**C6. CHAPTER 6**

**DEFENSE AUTOMATIC ADDRESSING SYSTEM**

C6.1. GENERAL. This chapter describes Defense Logistics Management Standards (DLMS) Finance related procedures and processes for the Defense Automatic Addressing System (DAAS). DLM 4000.25-4, “Defense Automatic Addressing System” provides additional information regarding support furnished by DAAS.

C6.2. Military Standard Billing System PROCESSING

 C6.2.1. Requirement to Route Bills to DAAS

 C6.2.1.1. As indicated in Chapter 2, sellers will route all interfund and automated “G” series noninterfund billing records to DAAS for editing, retention, and further routing to billed offices.

 C6.2.1.2. Only interfund bills passing MILSBILLS prescribed edits and routed by DAAS are eligible for reporting to the Treasury Department and interfund reimbursement.

 C6.2.1.3. All billing records will be electronically routed to DAAS.

 C6.2.2. Bill Editing and Billed Error Rejection

 C6.2.2.1. DAAS will edit and reject any bill that fails any of the following edits:

 C6.2.2.1.1. The record count (positions 5-7 of the legacy 80 column card format) of the summary billing record equals the actual count of the supporting detail billing records.

 C6.2.2.1.2. The bill-to Department of Defense Activity Address Code (DoDAAC) (positions 30-35) of the summary billing record is a valid DoDAAC, and is authorized for use as a bill-to party in accordance with the DoDAAC authority code, as outlined in DoD 4000.25, “Defense Logistics Management Standards” Volume 6 (DoD Logistics Systems Interoperability Support Services), Chapter 2 – Department of Defense Activity Address Directory. Note that DoDAACs are deleted to prevent requisition transactions from being processed through DAAS. Once the delete effective date has passed, the DoDAAC will remain on the DoDAAD master file for five years before the record is physically removed from the master file, and bills with the bill-to authorized in accordance with the DoDAAC authority code will not reject as invalid during this period. After the five year period, deleted DoDAACs are removed from the DAAS database, and subsequent bills will reject as invalid DoDAACs.

 C6.2.2.1.***3.*** The amount (positions 65-73) of the summary billing record equals the sum of the amounts (positions 65-73) of the supporting billing records.

 C6.2.2.1.***4*** The bills are identified as interfund and authorized to be billed under interfund procedures.

 C6.2.2.1.***5***. Discrete values for the Standard Line of Accounting data elements in the transaction match data elements from the SFIS Fund Code to Fund Account Conversion Table for the Fund Code in the transaction.

 C6.2.2.1.***6.*** Fund code is not valid on the SFIS Fund Code to Fund Account Conversion Table for the Service/Agency Code.

 C6.2.2.1.***7***. The bill number does not conform to the rules described in Chapter 2, Table C2.T2.

 C6.2.2.2. Rejected bills will be reported back to the originating activity using DLMS 824R (Reject Advice Transaction) citing the applicable Reject Advice Code from DLM 4000.25, Volume 2, Appendix 2.8. Rejected bills may include a narrative description indicating the reason for rejection, in addition to the Reject Advice Code. In addition, the second record position of the Reject Advice Code will be inserted in rp4 of the MILSBILLS legacy DIC FS\_/GS\_ Summary Bill and displayed in MILSINQ, hyperlinked to the narrative reason for rejection.

 C6.2.2.2.1. Originators may retrieve any rejected bills within one hour of original submission to DAAS. When appropriate, billing offices will correct and resubmit rejected bills.

 C6.2.2.2.2. Billing offices must ensure that adjustments for rejected billings are properly recorded in their seller accounting records.

 C6.2.2.3. Upon successful completion of the bill edits, DAAS will:

 C6.2.2.3.1. Route billings to the billed office by the best available means.

 C6.2.2.3.2. Ensure that electronically routed bills are routed to the billing communications routing identifier (COMMRI) code assigned to the billed office DoDAAC.

 C6.2.2.3.3. Ensure that non-electronically routed bills are mailed to the clear-text address of the billed DoDAAC identified for billing.

 C6.2.2.4. DAAS will forward images of interfund summary billing records to the seller’s Central Accounts Office (CAO).

 C6.2.3. Bill Retention. Long term retention should be in accordance with DoDI 5015.02, DoD Records Management Program.

C6.3. BILL COPY RETRIEVAL

 C6.3.1. Copies of bills may be retrieved in any of the following ways:

 C6.3.1.1. MILSINQ. Images of bills may be retrieved from DAAS through their web-based MILSBILLS Inquiry (MILSINQ) process. See section C6.5.

 C6.3.1.2. Retransmission Request. Bills may also be retrieved from DAAS by submitting a Request for Retransmission of Interfund Bill (DLMS 812R/Document Identifier Code (DIC) QB1).

 C6.3.1.2.1. DAAS will retransmit a copy of all bills matching the billing office DoDAAC and bill number provided on the request. Although unlikely, it is possible that DAAS will find and retrieve a current and prior year bill matching the prescribed retransmission criteria.

 C6.3.1.2.2. The retransmission request may also be requested via the Internet as part of the MILSINQ process.

 C6.3.1.3. Telephone Request. DAAS will accept telephone requests (937-656-3247 or DSN 986-3247) for copies. Telephone requests are limited to no more than five bills and the service will be terminated if abused.

 C6.3.2. Only copies of bills routed by DAAS and within the record retention period may be retrieved through the methods described in C6.3.1 above. However, whenever DAAS does not find a matching bill, it will create and forward a request for copy of bill (DLMS 812R/DIC FAE billing record, with Billing Advice code 41) to the billing office.

 C6.3.2.1. Billing offices failing to respond to requests for copies of interfund bills received within the record retention period will be directed by their Service or Agency headquarters to reverse the billing. Billed offices will absorb all charges in the manner prescribed by their Service or Agency when the record retention period has elapsed and they have failed to obtain copies of the bill(s).

 C6.3.2.2. Forward a billing adjustment reply (DLMS 812L, DIC FAR) with Billing Status code DA to advise the requesting office that they have referred their bill retransmission (copy) request to the seller.

C6.4. FUND CODE TABLES. Fund code tables appear on the Defense Logistics Management Standards Website Volume 4 page.

C6.5. MILITARY STANDARD BILLING SYSTEM INQUIRY PROCESS

 C6.5.1. General MILSINQ Information

 C6.5.1.1. MILSINQ is a process established by DAAS to allow its customers to remotely query the DAAS MILSBILLS database as an alternative to the DLMS 812R and DIC QB1 retransmission (send a copy of the bill to me) means of obtaining billing information from DAAS. MILSINQ may also be used for the materiel obligation validation (MOV) process.

 C6.5.1.2. Bills may be queried by the billing DoDAAC or billed DoDAAC and may be narrowed to a particular billing month or bill.

 C6.5.1.3. Once identified, the bills can be viewed, printed, saved to a local PC, or retransmitted (copy sent by DAAS to a designated recipient).

 C6.5.1.4. MILSINQ is available at the MILSINQ Website[[1]](#footnote-2). Users will generally be logged off systems after 5 minutes of idle time.

C6.6. MILITARY STANDARD BILLING SYSTEM-RELATED REPORTS

 C6.6.1. Introduction

 C6.6.1.1. As part of its logistics information data services, DAAS accumulates data from MILSBILLS records it routes and generates reports for MILSBILLS use. The reports cover the preceding 12 months.

 C6.6.1.2. The following MILSBILLS-related reports are available from the MILSINQ Website.

 C6.6.1.2.1. Interfund billing adjustments by billing office (Routing Identifier Code (RIC) sequence).

 C6.6.1.2.2. Interfund bills by billed office (DoDAAC sequence).

 C6.6.1.2.3. Interfund bills by billed office (DoDAAC within Service).

 C6.6.1.2.4. Interfund bills by billing office (DoDAAC within Service).

 C6.6.1.2.5. Interfund bills by billing office (RIC sequence).

 C6.6.1.2.6. Interfund bills by route to COMMRI (COMMRI sequence).

 C6.6.1.2.7. Interfund bills rejected by DAAS (RIC sequence).

 C6.6.1.2.8. Interfund bill retransmission requests.

 C6.6.1.2.9. In-storage Visibility Redistribution (ISVR) ***reimbursement*** report ‘Lateral Redistribution.’

 C6.6.1.2.10. Rejected interfund bills by billed office (Service sequence).

 C6.6.1.2.11. Rejected interfund bills by billing office (DoDAAC within Service).

 C6.6.2. Interfund Billing Adjustments By Billing Office Routing Identifier Code

 C6.6.2.1. This report provides each billing office RIC with data related to billing adjustment requests and responses. With the exception of DIC QB1, all adjustment requests processed by DAAS during the indicated reporting month and year are included. Figure C6.F1 shows an example of this report.

Figure C6.F1. Interfund Billing Adjustment Example



 C6.6.2.2. Total number of requests and replies are provided for each billing RIC, with subtotals for each listed RIC series (first position of RIC) and a grand total for the report. Request details include numbers by advice code groupings and reply details include numbers by billing status code groupings.

 C6.6.3. Interfund Bills By Billed Office. This report provides each billed office (BILLED DODAAC) with the number of interfund bills (NO. BILLS), the number of detail billing records (NO. DETAILS) that supports the bills, and the value ($ VALUE) of interfund bills processed by DAAS during the report month. The report provides a page break, a total (SUBTOT) for each service, and a total (TOTAL) for the report. Figure C6.F2 shows an example of this report.

Figure C6.F2. Interfund Bills by Billed Office Example

|  |
| --- |
| Report2 |

 C6.6.4. Interfund Bills By Billing Office. This report provides each billing office (BILLING RI CODE) with the number of interfund bills (NO. BILLS), the number of detail billing records (NO. DETAILS) that support the bills, and the value ($ VALUE) of interfund bills processed by DAAS during the report month. The report provides a page break, a total (SUBTOT) for each Service, and a total (TOTAL) for the report.

 C6.6.5. Interfund Bills Rejected By DAAS. This report identifies, in a summarized form for each billing office, the number, value, and reasons why interfund bills were rejected by DAAS. Figure C6.F3 shows an example of this report.

Figure C6.F3. Interfund Bills Rejected Example

|  |
| --- |
| Report7 |

 C6.6.6. Interfund Bill Retransmission Request. This report summarizes the number of interfund bill retransmission requests and outcomes for the requests by billing RIC. Figure C6.F4 shows an example of this report.

Figure C6.F4. Interfund Bill Retransmission Request

|  |
| --- |
| Report8 |

 C6.6.7. Interfund Bills By Route-To COMMRI Code. This report provides a monthly summary of interfund bills by "route-to" COMMRI code for bill route by DAAS, the number of interfund bills (NO. BILLS), number of detail billing records (NO. DETAILS), and the dollar value of the bills (DOLLAR VALUE) are summarized by Service for each billed-to DoDAAC (BILLED DODAAC) within a communications office to which bills are routed (COMMRI) by DAAS during a month.

 C6.6.8. In-storage Visibility Redistribution ***Reimbursement*** Report. This is a report of laterally redistributed materiel and ISV procurement offset reimbursements. It shows the number and dollar value of ***reimbursement*** for materiel, transportation, packing, crating, and handling by DoDAAC and/or RIC receiving the ***reimbursement***. See Figure C6.F5 for an example of this ***Reimbursement*** report.

Figure C6.F5. In-storage Visibility Redistribution ***Reimbursement*** Report

|  |
| --- |
| Report9 |

 C6.6.9. Rejected Interfund Bills by Billing Office (Service Sequence). This report provides a listing of interfund bills that failed MILSBILLS prescribed DAAS edits. These bills were returned by DAAS to the billing office. The report identifies bills by billing office and identifies the billed DoDAAC, bill number, and dollar value. See Figure C6.F6 for an example of this report.

Figure C6.F6. Rejected Bill by Billing Office

|  |
| --- |
| Report10 |

C6.7. OTHER DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODES AUTHORIZED INTERFUND

 C6.7.1. DAAS will edit service code H requisitions to ensure that interfund procedures are appropriate for the requisitioner. Other DoD Components’ requisitions for which interfund billing is appropriate are those in which the requisitioning DoDAAC is identified as authorized interfund billing. See Appendix AP1 for more information.

 C6.7.2. If necessary, DAAS will change the fund code cited on other DoD Components’ requisitions to XP when the H-Series requisitioning DoDAAC is not identified as authorized interfund billing.

 C6.7.3. Other DoD Components may add their DoDAAC (to allow for interfund billing) or delete a listed DoDAAC (mandatory noninterfund billing). To request a change, contact the H Series Fund Code Monitor.

1. If the application is not accessible from your browser, contact your local Internet support office for assistance in configuring your telnet application for your browser. [↑](#footnote-ref-2)