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MSGID/GENADMIN/DFAS-ADIP//

SUBJ/MONTHLY SUSPENSE ACCOUNT REPORT AND NARRATIVES (SAR)
(ACCT POL IMPL MSG 16-01).

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

NOVEMBER 6, 2015 - OCTOBER DATA

DECEMBER 7, 2015 - NOVEMBER DATA

JANUARY 8, 2016 - DECEMBER DATA

FEBRUARY 5, 2016 - JANUARY DATA

MARCH 7, 2016 - FEBRUARY DATA

APRIL 7, 2016 - MARCH DATA

MAY 6, 2016 - APRIL DATA

JUNE 7, 2016 - MAY DATA

JULY 8, 2016 - JUNE DATA

AUGUST 5, 2016 - JULY DATA

SEPTEMBER 8, 2016 - AUGUST DATA

OCTOBER 6, 2016 - SEPTEMBER DATA (NOTE: THE DUE DATE IS 4TH WORK DAY)

2. THE FY 2016 ERP/NON-ERP SAR SPREADSHEET AND NARRATIVE TEMPLATES ARE AVAILABLE FROM THE FOLLOWING WEBSITE. DO NOT USE THE TEMPLATE IN DEVELOPMENT UNTIL NOTIFIED: [HTTP://WWW.ASAFM.ARMY.MIL/](http://www.asafm.army.mil/).

SELECT DFAS POLICY MEMORANDA.

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 BY EMAIL THE MONTHLY SAR, NARRATIVE REPORTS, AND CERTIFICATION LETTER TO CORRECT ADDRESS:

DFAS Indianapolis IN JAF Mailbox suspense-accts-ti-21
dfas.indianapolis-in.jaf.mbx.suspense-accts-ti-21@mail.mil

DFAS Indianapolis IN JAF Mailbox suspense-accts-ti-97
dfas.indianapolis-in.jaf.mbx.suspense-accts-ti-97@mail.mil

FAXED SAR TEMPLATES ARE UNACCEPTABLE. NARRATIVE REPORTS AND CERTIFICATION LETTERS MAY BE FAXED. THE FAX NUMBER IS: 317-212-9951 FOR BOTH TI 21 AND TI 97.

5. POCS:

A. DPT 21 SAR, 317-212-8920

B. DPT 97 SAR, 317-212-2431

C. ACCOUNTING PROCEDURES, 317-212-3380