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# Treasury Financial Manual

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Transmittal Letter No. 628

Volume I

To: Heads of Government Departments, Agencies, and Others Concerned

## 1. Purpose

This transmittal letter releases revised I TFM 6-1000: Introduction. This part prescribes procedures and forms used by Government agencies for fiscal matters requiring special instructions because of the particular subject involved.

## 2. Page Changes

### Remove

Table of Contents for Part 6 (T/L 619)

I TFM 6-1000 (T/L 597)

### Insert

Table of Contents for Part 6

I TFM 6-1000

## 3. Effective Date

This transmittal letter is effective immediately.

## 4. Inquiries

Direct questions concerning this transmittal letter to:

U.S. Standard General Ledger Division  
Accounting Systems and Standards Directorate  
Governmentwide Accounting  
Financial Management Service  
Department of the Treasury  
3700 East-West Highway, Room 213A  
Hyattsville, MD 20782  
Telephone: 202-874-6121/6135

Richard L. Gregg  
Commissioner

Date: January 30, 2006

## Part 6—Chapter 1000

# INTRODUCTION

**This part prescribes procedures and forms used by Government agencies for fiscal matters requiring special instructions because of the particular subject involved.**

### Section 1010—Scope and Applicability

Other parts of Volume I may cover the subjects in this chapter as they relate to other fiscal areas, such as central accounting and reporting (I TFM, Part 2). The procedures prescribed in this part do not modify or supersede those in other parts of the volume.

### Section 1015—Authority

The Secretary of the Treasury has reporting responsibility as set forth in 31 United States Code 331 and 3513. Other statutes and Executive Orders specifically place regulatory responsibility with Treasury for other subject matter covered in the TFM.

### Section 1020—Standard and Prescribed Forms

The Financial Management Service (FMS) is increasing its efforts to create electronic options for information submittals to and transactions with the Department of the Treasury. The efforts reflect a changing business environment where electronic processes are becoming more common because of increased efficiency and convenience. These efforts also are the direct result of the Government Paperwork Elimination Act, which requires Federal agencies to provide electronic options for transactions with Government.

Treasury has developed a Web site at <http://www.fms.treas.gov/forms.html> that includes some of the forms produced by FMS or that support FMS products and services. All departments and agencies should use standard accounting and reporting forms and related procedures, including those

prescribed by the Government Accountability Office, unless exempted by law or FMS.

### Section 1025—Contacts Page

Each chapter has a Contacts page that lists the office name, address, and telephone number for inquiries concerning the included material. The first contact listed is the office primarily responsible for the chapter. If the chapter contains specific or technical material relating to other areas of responsibility, the Contacts page also lists sources for that information.

### Section 1030—Distribution

Users may access the TFM via the Internet at the following Web site: <http://www.fms.treas.gov/tfm/index.html>.

# **CONTACTS**

## ***Direct inquiries concerning this chapter to:***

U.S. Standard General Ledger Division  
Accounting Systems and Standards Directorate  
Governmentwide Accounting  
Financial Management Service  
Department of the Treasury  
3700 East-West Highway, Room 213A  
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