



REPLY TO
ATTENTION OF

DSSW-ZA

DEPARTMENT OF THE ARMY
DEFENSE SUPPLY SERVICE WASHINGTON
5200 ARMY PENTAGON
WASHINGTON DC 20310-5200

7 September 2001



MEMORANDUM FOR DEFENSE SUPPLY SERVICE-WASHINGTON (DSS-W)
COORDINATORS AND FISCAL OFFICERS

SUBJECT: Guidance for Submission of Letter of Intent (LOI) for Self Service
Supply Center (SSSC) Accounts for FY-2002

Under the new partnership with the General Supply Administration (GSA), the procedures to reestablish your FY-02 account at the Self Service Supply Center (SSSC) will remain the same. These procedures are not required for SmartPay credit card holders.

LETTER OF INTENT (Enclosure 1) will be required from every existing and new SSSC customer, along with DD Form 577, "Signature Card"; enclosure (2). These Letter of Intent documents need to be completed and submitted to the address shown below **NLT 21 September 2001**. New SSSC Grey cards will be issued this year. Please annotate how many cards your agency will need and our office will contact you to schedule pick up of your new cards. In the mean time your existing card(s) will continue to be accepted. The information in the LOI provides DSS-W and GSA with accounting data for billing purposes and annual budget projection for supply purchases. The authorized budget/fund certification officer must sign the LOI. Agencies may fax an advance copy to (703) 695-3846. The LOI containing original signatures must be mailed or hand delivered to:

LOI ADDRESS: **Defense Supply Service-Washington**
 Self Service Supply Center Branch
 Attn: Mr. Rodney Parker (Room 1C243)
 5200 Army Pentagon
 Washington, DC 20310-5200

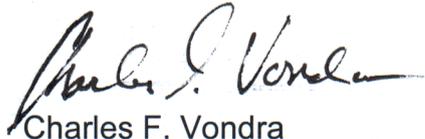
Any changes during the year must be accomplished by submitting an updated LOI to the above office. A confirmed FY 2002 LOI must be provided to the Chief, SSSC Branch prior to requests for deposits.

DISTRIBUTION OF FUNDS (Enclosure 3): Customers should review FY 2001 SSSC expenditures to project FY 2002 usage. Customers are urged to issue funds to DSS-W in quarterly increments to preclude multiple adjustments between the SSSC Parent and/or Sub-Accounts.

Please note the current fiscal year balances will be zeroed out at the close of business on **28 September 2001**. Stores will reopen **1 October 2001**.

Point of contact for the LOI (Enclosure 1) is Mr. Arnaldo Martín, Jr., (703) 695-4344/Mr. Ronald Holton, (703) 695-4343 or Mr. Rodney Parker, (703) 693-9198.

Enclosures



Charles F. Vondra
Colonel, U. S. Army
Commanding