

VOLUME 4, CHAPTER 3: "RECEIVABLES"**SUMMARY OF MAJOR CHANGES**

All changes are denoted by **blue font**.

Substantive revisions are denoted by an * symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by **bold, italic, blue, and underlined font**.

The previous version dated October 2008 is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
ALL	Added electronic link for the USSGL SFIS Transaction Library	Addition
030212	Added definition for Due Process.	Addition
030220	Added definition for Tax Office.	Addition
030221	Added definition for Trading Partners.	Addition
030305	Expanded guidance for collection of receivables.	Update
030311	Clarified guidance on erroneous, invalid, and unsubstantiated accounts receivable.	Update
030315	Deleted guidance specifically related to the Defense Energy Support Center.	Delete
030318	Added requirement to transfer undistributed collection balances to a miscellaneous account after 60 days.	Addition
030404	Clarified definition of refunds receivable.	Update
030406	Clarified guidance on establishment of allowance for loss on accounts receivable.	Update
030505.B	Revised guidance on resolving intragovernmental debt disputes between DoD and non-DoD agencies.	Update
0308	Added guidance on crediting and accounting for disputed collections under the Contract Disputes Act of 1978.	Add

Table of Contents

VOLUME 4, CHAPTER 3: “RECEIVABLES”	1
0301 GENERAL	4
030101. Purpose	4
030102. Standards	4
0302 DEFINITIONS	4
030201. Accounts Receivable	4
030202. Accounts Receivable Office (ARO).....	5
030203. Allowance for Loss on Accounts Receivable	5
030204. Close-Out (applies to public debt only)	5
030205. Current Non-Delinquent Receivables	5
030206. Currently Not Collectible (CNC)	6
030207. Debt and Claims Management Office (DCMO)	6
030208. Debt Collection Office (DCO).....	6
030209. Debt Management Office (DMO).....	6
030210. Delinquent Receivables.....	6
030211. DoD Component	7
*030212. Due Process	7
030213. Foreign Government Debt Management Office (FGDMO)	7
030214. Intragovernmental Receivables	7
030215. Non-Current Non-Delinquent Receivables	7
030216. Non-Delinquent Receivables.....	8
030217. Public/Non-Federal Receivables	8
030218. Reimbursements	8
030219. Rescheduled Receivables	8
*030220. Tax Office	8
*030221. Trading Partners	8
030222. Treasury Report on Receivables (TROR)	8
030223. Write-off of Receivables	9
0303 RECEIVABLES POLICY AND PROCEDURES.....	9
030301. General	9
030302. Advance Payment.....	9
030303. Sales of Goods and Services	9
030304. Recording of Receivables.....	10
*030305. Collection of Receivables.....	10
030306. Allowance Account and Aging	11
030307. Interest Receivable	11
030308. Payment Application	11
030309. General Ledger Accounting	11
030310. Internal Controls.....	12

Table of Contents (Continued)

*030311.	Erroneous, Invalid, and Unsubstantiated Accounts Receivables	12
030312.	Canceled Appropriations.....	12
030313.	Nonappropriated Fund Instrumentalities (NAFI) Receivables	12
030314.	Foreign Military Sales (FMS) Receivables	13
030315.	Non-FMS Foreign Government Receivables	13
030316.	Retention of Documentation	13
030317.	Obligations	13
*030318.	Undistributed Collection Balances.....	14
0304	PUBLIC RECEIVABLES	14
030401.	General	14
030402.	Debt Collection Policies.....	14
030403.	Receivables from the Sale of Goods and Services to the Public.....	15
*030404.	Refunds Receivable.....	15
030405.	Collection Actions.....	16
*030406.	Establishment of Allowance for Loss on Accounts Receivable	17
030407.	Write-off and Close Out of Public Accounts Receivable	18
0305	INTRAGOVERNMENTAL RECEIVABLES	20
030501.	Reported Receivables Due From Public Entities Separately	20
030502.	DoD Performing Entity Responsibilities.....	21
030503.	DoD Ordering Activity Responsibilities	22
030504.	Management of Collection Actions.....	22
030505.	Noninterfund Dispute Process.....	23
0306	REPORTING RECEIVABLES DUE FROM THE PUBLIC.....	27
0307	REPORTING RECEIVABLES IN THE DEPARTMENT OF DEFENSE FINANCIAL STATEMENTS.....	27
030701.	Reported Accounts Receivable Quarterly	27
030702.	Gross Accounts Receivable Balances	27
030703.	Eliminating Intragovernmental Consolidated Quarterly Financial Statements .	28
0308	CREDITING AND ACCOUNTING FOR DISPUTED COLLECTIONS UNDER THE CONTRACT DISPUTES ACT OF 1978	28
*030801.	Crediting Collections.....	28
030802.	Accounting for Collections in Dispute.....	29
	Figure 3-1. Aged Delinquent Accounts Receivable Groups.....	31

CHAPTER 3

RECEIVABLES

0301 GENERAL

030101. Purpose

The purpose of this chapter is to issue policy for the recognition, recording, and reporting of public and federal (hereafter referred to as intragovernmental) accounts receivable. Additionally, this chapter addresses the recognition, recording, and, if not collected, eventual write-off and close-out of public receivables or the recording and adjusting/correcting of intragovernmental receivables. Annexes to this chapter address procedures for the interest, penalties, and administrative charges (Annex 1); and breakeven analysis (Annex 2).

030102. Standards

Receivables **must** be recognized when corresponding revenue is earned and collected when due. The [Statement of Federal Financial Accounting Standards \(SFFAS\) 1, Accounting for Selected Assets and Liabilities](#), requires that receivables be recognized when a federal entity establishes a claim to cash or other assets against other entities either based on legal provisions, such as a legislative requirement, a payment due date, or goods or services provided. Further, [SFFAS 1](#) requires that receivables from intragovernmental receivables be reported separately from receivables from public entities. Intragovernmental and public receivables are treated differently because of the different legal and administrative requirements and concepts that apply to them.

0302 DEFINITIONS

030201. Accounts Receivable

Receivables arise from claims to cash or other assets against another entity. At the time revenue is recognized and payment has not been received in advance, a receivable must be established. Receivables include, but are not limited to, monies due for the sale of goods and services and monies due for indebtedness. Examples of indebtedness to the Department of Defense (DoD) include overdue travel advances, Federal Employee Health Benefits paid while employee is in a leave without pay status, dishonored checks, fines, penalties, interest, overpayments, fees, rent, claims, damages, and any other event resulting in a determination that a debt is owed to the DoD. **An accounts receivable is categorized as either an entity or non-entity accounts receivable in accordance with following guidance:**

A. **Entity Accounts Receivable.** As defined by the [SFFAS 1](#), entity **accounts** receivable are amounts that a federal entity claims for payment from other federal or non-federal entities and that the federal entity is authorized by law to include in its obligation authority or to offset its expenditures and liabilities upon collection.

B. Non-Entity Accounts Receivables. As defined by the SFFAS I, non-entity accounts receivable are amounts due to be collected by DoD on behalf of the U.S. Government or other entities, and the DoD is not authorized to use. Non-entity accounts receivable are reported separately from receivables available to the DoD (entity accounts receivables). Non-entity accounts receivable include governmental receipts and collections arising from the sovereign and regulatory powers unique to the federal government, (e.g., interest, penalties, income tax receipts, customs duties, court fines, and certain license fees). The DoD accounts receivable in canceled accounts are also non-entity receivables, because collections received after an appropriation cancels are deposited in the Department of the Treasury Account 3200, "Collections of Receivables from Canceled Accounts." Non-entity receivables are recorded as a receivable and a custodial liability.

030202. Accounts Receivable Office (ARO)

The ARO (as used in this chapter) is the office responsible for the recording and reporting of receivables and can also be the office responsible for debt collection. In most, but not all cases, the ARO is located at a Defense Finance and Accounting Service (DFAS) site.

030203. Allowance for Loss on Accounts Receivable

The estimated amount of public accounts receivables that will not be collected in full.

030204. Close-Out (applies to public debt only)

Close-out is one of two accounting classifications for writing-off debt that indicate whether or not an agency will continue debt collection efforts after write-off. The ARO, in conjunction with the DoD Component fund holder, closes out a debt when it is determined that further debt collection actions are prohibited (e.g., a debtor is released from liability in bankruptcy) or there are no plans to take any future active or passive actions to try to collect the debt. Close out may occur concurrently with the write-off of an account receivable or at a later date, depending on the collection strategy and the ultimate determination that the debt has been discharged. At close out, DoD may be required to report to the Internal Revenue Service (IRS) the amount of the debt as potential income to the debtor on IRS Form 1099C. Within DoD, the Debt and Claims Management Office (DCMO), the Debt Management Office (DMO), and the Tax Office (TO) are responsible for issuing the IRS Forms 1099C. Definitions for these offices are in paragraphs 030207, 030209, and 030220.

030205. Current Non-Delinquent Receivables

Non-delinquent debts are categorized as current and non-current assets. The portion of a non-delinquent debt that is scheduled to be collected in the next 12 months is recorded as current; the portion of a non-delinquent debt scheduled for collection after 12 months is recorded as non-current. The importance is to inform the DoD and the Department of the Treasury of the expected cash flow/liquidity of the asset (i.e., current versus non-current assets).

030206. Currently Not Collectible (CNC)

CNC is one of two accounting classifications for writing-off debt that indicate whether or not an agency will continue debt collection efforts after write-off. CNC is a category of debt that has been written off on the DoD Component's financial statements, but cost effective debt collection efforts will continue to be taken by the cognizant DCMO, DCO, or DMO.

030207. Debt and Claims Management Office (DCMO)

The DCMO is the DFAS Office that services referred individual out-of-service debt.

030208. Debt Collection Office (DCO)

The DCO is the office responsible for initial debt collection actions and serving due process. The DCO refers to a general category of offices and includes, but is not limited to, the ARO, military and civilian payroll offices, and other organizational elements within the DoD Components that perform debt management/collection actions (e.g., personnel offices).

030209. Debt Management Office (DMO)

The DMO is the DFAS office that services referred vendor/contractor debt.

030210. Delinquent Receivables

Delinquent accounts receivable are receivables that have not been paid by the date specified in the initial written demand for payment (i.e., invoice, demand letter, or other applicable agreement or instrument (including a post-delinquency repayment agreement)) unless other satisfactory payment arrangements have been made. Delinquency starts one day after the payment due date or other agreed upon date, depending on the agreement or instrument. If an installment agreement is provided and the payment is not made by the due date, then the entire balance of the receivable becomes delinquent from the original payment due date or other agreed upon date. If the payment is not made according to the agreed upon installment, then the full amount of the account and related interest and penalties, if any, are reported as delinquent. Delinquent debts are aged from the date of delinquency. A debt becomes delinquent when:

A. Payment has not been made by the payment due date, or by the end of the "grace period" as established in a loan or repayment agreement, as in the case of a debt being paid in installments. Date of delinquency is the payment due date.

B. Payment is not made by the due date specified in the initial billing notice, in the case of administrative debts such as fines, fees, penalties, and overpayments. The due date is usually 30 days after the notice is mailed. The date of delinquency is the date the billing notice of invoice is mailed or delivered.

030211. DoD Component

Refers to the Offices of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in DoD.

*030212. Due Process

Due process is the notice of indebtedness or opportunity provided the debtor to dispute the indebtedness. The Fifth Amendment of the United States Constitution provided that no person shall “be deprived of life, liberty or property without due process of law...” The minimum “due process” required is generally established by the statutes that authorize the use of a specified debt collection tool or by implementing regulations. In the context of Federal debt collection, the constitutional right of “due ‘process” requires the debtor be provided with notice of, and the opportunity to dispute, a debt or intended debt collection action.

A. Notice of indebtedness must include the amount and type of debt owed, and the actions to be taken by the DoD Component to collect the debt, such as adding interest and late charges, offset or garnishment, foreclosure of collateral property, and credit bureau reporting.

B. Opportunity to dispute the debt or the adverse collection action to be taken includes, at a minimum, an opportunity for the debtor to challenge (1) the existence of all or part of the debt, and/or (2) whether the statutory or regulatory prerequisites have been met for using the collection action mentioned in the notice.

030213. Foreign Government Debt Management Office (FGDMO)

The **FDGMO** is the DFAS office that services referred non-Foreign Military Sales foreign government debt.

030214. Intragovernmental Receivables

Intragovernmental receivables are claims of a federal entity against other federal entities. Intragovernmental receivables are either within DoD (e.g., a Service (Army)) or outside DoD (e.g., General Services Administration).

030215. Non-Current Non-Delinquent Receivables

Non-current non-delinquent receivables are non-delinquent accounts receivables that will not become due within 12 months after the receivable is established.

030216. Non-Delinquent Receivables

Non-delinquent [receivables](#) are accounts receivable that have not been billed or are not due under the contract or billing document pertaining to the receivable. This also includes rescheduled receivables and receivables under an installment agreement.

030217. Public/Non-Federal Receivables

Public/non-Federal receivables are claims of a Federal entity (e.g., DoD) against non-Federal entities. The term “public/non-Federal entities” encompasses domestic and foreign persons and organizations outside the U.S. Government, including Nonappropriated Fund Instrumentalities (NAFI) (for purposes of processing receivables under this chapter) and Foreign Military Sales (FMS). Examples are: salary/travel overpayments; overpayments to contractors/vendors due to duplicate and erroneous billings; incorrectly computed invoices; non-FMS foreign government fuel purchases; contract default; amounts due for items rejected or returned; and amounts due on payments for contractual services such as rent, insurance, and transportation purchased, where such contracts are canceled and adjustments are made for the unused portion.

030218. Reimbursements

Reimbursements are amounts earned and collected for materials sold or services furnished as a result of a reimbursable agreement.

030219. Rescheduled Receivables

Rescheduled receivables are receivables that have been subject to rescheduling, forbearance, reamortization, or any other form of extending the future of the original payment(s) or payment due dates.

*030220. Tax Office

The [Tax Office](#) is the office that prepares the IRS Form 1099C for reporting to IRS closed-out, uncollected, public vendor, contractor, and individual debt.

*030221. Trading Partners

[Trading Partners](#) collectively refers to the requesting agency (buyer) and the providing agency (seller) involved in intragovernmental transactions.

030222. Treasury Report on Receivables (TROR)

The TROR is a quarterly report of [public](#) receivables prepared in compliance with the [Department of the Treasury](#) guidance. It provides a means for collecting data on the status and condition of the total receivable portfolio from public sources. [See section 0306 for additional information.](#)

030223. Write-off of Receivables

Write-off is an accounting action that results in removing a non-Federal (public) receivable from the DoD Component's financial accounting records/financial statements. In accordance with [OMB Circular A-129, "Policies for Federal Credit Programs and Non-Tax Receivables."](#), when a receivable is written-off, it must be classified as CNC or closed out. Receivables that are classified as CNC must be maintained in an inactive administrative file and reported on the TROR until the receivable is closed out. See paragraph 030407 for additional guidance on write-off of receivables.

0303 RECEIVABLES POLICY AND PROCEDURES

030301. General

A receivable **must** be established when payment is not received in advance or at the time revenue is recognized. Receivables **must** be recorded when earned from the sale of goods and services or when **an event results in the determination that a debt is owed to DoD**. Accounting records for receivables **must** be maintained so that all transactions affecting the receivables are included in the reporting period of occurrence. There **must** be immediate recording of events not previously recorded due to error or oversight; due dates for such items must be established in the first notification to the debtor. If the exact amount of a receivable is unknown, a reasonable estimate **must** be made.

030302. Advance Payment

An advance payment is required for orders from the public, including state and local governments except for fuel, as the sale of petroleum products to the public is covered by fuel purchasing agreements. The order must be accompanied by an advance equivalent to the actual or estimated cost of goods and services, except for cross servicing agreements with foreign governments, NAFI, patient charges at medical treatment facilities, natural disasters, immediate wartime requirements, or any exemptions authorized by law. An advance payment from foreign governments for FMS is held and recorded in the FMS Trust Fund **or investment accounts that can be drawn on to meet the foreign government's FMS obligations**. Written requests for an exception to the requirement for an advance **must** be submitted to the Office of the Under Secretary of Defense (Comptroller) and must be approved in advance of the order being accepted by the performing activity.

030303. Sales of Goods and Services

Intragovernmental materials sold or services furnished **must** be authorized and documented in a support agreement between the provider and ordering entity. The cost of the materials or services is first initiated by the activity providing the materials or performing the services (performer). The activity receiving the materials or services (ordering entity or customer) pays the performing activity. Uncollected amounts earned from reimbursable sales are recorded as accounts receivable.

030304. Recording of Receivables

In accordance with paragraph 030301, receivables will be recorded in the applicable accounting system during the month the receivable occurs. DCOs **must** ensure that the appropriate ARO is advised that a receivable is to be established in the applicable accounting system. DCOs will provide the ARO with signed copies of indebtedness notices and other appropriate documentation to support entries in the accounting system and will provide the status of the debt which includes: beginning debt balance, collections, adjustments, current ending balance and notice of discontinuance of collection efforts. **Supporting documentation will be maintained in the applicable accounting system.**

*030305. Collection of Receivables

A. The collection of receivables **must** be aggressively pursued for amounts due from DoD Components, federal agencies, and the public. The due date for a receivable normally is 30 days from the date of invoice, demand letter, or notice of payment due, unless a specific due date is established by statute, contract provision, or notice of indebtedness. Collection actions **must** be initiated when payment becomes due.

B. Funds **must** be collected in the appropriation that earned the funds, **or in the case of a refund, into the appropriation from which the excess payment was made**, unless otherwise specified by law. **Examples of applicable legal provisions include, but are not limited to:**

1. In accordance with **Title 42, United States Code, Section 2651 (42 U.S.C. 2651)**, amounts recovered from a liable third-party or insurer due to a service member's injury or disease will be credited to current operating funds as follows:

a. Amount recovered for hospital, medical, surgical, or dental care and treatment will be credited to the current operating funds of the facility or activity that provided the care and treatment.

b. Amount recovered for loss of the service member's duty will be credited to current operating funds of the command, activity, or unit to which the service member was assigned at the time of the injury or illness.

2. In accordance with **10 U.S.C. 1095**, collection from third parties for medical services provided shall be recorded **against the year in which the collection is received regardless of year service was provided**. See **DoD 6010.15-M**, "Military Treatment Facility Uniform Business Office (UBO) Manual," for additional guidance.

C. Collections received after an appropriation cancels **must** be deposited in the Department of the Treasury Account 3200, "Collections of Receivables from Canceled Accounts." See paragraph 030312 for additional guidance on accounts receivable and canceled appropriations.

030306. Allowance Account and Aging

A. An allowance for uncollectible accounts receivable due from the public **must** be estimated and recorded per [paragraph 030406](#).

B. No allowance for uncollectible accounts **will** be recorded for intragovernmental receivables, non-loan interest, penalties, and administrative charges.

C. The AROs (on behalf of the DoD Components) **must** age delinquent accounts receivable [within the accounting system](#).

D. Aging of receivables (delinquency) starts one day after the due date for both public and intragovernmental (within and outside DoD) receivables.

030307. Interest Receivable

Interest accrues [from the date of delinquency and is added to the outstanding principal receivable balance within the accounting system](#) when an amount due is not received by the established due date. An interest receivable **must** be recorded for the amount of interest income earned but not received for an accounting period. An interest receivable **must** be recorded as it is earned on investments in interest-bearing securities. Interest also **must** be recognized on outstanding accounts receivable against persons and entities in accordance with provisions in [31 U.S.C. 3717](#). Until the interest payment requirement is officially waived by the government entity or the related debt is closed out, interest will accrue. Note, however, that debts owed by any federal agency (including NAFI) are exempt from interest, penalty, and administrative charges. Interest receivable is considered a nonentity receivable. [See Annex 1 for procedures regarding interest, penalties, and administrative charges](#).

030308. Payment Application

When a debt is paid in partial or installment payments, amounts received **will** be applied first to outstanding penalties, second to administrative charges, third to interest, and last to principal, per Federal Claims Collection Standards, Title 31, Code of Federal Regulations (CFR) [§901.9 \(f\)](#).

030309. General Ledger Accounting

Information on receivables **must** be developed, maintained, and reported using the United States Standard General Ledger (USSGL) accounts depicted in Volume 1, Chapter 7. The first four digits of the accounts receivable general ledger account must conform to the USSGL chart of accounts. USSGL accounting transactions for collections and receivables are at: http://www.bta.mil/SFIS/USSGL_Library_main.htm

030310. Internal Controls

The basic standards for internal controls prescribed in [DoD Instruction 5010.40](#), “Managers’ Internal Control (MIC) Program Procedures”, must be adhered to in establishing and collecting receivables.

A. Major categories of receivables must be maintained to facilitate clear and full disclosure of accounts receivable, e.g., disclose the debtor, the amount, the age, and the type of debt. Subsidiary records must be reconciled to the control accounts on at least a monthly basis.

B. Proper internal controls require the separation of duties; e.g., a technician responsible for creating cash or check due transactions cannot also be responsible for collecting cash or checks.

*030311. Erroneous, Invalid, and Unsubstantiated Accounts Receivables

During the triannual review as required in Volume 3, Chapter 8, receivables must be reviewed for completeness, accuracy, and supportability. Abnormal or erroneous accounts receivable must be promptly researched and resolved. If at any time it is determined that a debt was never owed and should not have been classified as an accounts receivable, the entries that established the accounts receivable will be reversed. If at any time a billing DoD Component does not have or cannot produce the evidence necessary to establish an accounts receivable and has not been able to obtain the voluntary repayment of the debt, the entries that established the accounts receivable will be reversed. Evidence necessary to establish an accounts receivable includes, but is not limited to, a duplicate payment voucher, contract reconciliation document, Department of Justice litigation report, due U.S. payment voucher, or demand letter. All erroneous, invalid, and unsubstantiated accounts receivable must be removed from the general ledger by reversing the existing entry. The reversing journal entry must be supported with all known evidence. The evidence obtained from research may identify internal control failures and/or process weakness with the recognition of accounts receivable.

030312. Canceled Appropriations

AROs must retain all outstanding receivables in the residual records even though an appropriation cancels. When the appropriation cancels, the receivable becomes a non-entity receivable. Appropriation cancellation does not relieve the DoD of the responsibility to pursue collection or recovery.

030313. Nonappropriated Fund Instrumentalities (NAFI) Receivables

Receivables from NAFIs must be recorded as transactions with the public. They must be included in the quarterly TROR. With the exception of individual debt, NAFI delinquent debt will not be referred to the DMO or to the Department of the Treasury for collection assistance.

030314. Foreign Military Sales (FMS) Receivables

Receivables from the FMS Trust Fund (appropriation 11X8242) **must** be recorded as transactions with the public, and they **must** be included in the TROR. Other Security Assistance receivables, e.g., the Foreign Military Financing Program, Grants, and Funds Appropriated to the President (11*1082), **must** be recorded and reported as intragovernmental receivables. The FMS delinquent accounts receivable **will** not be referred to the DMO or to the **Department of the Treasury** for collection assistance. See Volume 15, Chapter 5 for guidance on FMS receivables.

030315. Non-FMS Foreign Government Receivables

The ARO or FGDMO will initiate initial billings for non-FMS foreign government accounts receivable. The ARO **will** refer delinquent non-FMS foreign government accounts receivable to the FGDMO for additional billing and collection action when local efforts do not result in payment. Proper documentation must be included in the referral. The accounts receivable is established and maintained at the field site. Once collection is received from the foreign entity, the field sites are reimbursed to satisfy their accounts receivable. Refer to Volume 6A, Chapter 12 for further information on non-FMS foreign government receivables.

030316. Retention of Documentation

AROs and DCOs will maintain documentation to support actions taken on each accounts receivable. This includes, but is not limited to, documents supporting:

- A. establishing the receivable
- B. due process requirements
- C. research and resolution of abnormal or erroneous balances
- D. reversal of entries establishing the receivable
- E. termination, write-off and close-out of receivable
- F. bankruptcy
- G. installment payment plan

030317. Obligations

Obligations for receivables **must** be established as required in Volume 3, Chapter 8, paragraph 080301.A. For any receivables deemed delinquent and not obligated, the obligation **must** be established in the appropriation that created the receivable.

*030318. Undistributed Collection Balances

Undistributed collection balances **must** be analyzed and reconciled monthly to ensure all collected amounts are properly credited to the proper appropriation and applicable accounts receivable accounts. **Transfer undistributed collections where the correct appropriation and applicable accounts receivable cannot be identified after 60 days to the Department of the Treasury Account 3210, "General Fund Proprietary Receipts, Defense Military, Not Otherwise Classified."**

0304 PUBLIC RECEIVABLES

030401. General

Receivables due from the public are claims of the DoD, or an entity within the federal government, against non-federal entities, to include public entities, domestic and foreign persons and organizations outside the U.S. Government. Public receivables are **also** created from the sales of goods or services when an advance is not first received (advance payment exceptions are in paragraph 030302 or from refunds due to the DoD).

030402. Debt Collection Policies

The DoD policies for credit management and debt collection are delineated in other volumes as listed below.

A. Policies and procedures for collection of debt from individuals **is** in Volume 5, Chapter 28.

B. Policies and procedures for loss of funds cases are in **Volume 5, Chapter 6. Accounts receivable that are the result of improper payments may require loss of funds investigations in accordance with Volume 5, Chapter 6 and have additional reporting requirements under the Improper Payment Information Act (IPIA) of 2002. See Volume 4, Chapter 14 for additional guidance regarding IPIA reporting requirements.**

C. Policies and procedures for salary offset to collect debts owed to the federal government by military members or civilian employees are in Volume 7A, Chapter 50, Volume 7B, Chapter 28, and Volume 8, Chapter 8. Volumes 7A, 7B, and 8 also address collection of child support, alimony, or commercial debts from the pay of military members or civilian employees through garnishment or involuntary offset.

D. Policies and procedures for collection of commercial or contractor debt are in Volume 10, Chapter 18. Additionally, the Federal Acquisition Regulation (**FAR Part 32.6, "Contract Debt, "**), prescribes policies and procedures for ascertaining and collecting contract debts, charging interest on the debts, deferring collections, and compromising and terminating certain debts.

E. Policies for collection of debts from foreign countries are in Volume 6A, Chapter 12.

030403. Receivables from the Sale of Goods and Services to the Public

A. Upon receipt of a collection voucher, the ARO **must** record the collection in the accounting system and report the collection to the [Department of the Treasury](#). If an abnormal balance results from recording the collection, the ARO **must** research and resolve the abnormal balance.

B. The ARO **must** refer delinquent accounts receivable for further collection action as required by debt collection policy referenced in [paragraphs 030405.B and C](#).

*030404. Refunds Receivable

Refunds are repayments for excess payments and are to be credited to the appropriation or fund accounts from which the excess payments were made. They must be directly related to previously recorded expenditures and are reductions to those expenditures. Refunds to appropriations represent amounts collected from outside sources for payments made in error, overpayments, or adjustments for previous amounts disbursed. There is not a separate account for refunds receivable in the USSGL. Refunds receivable are treated as accounts receivable.

A. Examples of refunds receivable **include, but are not limited to the following:**

1. Salary overpayments.
2. Overpayments to commercial concerns due to erroneous billings, incorrectly computed invoices, or contract default.
3. Amounts due for items rejected or returned.
4. Amounts of recovery due on payments for contractual services, such as rent, insurance, and transportation purchased, where such contracts are canceled and adjustments made for the unused portion.
5. Amounts for advance payment of travel when the travel was canceled.
6. Amounts due for “due U.S.” travel vouchers.
7. Amounts due from advance payments for contractual purposes.
8. Amounts due from employees on leave without pay for employee share of benefits (i.e., health insurance).

B. Non-DCO **activities** (e.g., contracting offices, fund holders) will notify the DCO that a debt exists. For contracting offices, guidance is contained in the [FAR, Part 32, Contract Financing](#). DCOs **must** ensure the appropriate ARO is advised that a receivable is to be

established in the applicable accounting system. Such notification **must** be made in the same accounting cycle that the debt is recognized.

C. Upon receipt of a collection voucher, the ARO **must** ensure that the collection is recorded in the accounting system and reported to the Department of the Treasury. **See sections 0306 and 0307 for additional guidance on reporting requirements.** If an abnormal balance results from recording the collection, then the ARO will research and resolve the abnormal balance.

D. The ARO or DCO **must** refer delinquent accounts receivable for further collection action as required in **paragraphs 030405.B and C.**

030405. Collection Actions

Accounts receivable **must** be aged to allow for the management of collection actions.

A. The due date for a receivable is normally 30 days from the date of invoice, demand letter, or notice of payment due unless a specific due date is established by statute, contract provision, or notice of indebtedness. The initial demand for payment, invoice, or demand letter **must** include a complete explanation of the debtor's rights, responsibilities, and additional charges (i.e., interest, penalties and administrative charges) that may be levied.

B. AROs or DCOs will refer valid and legally enforceable delinquent individual out-of-service debt of \$225 or more to the DCMO for further collection action no later than 60 days after the payment due date. Multiple debts to the same individual totaling \$225 or more **must** be consolidated and referred to DCMO as one debt package.

C. AROs or DCOs will refer valid and legally enforceable delinquent vendor debt of \$600 or more to the DMO for further collection action no later than 60 days after the payment due date. Multiple debts to the same vendor totaling \$600 or more **must** be consolidated and referred to the DMO as one debt package.

D. Uncollected public vendor debt of less than \$600 and individual out-of-service debt of less than \$225 **must** be collected or written off and closed out within one year of delinquency in accordance with paragraph 030407. **These** debts shall not be referred to **DMO or DCMO** for further collection action unless mandated by public law.

E. The DCMO or DMO will refer **valid and legally enforceable** delinquent public receivables over 180 days old to the **Department of the Treasury** for further collection action in accordance with **31 U.S.C. 3711(g).** **Debts owed by individuals to NAFIs may be referred to the Department of Treasury.** Only those activities with specific authority will refer these aged debts to the **Department of the Treasury.**

1. Exceptions to the requirement to refer debt to the **Department of the Treasury** include debts or claims that: (a) are in litigation or foreclosure; (b) will be disposed of under an asset sales program within 1 year after becoming eligible for sale, or later than 1 year

if consistent with an asset sales program (See [OMB Circular No. A-129](#), section IV, paragraph 3 for additional information on the asset sales program); (c) have been referred to a private collection contractor for collection for a period of time approved by the Secretary of the Treasury; (d) will be collected under internal offset, if such offset is sufficient to collect the claim with 3 years after the date the debt or claim is first delinquent; (e) are foreign government debts; (f) are state and local government debts; or (g) are NAFI debts.

2. The Department of the Treasury, after due process, returns uncollected public receivables to the sender (length of time varies based upon collection actions taken by the Department of the Treasury).

3. Debts less than \$100,000 that are referred to the Department of the Treasury and later returned due to failure to collect may be terminated for further collection action by DCMO or DMO upon coordination with the appropriate fund holder. Debts of \$100,000 to \$500,000 that are referred to the Department of the Treasury and later returned due to failure to collect may be terminated with the Department of the Treasury's approval. Debts of \$500,000 or more must be referred to the DOJ for approval to terminate collection action. See Volume 5, Chapter 28 and Volume 10, Chapter 18 for additional guidance regarding termination of collection action.

4. DCMO or the DMO will advise the ARO when the Department of the Treasury has returned a debt as uncollectible. The ARO will take appropriate actions to terminate collection action, write-off the receivable, and close out the receivable, as applicable.

*030406. Establishment of Allowance for Loss on Accounts Receivable

The ARO must record an allowance for loss on accounts receivable, which will provide for reducing gross receivables by the amount of the estimated loss to their net realizable value.

A. The [SFFAS I](#) states that losses on receivables should be recognized when it is more likely than not that the receivables will not be totally collected; the phrase "more likely than not" means more than a 50 percent chance of loss. The allowance for loss on accounts receivable must be reestimated annually and when information indicates that the latest estimate is no longer correct. Losses due to uncollectible receivables should be measured through a systematic methodology. The systematic methodology should be based on analysis of both individual receivables and groups of receivables as a whole. The allowance amount calculated for individual receivables and groups of receivables will be added together and will be the total amount for allowance for loss on accounts receivable

1. [Group of Receivables](#). To determine the loss allowance for receivables equal to or less than \$100,000, separate the receivables into groups having similar risk characteristics. Receivables may be grouped by each delinquent age category greater than 90 days old, by category of debtor, by reason that gave rise to the receivable, or by geographic regions. The methodology used to determine the percentages will be based on the history of bad debt expense from the last three years. The determined percentages will be applied to the total

amount in each category. The Office of the Under Secretary of Defense (Comptroller) may approve exceptions when abnormal circumstance skews the 3 year average.

2. Individual Receivables. Each **receivable** greater than \$100,000 must be analyzed to determine the loss allowance. Loss estimation for each **receivable** will be based on: (a) the debtor's ability to pay, (b) the debtor's payment record and willingness to pay, and (c) the probable recovery of amounts from secondary sources, including liens, garnishments, cross collections and other applicable collection tools. **DoD Components** with a low number of **receivables** or a large number of small dollar **receivables** may lower the threshold. However, consistent methodology must be used from year to year.

B. In those instances when one DoD Component sub-allocates funds to another DoD Component, the office executing the funds will be responsible for establishing the allowance for loss on accounts receivable.

C. The write-off of receivables must be processed through the allowance for loss on accounts receivable account. If the allowance account has been depleted as a result of write-off activity, then it must be immediately re-estimated and re-established.

030407. Write-off and Close Out of Public Accounts Receivable

General provisions for write-off and close out of public accounts receivable are established in OMB Circular A-129. Write-off is mandatory for public delinquent debt that has not been collected within two years of delinquency unless documented and justified to OMB in consultation with the **Department of the Treasury**. See paragraph 030405.D for **guidance on write-off and close-out of vendor debts under \$600 and individual out-of-service debts under \$225**.

A. Write-off

The **DCO** **must** provide the ARO with documentation to support write-off of the receivable (**regardless of amount**) and also must provide the history of all research and debt collection efforts. When received, the ARO **must** immediately provide the documentation to the fund holder for concurrence for write-off and notify the **DCO** that the request for concurrence was sent. If the fund holder concurs, the ARO will write-off the debt, record an obligation if one has not already been recorded and notify the **DCO**. If the fund holder nonconcurs or does not respond, then the following applies:

1. The fund holder **must** respond within 30 days of request for a write-off. If a response is not received within 30 days, the ARO **will** write off the debt and record an obligation if one has not already been recorded.

2. If nonconcurring, the fund holder **must** provide the ARO with additional written evidence to enable the collection of the debt. The ARO **will** only make one additional attempt to collect (i.e., issue one additional demand letter).

3. If payment is not received after following procedures outlined above, the ARO **will** write off the debt and record an obligation if one has not already been recorded. The ARO will notify the fund holder and the **DCO** that the debt was written off.

B. Currently Not Collectible (CNC)

1. Once the debt is written off, it must either be classified as CNC or closed out. Debts in CNC status are reported on the TROR and are still eligible for **the Department of the Treasury's** cross-servicing and offset programs.

2. Public debt **will** be classified as CNC only if the criteria listed below are met:

a. The vendor debt is \$600 or more or the individual out-of-service debt is \$225 or more.

b. All debt collection actions referenced in this chapter have been pursued.

c. It is cost effective to continue collection efforts.

3. CNC debt **must** be continuously reviewed and, as required, reclassified and closed out.

4. When the **Department of the Treasury** is able to collect on a receivable categorized as CNC and remits funds to DoD, **the ARO** will reverse the write-off, reestablish the receivable, and record the collection against the receivable.

C. Close-out of Indebtedness. Debt write-off and close out may occur at the same time, or close-out may follow write-off by a substantial period of time. When it has been determined that the debt is not collectible (e.g., returned from the **Department of the Treasury** uncollected or further collection action would not be economically feasible), the **DCO must** notify the **ARO**. **The ARO must** notify the fund holder **and request** concurrence to close-out the debt. If the fund holder nonconcur or does not reply, the following applies.

1. The fund holder **must** respond within 30 days of request for close-out. If a response is not received within 30 days, then the debt **must** be closed out.

2. If nonconcurring, the fund holder **must** provide the **ARO** with additional written evidence to enable the collection of the debt. The **ARO will** only make one additional attempt to collect (i.e., issue one additional demand letter).

3. If payment is not received after following procedures in **paragraphs 030407.C.1 and 2**, then the debt **must** be closed out and the fund holder notified.

4. Once a debt has been closed out, it cannot be reactivated, and the federal government cannot take any further administrative or legal action to collect the debt. The federal government, however, can accept voluntary repayment of the debt at any time. Once the fund holder has decided to close-out the debt, the **ARO** has primary responsibility for close-out actions and 1099C IRS reporting. Close-out for foreign government debts will be accomplished in accordance with Volume 6A, Chapter 12.

D. **Tax Reporting.** All closed-out uncollected public vendor and contractor debt will be forwarded to the DFAS-Columbus, DFAS Tax Office Standards & Compliance, Finance Mission Area, Attn: DFAS-JJFD/CO, PO Box 182317, Columbus, Ohio 43218-2317 for tracking, consolidation, and reporting. In accordance with [26 U.S.C 6050P](#), the Tax Office will issue an **IRS Form 1099C** if the consolidation of individual closed debts is greater than or equal to \$600 for the calendar year. Data elements required by the Tax Office for consolidating and reporting the closed debts include:

1. Tax Identification Number
2. Contractor Name
3. Contractor Address
4. Country Code
5. Date Account Closed
6. Principal
7. Interest
8. Administrative Charges and Penalties
9. Debt Reason Description
10. Bankruptcy

0305 INTRAGOVERNMENTAL RECEIVABLES

030501. Reported Receivables Due From Public Entities Separately

Receivables due from DoD Components or other federal entities are intragovernmental receivables and **must** be reported separately from receivables due from public entities.

030502. DoD Performing Entity Responsibilities

The performing entity **must** ensure the obligations and accrued expenditures incurred for completed performance are promptly recorded as earned orders (filled customer orders), and **must** ensure the earned orders are promptly charged and collected from the ordering entity. The performing entity **will**:

A. Receive a customer's order, which **will** be verified against the agreement serving as the basis for the order, such as a Department of Defense (DD) Form 448, "Military Interdepartmental Purchase Request (**MIPR**).” The amount of the order **must** be recorded as an unfilled customer order.

B. Reverse the unfilled customer order and record a filled customer order (i.e., earnings) uncollected upon receiving documentation showing that goods or services were provided. Record the receivable and charge the customer. If an abnormal balance results from reversing the unfilled customer order, research the abnormal balance and promptly resolve the issue.

C. Reverse the filled customer order uncollected (i.e., earnings) and record a filled customer order collected upon receipt of a collection voucher. If an abnormal balance results from reversing the filled customer order uncollected, research the abnormal balance and promptly resolve the issue.

D. Ensure that collection vouchers are recorded in the accounting system and reported to the **Department of the Treasury** in the accounting month the collection was received.

E. Review unearned and earned orders and determine that recorded orders are supported with an order or contract.

F. Research any abnormal unfilled customer order balances; such balances indicate that an order may not be recorded. Research any abnormal filled customer order uncollected balances; such balances indicate that collections may have been incorrectly recorded. Promptly resolve these abnormal balances.

G. For orders not filled from inventory (e.g., supply issues from materiel systems), obtain the accounts payable transaction history. Review obligations and accrued expenditures recorded and determine whether the accruals are supported with a reimbursable agreement or a document evidencing that a payment is due. Unsupported obligations and accrued expenditures **must** be thoroughly researched, and the necessary corrective actions taken. Copies of all reimbursable orders **must** be available to ensure that all obligations and accrued expenditures are recorded correctly. **Reconcile** the receivables and collections (earnings) relating to the reimbursable program of the performing activity with the accrued expenditures paid and unpaid of the same performing activity.

H. Obtain the billing transaction history from the ARO. (Billing transaction histories **must** be provided within 30 days.) Ensure that billings are against the correct order and, consequently, billed against the correct obligation. Request copies of documents supporting that a payment is due; reconcile these documents with the related accounts receivable. Any discrepancies **must** be resolved by adjusting the accounts receivable to the appropriate amounts.

I. Upon receiving a request for supporting documentation, provide a copy of an agreement, contract, and/or proof of performance or delivery within 30 days of request.

J. If a charge is disputed or rejected, review supporting files promptly. The intragovernmental dispute process is outlined in paragraphs 030505.A and 30305.B.

K. Research unmatched disbursements and negative unliquidated obligations as required by Volume 3, Chapter 11, section 1107.

L. Unless authorized by law to perform nonreimbursable work, DoD performing activities will not perform reimbursable work for another Federal Agency that is 90 days or more in arrears in payment of previous reimbursable billings. This restriction can be waived by the Office of the Under Secretary of Defense if in the national interest to do so.

030503. DoD Ordering Activity Responsibilities

A. The ordering activity **must** review all charges from the performing activity to ensure that amounts due are in agreement with the reimbursable orders and are supported with a copy of the order or contract and evidence of performance.

B. Transportation charges that cannot be matched to an accounts payable transaction, or that cannot be charged back, **must** be charged against an alternate line of accounting. Charges against an alternate line of accounting **must** be researched and charged to the proper line of accounting upon completion of research.

C. If the bill is supported, but the order or obligation is not recorded in accounting, then record the order or obligation immediately.

030504. Management of Collection Actions

Accounts receivable **must** be aged. Aging allows for the management of collection actions. Delinquency date starts one day after the due date.

A. Charges arising from transactions within the DoD and with other federal departments and agencies **must** be recorded as accounts receivable in the accounting month earned.

B. Bills arising from transactions which contain a National Stock Number within the DoD will be collected through the Military Standard Billing System (MILBILLS) interfund billing procedures when supported by the supply and accounting systems. The provider will not accept a MIPR if interfund can be used. Manual billing (i.e., the XP fund code) will not be used unless approved by the Deputy Chief Financial Officer. For intragovernmental interfund disputes, follow the dispute process outlined in [DoD Manual 4000.25-7](#), Chapter 4.

C. For noninterfund intragovernmental (within DoD) receivables, reimbursement will be via Defense Cash Accountability System (DCAS), IPAC, or for-self reimbursement (e.g., within Disbursing Station Symbol Number (DSSN) transfer of funds). The buyer cannot chargeback or reject the charge (other than IPAC) unless authorized by the dispute process as outlined in paragraph 030505.A. The buyer **must** perform an IPAC reject within 30 days. Only valid reasons for reject/adjustment are:

1. Billing for more than the agreed amount.
2. Duplicate/erroneous billing.
3. Lack of supporting documentation.
4. MIPR has expired and/or appropriation has expired.

D. For intragovernmental (outside DoD) receivables, IPAC is the preferred method of billing/collection.

1. Include the use of IPAC as the preferred method of billing/collection on the MIPR acceptance.

2. Follow the intragovernmental (outside DoD) dispute process as outlined in paragraph 030505.B if the IPAC transaction is rejected.

E. Rejected charges **must** require the reestablishment of a receivable and adjustments to an appropriation's fund balance with the [Department of the Treasury](#).

* F. [USSGL accounting transactions](#) for reimbursable billings and collections, and accounts receivable corrections and adjustments can be found at: http://www.bta.mil/SFIS/USSGL_Library_main.htm.

030505. Noninterfund Dispute Process

A. Intragovernmental Debt Within the DoD

1. The performer's ARO is responsible for managing intragovernmental debt. Intragovernmental debt cannot be reduced, i.e., an allowance for doubtful accounts is not allowed. Additionally, intragovernmental debt cannot be referred to a debt collection activity.

2. The full settlement of intragovernmental accounts receivable disputed charges **must** take no longer than 180 days from the date of the charge.

3. For receivables of \$2,500 or less, the buyer **must** accept the charge. These charges will not be disputed.

4. For disputed receivables greater than \$2,500:

a. The buyer will work with the seller during the first 60 days from the date of the charge to resolve the dispute. The buyer or seller may request assistance from the accounting service provider. If the dispute cannot be resolved, the buyer, along with assistance from DFAS, will assemble a dispute package and send it to the seller. At a minimum, the dispute package **must** include copies of: MIPR or equivalent, MIPR acceptance or equivalent, voucher payment, bill, correspondence, shipment or delivery evidence, and a narrative explaining the basis of the dispute.

b. During 61-90 days from the date of the charge, the seller will review the buyer's dispute package and will provide a written response of concurrence or nonconcurrence.

(1) If the seller concurs, the seller will reverse the charge.

(2) If no response is received from the seller, the buyer may chargeback without recourse.

(3) If the seller nonconcurs, the buyer will elevate the dispute package to their Resource Manager/Comptroller.

c. During 91-120 days from the date of the charge, the buyer's Resource Manager/Comptroller will contact the seller's Resource Manager/Comptroller to resolve the dispute. If the dispute cannot be resolved, the buyer's Resource Manager/Comptroller will elevate the dispute package to their Service Secretary, Combatant Command Commander, or Defense Agency Director.

d. During 121-150 days from the date of the charge, the buyer's Service Secretary, Combatant Command Commander, or Defense Agency Director, will contact the seller's Service Secretary, Combatant Command Commander, or Defense Agency Director, to resolve the dispute. The dispute must be resolved within 180 days.

5. If the resolution to the dispute is that the buyer does not have to pay the bill, then the seller must make an adjustment to revenue (earnings) to liquidate the debt. The seller will decrease revenue and increase direct obligations and expenses. An abnormal balance will result in reversal of prior year funds when earnings are reversed.

* B. Intragovernmental Debt Outside the DoD. Disputes between government agencies (e.g., between the DoD and the General Services Administration) will be resolved in accordance with Treasury Financial Manual (TFM) Volume 1, Part 2, Chapter 4700, Appx 10.

1. Dispute resolution will involve the program offices, the accounting offices, the contracting officer, and the agency's Chief Financial Officer (CFO), as appropriate. Disputes will be documented in writing with clear reasons for the dispute. A memorandum of agreement will be signed by the CFOs of each department and agency to acknowledge that department's or agency's active participation in the dispute resolution process.

2. Trading Partners will not chargeback or reject transactions that comply with the TFM. Further, new transactions will not be created to circumvent the guidance contained therein. Disputes must be resolved using the Appendix 10 guidance and paragraphs 030505.B.4 and 030505.B.5.

3. Disputes are of two types:

a. accounting treatment (e.g., advances and nonexpenditure transfers).

b. contractual (e.g., payment, collection, and interagency agreement).

4. If intragovernmental differences result from differing accounting treatment, then the Trading Partners have 60 calendar days from the date that the difference is identified in the Department of the Treasury Intragovernmental Reporting and Analysis System (IRAS), Material Differences Report or the date that a charge is disputed, whichever comes first, to agree on the treatment of an accounting entry. If agreement cannot be reached, then both Trading Partners' CFOs must request that a final decision be rendered by the CFOs Council's Intragovernmental Dispute Resolution Committee established for this purpose. The Committee may at its discretion refer disputes or differences to the Accounting and Auditing Policy Committee (AAPC) established by the Federal Accounting Standards Advisory Board. The Committee or the AAPC must render a decision within 90 calendar days of receiving the request. The decision will be final and both Trading Partners will then adjust their accounting records to reflect that decision.

5. If intragovernmental differences result from contractual disputes, then the Trading Partners have 60 calendar days from the date that the difference is identified in the IRAS Material Difference Report or the date that a charge is disputed, whichever comes first, to agree on the contractual terms. If agreement cannot be reached, then both Trading Partners' CFOs must request that a binding decision be rendered by the CFOs Council's Committee established for this purpose. The Committee must render a decision within 90 calendar days of request. The Trading partners will then coordinate to ensure any necessary IPAC transaction needed to effect the decision is processed as applicable.

a. Missing indicative data on an intragovernmental transaction is cause for a contractual dispute. Examples of indicative data includes:

- (1) Order number.
- (2) Treasury Account Symbol (TAS) for both Trading Partners. If multiple TAS are included on one order, specify amounts for each TAS, as appropriate.
- (3) Business Event Type Code (BETC) for both Trading Partners.
- (4) Amount to accrue, advance, or disburse.
- (5) Business Partner Network (BPN) number for both Trading Partners.

b. The Buyer may establish a monetary threshold before asking for contractual decisions; the threshold must not exceed \$100,000 per order. If an amount is under the Buyer's threshold, and the Buyer elects not to pursue a dispute, then the Buyer must pay the amount.

C. NAFI Billing, Collection and Dispute Processes. DoD Instruction 1015.15, "Establishment, Management, and Control of Nonappropriated Fund Instrumentalities and Financial Management of Supporting Resources," requires certain categories of NAFIs to reimburse appropriated funds (APF) for sales of goods and services to the NAFI.

1. Contractual Agreements. The applicable APF office will prepare a contractual agreement with the NAFI. This could be in the form of a Memorandum of Understanding (MOU), Inter-Service Support Agreement, etc. The agreement will be signed by the APF and NAFI authorized representative. At a minimum, this agreement must have:

a. Fixed price for goods and services or methodology for determining price, e.g., utilities, or both. The agreement can be for a specific sale or for a specified period of time.

b. Bill due date will be 30 days from date of the bill.

2. Due Process. If bill is not paid by due date, a demand letter will be sent to the NAFI. The NAFI has 30 days from the date of the demand letter to provide payment or provide reasons for non-payment. The validity of the dispute will be determined by the APF representative. If dispute is valid, the APF representative will immediately resolve. If dispute is determined not to be valid, or there is no response, the APF representative will elevate demand for payment as follows:

a. Within 31-60 days after the due date, the Installation Comptroller will send the demand for payment with supporting documentation to the NAFI Headquarters Comptroller (NHC).

b. Within 61-90 days after the due date, the NHC will make payment or dispute the bill. The validity of the dispute will be determined by the Installation APF Comptroller. If dispute is determined not to be valid, or there is no response, the Installation APF Comptroller will elevate the demand for payment with supporting documentation to the Installation Major Command.

c. Within 91-120 days after the due date, the Installation Major Command will instruct that payment be made or dispute the bill. If the Installation Major Command cannot resolve the dispute, or there is no response, the Installation APF Comptroller will elevate the demand for payment with supporting documentation to the Service Comptroller.

d. Within 121-150 days after the due date, the Service Comptroller will instruct payment or resolve the dispute.

0306 REPORTING RECEIVABLES DUE FROM THE PUBLIC

The DoD Components are required to submit a quarterly TROR. The ARO, [in conjunction with the DoD Component](#), must report public receivables in accordance with TROR instructions located at the [Department of the Treasury website](#) http://fms.treas.gov/debt/dmrpts_tror.html.

0307 REPORTING RECEIVABLES IN THE DEPARTMENT OF DEFENSE FINANCIAL STATEMENTS

030701. Reported Accounts Receivable Quarterly

Accounts receivable are reported on the quarterly financial statements. Instructions for the reporting of receivables in the quarterly financial statements are contained in Volume 6B, Chapters 4 and 10. Receivable amounts are depicted in the Balance Sheet and are disclosed in the Notes to the Financial Statements. Public accounts receivable balances reported on the annual financial statements must be reconciled with the Federal Agencies' Centralized Trial-balance System accounts receivable from the public balances (attribute non-Federal).

030702. Gross Accounts Receivable Balances

[Gross](#) accounts receivable balances due from the public reported on the quarterly financial statements also will be reconciled with receivables reported on TROR.

030703. Eliminating Intragovernmental Consolidated Quarterly Financial Statements

The consolidated quarterly financial statements eliminate intragovernmental accounts receivable balances in accordance with Volume 6B.

0308 CREDITING AND ACCOUNTING FOR DISPUTED COLLECTIONS UNDER THE CONTRACT DISPUTES ACT OF 1978

*030801. Crediting Collections

A. When an amount, including interest and administrative fees, is collected from a contractor and the contractor disputes the debt or indicates that they will dispute the debt, the collected amount will not be accounted for as settlement of the debt. Interest, penalties, and fees will cease to accrue and the disputed amounts will be credited to a Department of the Treasury deposit account pending disposition of the contractor's dispute.

B. Collections normally are received by the disbursing or payment certifying office making or authorizing payments for the contract in dispute, but may be received by others, including ARO, supporting accounting offices, DMO, contracting officers, contract administration officers, and legal offices. Upon making a collection in a disputed situation, the collection will be documented as a disputed contract collection.

1. If the contract was paid by DFAS-Columbus (DFAS-CO) or if the contract was submitted to the DMO for debt collection assistance, then deposit the collection to disbursing station symbol number (DSSN) 6551. Offices, other than the DMO, making the collection and deposit of a disputed collection to DSSN 6551 must forward to the DMO all documentation related to the collection. If the office receiving the collection does not make deposits, then the office receiving the collection will promptly forward the contractor's check and related documentation to DSSN 6551. The collection voucher prepared for a disputed collection will serve as the basis for crediting the amount to the Department of the Treasury deposit account X6501, Small Escrow Amounts, in a special subhead or limit with departmental prefix 97. If the disputed collection is related to a contractual obligation in an appropriation that has closed in accordance with 31 U.S.C. 1552(a) or 31 U.S.C. 1555, then annotate the collection as a "closed appropriation collection" and credit the collection to deposit fund account X6501 in a different subhead or limit. DSSN 6551 must maintain control of collections credited to this account and will prepare all vouchers for disbursement or transfer from the deposit account.

2. If a disputed collection is received on a contract that was not paid by DSSN 6551 and the debt was not submitted to the DMO for debt collection assistance, then deposit the collected amount to the DSSN which made the payment on the contract. The collection must be credited to deposit account X6501 with departmental prefix 17, 21, 57, 96, or 97, as appropriate.

3. The DMO and the responsible disbursing officer will notify the contracting officer, the contract administration officer, if applicable, and the Service or agency contract finance officer, and/or other authority for contract debt matters of any actions affecting the disputed collections. Conversely, these officers or offices must inform the responsible disbursing officer and the DMO of any actions taken that affect the disputed collection.

030802. Accounting for Collections in Dispute

A. In accordance with 10 U.S.C. 2410m, disputed collections received and credited in accordance with subparagraph 030801 shall be separately accounted for and remain available, regardless of the closing of an appropriation or fund account, for payment of:

1. any settlement of the claim by the parties.
2. any judgment rendered in the contractor's favor on an appeal of the decision on the claim to the Armed Services Board of Contract Appeals (ASBCA).
3. any judgment rendered in the contractor's favor in an action on that claim in a court of the United States.

B. Availability of the disputed collection expires 180 days after the expiration of the period for bringing an action on that claim in the United States Court of Federal Claims under section 10(a) of the Contract Disputes Act of 1978 (41 U.S.C. 7103), if within that 180 day period, no appeal on the claim is commenced at the ASBCA and no action on the claim is commenced in a court of the United States.

C. If not expiring under paragraph 030802.B, then availability of the disputed collected amounts expires:

1. In the case of a settlement of a claim, 180 days after the date of the settlement.
2. In the case of a judgment rendered on the claim in an appeal to the ASBCA or an action in a court of the United States, 180 days after the date on which the judgment becomes final and rendered not appealable.

D. While an amount is being separately accounted for and available in accordance with paragraph 030801, the amount may be obligated or expended in whole or in part only for the purpose described in paragraph 030802.A.

E. When all or part of a disputed collection is determined to be repayable to the contractor, whether by settlement agreement or judgment, including payment or adjustment of interest or fees, that amount must be promptly disbursed to the contractor. Timely reimbursement must also be made to the Department of the Treasury Judgment Fund, if applicable. The foregoing disbursed amounts must be charged to the deposit account X6501. Any interest accruing since the collection and ordered to be paid in accordance with the settlement or judgment must be charged to the applicable, currently available, appropriation account.

F. Upon expiration of the period of availability of all or part of an amount credited to the deposit account in accordance with paragraph 030801, amounts not obligated and expended, must be withdrawn and credited as follows.

1. If an amount was credited to the deposit account for an appropriation or fund account that closed for reasons other than those described under 31 U.S.C. 1552(a) or 31 U.S.C. 1555, then the principal amount collected must be properly credited to that appropriation or fund account and an adjustment made of the amounts of the contract(s) for which the disputed collection arose. Any amounts for interest and fees must be credited to the appropriate Department of the Treasury Miscellaneous Receipts accounts.

2. Amounts credited to the deposit account for an appropriation or fund account that was canceled, or subsequently canceled after the collection in accordance with 31 U.S.C. 1552(a) or 31 U.S.C. 1555, must be withdrawn and credited to the appropriate Department of the Treasury Miscellaneous Receipts accounts. The principal amount must be credited to the "Collection of Canceled Accounts Receivables" account (and the memorandum account adjusted, as appropriate). Interest and fees must be credited to the "Miscellaneous Receipts-Defense" account. In the records maintained for the closed appropriation account and unclosed contracts associated with the collection, the unobligated and obligated balances must be adjusted to reflect the results of settlement or judgment, including any amount retained and adjusted for the amounts of the contract or contracts for which the disputed collection arose.

Figure 3-1. Aged **Delinquent** Accounts Receivable Groups

AGED DELINQUENT ACCOUNTS RECEIVABLE GROUPS		
CATEGORY	INTRAGOVERNMENTAL	NON-FEDERAL
Non-delinquent		
Current		
Noncurrent		
Delinquent		
1 to 30 days		
31 to 60 days		
61 to 90 days		
91 to 180 days		
181 days to 1 year		
Greater than 1 year and less than or equal to 2 years		
Greater than 2 years and less than or equal to 6 years		
Greater than 6 years and less than or equal to 10 years		
Greater than 10 years		
Subtotal		
Less Supported Undistributed Collections		
Less Eliminations		
Less Other		
Total		
<p>Note: The total of the columns must equal the gross amounts reported in the Accounts Receivable schedule in Note 5. This will require that the receivables due internally within each Component and supported undistributed collections be eliminated from this schedule. Infrequently, other items may need to be deducted from the subtotal. These items require disclosure in the note narrative.</p>		