



Forest  
Service

Washington  
Office

1400 Independence Avenue, SW  
Washington, DC 20250

---

**File Code:** 1580/6300

**Date:** 09/28/2012

**Route To:**

**Subject:** Implementation of New Accounting System

**To:** Forest Service Contractors, Cooperators, and Vendors

The Forest Service is implementing a new accounting system. In order to transition to this new system, there will be a period of time in which neither accounting system will be available. This time, called the "blackout period," will be used by the Agency to transfer the financial data from the old system to the new system. This outage will occur between October 24<sup>th</sup> and mid-November during which time no payments will be made.

To minimize the financial disruption, please work with your Contracting Officer, Grants and Agreements point of contact, or Program Manager to determine if accelerated or advance payments are possible. The Forest Service will process emergency payments on a case-by-case basis. Additionally, we will be processing payments as quickly and expeditiously as possible before and after this period. As soon as the new system is operational, we will resume the normal payment process.

For your convenience we have enclosed frequently asked questions to provide more information regarding payments processing.

Please do not hesitate to contact your local Contracting Officer, Grants and Agreements point of contact, or Program Manager if you have any questions regarding this interruption. Thank you for your understanding and cooperation.

/S/ THELMA J. STRONG

THELMA J. STRONG  
Chief Financial Officer

Enclosure

