



## DCSA Customer G-Invoicing Order Guidance

Requesting Agency must initiate G-Invoicing Order – Seller-Facilitated Orders are not supported. Items are mandatory and may cause delays and/or the Order to be returned if not followed.

### Key Changes Starting FY26:

- Effective FY26 DCSA recommends one funded G-INV order to cover all DCSA provided services.
- G-Invoicing orders are to be submitted without advance (Advance Payment Indicator = NO)
- If your agency plans to submit multiple orders for FY26 under the same ALC, DCSA requires additional information in the following fields.
  - Comments: Specify if requiring more than one funding document
  - Line Description – List PIPS submitting office number(s) (SON) and security office identifier(s) (SOI) that will utilize the funding line.

### Partner Information

- Comments: Include a description of the product or services requested (e.g., background investigation products and services on a reimbursable basis per the rates in the applicable FIN).
- For Shared Service Agencies: Include your agency name.

### Statutory Authority Information

- Statutory Authority Fund Type Code: DCSA WCF
- Statutory Authority Fund Type Title: 10 U.S.C section 2208
- Statutory Authority Citation: 10 U.S.C section 2208

### Delivery

- FOB Point: Source/Origin

### Line (DCSA Financial Management System only support Orders indicated with 1 Line and 1 Schedule)

- Item Code (Product Service Code) – R615
- Description – List PIPS submitting office number(s) (SON) and security office identifier(s) (SOI) that will utilize the funding line.
- Unit of Measure (UOM) – EA (each) or DO (Dollars) (Only)

### Schedule

- Unit Cost – Must be 1 - No other number will be accepted.
- Quantity = Total Value Amount of Order (e.g., 10000 = \$10,000)
- Advance Pay Indicator – NO

For questions, please contact us at [dcsa.quantico.hq.mbx.ocfoagreements@mail.mil](mailto:dcsa.quantico.hq.mbx.ocfoagreements@mail.mil)