



ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

DEC 05 2017

In reply refer to  
DARS Tracking Number: 2018-O0004

MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
COMMANDER, UNITED STATES TRANSPORTATION  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
DEPUTY ASSISTANT SECRETARY OF THE ARMY  
(PROCUREMENT)  
DEPUTY ASSISTANT SECRETARY OF THE NAVY  
(ACQUISITION AND PROCUREMENT)  
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE  
(CONTRACTING)  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Class Deviation, Nonelectronic Submission of Payment Requests for Packing,  
Crating, and Storage of Household Goods

Effective immediately, for solicitations and contracts for packing, crating, and storage of household goods belonging to DoD employees and service members, in lieu of including the clause at DFARS 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports, contracting officers shall:

- Ensure that the contract administration data section of the contract or order specifies that invoices shall be submitted to the ordering office and provide the mailing address, email address, and fax number of the responsible ordering office; and
- Submit proper invoices and payment requests to one of the following payment offices, as appropriate:

Air Force:           DFAS-Limestone  
                          PO Box 369020  
                          Columbus, OH 43213  
                          (FAX Number: 801-392-7091)

Army:                 DFAS-Rome  
                          325 Brooks Rd  
                          Rome, NY 13441-4527  
                          (FAX Number: 877-575-3332)

Navy:                 DFAS-Cleveland  
                          Account Payable – Code JAQAA  
                          1240 East Ninth Street SB39  
                          Cleveland, OH 44199  
                          (FAX Number: 877-426-4280)

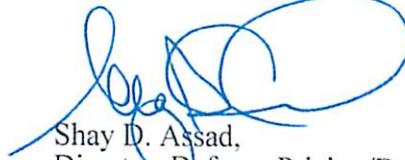
DARS Tracking number 2018-00004  
Nonelectronic Submission of Payment Requests for Packing,  
Crating, and Storage of Household Goods

Marine Corps: Commanding General – Comptroller  
Transportation Voucher Certification Branch  
814 Radford Boulevard, Suite 20318  
Albany, GA 31704-4101  
(All invoices will be mailed to address above)

Coast Guard: U.S Coast Guard Finance Center  
1430 A Kristina Way  
Chesapeake, VA 23326  
(FAX Number: 757-366-6564 or 6501)

This class deviation allows for the submission of payment requests by nonelectronic means for contracts for packing, crating, and storage of household goods belonging to DoD employees and service members.

This deviation will remain in effect until December 31, 2018. My point of contact is Ms. Jennifer Johnson, DPAP/DARS, at 571-372-6100 or [jennifer.d.johnson1.civ@mail.mil](mailto:jennifer.d.johnson1.civ@mail.mil).



Shay D. Assad,  
Director, Defense Pricing/Defense  
Procurement and Acquisition Policy