



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)
- DCSA requires Office Name, service type, and SOI/SON codes to the following fields:
 - Comments – located in the Partner Information Section
 - Line Description – located within each line
 - Bona Fide Need – located within each schedule

Utilizing the following format:

- Background investigations: DCSA FY26 Background investigations SOI-XXXX SON-XXXX
- Continuous vetting: DCSA FY26 Continuous Vetting SOI-XXXX SON-XXXX
- All services: DCSA FY26 All services SOI-XXXX SON-XXXX

Partner Information

Partner Information	
Agency Account	Requesting Agency Defense Counterintelligence and Security Agency (DCSA)
Group Name & Description	Select Group ✕ ▼
Agency Location Code (ALC)	
Cost Center	N/A
Business Unit	N/A
Department ID	N/A
Order Tracking Number	
Unique Entity ID	
Funding Office Code	
Funding Agency Code	
Comments	DCSA FY26 All services SOI-XXXX SON-XXXX ✎

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.

Line 1			
Status	Active	Item Code (Product Service Code)	Select Item Code
Description	DCSA FY26 All services SOI-XXXX SON-XXXX		UOM
UOM Description			Product Service Identifier
Capitalized Asset Indicator			UID Required Indicator
Type of Service Requirements	Select Type of Service Requirement		Select UID Required Indicator
OK Cancel			

- 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

Schedule	
Unit Cost	
Quantity	
Advance Pay Indicator	No
Funding Information	
Treasury Account Symbol	Requesting Agency
BETC	Select Business Event Type Code
Object Class Code	Select Object Class Code
Additional Accounting Classification	
Bona Fide Need	DCSA FY26 All services SOI-XXXX SON-XXXX

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