



DEFENSE FINANCE AND ACCOUNTING SERVICE
4800 MARK CENTER DRIVE
ALEXANDRIA, VA 22350-3000

HI

January 21, 2015

MEMORANDUM FOR THE US DEPARTMENT OF JUSTICE
DEFENSE CRIMINAL INVESTIGATIVE ORGANIZATIONS
FEDERAL LAW ENFORCEMENT AGENCIES

SUBJECT: New Email Address for Processing Requests for Investigative Records from the Defense Finance and Accounting Service (DFAS)

To better assist DFAS in tracking your requests for investigative records, and to improve our customer service to your agencies, we have established the following process:

- As of January 23, 2015, please send all requests for records to the DFAS Internal Review Criminal Investigations Branch (DICIB) at: dfas.dscc.hi.mbx.rfa@mail.mil.
- We prefer that your Request for Assistance (RFA) be on Agency letterhead. However, if your request is for contractor information, i.e., copies of contracts, contractor banking, etc., then an email request will suffice as long as it contains sufficient contact information (name, agency, office address and telephone number) of the requestor.
- When requesting Electronic Funds Transfer (EFT) banking information for civilian or military employees, you must provide a signed RFA on your agency's letterhead and include the point of contact for your request on the RFA.

We will provide you with a Request for Assistance (RFA) case number for your records and for you to refer to if you have any questions.

In addition, for direct contact concerning your requests, you may contact the Chief, Criminal Investigations at (614) 701-2355 or via email, as of January 23, 2015, at warren.e.anderson.civ@mail.mil.

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Richard D. Davis
Director, Internal Review

cc:
Federal Bureau of Investigation (FBI)
Defense Criminal Investigative Service (DCIS)
US Department of Defense Office of Inspector General (DoDIG)
US Army Criminal Investigations Division Command (USACIDC)

www.dfas.mil
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