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-O0004
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.

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

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