

DFAS Columbus Customer Care Center  
**Small Business Symposium Registration Form**  
May 21-22, 2019

**Registration Cut-off is April 30, 2019**

Thank you for filling out a registration form for the Small Business Symposium! This is a 2 day event intended to educate our customers on the payment processes we utilize here at DFAS. We cannot wait to see you there!

Before attending the event, you'll have to sign in at the visitors' center and show a valid ID in order to receive a pass to gain entry onto the base.

There has been an update to DCSS Policy regarding the Real ID Act of 2005 that may impact some of our visitors. Please read the following fully:

**DSCC Policy regarding the Real ID ACT of 2005**

Federal agencies will no longer accept Driver's Licenses and Identification Cards from any Non-compliant States/Territories. DSCC Pass and ID station (Visitors' Center) has stopped accepting visitors' Driver Licenses and State ID's from the following States:

- Maine
- Montana

The following states did not receive extensions for 2016-2017 and are subject to enforcement:

- Minnesota\*
- Missouri
- Washington\*

\*Enhanced Driver's Licenses from these states may still be accepted.

Federally-issued Identification will need to be presented, such as U.S. Passport or U.S. Military ID. For a complete list of Federally-issued Identification, please visit <http://go.usa.gov/x9meQ>. Please ensure that you bring along a valid form of ID with you to the visitor center in order to facilitate a smooth transition onto base. If you have any questions or concerns, please contact us at

[dfas.dsc.jac.mbx.sbsymposium@mail.mil](mailto:dfas.dsc.jac.mbx.sbsymposium@mail.mil). The DSCC Installation in which DFAS Columbus resides, has incorporated an added level of security to our registration process. Upon registration for your visit to DFAS Columbus, the Security Office is in need of your driver license number and state of issuance. Providing this information during the registration process, allows sufficient time for our Security Office to process ensuring everyone's safety. It will also significantly reduce the bottleneck in the Visitor Center the day of your arrival. All vehicles and content are still subject to the Security Team search process, however, the delay of processing your information into the required database for the installation is eliminated. Please understand that if you choose to not provide your license information at the time of registration you will be subject to possible lengthy delays at the Visitor Center. It has been reported that the bottleneck can delay your arrival to our building in upwards of an hour or greater. **Rest assured that our office will take all necessary requirements to protect your information. Your information will only be sent to the Security Office via encrypted measures and will not be retained within any of our records.** Please email the requested information to [dfas.dsc.jac.mbx.sbsymposium@mail.mil](mailto:dfas.dsc.jac.mbx.sbsymposium@mail.mil).

DFAS Columbus Customer Care Center  
**Small Business Symposium Registration Form**  
May 21-22, 2019

**Registration Cut-off is April 30, 2019**

**PART I**

Please complete the following information about your organization. Please limit registration to two attendees per company.

Name:	<input type="text"/>	E-Mail and Phone:	<input type="text"/>
Company Name:	<input type="text"/>	City & State:	<input type="text"/>
Additional Registrant:	<input type="text"/>	E-mail:	<input type="text"/>

**PART II**

Please identify the payment office DoDAACs which pay your contracts. This information can be found in the box titled "Payment Will Be Made By" of the contract.

**PART III – WAWF REGISTRATION**

Required by attendee:

- Your laptop/iPad to use during training
- Your own Hotspot to use during the training

The WAWF Training Session will be held on May 21, 2019 from 9am to 3pm as part of the Small Business Symposium agenda. The training is led by a WAWF instructor who provides an overview of the system. The session offers hands-on training experience to enhance customer's knowledge about the WAWF system.

1. I would like to attend the WAWF Training: Yes  No

2. If you chose "Yes" in question 1, please indicate your level of experience with the WAWF system:

Experienced  Some Experience  New User

**PART IV – One-on-One Payment Resolution sessions**

These sessions will be held in the afternoon of the 22<sup>nd</sup> from 2:00pm – 5:00pm. Each session will be approximately 30 minutes in length and will be scheduled upon receipt of your registration. In order for us to prepare for your session, please provide the pay office DoDaac located on your contract, the contract number and invoice/shipment number below. If you do not have a specific contract, please provide a short summary of what you want to discuss along with a sample so we can properly address your concerns and come prepared.

**Email: [dfas.dscc.jac.mbx.sbsymposium@mail.mil](mailto:dfas.dscc.jac.mbx.sbsymposium@mail.mil)**