



**DEFENSE FINANCE AND ACCOUNTING
SERVICE**

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DFAS-JAIQ/CO

November 14, 2019

MEMORANDUM FOR Contracting Divisions at DCMA, DLA, Army, and Air Force

SUBJECT: Guidance and Information for Proper Indexing of Transfer Modifications

BACKGROUND: DFAS Columbus undertook a project to review erroneously transferred contract modifications and develop solutions and guidance to create a better process. From February-October 2018, DFAS Columbus received 2,783 transfer modifications from Integrated Accounts Payable System (IAPS), Mechanization of Contract Administration System (MOCAS), Computerized Accounts Payable System-Windows (CAPS-W), and Enterprise Business system (EBS). Approximately 82% (2,284) were loaded incorrectly. DFAS Columbus spent approximately 390 hours to identify and process these erroneous transfer modifications, resulting in a labor cost of approximately \$16,686.32. In addition, each erroneous transfer modification issued results in unnecessary costs to contracting agencies and services.

The main causes for the incorrect transfer modifications are as follows:

1. 32% resulted from different pay and/or vendor information being used which caused issues in determining correct pay office. The use of multiple contracting systems used across agencies contributes to this issue.
2. 25% resulted from incorrect indexing in Electronic Document Access (EDA) (*Discrepancy between transfer modification pay office and pay office indexed in EDA*).
3. 25% resulted from lack of guidance and general procedures in choosing the correct pay office.

RECOMMENDATIONS: Several resources are recommended for customers to utilize to assist in a more efficient transfer process. These resources will help reduce erroneous transfer modifications and provide an easier, more efficient process that will help to reduce costly erroneous transfers for our customers.

1. To address issue 1 (inaccurate pay and/or vendor information), attachments 4, 5 and 6 provide guidance for customers to use Purpose Code Management (PCM), System for Awards Management (SAM) and Contract Management Team (CMT) to accurately identify vendor and pay office information for transfer modification input.
2. To address issue 2 (incorrect indexing) attachment 3 provides a SOP of how contracting officers can use EDA to validate indexing of proper pay office after uploading transfer modifications.
3. To address issue 3 (lack of guidance) attachments 1, 2 and 6 provide examples of correct language and format for transfer modifications and CMT provides accurate pay information.

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DFAS-CO

Attachments

1. Examples of Transfer Language for Box 14 of the modification
2. Examples of Transfer Language for Section A of the modification
3. How to use EDA to Check Pay Office Indexing
4. How to use Purpose Code Management (PCM) to Find Pay Office Information (MOCAS specific)
5. How to use System for Award Management (SAM) to Find Contractor Address (MOCAS specific)
6. How to use Contract Management Team (CMT) for Pay Information