



**DEFENSE FINANCE AND ACCOUNTING SERVICE**

**CHARLESTON**

P.O. BOX 118054

CHARLESTON, SC 29423-8054

DFAS-CH/JB

July 11, 2007

**MEMORANDUM FOR DISTRIBUTION**

**SUBJECT: Change in Paying Office for Vendor Payments**

The Defense Finance and Accounting Service (DFAS) Charleston is scheduled to close on January 31, 2008. In connection with this closure, the majority of the work performed by the Charleston office will transfer to the DFAS Cleveland with some workload transferring to DFAS Columbus and DFAS Rome. All workload is scheduled to be transferred from DFAS Charleston by December 3, 2007.

All contracts citing fiscal year 2008 (and beyond) should be prepared to show the paying office in accordance with DFAS policy which is dictated by the authorized accounting activity (AAA) for the line(s) of accounting (LOA) on the contract. Attachment 1 is provided to assist contracting offices in determining the correct paying office. Regardless of the LOAs, all current and prior year contracts, except for Grants, SUPSHIP contracts, and Leases will transfer to DFAS Cleveland until the contract is paid out. For these exceptions, contracts with AAA 68342 will be modified changing the pay office from DFAS Charleston to DFAS Columbus. In addition, manual and CitiDirect credit card invoices, regardless of AAA in the LOA, will transfer to the gaining site on the date Charleston workload transitions (see attachment 2).

For transmission of contracts, invoices, and other supporting documentation, please refer to attachment 3 for a method of submitting the invoice package. Use of the EDM right fax number is the preferred method for submitting documentation.

Customer inquiries that arise after submission of your invoice or payment request to DFAS Cleveland, DFAS Columbus, and DFAS Rome (BUMED workload only) can be addressed with their Customer Service Call Center at 1-800-756-4571. For faster service after dialing, please select option 2, and then option 4.

DFAS is committed to providing excellent customer service and support to its Charleston customers. Should questions arise during transition a point of contact is listed on attachment 3 for each site receiving work from Charleston. Do not hesitate to contact them if problems occur.

A handwritten signature in black ink that reads "Sally A. Smith".

Sally A. Smith  
Site Director, DFAS Charleston

**Attachments:**

**As stated**

**Distribution:**

**Assistant Secretary of the Navy, Financial Management and Comptroller, Financial Management and Budget Office (ASN(FM&C)FMB-3)**

**Chief of Naval Research (CNR)**

**Director Office of Naval Intelligence (ONI)**

**Chief Bureau of Medicine & Surgery (BUMED)**

**Commander Naval Supply Systems Command (COMNAVSUPSYSCOM)**

**Commander Naval Sea System Command (COMNAVSEASYSYSCOM)**

**Commander Naval Facilities Engineering Command (COMNAVFACENGCOS)**

**Director Strategic Systems Programs (DIRSSP)**

**Commander Space and Naval Warfare System Command (COMSPAWARSYSCOM)**

**Navy Systems Management Activity (NAVSYSMGTACT)**

**Commander Navy Installations (CNI)**

**Defense Finance Accounting Service Columbus**

**Defense Finance Accounting Service Indianapolis**

**Defense Finance Accounting Service Rome**

**Defense Finance Accounting Service Pensacola**

**Defense Finance Accounting Service San Diego**

**Defense Finance Accounting Service Japan**

**Director of Acquisitions**





ENDURING SITE	REGULAR MAILING ADDRESS	EXPRESS MAIL ADDRESS	EDM Right Fax
<b>Cleveland</b>  POC: Rayna Parsons 216.204.2466 <a href="mailto:rayna.parsons@dfas.mil">rayna.parsons@dfas.mil</a>	DFAS Cleveland P.O. Box 998022 Cleveland, OH 44199	DFAS Cleveland Attn: SB-39, Accounts Payable 1240 E. 9th Street Cleveland, OH 44199	1-877-426-4280
<b>Columbus</b>  POC: Don Gullet 614.693.5765 <a href="mailto:don.gullet@dfas.mil">don.gullet@dfas.mil</a>	DFAS Columbus P.O. Box 369021 Columbus OH 43213	DFAS Columbus 3990 E. Broad Street Bldg. 21 Attn: DCC "DFAS Charleston" Columbus OH 43213	Not active
<b>Rome</b>  POC: Carol Witkowski 315.709.6977 <a href="mailto:carol.witkowski@dfas.mil">carol.witkowski@dfas.mil</a>	DFAS Rome NAVY One Pay 325 Brooks Road Rome, NY 13441-4527	DFAS Rome NAVY One Pay 325 Brooks Road Rome, NY 13441-4527	1-877-740-5972