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ZNR UUUUU

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FM DFAS INDIANAPOLIS IN

TO AIG 4579

INFO DFAS INDIANAPOLIS IN

MSGID/GENADMIN/DFAS-ADIP//

SUBJ/MONTHLY SUSPENSE ACCOUNT REPORT AND NARRATIVES (SAR)

(ACCT POL IMPL MSG 15-01).

1. THE MONTHLY SAR, NARRATIVE REPORTS AND CERTIFICATION LETTER FOR BOTH TI 21 AND TI 97 WILL BE SUBMITTED TO DFAS-INDIANAPOLIS NO LATER THAN NOON ON THE FOLLOWING DATES:

NOVEMBER 7, 2014 - OCTOBER DATA

DECEMBER 5, 2014 - NOVEMBER DATA

JANUARY 8, 2015 - DECEMBER DATA

FEBRUARY 6, 2015 - JANUARY DATA

MARCH 6, 2015 - FEBRUARY DATA

APRIL 7, 2015 - MARCH DATA

MAY 7, 2015 - APRIL DATA

JUNE 5, 2015 - MAY DATA

JULY 8, 2015 - JUNE DATA

AUGUST 7, 2015 - JULY DATA

SEPTEMBER 8, 2015 - AUGUST DATA

OCTOBER 6, 2015 - SEPTEMBER DATA (NOTE: THE DUE DATE IS 4TH WORK DAY)

2. THE FY 2015 ERP/NON-ERP SAR SPREADSHEET AND NARRATIVE TEMPLATES ARE AVAILABLE FROM THE FOLLOWING WEB SITE:

[HTTP://WWW.ASAFM.ARMY.MIL/](http://www.asafm.army.mil/). SELECT DFAS POLICY MEMORANDA.

3. MONTHLY SAR AND NARRATIVE REPORTS MUST BE ACCOMPANIED BY THE CERTIFICATION LETTER (ON LETTERHEAD) AND SIGNED BY THE DIRECTOR OF ACCOUNTING OR DESIGNEE. THIS CERTIFICATION SHALL CONTAIN THE FOLLOWING NARRATIVE: "I CERTIFY THAT THE BALANCES SHOWN IN THE REPORT ARE ACCURATE, WERE OBTAINED FROM EXISTING RECORDS, AND EVIDENCE PROPER USE OF THE FUNDS ACCOUNTS."

4. SUBMIT BY EMAIL THE MONTHLY SAR, NARRATIVE REPORTS, AND CERTIFICATION LETTER TO CORRECT ADDRESS:

SUSPENSE.ACCTS.TI21@DFAS.MIL FOR TI 21 OR

SUSPENSE.ACCTS.TI97@DFAS.MIL FOR TI 97

FAXED SAR TEMPLATES ARE UNACCEPTABLE. NARRATIVE REPORTS AND CERTIFICATION LETTERS MAY BE FAXED. THE FAX NUMBER IS: 317-212-7113 FOR BOTH TI 21 AND TI 97.

5. POCS:

A. DPT 21 SAR, 317-212-8920 AND 317-212-7693

B. DPT 97 SAR, 317-212-2431 AND 317-212-7693

C. ACCOUNTING PROCEDURES, 317-212-3380