

REQUEST FOR MOCAS ACTION

REQUESTER'S NAME:	EMAIL:
PHONE:	ALTERNATE POC EMAIL:
AGENCY:	OFFICE:
CONTRACT NUMBER:	ADMINISTERED BY DODDAC:
DELIVERY ORDER:	CONTRACTOR CAGE CODE:

Has this request been previously submitted? NO YES - Provide Ticket Number:
 Does this request impact current year canceling funds? NO YES - List Impacted ACRN:

MOCAS Region/System: _____

I. CONTRACT ADMINISTRATION REPORT (CAR)

- a. Move Contract to Section: _____
- b. NLA Problem. Explain: _____
- c. Need Final Pay NLA. Reason for Excess Funds: _____
- d. Reopen. Reason: _____
- e. History Request - Closed Contract OBLIG/DISB History. _____

II. RECONCILIATION

What type of request are you making today?

SHIPMENT/INVOICE NUMBER	CLIN	ACRN	\$ AMOUNT	REMARKS

COMMENTS:
TOTAL: _____

III. CONTRACT DATA INPUT

- f. Correct Final Delivery Date (FDD) to _____
- g. Add Special Provision Contract Code(s) _____ Delete Special Provision Contract Code(s) _____
- h. Add the Following R9 Code(s) _____ Remove the Following R9 Code(s) _____
- i. Change Inspection/Acceptance Code to _____
- j. Add/Correct Facility Code to _____
- k. Correct Contract Line Item/Schedule Date in Accordance with Attached Marked-Up Abstract/Screen Print. _____
- l. 1594 Non-DCMA Administered Contracts Only.
- m. Reopen from section: 8, 9 or Closed Contract Database.
- n. Other. Specify: _____

IV. MATERIAL INSPECTION AND RECEIVING REPORT (WAWF RECEIVING REPORT/DD FORM 250)

- o. Correction Required. Specify: _____
- p. Request Final Ship Indicator be Removed. Specify: _____

V. ATTACHED COPY OF CONTRACT/MOD FOR INITIAL INPUT

MODIFICATION NUMBER	AMOUNT (NUMBERS ONLY)

COMMENTS: _____

VI. SIGNATURES

REQUESTOR SIGNATURE: _____	DATE: _____
----------------------------	-------------

INSTRUCTIONS

IMPORTANT: ONLY COMPLETE THE SECTION APPLICABLE TO YOUR REQUEST. LEAVE ALL REMAINING SECTIONS BLANK.

GETTING STARTED

The Request for MOCAS Action is used by Internal DoD Customers to request adjustments and audits. Common reasons to submit a request include modifications changing funding, short pays, shipments paid incorrectly, corrected DD250, etc.

If you are a commercial contractor/vendor or inquiring about a different action, close this document and contact the Columbus Customer Care Center.

SUPPORTING DOCUMENTATION

Provide all documents referenced in your request unless they are available in Procurement Integrated Enterprise Environment (PIEE). Failure to provide supporting documents may delay or prevent consideration of your request.

Here are a few items we recommend you collect prior to beginning your Request for MOCAS Action:

- Corrected DD250
- Reconciliation documents showing your review and findings.
- Obligation/Modification review at the CLIN and ACRN level (required for full audit).
- 1594 Non-DCMA administered contracts.

COMPLETING YOUR REQUEST FOR MOCAS ACTION

- REQUESTER'S NAME – Enter your name (First, M.I., and Last)
- EMAIL – Enter a valid email address. (.mil or .gov is preferred). Email will be the primary means of communication for questions/corrections.
- PHONE – Provide the best number for any questions/concerns pertaining to your request. Ensure the DSN is included before the phone number.
- ALTERNATE POC EMAIL – Do NOT provide your personal email. Provide an alternative POC email address in case you are unavailable.
- AGENCY – Enter your agency. Include your service, site, location, and organization. (e.g., Air Force = AFMC, DFAS-CO=AF AP Maintenance)
- OFFICE – Select your office. (e.g., DCMA, ARMY, NAVY, AF, DFAS-IN, DFAS-CO, DFAS-CL etc.)
- CONTRACT NUMBER – Enter your contract number that needs this work action. (e.g., FA877111D1006)
- ADMINISTERED BY DODDAC – Enter the identifying CMO/DoDDAC code. (e.g., S3110A)
- DELIVERY ORDER – Enter the correct delivery order associated with your request.
- CONTRACTOR CAGE CODE – Enter the correct CAGE code. (e.g., 3VUSO)
- Has this request been previously submitted? YES or NO. If yes, provide the ticket number(s). DFAS is not able to process a second request for the same action.
- Does this request impact current year canceling funds? YES or NO. If yes, list the impacted Accounting Classification Reference Number (ACRN).
- MOCAS Region/System – Select your MOCAS region/system. (e.g., HQ0337 - North, HQ0338-South, IAPS)

I. CONTRACT ADMINISTRATION REPORT (CAR) – Select All That Apply

- Move Contract to Section – Select this to change the existing contract section to 1, 2, 3, or 5.
- NLA Problem. – Enter the Notice of Last Action (NLA) problem.
- Need Final Pay NLA. Reason for Excess Funds – Enter the need for Final Pay NLA/reason of excess funds.
- Reopen – Enter the need to reopen the contract.
- History Request-Closed Contract OBLIG/DISB History – Select this to request the history of a closed contract OBLIG/DISB.

II. RECONCILIATION – Select All That Apply

- What type of request are you making today? – Select the reason code for requesting a reconciliation action.
- Enter one shipment/invoice number, CLIN, ACRN, and the amount per row. Up to five lines can be submitted below. If you require more than five, please attach a spreadsheet containing all required information to the submission email with the completed Request for MOCAS Action.

III. CONTRACT DATA INPUT – Select All That Apply

- Correct Final Delivery Date (FDD) to - Enter the correct Final Delivery Date (FDD) that needs to show in MOCAS.
- Add Special Provision Contract Code(s)/Delete Special Provision Contract Code(s) – Enter the Special Provision Contract Code(s) that need added/deleted.
- Add the Following R9 Code(s)/Remove the Following R9 Code(s) – Enter the R9 Code(s) that need added/deleted.
- Change Inspection/Acceptance Code to – Enter the updated Inspection/Acceptance code.
- Add/Correct Facility Code to – Enter the Facility Code that needs to be added/corrected.
- Correct Contract Line Item/Schedule Data in Accordance with Attached Marked-Up Abstract/Screen Print. – Enter the contract line item/schedule date that needs to be corrected in MOCAS.
- 1594 Non-DCMA Administered Contracts Only. – Select this to change, correct, or update the 1594 Non-DCMA Administered Contracts.
- Reopen from section: 8, 9, or Closed Contract Database. – Select this to reopen section 8, 9, or a closed contract database.
- Other – Select this option if you need assistance with an item not listed above. Provide a description of the requested change, correction, or update.

IV. MATERIAL INSPECTION AND RECEIVING REPORT (WAWF RECEIVING REPORT/DD FORM 250) – Select All That Apply

- Correction Required. Specify – Provide a description of the requested change, correction, or update.
- Request Final Ship Indicator be Removed. Specify – Enter the reason for requesting the removal of the Final Ship indicator.

V. ATTACHED COPY OF CONTRACT/MOD FOR INITIAL INPUT

Enter the correct modification number, dollar amount, and any remarks critical to performing the work action you are requesting.

VI. SIGNATURES

- REQUESTOR SIGNATURE – Click here to electronically sign your MOCAS Action Request.
- DATE – Enter the date you completed your MOCAS Action Request.

WHERE TO SUBMIT

Submit your signed and completed Request For MOCAS Action and supporting documentation to the appropriate mailbox listed below:

- Contract Administration Report or Reconciliation Request: dfas.dscj.jai.mbx.recon-maillog@mail.mil
- Material Inspection or Receiving Report Request: dfas.dscj.jai.mbx.mocas-lissr@mail.mil
- Contract or Modification Request:
 - HQ0337 (North): dfas.dscj.jai.mbx.cco-contract-input-b-1797@mail.mil
 - HQ0338 (South): dfas.dscj.jai.mbx.cco-contract-input-a-1797@mail.mil
 - HQ0339 (West): dfas.dscj.jai.mbx.cco-contract-input-c-1797@mail.mil