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FM DFAS INDIANAPOLIS IN

TO AIG 4579

DFAS INDIANAPOLIS IN

BT

UNCLASSGID/GENADMIN/DFAS-ADIP//

SUBJ/MONTHLY SUSPENSE ACCOUNT REPORT AND NARRATIVES (SAR)

(ACCT POL IMPL MSG 18-01)

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

NOVEMBER 7, 2017

DECEMBER 7, 2017

JANUARY 8, 2018

FEBRUARY 7, 2018

MARCH 7, 2018

APRIL 6, 2018

MAY 7, 2018

JUNE 7, 2018

JULY 9, 2018

AUGUST 7, 2018

SEPTEMBER 9, 2018

OCTOBER 4, 2018 (THE SEPTEMBER DATA IS DUE ONE WORKDAY EARLY DUE TO YEAR END PROCEDURES)

2. 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:

FISCAL STATION NUMBER (FSN)

DISBURSING STATION SYMBOL NUMBER (DSSN)

NARRATIVE STATING, "I CERTIFY THAT THE BALANCES SHOWN IN THE REPORT ARE ACCURATE, WERE OBTAINED FROM EXISTING RECORDS, AND EVIDENCE PROPER USE OF THE FUNDS ACCOUNTS".

3. SUBMIT THE MONTHLY SAR INCLUDING THE NARRATIVE, AND CERTIFICATION TABS FILLED OUT USING ONE OF THE FOLLOWING ALLOWABLE METHODS BY E-MAIL TO:

DFAS Indianapolis IN JAF Mailbox suspense-accts-ti-21 TI21
dfas.indianapolis-in.jaf.mbx.suspense-accts-ti-21@mail.mil

DFAS Indianapolis IN JAF Mailbox suspense-accts-ti-97 TI97
dfas.indianapolis-in.jaf.mbx.suspense-accts-ti-97@mail.mil

4. POC: CHRISTINE VAWTER 317-212-5527 DSN 699-5527