
Procure-to-Pay Capability Summary

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SUBJECT: Miscellaneous Payments

A miscellaneous payment occurs as a result of a claim for payment or reimbursement of a valid, non-recurring, non-contractual expense of the DoD (that is not payroll related) for a military or civilian member. This includes payments under special authoritative arrangements and may include specific payment authorities pursuant to legislation or Executive Orders. Because there was no central source that provided regulatory guidance on how to make these payments, the Office of the Under Secretary of Defense (Comptroller) (OUSDC) and Defense Pricing and Contracting (DPC) formed a joint team to develop centralized guidance for miscellaneous payments. The result was the *Department of Defense Guidebook for Miscellaneous Payments*. This guidebook provides authoritative guidance on how to correctly process 80 different types of miscellaneous payments. It is currently maintained by the Defense Finance and Accounting Service (DFAS) and can be found at <http://www.dfas.mil/contractorsvendors/miscpaymentguide.html>.

POLICY: The Defense Federal Acquisition Regulation Supplement (DFARS) includes the *Department of Defense Government Charge Card Guidebook for Establishing and Managing Purchase, Travel, And Fuel Card Programs* as Procedures, Guidance, and Information (PGI). This guidebook includes, by reference, the *Department of Defense Guidebook for Miscellaneous Payments*. The *Department of Defense Guidebook for Miscellaneous Payments* is also referenced in DoD 7000.14-R, DoD Financial Management Regulation (FMR), Volume 10, Chapter 12, "Miscellaneous Payments."

DATA STANDARDS: The data standards for accomplishing the different types of miscellaneous payments are addressed in the DFARS and DoD FMR.

INFORMATION TECHNOLOGY INFRASTRUCTURE: Submission and processing of claims for miscellaneous payments must be accomplished electronically, per DFARS Subpart 232.70, with limited exceptions as prescribed by DFARS 232.7002(a). Electronic submissions of miscellaneous payments may be submitted via the Wide Area Workflow (WAWF) module within the Procurement Integrated Enterprise Environment (PIEE), Enterprise Resource Planning (ERP) systems, or other approved electronic methods.

IMPACT: The publication and maintenance of the *Department of Defense Guidebook for Miscellaneous Payments* provides billing and payment standards that result in faster, more accurate payments and auditability.

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