



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD
FORT BELVOIR, VIRGINIA 22060-6221

March 22, 2017

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Defense Logistics Management Standards (DLMS) Finance Process Review
Committee (FPRC) Meeting of February 22-23, 2017

The attached minutes of the DLMS Finance PRC meeting are forwarded for information and action where indicated.

The Enterprise Business Standards Office point of contact is Mr. Robert Hammond, FPRC Chairman, email: financehq@dla.mil, phone 703-767-2117.

HEIDI M. DAVEREDE
Program Manager,
Enterprise Business Standards Office

Attachment:
As stated

cc:
ODASD (SCI)
Finance PRC members
Meeting attendees



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March 22, 2017

MEMORANDUM FOR RECORD

SUBJECT: Defense Logistics Management Standards (DLMS) Finance Process Review Committee (FPRC) Meeting of February 22-23, 2017

Purpose: The Enterprise Business Standards Office hosted an FPRC meeting at DLA Headquarters, Fort Belvoir, Virginia and via Defense Collaboration Services (DCS)/telephone conference. The first day provided training specific to the DLMS logistics transaction lifecycle, Interfund billing, and the DOD Enterprise fund code management process. The focus of the second day was Component fund code management procedures, some process improvements in fund code management and transaction edits, and briefings on topics of interest. An internet outage at Fort Belvoir on the first day prevented some from accessing the DCS and some participants grouped together in conference rooms. Accordingly, a fully accurate listing of participants is not available. However, approximately 150 persons indicated they planned to attend in responses to the Microsoft Outlook Calendar meeting invitation. We posted the resultant listing of participants and all meeting related materials and briefings on the FPRC Web page; you can access them via hyperlinks from the meeting agenda at http://www.dlmso.dla.mil/Archives/archives_fin.asp.

Brief Summary of Discussion: Mr. Robert Hammond (FPRC Chairman) facilitated meeting discussion. The Chairman extends his sincere thanks to all who participated and especially to the following presenters: Angel Sweetser (DFAS-Columbus), Lori Peterson (Systems Accountant of Logistics Modernization Program), Tamara Crouch (DFAS-Indianapolis), Joshua Sherman (DFAS-Cleveland), Maria Summers (DLA), Nancy Cordell (FAA), Roxanne Degner (U.S. Department of Agriculture (USDA)), Michael Shannon (Office of the Deputy Chief Management Officer) and Al Coleman (DAAS).

1. **Welcome and Opening Comments.** For each day, Mr. Hammond and Ms. Heidi Daverede, the Enterprise Business Standards Office Program Manager, extended their appreciation to all meeting participants. Mr. Hammond addressed the DLMS Program Office's mission as the Executive Agent for the logistics information exchange, fostering interoperability and facilitating continuous enterprise integration process improvements to logistics management and operations. He described the structured, disciplined DLMS change process, the frequent collaboration that occurs among the Finance PRC, Supply PRC, DoDAAD PRC, other PRCs, and chartered working groups. Significantly, he provided web links for these PRCs and chartered working groups along with points of contact in the briefing slides. He also provided a web link to the DLMS training modules for easy reference.

2. [DLMS Finance Transaction Life-cycle Training \(FMF7318\)](#).

a. Mr. Hammond presented a training module on the DLMS Functional Finance Transaction Life Cycle from the initiation of a typical supply order through all subsequent supply events: billing, billing adjustment (as needed), and Treasury reporting. A key element of this training is the immense power of the DLMS variable length transactions that convey all of the data of legacy MILS 80 record position transactions and much more. Use of the DLMS transactions enables process improvements, including DOD strategic initiatives such as Standard Line of Accounting (SLOA) that can only be accomplished using DLMS variable length transactions. DOD mandates DLMS implementation by 2019.

b. The training addresses the key role of DAAS as an organization and a system managed by that organization in: 1) routing transactions, 2) performing edits, 3) enabling interoperability between disparate DOD networks/systems by mapping between DLMS and MILS transactions (depending upon trading partner capabilities), 4) serving as the authoritative source for fund code and DoDAAC data, and 5) serving as the DOD transaction repository for audit readiness evidentiary matter. In that regard, Mr. Eric Flannigan presented training on key DAAS web resources for retrieving transactions and reports, and conducting research. He walked through a requisition to a billing transaction scenario to explain how DAAS reads, edits, and routes logistics transactions. He then described some web resources, including MILSBILLS Inquiry (MILSINQ), DAAS Inquiry (eDAASINQ), and Logistics Data Gateway (LDG), along with the information available in prepared reports and programmed queries from these resources.

c. This training module also addresses the DLMS 810L Logistics Bill, DLMS 812R Request for Billing Adjustment, and DLMS 812L Reply to Request for Billing Adjustment. It walks through a typical DLMS 810L Logistics Bill, showing the mapping from MILS to DLMS to MILS and the power of DLMS in conveying additional data.

d. OUSD(C) approved this training module for DOD Financial Management Certification Program credit at Level 3 in the areas of Financial Systems (three hours of credit) and Budget Execution (one hour of credit). Those who participated and who notify the Enterprise Business Standards Office via email will receive certificates. A current listing of participants is at Enclosure 1. Enterprise Business Standards Office may offer additional instructor-led training; however, the goal is to develop a computer based training module. The DLMS training team is developing other DLMS training modules, accessible from the DLMS web site at: <http://www.dlms.dla.mil/eApplications/Training/training.asp>.

Action:

- **Action:** Those not listed in Enclosure 1, but participated in the training and desire a certificate of training completion should send an email to paul.macias.ctr@dla.mil.
Suspense: March 31, 2017.

3. [Web Fund Code Training \(FMF7360\)](#).

a. This briefing identifies the relationship among the fund code, signal code, and DoDAAC data elements in a transaction. It identifies the three fund code tables and explains each. The signal code identifies the ship-to party and the bill-to party. The bill-to party can either be the requisitioner, the party identified in the supplementary address field (in the case of signal codes A/B/J/K), or the party identified in the Fund Code to Billed Office DoDAAC Table (in the case of signal codes C/L).

(1) The first table, ([MILSBILLS Appendix 1.1](#)) is the Fund Code to Fund Account Conversion Table, which provides the line of accounting (LOA) or identifies non-Interfund billing from: 1) the Service/Agency (first character of the bill-to party DoDAAC), 2) the signal code group (A/B/J/K or C/L), and 3) the fund code in the transaction.

(2) The second table, ([MILSBILLS Appendix 1.2](#)) is the Fund Code to Billed Office DoDAAC Table, which - when used in conjunction with signal code group C/L - identifies the bill-to DoDAAC for “third party billing” from the fund code and the Service/Agency code of the requisitioner.

(3) The third table, ([MILSBILLS Appendix 1.3](#)) is the Table of H Series DoDAACs Authorized to Use Interfund billing, which identifies Defense Agencies with “H” series DoDAACs that are authorized to use Interfund billing. There are very few H Series DoDAACs capable of and approved for Interfund billing. Adding new ones requires DLMS FPRC Chairman and “H” series Fund Code Monitor approval.

b. The training included detailed screen shots and discussion of the Web Fund Code Application used by Component-designated Fund Code Monitors to add, delete or change fund codes for their Component through role-based access. It also describes the edits within the application and the business rules for each data element.

c. OUSD(C) approved this training module for DOD Financial Management Certification Program credit at Level 3 in the areas of Financial Systems (one hour of credit) and Budget Execution (one hour of credit). Those who participated and who notify the FPRC Chairman via email will receive certificates. A current listing of participants is at Enclosure 2.

Action:

- **Action:** Those not listed in Enclosure 1, but participated in the training and desire a certificate of training completion should send an email to paul.macias.ctr@dla.com.
Suspense: March 31, 2017.

4. Air Force Presentations.

a. Air Force Fund Code Process. Ms. Angel Sweetser presented the process flow and procedures for processing additions, deletions and changes to Air Force fund codes in the DAAS Web Fund Code Application.

b. Air Force Issues Ms. Sweetser then presented issues of concern to Air Force, discussed below.

(1) **Fund Code VA For Army Service Code W.** This fund code is on the Army Fund Code to Fund Account Appropriation Table, but it cites an Air Force line of accounting. Army and Air Force initially established this fund code in 2004 under the Army Service Code W for Signal Code Group A/B/J/K in support of the Military Surface Deployment and Distribution Command (SDDC). However, the use for which this fund code was established ended in 2010, so Army and Air Force no longer need this fund code. Its continued use is problematic, causing rework for DLA, GSA, Air Force, and Army. Deleting this fund code may cause Interfund billing adjustments/reversals to reject.

(2) Mr. Hammond suggested that Army and Air Force delete the fund code, there might be one month where billing/billed offices might have to accomplish adjustments/reversals via non-interfund billing, but this would prevent new orders from processing though DAAS. Some charges relate to the DLA Energy offline Vehicle Identification Link Key (VILKey) ordering processes, which would require removing the fund code in DLA's customer master file for that process. Steven Hurwitz, DLA Energy, offered to coordinate this issue within the DLA Energy team and to advise Air Force, Army, and the FPRC Chairman of actions that DLA can take within that process to preclude any further use of the Army VA Fund Code.

Action:

- Steven Hurwitz, DLA Energy, report any action that DLA can take to stop any further use of the VA fund code under Army Service/Agency Code W. Advise Air Force, Army, and FPR Chairman. **Suspense: March 31, 2017.**
- Angel Sweetser, Air Force Fund Code Monitor, consider seeking deletion of the VA Fund Code under Army Service Code W. **Suspense: April 21, 2017.**

(3) **Fund Codes M1 and M2 for Marine Corps Service Codes.** Two Marine Corps Fund Codes, M1 and M2, are on the Marine Corps Fund Account Appropriation Table under Signal Code Group A/B/J/K, citing an Air Force line of accounting. Air Force and Marine Corps originally used these fund codes in connection with Mine Resistant Ambush Protected vehicle support in DLA processes; however, the original purpose may no longer be valid. During the discussion, participants noted that Marine Corps is citing these fund codes in hazardous waste disposal transactions. Air Force does not create obligations for these charges or receive the bills in connection with the charges, which makes resolution more difficult. Ms. Sweetser will coordinate this matter with Marine Corps to determine whether removing these

fund codes from the Fund Code to Fund Account Appropriation Table will cause any issues with the existing bills.

(4) Service Code D and E Fund Code Error for Security Assistance. Some Air Force Security Assistance transactions are intended to be billed to DoDAAC FG2303 under Fund Code NL, Signal Code C/L (third party billing). However, since Air Force groups Service Codes D, E, and F together, there is nothing to prevent non-Security Assistance orders from improperly citing Fund Code NL, passing DAAS edits, and billing FG2303 under the line of accounting for Security Assistance. Moreover, since billing offices group detail bills for the same fund code and bill-to party together in the same Summary Bill, numerous Service Code E requisitions that erroneously cited fund code NL (vice the correct Fund Code NM) were grouped together. The Air Force Security Assistance Information System (SAMIS) is unable to process the resultant bills, which resulted in costly and time-consuming rework for many years. Recently, Air Force identified the root cause and notified the unit that was incorrectly citing the wrong fund code. Meanwhile, Navy separates its service codes in the Fund Code to Fund Account Appropriation Table, such that these mixed bills cannot occur even when third party billing is used. This is instructive for Components who may want to consider the Navy model. A proposed DLMS change would be required.

(5) Army Reporting Different Appropriations to Treasury than Those on Summary Billing Records (SBRs). Since October 2016, the Army has been incorrectly reporting credits and disbursements processed through the DFAS Indianapolis Central Accounts Office to Treasury under a different line of accounting than the line of accounting cited in the SBR transactions routed through DAAS. Air Force received 817 SBRs in January 2017 alone that Army reported improperly. Ronnie Daniels, DFAS Indianapolis, is investigating the root cause.

Action:

- Ronnie Daniels, DFAS Indianapolis, advise FPRC Chairman and affected Components of the extent, root cause, and resolution to this mass billing error. **Suspense: April 21, 2017.**

(6) DLA Duplicate Bill Numbers. Air Force noted that DLA recently issued numerous bills that improperly contained duplicate bill numbers for different bills. Air Force received 1,365 from DLA in the month of January 2017 alone. There is no edit at DAAS to preclude bills with non-compliant duplicate bill numbers from routing to the bill-to party. Moreover, DAAS will only retain one bill in MILSINQ, such that retransmission of bills via MILSINQ is unreliable. Differences among financial systems regarding whether to reject a bill with a duplicate number, makes it difficult to work corrections of transmitted bills with already used bill numbers. Maria Summers, DLA, noted that DLA corrected the root cause and will be working closely with individual Component FPRC representatives and their Central Accounts Offices in the near-term to determine the best course of action in each instance for past bills. This issue has senior leadership attention within the Air Force.

Action:

- DLA, coordinate billing adjustments with each Component. Maria Summers, advise the FPRC Chairman of status. **Suspense: March 31, 2017.**

5. Army Presentations.

a. **Army Fund Code Process**. Ms. Tami Couch presented the process flow and procedures for processing additions, deletions and changes to Army fund codes in the DAAS Web Fund Code Application, using a formatted Microsoft Excel spreadsheet to collect the data from the customer.

b. **Army Contractor DoDAACs Citing DFAS in the DODAAC TAC 3**

(1) Ms. Lori Peterson presented a briefing on Army contractor DoDAACs that cite government DFAS entities in the DoDAAC TAC 3 addresses used for billing. In this process, the requisitions cite contractors as the bill-to parties (Signal Code A/B/J/K). However, the contractors' DoDAAC TAC 3 addresses and associated Communications Routing Identifiers (COMMRIs) used for billing cause the bills to route to government DFAS entities for payment as Interfund bills charged to Army lines of accounting associated with the fund codes in the requisitions. Army asserts that it uses this process because Interfund billing is extremely efficient; however, MILSBILLS prohibits contractors from using Interfund billing. Army is not alone in the use of this process.

(2) This procedure presents several possible operational issues, including potential misuse by contractors. Moreover, when a source of supply properly bills the contractor via non-Interfund billing instead of billing the DFAS Center in the contractor's DoDAAC TAC 3, disputes may arise as to whether responsibility for payment under the terms of contract specified in the DoDAAC rests with the government or the contractor. Additionally, GCSS-Army was not programmed to process non-interfund bills, resulting in delayed collections for the seller. Moreover, there is the potential for the misidentification of government furnished material (GFM) in the custody of the contractor that the government must account for in inventory records versus contractor furnished material (CFM) that the contractor pays for. In addition DOD is not able to accurately identify the trading partner as governmental or non-governmental to meet DOD Standard Financial Information Structure requirements and to properly conduct Treasury financial eliminations in which DOD must distinguish at various levels purchases from itself versus purchases from other entities. In the event that the requisitioned material is actually GFM, the contractor's requisition could cite Signal Code C or L to route the bill to the same DFAS Center for charge to the same LOA used today. There may be issues regarding full implementation of third party billing logic in some financial systems or with the availability of sufficient fund codes.

(3) There are currently 2,481 contractor DoDAACs citing DFAS in the DoDAAC TAC 3. Finance PRC representatives should contact their Component DoDAAC Central Service Points (CSPs) who may run Component specific listings by doing a search in

eDAASINQ. Finance PRC members may find DoDAAD CSPs and other points of contact at <http://www.dlmso.dla.mil/eLibrary/ServicePoints/allpoc.asp>.

Action:

- All DOD Fund Code Monitors/FPRC Primary Representatives, coordinate review of each contractor DoDAAC citing DFAS in the TAC 3 with your Component's Supply PRC representatives to determine if the contract terms designate CFM or GFM. Review underlying Supply processes. . Initiate any DoDAAC changes through the Component's DoDAAC CSP. Report initial status to FPRC Chairman. **Suspense: April 21, 2017.**

6. **Navy Fund Code Process**. Mr. Josh Sherman described the process for maintaining the Navy's Universal Fund Code Table, which is the basis for updating the fund codes in the Web Fund Code application. As part of the entry into the Web Fund Code application, he discussed how Navy uses the Agency Narrative field to identify the agency owning the line of accounting. Mr. Sherman also included the process steps Navy follows annually to review fund codes.

7. **DLA**

a. **DLA Fund Code Process**. Ms. Maria Summers explained the procedures for processing additions, deletions, and changes to DLA fund codes with Service/Agency Codes S, T and U into the DAAS Web Fund Code Application. All fund codes entered into the DAAS fund code database are synchronized with DLA's Enterprise Business System (EBS) in near real time, so no manual data entry into EBS is needed. Other Components desiring such system-to-system synchronization should contact DAAS.

b. **Fund Code 7H Flipping at DAAS in Support of Medical Process**. Ms. Summers explained that there is an agreement between DLA HQ and U.S. Army Medical Command (MEDCOM) that allows the Army access to DLA funding by citing DLA's Fund Code 7H to replenish DLA owned inventory managed at Army medical sites. Army typically submits orders citing Signal Code A, which indicates that the materiel is being shipped to the Army unit and billed to the Army W series DoDAAC against Fund Code 7H. However, there is an undocumented business process whereby DAAS flips the bill-to party to DLA as transactions route and DLA uses an internal process not to generate any bills. DLA bills Army when the Army customer later consumes the material. Using this undocumented process impedes end-to-end traceability via logistics transactions and is an audit concern for DAAS. Mr. Hammond asked if the same process could be accomplished using third party billing (Signal Code C or L) to identify DLA DoDAAC SL4701 as the bill-to party and citing Fund Code 7H or another fund code on each Component's Fund Code to Billed DoDAAC Table. Availability of 7H or another unused fund code on Component Tables may be an issue. Moreover, if the current process always cites Signal Code A and does not otherwise use the supplementary address field for a locally assigned identifier, requisitioners may use Signal Code B with the DLA SL4701 DoDAAC in the supplementary address field to route the bill to DLA in the same manner as is

being done today. Army and DLA are exploring these solutions and may explore others. If Components or DLA use same convention in other processes, similar research will be required.

Action:

- DLA Troop Support/Army, explore solutions to use a compliant process. Document the current interim process in applicable process cycle memorandum(s) if DLA/Army have not already done so. Incorporate any proposed solution into an audit corrective action plan pending full implementation of any process/system changes. DLA (Maria Summers) to advise FPRC Chairman and DAAS of interim status and any impediments. **Suspense: March 24, 2017.**

8. [FAA](#)

a. **FAA and National Oceanic and Atmospheric Administration (NOAA) Billing Transition from GSA.** Ms. Nancy Cordell briefly reviewed the transition of FAA and NOAA Interfund billing and Treasury reporting from GSA to FAA. FAA is working towards implementing the DLMS 810L Logistics Bill, DLMS 812R Request for Billing Adjustment, and DLMS 812L Reply to Request for Billing Adjustment.

b. **Repairable Item Carcass Return Credit to DOD - \$12M.** When a customer returns a repairable carcass to FAA in exchange for a new or reconditioned item, the customer is due a credit for the value of the returned carcass to offset the price of the new or reconditioned item. FAA had not been doing that for some requisitions/returns dating back to 2004, but has since corrected that deficiency. Credit is due to DOD customers for returned carcasses. While the original appropriations cited in the requisitions may have expired, DOD may use the funds to offset price adjustments for five years after the appropriation originally charged has expired and thereafter must still account for the returned funds. FAA would like to return the funds by mid-March, and is coordinating closely with Components and OUSD(C) to ensure that this process proceeds smoothly. Funds would normally be returned in a DLMS 810L Logistics Bill as a credit to the original requisition; however, there are some circumstances where this cannot be done for funds that are ten years past expiration of the appropriation, or when the original document number may not be available. One limitation of the legacy 80 record position transactions in the fund code process is that there is a single character fiscal year indicator to identify the beginning and ending period of availability of the funds, such that credit to an order more than ten years old would improperly credit the wrong fiscal year appropriation. FAA has prepared billing files for Components to review and sought guidance on how to proceed.

Action:

- FAA/Components/OUSD(C)/FPRC Chairman, continue coordination to timely complete credit of funds to DOD. **Suspense: March 15, 2017.**

9. GSA Billing Functions Transitioned to US Department of Agriculture (USDA). Ms. Roxanne Degner explained that in 2014 GSA decided it no longer wanted to be in the financial services business line supporting federal agency billing. As noted in the FAA presentation, FAA subsumed these functions for themselves and NOAA. The remaining billing functions transitioned to USDA, using the same billing system and processes previously used by GSA. Ms. Degner continues to perform all the same functions that she performed while assigned to GSA.

10. Cash Accountability Data Standards (CADS) Mr. Michael Shannon, Office of the Deputy Chief Management Officer (ODCMO), introduced the Joint ODCMO/OUS(D) Cash Accountability and Traceability (CASH) Initiative towards improving visibility of DOD's cash position at Treasury and reducing differences between Treasury and DOD records. Mr. Shannon anticipates that ODCMO/Comptroller will soon issue a memorandum for a data call to identify relevant Component systems in order to facilitate development of future process requirements. Key elements of this presentation are shown below:

- a. Treasury memoranda (14 Jan 2011, 23 Mar 2012) required Financial Management Service (FMS) standardization and daily reporting by October 1, 2014.
- b. DOD response letter (24 Sep 2012) stated DOD's plan to have approximately 90 percent (\$) of current disbursements ready for transition within the current timelines.
- c. Except for limited pilot efforts, DOD has not made significant progress toward this goal.
- d. The Department's audit success is closely linked to cash traceability, including proper management and accountability of all transactions affecting Funds Balance with Treasury (FBwT).
- e. Unsupported journal vouchers (JVs) and unresolved differences between DOD and U.S. Treasury are material and jeopardize achieving audit ready financial statements.
- f. Daily reporting to Treasury and the standardization required to make it work minimizes the unsupported JVs and FBwT differences.

11. DAAS Presentation. Mr. Al Coleman, DAAS, gave a brief overview of existing fund code edits as well as edits required for Standard Line of Accounting (SLOA) under the Approved DLMS Change 1043 series of changes. Mr. Coleman noted that DAAS provides updates to the fund code tables either by email or system-to-system synchronization. Those desiring either or both methods should contact DAAS.

12. Fund Code Data Quality/Table Synchronization. Mr. Hammond briefed an initiative to improve fund code data quality by deleting non-compliant single character fund codes and synchronizing the Fund Code to Fund Account Conversion Table (aka FCA table) with the Fund Code to Billed DoDAAC Table (aka FCB table). Once data quality issues are resolved, work will begin with DAAS to refine requirements for a systems change to the Web Fund Code Application to maintain integrity between the tables in the Web Fund Code Application. Additionally, DAAS will explore an enhancement for initiating notice to Fund Code Monitors

when the Component DoDAAC Central Service Point deletes the underlying DoDAAC in the Fund Code to Billed DoDAAC Table. These enhancements will support implementation of SLOA edits. In late 2016, DAAS provided a spreadsheet identifying FCA and FCB data believed to be out of sync ([click here](#)) and a spreadsheet identifying single character fund codes ([click here](#)). Post meeting, the FPRC Chairman distributed a new DAAS spreadsheet identifying DoDAACs from the FCB table that are no longer valid in the DoDAAD ([click here](#)). Components are to review and address any errors in their fund code table data.

Action:

- All Component Fund Code Monitors, review spreadsheets provided by DAAS regarding FCA/FCB fund code miss-matches, single character fund codes, and deleted DoDAACs in FCB records and make corrections through the Web Fund Code application. Report completion or interim status to the FPRC Chairman. **Suspense: March 31, 2017.**

13. DLMS Website Tour. This briefing provides a demonstration of the information available from the DLMS Website (www.dla.mil/j-6/dlms). Some examples of key pages include: FPRC page, archived minutes, DLMS changes (Proposed and Approved), DLMS ICs, DLMS manuals, and DLMS PRCs and chartered working group points of contact.

14. DLMS FPRC eMail Message Rejection. A number of individuals reported having issues sending emails to the FPRC group email address (financehq@dlamail). This may be due to a recent update to how the email address is catalogued within DLA, such that those with an Outlook profile that had previously stored the address in the Outlook address drop down listing may experience a reject error when Outlook autocompletes the address. Enclosure 2 to these minutes explains how to clear the old entry from Outlook's autocomplete.

15. Concluding Remarks/Survey. Mr. Hammond thanked all meeting participants for their time and encouraged all to complete an anonymous online survey to provide feedback on the training sessions and the experience. The survey may be found at <https://www.surveymonkey.com/r/85FGQZ7>.

ROBERT HAMMOND
Chair, DOD Finance PRC

Approved: _____
HEIDI M. DAVEREDE
Program Manager,
Enterprise Business Standards Office

Enclosure 1: Credited Training Participants

Participants identified as having completed the FPRC training are listed below. Anyone who completed the training that is not on the lists below should send an email to paul.macias.ctr@dla.mil.

A. The following participants received credit for the [DLMS Finance Transaction Life-cycle Training \(FMF7318\)](#):

NAME	NAME	NAME
Abby Bender	Eric Flanagan	Lajeune Peyton
Allen Coleman	Eric Hatzenbeller	Larry Tanner
Amanda Kluczynski	Eydie Platt	Laura Gentry
Amra Duracak	Felicia Ciaudelli	Laurie Owens
Amy Balog	Frank Napoli	Len Beish
Angel Sweetser	Gale Calloway	Lori Peterson
Angela Chapman	Genna Caldwell	Marc Briones
Angeline Allen	George Akers	Marcy Belcher
Argemy Jennings	Glenys Vasquez-Banch	Marguerite Williams
Bao Nguyen	Gunnar Spencer	Maria Kadlec
Barbara Coler	Hermon Dixon	Maria Summers
Barbara Curran	Jacob G. Morrison	Marilyn McGee
Barbara Rees	James Bowling	Mark Carroll
Barbara Sexton	Janice Mitchell	Mary Brown
Benjamin Breen	Jennifer Barber	Mary Cost
Brad Noren	Jennifer Dubbs	Matthew Priddy
Brenda Hughes	Jennifer Griffin	Max A. Louis
Brian Kiesel	Jennifer Mackey	Max Maodush-Pitzer
Brian McGory	Jesse Poland	Meghan Kurtz
Brooke Bates	Joshua Sherman	Michael Bugg
Charles Hopkins	Judith Shomo	Michael Humenansky
Charlotte Cobb	Julie Zaffarano	Michael Skoczlas
Cheryl Giffear-Sywkiw	Keith Tarnovich	Mike Cahill
Clinton Bennett	Kelli Pollock	Miranda Berrien
Colette Cormier	Ken Hatchell	Monica Norman
Corina Clingman	Kenneth Deans	Nancy Cordell
Dana C. Malone	Kim Smith	Oluseyi Adesulu
Daniel Fonner	Kimberly Cunningham	Patrick Moshier
Dawn Kohlbacher	Kimberly Drennen	Paul Haislip
Delicia McKissic	Kimberly Hadley	Paul Jensen
Dennis Gemzer	Kurt Orren	Paul Schilling
Diane Wood	Labertha Williams	Rafael Gonzalez-Castro

NAME

Rasheda Mitchell
 Ricardo Cruz
 Richard Dorsey
 Richard J Morrow
 Robert D. Talcovitz
 Robert Hammond
 Roxanne Degner
 Sarah Root
 Sarah W. Moore
 Scott Amburgey
 Serene Culp

NAME

Shannon Noles
 Sheri Neale
 Stanley Brown
 Steve Norman
 Steven Hurwitz
 Susan Van Walsen
 Susheel Mamidala
 Talia Porter
 Tamara Anderson-Poole
 Tamara E Crouch
 Teo Tu

NAME

Terri Hilton
 Todd Hutsell
 Toni Ardis
 Tonya Collins
 Veronica Sowell
 Vicki Cooley
 Victor Johnson
 Vincent DiBella
 Vuong Le
 William Thompson

B. The following participants received credit for the [Web Fund Code Training \(FMF7360\)](#):

NAME

Abby Bender
 Allen Coleman
 Amanda Kluczynski
 Amra Duracak
 Amy Balog
 Angel Sweetser
 Angela Chapman
 Angeline Allen
 Argemy Jennings
 Bao Nguyen
 Barbara Curran
 Barbara Sexton
 Benjamin Breen
 Brad Noren
 Brenda Hughes
 Brian Kiesel
 Brian McGory
 Brooke Bates
 Carol Jackson
 Charles Hopkins
 Charlotte Cobb
 Cheryl Giffear-Sywkiw
 Clinton Bennett
 Colette Cormier
 Corina Clingman

NAME

Dana C. Malone
 Daniel Fonner
 Dawn Kohlbacher
 Delicia McKissic
 Dennis Gemzer
 Diane Wood
 Eric Flanagan
 Eric Hatzenbeller
 Eydie Platt
 Felicia Ciaudelli
 Frank Napoli
 Gale Calloway
 Genna Caldwell
 George Akers
 Glenys Vasquez-Banch
 Gunnar Spencer
 Hermon Dixon
 Jacob G. Morrison
 James Bowling
 Janice Mitchell
 Jean Dismuke
 Jennifer Barber
 Jennifer Dubbs
 Jennifer Griffin
 Jennifer Mackey

NAME

Jesse Poland
 Joshua Sherman
 Judith Shomo
 Julie Zaffarano
 Kelli Pollock
 Ken Hatchell
 Kenneth Deans
 Kim Smith
 Kimberly Cunningham
 Kimberly Drennen
 Kimberly Hadley
 Kurt Orren
 Labertha Williams
 Lajeune Peyton
 Larry Tanner
 Laura Gentry
 Laurie Owens
 Lori Peterson
 Marc Briones
 Marcy Belcher
 Marguerite Williams
 Maria Summers
 Marilyn McGee
 Mark Carroll
 Mary Cost

NAME

Matthew Priddy
Max A. Louis
Max Maodush-Pitzer
Meghan Kurtz
Michael Bugg
Michael Humenansky
Michael Skoczlas
Mike Cahill
Milliam Neece
Monica Norman
Nancy Cordell
Oluseyi Adesulu
Patrick Moshier
Paul Haislip
Paul Jensen
Paul Schilling
Rafael Gonzalez-Castro

NAME

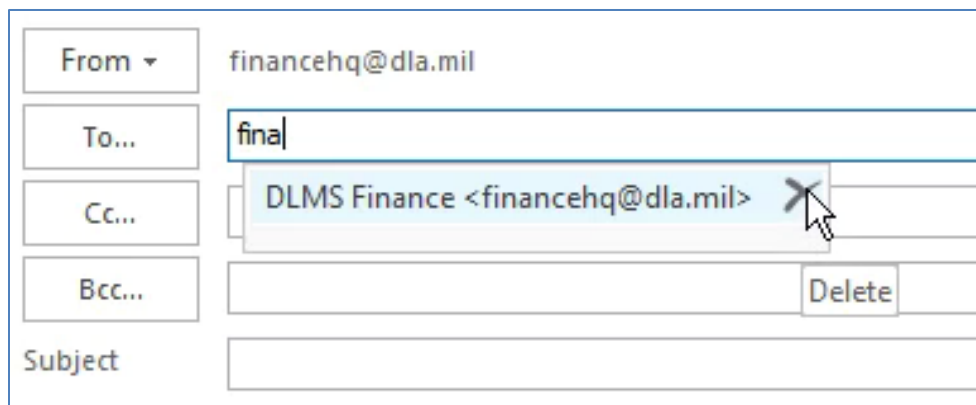
Rasheda Mitchell
Ricardo Cruz
Richard Dorsey
Richard J Morrow
Robert D. Talcovitz
Robert Hammond
Roxanne Degner
Sarah Root
Sarah W. Moore
Scott Amburgey
Selester Copeland
Serene Culp
Shannon Noles
Sheri Neale
Stanley Brown
Stephanie Flynn
Steve Norman

NAME

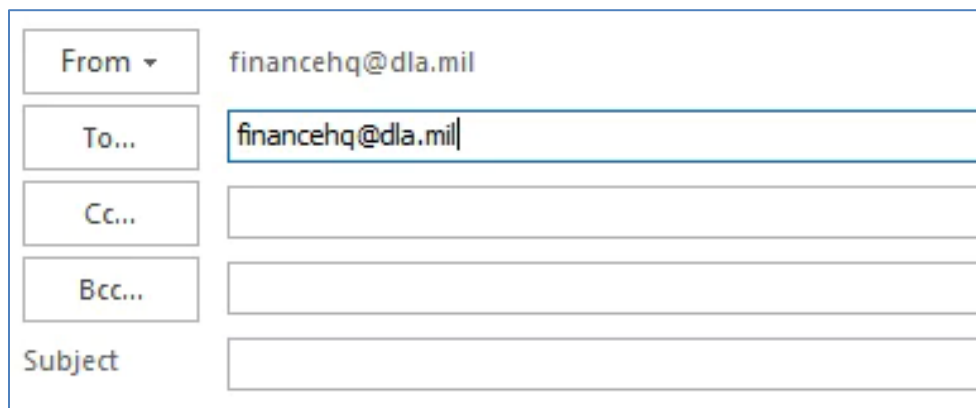
Steven Hurwitz
Susan Van Walsen
Susheel Mamidala
Talia Porter
Tamara Anderson-Poole
Tamara E Crouch
Teo Tu
Terri Hilton
Todd Hutsell
Toni Ardis
Tonya Collins
Veronica Sowell
Vicki Cooley
Victor Johnson
Vincent DiBella
Vuong Le
William Thompson

Enclosure 2: Clearing Outlook Autocomplete Entry

If your emails to the financehq@dla.mil group email address is being rejected, it may be due to an old cache within your Microsoft Outlook for the email address that has an outdated email mask (i.e. DLMSO Finance which should now be DLMS Finance). To correct this problem, start typing the email address “finance” until the email address pops up to autocomplete in Outlook. Without selecting the suggestion from Outlook, delete it from your drop down list.



The next time you type the email address it should not have the Outlook autocomplete option and the email should go through.



If you still have issues or need clarifications, please contact paul.macias.ctr@dla.mil for assistance.