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.

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)
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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

DFAS CHARLESTON AAAs TRANSFERRING

CHARLESTON'S AAA					
AAA	**APPR**	**SUBHEAD**	**PAY OFFICE**	**DoDAAC**	**ACCTG SYSTEM**
00104	4930	All	DFAS Cleveland	N68732	MFCS
00164	4930	All	DFAS Cleveland	N68732	DIFMS
00167	4930	All	DFAS Cleveland	N68732	DIFMS
00173	4930	All	DFAS Cleveland	N68732	NRL Wash
00174	4930	All	DFAS Cleveland	N68732	DIFMS
00178	4930	All	DFAS Cleveland	N68732	DIFMS
00253	4930	All	DFAS Cleveland	N68732	DIFMS
00383	4930	All	DFAS Cleveland	N68732	MFCS
63394	4930	All	DFAS Cleveland	N68732	DIFMS
64267	4930	All	DFAS Cleveland	N68732	DIFMS
65916	8242	All	DFAS Cleveland	N68732	MISIL
66604	4930	All	DFAS Cleveland	N68732	DIFMS
68892	various	All	DFAS Cleveland	N68732	STARS FL
68688*	1319	Bxxxx	DFAS Rome	HQ0248	STARS FL
68342**	various	All	DFAS Columbus	**	STARS HCM
various^	4930	5G10	DFAS Columbus	HQ0251	DWAS

* AAA 68688 does not belong to Charleston. All BUMED lines of accounting with AAA 68892 will convert to AAA 68688 in FY2008. Not all 68688 LOAs are BUMED so check appropriation/subhead as indicated above to determine correct paying office.

**If contract mandates WAWF and has 68342 funds, then DoDAAC will be HQ0251. If not WAWF and contract has 68342 funds, then DoDAAC is N68342.

^ DAPS has several AAAs but subhead is always 5G10.

Attachment 1

Charleston Transition Workload Plan Summary

Enduring Site	Accounting System	Customer	AAAs	Start Date (Enduring Site assumes Command & Control)
CLEVELAND	NRL	NRL	00173	8/1/07
CLEVELAND	DIFMS	KEYPORT	00253	8/1/07
		DAHLGREN	00178	8/1/07
CLEVELAND	DIFMS	CRANE	00164	10/1/07
		INDIAN HEAD	00174	10/1/07
		CORONA	64267	10/1/07
ROME	STARS-FL	BUMED	See note 1	10/1/07
CLEVELAND	MFCS	NAVICPs	00104	10/15/07
			00383	10/15/07
CLEVELAND	STARS-FL	Various	68892	10/31/07
			See note 1	
COLUMBUS	STARS-HCM	Various	68342	10/31/07
COLUMBUS	DWAS	DAPS	See note 2	10/31/07
CLEVELAND	DIFMS	CARDEROCK	00167	12/3/07
		NEWPORT	66604	12/3/07
		PT. HUEMENE	63394	12/3/07
Note 1:	Appropriation is 1319 and subhead will begin with "B"...AAA in FY2008			
	will be 68688. Prior years AAA will remain 68892 and go to Cleveland.			
Note 2:	DAPS has many AAAs but subhead is always 5G10.			

Attachment 2

ENDURING SITE	REGULAR MAILING ADDRESS	EXPRESS MAIL ADDRESS	EDM Right Fax
Cleveland	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
POC:	Rayna Parsons 216.204.2466 rayna.parsons@dfas.mil		
Columbus	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
POC:	Don Gullet 614.693.5765 don.gullet@dfas.mil		
Rome	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
POC:	Carol Witkowski 315.709.6977 carol.witkowski@dfas.mil		

Attachment 3