



OFFICE OF THE UNDER SECRETARY OF DEFENSE
3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

ACQUISITION
TECHNOLOGY
AND LOGISTICS

MEMORANDUM FOR: SEE DISTRIBUTION

OCT 9 2007

SUBJECT: Miscellaneous Payment Guidebook

The Defense Procurement and Acquisition Policy (DPAP) Office and the Office of the Under Secretary of Defense (Comptroller) partnered to develop the first edition of the Miscellaneous Payment Guidebook, which is a significant achievement for the Department. While all miscellaneous payment types are not addressed in this first edition, it serves as a baseline to standardize the miscellaneous payment process, and enable future automation. Development of this guide will be an iterative and joint process with representatives from the Military Departments, the Defense Travel Management Office, the Defense Finance and Accounting Service, the Business Transformation Agency, and Office(s) of the Under Secretary of Defense (Personnel and Readiness), (Comptroller), and (Acquisition, Technology and Logistics) actively participating. We thank all who worked so hard in the development of the first edition of the guidebook and look forward to future editions.

Wide Area Work Flow (WAWF) plans to provide a link to the miscellaneous payment categories section within the guidebook. Links within the miscellaneous payment categories section will direct the user to a specific template associated with the current miscellaneous payment categories. The target activation date for the link in WAWF to the Miscellaneous Payment Guidebook categories section is October 31, 2007. Links will also be established for purchase card officials on the DPAP purchase card website:
<http://www.acq.osd.mil/dpap/pcard/index.htm>.

An electronic version of the guidebook may be found at the DPAP home page: http://www.acq.osd.mil/dpap/pdi/eb/miscellaneous_pay.html. Our action officers are Greg Plasters, 703-325-9518, gregory.plasters@us.army.mil and Jacqueline Jenkins, 703-697-8282, jacqueline.jenkins@osd.mil.

Shay D. Assad
Director, Defense Procurement &
Acquisition Policy

James E. Short
Deputy Chief Financial
Officer



DISTRIBUTION:

**ASSISTANT SECRETARY OF THE ARMY (ACQUISITION, LOGISTICS
AND TECHNOLOGY)**

ASSISTANT SECRETARY OF THE ARMY (FINANCIAL MANAGEMENT)

**ASSISTANT SECRETARY OF THE NAVY (RESEARCH, DEVELOPMENT
AND ACQUISITION)**

ASSISTANT SECRETARY OF THE NAVY (FINANCIAL MANAGEMENT)

ASSISTANT SECRETARY OF THE AIR FORCE (ACQUISITION)

**ASSISTANT SECRETARY OF THE AIR FORCE (FINANCIAL
MANAGEMENT)**

DIRECTORS OF DEFENSE AGENCIES