



DEFENSE LOGISTICS AGENCY  
STRATEGIC MATERIALS  
8725 JOHN J. KINGMAN ROAD  
FORT BELVOIR, VIRGINIA 22060-6223

Mr. Dennis R. Lawyer  
United States Nuclear Regulatory Commission  
Region 1  
Division of Nuclear Materials Safety  
475 Allendale Road  
King of Prussia, Pennsylvania 19406-1415

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Ref: Financial Assurance Documents.  
NRC License STC-133  
Control No. 577199 04000341

Dear Mr. Lawyer:

In response to the request for additional information in your letter of April 23, 2012, we are submitting herewith documentation demonstrating that our Administrator, Mr. Ronnie Favors, has the authority to request funds from the National Defense Stockpile Transaction Fund for the use of DLA Strategic Materials.

If you have any further questions concerning this matter please contact me at the above address.

Sincerely,  
  
MICHAEL J. PECULLAN  
Radiation Safety Officer

Attachments  
DD Form 577  
DoD FMR, Vol. 5, Chapter 33, Paragraphs 3301-3304

577199  
NMSS/RGN1 MATERIALS-002

## APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE

*(Read Privacy Act Statement and Instructions before completing form.)*

### PRIVACY ACT STATEMENT

**AUTHORITY:** E.O. 9397, 31 U.S.C. Sections 3325, 3528, DoDFMR, 7000.14-R, Vol. 5.

**PRINCIPAL PURPOSE(S):** To maintain a record of certifying and accountable officers' appointments, and termination of those appointments. The information will also be used for identification purposes associated with certification of documents and/or liability of public records and funds.

**ROUTINE USE(S):** The information on this form may be disclosed as generally permitted under 5 U.S.C Section 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the the Federal Reserve banks to verify authority of the accountable individual to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published in the Federal Register.

**DISCLOSURE:** Voluntary; however, failure to provide the requested information may preclude appointment.

### SECTION I - FROM: APPOINTING AUTHORITY

<b>1. NAME (First, Middle Initial, Last)</b> Monica K. Long	<b>2. TITLE</b> Disbursing Officer	<b>3. DOD COMPONENT/ORGANIZATION</b> DFAS-CO
<b>4. DATE (YYYYMMDD)</b>	<b>5. SIGNATURE</b>	

### SECTION II - TO: APPOINTEE

<b>6. NAME (First, Middle Initial, Last)</b> Ronnie L. Favors	<b>8. TITLE</b> Administrator
<b>9. DOD COMPONENT/ORGANIZATION</b> DLA Strategic Materials	<b>ADDRESS (Include ZIP Code)</b> 1000 John J. Kingman Road, Suite 3229 Fort Belvoir, VA 22606
<b>11. TELEPHONE NUMBER (Include Area Code)</b> (703) 767-6452	<b>12. EFFECTIVE DATE OF APPOINTMENT (YYYYMMDD)</b>
<b>13. POSITION TO WHICH APPOINTED (X as applicable (one only))</b>	
<input type="checkbox"/> DISBURSING OFFICER	<input type="checkbox"/> DEPUTY DISBURSING OFFICER
<input type="checkbox"/> PAYING AGENT	<input type="checkbox"/> CASHIER
<input type="checkbox"/> CHANGE FUND CUSTODIAN	<input type="checkbox"/> IMPREST FUND CASHIER
<input type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL	<input checked="" type="checkbox"/> DISBURSING AGENT
	<input type="checkbox"/> COLLECTION AGENT
	<input checked="" type="checkbox"/> CERTIFYING OFFICER

**14. YOU ARE HEREBY APPOINTED TO SERVE IN THE CAPACITY IDENTIFIED IN ITEM 13. YOUR RESPONSIBILITIES INCLUDE:**

Review Operating Instruction (OI) for Accountable Officials January 3, 2008 (rev April 8, 2010)

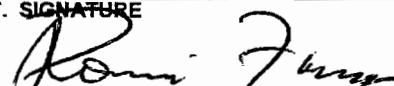
Certifying Officer Legislation (COL) Training  
<http://www.dfas.mil/fastrac/coltraining.html>

**15. YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLOWING REGULATION(S) NEEDED TO ADEQUATELY PERFORM THE DUTIES TO WHICH YOU HAVE BEEN ASSIGNED:**

DoDFMR, Vol. 5, chapter 33;

### SECTION III - ACKNOWLEDGEMENT OF APPOINTMENT

I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds under my control. I have been counseled on my pecuniary liability and have been given written operating instructions. I certify that my official signature is shown in item 17 below.

<b>16. PRINTED NAME (First, Middle Initial, Last)</b> Ronnie L. Favors	<b>17. SIGNATURE</b> 
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### SECTION IV - TERMINATION OF APPOINTMENT

The appointment of the individual named above is hereby revoked.		<b>18. DATE (YYYYMMDD)</b>	<b>19. APPOINTEE INITIALS</b>
<b>20. NAME OF APPOINTING AUTHORITY</b>	<b>21. TITLE</b>	<b>22. SIGNATURE</b>	

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**CHAPTER 33**

**\*CERTIFYING OFFICERS, DEPARTMENTAL ACCOUNTABLE OFFICIALS, AND REVIEW OFFICIALS**

**3301 PURPOSE AND INTRODUCTION**

\* 330101. **Purpose.** This chapter addresses responsibilities of and qualifications for certifying officers and their selection and appointment; certification of vouchers for payment; random review of disbursement vouchers; departmental accountable officials (DAOs); and pecuniary liability.

330102. **Introduction.** The centralization of disbursing processes and the increased use of automated systems, coupled with the volume and complexity of business processes, reduces the ability of Department of Defense (DoD) disbursing officials to exercise direct personal control over all aspects of each business transaction. Accordingly, DoD recognizes that it is extremely difficult for any single official personally to ensure the accuracy, propriety, and legality of every payment. DOs must depend on certifying officers to ensure that a transaction has been processed through all designated responsible and authorized officials; is properly documented, is computed correctly according to source documents; and is not improper, unreasonable, or fraudulent according to the information available. Sound financial management and internal control practices require that certifying officers who certify payments to disbursing officers (DOs) for payment be independent of and organizationally separate from those DOs. See **Chapter 1** of this volume.

**\*3302 POLICY**

330201. Authority to appoint certifying officers under Title 31, United States Code, section 3325 (**31 U.S.C. 3325**) and DAOs under **10 U.S.C. 2773a** is delegated to the Under Secretary of Defense (Comptroller)(USD(C)) by **Deputy Secretary of Defense Memorandum dated September 30, 2009**. This volume re-delegates that authority to DoD Component Heads (see Chapter 1 of this volume), who may further re-delegate it as necessary and appropriate.

330202. Certifying officers and DAOs perform inherently governmental functions and therefore must be Federal government employees (i.e., not contractors). See Chapter 1 of this volume for more information.

330203. Civilian employees appointed as certifying officers and DAOs in the United States must be U.S. citizens. The "United States" in this context includes the 50 states, the District of Columbia, the Commonwealth of Puerto Rico, the Northern Marianas Islands, the U.S. Virgin Islands, and Guam. See paragraph 330204 and section 3309 of this chapter.

330204. Agreements concerning the applicability of the law of the host nation to employment by U.S. Forces of local nationals should be considered before appointing a local national as a certifying officer or DAO. DoD may appoint "direct hire" foreign local nationals

as certifying officers and DAOs even though they may not be subject to pecuniary liability under U.S. law, but commanders should consider the advisability of making such appointments. See Chapter 1 of this volume for more information. "Indirect hire" local national personnel assigned by host governments to work with U.S. Forces are not employees of the United States and cannot perform inherently governmental functions.

330205. DOs, their deputies, and agents may neither be appointed as nor appoint certifying officers for payments they will eventually make. A person under a DO's direct supervision (e.g., a deputy DO, paying agent) may be appointed as a certifying officer only in special limited situations. Specify such limitations and describe the circumstances in item 14 of the appointing DD Form 577. See paragraphs 330206, 330207, and 330601 of this chapter.

330206. At organizations where there are separate computation and disbursing functions under a DO's supervision, persons in the computation organization may be appointed as certifying officers. They must maintain appropriate separation of duties. See Chapter 1 of this volume. DoD Component Heads may make these appointments or delegate the appointment authority through command channels, excluding the DO.

330207. Where computations for payment are performed under the direction of the DO during tactical operations (including, but not limited to, afloat units, military training exercises, noncombatant evacuations, and contingency operations), disbursing office personnel may be appointed as certifying officers. DoD Component Heads may make these appointments or delegate the appointment authority through command channels, excluding the DO.

330208. The same person may not serve as both a DAO and certifying officer for the same types of payments.

**\*3303 RESPONSIBILITIES**

330301. Appointing Authorities. DoD Component Heads or their designees:

A. Appoint certifying officers, DAOs, and payment review officials. See paragraph 330601 of this chapter.

B. Appoint pre-payment review officials.

C. Oversee the appointees and their execution of the duties described in sections 3304 and 3305 of this chapter.

D. May not appoint themselves as certifying officers or DAOs.

330302. Supervisors. Supervisors ensure that subordinate certifying officers and DAOs are trained in their responsibilities (including initial training and refresher training annually), and periodically review their performance to ensure compliance with established regulations, policies, and procedures, including local standard operating procedures. Appointed certifying officers must complete an approved Certifying Officer Legislation training course

b. Military members' supervisors ensure accurate and timely input of data that affect certification of entitlements for payment.

2. Civilian Pay

a. Personnel officers update personnel data supporting payments on an accurate and timely basis.

b. Supervisors ensure their employees' time and attendance records and supporting documents, e.g., leave, overtime, and compensatory time, are accurate.

c. Supervisors of time and attendance clerks ensure the accuracy of the time and attendance data input by clerks they supervise.

3. Temporary Duty Travel

a. APCs implement the travel card program in accordance with established OSD and applicable DoD Component regulations, policies, and procedures.

b. Authorizing officials approve travel orders, approve/sign travelers' claims, and verify that all expenses incurred were required for mission accomplishment under the Joint Federal Travel Regulations (Military) or Joint Travel Regulations (Civilian).

4. Permanent Change of Station

a. Personnel officers ensure update of personnel data supporting payment on an accurate and timely basis.

b. Commanders or site directors ensure that members perform in accordance with travel orders.

**\*3304 CERTIFYING OFFICERS**

330401. To promote professionalism and strengthen internal controls, a certifying officer should have knowledge of the subject matter, background or experience in the preparation of a voucher for payment, knowledge of appropriations and other funds and accounting classifications, and knowledge of the payment process (e.g., availability of funds and location of designated paying and accounting offices).

330402. Certifying officers should read the Treasury publication, "*Now That You're a Certifying Officer*." DoD personnel eligible to be appointed to certify vouchers and send them to a disbursing office for payment include (but are not limited to) commanders, deputy commanders, resource managers or fund holders, travel authorizing officials, purchase-card approving officials, CBA approving officials, and other personnel in equivalent positions. For example, a traveler's supervisor could be a travel-authorizing official and a certifying

officer. See paragraph 330302 of this chapter for certifying officer training requirements. See section 3306 of this chapter for guidance on appointments.

**\*3305 DEPARTMENTAL ACCOUNTABLE OFFICIALS**

DAOs provide information, data, or services to certifying officers upon which the latter rely to certify vouchers for payment. See section 3306 of this chapter for guidance on appointments.

**\*3306 DEPARTMENT OF DEFENSE (DD) FORM 577**

330601. Appointment and Termination. Appoint and terminate the appointments of certifying officers and DAOs on DD Form 577 (Appointment/Termination Record/Authorized Signature). Identify the specific types of payments, e.g., vendor pay, purchase card, CBAs, travel, transportation, military, and civilian pay involved. For miscellaneous vendor payments, the appointing authority should identify the types of payments (e.g., medical reimbursement, damage claims, or tuition assistance) affected, but need only be as specific as he or she considers necessary, and may include the reviewing official's organization on the appointment. For pecuniary liability determination purposes, include the appointee's full Social Security number (or employee number if not a U.S. citizen), name, organization, and position. For direct-hire non-U.S. citizens to whom, by agreement, a local law applies that does not subject the local national to the same pecuniary liability as other DoD employees (see paragraph 330201 of this chapter), make an appropriate comment in item 14 of the DD Form 577. Appointees acknowledge their appointment in Section III of the form. Appointing authorities review appointments annually as a minimum for validity and currency. Appointments remain in force until terminated by reassignment or for cause. Terminate appointments as appropriate using Section IV of the form, and advise the agencies that received the original appointments. See Chapter 11 of this volume for voucher certification requirements.

A. Certifying officers who certify only electronic vouchers (i.e., certify the actual voucher electronically (e.g., a Defense Travel System (DTS) voucher)), but not manually certified vouchers that are merely paid electronically, may submit the DD 577 electronically as long as it meets the requirements in Chapter 1 of this volume.

B. Certifying officers who certify manual vouchers or submit manual certifications of electronic payments must submit an original DD 577, as it serves both as an appointing document and a signature specimen.

330602. Distribution

A. Certifying Officer Appointments. Send DD Forms 577 for payments being certified to DFAS DOs to the central electronic repository at the Defense Finance and Accounting Service (DFAS) Indianapolis Disbursing Operations Directorate (JFD), 8899 East 56th Street, Indianapolis, IN 46249 (secure e-mail [dfas-incddd577@dfas.mil](mailto:dfas-incddd577@dfas.mil)) following that office's guidance. DOs may view DD Forms 577 on the Electronic Document Access (EDA) website. When a DFAS DO needs to make an immediate payment, fax or email a signed copy of