



UNCLASSIFIED

DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY

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 <input style="float: right;" type="button" value="X"/> <input style="float: right;" type="button" value="▼"/>
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	Select UID Required Indicator
Type of Service Requirements	Select Type of Service Requirement		
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	
Requesting Agency	
Treasury Account Symbol	SP ATA AID BPOA EPOA A MAIN SUB
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