

RAAUZYUW RUDIDFE0001 2981505-UUUU--RHMCSUU.

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FM DFAS INDIANAPOLIS IN//ADIP//

TO AIG 4579

INFO DFAS INDIANAPOLIS IN//ADIP//

BT

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MSGID/GENADMIN/DFAS-ADIP//

SUBJ/MONTHLY SUSPENSE ACCOUNT REPORT AND NARRATIVES (SAR)//

RMKS/1. THE MONTHLY SAR AND NARRATIVE REPORTS FOR BOTH TI 21 AND TI 97 WILL BE SUBMITTED TO DFAS-INDIANAPOLIS NO LATER THAN NOON ON THE FOLLOWING DATES:

NOVEMBER 5, 2010 - OCTOBER DATA

DECEMBER 7, 2010 - NOVEMBER DATA

JANUARY 7, 2011 - DECEMBER DATA

FEBRUARY 7, 2011 - JANUARY DATA

MARCH 7, 2011 - FEBRUARY DATA

APRIL 7, 2011 - MARCH DATA

MAY 6, 2011 - APRIL DATA

JUNE 7, 2011 - MAY DATA

JULY 8, 2011 - JUNE DATA

AUGUST 5, 2011 - JULY DATA

SEPTEMBER 8, 2011 - AUGUST DATA

OCTOBER 7, 2011 - SEPTEMBER DATA

2. THE 2011 SPREADSHEET AND NARRATIVE TEMPLATES ARE AVAILABLE ON THE FOLLOWING WEB SITE: [HTTP://WWW.ASAFM.ARMY.MIL/BUDGET/DI/DI.ASP](http://www.asafm.army.mil/budget/di/di.asp). SELECT DFAS POLICY MEMORANDA, 2011 AND IMPORTANT INFORMATION.

3. MONTHLY SAR AND NARRATIVE REPORTS MUST BE ACCOMPANIED BY THE CERTIFICATION LETTER (ON LETTERHEAD) AND SIGNED BY THE DIRECTOR OF ACCOUNTING. THIS CERTIFICATION SHALL CONTAIN THE FOLLOWING NARRATIVE: "I CERTIFY THAT THE BALANCES SHOWN IN THE REPORT ARE ACCURATE, WERE OBTAINED FROM EXISTING RECORDS, AND EVIDENCE PROPER USE OF THE FUNDS ACCOUNTS."

4. SUBMIT THE MONTHLY SAR, NARRATIVE REPORTS, AND CERTIFICATION LETTER USING ONE OF THE FOLLOWING ALLOWABLE METHODS: BY E-MAIL TO [SUSPENSE.ACCTS.TI21@DFAS.MIL](mailto:SUSPENSE.ACCTS.TI21@DFAS.MIL) FOR TI 21 OR [SUSPENSE.ACCTS.TI97@DFAS.MIL](mailto:SUSPENSE.ACCTS.TI97@DFAS.MIL) FOR TI 97; BY FAX TO COMM 317-510-2613 OR DSN 699-2613 FOR BOTH TI 21 AND TI 97.

5. POCs:

A. DPT 21 SAR, 317-510-4772 or 317-510-5534

B. DPT 97 SAR, 317-510-4772 or 317-510-2431

C. ACCOUNTING PROCEDURES, 317-510-3380

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