



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE MATERIEL COMMAND
WRIGHT-PATTERSON AIR FORCE BASE, OHIO

JOHN H
SARAH

[Handwritten signature]

*Received from Sarah
10/10/95
[initials]*

13 SEP 1995

BF 396

MEMORANDUM FOR SEE DISTRIBUTION

FROM: HQ AFMC/PK
4375 Chidlaw Road, Suite 6
Wright-Patterson AFB OH 45433-5006

SUBJECT: DFAS-CO Contract Billing Issues

1. DFAS-CO has identified three issues impacting payment on AFMC contracts. Their specific concerns are contained in the DFAS-CO/LCODB letter, 26 Jun 95, provided at Attachment 1. The first relates to the need to ensure that the payment office is clearly reflected on the cover page of the contract or applicable modification. Reorganizations at DFAS-CO over the last 2 years have made it challenging to "keep up with" the correct assignment of payment division for new contracts and modifications to existing contracts. Last-minute clean up of documents prior to distribution has been accomplished in a variety of methods, including pen-and-ink changes. DFAS-CO current policy prohibits accepting documents with pen-and-ink changes so contract input could be delayed, impacting payments. A current list of payment division assignments is provided at Attachment 2 for your information.

2. The second issue relates to interest penalties on payments. The Prompt Payment clause specifies the due date for making invoice payments as the 30th day after the "designated billing office" has received a proper invoice from the contractor or the 30th day after government acceptance of supplies. The designated billing office must notify the contractor within 7 days (3-5 days for perishable foods), if the bill or written request for payment does not satisfy the requirements of a "proper invoice." With the exception of financing payments, which are not assessed interest penalties, interest is automatically paid when payment of a "proper invoice" is not made by the due date.

a. Although the cover page of a contract specifies the "designated payment office," the "designated billing office" for the purpose of prompt payment means the office or person designated in the contract where the contractor first submits invoices and contract financing requests. In some cases, this is the payment office; in others, it may be the contract administration office, the contract audit office, or the office accepting the supplies or services. In most cases, the contract is silent and the contractor submits payment requests in accordance with other direction. For example, cost vouchers are typically submitted to DCAA and progress payments requests are submitted to the ACO. Delivery payments or invoices, which are subject to interest penalties if paid late, are usually submitted directly to the "designated payment office."

ACON 95-11G (FAR 32) Post to FAR 32.5 and 32.9 by circling the references and noting in the margin: "70-41, atch 95-11G." Also post to FAR 4.203 by circling the reference and noting in the margin: "70-41, atch 95-11G filed at FAR 32." Then file this atch behind the sups to FAR 32.



DEFENSE FINANCE AND ACCOUNTING SERVICE
COLUMBUS CENTER

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

IN REPLY
REFER TO DFAS-CO-LCODB

June 26, 1995

MEMORANDUM FOR RAMONA NOVITSKI, HEADQUARTERS, AFMC/FMRS

SUBJECT: Clarification of Contract Terms, changes to Contracts and submission of Taxpayer Identification Numbers (TINs) being placed on Contracts as per FAR clause.

This is a follow-up on the issues that we discussed at Year End Conference held at Tinker AFB. We would like to have clarification on Bill office, as many Air Force contracts reflect, send invoice to, in block 13 to send to block 15, but further in the contract there is other mail invoices to information. Wright-Patterson had a special deal worked out with one vendor, where invoice was mailed to Wright-Patterson and then mailed back to vendor and then complied with instructions to mail to us as their payment office. We paid interest to the company because of this conflicting information in the contract and no knowledge of special deal with the contractor. We base our payments on the contracts and prompt pay and when conflicting information is shown on contracts we have been instructed that the information within the contract overrules page 1. Also we have been receiving contracts where the pay office is being changed either through XXX's or labels being placed on the top and even scratched out pen and ink changes. We are unable to determine when changes have taken place and no initials or signatures are done indicating change done. When changes are made to a contract it is to be done by modification.

The other issue is the FAR clause that requires the TINs to be placed on each contract. This has become a very important factor as the payment office is required to send information to the Internal Revenue Service on contractors.

Thank you for your help on these issues and if you have any further questions or need information please contact me. My commercial number is 614-693-1168 or DSN 869-1168.

Gail E. Kesling

Gail E. Kesling
Examination Supervisor
Military Services Section B

PKPB BOTE: Buyers are reminded to notify PKXOA (Elaine Durden/ext 67936) iff DD Form 1716s are received because payment or administrative offices are incorrect on the contract. Atch 95-11G (FAR 32) Elaine will correct the ACPS database.

Contractor Payment Information**Appendix II
CAS Points of Contact****DIRECTORATE OF
NORTH ENTITLEMENT
OPERATIONS**

Assoc. Director:
Dep. Assoc. Dir.: James Lurk
 Commercial #: 614-693-6058/5236
 FAX #: 614-693-5438
 DFAS - Columbus Center
 DFAS-CO-JN
 P. O. Box 182317
 Columbus, OH 43218-2317

Bunker Hill Division:
Division Chief: Doris Jones
 Commercial #: 614-693-5228

Customer Relations:
 Toll Free #: 1-800-342-0371
 FAX #: 614-693-6260

Includes:
 DCMAO Boston
 DCMAO Syracuse
 DCMAO New York
 DCMAO Garden City
 DCMAO Stratford
 DPRO Raytheon
 DPRO Lockheed Sanders
 DPRO GTE
 DPRO IBM, Owego
 DPRO GE Lynn, MA
 DPRO Martin Marietta

**Invoices/Correspondence
(Includes U. S. Express Mail):**
 DFAS - Columbus Center
 ATTN: DFAS-CO-JNB/Bunker Hill
 P. O. Box 182077
 Columbus, OH 43218-2077

Express Courier:
 DFAS - Columbus Center
 ATTN: DFAS-CO-JNB/Bunker Hill

4280 E. Fifth Ave.
 Columbus, OH 43219

Minuteman Division:
Div. Chief: Brenda Blohm
 Commercial #: 614-693-5980

Customer Relations:
 Toll Free #: 1-800-831-7239
 FAX #: 614-693-5986

Includes:
 DCMAO Grand Rapids
 DCMAO Hartford
 DCMAO Indianapolis
 DCMAO Martin Marietta
 DCMAO Pittsburgh
 DCMAO Reading
 DCMAO Springfield
 DPRO Allied Signal
 DPRO Grumman
 DPRO Hamilton Standard
 DPRO Kearlott/Plessey
 DPRO Magnavox
 DPRO Pratt & Whitney
 DPRO Sikorsky
 DPRO Textron
 DPRO Unisys

**Invoice/Correspondence
(Includes U. S. Express Mail):**
 DFAS- Columbus Center
 Attn: DFAS-CO-JNC/Minuteman
 P. O. Box 182266
 Columbus, OH 43218-2266

Express Courier:
 DFAS - Columbus Center
 ATTN: DFAS-CO-JNC/Minuteman
 4280 E. Fifth Ave.
 Columbus, OH 43219

New Dominion Division:
Division Chief: Glenda Kelly
 Commercial #: 614-693-5556

Customer Relations:
 Toll Free #: 1-800-832-9978
 FAX #: 614-693-6077/5833/5426

Includes:
 DCMAG Cleveland
 DCMAO Dayton
 DCMAO Detroit
 DCMAO Ottawa
 DCMAO Philadelphia
 DCMDM Warren
 DPRO Boeing Helicopter
 DPRO General Dynamics
 DPRO GE Aircraft
 DPRO Loral
 DPRO Westinghouse

**Invoices/Correspondence
(Includes U.S. Express Mail):**
 DFAS - Columbus Center
 ATTN: DFAS-CO-JNF/New Dominion
 P. O. Box 182041
 Columbus, OH 43218-2041

Express Courier:
 DFAS - Columbus Center
 ATTN: DFAS-CO-JNF/New Dominion
 4280 E. Fifth Ave.
 Columbus, OH 43219

**DIRECTORATE OF
SOUTH ENTITLEMENT
OPERATIONS**

Assoc. Director: C. Joe Childers
Dep. Assoc. Dir.: Clifford Barasch
 Commercial #: 614-693-5340/5344
 FAX #: 614-693-5450
 DFAS - Columbus Center
 DFAS-CO-JS
 P. O. Box 182317
 Columbus, OH 43218-2317

Contractor Payment Information

DPRO Lockheed, Sunnyvale
 DPRO Martin-Marietta
 DPRO McDonnell Douglas,
 Huntington
 DPRO McDonnell Douglas, Mesa
 DPRO McDonnell Douglas,
 St. Louis
 DPRO Morton Thiokol
 DPRO Northrop, Hawthorne
 DPRO Rockwell, Canoga Park
 DPRO TRW, Redondo Beach
 DPRO United Defense

Invoices/Correspondence
 (Includes U. S. Express Mail):
 DFAS – Columbus Center
 ATTN: DFAS-CO-JWD/DPRO West
 P. O. Box 182511
 Columbus, OH 43218-2511

Express Courier:
 DFAS – Columbus Center
 ATTN: DFAS-CO-JWD/DPRO West
 4280 E. Fifth Ave.
 Columbus, OH 43219

Gateway Division:
 Division Chief: Marie Pollard
 Commercial # 614-693-7986

Customer Relations:
 Toll Free #: 1-800-354-3654
 FAX: 614-693-6323

Includes:
 DCMAO Chicago
 DCMAO Denver
 DCMAO St. Louis
 DCMAO Seattle
 DCMAO Twin Cities
 DCMAO Wichita

Invoices/Correspondence
 (Includes U. S. Express Mail):
 DFAS – Columbus Center
 ATTN: DFAS-CO-JWB/Gateway
 P. O. Box 182251
 Columbus, OH 43218-2251

Express Courier:
 DFAS – Columbus Center
 ATTN: DFAS-CO-JWB/Gateway
 4280 E. Fifth Ave.
 Columbus, OH 43219

Santa Ana Division:
 Division Chief: Barbara Shannon
 Commercial #: 614-693-5190
Customer Relations:
 Toll Free #: 1-800-525-6571
 FAX #: 614-693-5084

Includes:
 DCMAO Santa Ana
 DCMAO San Diego
 DCMO Loral

Invoices/Correspondence
 (Includes U. S. Express Mail):
 DFAS – Columbus Center
 ATTN: DFAS-CO-JWT/Santa Ana
 P. O. Box 182381
 Columbus, OH 43218-2381

Express Courier:
 DFAS – Columbus Center
 ATTN: DFAS-CO-JWT/Santa Ana
 4280 E. Fifth Ave.
 Columbus, OH 43219

Van Nuys Division:
 Division Chief: Ella Fountain
 Commercial #: 614-693-5707

Customer Relations:
 Toll Free #: 1-800-553-2839
 FAX #: 614-693-5085/5098

Includes:
 DCMAO Phoenix
 DCMAO Van Nuys
 DCMAO San Francisco

Invoices/Correspondence
 (Includes U. S. Express Mail):
 DFAS – Columbus Center
 ATTN: DFAS-CO-JWV/Van Nuys
 P. O. Box 182157
 Columbus, OH 43218-2157

Express Courier:
 DFAS – Columbus Center
 ATTN: DFAS-CO-JWV/Van Nuys
 4280 E. Fifth Ave.
 Columbus, OH 43219