



DEPARTMENT OF THE ARMY
DEFENSE TELECOMMUNICATIONS SERVICE WASHINGTON
1700 N MOORE STREET SUITE 1475
ARLINGTON VIRGINIA 22209-1903

28 June 2004

JDIT-DT-04-TSCO-004

**MEMORANDUM FOR ALL FINANCIAL OFFICERS, DESIGNATED AGENCY REPRESENTATIVES AND
TELEPHONE SERVICE CONTROL OFFICERS**

SUBJECT: FY04 4th QTR Form 20

Enclosed you will find an OSA Form 20 for the 4th QTR. Please review and use the Form 20 to obligate FY04, 4th QTR funds for your non-WITS telecommunications services and equipment. These services include:

FTS2001 Services, CONUS Long Distance, OCONUS Long Distance, Toll Free Service, Calling Cards, 700 Service, Fort Belvoir (if applicable), Pager Services (Skytel), Cellular Services (Cingular) (Direct pay option not included), Common Charges associated with operational support of Defense Telecommunications Service-Washington and the telecommunications network infrastructure that supports the entire DoD customer base, and other services procured through DTS-W (i.e. purchase orders).

Please keep in mind, if you are ordering new, additional services for your Billing Account Code (BAC), we will not have included them in our estimates and you need to add those additional dollars to cover your account. All obligations to increase funds must be received by **31 August 2004**, in order to process these transactions before the FY04 Yearly Closeout.

We no longer provide a hard copy of the 4445R through the mail. This requires agencies to use the secure side of the DTS-W web site (www.dtsw.army.mil) to print their DA Form 4445Rs. The secure side of our website is password protected, if you do not have a password, please go to our site and follow the procedures posted.

DTS-W customers who pay for their telecommunications services by check should send a check and a copy of the 4445R to:

DFAS-IN, Defense Network Operations (DNO)
8899 East 56th Street
Dept 3120 (Accounting DIV III)
Attn: Lora Clayborne
Indianapolis, IN 46249

If you have any questions or concerns please contact the Customer Care Center at: Phone: 703-697-2193 or e-mail: dtswcarecenter@hqda.army.mil.

Audrey Randall-Hawley
Chief, Business Operations Division

CF:
Dir, DTS-W
COO, DTS-W
Ch, CSD, DTS-W
DFAS/DNO