DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(FINANCIAL MANAGEMENT)
WASHINGTON, D.C. 20350-1100

28 FEB 1995

MEMORANDUM FOR DISTRIBUTION

Subj: DOCUMENTATION REQUIREMENTS TO RESOLVE NEGATIVE UNLIQUIDATED OBLIGATIONS ON DEFENSE FINANCE AND ACCOUNTING SERVICE COLUMBUS PAID CONTRACTS

Ref: (a) In-Process Review Meeting of 16 Feb 95

Encl: (1) Transmittal Form and Preparation Instruction
(2) Guidelines for Preparation of Explanation of Adjustments and Documentation Requirements
(3) DFAS-Columbus Accounting Adjustment Form
(4) Sample Contract Reconciliation Package

During reference (a), you were informed that documentation requirements would be provided to assist you in preparing requests for Defense Finance and Accounting Service Columbus' (DFAS-CO) assistance in resolving Negative Unliquidated Obligations (NULOs). Enclosure (1) provides the format and instructions for the transmittal form. This form is the cover sheet to the contract reconciliation package to be forwarded to DFAS-CO.

To further assist you in compiling the necessary information, Guidelines for Preparation of Explanation of Adjustments and Documentation Requirements is provided in enclosure (2). Due to the impending 1 April 1995 Condition 3 implementation date, identification and resolution of correction will be effected in the accounting system prior to DFAS-CO's corrections in the paying system. Enclosure (3) should be included in your correction package for use by DFAS-CO in making their internal corrections to the paying system. It is imperative that a complete contract correction package be forwarded to the NAVCOMPT NULO Project Office for prioritization and subsequent resolution by DFAS-CO. A sample contract reconciliation package is provided in enclosure (4).

In order to obtain the required data and to accomplish reconciliation efforts, access to the Mechanization of Contract Administrative Services (MOCAS) system is necessary. If you do not have access or if you desire a copy of the MOCAS On-line Inquiry Manual, please contact the NULO Project Office.

Questions should be directed to the NULO Project Manager, Ms. Vicki Beck, (703) 607-0875.

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Gladys J. Commons

GLADYS J. COMMONS
Principal Deputy
Assistant Secretary of the Navy
(Financial Management)

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Blind Copy to:
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DEPARTMENT OF THE NAVY
DFAS COLUMBUS
TRANSMITTAL FORM

CONTRACT NUMBER:

REGION: ___ SOUTH
___ WEST
___ NORTH

CONTRACT TYPE: ___ SERVICE (BVN)
___ CLIIN SPECIFIC
___ PROGRESS PAYMENTS

TYPE OF REQUEST: ___ RECONCILIATION/AUDIT
___ CORRECTIONS

DATE OF REQUEST:

PRIORITY:

POC:

COMMAND/CODE:

PHONE NO.:

ATTACHMENTS:

(1)

(2)

(3)

(4)

Enclosure (1)

INSTRUCTIONS FOR PREPARATION OF TRANSMITTAL FORM

CONTRACT NO.: SELF EXPLANATORY

REGION: CHECK APPROPRIATE REGION. THIS INFORMATION CAN BE OBTAINED FROM CONTRACT OR MOCAS INQUIRY.

CONTRACT TYPE: CHECK APPROPRIATE TYPE. THIS INFORMATION CAN BE OBTAINED FROM CONTRACT OR MOCAS INQUIRY (SHIPMENT NUMBER)

TYPE OF REQUEST: CHECK APPROPRIATE REQUEST. IF CHECKING CORRECTIONS AN EXPLANATION OF ADJUSTMENTS FORM MUST BE INCLUDED AS AN ATTACHMENT. SEE ENCLOSURE (3) FOR INSTRUCTIONS TO PREPARE ADJUSTMENT FORM.

DATE OF REQUEST: SELF EXPLANATORY

PRIORITY: TO BE COMPLETED BY NULO PROJECT MANAGER.

POC: SELF EXPLANATORY

COMMAND/CODE: SELF EXPLANATORY

PHONE NO: SELF EXPLANATORY

ATTACHMENTS: ATTACH THE NECESSARY SUPPORTING DOCUMENTATION AS RECOMMENDED IN ENCLOSURE (3). ATTACHMENTS WILL INCLUDE SUCH ITEMS AS EXPLANATION OF ADJUSTMENTS FORM, CLR HISTORY, 621 ADJUSTMENTS.

GUIDELINES FOR PREPARING EXPLANATION OF ADJUSTMENTS AND DOCUMENTATION REQUIREMENTS

OBLIGATIONS

- DESCRIPTION OF OBLIGATION PROBLEM IN MOCAS
  - WHAT IS WRONG?
  - IS THE PROBLEM CAUSING A NULO?
  - IS THE LINE OF ACCOUNTING EXPIRING SOON?

- PROPOSED ADJUSTMENTS TO CORRECT THE OBLIGATION PROBLEM IN MOCAS
  - SHOW CORRECTIVE DEBITS AND CREDITS NEEDED IN MOCAS AT THE ACRN LEVEL
  - WILL OBLIGATION ADJUSTMENTS CAUSE A NULO?
    - IF YES, GO TO ACRN OVERDISBURSED IN MOCAS

- SUPPORTING DOCUMENTATION
  - MODIFICATION(S)
  - MOCAS REPORTS - SPECIFIC TO ACRNS IN QUESTION
    - CURRENT CLR LEDGER
    - CURRENT TRANSACTION HISTORY - MARK ITEM IN QUESTION

DISBURSEMENTS

- DESCRIPTION OF DISBURSEMENT PROBLEM IN MOCAS
  - IS THE LINE OF ACCOUNTING EXPIRING SOON?
  - IS THE ACRN OVERDISBURSED?

    YES

    1. IF PROGRESS PAYMENT IS CAUSING OVERDISBURSEMENT, PREPARE 621 TO MOVE OVERDISBURSEMENT (5W/6W) TO ACRN WITH AVAILABLE ULO
    2. IF SERVICE TYPE CONTRACT, PREPARE 621 TO MOVE OVERDISBURSEMENT (2D/2B) TO ACRN WITH AVAILABLE ULO
    3. IF CLIIN SPECIFIC CONTRACT, REQUEST AUDIT

    NO

    EXPLAIN PROBLEM WITH DISBURSEMENT
    - ERRONEOUS 9 ADJ
    - VOUCHER DUPLICATED
    - MANUAL/MANUAL NOT POSTED
    - VOUCHER VOIDED INCORRECTLY

- PROPOSED ADJUSTMENTS TO CORRECT THE DISBURSEMENT PROBLEM IN MOCAS
  - PREPARE 621 FOR CONDITIONS 1 OR 2 ABOVE
  - ALL OTHER DISBURSEMENT PROBLEMS WILL BE CORRECTED ACCORDING TO THEIR CAUSE

- SUPPORTING DOCUMENTATION
  - VOUCHER(S), 621(S)
  - MOCAS REPORTS - SPECIFIC TO ACRNS IN QUESTION
    - CURRENT CLR LEDGER
    - CURRENT TRANSACTION HISTORY - MARK ITEM IN QUESTION

DFAS COLUMBUS ACCOUNTING ADJUSTMENT FORM

CONTROL NUMBER_____ DATE_____

DCMAO_____

DSSN_____ SUSPENSE DATE_____

PROCUREMENT INSTRUMENT

CONTRACT NUMBER (PIIN) _____
DELIVERY ORDER NUMBER _____
TFO TRANSMITTAL _____
VOUCHER NUMBER _____
PAYMENT NUMBER _____
SHIPMENT NUMBER _____
FSN OFFICE SYMBOL _____

FSN_____ found it necessary to make the following accounting adjustment. Please adjust your records accordingly.
A COPY OF THE SUB VOUCHER IS ATTACHED.

DEBIT:

ACRN	ACCOUNTING CLASSIFICATION	AMOUNT	TRANS CODE

CREDIT:

ACRN	ACCOUNTING CLASSIFICATION	AMOUNT	TRANS CODE

REASON FOR ADJUSTMENT:

MAIL TO: Defense Finance and Accounting Service - Columbus Center,
ATTN: DFAS-CO-JXTBA, P. O. Box 182317, Columbus, Ohio 43218-2317

PREPARED BY: _____ _____ _____ _____
NAME (Serves as POC) Commercial # DSN# Date

REVIEWED BY: _____ _____ _____ _____
NAME (Serves as POC) Commercial # DSN # Date

Encl (3)

DEPARTMENT OF THE NAVY
DFAS COLUMBUS
TRANSMITTAL FORM

CONTRACT NUMBER: N0002489C3401

REGION:
X **SOUTH**
___ **WEST**
___ **NORTH**

CONTRACT TYPE:
X **SERVICE (BVN)**
___ **CLIIN SPECIFIC**
___ **PROGRESS PAYMENTS**

TYPE OF REQUEST:
___ **RECONCILIATION/AUDIT**
X **CORRECTIONS**

DATE OF REQUEST: -27 FEB 95

PRIORITY:

POC: JANE DOE

COMMAND/CODE: NAVSEA 01P

PHONE NO.: (703) 602-1111

ATTACHMENTS:

(1) EXPLANATION OF ADJUSTMENTS REQUIRED IN MOCAS

(2) NC 621 ADJUSTMENTS

(3) CONTRACT MODIFICATIONS P00005, P00026, P00026, P00027, P00028, P00029

(4) MOCAS HISTORY

EXPLANATION OF ADJUSTMENTS REQUIRED IN MOCAS

DESCRIPTION OF PROBLEM	BREAKDOWN OF ADJUSTMENTS (See attached NC621)
1)	
a. 280,000.00 obligation in P00028 should have established NZ but misposted to AB	Obligations: -280,000.00 in AB +280,000.00 in NZ
b. disbursements for this obligation should have posted to NZ but misposted to AB	Disbursements: -280,000.00 in AB +280,000.00 in NZ
2)	
a. 100,000.00 obligation in P00005 should have posted to BQ but misposted to BD	Obligations: -100,000.00 in BD +100,000.00 in BQ
b. disbursement P9517 for 100,000.00 should have posted to BQ but misposted to BD	Disbursements: -100,000.00 in BD +100,000.00 in BQ
3)	
a. 51,182.00 deobligation in P00031 not input to FE MOCAS	Obligations: -51,182.00 in FE
b. FE overpayed and NULO will be cleared by moving 40,099.00 to PZ and 11,083.00 to JL	Disbursments: -40,099.00 in FE +40,099.00 in PZ -11,083.00 in FE +11,083.00 in JL
4)	
a. obligation of 2,250.00 in P00013 should established GM but misposted to GH	Obligations: -2,250.00 in GH +2,250.00 in GM
b. 2,250.00 in disbursements should have posted to GM but misposted to GH	Disbursements: -2,250.00 in GH +2,250.00 in GM
5)	
a. 2,180.00 obligation in P00031 misposted to GZ MOCAS as 3,180.00	Obligations: -1,000.00 in GZ +1,000.00 in DJ
b. GZ overpayed and NULO will be cleared by moving 1,000.00 to DJ	Disbursements: -1,000.00 in GZ +1,000.00 in DJ * * DJ has available funds to cover NULO
6)	
a. 9,413.00 obligation posted to JL should have been 8,000.00 in P00027 and 13,413.00 in P00024	Obligations: +12,000.00 in JL
7)	
a. 2,180.00 obligation in P00031 never posted to LD MOCAS	Obligations: +2,180.00 in LD
b. Overpayment in GZ can be cleared using available funds in this ACRN	
8)	
a. 9,000.00 obligation in P00031 never posted to MT MOCAS	Obligations: +9,000.00 in MT
9)	
a. 5,817.00 obligation in P00029 posted twice in MU MOCAS	Obligations: -5,817.00 in MU
b. MU overpayed and NULO will be cleared by moving 5,817.00 to MT	Disbursements: -5,817.00 in MU +5,817.00 in MT
10)	
a. 2,755.00 deobligation in P00005 never posted to PJ MOCAS	Obligations: -2,755.00 in PJ
b. PJ overpayed and NULO will be cleared by moving 2,755.00 to MT	Disbursements: -2,755.00 in PJ +2,755.00 in MT
11)	
a. 51,931.00 deobligation in P00031 never posted to PN MOCAS	Obligations: -51,931.00 in PN
b. PN overpayed and NULO will be cleared by moving 37,295.95 to PU	Disbursements: -37,295.95 in PN +37,295.95 in PU

12)		
a.	924.00 deobligation in P00003 was posted to PR MOCAS as an obligation	Obligations: -924.00 in PR -924.00 in PR * * one entry to reverse error and other to post deobligation correctly
13)		
a.	1,000.00 obligation in P00029 should have established PS	Obligations: +1,000.00 in PS
14)		
a.	1,000.00 obligation in P00031 should have established PV	Obligations: +1,000.00 in PV
15)		
a.	500.00 obligation in P00031 should have established PW	Obligations: +500.00 in PW
16)		
a.	500.00 obligation in P00031 should have established PX	Obligations: +500.00 in PX
17)		
a.	40,099.00 obligation in P00031 should have established PZ	Obligations: +40,099.00 in PZ

EXPLANATIONS OF ADJUSTMENTS TO CLEAR INCORRECTLY VOIDED VOUCHER F6212

	Description of Adjustments	Breakdown of Adjustments
1)		Disbursements:
a.	25.41 voiding credit for LN posted to LA	-25.41 in LN +25.41 in LA
b.	LA overpayed and NULO will be cleared by moving 25.41 to LN	Disbursements: -25.41 in LA +25.41 in LN
2)		Disbursements:
a.	400.91 voiding credit for MG posted to MB	-400.91 in MG +400.91 in MB
b.	MB overpayed and NULO will be cleared by moving 400.91 to MG	Disbursements: -400.91 in MB +400.91 in MG
3)		Disbursements:
a.	481.09 voiding credit for MJ posted to MS	-481.09 in MJ +481.09 in MS
b.	MS overpayed and NULO will be cleared by moving 481.09 to MJ	Disbursements: -481.09 in MS +481.09 in MJ
4)		Disbursements:
a.	760.61 voiding credit for NJ posted to NS	-760.61 in NJ +760.61 in NS
b.	NS overpayed and NULO will be cleared by moving 760.61 to NJ	Disbursements: -760.61 in NS +760.61 in NJ

CORRECTION NOTICE
NAVCOMPT FORM 621 (REV. 11-66)

SERIAL NO.

DATE PREPARED	PREPARED AT	ADJUSTMENT ORIGINATED BY
28-Nov-94	NAVSEA 016	DENNIS CHANDLER

PAY MONTH	DOV/C (DELETE ONE)	REG.NO.	REG.MO.	D.O. SYMBOL	CONTRACTOR	MO. NRFC USE CURRENT	MO. NRFC USE PRIOR

ACCOUNTING DATA

CONTRACT NO. N0002489C3401 — CREDIT

DD CD	APPROPRIATION AND SUBHEAD	OBJECT CLASS	BUREAU CONTROL NO.	SUB ALT NO.	AUTH. ACCTG. ACTIVITY	TYPE	PROP. ACCTG. ACTIVITY	NRFC LOCAL USE CL	NRFC LOCAL USE AL	NRFC LOCAL USE AB	COST CODE	AMOUNT
LA	0X8242 87JN	000	3L380	0	068342	2D	CCXT04				044JLPMS304Z	25.41
MB	0X8242 8111	000	SA376	0	068342	2D	000000				79059ACS0000	400.91

CONTRACT NO. N0002489C3401 — CHARGE

DD CD	APPROPRIATION AND SUBHEAD	OBJECT CLASS	BUREAU CONTROL NO.	SUB ALT NO.	AUTH. ACCTG. ACTIVITY	TYPE	PROP. ACCTG. ACTIVITY	NRFC LOCAL USE CL	NRFC LOCAL USE AL	NRFC LOCAL USE AB	COST CODE	AMOUNT
LN	0X8242 8N58	000	SASEC	0	068342	2D	000000				A4498MSS0000	25.41
MG	0X8242 8WAA	000	W2S9B	0	068342	2D	CCXT01				R44CZACS201Z	400.91

NRFC LOCAL USE CODES: (DD CODE); CL - CLASS; AL - ALLOTTEE LISTING; AB - ABSTRACT LISTING

REASON FOR ADJUSTMENT:

CLEARING NULO's BY CHARGING DISBURSEMENTS TO ACRN's WITH AVAILABLE FUNDS

CORRECTION MADE AT NRFC	
DATE	INITIALS