MEMORANDUM FOR: Defense Enterprise Data Standards Office,

DOD Finance Process Review Committee Chair

DAAS Fund Code Table Administrator

SUBJECT: Military Standard Billing System (MILSBILLS)Fund Code Monitor Letter of Appointment

REFERENCES: (a) DLM 4000.25, Defense Logistics Management System (DLMS), Volume 4

In accordance with reference (a), Primary and Alternate Fund Code Monitors are appointed on behalf of the Component/Agency to add, delete or modify fund codes with Service and Agency Codes X,Y,Z (e.g. A, C, W, 3A) as follows:

Primary Fund Code Monitor:

Mr/Ms. XXXXX XXXX

Email: [XXXXXX.XXXX@](mailto:XXXXXX.XXXX@disa.mil)

Comm: XXX-XXX-XXXX

DSN: XXX

Alternate Fund Code Monitor:

Mr/Ms. XXXXXXX XXXXXX,

Email: XXXXXXX.XXXXXX@

Comm: XXX-XXX-XXXX

DSN: XXX

When filling out email addresses above, please do not use “group email accounts”

These monitors are responsible for the currency and accuracy of our fund codes and for maintaining records to support the assignment, modification or deletion of each fund code.

If there are any additional questions or concerns, please contact me at XXX-XXX-XXXX.

XXXXX X. XXXXXX

Authorized Agency Representative

**Instructions/Information**

Fund Code Monitors may not appoint themselves.

Send your letter as a PDF in a digitally signed email (if you are able) to the Finance PRC Chair at [**dedso.finance@dla.mil**](mailto:dedso.finance@dla.mil) and Defense Automated Addressing System (DAAS) at **[fundcode@dla.mil](mailto:fundcode@dla.mil).**

A new letter listing all Fund Code Monitors is required promptly for any additions or deletions.

Deleted Fund Code Monitor accounts for the Fund Code Web Update Application at DLA Transaction Services will be immediately deactivated.

You will need to obtain access to the Web Fund Code application at DAAS, you must submit a Systems Access Request (SAR) at [**https://home.daas.dla.mil/sar/sar\_menu.asp**](https://home.daas.dla.mil/sar/sar_menu.asp)

Finance Process Review Committee information and a complete listing of Fund Code Monitors can be found at : [**Finance Committee (dla.mil)**](https://www.dla.mil/Defense-Data-Standards/Committees/Finance/)