



DCSA Customer G-Invoicing Order Guidance

Background Investigation (BI) - Advance Orders

Requesting Agency must initiate G-Invoicing Order – Seller-Facilitated Orders are not supported.
BOLD items are mandatory and may cause delays and/or the Order to be returned if not followed.
All BI G-Invoicing orders require an advance payment.

Partner Information

- Comments Field: Include a description of the product or services requested (e.g., Background Investigations).
- For Shared Service Agencies: Include your agency name in the comment or description field

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 – **Background Investigation products on a reimbursable basis per the rates in the applicable FIN.**
- 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 – **YES**

For questions, please contact us at dcsa.quantico.hq.mbx.ocfoagreements@mail.mil