



DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

Office of the Assistant Secretary

08 APR 1998

MEMORANDUM FOR ALMAJCOM-FOA-DRU (DIRECTORS OF CONTRACTING)

FROM: SAF/AQC
1060 Air Force Pentagon
Washington, DC 20330-1060

SUBJECT: Paying Station Assignment for Contracts not Administered by the Defense Contract Management Command (DCMC)

The Defense Finance and Accounting Service (DFAS) has requested our assistance in disseminating the attached detailed guidance on paying station assignment. DFAS policy remains that the payment office cited on a contract must reflect the office providing accounting support for that contract. Attachment 1 addresses the situation when there is only one office providing fund certification of the purchase request or other fund authorization document. In that case, the office providing the fund certification to the contracting office is required to provide the mailing address and DODAAC of the proper paying office. This differs from earlier guidance indicating that it was the responsibility of the host Financial Services Office (FSO) or Defense Accounting Office (DAO). Please refer to the attached memo for further information. Additionally, if the purchase request has more than one office providing fund certification, then each fund certification office will provide the address and DODAAC applicable to the predominant funds being certified. If the contracting office receives multiple purchase requests to fund a single contract, the contracting office should assign the payment office based on the designated payment office having the predominant amount of funds.

Please ensure that the proper paying office identification and code are included on all award documents (for example: in Blocks 18 and 18a of the SF1449). A list of the proper codes for the DFAS Operating Locations and current addresses is provided in Attachments 1 and 2. Ensure that these codes and addresses are loaded properly in your automated information systems. DFAS sorts its necessary payment actions based on these key fields using Electronic Document Access (EDA). As we are currently deploying the EDA capability across the Air Force, it is critically important that this information is entered correctly.

Attachment 2 discusses the realignment of contract payment workload at DFAS-Columbus Center. Note that DCMC has authorized a class deviation from FAR 4.201 and 43.301(a)(1)(iv) and DFARS 204.202, to use standardized letters to notify affected parties. Contracts received at DFAS-Columbus Center with the incorrect pay office address after 30 Sep 98 will require a formal contract modification. All contracts with an effective date of 1 May 98 or later, must cite the new codes and address as shown in Attachment 2.

Request you disseminate this memorandum with its attachments to all your contracting activities. Should you have any questions, my action officers are Bob Bemben, SAF/AQCP, DSN 425-7054, e-mail bembenj@af.pentagon.mil; and Major Garry Shafovaloff, SAF/AQCI, DSN 425-7041, e-mail shafovag@af.pentagon.mil.



TERRY L. RANEY, COL, USAF
Acting Associate Deputy Assistant Secretary
(Contracting)
Assistant Secretary (Acquisition)

Attachments:

1. DFAS-DE/ALA Memo, 22 Dec 97
2. DFAS-CO/JS Memo, 11 Mar 98



DEFENSE FINANCE AND ACCOUNTING SERVICE
DENVER CENTER
6760 E. IRVINGTON PLACE
DENVER, COLORADO 80279

APU
TO
Sylvia

DFAS-DE/ALA

DEC 22 1997

MEMORANDUM FOR DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING), ASSISTANT SECRETARY OF THE
AIR FORCE FOR ACQUISITION, HQ USAF

Subject: Paying Station Assignment on Contracts

Reference your attached memorandum of February 28, 1997, Assignment of Payment Offices for Contracts not Administered by the Defense Contract Management Command (DCMC). Your memorandum disseminated information to the Air Force Contracting Community concerning the assignment of paying offices for non DCMC administered contracts. It advised that the host Financial Services Office (FSO) or Defense Accounting Office (DAO) is responsible for ensuring that the correct payment office is identified in the Purchase Request submitted to the contracting office.

Since the initial policy dissemination, we have received several calls from FSOs, DAOs, and local contracting offices requesting guidance on determining the paying station when the Purchase Request is received in the contracting office without the paying station identified. A similar question is, who is responsible for identifying the paying station if the Purchase Request was not processed through the local FSO or DAO.

We are again requesting your assistance in disseminating the following clarifying guidance to the basic policy. Rather than stating that it is the responsibility of the host FSO or DAO, change the guidance to read; "it is the responsibility of the office providing fund certification on the Purchase Request or other fund authorization document submitted to the contracting office." If a Purchase Request is received in the Contracting Office which does not include the identification of the paying office, it should be returned to the office submitting it for identification of the proper paying office. The identification must include the complete mailing address of the paying office and the Department of Defense Activity Address Code (DQDAAC) of the paying station. Contracting offices should not default the paying office to the local support office. If the local office is not the proper office, it will only result in a request for a contract modification to correct the paying office.

Request all contracting offices also be reminded to require the proper paying office identification in Block 18 of the Purchase Order. In addition, request all contracting offices ensure the DODAAC of the paying office is included in the "CODE" area or Block 18a on the Purchase Order. The DODAAC in Block 18a is a key field required to identify all contracts for a paying station as part of Electronic Document Access (EDA).

The following DODAACs should be used for paying offices supported by the DFAS Operating Locations.

DENVER CENTER

F03000 DAYTON	F72300 SAN BERNARDINO
F62400 ORLANDO	F68300 FORD ISLAND
F25700 OMAHA	F67100 LIMESTONE
F60700 SAN ANTONIO	F75800 Denver "O"

CLEVELAND CENTER

NORFOLK N60951	PENSACOLA N68566
CHARLESTON N68892	HONOLULU N45924
SAN DIEGO N60957	OAKLAND N68894

INDIANAPOLIS CENTER

LAWTON-FORT SILL	HQ0300	ORLANDO	HQ0301
ROME	HQ0302	ROCK ISLAND	HQ0303
ST. LOUIS	HQ0304	SEASIDE,	HQ0305
LEXINGTON	HQ0335	FORT JACKSON	HQ0176
FORT STEWART	HQ0166	FORT CAMPBELL	HQ0164
FORT BRAGG	HQ0163	FORT HOOD	HQ0167
FORT IRWIN	HQ0130	FORT LEE	HQ0186
WATERVLIET ARSENAL	HQ0199	FORT KNOX	HQ0180
PICATINNY ARSENAL	HQ0209	FORT GORDON	HQ0175
ABERDEEN PROVING GROUND	HQ0196	WHITE SANDS MISSILE RANGE	HQ0191
SOLDIER SYSTEMS COMMAND	HQ0190	COMMUNICATIONS & ELECTRONICS CMD	HQ0209

The ability of DFAS to provide accurate and timely accounting and payment processing depends on ensuring proper paying office identification is submitted to the contracting office and is carried forward on the contracting document. Your assistance in this area is greatly appreciated.

Questions your staff may have concerning this matter may be addressed to our points of contact, Mr. Fred Ross, or Ms. Dorothy Curtis, DFAS-DE/ALA, (303) 676-7774 or DSN 926-7774, or Email: fross@cleveland.dfas.mil or dcurtis@cleveland.dfas.mil.

Mary H. Frewert
for Richard J. Anderfuren
Director, Systems and
Procedures

Attachment:
As Stated

cc: DFAS-DE/AMA
DFAS-DE/M
DFAS-HO/M
SAF/EMPC



**DEFENSE FINANCE AND ACCOUNTING SERVICE
COLUMBUS CENTER**

P.O. BOX 182317
COLUMBUS, OHIO 43218-2317

IN REPLY
REFER TO DFAS-CO/JS

MAR 11 1998

MEMORANDUM FOR BUYING ACTIVITIES

SUBJECT: South Entitlement Operations Workload Realignment

The Defense Finance Accounting Service - Columbus Center, South Entitlement Operations (DFAS-CO/JS), will realign the contract payment workload effective **May 1, 1998**.

The reorganization will effect all contracts and contractors which use MOCAS as the contract administration system and which are currently paid by **DFAS - Columbus Center, Southeast (SC1020), Chesapeake (SC1030), and Capitol (SC1034) Divisions**, consolidating into **DFAS - Columbus Center, South Entitlement Operations (HQ0338)**. To keep processing costs down, this change in payment office will be done via paperless modification, and no hardcopy modifications will be distributed. This action has been coordinated with the Defense Contract Management Command, who has authorized a class deviation from Federal Acquisition Regulation (FAR) 4.201 and 43.301(a)(1)(iv) and the Department of Defense FAR Supplement (DFARS) 204.202. Accordingly, the deviation allows for the use of standardized letters to notify affected parties of the contract payment office changes, rather than issuing individual Standard Forms 30, Amendment of Solicitation/Modification of Contract, for each contract. This letter serves as your notification of payment office changes. Further, contracts received with the incorrect pay office address after September 30, 1998, will require a formal contract modification, SF 30, changing the pay office address.

The new payment office address will be:

**DFAS - Columbus Center
South Entitlement Operations
P.O. Box 182264
Columbus OH 43218-2264**

A list of South Entitlement Operations points of contact is attached.

The Department of Defense Activity Address Code (DoDAAC) for South Entitlement Operations is **HQ0338**. The Automated Data Process (ADP) point is **HQ0338**. The Communication Routing Indicator (COMMRI), (RUQAICG) will remain the same.

Request that all contracts with an effective date of May 1, 1998, and later, cite the appropriate DoDAAC and payment address.

This realignment will allow the South Entitlement Directorate to better serve our customers and achieve increased operational effectiveness. If you have any questions concerning this change or if we can be of any assistance, please contact Pam Chobany, DFAS-CO/JXPB, at commercial (614) 693-5148 or DSN 869-5148.



C. J. Childers
Director

South Entitlement Operations

Attachment
As stated

**South Entitlement Operations
Points of Contact**

Name	Telephone Number	Functional Responsibility
Ms. Lillian Gray	614/693-5500	Contract Data Input, Customer Service
Ms. Marjory Campbell	614/693-4840	Entitlement
Ms. Regina Bouldin	614/693-4855	Line Item/DD 250 Processing
	614/693-8700	Reconciliation & Closeout
Mr. Cliff Barasch	614/693-5340	Deputy Director
Mr. Joe Childers	614/693-5344	Director

Toll Free Telephone Numbers

800/832-9976

800/851-2130

800/952-9869