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XX XXX 20XX

MEMORANDUM FOR MAJCOM

FROM: Base

SUBJECT: Dormant Account Review Confirmation for Quarter X, Calendar (CY) 20XX

1. Per DoDFMR Vol 3, 081606.E, I confirm and attest to the following:

A. Validation criteria was performed on (base name) Dormant Account Review-Quarterly (DAR-Q) sample records of open Undelivered Orders Unpaid (UDOU), Delivery Orders-Unpaid (DOU), Undelivered Orders-Paid (UDOP), and Unfilled Customer Orders (UFCO) balances within those populations. DAR-Q record validations are accurate based on research completed and information known at the time of completion, and can be reconciled to readily available source documents.

B. Effective internal controls are in place to ensure accounting adjustments and corrective actions identified as a result of the DAR-Q were initiated in the appropriate accounting system. The dormant balance and reason for dormancy was verified for each record. Corrective actions were taken to initiate the adjustment of balances within the appropriate systems as necessary. Corrective actions and monthly follow-ups must be documented until complete.

C. Key supporting documentation for all validated UDOU's, DOU’s, UDOP's, and UFCO's records are readily available and will be provided within 10 calendar days upon request by (MAJCOM name) for reasonable quality control review.

D. DAR-Q sample records are selected for validation as a quality-control activity to improve funding execution. DAR-Q is not intended to replace internal control activities for open balance review, validation, or adjustment. The signee acknowledges it remains the responsibility of the Funds Holder to perform continuous control activities on all open balances.

2. I affirm that XX% of obligation transactions for known contingencies and related documents for this quarter were verified to be properly captured, classified, recorded and reported as Overseas Contingency Operations costs or other special designated contingency operations.

3.  (Base) reviewed # of # lines totaling $xxx

(Code A1) # lines totaling $xxx - Confirmed with POC, funds will be expended

(Code A2) # lines totaling $xxx - Reached out to traveler to complete travel voucher

(Code A3) # lines totaling $xxx - Pending contract close-out actions.

(Code A4) # lines totaling $xxx - Balance has been adjusted or cleared since quarter end \*systemically assigned; user will not be able to select\*

(Code A5) # lines totaling $xxx - Reached out to POC and awaiting response from xxxx.

(Code A6) # lines totaling $xxx - Funds pending obligation (UFCO Only).

(Code A7) # lines totaling $xxx - No action due to long lead time contract, project order, etc.

(Code A8) # lines totaling $xxx - Additional research in progress.

(Code A9) # lines totaling $xxx - Awaiting Shipment/Backordered/Pending Supply Discrepancy Report (SDR)/Pending bill by Source of Supply.

(Code A10) # lines totaling $xxx - Document requires review from Disbursing Office.

(Code A11) # lines totaling $xxx - Incomplete \*systemically assigned to any document not reviewed by close of review period; user will not be able to select\*.

(Code B1) # lines totaling $xxx - Deobligation/Cancellation/Completed/Liquidated.

(Code B2) # lines totaling $xxx - Manual adjustment for system interface error, Unmatched Disbursement (UMD), receipt posting error, etc.

(Code B3) # lines totaling $xxx - Lost Shipment.

(Code B4) # lines totaling $xxx - Reduction for settled/aged unsettled Travel orders.

(Code B5) # lines totaling $xxx - Document is pending a SF 1081 action from DFAS due to change in Treasury Account Symbol (TAS).

(Code B6) # lines totaling $xxx - Requisition had a price change and required an upward or downward adjustment to the previously recorded obligation.

(Code B7) # lines totaling $xxx - Imbalance between GL and Status of Fund.

(Code C1) # lines totaling $xxx - Pending DCAA Review.

(Code C2) # lines totaling $xxx - Pending DCMA Review.

(Code D1) # lines totaling $xxx - This record was not dormant at quarter end.

(Code D2) # lines totaling $xxx - Key accounting fields are blank in DAR-Q, preventing research in the accounting system.

Base Code "A11" Summary:

(Installation) had # lines totaling $xxx. The estimated completion date for review of these lines is (date). The main reason(s) for the lines not being worked prior to the close of the review was (insert comments here). Actions taken to prevent this from recurring in the future include (insert comments here).

The QA Manager’s review supports this statement.

Upon completion of the review, (base) QAM reviewed # lines, totaling $

Summary of findings:

Overall Accuracy (Documents) - # of # or % were properly supported

Overall Accuracy (Amount) - # of # or % were properly supported

Line of Accounting reviewed – # of # were correct.

Stage of Accounting reviewed – # of # were correct.

Dollar Value reviewed – # of # were correct.

Adequate Follow-up reviewed – # of # were correct.

Assigned Base Code reviewed – # of # were correct

(Insert QAM Comments/Summary here)

4. My point of contact is Name, Unit, DSN, email.

I certify that the DAR-Q submission was performed in compliance with DoDFMR Vol 3, Ch 8.