



Department of Defense Education Activity

PROCEDURAL GUIDE

NUMBER 14-PGRMD-003

DATE May 8, 2014

RESOURCE MANAGEMENT DIVISION

SUBJECT: Procedures for Receiving Pre-Validation Requests

- References:
- (a) DoD 7000.14-R, "Department of Defense Financial Management Regulation," June 2011, Volume 1-15, as amended
 - (b) DoD Instruction 5010.40, "Managers' Internal Control Program Procedures," May 30, 2013
 - (c) Public Law 113-76, "Consolidated Appropriations Act of Fiscal Year 2014," January 7, 2014

1. PURPOSE. The purpose of this Procedural Guide is to document the proper processes and procedures for the Department of Defense Education Activity (DoDEA) when receiving pre-validation requests from the Defense Finance and Accounting Services (DFAS).

2. APPLICABILITY. This Procedural Guide applies to all DoDEA Headquarters (HQ) accounting analysts; all budget officers/analysts at DoDEA HQ, Department of Defense Dependents Schools-Europe (DoDDS-E), Department of Defense Dependents Schools-Pacific (DoDDS-P), and Domestic Dependent Elementary and Secondary Schools (DDESS); and, DFAS Accounts Payable.

3. DEFINITIONS. See Glossary.

4. GUIDANCE. This Procedural Guide defines the process for responding to pre-validation requests from DFAS so DoDEA can ensure sufficient funding is available for planned disbursements. By adhering to established procedures, DoDEA personnel minimize the occurrence of problem disbursements and reduce the risk of committing an Anti-Deficiency Act (ADA) violation. Pre-validation requests are managed in accordance with References (a) through (c).

5. PROCEDURES. See Enclosure 1.

6. EFFECTIVE DATE. This Procedural Guide is effective immediately.

Handwritten signature of Robert M. Brady in black ink.

Robert M. Brady
Associate Director for Financial
and Business Operations

Enclosures

1. Procedures

Glossary

ENCLOSURE 1

PROCEDURES

1. PRE-VALIDATION OVERVIEW. Pre-validation is the process of matching a proposed payment to the corresponding obligation recorded in the official accounting system before the financing or invoicing payment is made.

a. The DoDEA HQ Resource Management Division (RMD) records obligations and adjustments for orders and awarded contracts that ultimately require payment in the current or future accounting period.

b. Pre-validations help determine if the undisbursed balance of each applicable obligation is sufficient to cover the amount of the planned disbursement, as well as all previously scheduled disbursements.

c. By following a defined pre-validation process, DoDEA mitigates the risk of over-disbursing transactions. Additionally, pre-validations ensure the line(s) of accounting (LOAs) cited on the payment match the data recorded in the accounting system.

2. ROLES AND RESPONSIBILITIES.

a. DoDEA HQ RMD. DoDEA HQ RMD is responsible for receiving and resolving requests for pre-validation as required.

(1) Lead Accounting Analyst (LAA). The LAA oversees DoDEA HQ RMD's response to pre-validation requests from DFAS.

(2) HQ Area Accounting Analyst (AAA). Assigned to a DoDEA Area, each HQ AAA is responsible for researching and resolving pre-validation requests for their specific Area.

b. DFAS Accounts Payable. DFAS Accounts Payable is responsible for submitting requests for pre-validation along with proper supporting documentation to DoDEA HQ RMD.

3. PRE-VALIDATION PROCESS.

a. DFAS Accounts Payable sends all requests for pre-validation and supporting documents to the DoDEA HQ Accounting e-mail inbox (dodea.accounting@hq.dodea.edu).

b. The LAA reviews pre-validation requests sent to the DoDEA HQ Accounting e-mail inbox. If needed, the LAA requests missing supporting documentation from DFAS.

ENCLOSURE 1PROCEDURES

c. The LAA distributes each request from DFAS to the responsible HQ AAA using the appropriate e-mail inbox. Each HQ AAA is responsible for maintaining the pre-validation e-mail box for their respective Area. See Figure 1-1 for each Area's respective e-mail address.

Area	E-mail Address
Department of Defense Dependents Schools-Europe (DoDDS-E)	accounting.europe@hq.dodea.edu
Department of Defense Dependents Schools-Pacific (DoDDS-P)	accounting.pacific@hq.dodea.edu
Domestic Dependent Elementary and Secondary Schools (DDESS)	accounting.ddess@hq.dodea.edu
DoDEA HQ	accounting.hq@hq.dodea.edu
Permanent Change of Station (PCS) requests	accounting.pcs@hq.dodea.edu

Figure 1-1. DoDEA HQ RMD Accounting E-mail Inboxes for Pre-Validation Requests.

d. The HQ AAA researches all requests in their inbox, ensuring the LOA to be charged represents a valid obligation. If necessary, the HQ AAA coordinates with the appropriate Area Office to resolve outstanding issues.

e. Once the request is completed, the HQ AAA routes the action to the DoDEA HQ Accounting e-mail subfolder labeled "Completed."

f. The LAA reviews the completed request. Once the LAA has verified that the information is accurate, the LAA sends the completed request to DFAS.

g. All e-mail correspondence and supporting documentation are maintained in the e-mail folders for at least six years and three months.

GLOSSARY

ABBREVIATIONS AND ACRONYMS

AAA	Area Accounting Analyst
ADA	Anti-Deficiency Act
DDESS	Domestic Dependent Elementary and Secondary Schools
DFAS	Defense Finance and Accounting Services
DoDDS-E	Department of Defense Dependents Schools-Europe
DoDDS-P	Department of Defense Dependents Schools-Pacific
DoDEA	Department of Defense Education Activity
HQ	Headquarters
LAA	Lead Accounting Analyst
LOA	Line of Accounting
PCS	Permanent Change of Station
RMD	Resource Management Division