

DFAS Rome



DFAS Rome, was activated April 3, 1995, as part of the Base Realignment and Closure (BRAC) process. An organization of approximately 1,100 employees is located on the former Griffiss Air Force Base.

DFAS Rome, the Accounting Center of Excellence for a number of major military commands, provides its customers with the best finance and

accounting services possible during times of peace and conflict by providing vendor pay, travel pay, accounting data processing, reports production, and system support to various Department of Defense activities.

At the DFAS Rome site we offer the following services:

- Travel Pay
- Accounts Maintenance and Control
- Accounts Payable
- Accounts Receivable

Directions

DFAS Rome is located on the former Griffiss Air Force Base and the address is 325 Brooks Rd, Rome, New York, 13441. Directions to DFAS Rome can be found using [Google](#).

Preparation for your first day

For your first day, plan to arrive at DFAS Rome by 7:45 a.m. Parking is on a first come, first serve basis. There are parking lots on the north, south and west sides of the building.

Report to door West 11. Upon arrival at door West 11, a security assistant will provide a temporary badge to allow you entry and re-entry into the building. This badge is yours to keep until you receive your Common Access Card (CAC). Soon after, a DFAS employee will meet and greet you.

In-processing will take place after the above procedure has been completed. This involves completing specific forms, taking the oath of office, a building tour then reporting to the work area.

Make sure you arrive with the following:

- Driver's license
- Social Security Card, Birth Certificate, or Passport
- Your bank Routing and Account Number (you may use a voided check) to sign up for direct deposit
- If you have prior military service, a copy of your DD214.
- **Completed forms.** You can find the list of forms [here](#). All forms are required except the Retired Military/Reserve Category form. Only complete this form if it applies to you.

In the event of a weather delay or another emergency, you can contact the Air Force Research Laboratory Information Line at 315-330-5993.