

MSGID/GENADMIN/DFAS-ADIP//

SUBJ/MONTHLY SUSPENSE ACCOUNT REPORT AND NARRATIVES (SAR)
(ACCT POL IMPL MSG 14-01).

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, 2013 * OCTOBER DATA

DECEMBER 6, 2013 * NOVEMBER DATA

JANUARY 8, 2014 - DECEMBER DATA

FEBRUARY 7, 2014 - JANUARY DATA

MARCH 7, 2014 - FEBRUARY DATA

APRIL 7, 2014 - MARCH DATA

MAY 7, 2014 - APRIL DATA

JUNE 6, 2014 - MAY DATA

JULY 8, 2014 - JUNE DATA

AUGUST 7, 2014 - JULY DATA

SEPTEMBER 8, 2014 - AUGUST DATA

OCTOBER 7, 2014 * SEPTEMBER DATA (NOTE: THE DUE DATE IS 4TH WORK
DAY)

2. THE FY 2014 ERP/NON-ERP SAR SPREADSHEET AND NARRATIVE
TEMPLATES ARE AVAILABLE FROM THE FOLLOWING WEB SITE:

[HTTP://WWW.ASAFM.ARMY.MIL/](http://www.asafm.army.mil/). SELECT DFAS POLICY
MEMORANDA 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 FAX IS: 317-212-7113 FOR BOTH
TI 21 AND TI 97.

5. POCS:

A. DPT 21 SAR, 317-212-5534 AND 317-212-7693

B. DPT 97 SAR, 317-212-2431 AND 317-212-5176

C. ACCOUNTING PROCEDURES, 317-212-3380