



DEFENSE FINANCE AND ACCOUNTING SERVICE  
P.O. BOX 182317  
COLUMBUS, OH 43218-2317

DFAS-JAL/CO

February 12, 2016

MEMORANDUM FOR EXECUTIVE DIRECTOR, CONTRACTS, DEFENSE  
CONTRACT MANAGEMENT AGENCY (DCMA)  
DIRECTOR, FINANCIAL MANAGEMENT DIRECTORATE,  
WASHINGTON HEADQUARTERS SERVICES (WHS)  
CHIEF OF FINANCIAL SERVICES, DEFENSE THREAT  
REDUCTION AGENCY (DTRA), OFFICE OF NAVAL  
RESEARCH (ONR), JOINT PROGRAM EXECUTIVE  
OFFICE (JPEO)

SUBJECT: 2016 Fiscal Yearend Processing for Cancelling Year Invoices –  
Mechanization of Contract Administration Services (MOCAS) Division

Certain appropriations will cancel on September 30, 2016, in accordance with Public Law 101-510. To ensure all invoices against these appropriations are paid before the funds cancel, it is requested that these invoices be received at the Defense Finance and Accounting Service (DFAS) Columbus, MOCAS Division (DFAS-JAL), by Thursday, September 1, 2016. The year-to-date funds in jeopardy of cancelling on 32,303 Accounting Classification Reference Numbers (ACRNs) totals \$3,562,345,854.23.

The projected MOCAS cycle for fiscal yearend will run the night of **September 29, 2016**, with payments dated **September 30, 2016**. The Accounts Payable Division will make every effort to pay invoices received after September 1, 2016, but DFAS cannot ensure payment will be made prior to the funds being cancelled. To eliminate possible payment delays, invoices must meet the following criteria:

- a. All invoices submitted for payment must be accurately completed and comply with contractual terms.
- b. DD Form 250, if applicable, must be distributed and approved in Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT), formerly known as Wide Area Workflow (WAWF).
- c. Any contract deficiency affecting payment must have been corrected via Modification or DCMA Form 1797, and the correcting document input into MOCAS prior to August 31, 2016.

- d. Sufficient funds must be available on the contract and respective ACRNs to process the invoice. Requests for contract adjustments need to be submitted as soon as possible, and clearly identified as cancelling fund adjustments, to allow sufficient time for processing. If the adjustment impacts an invoice, the request must be received prior to Thursday, September 1, 2016.
- e. All payments must be validated to the accounting records prior to disbursement to ensure ease of prevalidation.
  - Note: The prevalidation threshold is currently at \$5,000 for all FY04 and earlier contracts. Prevalidation is performed on all invoices on FY05 and later contracts. The prevalidation process takes a minimum of 48 hours and should be considered in the case of all late invoice submissions.
- f. Contractors must have active System for Award Management (SAM) registrations and should ensure that all banking information is current and accurate. In addition, SAM registrants must also have their Tax Identification Number validated by the Internal Revenue Service prior to payment. It is highly recommended that any SAM registrations that are due to expire in September, be updated during the month of August. If a contractor is exempt from SAM registration, they need to ensure that a valid remittance address is cited in the contract.
- g. Wide Area Workflow (WAWF) must be used for invoice submission unless a waiver has been granted.

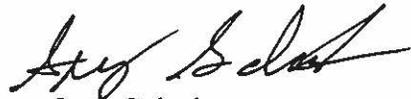
Note: if it is necessary to submit a hard copy invoice, please ensure that a black "M", at least two inches tall, is placed at the top of the invoice or voucher. If numerous invoices are being submitted and the Administrative Contracting Officer (ACO) has priority invoices, we recommend that they notify and coordinate with the appropriate point of contact ahead of time. In order to facilitate the proper distribution of a hard copy invoice, we recommend you contact the Centralized Customer Service Office at 1-800-756-4571, option 1 and notify them of the invoice submission. Attached is a list of points of contact for each Operating Division.

Hard copy invoices should be submitted via fax to the TIER II Branch at the following toll-free numbers:

- a. HQ0337 (North): 866-837-8036
- b. HQ0338 (South): 866-473-5429
- c. HQ0339 (West): 877-749-4843

For assistance in identifying cancelling appropriations and contracts that contain cancelling appropriations, please contact your Defense Contract Management Agency (DCMA) representative for a list of the affected contracts and fund codes.

If you have any questions concerning this memorandum, please contact Ms. Zelma Hopkins, DFAS-JAL/CO, DSN 791-4782 or 614-701-4782. For questions regarding specific invoices, please refer to the points of contact listed in the attachment.



Greg Galusha  
Director, Accounting & Finance  
Operations

Attachment:  
As stated

cc:  
DCMA Liaison Office  
DCAA Liaison Office  
DFAS Client Executives  
DFAS AM&C Directors

## FY15 MOCAS YEAR END PROCESSING POINTS OF CONTACT

<u>INVOICE INQUIRIES</u>	<u>CONTACT</u>	<u>PHONE NO.</u>	<u>EMAIL</u>
ENTITLEMENT DIVISION	Erica Mauter	614-701-4438	<a href="mailto:erica.n.mauter.civ@mail.mil">erica.n.mauter.civ@mail.mil</a>
	ALT – Tiffanie Reed	614-701-4569	<a href="mailto:tiffanie.n.reed.civ@mail.mil">tiffanie.n.reed.civ@mail.mil</a>
West Database (MOCL)	Herman Bauman	614-701-4042	<a href="mailto:herman.m.bauman.civ@mail.mil">herman.m.bauman.civ@mail.mil</a>
	ALT - Chris Smith	614-701-4639	<a href="mailto:christopher.l.smith264.civ@mail.mil">christopher.l.smith264.civ@mail.mil</a>
North Database (MOCH)	Pam Giesy	614-701-4255	<a href="mailto:pamela.s.giesy.civ@mail.mil">pamela.s.giesy.civ@mail.mil</a>
	ALT – Jackie Morrow	207-328-1632	<a href="mailto:jacquelyne.c.morrow.civ@mail.mil">jacquelyne.c.morrow.civ@mail.mil</a>
South Database (MOCG)	Pam Giesy	614-701-4255	<a href="mailto:pamela.s.giesy.civ@mail.mil">pamela.s.giesy.civ@mail.mil</a>
	ALT – Catherine Burr-Bolder	614-701-4096	<a href="mailto:catherine.burrbolder.civ@mail.mil">catherine.burrbolder.civ@mail.mil</a>
RECONCILIATION INQUIRIES	Simone Sutter	614-701-2817	<a href="mailto:simone.e.sutter.civ@mail.mil">simone.e.sutter.civ@mail.mil</a>
	ALT- Gary Fuller	614-701-4239	<a href="mailto:gary.w.fuller4.civ@mail.mil">gary.w.fuller4.civ@mail.mil</a>
CONTRACT INPUT INQUIRIES	Mark Miller	614-701-4469	<a href="mailto:mark.s.miller122.civ@mail.mil">mark.s.miller122.civ@mail.mil</a>
	ALT - Deborah Peachey	614-701-4536	<a href="mailto:deborah.a.peachey.civ@mail.mil">deborah.a.peachey.civ@mail.mil</a>