DAR-Q Validation Options

Validation Status	Definition	Aligned Review Reasons

Valid	A valid obligation where there is a reasonable likelihood that future activity will occur. Examples of activity include, but are not limited to, receipt of goods and services, payment of invoices, collecting payment for goods delivered or services rendered, or performing work on a reimbursable basis.	– Confirmed with POC, funds will be expended
		  ❑ **Tool Requires further information:** What is the reason there has been no financial activity in the past 90 day?
		  ❑ **Tool Requires further information:** Enter organization/agency/vendor
		– Reached out to traveler to complete travel voucher
		– Pending contract close-out actions
		– Balance has been adjusted or cleared since quarter end
		  ❑ **Tool Requires further information:** Enter amount of adjustment
		– Reached out to POC and awaiting response from
		  ❑ **Tool Requires further information:** Enter organization/agency/vendor, Date, and POC Name
		– Funds pending obligation **(UFCO Only)**
		– No action due to long lead time contract, project order, contract litigation, etc.
		– Additional research in progress
		  ❑ **Tool Requires further information:** Enter Explanation
		– Awaiting Shipment/Backordered/Pending Supply Discrepancy Report (SDR)/Pending bill by Source of Supply
		  ❑ **Tool Requires further information:** Enter date and Explanation
		– Document requires review from Disbursing Office
		– COVID-19 pandemic caused delays and/or limitations to the planned performance and execution.
		  ❑ **Tool Requires further information:** Enter Explanation
		– I don't see the Validation Reason I need *
		  ❑ **Tool Requires further information:** What is the Validation Reason that is not available as a predefined reason?

DAR-Q Adjustment	A valid obligation that requires all or a portion of the balance to be adjusted in either the source General Ledger (GL) system or initiated with the responsible party (DFAS, Contracting Office, Performer, Source of Supply, etc.). An appropriate adjustment is any action required to adjust, the open balance to accurately reflect business events.	**Note**: All DAR-Q Adjustment reason codes also require the input of an adjustment amount.
		– Deobligation/Cancellation/Return of Funds
		  ❑ **Tool Requires further information:** What is the specific reason?
		– Completed/Liquidated/Disbursed
		  ❑ **Tool Requires further information:** What is the specific reason?
		– Manual adjustment for system interface error, Unmatched Disbursement (UMD), receipt posting error, etc.
		  ❑ **Tool Requires further information:** What is the reason for the manual adjustment?
		– Lost Shipment
		– Reduction for settled/aged unsettled Travel orders
		– Document is pending SF 1081 action to transfer funds between appropriations or make corrections to disbursements or collections
		  ❑ **Optional Field:** Enter Explanation
		– Requisition had a price change and required an upward or downward adjustment to the previously recorded obligation
		– Imbalance between GL and Status of Funds
		  ❑ **Tool Requires further information:** Enter adjustment amount and attach screenshot of imbalance
		– I don't see the Validation Reason I need *
		  ❑ **Tool Requires further information:** What is the Validation Reason that is not available as a predefined reason?

*<u>**Only**</u> utilize the Other Validation Reason when one of the provided Validation Reasons is not applicable. When used, limit the text entered to include only pertinent details, and standardize inputs as much as possible.

Unclassified // CUI // DOD Only

DAR-Q Validation Options

Validation Status	Definition	Aligned Review Reasons
DCAA/DCMA Review	A dormant balance that is currently under Defense Contract Audit Agency (DCAA) audit or Defense Contract Management Agency (DCMA) contract closeout procedures. Includes balances from contracts scheduled to be under DCAA audit or DCMA contract closeout procedures where the Agency no longer actively manages the open balance. Agencies must retain evidence that the open balance is currently under DCAA audit or DCMA has initiated contract closeout.	– Pending DCAA Review – Pending DCMA Review *The DCAA/DCMA review status only applies to balances related to DCAA or DCMA activity and should not be used for internal contracting office activity.

DAR-Q Error	A record that does not belong in the DAR-Q population because the record was not dormant at quarter end or key accounting fields are blank in DAR-Q, preventing research in the accounting system.	– This record was not dormant at quarter end
		– Key accounting fields are blank in DAR-Q, preventing research in the accounting system
		  Enter DAR-Q fields that were blank but required for research
		  ❑ **Tool Requires further information:** Provide required blank fields

DAR-Q Validation Reasons and Examples

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Validation Status	Aligned Review Reasons	Examples
Valid	Confirmed with POC, funds will be expended	- Spoke with the POC **during** the DAR-Q review to confirm that the funds on the dormant record will be used, but there has not been financial activity because: an invoice is pending, work was delayed, period of performance has ended and the performer is creating their final invoice, work still being performed etc. - Spoke to the POC prior to the DAR-Q review, and has knowledge and documentation of why there has been no financial activity and when the funds will be expended
	Reached out to traveler to complete travel voucher	Travel Voucher is over 90 days old
	Pending contract close-out actions	Through normal course of business, **not as a result of actions taken during this current DAR-Q review:** - The internal contract close out process has already started
	Balance has been adjusted or cleared since quarter end	Through normal course of business, **not as a result of actions taken during this current DAR-Q review:** As of the end of the quarter the record had not had financial activity in 90 days; however, since quarter end, a financial transaction(s) has impacted the balance of the record
	Reached out to POC and awaiting response from	- Contacted POC during DAR-Q review via email and no response was received - Contacted POC during DAR-Q review and POC was not able to confirm if funds will be expended
	Funds pending obligation **(UFCO Only)**	Work has been accepted by executing agency/seller but funds haven't been obligated by executing agency/seller
	No action due to long lead time contract, project order, contract litigation, etc.	Confirmed dormancy is expected due to specific nature of record i.e. long lead time, project order, contract litigation, etc.
	Additional research in progress	After researching, currently unable to determine why record is dormant but research is on-going
	Awaiting Shipment/Backordered/Pending Supply Discrepancy Report (SDR)/Pending bill by Source of Supply	- Awaiting receipt of order - Waiting on bill from vendor
	Document requires review from Disbursing Office	Contacted disbursing office to confirm: - Funds being collected into or disbursed from the appropriation - Validity of documentation for vendor's invoices and/or travel claims
	COVID-19 pandemic caused delays and/or limitations to the planned performance and execution.	Activities or delivery of goods/services were delayed due to COVID-related restrictions such as physical access to the site or inability to authorize required travel; however, anticipate funds will be expended as restrictions are lifted.
	I don't see the Validation Reason I need	None of the other reasons fit why the record is validly dormant DOES NOT INCLUDE "Period of Performance is Valid"

Unclassified // CUI // DOD Only

DAR-Q Validation Reasons and Examples

Validation Status	Aligned Review Reasons	Examples
DAR-Q Adjustment	I initiated the process to have the following adjustment made on this record:	As a result of this current DAR-Q review, I identified and initiated the necessary adjustment:
	Deobligation, Cancellation, or Return of Funds	Funds are no longer needed and have been returned
	Completed, Liquidated, or Disbursed	Funds are no longer needed
	Manual adjustment for system interface error, Unmatched Disbursement (UMD), receipt posting error, etc.	Unmatched disbursement, system interface issue, etc.
	Lost Shipment	Goods that were ordered and shipped as prescribed, but are lost, destroyed, or damaged Adjustment processed/credit posted as a result of verification received from source of supply that a credit was issued/authorized.
	Reduction for settled/aged unsettled Travel orders	Timeliness in resolving changes in amounts for travel related to Permanent Change of Station (PCS) or reservist travel (i.e. systems that do not interface with the accounting system). Additionally, adjustments may occur as a result of an AMC or rotator flight costs.
	Document is pending SF 1081 action to transfer funds between appropriations or make corrections to disbursements or collections	Pending issuance of disbursement voucher
	Requisition had a price change and required an upward or downward adjustment to the previously recorded obligation	Confirmed the purchase requisition was modified
	Imbalance between GL and Status of Funds	- Invoices can partially post to the GL or not experience a lag in timeliness - An entry is missing from the GL resulting in a difference - Mismatch error in the specified fund account in the GL vs the Status of Funds
	I don't see the Validation Reason I need	None of the other reasons fit why the record is being adjusted

Unclassified // CUI // DOD Only

DAR-Q Validation Reasons and Examples

Validation Status	Aligned Review Reasons	Examples
DCAA/DCMA Review	Pending DCAA Review	Confirmed that the record is currently within the DCAA review process or backlog (not to be used for internal contracting office activity)
	Pending DCMA Review	Confirmed that the record is currently within the DCMA review process or backlog (not to be used for internal contracting office activity)
DAR-Q Error	This record was not dormant at quarter end	-Record was current at quarter end -Record was closed as of quarter end
	Key accounting fields are blank in DAR-Q, preventing research in the accounting system	-DAR-Q tool lacked key accounting fields required to identify the record within the accounting system