



**DEPARTMENT OF THE NAVY**  
NAVAL FACILITIES ENGINEERING COMMAND  
WASHINGTON NAVY YARD  
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WASHINGTON, DC 20374-5065

IN REPLY REFER TO  
ACQ 021  
11 Sep 00

MEMORANDUM FOR NAVFAC ACQUISITION PERSONNEL

Subj: DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE (DODAAC) FOR  
DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS) PAYMENT  
ACTIVITIES (00-39)

Ref: (a) [NAVFAC Policy Memo 00-10 of 28 Feb 00](#)  
(b) [NAVFAC Policy Memo 00-01 of 21 Jan 00](#)

Encl: (1) ASN(RD&A) ABM memo of 22 Aug 00

1. References (a) and (b) provided notification that procurement instruments were being received by DFAS with incorrect payment office designations which resulted in payments being delayed and Prompt Payment Act interest penalty payments incurred.

2. By enclosure (1), contracting offices are requested to ensure that if a DFAS organization is designated as the paying office on a contract, the appropriate DFAS DODAAC is inserted in the "CODE" field on the contract document to properly identify the paying office making the payment.

A handwritten signature in black ink, appearing to read "M. F. Howard".

MICHAEL F. HOWARD  
Director, Strategic Management  
Community Management Section



DEPARTMENT OF THE NAVY  
OFFICE OF THE ASSISTANT SECRETARY  
RESEARCH, DEVELOPMENT AND ACQUISITION  
1000 NAVY PENTAGON  
WASHINGTON DC 20350-1000

AUG 22 2000

MEMORANDUM FOR DISTRIBUTION

Subj: DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE FOR DEFENSE  
FINANCE AND ACCOUNTING SERVICE PAYMENT ACTIVITIES

Encl: (1) ASN(FMC)FMO memo dated July 26, 2000, same subject

The enclosure (1) memorandum requests assistance in ensuring that all contracting offices include the proper paying office Department of Defense Activity Address Code (DODAAC) on contract documents and includes a listing of proper DODAACs. As we increase the electronic flow of contract and payment data it becomes more important to ensure proper coding for information flow.

  
M. F. Jaggard  
CAPT, SC, USN  
Executive Director (Acting)  
Acquisition & Business  
Management

Distribution

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7000  
FMO  
JUL 26 2000

MEMORANDUM FOR DEPUTY FOR ACQUISITION BUSINESS MANAGEMENT,  
ASSISTANT SECRETARY OF THE NAVY (RESEARCH,  
DEVELOPMENT AND ACQUISITION)

Subj: DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE FOR  
DEFENSE FINANCE AND ACCOUNTING SERVICE PAYMENT  
ACTIVITIES

Ref: (a) DFAS memo of 9 Jun 00

Encl: (1) DFAS Payment Office DODAACS

By reference (a), the Defense Finance and Accounting Service (DFAS) requested assistance in ensuring that all contracting offices were including the proper paying office Department of Defense Activity Address Code (DODAAC) on contracting documents to ensure that these documents flow to the correct payment offices. The need for correct information is heightened with the increased use of Electronic Document Access and Wide Area Work Flow tools. More specifically, DFAS has requested that if a DFAS organization is designated as the paying office on the contract, the appropriate DFAS DODAAC must appear in the "CODE" field on the contracting document to properly identify the paying office making the payment.

Enclosure (1) contains a list of DFAS Payment Offices and their corresponding DODAACS for those contracts for which DFAS is the designated paying office. Request you disseminate this information to the appropriate contracting offices to ensure their compliance with the DFAS request.

My point of contact is Mr. Dean Hunstad who may be reached at (202) 685-6736. The DFAS point of contact is Mr. Jack Foust who may be reached at (703) 607-5030.

*A. A. Tisone*

A. A. TISONE

Director

Office of Financial Operations

**ENCLOSURE ( 1 )**

DFAS PAYMENT OFFICE  
DODAACS

DENVER CENTER & OPLOCs	DODAACS	EUROPE	DODAACS
DAYTON	F03000	KLEBER KASERNE	HQ0349
OMAHA	F25700	LANDSTUHL	HQ0350
SAN ANTONIO	F60700	RAMSTEIN	HQ0351
ORLANDO	F62400	VOGELWEH	HQ0352
LIMESTONE	F67100		
PACIFIC	F68300	KANSAS CITY CENTER	M67443
JAPAN	F68800		
SAN BERNARDINO	F72300	COLUMBUS CENTER--MOCAS	
DFAS-DE/O (Effective July 1,2000 closed and workload realigned to other Denver OPLOCs)	F75800	NORTH ENTITLEMENTS	
		-BUNKER HILL DIVISION	SC1016
EUROPE	F78900	-NEW DOMINION DIVISION	SC1018
		-MINUTEMAN DIVISION	SC1032
CLEVELAND CENTER & OPLOCs		SOUTH ENTITLEMENTS	HQ0338
		-Southeast Division (SC1020) closed	
PACIFIC*	N45924	-Capitol Division (SC1034) closed	
JAPAN	N62649	-Chesapeake Division (SC1030) closed	
PENSACOLA	N68566	WEST ENTITLEMENTS	HQ0339
SAN DIEGO	N68688	-Gulfcoast Division (SC1024) closed	
NORFOLK	N68732	-Gateway Division (SC1028) closed	
CHARLESTON	N68892	-DPRO West Division (SC1002) closed	
OAKLAND	N68894	-Santa Ana Division (SC1006) closed	
		-Van Nuys Division (SC1004) closed	
INDIANAPOLIS CENTER & OPLOCs		COLUMBUS CENTER--SAMMS	
		DEFENSE SUPPLY CENTER (CONSTRUCTION)	S33181
DIRECTORATE OF NETWORK OPS (DNO)	HQ0105	DEFENSE SUPPLY CENTER (GENERAL)	S44073
LAWTON	HQ0300	DEFENSE SUPPLY CENTER (INDUSTRIAL)	S36054
ORLANDO	HQ0301	DEFENSE SUPPLY CENTER (CLOTHING & TEXTILE)	SC0100
ROME	HQ0302	DEFENSE SUPPLY CENTER (MEDICAL)	SC0200
ROCK ISLAND	HQ0303	DEFENSE SUPPLY CENTER (SUBSISTENCE)	S33150
ST LOUIS	HQ0304	DEFENSE ENERGY SUPPLY CENTER (FUEL/ENERGY)	SC0600
SEASIDE	HQ0305	DEFENSE SUPPLY CENTER (ELECTRONICS)	S33184
LEXINGTON	HQ0335		
SAN ANTONIO	HQ0345	COLUMBUS CENTER	
PACIFIC	HQ0346	DFAS-CO-ACA	HQ0104
DEF. AGENCY FINANCIAL SERVICE (AKB)	HQ0347	EFFECTIVE APRIL 1, 2000 change S33181 to HQ0131	
NORFOLK	HQ0348	DFAS-CO-TLCO (Commercial Vendor Pay )	HQ0131

Encl (1)