DEFENSE FINANCE AND ACCOUNTING SERVICE COLUMBUS

DFAS and DCMAI Joint GUIDE for INTERNATIONAL PAYMENTS

FOR GOVERNMENT USE ONLY

INTERNATIONAL MOCAS PAYMENTS

Version 1.0

Effective August 23, 2024

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DFAS GUIDE for INTERNATIONAL PAYMENTS

Guide approved for distribution and use by employees of impacted organizations.

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General Description

This guide is a consolidation of documents to serve as a reference and educational tool providing a clear set of procedures for both DCMA International administrators, PCOs, and DFAS employees in efforts to minimize foreign currency contract errors and erroneous payments.
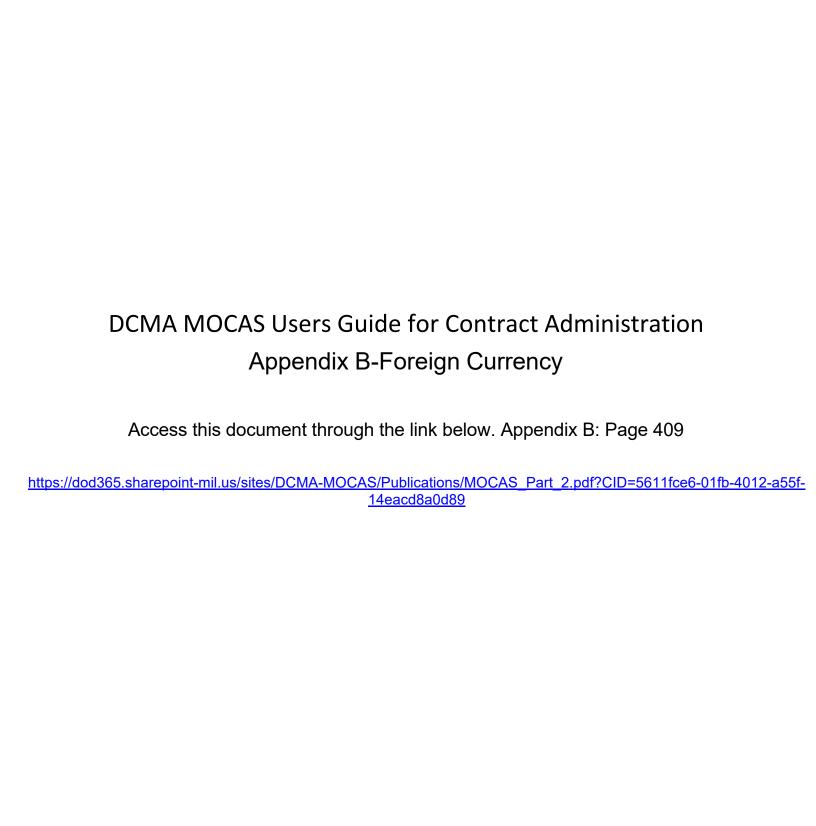
Roles and Responsibilities

Task	Frequency	Owner
Maintain Guidebook and coordinate with content owners, CEL, and DCMA to make needed updates. Ensure the most current version of the guidebook is present on every platform it exists on.	Bi-annually Starting every December & July	Director of Customer Care
Ensure content is current	Bi-annually	Content Owners
Ensure dissemination in onboarding to all impacted employees	As needed	DCMA Int. Staff
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Content Owners

Guidebook Owner	Director of Customer Care
DCMA MOCAS Users Guide for Contract Administration Appendix B Foreign Currency	DCMA FIRM
DFAS Guidance for International Contracts-14-CO-030.0201 Amended - Foreign Currency	MOCAS Contract Input
MOCAS Order of Escalations	Customer Care
Contacting DFAS Customer Care	Customer Care
Fedwire Guidance and Order of Escalation	Customer Care
SOP Hardcopy Check Trace - Recertified-Returned Check Process: Disbursing	MOCAS Disbursing
DD Form 2660 Statement of Claimant Requesting Replacement Check	MOCAS Disbursing
Returning Funds to DFAS	Contract Pay, Customer Care, DCMA Int

Summary Of Changes

DCMA MOCAS Users Guide for Contract Administration
Appendix B-Foreign Currency

Access this document through the link below. Appendix B: Page 409

DFAS Guidance for International Contracts

14-Co-030.0201 Amended DFAS Foreign Currency

Defense Finance and Accounting Service
PROCEDURE

SUBJECT: Inputting Foreign Currency

1. <u>OVERVIEW</u>.

    a.   Defense Finance and Accounting Service (DFAS) is responsible for the receipt, input, control and payment of all Mechanization of Contract Administration Services (MOCAS) invoices. Payment of an invoice cannot occur until; a contract, proper invoice and receipt/acceptance are received and recorded in the MOCAS system.

    b.   The contract contains the terms that set forth the conditions for the payment of invoices. As such, the input and validation of contract and modification data is a vital part of the payment process. The information regarding processing of invoices cited in the contract is contained in several records in the MOCAS system. These records are: the Contract Administrative Data (CAD) record (comprised of the contract data record, the provisions data record, the payee name and address data record, and the remarks data records); the accounting data record; the contract line item record; and the shipment schedule record.

    c.   To ensure the integrity of the contract and modification data that is input into the MOCAS system; systemic and manual validation checks are performed. The MOCAS Contract Input Division and the Front End Analysis (FEA) area perform the manual validity checks. These validity checks ensure that the data is consistent with the guidelines for MOCAS contract input: the Federal Acquisition Regulation (FAR) (reference (d)), the Defense Federal Acquisition Regulation Supplement (DFARS) (reference (a)), and the Defense Logistics Agency Manual (DLAM) 7000.5 (reference (b)).

    d.   In accordance with regulatory guidance, the MOCAS Contract Input Division will use the attached procedure to ensure the control objectives are met for Inputting Other Types of Procurement Instruments process.

<u>ENCLOSURE 1 - REFERENCES</u>

(a) Defense Federal Acquisition Regulation Supplement
(DFARS)
http://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.h
tml

(b) Defense Logistics Agency Manual (DLAM) 7000.5

(c) Director of DFAS Columbus Memorandum, Annual Review of Operations' Desk
Procedures (DP) and Standard Operating Procedures (SOP), May 4, 2017
https://dfasportal.dfas.mil/docs/Documents/Locations/Columbus/Infrastructure/ARO_
SOP_Annual_Review_Policy.pdf

(d) Federal Acquisition Regulation
(FAR)
https://acquisition.gov/far/index.ht
ml

(e) MOCAS Contract Input - Accounting Classification Data

(f) MOCAS Contract Input - Administrative Data

(g) MOCAS Contract Input - Supply and Service Line Item Records and Supply Schedule Data

(h) MOCAS Contract Input - Modification/Correction Processing

(i) MOCAS Contract Input – Summary Edit

(j) SLOA Memo, September 14, 2012
https://comptroller.defense.gov/Portals/45/Documents/ODCFO/SFIS/SLoA_Accounting
_Class_Memo.pdf

<u>PROCEDURE FOR FOREIGN CURRENCY CONTRACT INPUT</u>

1. <u>INPUTTING FOREIGN CURRENCY CONTRACTS</u>. Inputting a contract into the MOCAS database has not changed. There are new data requirements when inputting MOCAS Foreign Currency Contracts.

    a. The purpose of Enclosure 9: To explain new fields, validations and input of foreign currency data.

    b. Terminology. Below are the new terms related to foreign currency contracts.

       (1) Award Rate. This is the rate that was in effect at the beginning of the fiscal year or when the contract was written. It is also known as the budget exchange rate (BER).

       (2) BER. Budget Exchange Rate is the dollar amount established on the obligation and appropriation at the time the contract is established. Also referred to as the Award Rate.

       (3) CER. Current Exchange Rate is the value of a country's currency at the time of payment.

       (4) CEFT. Centralized Electronic Funds Transfer.

       (5) Daily Rate. Is the daily rate of exchange of currency.

       (6) FC. Foreign Currency.

       (7) FCE. Foreign Currency EFT.

       (8) FLUX, Fluctuation Rate. Is the difference between what the US dollar's value when the contract was written versus what the US dollar value when a payment is disbursed. (BER-CER=FLUX).

       (9) IBAN. International Bank Account Number.

       (10) ITS. International Treasury Service.

       (11) PCC. Payment Currency Code is a 3-digit code that identifies the type of currency being paid (i.e., For France the country code is FR and the PCC is EUR).

    c. Step procedure for Contract Validation. All contracts/modifications are to be reviewed for the required pertinent information before they can be processed into MOCAS.

       (1) The Accounting Technician in Contract Management has primary responsibility for placing documents into the MOCAS inventory. Under Foreign Currency the process has not changed and all foreign currency contracts/modifications (mods) have to be placed in the inventory via the backlogging process before inputting into MOCAS.

(2)   All Foreign Currency contracts should be validated before input to ensure the required information listed below is cited:

      (a)   Total contract amount is in Foreign Currency.

      (b)   Budget Exchange Rate (BER).

      (c)   Dollar Rate Indicator (DRI).

(3)   This function is a useful tool to determine the proper Dol-Rate-Ind when inputting the contract. When used properly it will provide the US & Foreign amount equivalents based on the budget exchange rate and the dollar rate indicated chosen.

(4)   The dollar rate indicator is used in conjunction with the BER to calculate the appropriate foreign obligation amounts.

      (a)   Indicator: "D" signifies the contract was awarded stating the exchange rate is 1 US dollar to the foreign unit and acts as a multiplier in the calculation.

      (b)   Indicator: "F" indicates the contract was award stating the exchange rate was 1 foreign unit to a US dollar and acts as a divisor in the calculation.

d.   Procedure for Inputting Foreign Currency Contract.

(1)   The process for inputting a contract into the MOCAS database remains the same; however, foreign currency contracts have additional data that has to be entered into MOCAS along with the required contractual data.

(2)   Follow the steps below to determine the proper dollar rate indicator to use when inputting a foreign currency contract.

      (a)   From the Contract Maintenance Master Menu (See Figure 2), input 5 in the Function field (No contractual data is required at this point). Press "Enter" to advance to the next screen.

```
CT0001                 CONTRACT MAINTENANCE MASTER MENU

   COMPUTER BASED USER DOC.(CBUD)..0        MOCAS INVENTORY UPDATE............8
 ✱ NEW CONTRACT SETUP..............1        ADRS MASTER UPDATE................9
 ✱ CONTRACT MODIFICATIONS..........2        ACCOUNTING CLASS DATA UPDATE.....10
 ✱ CONTRACT CORRECTIONS............3      ✱ MODIFICATION HEADER UPDATE.......11
 ✱ SUMMARY EDITS...................4        CLNS LINE ITEM ADJUSTMENT........12
   SYSTEM INQUIRIES................5        CONTRACT ACTIVITY DELETE (CAMM)..13
 ✱ SUPERVISORY FUNCTIONS...........6        FOREIGN ROUNDING/RATE PRECISION..14
 ✱ NO ACTION MODIFICATIONS.........7
                      TERMINATE..............PA2


               FUNCTION:  5_               PIIN:
                                          SPIIN:
                                      CAO-ORG-CD:
                                         RGS-CD:    DDM2549

          ✱ PIIN/SPIIN/ORG MUST BE ENTERED FOR THESE FUNCTIONS
```

Figure 2. Contract Maintenance Master Menu Screen.

(b) Input 18 in the Function field (Figure 3). Press "Enter".

```
CT5000                      SYSTEM INQUIRY MENU

COMPUTER BASED USER DOCUMENTATION....0      CONTRACTS BY CONTRACTOR..........9
UNVALIDATED TRANSACTION LIST.........1      SUMMARY OF SHIPMENT DATA.........10
ACCOUNTING CLASSIFICATION BALANCE....2      CONTRACT LINE ITEM STATUS........11
LINE ITEM BALANCE INQUIRY............3      ON-LINE ABSTRACT INQUIRY.........12
CONTRACT INPUT SCAN..................4      DELAYED INQUIRY REQUESTS.........13
CONTRACT ACTIVITY INQUIRY...........5       SUMMARY EDIT FUNCTIONS...........14
INPUT STATISTICS BY RGS-CD..........6       NAVY STARS INQUIRY...............15
APPLIED MODIFICATIONS................7      NOTEBOOK INQUIRY.................16
CAGE DATA INQUIRY....................8      CLOSED CONTRACT MENU.............17
                                           FOREIGN EQUIVALENT CALCULATOR....18


                   FUNCTION: 18

                      CAGE: _

             ENTER CAGE FOR FUNCTION 8 ONLY
```
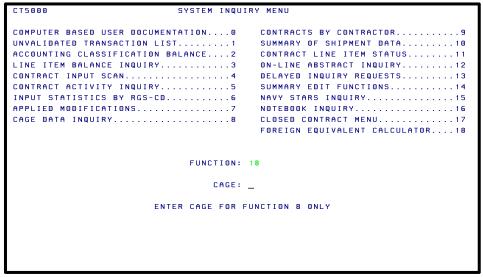
Figure 3. Select 18 on Contract Maintenance Master Menu Screen.

(c) Input the BER, and dollar rate indicator shown on the contract.

Note: When entering the BER must zero filled unused fields to the left & right of the decimal point. (ie. 13.276 should be entered as 00000013.27600000). See Figure 4, Foreign Equivalent Calculator.

1. To know the foreign equivalent to the United States Dollar (USD): Then Enter the dollar amount in the U.S. Amount: field and press "Enter".

2. To know the U.S. Equivalent to the foreign currency: Then Enter the foreign amount in the Foreign Amount: field and press "Enter".

Note: If the amounts and their equivalents do not match the contractual document, verify data input before changing the Dol-Rate-Ind.
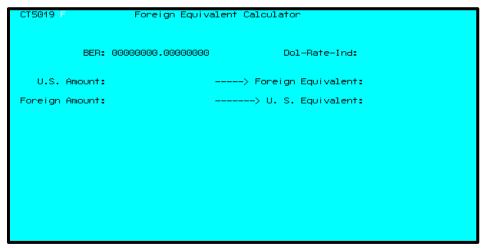
```
CT5019 F                Foreign Equivalent Calculator


             BER: 00000000.00000000              Dol-Rate-Ind:


    U.S. Amount:                     -----> Foreign Equivalent:

  Foreign Amount:                    -------> U. S. Equivalent:
```

Figure 4. Foreign Equivalent Calculator.

     (3) Contract Data Record. Enter the following additional information on the Contract Administration Data CAD for foreign currency contracts, referring to Figure 5:

         (a) Enter a "Y" in the FGN-IND: field.

         (b) Foreign currency total contract amount in the FGN-TOTAMT-CONT: field.

```
CT1100 F                      CONTRACT DATA RECORD
CBUD:
PIIN: W912CM 09 P0078    SPIIN:          CAO-ORG-CD: HU    RGS-CD: DDM2549
              FSCM:                      CONTRR-FACL:
          REMIT-ADRS: _                   ADMIN-BY:
             ISSD-BY:                      PAYG-OFC:
         SCTY-CLS-CD:                       DMS-RTG:
         CRIT-DES-CD:                      CMDTY-CD:
          UNLTRL-IND:                    FMS-RQ-IND:
         PROD-SUV-CD:                   KIND-CON-CD:
          TY-CONTR-CD:                    FUNC-LMTN:
               NOUN:                        WPNS-CD:
              EFF-DT:                    DT-OF-SIGNR:
          SPC-CON-PVN:                   TOTAMT-CONT:
            FGN-IND:                  FGN-TOTAMT-CONT:
              ACO-CD:                    INDUS-SP-CD:
          PROP-AD-CD:                        DEPT-CD:
          BUY-ACTY-CD:                    CAR-PARTNO:
          CAR-SEC-NO:  1                  T-CONTRR-CD:
           DVY-DT-IND:                   IRS1099-IND:
          CON-ASGM-CD:                     FNL-DVY-DT:
```
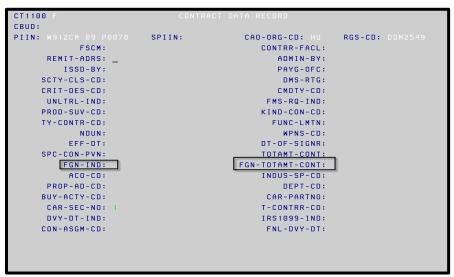
Figure 5. Contract Data Record Screen.

Note: When inputting a foreign contract Basic Order Agreement, Input into KIND-CON-CD: field should be "0" and Input into TY-CONTR-CD: field should be blank.

(4) Provisions Data Record. Enter the additional data for foreign currency contracts, refer to Figure 6. Enter a three character alpha code in the PMT-CURRNCY: field.
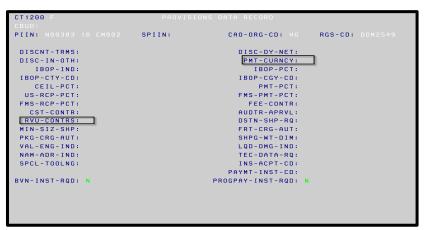


```
CT1200 F                      PROVISIONS DATA RECORD
CBUD:
PIIN: N00383 10 CM002      SPIIN:          CAO-ORG-CD: HG      RGS-CD: DDM2549

   DISCNT-TRMS:                           DISC-DY-NET:
   DISC-IN-OTH:                           PMT-CURNCY:
       IBOP-IND:                             IBOP-PCT:
   IBOP-CTY-CD:                          IBOP-CGY-CD:
      CEIL-PCT:                              PMT-PCT:
    US-RCP-PCT:                          FMS-PMT-PCT:
   FMS-RCP-PCT:                            FEE-CONTR:
      CST-CONTR:                          AUDTR-APRVL:
    RVU-CONTRS:                          DSTN-SHP-RQ:
    MIN-SIZ-SHP:                         FRT-CRG-AUT:
   PKG-CRG-AUT:                          SHPG-WT-DIM:
   VAL-ENG-IND:                          LQD-DMG-IND:
   NAM-ADR-IND:                          TEC-DATA-RQ:
   SPCL-TOOLNG:                           INS-ACPT-CD:
                                        PAYMT-INST-CD:
  BVN-INST-RQD: N                     PROGPAY-INST-RQD: N
```

Figure 6. Provisions Data Record Screen.

Note: An entry of a Payment Currency Code automatically generates a "N" for the payment to be made in foreign currency in the SPC-CON-PVN: field of the Contract Data Record. All foreign contracts will get a "9" in the RVU-CONTRS field by default. This field populates after the contract Summary Edits.

(5) Accounting Data (See Figure 7). Enter the new data as required.

(a) Enter the USD equivalent in the OBLIG-AMT: field.

(b) Enter the BER in the BDGT-XCHN-RATE: field.

(c) Enter a "D" or "F" in the DOL-RATE-IND: field.

```
 CT3215 F              ADD ACCOUNTING CLASSIFICATION RECORD  -  ARMY

 PIIN: SPRPA1 18 F0LB6  SPIIN:              CAO-ORG-CD: YL         RGS-CD: DDC0692


      ACRN:          SUB-CLS:          TRNSF-DEP:              REG-DEP:
      BPOA:             EPOA:            AVL-TP:              MAIN-ACCT:
   SUB-ACCT:         OBJ-CLSS:         REIMB-FLG:
  BUDGET-LN:                            SCTY-CC:              SCTY-IA:
  SCTY-CASE:        SCTY-LINE:         SUB-ALLCTN:        AGENCY-ACCTNG:


  FUND-CENTER:                        COST-CENTER:
    PRJCT-ID:                           ACTVY-ID:
    CST-EL-CD:                         WRK-ORD-NO:
  FUNCT-AREA:                         NON-CLN-PAY:
     PAYG-OFC:                           PSTL-IND:
   OBLIG-AMT:                          DOC-REF-NO:
   DOL-RT-IND:                        BDGT-XCHN-RT:
  SVC-SORT-CD: 1




 MA +                               >>                          05/013
```

Figure 7. Accounting Classification Record Screen (SLOA).

Note: When entering the BER, must zero fill the unused fields to the left & right of the decimal point. (i.e., 13.276 should be entered as 00000013.27600000).

(6) Address Data Record (See Figure 8). The address data should be verified like the normal process. However, to ensure there are no delays in the disbursements on foreign currency contracts, validate that the pound sign (#) is located on the ADDRESS DATA screen in two locations:

(a) To the right of ADRS-LIN5:

(b) To the left the country code. For example, Figure 8 displays # to the left of GY.

```
CT5802 F                       ADDRESS DATA
CBUD: _
            PIIN: FA5613 09 D0002      SPIN: 9002      ORG: HG

      CONTRR-NAME: GEN DYNAMICS EUROPEAN LAND
        CITY: KAISERSLAUTE         ST: #GY     ZIP-CD: 67655

          NAM-ADR-IND:                 REMIT-ADRS:

                         PAYEE DATA
              ADRS-LIN1: GEN DYNAMICS EUROPEAN LAND
              ADRS-LIN2: SYSTEMS GERMANY GMBH
              ADRS-LIN3: BARBAROSSASTR 30
              ADRS-LIN4:
              ADRS-LIN5: #
              ADRS-LIN6:
                    KAISERSLAUTE GERMANY 67655
```

Figure 8. Address Data Screen.

(7) Supply Line Item Record (See Figure 9). Enter the new data as required.

(a) Enter the foreign currency unit price in the FGN-UNIT-PRC: field.

(b) Enter the 3 digit code in the PAYMT-INST-CD: field, if applicable.

```
CT1600 F                  SUPPLY LINE ITEM RECORD
CBUD:
PIIN: N00383 10 CM002     SPIIN:          CAO-ORG-CD: HG     RGS-CD: DDM2549

   CLIN-ELIN: _                                NSN:
ORD-QTY-IND:                              ORD-QTY:
  PRCH-UNIT:                           EST-PRC-IND:
   UNIT-PRC:                           TOT-AMT-IND:
TOT-ITM-AMT:                              SPN-REC:
       NOUN:                  PARTNO:
   PQA-SITE:                           ACPT-SITE:
   FOB-SITE:                           QT-PC-OVR-1:
QT-PC-UND-1:                           LQ-DAMG-IND:
FIN-ACTN-CD:                              WHLD-CD:
ACT-FRST-AR:                                 ACRN:
INS-ACPT-CD:                        SPCL-PAY-RQD: N
  REQSION-NO:                       DAYS-FOR-ACCPT:
FGN-UNIT-PRC:                       FGN-TOT-ITM-AMT:
                                     PAYMT-INST-CD:
```

Figure 9. Supply Line Item Record.

(8) Service Line Item Record (See Figure 10). Enter the foreign total amount price in the FGN-TOT-AMT: field.

```
CT1700 F                    SERVICE LINE ITEM RECORD
CBUD:
PIIN: N00383 10 CM002    SPIIN:           CAO-ORG-CD: HG    RGS-CD: DDM2549

   CLIN-ELIN: _                         SCHED-IND:
  SVC-CMPL-DT:                          DESCR-SVC:
    PQA-SITE:                           ACPT-SITE:
        ACRN:                         TOT-AMT-IND:
  TOT-ITM-AMT:                           SPN-REC:
  LQ-DAMG-IND:                        FIN-ACTN-CD:
     WHLD-CD:                         INS-ACPT-CD:
   REQSION-NO:                      SPCL-PAY-RQD: N
FGN-TOT-ITM-AMT:                     PAYMT-INST-CD:
```

Figure 10. Service Line Item Record.

(9)   Perform a Summary Edit. Once a contract has been input, Press the F3 button to perform a summary edit. Wait for the message to appear at the bottom of the screen to read "Summary Edit Successful."

(10) Was Summary Edit Successful?

(a)   If Yes, End Process.

(b)   If No, take the appropriate action to correct the error(s) as outlined in the Summary Edit Desk Procedure (Reference (i)).

ENCLOSURE 10 - FOREIGN ROUNDING/RATE PRECISION

1. <u>FOREIGN ROUNDING/RATE PRECISION</u>. MOCAS FC contracts are set up with the foreign total amount of the contract in provisions. The Accounting Classification Reference Number (ACRN) is set up with the US dollar equivalent in the obligated amount field. The budget exchange rate is input on the Accounting Classification information (Figure 11) and is used to calculate the foreign obligated amount based on the United States (US) equivalent cited for that standard line of accounting.

```
 CT3215 F              ADD ACCOUNTING CLASSIFICATION RECORD - ARMY

 PIIN: SPRPA1 18 F0LB6  SPIIN:              CAO-ORG-CD: YL        RGS-CD: DDC0692

       ACRN:            SUB-CLS:          TRNSF-DEP:              REG-DEP:
       BPOA:              EPOA:            AVL-TP:             MAIN-ACCT:
   SUB-ACCT:           OBJ-CLSS:         REIMB-FLG:
  BUDGET-LN:                              SCTY-CC:              SCTY-IA:
  SCTY-CASE:          SCTY-LINE:        SUB-ALLCTN:        AGENCY-ACCTNG:

  FUND-CENTER:                          COST-CENTER:
     PRJCT-ID:                            ACTVY-ID:
     CST-EL-CD:                           WRK-ORD-NO:
   FUNCT-AREA:                           NON-CLN-PAY:
     PAYG-OFC:                             PSTL-IND:
     OBLIG-AMT:                           DOC-REF-NO:
   DOL-RT-IND:                          BDGT-XCHN-RT:
  SVC-SORT-CD: 1




 MA +                                   »                                05/013
```

Figure 11. Accounting Classification Record – ARMY (SLOA).

   a.   The Dollar Rate Indicator (DRI) tells MOCAS to multiply (D) or divide (F) to determine the foreign obligated amount.

       (1) The input field for dollar rate indicator (DOL-RATE-IND) requires a one digit alpha code of "D" or "F" (or blank when the contract is in US dollars) and only applies to US dollars.

           (a) The "F" is one foreign unit to the US dollar.

           (b) The "D" is one US dollar to the foreign unit.

       (2) Examples.

           (a) For example, if the DOL-RATE-IND is "D" and the Budget Exchange Rate is 1.29, that means that $1 US dollar is equal to $1.29 of the foreign currency.

(b) If the DOL-RATE-IND is "F" and the Budget Exchange Rate is 1.65, that means that 1 foreign unit equals $1.65 US dollar (mathematically, a $1 US Dollar equals 0.6060 foreign unit).

b.   The BER, or, Budget Exchange Rate (BDGT-XCHN-RATE) is a 16 digit number and establishes the exchange rate of currency for the ACRN as stated in the contract or modification. It works in conjunction with the Dollar Rate Indicator and only applies to foreign contracts.

2.   <u>ROUNDING</u>. Upon initial input of a contract, calculations may be different than the foreign amount due to rounding.

a.   Adjustments. Function 14 allows the adjustments of the FGN-OBLIG-AMT to eliminate rounding errors and to align it with the FGN TOTAMT-CONT amount.

b.   Validation. Before apply the rounding process, verify input against the contract/mod to confirm the following was keyed correctly:

(1) DRI.

(2) BER.

(3) OBLG AMT at ACRN level.

c.   Determine if a rounding issue exists. Determining if an error exists involves:

(1) After a foreign currency contract has been input and a successful Summary Edit has been received, verify via YCU2 functions 5 & 12 the Provision Data screen (Figure 12) to determine if a rounding issue exists.
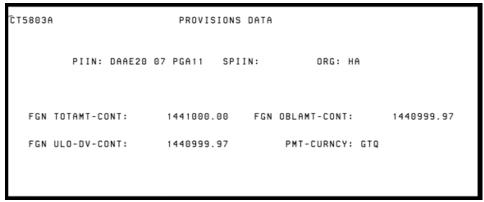
```
CT5803A                    PROVISIONS DATA


        PIIN: DAAE20 07 PGA11   SPIIN:         ORG: HA



  FGN TOTAMT-CONT:      1441000.00    FGN OBLAMT-CONT:     1440999.97

  FGN ULO-DV-CONT:      1440999.97        PMT-CURNCY: GTQ
```

Figure 12. Provision Data Screen.

(a) If the FGN OBLAMT-CONT and the FGN ULO-DV-CONT does not match the FGN TOTAMT-CONT, a rounding error exists and needs correcting.

(b) Figure 12 shows a ".03" rounding difference between the FGN TOTAMT- CONT and what is show on the FGN OBLAMT-CONT and FGN ULO-DV-CONT.

Note: The ".03" variance is the net effect of the rounding issue.

(2) Error Verification:

(a) When rounding errors are detected, access the Accounting Data screens in YCU2, 5 and 12 to determine which ACRN(s) need to be adjusted.

(b) Using ACRN AC, access the Accounting Data Inquiry screen (Figure 13). The ACRN reflects the FGN-OBLIG is short by .04. In this example, the total contract obligation is
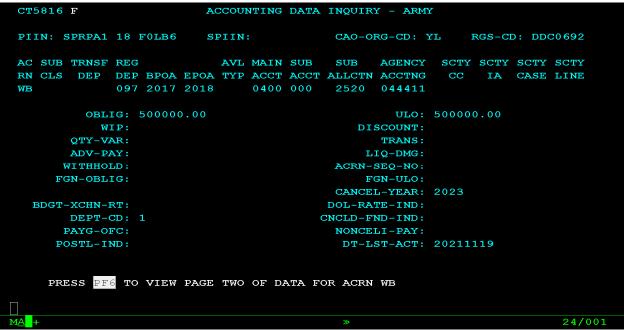$1,441,000.00 as shown in the validation screen.

```
CT5816 F                      ACCOUNTING DATA INQUIRY  -  ARMY

 PIIN: SPRPA1 18 F0LB6      SPIIN:              CAO-ORG-CD: YL     RGS-CD: DDC0692

 AC  SUB  TRNSF  REG                 AVL  MAIN  SUB    SUB    AGENCY   SCTY  SCTY  SCTY  SCTY
 RN  CLS    DEP    DEP  BPOA EPOA TYP ACCT ACCT ALLCTN ACCTNG    CC    IA   CASE  LINE
 WB                 097 2017 2018      0400 000   2520   044411

             OBLIG: 500000.00                           ULO:  500000.00
               WIP:                               DISCOUNT:
           QTY-VAR:                                  TRANS:
           ADV-PAY:                                LIQ-DMG:
          WITHHOLD:                            ACRN-SEQ-NO:
         FGN-OBLIG:                                FGN-ULO:
                                              CANCEL-YEAR:  2023
      BDGT-XCHN-RT:                            DOL-RATE-IND:
          DEPT-CD:  1                          CNCLD-FND-IND:
          PAYG-OFC:                             NONCELI-PAY:
          POSTL-IND:                            DT-LST-ACT:  20211119


       PRESS  PF6  TO VIEW PAGE TWO OF DATA FOR ACRN WB


MA +                                          »                            24/001
```

Figure 13. Accounting Data Inquiry Screen. (SLOA)

(c) On initial input, the foreign obligated amounts of the ACRNs per the Accounting Data screen are as follows:

ACRN	AS IS AMT	SHOULD BE
AA	571,000.00	571,000.00
AB	600,000.03	600,000.00
AC	249,999.96	250,000.00
AD	19,999.98	20,000.00
TOTAL	1,440,999.97	1,441,000.00

Table 1. Initial Input.

(3) Use the steps below to adjust the ACRN(s) in performing the rounding process.

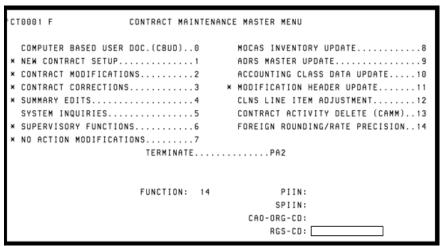(a) Input 14 in the FUNCTION field from the Contract Maintenance Master Menu (Figure 14) and press "Enter".

```
CT0001 F              CONTRACT MAINTENANCE MASTER MENU

  COMPUTER BASED USER DOC.(CBUD)..0      MOCAS INVENTORY UPDATE............8
* NEW CONTRACT SETUP..............1      ADRS MASTER UPDATE................9
* CONTRACT MODIFICATIONS..........2      ACCOUNTING CLASS DATA UPDATE.....10
* CONTRACT CORRECTIONS............3    * MODIFICATION HEADER UPDATE.......11
* SUMMARY EDITS...................4      CLNS LINE ITEM ADJUSTMENT........12
  SYSTEM INQUIRIES................5      CONTRACT ACTIVITY DELETE (CAMM)..13
* SUPERVISORY FUNCTIONS...........6      FOREIGN ROUNDING/RATE PRECISION..14
* NO ACTION MODIFICATIONS.........7
                        TERMINATE..............PA2


                    FUNCTION:  14            PIIN:
                                            SPIIN:
                                        CAO-ORG-CD:
                                           RGS-CD: [          ]
```

Figure 14. Contract Maintenance Master Menu.

(b) Input to fields:

1.   The Service code for ACRN AC in the FUNCTION field (Figure 15).

2.   The contract number in the PIIN field.

3.   The SPIIN if applicable.

4.   The ACRN to be adjusted in the ACRN field. Press "Enter".

```
CT6700 F        FOREIGN ROUNDING/RATE PRECISION UPDATE MENU




          ARMY.......................................1
          AIR FORCE..................................2
          DLA........................................3
          NAVY.......................................4



          FUNCTION: 1

                        PIIN: DAAE20 07 PGA11
                       SPIIN:
                        ACRN: AC
```

Figure 15. Foreign Rounding/Rate Precision Update Menu.

(c) Input ".04" in the FGN-OBLIG-AMT: field, as seen in Figure 16, and press "Enter".

```
CT6710 F  FOREIGN ROUNDING/RATE PRECISION UPDATE - ARMY          2010 0


   I

      PIIN: DAAE20 07 PGA11   SPIIN:        ACRN: AC


  CUR-FGN-OBLIG-AMT: 249999.96             CUR-OBLIG-AMT: 32196.16
  CUR-FGN-UNLQ-OBLIG: 249999.96            CUR-UNLQ-OBLIG: 32196.16
  CUR-BDGT-XCHN-RATE: 00000007.76490000    CUR-DOL-RATE-IND: D




              FGN-OBLIG-AMT: .04_

            BDGT-XCHN-RATE:
              DOL-RATE-IND:
```

Figure 16. Foreign Rounding/Rate Precision Update.

Note: If the rounding is to decrease the FGN-OBLG-AMT, the minus sign (-) is keyed after the numbers.

        (d) Screen will appear with the message that ACRN AC has successfully updated. Note: No Summary Edit is required.

        (e) Return to the Accounting Data screens in YCU2, 5 and 12
ACRN AC after Rounding has been applied to confirm action was taken successfully (Figure 17).

```
   CT5816 F                  ACCOUNTING DATA INQUIRY - ARMY

   PIIN: SPRPA1 18 F0LB6     SPIIN:          CAO-ORG-CD: YL     RGS-CD: DDC0692

 AC SUB TRNSF REG              AVL MAIN SUB    SUB   AGENCY  SCTY SCTY SCTY SCTY
 RN CLS  DEP   DEP BPOA EPOA TYP ACCT ACCT ALLCTN ACCTNG   CC    IA  CASE LINE
 WB            097 2017 2018     0400 000   2520   044411

            OBLIG: 500000.00                     ULO: 500000.00
              WIP:                          DISCOUNT:
          QTY-VAR:                             TRANS:
          ADV-PAY:                           LIQ-DMG:
         WITHHOLD:                       ACRN-SEQ-NO:
         FGN-OBLIG:                          FGN-ULO:
                                         CANCEL-YEAR: 2023
      BDGT-XCHN-RT:                       DOL-RATE-IND:
          DEPT-CD: 1                      CNCLD-FND-IND:
          PAYG-OFC:                       NONCELI-PAY:
          POSTL-IND:                       DT-LST-ACT: 20211119


       PRESS PF6 TO VIEW PAGE TWO OF DATA FOR ACRN WB

  MA +                                        »                      24/001
```

Figure 17. Accounting Data Inquiry Screen. (SLOA)

        (f) Repeat steps 2-5 for all ACRN(s) that require an adjustment.

(g) Access YCU2, 5, 12, Provisions Data Record (See Figure 12) to ensure the FGN-OBLAMT-CONT field and the FGN-ULO-DV-CONT field reflect the same amount as the FGN TOTAMT-CONT field.

(h) Action Completed. End process.

PART II. DEFINITIONS

AWARD RATE. This is the rate that was in effect at the beginning of the fiscal year or when the contract was written. It is also known as the budget exchange rate (BER).

BUDGET EXCHANGE RATE (BER). The $ amount established on the obligation and appropriation at the time the contract is established. Also referred to as the award rate.

CONTRACT PAYMENT NOTICE. When MOCAS proceeds with a payment, it sends disbursement information to the accounting station. The CPN interface for EBS will process disbursements made by MOCAS for both PreValidated and non-PreValidated invoices.

CURRENT EXCHANGE RATE (CER). is the value of a country's currency at the time of payment.

CYCLE ID. Cycle IDs consist of one Alpha and one numeric. There is an alpha listing assigned to each month. The Cycle ID represents the month and the week within the month that the transactions were processed.

DAILY RATE. Is the daily rate of exchange of currency.

FLUX OR FLUCTUATION RATE. Is the difference between what the US dollar's value when the contract was written versus what the US dollar value when a payment is disbursed (BER-CER=FLUX).

> *Flux line does not affect the funds on the contract, it is a debit or credit done on FLUX line if the foreign funds conversion rate on the day of payment does not match the rate on the contract. The difference it either credited back to FLUX line or charged to FLUX line. This does not affect the funds on the contract.*

MOCAS Order of Escalation

ORDER OF ESCALATION
For DFAS COLUMBUS
CUSTOMER CARE CENTER

- Payment processing through MOCAS for pay of�ice DoDAAC HQ0337 (North), HQ0338 (South), HQ0339 (West)
- Direct initial inquiries to the Financial Analysts.

1. **MICHELLE WILSON**
   - Email: michelle.l.wilson148.civ@mail.mil
   - Commercial Phone: (614) 701-3152
   - DSN: 791-3152

2. **JONATHAN UPPERMAN**
   - Email: jonathan.c.upperman.civ@mail.mil
   - Commercial Phone: (614) 701-5614
   - DSN: 791-5614

3. If a response is not received from the Financial Analysts within 7 business days, please contact the **INDUSTRY ADVOCATE**
   - **MICHAEL JUSICK**
      - Email: michael.w.jusick.civ@mail.mil
      - Commercial Phone: (614) 701-4372
      - DSN: 791-4372

4. If a response is not received from the Industry Advocate within 7 business days, please contact the **DFAS COLUMBUS CUSTOMER CARE CENTER DEPUTY DIRECTOR**:

- **RUSSELL WILLIAMS**
    - Email: russell.w.williams1.civ@mail.mil
    - Commercial Phone: (614) 701-4492
    - DSN: 791-4492

5. If a response is not received from the Deputy Director within 7 business day, please contact the **DFAS COLUMBUS CUSTOMER CARE CENTER DIRECTOR:**

- **Vacant**
    - Email:
    - Commercial Phone:
    - DSN:

6. If a response is not received from the MOCAS Deputy Director within 7 business days, please contact the **DIRECTOR CONTRACT PAY OPERATIONS:**

- **MELISSA CRAWFORD**
    - Email: melissa.a.crawford3.civ@mail.mil
    - Commercial Phone: (614) 701-2014
    - DSN: 791-2014

7. If a response I not received from the Customer Care Director within 7 business days, please contact the **DEPUTY DIRECTOR MOCAS ACCOUNTS PAYABLE:**

- **CHRISTY HALL**
    - Email: christy.l.hall15.civ@mail.mil
    - Commercial Phone: (614) 701-4703
    - DSN: 791-4703

Contacting DFAS Customer Care

DFAS GUIDE for INTERNATIONAL PAYMENTS

CONTACTING CUSTOMER CARE
Electronic Inquiry: ASK DFAS

Website: https://www.dfas.mil/

1. Click: AskDFAS icon

2. Click: Contractors & Vendors

3. Click: Questions about invoices, payment status, payment history, etc.?

Contractor and Vendor Resources

Questions about invoices, payment status, payment history, etc.? **3**

Submit an AskDFAS ticket

4. Click on the DFAS site associated with your Pay Office DoDAAC

DEFENSE FINANCE AND ACCOUNTING SERVICE
PROVIDING PAYMENT SERVICES FOR THE U.S. DEPARTMENT OF DEFENSE

MILITARY MEMBER   RETIRED MILITARY & ANNUITANT   CIVILIAN EMPLOYEE   CONTRACTOR & VENDOR

HOME > ASKDFAS > DODAAC

Pay Office DoDAAC

For *DFAS Indianapolis Frequently Asked Questions*, click here.

4

DFAS Columbus	DFAS Cleveland	DFAS Indianapolis		DFAS Rome				
800-756-4571	855-608-3975	888-332-7366		https://corpweb1.dfas.mil/askDFAS/custMain.action?mid=5600 or contact the Customer Care Center at 1-800-553-0527				
F03000	HQ0600	N0039B	N64700	F80100	HQ0623			
F67100	HQ0622	N45924	N64701	HQ0105	HQ0645	https://corpweb1.dfas.mil/askDFAS/custMain.action?mid=5600 or contact the Customer Care Center at 1-800-553-0527		
F78900	HQ0623	N50082	N64702	HQ0301	HQ0646			
F87700	HQ0645	N50083	N64703	HQ0335	HQ0647	HQ0248	HQ0429	
F89900	HQ0646	N50084	N64704	HQ0345	HQ0648	HQ0250	HQ0448	
HQ0104	HQ0690	N50085	N64705	HQ0346	HQ0649	HQ0253	HQ0672	
HQ0131	HQ0748	N50086	N64706	HQ0347	HQ0650	HQ0300	HQ0707	
HQ0252	HQ0750	N50087	N6523B	HQ0393	HQ0684	HQ0302	HQ0730	
HQ0303	HQ0751	N50088	N6600B	HQ0431	HQ0685	HQ0348		
HQ0304	HQ0790	N50089	N68342	HQ0471	HQ0747			
HQ0337	HQ0806	N50090	N6852A	HQ0622		GFEBS: HQ0249		
HQ0338	HQ0809	N50091	N68566			GFEBS: HQ0490		
HQ0339	HQ0810	N50120	N6856B	GFEBS: HQ0248		Fund Centers		
HQ0492	HQ0831	N60951	N68688	GFEBS: HQ0490	A17*	A40*	A5XI*	AA3*
	M67443	N60957	N68732	Fund Centers	A21*	A41*	A5XL*	AT9*
	SL4701	N64140	N68892	A18*	A29*	A50*	A74*	
		N64141	N68994	A22*	A2B*	A57*	A76*	
		N64142	N6952B	A23*	A39*	A5XA*	A8*	
				A24*	A5XF*			

Phone Inquiry: Columbus Customer Care Center

Columbus Care Center
800-756-4571
Daily 7:30AM - 16:30PM EST

MOCAS
OPTION 1
Codes
HQ0337
HQ0338
HQ0339

FEDWIRE Guidance & Order of Escalation

FEDWIRE ORDER OF ESCALATION
For DFAS COLUMBUS MOCAS PAID CONTRACTS
HQ0337 (NORTH) – HQ0338 (SOUTH) – HQ0339 (WEST)

** Steps taken at Time of Award prior to submitting an invoice **

A. It is recommended that ALL non-US based contractors without banking information entered in SAM.gov, should have FEDWIRE applied to their contracts. If not, please verify the Foreign Vendor can receive paper checks; should it be sent to a P.O. Box only, can the check be cashed at their Financial Institution, if no, please include in the contract.

B. FAR Clause 52.232-34 – *payment by electronic funds transfer other than central contractor registration (applies when the payment will be made by EFT and the payment office does not use the SAM database as its source of EFT information.)*
　　　MOCAS PROVISIONS DATA Screen should read -
　　"T" ELECTRONIC FUNDS TRANSFER REQUIRED
　　　　　SPC-CON-PVN: T

**Non Procurement Instruments (NPIs) do not need to add FAR Clause 52.232.-34 to Cooperative Agreements, OTAs, Grants, etc.

C. WAWF Foreign Banking does not flow to the MOCAS payment system. MOCAS paid contracts pull data from www.sam.gov for Financial Institutions located in the United States not foreign entities. Other Government Agencies use SAM.gov but not in the same manner. If the vendor is not current in SAM for domestic

vendors we can't update. If the contractor does not have a Financial Institution located in the U.S. they must;

> *Foreign contractors SHOULD NOT populate SAM with their foreign banking information (non ACH). ONLY US banking information (ACH) should go in SAM.*

D. Complete the Fedwire Form, specify Swift IBAN or BSB routing number. For example; if this is an Australian contract, it should have a BSB # followed by an account #. The BSB and contract should be clearly defined. Please make sure they don't include information we don't need in that box, because we assume they know what their own account number should look like.

- The required information should to be emailed to: dfas.dscc.jaq.mbx.accounting-center-cco-ccr-ceft@mail.MIL

- When FEDWIRE is applied to an IDIQ, FEDWIRE information will flow down to subsequent delivery orders.

- The PCO/ACO is responsible for notifying DFAS of any and all banking information changes.

E. If the contractor has not received payment or the payment rejects and the above steps have been taken, please call DFAS Columbus MOCAS Customer Care 1-800-756-4571 option 1, to work with a Customer Care Representative. The CSR will start the email handoff with Analyst Michelle Wilson, Jonathan Upperman and Makenna Meacham; Leads Bobbie Medina and Devonne Just Trudo. Customer Care will monitor all internal process until the invoice is reprocessed and paid.

FEDWIRE Foreign Currency Process

FOREIGN PAYMENT PROCESS

Definitions:

Fedwire- A real-time gross settlement system (RTGS) of central bank money used in the United States by its Federal Reserve <u>Banks</u> to settle final payments in U.S. dollars electronically between its member institutions.

OCONUS- Outside the Continental United States

ITS- International Treasury System

PCO- Primary Contracting Officer

ACO- Assistant Contracting Officer

Far Clause 52.232-34- Payment by electronic funds transfer, other than central contractor registration.**(Applies when the payment will be made by EFT and the payment office does not use the SAM database as its source of EFT information.)**

DSSN- Disbursing Station Symbol Number

Requirements – to use this form

- It must be a foreign contractor. Currency paid is per the contract.

- The contracting officer must provide the following information:
  - ➢ PCO/ACO should provide us with the front page of the contract, and the page containing the far clause 52.232-34. If the clause is not included in the contract, a modification will need to be made to incorporate it.
  - ➢ Banking information signed by contractor (See Fedwire form attached.)
  - ➢ DSSN

- The required information should to be emailed to:

  dfas.dscc.jaq.mbx.accounting-center-cco-ccr-ceft@mail.MIL

- The PCO/ACO is responsible for notifying DFAS of any and all banking information changes.

To: DFAS JAQIBB **Foreign Banking Form**	
DFAS Email Address:	dfas.dscc.jaq.mbx.accounting-center-cco-ccr-ceft@mail.MIL
DFAS Address:	DFAS-JAQIBB 3990 E. Broad Street, Columbus, OH 43213
Contractor's Cage Code:	
Contract Number:	
Contractor's Name:	
Contractor's Address:	
Contractor's Phone Number:	
Contractor's Point of Contact:	
Beneficiary Bank Name:	
Beneficiary Bank Address:	
Beneficiary Bank Account/IBAN Number:	
Beneficiary Bank Swift Number:	
Disbursing Station Symbol # (DSSN):	
Contractor's Printed Name, Signature and Title:	

DFAS SOP Hardcopy Check Trace-Recertified-Returned Check Process

DFAS GUIDE for INTERNATIONAL PAYMENTS

STANDARD OPERATING PROCEDURE FOR
HARDCOPY CHECK TRACE AND
RECERTIFIED CHECK PAYMENT
PROCESSING

PURPOSE. To outline the process when a customer reports the loss, theft, mutilation or non-receipt
of a U.S. Treasury check. The Disbursing Office or Customer Care obtains a statement in writing from the customer to substantiate the payee's entitlement for a Recertified Check Payment.

RECEIPT OF CLAIMS (DD2660) AND PREPARING THE DD 2660. When Treasury or claimant reports a lost, stolen, or mutilated check, a recertified check must be issued. Such situations can include the death of the payee before the check issue date, non-receipt of a recertified payment by the payee when the original check had been received and cashed, and receipt of a cash payment and a check payment for the same entitlement. Checks, which are unavailable to the payee and/or the Disbursing Officer (DO), and for which entitlement to the payment exists, may be replaced by a new check called a Recertified Payment Check (or the ACO can apply FEDWIRE and the contractor receive an ETF payment once funds are returned by the Treasury and entered in MOCAS). Such a payment bears a new check serial number and is vouchered, certified, and recorded as a new disbursement. When payees claim non-receipt of checks it may be necessary to issue another payment. Account F3880 has been designated by the U.S. Treasury, as the Budget Clearing Account for such circumstances, and is named "Unavailable Check Cancellation Overpayment" Account. The account is available for holding credits or chargeback amounts, only until the appropriation fund that was charged on the original check issued, is identified. Once the check has been negotiated, the DO is responsible for reconciling the receipts of all recertified checks to the DD 1131.

RETURNED AND CANCELED CHECKS

Returned checks consist of Treasury checks that have been issued by Defense Finance and Accounting Services (DFAS), and then returned to DFAS for incorrect address or other reasons. This returned check must then be cancelled and funds moved back to the original appropriation so that payment can be re-issued. Returned checks will be canceled when it is determined that the payee is not entitled to receive the check (i.e. overpayment or wrong payee). A returned original check will be defaced and destroyed if it has previously been recertified. If the recertified check is returned due to the original check being cashed, then the recertified check will be canceled.

1. Customer contacts the Disbursing Reconciliation Branch either directly or indirectly through their ACO, Customer Service or Entitlement Branch with a claim they did not receive a paper check payment.

2. Research the mailing address loaded in MOCAS Address Data Screen (YCU2, 5, 12)

3. If contractor has not received the check and it has been more than 10 days, please direct them to send an inquiry to the Disbursing Check Trace mailbox. The customer will be directed to complete the DD Form 2660 State of Claimant Requesting Replacement Check. The Subvouher has the information needed to complete blocks; 1, 2, 3, 4,5,6,7 8, 9, 10, 13, 16a, 16b, 16c, 16d.

HARD COPY CHECK TRACE: dfas.dscc.jdb.mbx.disb2660@mail.mil
The check trace process takes approximately 3 weeks to receive a response from the U.S. Dept. of Treasury.

INSTRUCTIONS FOR COMPLETING STATEMENT OF CLAIMANT REQUESTING REPLACEMENT CHECK	
1. PAYEE	Payee name, business name or financial organization.
2. PAYEE'S SSN/EIN	Payee's SSN (for individual), EIN (for business), or Contract number/ standard document number SDN (for foreign vendors).
3. TELEPHONE NUMBER	Payee Telephone Number.
4. E-MAIL ADDRESS	Payee e-mail address.
5. ACCOUNT TO BE CREDITED IF ITEM 1 IS A FINANCIAL ORGANIZATION	Enter account number to have been credited.
6. ADDRESS TO WHICH CHECK WAS MAILED	Address on file.
7. CORRECT MAILING ADDRESS	New Address. (If vendor will be repaid in FEDWIRE, please indicate)
8. PURPOSE FOR WHICH CHECK WAS ISSUED	1. REGULAR PAY 2. TRAVEL PAY 3. VENDOR PAY 4. OTHER (specify what type of pay)
9. DUE DATE	Date check was due to arrive.

10. CHECK WAS:	X as applicable:
	    a. NOT RECEIVED
	    b. RECEIVED BUT:
	        (1) LOST
	        (2) STOLEN
	        (3) DESTROYED
	        (4) MUTILATED
	        (5) CANCELED (LIMITED PAYABILITY)

11. WAS CHECK ENDORSED?	Answer Yes or No.
12. SIGNATURE OF PAYEE	Signature of the Payee or payee representative.
13. DATE	Self Explanatory
14. SIGNATURE OF CO-PAYEE	Signature of Co-Payee (if applicable).
15. DATE	Self Explanatory.

16. CHECK DATA
    16a. CHECK NUMBER
    16b. DATE OF CHECK
    16c. CHECK AMOUNT
    16d. ISSUING DSSN
    16e. VOUCHER NUMBER
	For Disbursing Office Use.

17. DO REMARKS	

DD FORM 2660 (BACK), AUG 2015

5. If the check has been returned to DFAS, the Disbursing Team will take the necessary action, if necessary, correct the customers address in the database and re-issue the check. Strongly suggest the Fedwire Foreign Currency process. If the check has not been returned, the SF1081 will need to be processed to move funds from the suspense recertified account to the original appropriation to issue a check to the contractor from the contractor's account.

6. The contractor will need assistance with the reprocessing of the invoice at this point. The initial CMS case (created by Customer Care Center) should be recorded as Call Type Code CCV – returned funds added back to the contract. Please verify:

    a) Have the funds been posted back to MOCAS; check Disbursement History
        (YCPM, 7, 7, C, B). If no, send an email to Balancing to see if they have received the
        1081.

dfas.dscc.jal.mbx.mocas-balancing@mail.mil

    b) MOCAS YINV –Invoice Inquiry Screen should reflect a "Y" in the
        Void Indicator Field. If no, send an email to Balancing to drop the "y".

dfas.dscc.jal.mbx.mocas-balancing@mail.mil

c) Before the invoice can be reprocessed, please ensure the address has been corrected; has banking information been loaded in www.sam.gov; has a Fedwire account been loaded in MOCAS.

d) Create a restart packet, as a courtesy we are authorized to backdate 23 days from today's date. This will cause the invoice to be reviewed expeditiously by Entitlement and will not generate an Interest Payment. Please leave CMS case open (Call Type Code A19 - restart) until the invoice is paid and the contractor has confirmed receipt of payment.

**The initial case is opened 30 days after check has been mailed AND DD2660 has been received by DFAS.

DD Form 2660 Statement of Claimant Requesting Replacement Check

STATEMENT OF CLAIMANT REQUESTING REPLACEMENT CHECK

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. 301, Departmental Regulations; Department of Defense Financial Management Regulation (DoDFMR) 7000.14-R, Volume 5; 31 U.S.C. Sections 3511, 3512, and 3513; and E.O. 9397 (SSN) (as amended).

PRINCIPAL PURPOSE(S): To be used by intended recipients of U.S. Treasury checks to request a replacement for a lost, stolen, destroyed, or mutilated check, or one canceled due to limited payability. Disbursing Offices will use the information to make the determination to issue a replacement check based on the information provided, and for canceling the original check. The information will also verify a proper mailing address for the claimant. Applicable SORN: T7901 (http://dpcld.defense.gov/privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/6287/t7901.aspx). STANFINS PIA (http://www.dfas.mil/foia/privacyimpactassessments.html).

ROUTINE USE(S): In addition to those disclosures generally permitted under 5 U.S.C. Section 552a of the Privacy Act, as amended, this information may be disclosed to the Department of Justice of U.S. Treasury for law enforcement purposes. It may also be disclosed for any of the "Blanket Routine Uses" as published in the Federal Register at the beginning of the DoD compilation of PA system notices. (http://dpcld.defense.gov/privacy/SORNs/component/dfas/preamble.html)

DISCLOSURE: Disclosure is voluntary; however, failure to disclose the requested data may prevent issuance of a replacement check. The Social Security Number is requested to verify the claimant and certify what happened to the original check issued by the government.

WARNING: Title 18, Sec 287, US Code: "Whoever makes or presents to any person or officer in the civil, military, or naval service of the United States, or to any department or agency thereof, any claim upon or against the United States, or any department or agency thereof, knowing such claim to be false, fictitious, or fraudulent, shall be imprisoned not more than five years and shall be subject to a fine in the amount provided in this title."

1. **PAYEE** (Show business name or financial organization, if applicable)	2. **SSN/EIN**

3. **TELEPHONE NUMBER** (Include area code)	4. **E-MAIL ADDRESS**

5. ACCOUNT TO BE CREDITED IF ITEM 1 IS A FINANCIAL ORGANIZATION

6. **ADDRESS TO WHICH CHECK WAS MAILED** (Include 9-digit ZIP Code)	7. **CORRECT MAILING ADDRESS** (If different from Item 6)

8. **PURPOSE FOR WHICH CHECK WAS ISSUED** (X as applicable)				9. **DATE DUE** (Approximate)
a. REGULAR PAY	**b. TRAVEL PAY**	**c. VENDOR PAY**	**d. OTHER** (Specify)	

10. **CHECK WAS**: (X as applicable)				11. **WAS CHECK ENDORSED?** (X one)	
a. NOT RECEIVED	**b. RECEIVED, BUT:**	(1) LOST (2) STOLEN	(3) DESTROYED (4) MUTILATED	(5) CANCELED (LIMITED PAYABILITY)	**a. YES** \ **b. NO**

CERTIFICATION

I certify that I (we) have in no way benefitted from the proceeds of the above check, and do hereby request a replacement check be issued to me. I further certify that if I recover the original check, I will not negotiate it but will immediately return it to the Disbursing Office. I fully understand that negotiation of both the original and replacement check constitutes a fraudulent act against the United States Government and as such is subject to punishment as provided by law. I further consent to immediate recoupment from future pay and allowances due me if I negotiate both the original and replacement checks, including interest and administrative costs.

12. **SIGNATURE OF PAYEE** (Or payee representative)	13. **DATE**	14. **SIGNATURE OF CO-PAYEE** (If applicable)	15. **DATE**

FOR DISBURSING OFFICE USE

16. CHECK DATA

a. **CHECK NUMBER**	b. **DATE OF CHECK**	c. **CHECK AMOUNT**	d. **ISSUING DSSN**	e. **VOUCHER NUMBER**

17. DO REMARKS

INSTRUCTIONS FOR COMPLETING STATEMENT OF CLAIMANT REQUESTING REPLACEMENT CHECK

1. PAYEE	Payee name, business name or financial organization.
2. PAYEE'S SSN/EIN	Payee's SSN (for individual) or EIN (for business).
3. TELEPHONE NUMBER	Payee Telephone Number.
4. E-MAIL ADDRESS	Payee e-mail address.
5. ACCOUNT TO BE CREDITED IF ITEM 1 IS A FINANCIAL ORGANIZATION	Enter account number to have been credited.
6. ADDRESS TO WHICH CHECK WAS MAILED	Address on file.
7. CORRECT MAILING ADDRESS	New Address.
8. PURPOSE FOR WHICH CHECK WAS ISSUED	a. REGULAR PAY b. TRAVEL PAY c. VENDOR PAY d. OTHER (specify what type of pay)
9. DUE DATE	Date check was due to arrive.

10. CHECK WAS:	X as applicable:
	  a. NOT RECEIVED
	  b. RECEIVED BUT:
	    (1) LOST
	    (2) STOLEN
	    (3) DESTROYED
	    (4) MUTILATED
	    (5) CANCELED (LIMITED PAYABILITY)

11. WAS CHECK ENDORSED?	Answer Yes or No.
12. SIGNATURE OF PAYEE	Signature of the Payee or payee representative.
13. DATE	Self Explanatory
14. SIGNATURE OF CO-PAYEE	Signature of Co-Payee (if applicable).
15. DATE	Self Explanatory.

16. CHECK DATA
    16a. CHECK NUMBER
    16b. DATE OF CHECK
    16c. CHECK AMOUNT
    16d. ISSUING DSSN
    16e. VOUCHER NUMBER
	For Disbursing Office Use.

17. DO REMARKS	

Returning Funds to DFAS

DFAS GUIDE for INTERNATIONAL PAYMENTS

Non-US Based Vendors Returning Funds to DFAS: MOCAS

Scenarios:

1) Contractor is overpaid (Contract is open).
    a. Once it is identified that a contractor is overpaid:
        i. DCMA will utilize DFAS MOCAS Order of Escalation- International Payments to inform customer care of the issue and generate a ticket.
        ii. DCMA will provide the contractor Credit Gateway instructions (Appendix A) and instruct the contractor to remit the overpayment through Credit Gateway.
        iii. Once the contractor's bank sends the funds through Credit Gateway, the contractor shall email the following details to the DFAS org box (dfas.dscc.jda.list.cco-cas-eft-collections@mail.mil) and cc their DCMA Administrative Contracting Officer (ACO) and Contract Administrator (CA):
            1. Contract Number:
            2. Impacted CLIN Number(s):
            3. Impacted ACRN(s):
            4. Impacted Shipment Number(s):
            5. Exact Amount Contractor sent for remittance:
            6. Date remittance was sent:
        iv. This information will help DFAS trace the remittance once it is received.
        v. Once DFAS receives the remittance, the following actions take place to refund the remittance to the contract:
            1. Funds are collected in Cash Collection Database (CCD).
            2. Accounts Receivable creates 1081 to put money back on the contract.
            3. In the event contract is closed, Customer Care will work with Accounts Receivable to determine appropriate action for funds being returned.
        vi. DFAS will contact the ACO and CA to inform them the funds have been remitted in MOCAS and close the ticket associated with this issue.

2) Contractor is paid incorrectly in USD when they should have received foreign currency and the contract is **open** in MOCAS.
    a. Once it is identified that the contractor was incorrectly paid in USD instead of foreign currency:
        i. DCMA will utilize DFAS MOCAS Order of Escalation- International Payments to inform customer care of the issue and generate a ticket.
        ii. DCMA will provide the contractor Credit Gateway instructions (Appendix A) and instruct the contractor to remit the overpayment through Credit Gateway.
        iii. Once the contractor's bank sends the funds through Credit Gateway, the contractor shall email the following details to the DFAS org box

(dfas.dscc.jda.list.cco-cas-eft-collections@mail.mil) and cc their DCMA Administrative Contracting Officer (ACO) and Contract Administrator (CA):
1. Contract Number:
2. Impacted CLIN Number(s):
3. Impacted ACRN(s):
4. Impacted Shipment Number(s):
5. Exact Amount Contractor sent for remittance:
6. Date remittance was sent:
iv. This information will help DFAS trace the remittance once it is received.
v. Once DFAS receives the remittance, the following actions take place to refund the remittance to the contract and correct the contract in MOCAS to reflect foreign currency:
1. Funds are collected in Check Collection Database (CCD).
2. Accounts Receivable creates 1081 to restore the returned funds back to the contract.
3. Balancing will drop the Y in YINV screen.
4. LISSR will back out the shipments and reload acceptances.
5. Contract Input verifies everything is correct and contract is fully restored, Contract Input will NEK (Never Entered Contract) the contract, essentially removing it from the system.
6. The next business day, Contract Input will then re-backlog the contract using the current currency and reload any existing MODs.
7. Customer Care will reach out to MAF to validate if payment type is correct (Fedwire or Paper Check).
8. If payment type is Paper Check, DFAS will contact ACO to verify this is the preferred payment method
9. Customer Care will verify that all steps have been completed successfully. Once ready, Entitlements or Customer Care will restart the invoice in MOCAS and process through to payment. In some instances, we may also request the customer resubmit.
Please Note: Many steps require a MOCAS cycle before the next step can be performed
vi. DFAS will notify the ACO and CA once funds have been disbursed and the ACO and CA will confirm with the contractor that correct payment in foreign currency has been received.
vii. Upon confirmation of correct payment, the ACO or CA will contact customer care to close the associated ticket.

3) Contractor is paid incorrectly in USD when they should have received foreign currency and the contract is **closed** in MOCAS.
a. Once it is identified that the contractor was incorrectly paid in USD instead of foreign currency:
i. DCMA will utilize DFAS MOCAS Order of Escalation- International Payments to inform customer care of the issue and generate a ticket.
ii. DCMA will provide the contractor Credit Gateway instructions (Appendix A) and instruct the contractor to remit the overpayment through Credit Gateway.

      iii. Once the contractor's bank sends the funds through Credit Gateway, the contractor shall email the following details to the DFAS org box (dfas.dscc.jda.list.cco-cas-eft-collections@mail.mil) and cc their DCMA Administrative Contracting Officer (ACO) and Contract Administrator (CA):

1. Contract Number:
2. Impacted CLIN Number(s):
3. Impacted ACRN(s):
4. Impacted Shipment Number(s):
5. Exact Amount Contractor sent for remittance:
6. Date remittance was sent:

      iv. This information will help DFAS trace the remittance once it is received.

      v. Once DFAS receives the remittance, the following actions take place to refund the remittance to the contract and correct the contract in MOCAS to reflect foreign currency:

1. Funds are collected in Check Collection Database (CCD).
2. Contract Input reopens the contract. NOTE: Only one person should take action otherwise both actions will cancel each other out and the contract will not reopen.
3. Contract Input verifies reopen is successful the next business day and informs Accounts Receivable to restore the money back to the contract.
4. Accounts Receivable creates 1081 to restore money back to the contract.
5. Balancing will drop the Y in YINV screen.
6. Contract Input verifies everything is correct and contract is fully restored, Contract Input will NEK (Never Entered Contract) the contract, essentially removing it from the system.
7. The next business day, Contract Input will then re-backlog the contract using the current currency and reload any existing MODs.
8. Customer Care will reach out to MAF to validate if payment type is correct (Fedwire or Paper Check).
9. If payment type is Paper Check, DFAS will contact ACO to verify this is the preferred payment method.
10. Customer Care will verify that all steps have been completed successfully. Once ready, Entitlements or Customer Care will restart the invoice in MOCAS and process through to payment. In some instances, we may also request the customer resubmit.

      vi. DFAS will notify the ACO and CA once funds have been disbursed and the ACO and CA will confirm with the contractor that correct payment in foreign currency has been received.

      vii. Upon confirmation of correct payment, the ACO or CA will contact customer care to close the associated ticket.

4) Contractor is paid incorrectly in foreign currency and should have been paid in USD.

    a. Once it is identified that the contractor was paid incorrectly in foreign currency and should have been paid in USD:

      i. DCMA will utilize DFAS MOCAS Order of Escalation- International Payments to inform customer care of the issue and generate a ticket.

ii. DCMA will request bank statements from the contractor to confirm the payment amount in foreign currency.
iii. DCMA will confirm the dollar amount disbursed in MOCAS and compare it to the contractor's banking statement to determine the difference.
iv. DCMA will contact the Procuring Contracting Officer (PCO) to determine a course of action. DCMA will inform the PCO that the Program Office is responsible for funding the contractor's expenses incurred due to currency conversion fees.
v. Once a course of action is agreed upon by the PCO and DCMA, the ACO will provide DFAS customer care additional details regarding the desired way forward so the appropriate personnel at DFAS can be involved in resolving the issue.

APPENDIX A
UNITED STATES DEPARTMENT OF DEFENSE
SWIFT INSTRUCTIONS *(US Dollars only)*

Depository Receiving Financial Institution Federal Reserve Bank of New York City (FRBNYC) Credit Gateway 33 Liberty Street New York, NY 10045

Please provide the following instructions to your Financial Institution for the remittance of U.S. Dollar only Fedwire payments via SWIFT to Defense Finance and Accounting Service.

Agency Contact Information: Mr. Stephen Kalb, (614) 701-4373, stephen.j.kalb.civ@mail.mil

MESSAGE HEADER

Message Type:	FIN 103 Single Customer Credit Transfer
Receiver:	TREAS NYC NEW YORK, NY US

MESSAGE TEXT

SWIFT FIELD TAG	*FIELD NAME*	*Required Information* *(Enter all bolded fields exactly as displayed below)*
20:	Sender's Reference Number	*{supplied by sender}*
23B:	Bank Operation Code	**CRED**
32A:	Value Date / Currency / Interbank Settled	*Date:* *{supplied by sender}* *Currency:* **US Dollar** *Amount: {supplied by sender}*
50K:	Ordering Customer (Payer)	*{all supplied by sender}* *Payer Name:* *Payer Address1:* *Payer Address2:* *Payer Country:*
57D:	Beneficiary's Bank	**//FW021030004**
59:	Beneficiary Account Number	**ALC 00006469 DOD Columbus** *{insert 8 digits ALC# or 12 digits Credit Gateway account #}*
70:	Remittance Information	*MOCAS Collections PIIN Insert Contract Number CLIN* *Insert Impacted CLIN Number* *ACRN Insert Impacted ACRN Shipment# Insert* *Impacted Shipment Numbers* *POC 1-800-756-4571 option 1, MOCAS Customer Care.*
71A:	Details of Charges*	**OUR**

Remitter is responsible for all charges. Do not deduct fees from proceeds due the government agency.
Direct questions to *SWIFT contact **International Treasury Services (ITS.gov)*** *at 816-414-2125 or*
ITS.Operations@fiscal.treasury.gov