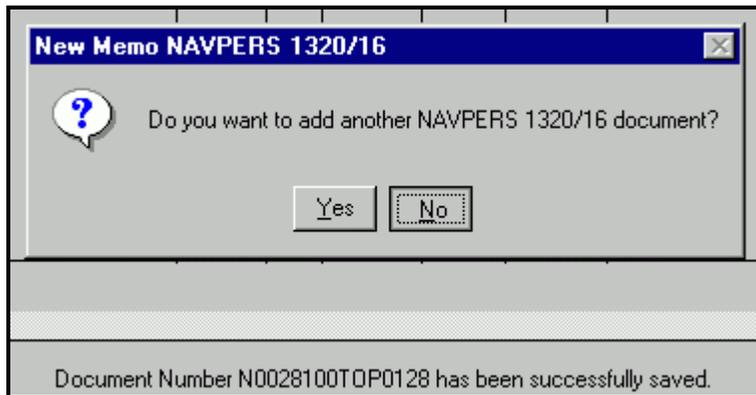
---

16. When you have entered all required and optional data, select the **Save** button.



**Figure 5.28**  
Saving a New  
NAVPERS  
1320/16

FASTDATA will inform you that the document has been successfully saved and ask you if you want to add another NAVPERS 1320/16.



**Figure 5.29**  
Adding Additional  
NAVPERS  
1320/16's

17. If you have another NAVPERS 1320/16 to add, select the **Yes** button and continue entering new data and saving it.
18. If you have no other NAVPERS 1320/16 to add, select the **No** button to close the New Memo NAVPERS 1320/16 window.

## ■ **Steps for Entering a New DD1610**

Use the DD1610 Travel Order (TAD only) memorandum to record TAD travel for Department of Defense (DOD) non-military personnel. The DD1610 is a multiple ACRN memo travel format. It is included when you export to the FA and records as an obligation when exported to the official accounting system.

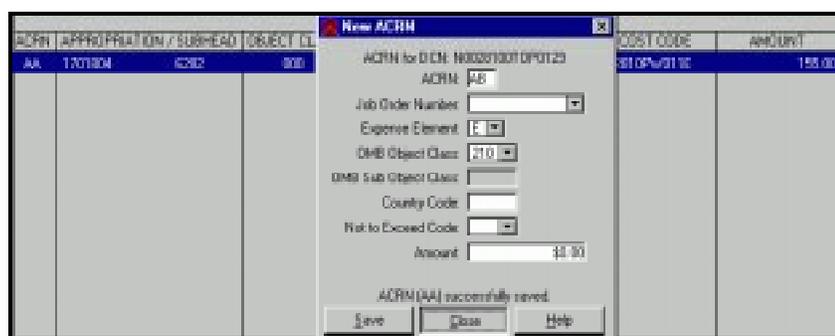
1. On the Select New Document Type window **Memo** tab, select **DD1610 Travel Order (TAD only)** from the list of memorandum documents and select the **OK** button. The Select Serial Range window will open if there is more than one serial range assigned to the document type.
2. Select the serial range with which you wish to associate the new DD1610 and select the **OK** button.

When you select a serial range, the next serial number for the selected range is automatically assigned to the new document and the serial range file is updated.

The New Memo DD1610 window will open. Use the horizontal and vertical scrollbars to modify the view of the document. If you wish to abort creating a new DD1610, select the **Close** button to close the New Memo DD1610 window.

3. Enter the required purpose of the log entry in the **OPTAR LOG** field.
4. Enter the required name of the person traveling in the **TRAVELER NAME** field.
5. Enter the required expected return date in the **EST RETURN DATE** field.
6. Enter the required ACRN in the **ACCOUNTING CLASSIFICATION** fields.

To enter the ACRN, right-click on any **ACCOUNTING CLASSIFICATION** column. Select the **New** item on the pop-up menu. The New ACRN window will open.



**Figure 5.30**  
Entering an  
ACRN for the  
DD1610

7. If you wish, you can change the required value in the **ACRN** field. The default value for the first ACRN is AA. The value will automatically increment by one character for each subsequent ACRN.
8. Select the required JON from the **Job Order Number** drop-down list.
9. If you wish, change the default value for the required obligation or expense charge by selecting a different value from the **Expense Element** drop-down list.
10. If you wish, change the default value for the required OMB object class designation by selecting a different value from the **OMB Object Class** drop-down list.
11. Enter the required value in the **Amount** field.
12. If you wish to enter data on any remaining ACRN window data field, select the desired field and enter the applicable data.
13. Select the **Save** button. FASTDATA will inform you that the ACRN was successfully saved and display the data on the New Memo DD1610 window.
14. Select the **Close** button to close the window if you have no other ACRN's to add.
15. If you wish to enter data in the optional remaining data field on the New Memo DD1610 window, select the field and enter the applicable data.

**Tip** Refer to Optional Elements on the New Memo DD1610 topic in FASTDATA Site Module Reference Help for details on each optional entry.

16. When you have entered all required and optional data, select the **Save** button.

**Figure 5.31**  
Saving a New  
DD1610

FASTDATA will inform you that the document has been successfully saved and ask you if you want to add another DD1610.

**Figure 5.32**  
Adding Additional  
DD1610's

17. If you have another DD1610 to add, select the **Yes** button and continue entering new data and saving it.
18. If you have no other DD1610 to add, select the **No** button to close the New Memo DD1610 window.

## ■ Steps for Entering a New SF44

Use the SF44 Purchase Order/Invoice Voucher memorandum as a valid document for any type of purchase. This form is usually found in cross-country flight packets and is commonly referred to as a *Cadillac chit*. Recording of the purchase is done

after material has been received. The SF44 is included when you export to the FA and records as **Accounts Payable-Public** when exported to the official accounting system.

1. On the Select New Document Type window **Memo** tab, select **SF44 Purchase Order/Invoice Voucher** from the list of memorandum documents and select the **OK** button. The Select Serial Range window will open if there is more than one serial range assigned to the document type.
2. Select the serial range with which you wish to associate the new SF44 and select the **OK** button.

When you select a serial range, the next serial number for the selected range is automatically assigned to the new document and the serial range file is updated.

The New Memo SF44 window will open. Use the horizontal and vertical scrollbars to modify the view of the document. If you wish to abort creating a new SF44, select the **Close** button to close the New Memo SF44 window.

3. Enter the required purpose of the log entry or the name of the item(s) that were received in the **OPTAR LOG** field.
4. Select the required JON from the **Job Order Number** drop-down list.
5. If you wish, change the default value for the required obligation or expense charge by selecting a different value from the **Expense Element** drop-down list.
6. If you wish, change the default value for the required OMB object class designation by selecting a different value from the **OMB Object Class** drop-down list.
7. Enter the associated cost in the **Obligation Amount** field. The amount must be greater than zero.
8. If you wish to enter data in the optional remaining data fields, select the desired field and enter the applicable data.

---

**Tip** Refer to Optional Elements on the New Memo SF44 topic in FASTDATA Site Module Reference Help for details on each optional entry.

---

9. When you have entered all required and optional data, select the **Save** button.

**Figure 5.33**  
Saving a New  
SF44

FASTDATA will inform you that the document has been successfully saved and ask you if you want to add another SF44.

**Figure 5.34**  
Adding Additional  
SF44's

10. If you have another SF44 to add, select the **Yes** button and continue entering new data and saving it.
11. If you have no other SF44 to add, select the **No** button to close the New Memo SF44 window.

## ■ **Steps for Entering a New DD1556**

Use the DD1556 Request, Authorization, Agreement memorandum as a single ACRN memo form to document costs associated with individual training attendance. The memo record is included when you export to the FA and records as an obligation when exported to the official accounting system.

1. On the Select New Document Type window **Memo** tab, select **DD1556 Request, Authorization, Agreement** from the list of memorandum documents and select the **OK** button. The Select Serial Range window will open if there is more than one serial range assigned to the document type.
2. Select the serial range with which you wish to associate the new DD1556 and select the **OK** button.

When you select a serial range, the next serial number for the selected range is automatically assigned to the new document and the serial range file is updated.

The New Memo DD1556 window will open. Use the horizontal and vertical scrollbars to modify the view of the document. If you wish to abort creating a new DD1556, select the **Close** button to close the New Memo DD1556 window.

3. Enter the required purpose of the log entry in the **OPTAR LOG** field.
4. Enter the required name of the person traveling in the **TRAVELER NAME** field.
5. Enter the required expected return date in the **EST RETURN DATE** field.
6. Select the required JON from the **Job Order Number** drop-down list.
7. If you wish, change the default value for the required obligation or expense charge by selecting a different value from the **Expense Element** drop-down list.
8. If you wish, change the default value for the required OMB object class designation by selecting a different value from the **OMB Object Class** drop-down list.
9. Enter the associated cost in the **Obligation Amount** field. The amount must be greater than zero.
10. If you wish to enter data in the optional remaining data field, select the field and enter the applicable data.

---

**Tip** Refer to Optional Elements on the New Memo DD1556 topic in FASTDATA Site Module Reference Help for details on each optional entry.

---

11. When you have entered all required and optional data, select the **Save** button.

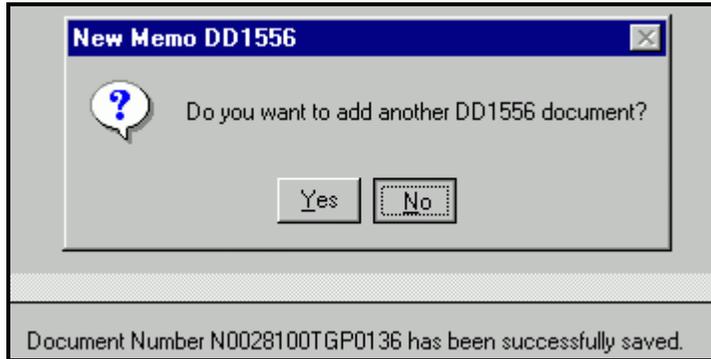
The screenshot shows a window titled "New Memo DD1556" with the following fields and values:

- LOCAL CODE: [Empty]
- OPTAR LOG: Team Training
- TRAVELER NAME: Rogers, Martha
- EST RETURN DATE: 05/21/99
- Job Order Number: [Empty]
- Expense Element: [Empty]
- OMB Object Class: [Empty]
- OMB Sub-Object Class: [Empty]
- Obligation Amount: 1400

At the bottom of the window, there are buttons for "Save", "Close", and "Help".

**Figure 5.35**  
Saving a New  
DD1556

FASTDATA will inform you that the document has been successfully saved and ask you if you want to add another DD1556.



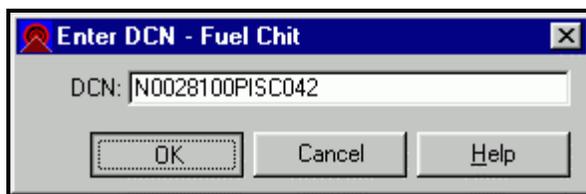
**Figure 5.36**  
Adding Additional  
DD1556's

12. If you have another DD1556 to add, select the **Yes** button and continue entering new data and saving it.
13. If you have no other DD1556 to add, select the **No** button to close the New Memo DD1556 window.

## ■ Steps for Entering a New Fuel Chit

Use the fuel chit to document the purchase of aviation fuel or oil and costs associated with defueling and servicing of aircraft. FASTDATA records a fuel chit transaction as a receipt. The transactions are included when you export to the FA and record as **Accounts Payable-Public** in the official accounting system.

1. On the Select New Document Type window **Memo** tab, select **Fuel Chits** from the list of memorandum documents and select the **OK** button. The Enter DCN - Fuel Chit window will open.



**Figure 5.37**  
Enter DCN - Fuel  
Chit Window

2. Enter the required number in the **DCN** field and select the **OK** button. The DCN must be a 14-position MILSTRIP number or a 15-position DCN with *PI* in position nine and ten.

The New Memo Fuel Chit window will open. Use the horizontal and vertical scrollbars to modify the view of the document. If you wish to abort creating a new fuel chit, select the **Close** button to close the window.

3. Check the **On Station Flag** check box if the fuel or service that the aircraft received was provided at its home base.

4. If you wish, you can change the required date in the **Date Issued** field. The default value is the current date. Date entered must be within the active fiscal year.

---

**Tip** The Date Issued field is protected if you're creating a fuel chit for a 14-position DCN. The default date displayed is the Julian date of the DCN.

---

5. Select the required value from the **Service Performed** drop-down list. The default value is **Fuel**.
6. Select the required value from the **Fuel / Oil Type** drop-down list. The default value is **JP5**.
7. Enter the required amount in the **Quantity** field.
8. Enter the required amount in the **Cost** field.

---

**Tip** If you selected **Defuel** from the **Service Performed** drop-down list, the **Cost** will default to .01 and will be display-only.

---

9. Select the required JON from the **Job Order Number** drop-down list.
10. If you wish, change the default value for the required obligation or expense charge by selecting a different value from the **Expense Element** drop-down list.

---

**NOTE** The value for the associated OMB object class for either the **R** or **V** expense element is **260** and cannot be changed.

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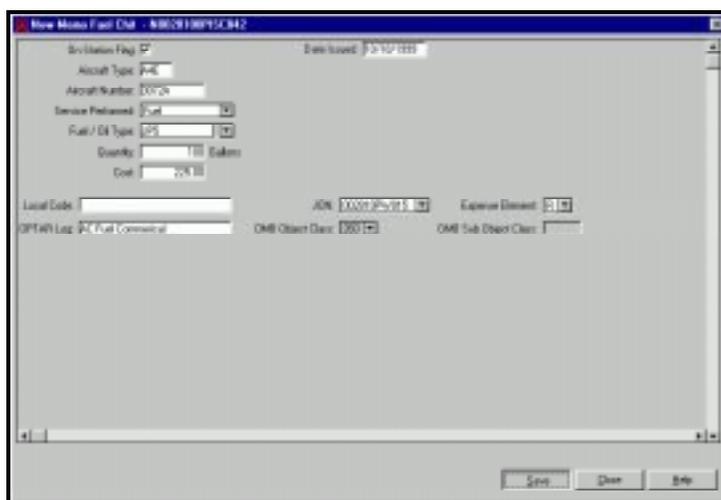
11. Enter the required purpose of the log entry or the name of the item(s) having been received in the **OPTAR Log** field.
12. If you wish to enter data in the optional remaining data fields, select each desired field and enter the applicable data.

---

**Tip** Refer to Optional Elements on the New Memo Fuel Chit topic in FASTDATA Site Module Reference Help for details on each optional entry.

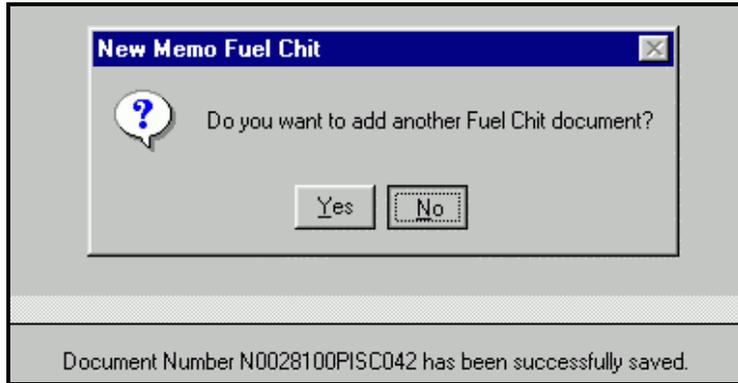
---

13. When you have entered all required and optional data, select the **Save** button.



**Figure 5.38**  
Saving a New  
Fuel Chit

FASTDATA will inform you that the document has been successfully saved and ask you if you want to add another fuel chit.



**Figure 5.39**  
Adding Additional  
Fuel Chits

14. If you have another fuel chit to add, select the **Yes** button and continue entering new data and saving it.
15. If you have no other fuel chit to add, select the **No** button to close the New Memo Fuel Chit window.

## ■ **Steps for Entering a New Miscellaneous Memorandum**

Use the miscellaneous memorandum when a specific financial memo type is not available. The record is included when you export to the FA and is recorded as an obligation when exported to the official accounting system.

1. On the Select New Document Type window **Memo** tab, select **Miscellaneous** from the list of memorandum documents and select the **OK** button. The Select Serial Range window will open if there is more than one serial range assigned to the document type.
2. Select the serial range with which you wish to associate the new miscellaneous memo and select the **OK** button.

When you select a serial range, the next serial number for the selected range is automatically assigned to the new document and the serial range file is updated.

The New Memo Miscellaneous window will open. Use the horizontal and vertical scrollbars to modify the view of the document. If you wish to abort creating a new miscellaneous memo, select the **Close** button to close the window.

3. Enter the required purpose of the log entry or the name of the item(s) being ordered in the **OPTAR LOG** field.
4. Enter the required ACRN in the **ACCOUNTING CLASSIFICATION** fields.

To enter the ACRN, right-click on any **ACCOUNTING CLASSIFICATION** column. Select the **New** item on the pop-up menu. The New ACRN window will open.

**Figure 5.40**  
Entering an  
ACRN for the  
Miscellaneous  
Memo

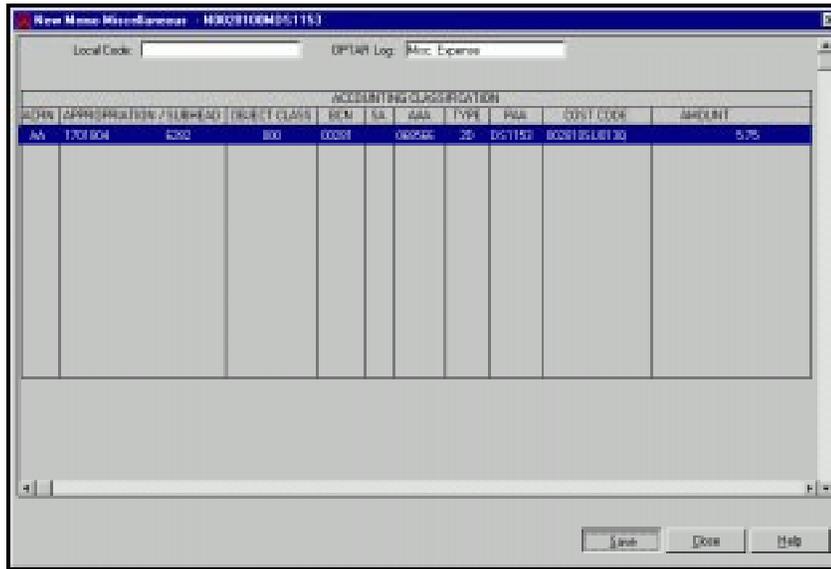
5. If you wish, you can change the required value in the **ACRN** field. The default value for the first ACRN is AA. The value will automatically increment by one character for each subsequent ACRN.
6. Select the required JON from the **Job Order Number** drop-down list.
7. If you wish, change the default value for the required obligation or expense charge by selecting a different value from the **Expense Element** drop-down list.
8. If you wish, change the default value for the required OMB object class designation by selecting a different value from the **OMB Object Class** drop-down list.
9. Enter the required value in the **Amount** field.
10. If you wish to enter data on any remaining ACRN window data fields, select the desired field and enter the applicable data.
11. Select the **Save** button. FASTDATA will inform you that the ACRN was successfully saved and display the data on the New Memo Miscellaneous window.
12. Select the **Close** button to close the window if you have no other ACRN's to add.
13. If you wish to enter data in the optional remaining data field on the New Memo Miscellaneous window, select the field and enter the applicable data.

---

**Tip** Refer to Optional Elements on the New Memo Miscellaneous topic in FASTDATA Site Module Reference Help for details on the optional entry.

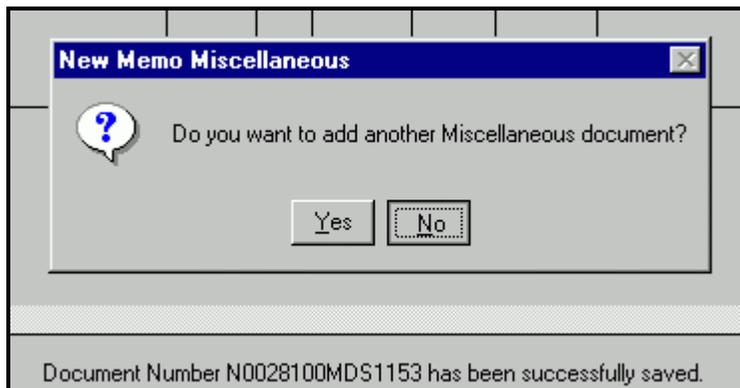
---

14. When you have entered all required and optional data, select the **Save** button.



**Figure 5.41**  
Saving a New  
Miscellaneous  
Memo

FASTDATA will inform you that the document has been successfully saved and ask you if you want to add another miscellaneous document.



**Figure 5.42**  
Adding Additional  
Miscellaneous  
Memos

15. If you have another miscellaneous memo to add, select the **Yes** button and continue entering new data and saving it.
16. If you have no other miscellaneous memo to add, select the **No** button to close the New Memo Miscellaneous window.

## ■ Steps for Entering a New GSA Memorandum

Use the General Services Administration (GSA) memorandum when you wish to create a document outside the serial range established for your site. The memo allows you to enter documents that FASTDATA does not produce and to enter documents that FASTDATA produces but that were produced off-line or by another activity. The GSA memo transaction is included when you export to the FA and is recorded as an obligation when exported to the official accounting system.

When you select **GSA Document** from the Select New Document Type window **Memo** tab, the Enter DCN - GSA window will open automatically. If you enter a DCN for a travel document (*TO* in the ninth and tenth positions), the New Memo GSA DD1610 window will open, displaying the memo DD1610 window elements. If you enter a MILSTRIP number, the Select Document Type window will open, allowing you to designate the new GSA memo as a DD1348, DD1348-6, DD1149, or GSA Memo document. If you enter a DCN with *PO* in the ninth and tenth positions, the Select Purchase Order Document Type window will open, allowing you to designate the new GSA memo as an NC2275, DD448, or GSA Memo. For a new GSA memo DD282, DD1149, DD1556, Miscellaneous, NC2276, SF44, or SF1164, enter the appropriate 15-character DCN and the New GSA Memo window of the designated type will open. Unless you are creating a memo GSA for a document outside FASTDATA, when you save the new memo GSA document, you will create a memo document of the type indicated by the entered DCN.

For more detail on the make-up of the DCN, refer to the DCN Composition topic in FASTDATA Site Module Reference Help.

1. On the Select New Document Type window **Memo** tab, select **GSA DOCUMENT** from the list of memorandum documents and select the **OK** button. The Enter DCN - GSA window will open.
2. Enter the required number in the **DCN** field and select the **OK** button.

The detailed steps that follow apply to true GSA memorandums only. Data entry requirements for all other GSA memos are identical to the associated memorandum type. For example, data entry requirements are the same whether you're creating a new DD1610 memo or a new Memo GSA DD1610.

The Enter DCN - GSA window will close and the New Memo GSA window will open if you entered a non-MILSTRIP DCN. If you entered a MILSTRIP DCN, the Select Document Type window will open. Select the **GSA** radio button. The New Memo GSA for MILSTRIP window will open. Use the horizontal and vertical scrollbars to modify the view of the document. If you wish to abort creating a GSA memo, select the **Close** button to close the window.

### ***New Non-MILSTRIP GSA Memo***

3. Enter the required purpose of the log entry or the name of the item(s) being ordered in the **OPTAR LOG** field.
4. If applicable, check the **GOV'T IND** check box. The default is unchecked.
5. Enter the required ACRN in the **ACCOUNTING CLASSIFICATION** fields.

To enter the ACRN, right-click on any **ACCOUNTING CLASSIFICATION** column. Select the **New** item on the pop-up menu. The New ACRN window will open.

**Figure 5.43**  
Entering an  
ACRN for a  
Non-MILSTRIP  
GSA Memo  
Document

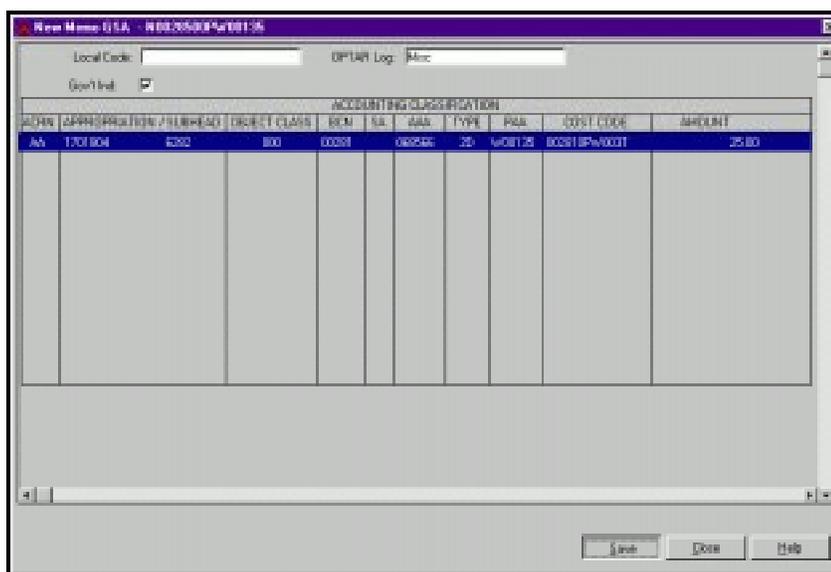
6. If you wish, you can change the required value in the **ACRN** field. The default value for the first ACRN is AA. The value will automatically increment by one character for each subsequent ACRN.
7. Select the required JON from the **Job Order Number** drop-down list.
8. If you wish, change the default value for the required obligation or expense charge by selecting a different value from the **Expense Element** drop-down list.
9. If you wish, change the default value for the required OMB object class designation by selecting a different value from the **OMB Object Class** drop-down list.
10. Enter the required value in the **Amount** field.
11. If you wish to enter data on any remaining ACRN window data field, select the desired field and enter the applicable data.
12. Select the **Save** button. FASTDATA will inform you that the ACRN was successfully saved and display the data on the New Memo GSA window.
13. Select the **Close** button to close the window if you have no other ACRN's to add.
14. If you wish to enter data in the optional remaining data field on the New Memo GSA window, select the field and enter the applicable data.

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**Tip** Refer to the New Memo GSA topic in FASTDATA Site Module Reference Help for details on the optional entry.

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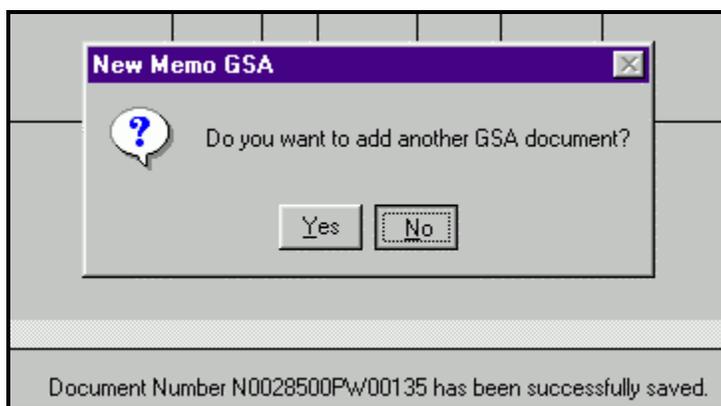
15. When you have entered all required and optional data, select the **Save** button.



**Figure 5.44**  
Saving a New  
Non-MILSTRIP  
GSA Memo  
Document

**NOTE** The document will be saved as a GSA Document.

FASTDATA will inform you that the document has been successfully saved and ask you if you want to add another GSA Memo document.



**Figure 5.45**  
Adding Additional  
Non-MILSTRIP GSA  
Memo Documents

16. If you have another GSA Non-MILSTRIP memo to add, select the **Yes** button and continue entering new data and saving it.
17. If you have no other GSA Non-MILSTRIP memos to add, select the **No** button to close the New Memo GSA window.

### ***New MILSTRIP GSA Memo***

- You must first perform steps 1 and 2 as described under **Steps for Entering a GSA Memorandum Document** and then select the **GSA** radio button on the Select Document Type window to open the New Memo GSA for MILSTRIP window.

3. Enter the required purpose of the log entry or the name of the item(s) being ordered in the **OPTAR Log** field.
4. Select the required JON from the **JON** drop-down list.
5. If you wish, change the default value for the required obligation or expense charge by selecting a different value from the **Expense Element** drop-down list.
6. If you wish, change the default value for the required OMB object class designation by selecting a different value from the **OMB Object Class** drop-down list.
7. Enter the desired value in the **Quantity** field. The value can be equal to zero (0).
8. Enter the required value in the **Amount** field. The value must be greater than zero (0).
9. If you wish to enter data in the optional remaining data fields, select the desired field and enter the applicable data.

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**Tip** Refer to the New Memo GSA for MILSTRIP topic in FASTDATA Site Module Reference Help for details on the optional entries.

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10. When you have entered all required and optional data, select the **Save** button.

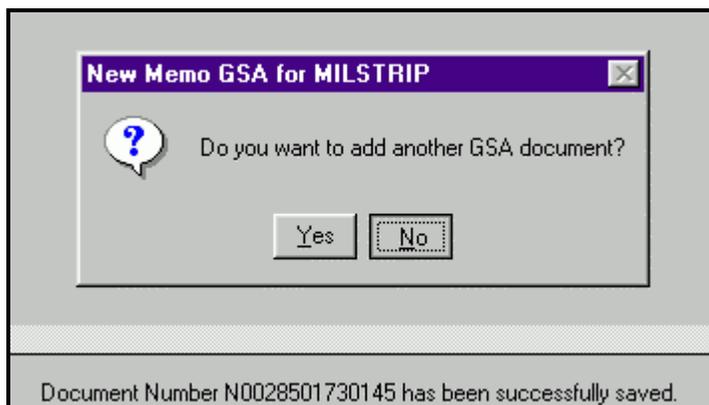
**Figure 5.46**  
Saving a New  
MILSTRIP  
GSA Memo  
Document

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**NOTE** The document will be saved as a GSA Document.

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FASTDATA will inform you that the document has been successfully saved and ask you if you want to add another GSA document.



**Figure 5.47**  
**Adding Additional**  
**MILSTRIP GSA**  
**Memo Documents**

11. If you have another MILSTRIP GSA memo to add, select the **Yes** button and continue entering new data and saving it.
12. If you have no other MILSTRIP GSA memos to add, select the **No** button to close the New Memo GSA for MILSTRIP window.

## ■ **Steps for Entering a New Civilian Labor Memorandum**

The Civilian Labor memo record is used to record memorandum labor costs when labor funds have been established at the FA level and the site wants to track labor expenditures. The transactions affect the OPTAR's status of funds. The JON used for the Civilian Labor memo must be valid and have a Labor authorization code. Civilian labor transactions are not exported to the FA/official accounting system.

1. On the Select New Document Type window **Memo** tab, select **Civilian Labor** from the list of memorandum documents and select the **OK** button. The Enter DCN - Civilian Labor window will open.
2. Enter the required number in the **DCN** field and select the **OK** button.

The Enter DCN - Civilian Labor window will close and the New Memo Civilian Labor window will open. Use the horizontal and vertical scrollbars to modify the view of the document. If you wish to abort creating a civilian labor memo, select the **Close** button to close the window.

3. If you wish, you can change the required date in the **LABOR DATE** field. The default date is the current date.
4. Enter the required purpose of the log entry in the **OPTAR LOG** field.
5. Enter the required ACRN in the accounting associated data fields.

To enter the ACRN, right-click on any of the accounting associated data columns. Select the **New** item on the pop-up menu. The New ACRN window will open.

ACRN	JON	LABOR AMOUNT TO DATE
AA	002810PW005	125.00

**New ACRN for Civilian Labor** [X]

ACRN for DCN: N0028100TGSA033

ACRN:

Job Order Number:

Expense Element:

OMB Object Class:

OMB Sub Object Class:

Labor Amount:

Labor Amount to Date: 0.00

ACRN (AA) successfully saved.

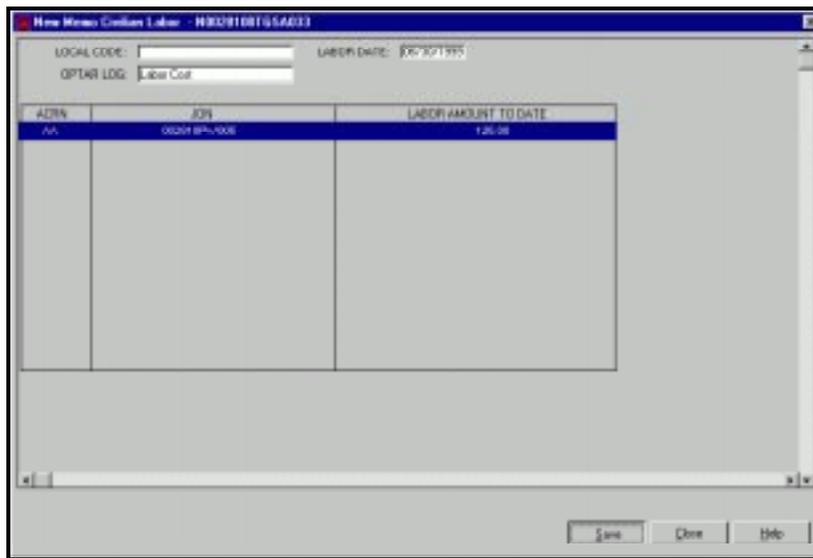
Save Close Help

**Figure 5.48**  
Entering an  
ACRN for the  
Civilian Labor  
Memo

6. If you wish, you can change the required value in the **ACRN** field. The default value for the first ACRN is **AA**. The value will automatically increment by one character for each subsequent ACRN.
7. Select the required JON from the **Job Order Number** drop-down list.
8. If applicable, enter an amount in the **Labor Amount** field.
9. Select the **Save** button. FASTDATA will inform you that the ACRN was successfully saved and display the data on the New Memo Civilian Labor window.
10. Select the **Close** button to close the window if you have no other ACRN's to add.
11. If you wish to enter data in the optional remaining data field, select the field and enter the applicable data.

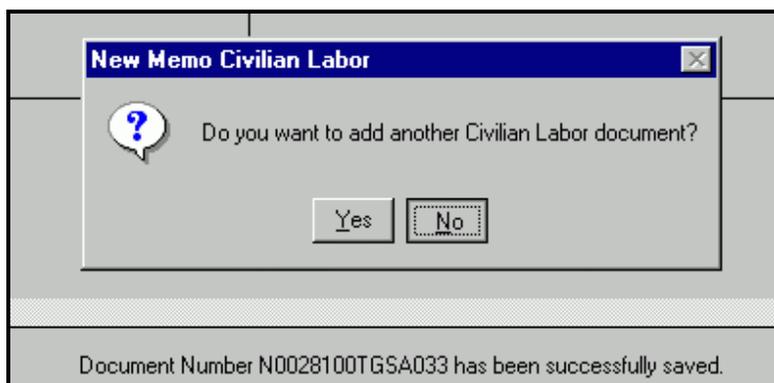
**Tip** Refer to Optional Elements on the New Memo Civilian Labor topic in FASTDATA Site Module Reference Help for details on each optional entry.

12. When you have entered all required and optional data, select the **Save** button.



**Figure 5.49**  
Saving a New  
Civilian Labor  
Memo

FASTDATA will inform you that the document has been successfully saved and ask you if you want to add another civilian labor memo.



**Figure 5.50**  
Adding  
Additional  
Civilian Labor  
Memos

13. If you have another civilian labor memo to add, select the **Yes** button and continue entering new data and saving it.

14. If you have no other civilian labor memo to add, select the **No** button to close the New Memo Civilian Labor window.