



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

*Kim m Kim*  
 TO Carol: FAR 4  
 issue

*FAR 4.201  
 43.301  
 DFARS 204.202*

*By 9811*

6 May 98

MEMORANDUM FOR SEE DISTRIBUTION

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

SUBJECT: Paying Station Information for Contracts not Administered by DCMC; and, Workload Realignment for Contracts Assigned to the South Entitlement Operations, DFAS-Columbus Center

1. Accuracy and timeliness of contract payments are essential elements in successfully executing our contracts from initial award through final closeout. This memorandum provides contracting personnel with payment information that Defense Finance and Accounting Service (DFAS) deems essential in the preparation and distribution of accurate and complete contracts.
2. One of the most frequently occurring errors identified by DFAS-Denver is incorrect paying station address and code cited on contracts not administered by DCMC. This primarily affects organizations such as operational contracting, laboratories, test centers, and contracting offices using working capital funds. New guidance requires the office providing funds certification on a purchase request or other funds authorization document to submit the paying office identification including complete address and Department of Defense Activity Address Code (DODAAC) on the funds document. Attachment 1 provides further detail for contracting offices to follow.
3. Reorganization has occurred at DFAS-Columbus resulting in a consolidation of three payment entitlement divisions into the South Entitlement Operations (HQ0338). Attachment 2 to this memorandum suffices as the administrative modification authorizing the paying station change. Contracting Officers should detach the DFAS-CO/JS Memorandum, 11 March 1998, and file it accordingly to contracts that were previously paid by any of the three former entitlement divisions. Ordering or modification activity on these contracts after 1 May 1998 shall cite the new payment office address and DODAAC.
4. The widest dissemination of this memorandum and its accompanying attachments is encouraged to improve upon the quality of our contracting methods and to further our efforts in communicating with DFAS. Any further payment questions may be directed to Mr. Tony Armes, HQ AFMC/PKPC, DSN 986-0447, or E-mail [armest@wpgate1.wpafb.af.mil](mailto:armest@wpgate1.wpafb.af.mil).

FOR THE COMMANDER

*Avery Sledge*  
 AVERY P. SLEDGE, JR., Col, USAF  
 Chief, Contracting Policy Division  
 Directorate of Contracting

Attachment:  
 SAF/AQC Memo, 8 Apr 98, w/2 Atch

Atch 98-4B (FAR 4) Post to FAR 4.201, 43.301 and DFARS 204.202 by circling the references and noting in the margin: "See 64-10, Atch 98-4B filed at FAR 4." Then file the Atch behind the sups to FAR 4.



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](mailto:bembenj@af.pentagon.mil); and Major Garry Shafovaloff, SAF/AQCI, DSN 425-7041, e-mail [shafovag@af.pentagon.mil](mailto: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

*PPK*  
*TV*  
*SYLWIK*

DEC 22 1997

DFAS-DE/ALA

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<br>GROUND | HQ0196 | WHITE SANDS MISSILE<br>RANGE        | HQ0191 |
| SOLDIER SYSTEMS<br>COMMAND | HQ0190 | COMMUNICATIONS &<br>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-HQ/M  
SAF/PMPC



**DEFENSE FINANCE AND ACCOUNTING SERVICE  
COLUMBUS CENTER**

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

MAR 11 1998

IN REPLY  
REFER TO DFAS-CO/JS

**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**

| <b>Name</b>          | <b>Telephone<br/>Number</b> | <b>Functional<br/>Responsibility</b>     |
|----------------------|-----------------------------|--|
| Ms. Lillian Gray     | 614/693-5500                | Contract Data Input,<br>Customer Service |
| Ms. Marjory Campbell | 614/693-4840                | Entitlement                              |
| Ms. Regina Bouldin   | 614/693-4855                | Line Item/DD 250<br>Processing           |
|                      | 614/693-8700                | Reconciliation<br>& 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