



DEFENSE FINANCE AND ACCOUNTING SERVICE

130 West Avenue Suite A
Pensacola, FL 32508-5120

23 JUL 2007

DFAS-PE/MT

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Change in Paying Office for Vendor Payments

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

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 Authorization Accounting Activity (AAA) for the line(s) of accounting (LOA) on the contract except as noted in Attachment 1. Attachment 1 is provided to assist contracting offices in determining the correct paying office.

All contracts citing fiscal year 2007 and prior, except contracts with AAA 068142, will transfer to DFAS Cleveland until the contract is paid out. Contracts with preponderance of funds for AAA 068142 will be modified changing the pay office from DFAS Pensacola to DFAS Columbus effective February 1, 2008. DODEA HQ and DDESS prior year contracts with FY08 option year funding will transfer to DFAS Indianapolis effective October 1, 2008 as indicated in attachment 1. In addition, all miscellaneous payments, manual and CitiDirect credit card invoices, regardless of AAA in the LOA, will transfer to the gaining enduring site on the date Pensacola 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 or DFAS Rome (BUMED workload only) can be addressed with their Customer Service Call Center at 1-800-756-4571, option 2, then option 4. Customer inquiries after submission of invoice or payment request for DODEA HQ and DDESS can be addressed to DFAS Indianapolis Customer Service Call Center at 1-888-332-7366, option 2.

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



Shirley M. McConnell
Field Site Director

Attachments:
As stated

DFAS PENSACOLA AAAs TRANSFERRING

AAA	APPR	SUBHEAD	BCN	ACCTG SYSTEM	PAY OFFICE	FY08 NEW Pay DODAAC
68566*	various	All except items noted below	various	STARS FL	DFAS Cleveland	N68732
00022	various	various	various	STARS FL	DFAS Cleveland	N68732
62863	various	various	various	STARS FL	DFAS Cleveland	N68732
63032	various	various	various	STARS FL	DFAS Cleveland	N68732
65916	8242	All	various	MISIL	DFAS Cleveland	N68732
68688**	1405	1820	47674	STARS FL	DFAS Rome	HQ0248
68688**	1405	1820	68907	STARS FL	DFAS Rome	HQ0248
68566*	0100	62xx	see below ***	STARS FL	DFAS Indianapolis	HQ0347
68142	4930	5F20	C1013	FAMIS	DFAS Columbus	HQ0251
68142	4930	5F30	various	FAMIS	DFAS Columbus	HQ0251
68142	4930	5F3C	various	FAMIS	DFAS Columbus	HQ0251
68142	4930	FF11	G2292	DWAS	DFAS Columbus	HQ0251
68142	4930	FF12	G2291	DWAS	DFAS Columbus	HQ0251

* If AAA is 68566 then look at appropriation, subhead and BCN to determine Pay Office.

** AAA 68688 does not belong to Pensacola. BUMED (MC 18) will begin citing AAA 68688 on FY2008 documents. Prior years LOA will remain 68566.

*** DDESS / DODEA HQ BCN's:

- EALMX
- EALRU
- EGAAL
- EGABE
- EGARB
- EGAST
- EGUAM
- EKYCA
- EKYKX
- EKYKY
- ENCBR
- ENCCL
- ENCNC
- ENYWP
- EPRAN
- ESCJK
- ESCLB
- ESCST
- EVADL
- EVANY
- EVAQD
- EVAS6

**All FY08 funded contracts, including option years and FY08 funded miscellaneous payments transfer to DFAS Indianapolis on 1 Oct 2008.

PENSACOLA WORKLOAD TRANSITION PLAN

<u>Enduring Site</u>	<u>Accounting System</u>	<u>Customer</u>	<u>AAAs</u>	<u>Start Date (Enduring Site assumes Command & Control)</u>
CLEVELAND	STARS-FL	Various	68566	1-Mar-2008
	STARS-FL	BUPERS	00022	1-Mar-2008
	STARS-FL	Various	62863	1-Mar-2008
	STARS-FL	Various	63032	1-Mar-2008
	MISIL	FMS	65916	1-Mar-2008
COLUMBUS	FAMIS	DISA	68142	1-Mar-2008
	DWAS	AF MSG/SSG	68142	1-Mar-2008
INDIANAPOLIS	STARS FL	DODEA HQ	see note 1	1-Mar-2008
	STARS FL	DDESS	see note 1	1-Mar-2008
ROME	STARS-FL	BUMED	see note 2	1-Mar-2008

Note 1: Appropriation is "0100", subhead begins with "62" and BCN begins with "E"

Note 2: Appropriation is "1405", subhead is "1820" and BCNs "47674" and "68907".
AAA will become 68688 in FY2008. Prior years AAA will remain 68566.

**DFAS ENDURING SITE
POC/MAILING/RIGHT FAX LIST for Contract Payments**

DFAS ENDURING SITE	REGULAR MAILING ADDRESS	EXPRESS MAIL ADDRESS	EDM Right Fax	CUSTOMER SERVICE
Cleveland Pay DODAAC: POC:	DFAS Cleveland P.O. Box 998022 Cleveland, OH 44199 N68732 Rayna Parsons 216.204.2466 rayna.parsons@dfas.mil	DFAS Cleveland Attn: SB-39, Accounts Payable 1240 E. 9th Street Cleveland, OH 44199	1-877-426-4280	1-800-756-4571 option 2 option 4
Columbus Pay DODAAC: POC:	DFAS Columbus P.O. Box 369021 Columbus OH 43213 HQ0251 Don Gullet 614.693.5765 don.gullet@dfas.mil	DFAS Columbus 3990 E. Broad Street Bldg. 21 Attn: DCC "DFAS Pensacola" Columbus OH 43213	Not active at this time	1-800-756-4571 option 2 option 4
Indianapolis Pay DODAAC: POC:	DFAS Indianapolis ATTN: INVP DAFS 8899 E. 56th Street Indianapolis, IN 46249-1510 HQ0347 Diane Carvalho - primary 317.510.3751 diane.carvalho@dfas.mil	N/A Mary Brown - chief 317.510.5092 mary.brown@dfas.mil	1-877-869-6304	1-888-332-7366
Rome Pay DODAAC: POC:	DFAS Rome Vendor Pay Navy 325 Brooks Road Rome, NY 13441-4527 HQ0248 Carol Witkowski 315.330.6977 carol.witkowski@dfas.mil	DFAS Rome Vendor Pay Navy 325 Brooks Road Rome, NY 13441-4527	1-877-740-5972	1-800-756-4571 option 2 option 4