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FM DFAS INDIANAPOLIS IN

TO AIG 4579

INFO DFAS INDIANAPOLIS IN

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MSGID/GENADMIN/DFAS-ADIP//

SUBJ/MONTHLY SUSPENSE ACCOUNT REPORT AND NARRATIVES (SAR) (ACCT
POL IMPL MSG 12-01)

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 7, 2011 * OCTOBER DATA
DECEMBER 7, 2011 * NOVEMBER DATA
JANUARY 9, 2012 - DECEMBER DATA
FEBRUARY 7, 2012 - JANUARY DATA
MARCH 7, 2012 - FEBRUARY DATA
APRIL 6, 2012 - MARCH DATA
MAY 7, 2012 - APRIL DATA
JUNE 7, 2012 - MAY DATA
JULY 9, 2012 - JUNE DATA
AUGUST 7, 2012 - JULY DATA
SEPTEMBER 10, 2012 - AUGUST DATA
OCTOBER 4, 2012 * SEPTEMBER DATA

(NOTE: THE DUE DATE IS 4TH WORK DAY)

2. THE 2012 SPREADSHEET AND NARRATIVE TEMPLATES ARE AVAILABLE FROM
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, 2012 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 OR DESIGNEE. 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 FOR TI 21 OR
SUSPENSE.ACCTS.TI97@DFAS.MIL FOR TI 97. FAXED SAR TEMPLATES ARE
UNACCEPTABLE. THE FAXES ARE: 317-212-2613 OR 317-212-7113 FOR
BOTH TI 21 AND TI 97.

5. POCS:

- A. DPT 21 SAR, 317-212-5534 and 317-212-5427
- B. DPT 97 SAR, 317-212-2431
- C. ACCOUNTING PROCEDURES, 317-212-3380

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