



ACQUISITION AND
TECHNOLOGY

DP/CPF

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

June 15, 1998

MEMORANDUM FOR DIRECTORS OF DEFENSE AGENCIES
DEPUTY FOR ACQUISITION AND BUSINESS MANAGEMENT,
ASN (RD&A)/ABM
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING), SAF/AQC
ASSISTANT DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)/DIRECTOR FOR CONTRACTING
DEPUTY DIRECTOR (ACQUISITION), DEFENSE
LOGISTICS AGENCY

SUBJECT: Defense Finance and Accounting Service (DFAS)
Reference Tool

The Defense Finance and Accounting Service (DFAS) has developed a reference tool, accessible via the Internet, that disseminates accounting and paying office information. This information is needed for the correct distribution of contract documents, and will also be useful to contracting offices for identifying the paying offices. The tool is available at <http://referencetool.dfas.mil> and is not accessible from outside the Department.

Use of the DFAS reference tool, in conjunction with the recent revision of Subpart 204.2 of the Defense Federal Acquisition Regulation Supplement, copy attached, should greatly improve the distribution of contractual documents. Please advise your contracting professionals to avail themselves of this valuable source of information.

A handwritten signature in black ink, reading "Eleanor R. Spector", is positioned above the typed name and title.

Eleanor R. Spector
Director of Defense Procurement

Attachment