DEFENSE LOGISTICS MANAGEMENT SYSTEM

VOLUME 4

MILITARY STANDARD BILLING SYSTEM - FINANCE

April 11, 2012

DEPUTY ASSISTANT SECRETARY OF DEFENSE
(SUPPLY CHAIN INTEGRATION)

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LOGISTICS AND
MATERIEL READINESS

DLM 4000.25, Volume 4, April 2, 2019
Change 10

DEFENSE LOGISTICS MANAGEMENT SYSTEM
VOLUME 4, MILITARY STANDARD BILLING SYSTEM - FINANCE
CHANGE 10

I. This change to DLM 4000.25, Defense Logistics Management Standards (DLMS), Volume 4, April 11, 2012, is published by direction of the Deputy Assistant Secretary of Defense for Logistics under the authority of DoD Instruction (DoDI) 4140.01, "DoD Supply Chain Materiel Management Policy," December 14, 2011. Unless otherwise noted, revised text in the manual is identified by ***bold, italicized*** print. Exceptions are when an entire chapter or appendix is replaced, a new one added, or an administrative update is made. Administrative updates in Change 10 include, but are not limited to, the following: Office names and symbols that have changed are updated (e.g., ODASD(Logistics)). Abbreviations such as etc., e.g., and i.e. are incorporated inside the parentheses. Occurrences of "shall" are changed to "will" per a style change for DoD issuances. References to "(DLA) Transaction Services" are changed to "Defense Automatic Addressing System (DAAS)" and "DLA Logistics Information Services" to "Logistics Information Services. In addition, minor typographical and similar editing errors in previous versions have been corrected.

II. This change includes Approved Defense Logistics Management Standards (DLMS) Changes (ADC) published by Enterprise Business Standards Office memorandum:

A. ADC 1188 dated December 26, 2018. Aligns DoD code names in the Type of Pack and Transportation Method/Type Code conversion guides with the USTRANSCOM Reference Data Management (TRDM) registry code names, and maps the TRDM to X12 code names. Adds a new mapping for Tank Car to the Type of Pack conversion guide. Updates the Unit of Materiel Measure (Unit of Issue/Purchase Unit) conversion guide to ensure DoD codes (other than those represented in the Federal Logistics Information System (FLIS) as documented in Cataloging Data and Transaction Standards, Volume 10, Tables 53 and 81) have the name assigned by X12. Additional updates correct some erroneous mappings for DoD Codes. Revises Chapter 1.

B. ADC 1308 dated August 10, 2018. Extends DLMS procedures for Navy Exchange Price billing of Depot Level Repairables (DLRs) under the Navy Carcass Tracking program to the Navy S/A Code P, which is reserved for Foreign Military Sales (FMS)/Security Cooperation. Revises Chapter 1.

III. The list below identifies the chapters, appendices, or other files from the manual that are updated by this change:

Added or Replaced Files

Change History Page
Chapter 1

IV. This change is incorporated into the on-line DLM 4000.25 series of manuals and the PDF files containing the entire set of change files on the publications page of the Enterprise Business Standards Office Website: www.dla.mil/does/dlms-pubs

for Jan Mulligan
Performing the Duties of
Deputy Assistant Secretary of Defense
for Logistics

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LOGISTICS AND
MATERIEL READINESS

DLM 4000.25, Volume 4, May 4, 2018
Change 9

DEFENSE LOGISTICS MANAGEMENT SYSTEM
VOLUME 4, MILITARY STANDARD BILLING SYSTEM - FINANCE
CHANGE 9

I. This change to DLM 4000.25, Defense Logistics Management Standsard (DLMS), Volume 4, April 11, 2012, is published by direction of the Deputy Assistant Secretary of Defense for Supply Chain Integration under the authority of DoD Instruction (DoDI) 4140.01, "DoD Supply Chain Materiel Management Policy," December 14, 2011. Unless otherwise noted, revised text in the manual is identified by ***bold, italicized*** print. Exceptions are when an entire chapter or appendix is replaced, a new one added, or an administrative update is made. Administrative updates in Change 9 include the following: Abbreviations such as etc., e.g., and i.e. are incorporated inside the parentheses. Occurrences of "shall" are changed to "will" per a style change for DoD issuances. References to "(DLA) Transaction Services" are changed to "Defense Automatic Addressing System (DAAS)" and "DLA Logistics Information Services" to "Logistics Information Services. In addition, minor typographical and similar editing errors in previous versions have been corrected.

II. This change includes Approved Defense Logistics Management Standards (DLMS) Changes (ADC) published by Enterprise Business Standards Office memorandum:

A. ADC 1151 dated September 14, 2017. Removes references to specific record retention periods for documents/transactions, and advises the Components to retain data created as a result of DLMS business processes in accordance with the DODI 5015.02, DOD Records Management Program. Revises Chapter 2 and Chapter 6.

B. ADC 1213A dated September 7, 2017. Corrects a gap in the DLMS 812L, Logistics Bill Adjustment Request Reply transaction, for Materiel Return Program (MRP) credit (legacy Documement Identifier Code FTB functionality). The DLMS 812L procedures include a scenario where the billing office approves the MRP credit, but the credit is pending and there is not an assigned credit bill number. For the DLMS 812L, American National Standards Institute (ANSI) X12 syntax rules require an entry in the data element field for the bill number. This change defines how to accommodate the syntax requirement even though a bill number is not yet available for the MRP credit. Revises DLMS IC 812L and the legacy DIC FTB.

III. The list below identifies the chapters, appendices, or other files from the manual that are updated by this change:

Added or Replaced Files

Change History Page
Change Letter
Chapter 2
Chapter 6

IV. This change is incorporated into the on-line DLM 4000.25 series of manuals and the PDF files containing the entire set of change files on the publications page of the Defense Logistics Managements Standards Website: www.dla.mil/does/dlms-pubs

for

Jan Mulligan
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LOGISTICS AND
MATERIEL READINESS

DLM 4000.25, Volume 4, October 03, 2017
Change 8

DEFENSE LOGISTICS MANAGEMENT SYSTEM
VOLUME 4, MILITARY STANDARD BILLING SYSTEM - FINANCE
CHANGE 8

I. This change to DLM 4000.25, Defense Logistics Management Standsard (DLMS), Volume 4, June 2012, is published by direction of the Deputy Assistant Secretary of Defense for Supply Chain Integration under the authority of DoD Instruction (DoDI) 4140.01, "DoD Supply Chain Materiel Management Policy," December 14, 2011. Unless otherwise noted, revised text in the manual is identified by ***bold, italicized*** print. Exceptions are when an entire chapter or appendix is replaced, a new one added, or an administrative update is made. Administrative updates in Change 8 include the following: "DLA Logistics Management Standards" is changed to "Defense Logistics Management Standards" to reflect the most recent name change for the DLMS Progrma Office. Abbreviations such as etc., e.g., and i.e. are incorporated inside the parentheses. Occurrences of "shall" are changed to "will" per a style change for DoD issuances. "Defense Logistics Management System" is updated to "Defense Logistics Management Standards." "DoDM 4140.1-R" is updated to "DoDM 4140.01." References to "(DLA) Transaction Services" are changed to "Defense Automatic Addressing System (DAAS)" and "DLA Logistics Information Services" to "Logistics Information Services"; and "DLA Logistics Information Services" to "Logistics Information Services", and minor typographical and similar editing errors in previous versions have been corrected.

II. This change includes Approved Defense Logistics Management Standards (DLMS) Changes (ADC) published by Defense Logistics Management Standards Program Office memorandum:

A. ADC 1203 dated January 30, 20176. Documents procedures for processing DLMS SDRs submitted for reimbursement of repackaging costs. These procedures are primarily applicable to (a) FMS shipments frustrated at the freight forwarder facility due to packaging and documentation discrepancies and (b) retail/tactical activity discrepant receipts where repackaging is required prior to storage or distribution. Revises Chapter 2.

B. ADC 1213 dated April 11, 2016. Clarifies the processing of logistics Interfund bills to limit the length of bill numbers to five characters in DLMS variable length transactions in accordance with DLM 4000.25, Volume 4 and explains which bill numbers to include in adjustment requests and replies. Revises Chapter 6. Revises DLMS ICs 810L, 812L, and 812R.

III. The list below identifies the chapters, appendices, or other files from the manual that are updated by this change:

Added or Replaced Files

Change History Page
Change Letter
Chapter 2
Chapter 6

IV. This change is incorporated into the on-line DLMS manual at the Defense Logistics Managements Standards Website Publications Page and the PDF file containing the entire set of change files is available on the Formal Changes Page.

for

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LOGISTICS AND
MATERIEL READINESS

DLM 4000.25, Volume 4, December 14, 2016
Change 7

DEFENSE LOGISTICS MANAGEMENT SYSTEM
VOLUME 4, MILITARY STANDARD BILLING SYSTEM - FINANCE
CHANGE 7

I. This change to DLM 4000.25, Defense Logistics Management Standsard (DLMS), Volume 4, June 2012, is published by direction of the Deputy Assistant Secretary of Defense for Supply Chain Integration under the authority of DoD Instruction (DoDI) 4140.01, "DoD Supply Chain Materiel Management Policy," December 14, 2011. Unless otherwise noted, revised text in the manual is identified by ***bold, italicized*** print. Exceptions are when an entire chapter or appendix is replaced, a new one added, or an administrative update is made. Administrative updates in Change 8 include the following: "DLA Logistics Management Standards" is changed to "Defense Logistics Management Standards Office" to reflect the most recent name change for the DLMSO office, abbreviations such as etc., e.g., and i.e. are incorporated inside the parentheses., occurrences of "shall" are changed to "will" per a style change for DoD issuances, "Defense Logistics Management System" is updated to "Defense Logistics Management Standards", "DoDM 4140.1-R" is updated to "DoDM 4140.01", in accordance with General Order No. 07-15 (09/14/2015), references to "DLA Transaction Services" are changed to "Transaction Services" and "DLA Logistics Information Services" to "Logistics Information Services", page number formats in the "front matter" (Table of Contents, Process Change History page, etc.) of the volume have been revised, and minor typographical and similar editing errors in previous versions have been corrected.

II. This change includes Approved Defense Logistics Management Standards (DLMS) Changes (ADC) published by Defense Logistics Management Standards Office memorandum:

A. ADC 1160 dated January 19, 2016. Clarifies procedures to prepare supply discrepancy report (SDR) replies when used to request/report a financial adjustment for a validated discrepancy; updates available SDR reply codes; updates DLMS guidance for use of the issue reversal transaction and establishes a requirement to include an issue reversal reason code for all Components as a DLMS enhancement; expands the scope of available codes beyond those currently used; clarifies requirement for generation of the prepositioned materiel receipt (PMR) for directed discrepant materiel returns and tracking for the return shipment; updates Military Standard Billing System (MILSBILLS) procedures to formally document the option to provide credit to the billed activity for discrepant shipments prior to storage activity receipt of the returned discrepant materiel. Revises Chapter 4.

B. ADC 1204 dated April 11, 2016. Provides procedures for billing offices to notify their Finance Process Review Committee (FPRC) representatives of significant or mass billing errors, who in turn will assist in coordination with appropriate Component FPRC representatives and the FPRC Chair. Revises Chapter 2.

C. ADC 1233 dated August 4, 2016. Revises the page numbering of the "front matter" (Foreword, Process Change History, Table of Contents, Acronyms and Abbreviations, Definitions and Terms, References) in the DLM 4000.25 series of manuals to prepend an alphabetic indicator to the page numbers in each section of the front matter. Each page number will begin with an abbreviation of that section's name. Revises the front matter of the manual.

III. The list below identifies the chapters, appendices, or other files from the manual that are updated by this change:

Added or Replaced Files

Change History Page
Table of Contents
Chapter 2
Chapter 4

IV. This change is incorporated into the on-line DLMS manual at the Defense Logistics Managements Standards Website Publications Page and the PDF file containing the entire set of change files is available on the Formal Changes Page.

for

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LOGISTICS AND
MATERIEL READINESS

DLM 4000.25, Volume 4, April 29, 2016
Change 6

DEFENSE LOGISTICS MANAGEMENT SYSTEM
VOLUME 4, MILITARY STANDARD BILLING SYSTEM - FINANCE
CHANGE 6

I. This change to DLM 4000.25, Defense Logistics Management System (DLMS), Volume 4, June 2012, is published by direction of the Deputy Assistant Secretary of Defense for Supply Chain Integration under the authority of DoD Instruction (DoDI) 4140.01, "DoD Supply Chain Materiel Management Policy," December 14, 2011. Unless otherwise noted, revised text in the manual is identified by ***bold, italicized*** print. The exception would be when the entire chapter or appendix is replaced, or a new one added. Change 6 also includes administrative updates: In all updated documents "Defense Logistics Management System" is changed to "Defense Logistics Management Standards" per DoDI 8190.01E. In accordance with new direction for issuances, "shall" has been replaced by "will", "must", or other appropriate words or phrases throughout the updated documents. Additional administrative updates include changing "DoDM 4140.1-R" to "DoDM 4140.01", and "DLA Logistics Management Standards" to "Defense Logistics Management Standards".

In accordance with DLA General Order No. 07-15 (09/14/2015), references to "DLA Transaction Services" are changed to "Transaction Services".

II. This change includes Approved Defense Logistics Management Standards (DLMS) Change (ADC) published by Defense Logistics Management Standards Office memorandum:

A. ADC 1043E dated October 5, 2015. Extends Defense Automatic Addressing System (DAAS) edits for invalid or missing fund codes to include transactions with Signal Codes A, B, J, and K and one scenario pertaining to Signal Codes C and L that had previously been omitted. Revises DLMS Chapter 5, Chapter 6, and Appendix 2.2.

B. ADC 1084 dated November 25, 2015. Allows credit to be issued for non-manager owned suspended stock stored at a DLA Distribution location when a stock screening request results in identification of non-compliant materiel. This change leverages existing procedures for processing of the Stock Screening Request, Storage Quality Control Report (SQCR), SDR, and Materiel Release Order (MRO) to accomplish the necessary steps to recognize, suspend, provide notification of suspected non-conforming materiel, provide credit to the materiel owner if the materiel is determined to be non-compliant, and transfer ownership to the manager—all with minimal system impact to existing systems and procedures. Revises DLMS Chapter 4, and Appendices 2.3 and 2.5 and DLMS ICs 842S/Q and 842S/R.

III. The list below identifies the chapters, appendices, or other files from the manual that are updated by this change:

Added or Replaced Files

Change History Page
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Chapter 4
Chapter 5
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Appendix 2.02
Appendix 2.03
Appendix 2.05

IV. This change is incorporated into the on-line DLMS manual at the Defense Logistics Managements Standards Website Publications Page and the PDF file containing the entire set of change files is available on the Formal Changes Page.

for Donald C. Pogge
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LOGISTICS AND
MATERIEL READINESS

DLM 4000.25, Volume 4, October 23, 2015
Change 5

DEFENSE LOGISTICS MANAGEMENT SYSTEM
VOLUME 4, MILITARY STANDARD BILLING SYSTEM - FINANCE
CHANGE 5

I. This change to DLM 4000.25, Defense Logistics Management System (DLMS), Volume 4, June 2012, is published by direction of the Deputy Assistant Secretary of Defense for Supply Chain Integration under the authority of DoD Instruction (DoDI) 4140.01, "DoD Supply Chain Materiel Management Policy," December 14, 2011. Unless otherwise noted, revised text in the manual is identified by ***bold, italicized*** print. The exception would be when the entire chapter or appendix is replaced, or a new one added. Change 5 also includes administrative updates: In all updated documents "Defense Logistics Management System" is changed to "Defense Logistics Management Standards" per DoDI 8190.01E. In accordance with new direction for issuances, "shall" has been replaced by "will", "must", or other appropriate words or phrases throughout the updated documents.

II. This change includes Approved Defense Logistics Management Standards (DLMS) Change (ADC) published by DLA Logistics Management Standards Office memorandum:

A. ADC 1043C dated December 22, 2014. Corrections for SLOA Data in the 810L Logistics Bill and related administrative fixes to other DLMS Implementation Conventions. Revises DLMS Implementation Conventions 140A, 180M, 511M, 511R, 517G, 517M, 527D, 527R, 536L, 567C, 650A, 650C, 810L, 812L, 812R, 824R, 830D, 830R, 830W, 842 A/W, 842P, 846A, 846C, 846D, 846F, 846I, 846P, 846R, 846S, 856N (4010 & proposed 4030 versions), 856R (4010 & 4030 versions), 856S, 867D, 867I, 869A, 869C, 869F, 870L, 870M, 870N, 870S, 888A, 888I, 888W, 940R, 945A (4010 and 4030 versions), and 947I (4010 and 4030 versions).

B. ADC 1043D dated July 1, 2015. Subsumes the Limit/Subhead data element into the Sub-Allocation Holder Identifier data element included in the Standard Financial Information Structure (SFIS) and corrects the Sub-Allocation Holder Identifier for the DLA default appropriation. Revises Chapter 5 and Appendices 1.1, 2.2, and 4.

III. The list below identifies the chapters, appendices, or other files from the manual that are updated by this change:

Added or Replaced Files

Change History Page
Table of Contents
Chapter 5
Appendix 1.1
Appendix 2.2
Appendix 4

IV. This change is incorporated into the on-line DLMS manual at the Defense Logistics Managements Standards Website Publications Page and the PDF file containing the entire set of change files is available on the Formal Changes Page.

for Donald C. Dee

Ms. Dee Reardon
Deputy Assistant Secretary of Defense
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LOGISTICS AND
MATERIEL READINESS

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DLM 4000.25, Volume 4, June 16, 2015
Change 4

DEFENSE LOGISTICS MANAGEMENT STANDARDS
VOLUME 4, MILITARY STANDARD BILLING SYSTEM - FINANCE
CHANGE 4

I. This change to DLM 4000.25, Defense Logistics Management Standards (DLMS), Volume 4, June 2012, is published by direction of the Deputy Assistant Secretary of Defense for Supply Chain Integration under the authority of DoD Instruction (DoDI) 4140.01, "DoD Supply Chain Materiel Management Policy," December 14, 2011. Unless otherwise noted, revised text in the manual is identified by ***bold, italicized*** print. The exception would be when the entire chapter or appendix is replaced, or a new one added. Change 4 also includes administrative updates not marked by bold italics, to include changing "shall" to "will" per a style change for DoD issuances and updating "Defense Logistics Management System" to "Defense Logistics Management Standards."

II. This change includes Approved Defense Logistics Management Standards (DLMS) Change (ADC) published by DLA Logistics Management Standards Office memorandum:

A. ADC 1009A dated August 6, 2014. Established revised procedures for formatting the DLMS requisition transactions with impact to multiple functional processes. It also establishes XP fund code on the Fund Code to Billed Office DoDAAC table to denote DOD EMALL credit card billing for all Components and Agencies at the following link: https://intelshare.intelink.gov/sites/dlms/DLMS%20Manuals%20Vol%204/v4a1_02.docx. Revises Chapter 2. Revises DLMS Implementation Conventions (ICs) 511M, 511R, 856S, 869A, 869F, 870S, 940R, and 945A.

B. ADC 1043A dated August 20, 2014. Amended ADC 1043 guidance regarding rejection transactions returned when DLMS transactions include discrete SLOA data elements that do not correspond to the entries in the SFIS Fund Code to Fund Code Account Conversion Table for the Fund Code in the transaction. Revises Chapter 6. Revises DLMS ICs 824R, 180M, 511M, 511R, 517M, 810L, 842A/W, 856S, 867I, 869F, and 940R.

C. ADC 1043B dated October 1, 2014. Amended ADC 1043 to revise the business rules within the DLMS and the Web Fund Code Application to allow the SLOA data element, Beginning Period of Availability Fiscal Year Date, to be used in DLMS transactions to represent Program Year when the Availability Type Code is X, which indicates No Year, non-expiring funds. Revises Appendix 4. Revises DLMS ICs 180M, 511M, 511R, 517M, 810L, 842A/W, 856S, 867I, 869F, and 940R.

D. ADC 1068B dated October 23, 2014. Establishes enhancements and revises routing rules for adoption concurrent with the implementation of the procedures for verification of funds availability established under ADC 1068 and employed by DOD EMALL and GSA Advantage/GSA Global for eCommerce. Revises Chapter 7 and Appendix 2.11.

E. ADC 1103 dated August 20, 2014. Modified the DLMS 824R to expand the scope to include rejection of logistics bills and make administrative adjustments to convert the supplement into an IC and to reflect current element use by DLA Transaction Services. Revises Chapters 2 and 6 and Appendices 2.12 and 3. Revises DLMS IC 824R.

F. ADC 1134 dated July 17, 2014. Corrected the record positions for the quantity field in the legacy DIC FJR/FJS format and other typographical corrections. Revises Chapters 3 and 4 and Appendix 3.

III. The list below identifies the chapters, appendices, or other files from the manual that are updated by this change:

Added or Replaced Files

Change History Page
Table of Contents
Chapter 2
Chapter 3
Chapter 4
Chapter 6
Chapter 7
Appendix 2.11
Appendix 2.12
Appendix 3
Appendix 4

IV. This change is incorporated into the on-line DLMS manual at the Defense Logistics Managements Standards Website Publications Page and the PDF file containing the entire set of change files is available on the Formal Changes Page.

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LOGISTICS AND
MATERIEL READINESS

DLM 4000.25, Volume 4, July 18, 2014
Change 3

DEFENSE LOGISTICS MANAGEMENT SYSTEM
VOLUME 4, MILITARY STANDARD BILLING SYSTEM - FINANCE
CHANGE 3

I. This change to DLM 4000.25, Defense Logistics Management System (DLMS), Volume 4, June 2012, is published by direction of the Deputy Assistant Secretary of Defense for Supply Chain Integration under the authority of DoD Instruction (DoDI) 4140.01, "DoD Supply Chain Materiel Management Policy," December 14, 2011. Unless otherwise noted, revised text in the manual is identified by ***bold, italicized*** print. The exception would be when the entire chapter or appendix is replaced, or a new one added. Change 3 also includes administrative updates: In all updated documents "DLA Logistics Management Standards" is changed to "Defense Logistics Management Standards" per DoDI 8190.01. In accordance with new direction for issuances, "shall" has been replaced by "will", "must", or other appropriate words or phrases throughout the updated documents. References to DoD 4140.01-R were updated to reflect the updated DoDM 4140.01.

II. This change includes Approved Defense Logistics Management Standards (DLMS) Change (ADC) published by DLA Logistics Management Standards Office memorandum:

A. ADC 1043 dated September 18, 2013. Added discrete Standard Line of Accounting (SLOA)/Accounting Classification data elements to logistics transactions with financial implications to implement SLOA within DLMS. Revises Chapters 2 and 6 and Appendix 3. Revises DLMS Implementation Conventions 180M, 511M, 511R, 517M, 810L, 842 A/W, 856S, 867I, 869F, and 940R. An administrative update was made to align the Document Identifier Codes in Appendix 2.1 with the new Appendix 3.

B. ADC 1068 dated October 3, 2013. Modified the requirements for a DLMS transaction exchange for funds verification request/funds verification response prior to submission of internet "off-line" orders to the Source of Supply (SoS). Revises Chapter 7 and Appendices 2, 2.11, and 3. Revises DLMS Implementation Conventions 511R, 511M, 527D, 527R, 810L, 812L, 812R, 842A/W, 842A/R, 856S, 869C, 869F, and 870S.

C. ADC 473B dated November 26, 2013. Updated the DLMS 810L Logistics Bill to include the PO number and updated the DLMS 812R, Logistics Bill Adjustment Request, and 812L, Logistics Bill Adjustment Request Reply,

accordingly. Revises DLMS Implementation Conventions 810L, 812L, and 812R, without revision to the manual.

III. The list below identifies the chapters, appendices, or other files from the manual that are updated by this change:

Added or Replaced Files

Change History Page
Table of Contents
Chapter 2
Chapter 6
Chapter 7
Appendix 2
Appendix 2.1
Appendix 2.11
Appendix 3

IV. This change is incorporated into the on-line DLMS manual at the Defense Logistics Managements Standards Website Publications Page and the PDF file containing the entire set of change files is available on the Formal Changes Page.

for Donald C. Dee

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LOGISTICS AND
MATERIEL READINESS

DLM 4000.25, Volume 4, June 25, 2013
Change 2

DEFENSE LOGISTICS MANAGEMENT SYSTEM
VOLUME 4, MILITARY STANDARD BILLING SYSTEM (MILSBILLS) - FINANCE
CHANGE 2

I. This change to DLM 4000.25, Defense Logistics Management System (DLMS), Volume 4, June 2012, is published by direction of the Deputy Assistant Secretary of Defense for Supply Chain Integration under the authority of DoD Instruction (DoDI) 4140.01, "DoD Supply Chain Materiel Management Policy," December 14, 2011. Change 2 to Volume 4 consists of administrative corrections for typos. These administrative changes are not marked in the manuals.

II. This change is incorporated into the on-line DLMS manual at the Defense Logistics Managements Standards Website Publications Page and the PDF file containing the entire set of change files is available on the Formal Changes Page.

Paul D. Peters
Deputy Assistant Secretary of Defense
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DEFENSE LOGISTICS MANAGEMENT SYSTEM

VOLUME 4 – MILITARY STANDARD BILLING SYSTEM – FINANCE

FOREWORD

I. The Defense Logistics Management System (DLMS) manual is reissued as Defense Logistics Manual (DLM) 4000.25, Defense Logistics Management Standards (DLMS), under the authority of DoD Instruction (DoDI), 4140.01, "DoD Supply Chain Materiel Management Policy," December 14, 2011. DLM 4000.25 is composed of multiple volumes, each supporting functionally related business processes. Volume 4 provides standard procedures for billing and related adjustments for sales of materiel and related services, collectively referred to as the Military Standard Billing System (MILSBILLS). This includes the related standard transactions for exchanging data in compliance with the procedures.

II. The provisions of this manual apply to the Office of the Secretary of Defense, the Military Departments, the Joint Staff, the Combatant Commands, and Defense Agencies. The manual applies, by agreement, to external organizations conducting logistics business operations with DoD including (a) non-Government organizations, both commercial and nonprofit; (b) Federal agencies of the U.S. Government other than DoD; (c) foreign national governments; and (d) international government organizations.

III. This manual incorporates the Approved Defense Logistics Management Standards (DLMS) Changes (ADC) listed in the Process Change History page immediately following this Foreword. ADCs are published electronically on the ADC page of the DLMS Website. Recommended revisions to this manual will be proposed and incorporated under the Process Review Committee (PRC) forum for logistics functional areas. Submit all proposed change requests through your designated DoD Component PRC representatives. The procedures are in Volume 1, Chapter 3 of this manual and is available on the DLMS Website.

IV. This Volume is approved for public release and is available electronically on the DLMS Website. Use the comment form to contact the Enterprise Business Standards Office (EBSO).

Paul D. Peters
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for Supply Chain Integration

VOLUME 4 – Military Standard Billing System - Finance

PROCESS CHANGE HISTORY

ADC Number	Date	Change Description	Version
221A	8/3/2011	**Revised Procedures associated with the DLMS Enhancement for Communication of Unit Price.** This change revises procedures for DLA Transaction Services Defense Automatic Addressing System (DAAS) conversion mapping from DLMS to MILS legacy 80 record position formats to block the perpetuation of any price exceeding 7 positions (5 digits' dollars and 2 digits' cents), and block the perpetuation of any price consisting of all "9"'s. The change allows the Navy ERP to accept items whose price is larger than $100,000. Revises DLMS Supplements 511R, Requisition, 511M, Requisition Modification, 527D, Due-in/Advance Receipt /Due Verification, 527R, Receipt, Inquiry, Response and MRA, 536L, Logistics Reassignment Management Data, 810L, Logistics Bill, 812L, Logistics Bill Adjustment Request Reply, 812R, Logistics Bill Adjustment Request, 846D, Logistics Reassignment Transfer and Decapitalization, 856S, Shipment Status, and 869F, Requisition Follow-Up.	0

ADC Number	Date	Change Description	Version
274	4/1/2008	**DLMS and DLSS Changes to Support Army Exchange Pricing. This change makes changes to support Army Exchange Pricing.** Army Managed National Stock Numbered (NSN) items that are on an existing or planned national repair program, will have an Exchange Price (EP), which represents the Latest Repair Cost plus a recovery rate. Essentially, those nationally repaired items will be issued at a discounted price based upon an expected return. If EP items are not returned within the established timeline (Delta Delay Days), the process will generate a Delta Bill (SP minus EP), which would result in a net cost of the full Standard Price to the customer. The Exchange Price will only be applicable to Army EP customers. All other customers will be charged the Standard Price. Revises Chapter 2 and Appendix 2.5.	0
275	4/3/2008	**Administrative Changes to Eliminate Override Procedures for DLMS Supplements 812L, Logistics Bill Adjustment Request Reply and 812R, Logistics Bill Adjustment Request.** This change modifies the 812L and 812R DLMS Supplements to clearly identify as an enhancement (not approved for current use) the use of Table 1 Code Source Information in cases where the Agency code is applicable to all Table 2 iterations. This change also removes the use of override procedures for Code Source information, as override is no longer recognized as recommended procedure.	0
280	8/8/2008	**PQDR/SDR/TDR Credit Tracking.** This change to MILSBILLS will allow for better tracking of credits for PQDRs, SDRs and TDRs. Revises Chapter 4, Appendix 2.3, and Appendix 2.5.	0

ADC Number	Date	Change Description	Version
289	10/21/2009	**Revisions to Security Assistance Program Procedures, Modification of the Definition of the Security Assistance Type of Assistance and Financing Codes (MILSTRIP/Supply) and Policy Change to Billing Procedures.** This change accommodates the inclusion of a paragraph on the timeframe for shipments using a Required Availability Date (RAD), the use of extended Required Delivery Dates (RDDs), a paragraph regarding possible storage charges for materiel awaiting Notice of Availability (NOA) responses, and some minor changes to program names and acronyms. Revises Chapter 2.	0
290	6/24/2008	**Administrative Revisions to the DLMS Supplements 810, Logistics Bill, 812L, Logistics Bill Adjustment Request Reply and 812R, Logistics Bill Adjustment Request.** This change adds additional qualifier codes to DLMS Financial Supplements and to make administrative changes to achieve consistency among the Supplements. Revises DLMS Supplements 810L Logistics Bill, 812L Logistics Bill Adjustment Request Reply and 812R Logistics Bill Adjustment Request, and Chapter 2, DLMS Billing.	0
294	7/31/2008	**Elimination of Treasury Suspense Account F388.** Eliminated Treasury Suspense Account F3885, which was a suspense account used to temporarily hold unmatched financial transactions. Treasury stated that this account is no longer authorized for use. Revises Chapter 5, Interfund Billing System Procedures, and Appendix AP2.2, Fund Codes.	0
315	1/5/2009	**Administrative Change to DLMS Note for Fund Code in DLMS 810L, Logistics Bill.** This change modifies the DLMS Supplement 810L to incorporate an administrative change to correct an incorrect DLMS note regarding the qualifier DG (Fund Code), which incorrectly states that the fund code may not be used with Interfund bills.	0

ADC Number	Date	Change Description	Version
324	6/24/2009	**DLMS Procedures for Materiel Returns from National Inventory Management Strategy (NIMS) Sites and Industrial Sites under Base Realignment and Closure (BRAC).** This change documents procedures for materiel returns to DLA as partially implemented under the National Inventory Management Strategy (NIMS) and as planned in support of the 2005 Base Realignment and Closure (BRAC) decision. The change addresses communications among customers, the distribution depot, and the DLA ICP, along with establishing new procedures for authorizing and processing customer credit. Finalization of the returns procedures required recurring DLMSO interaction with the BRAC team to achieve correct business rules and documentation of these rules in the applicable DoD manuals. Revises Chapter 2.	0
328	7/28/2009	**"Off-Line" Requisition Processing: Internet Ordering Application Request for Component Verification of Funds Availability and Recording of the Financial Obligation.** This change requests an interface be established between the various internet ordering applications and the applicable Component financial application, so that fund availability can be checked before allowing the requisition to be processed, and, as a separate, subsequent action, establish the associated obligation within the applicable financial system. Revises Appendices AP2, Verification of Funds Request, and AP3, Verification of Funds Reply; DLMS Supplement 9DS) Revision of 511R, Requisition.	0
332	7/8/2009	**Intra-Navy Exchange Price Billing for Depot Level Reparables.** The purpose of this change is to map the Navy's current billing transactions for depot level reparables (DLRs) under the Navy Carcass Tracking program to the DLMS Supplement 810L, Logistics Bill. This change will support the Navy migration to DLMS, and will support mapping in a mixed DLMS/MILS environment. Revision to DLMS Supplement 810L, Logistics Bill.	0

ADC Number	Date	Change Description	Version
346	10/26/2009	**DLMS Interfund Billing System Procedures.** This change publishes procedures for DoD 4000.25-M, Defense Logistics Management System (DLMS) Volume 4 (Finance), Chapter 5 - Interfund Billing System Procedures.	0
350	11/16/2009	**Navy Budget Project for Billing.** The purpose of this change is to map the Navy's current MILS billing transactions for the Summary Bill to the DLMS Supplement 810L, Logistics Bill by including a DLMS qualifier called "budget project identifier" for Navy "budget project". This change will support the Navy migration to DLMS, and will support mapping in a mixed DLMS/MILS environment.	0
435	10/3/2011	**Use of Referential Data to Support Standard Financial Information Structure (SFIS).** This changes provides for the Component and Agency preferred solution of exchanging SFIS accounting data elements using referential data keyed on a fund code. DLA Transaction Services will develop and host an expanded fund code table on DAAS, which will be the master reference table for SFIS data to be maintained. The ADC also modifies specified DLMS transactions to add Business Partner Number (BPN) as an authorized DLMS enhancement, which may be an issue for non-DoD buyers and sellers to accommodate. Revises DLMS Supplement (DS) 511R, Requisition, 511M Requisition Modifier, 869F, Requisition Follow Up, 180M Material Returns Reporting, 517M, Material Obligation Validation, 867I, Issue, 940R, Material Release, 856S, Ship Notice/Manifest, 842 A/W Supply Discrepancy Report, 810L, Logistics Bill, 517G, Government Furnished Material (GFM) Validation, 527D, Due in/Advance Receipt/Due Verification, 527R, Receipt, Inquiry, Response and MRA, 812L, Logistics Bill Adjustment Request Reply, 812R, Logistics Bill Adjustment Request , 842A/R Standard Supply Discrepancy Report Reply, 867D, Demand Reporting, 869A, Requisition Inquiry/Supply Assistance Request, 869C, Requisition Cancellation, 945A, Material Release Advise, and 947I, Inventory Adjustment (Applies to 4010 as well).	0

ADC Number	Date	Change Description	Version
450	2/14/2012	**Elimination of the DLMS Request for Implementation Date Procedures for Component System Changes.** The RFID letter/process, as currently published in the DoD 4000.25 family of manuals is eliminated. Implementation dates will be requested at the time of issuance of the PDC. The revised procedure will incorporate the request for and negotiation of an agreement upon implementation dates embedded in the PDC/ADC process. Revises Chapter 1	0
469	2/23/2012	**Consolidating MILSBILLS into DLMS Volume 5, Finance.** This change consolidates and updates chapters of DoD 4000.25-7-M (MILSBILLS) with the DoD 4000.25-M (DLMS) Finance volume to enable DLMS Volume 4 to be a single manual for DLMS/MILS logistics billing. Revises DLMS Volume 4.	0
1009A	8/6/2014	**DLMS Enhancements for Requisitioning to Improve Use of Mark-for Addressing, Expand Authorized Priority Designator Validation, Correct EMALL Purchase/Credit Card Format Rules, and Require Distribution of Status for Requisitions associated with Purchase/Credit Card Payment.** This change establishes revised procedures for formatting the DLMS requisition transactions with impact to multiple functional processes. It also establishes XP fund code on the Fund Code to Billed Office DoDAAC table to denote DOD EMALL credit card billing for all Components and Agencies. Revises Chapter 2, Billing Procedures and DLMS Implementation Conventions (ICs) 511M, 511R, 856S, 869A, 869F, 870S, 940R, and 945A.	4

ADC Number	Date	Change Description	Version
1043A	8/20/2014	**Revised Procedures for Department of Defense (DOD) Standard Line of Accounting (SLOA)/Accounting Classification to Support Transaction Rejection Requirements.** Amends ADC 1043 guidance regarding rejection transactions returned when DLMS transactions include discrete SLOA data elements that do not correspond to the entries in the SFIS Fund Code to Fund Code Account Conversion Table for the Fund Code in the transaction. Revises Chapter 6, Defense Automatic Addressing System and DLMS 824R, 180M, 511M, 511R, 517M, 810L, 842A/W, 856S, 867I, 869F, and 940R.	4
1043B	10/1/2014	**Revised Procedures for Department of Defense (DOD) Standard Line of Accounting (SLOA)/Accounting Classification to Modify Business Rules for Beginning Period of Availability Fiscal Year Date.** Amends ADC 1043 to revise the business rules within the DLMS and the Web Fund Code Application to allow the SLOA data element, Beginning Period of Availability Fiscal Year Date, to be used in DLMS transactions to represent Program Year when the Availability Type Code is X, which indicates No Year, non-expiring funds. Revises Appendix 4, Web Fund Code Master File Layout and DLMS 180M, 511M, 511R, 517M, 810L, 842A/W, 856S, 867I, 869F, and 940R.	4

ADC Number	Date	Change Description	Version
1043C	12/22/2014	**Administrative Corrections for SLOA Data the 810L Logistics Bill and other DLMS ICs.** Amends ADC 1043 to remove SLOA data element Budget Line Item from the header, as it has no apparent applicability to the header (summary bill), corrects DLMS notes erroneously applying or omitting references to the line of accounting data elements being modifiable in certain ICs, and changes DLMS 810L loop 2/FA1/350 from mandatory to used, as non-interfund bills may not provide SLOA data and lack of data would cause the transactions to fail. Revises the DLMS 511R, 517M, 810L, 842A/W, 867I, 869F, and 940R ICs. Also accomplishes administrative changes to the DLMS 140A, 180M, 511M, 511R, 517G, 517M, 527D, 527R, 536L, 567C, 650A, 650C, 810L, 812L, 812R, 824R, 830D, 830R, 830W, 842P, 846A, 846C, 846D, 846F, 846I, 846P, 846R, 846S, 856N (4010 & proposed 4030 versions), 856R (4010 & 4030 versions), 856S, 867D, 867I, 869A, 869C, 869F, 870L, 870M, 870N, 870S, 888A, 888I, 888W, 940R, 945A (4010 and 4030 versions), and 947I (4010 and 4030 versions). ICs removing an obsolete reference to an Accounting Classification Appendix.	5
1043D	7/1/2015	**SLOA Data Element Sub-Allocation Holder Identifier Subsuming Limit/Subhead Data Element.** Subsumes the Limit/Subhead data element into the Sub-Allocation Holder Identifier data element included in the Standard Financial Information Structure (SFIS) Fund Code to Fund Account Conversion Table and changing the data element name from Limit/Subhead to the abbreviated Sub-Allocation in the Web Fund Code application data entry screens and reports. It also changes the Sub-Allocation Holder Identifier on the DLA default appropriation value in MILSBILLS Appendix 2.2 from “5999” to “5CBX”. Revises Chapter 4, Adjustment Procedures, AP1.1, Fund Code to Fund Account Conversion Table, AP2.2, Fund Codes, and AP 4, Web Fund Code Master File Layout.	5

ADC Number	Date	Change Description	Version
1043E	10/5/2015	**Invalid Fund Code Edit and Remove Suspense Account F3885.** Extends Defense Automatic Addressing System (DAAS) edits for invalid or missing fund codes to include transactions with Signal Codes A, B, J, and K and one scenario pertaining to Signal Codes C and L that had previously been omitted. Revises Chapter 5 Interfund Billing System Procedures, Chapter 6 Defense Automatic Addressing System, and Appendix 2.2 Fund Codes.	6
1068B	10/23/2014	**Revised Procedures for Requisitioning via DOD EMALL and GSA Internet Ordering: Component Verification of Funds Availability.** Establishes enhancements and revises routing rules for adoption concurrent with the implementation of the procedures for verification of funds availability established under ADC 1068 and employed by DOD EMALL and GSA Advantage/GSA Global for eCommerce. This change also documents a deviation from approved procedures for de-obligation of funds currently in use between GSA Advantage and the Army Funds Control Module (FCM). Revises Chapter 7, Verification of Funds Availability Web Call for Requisitions Submitted via Internet Ordering Applications and Appendix 2.11, Funds Verification Codes.	4

ADC Number	Date	Change Description	Version
1084	11/25/2015	**New Procedures for Non-Manager Owned Suspended Stock Stored in DLA Distribution Locations.** Allows credit to be issued for non-manager owned suspended stock stored at a DLA Distribution location when a stock screening request results in identification of non-compliant materiel. This change leverages existing procedures for processing of the Stock Screening Request, Storage Quality Control Report (SQCR), SDR, and Materiel Release Order (MRO) to accomplish the necessary steps to recognize, suspend, provide notification of suspected non-conforming materiel, provide credit to the materiel owner if the materiel is determined to be non-compliant, and transfer ownership to the manager—all with minimal system impact to existing systems and procedures. Updates Chapter 4 Adjustment Procedures, Appendices 2.3 Billing Advice Codes, and 2.5 Type of Bill Codes.	6
1103	8/20/2014	**Revise DLMS 824R, Reject Advice, to Include Rejections of Logistics Bills, Clarify use for Rejection of DLMS MILSTRIP Transactions, and Document Administrative Updates.** Modifies the DLMS 824R to expand the scope to include rejection of logistics bills and make administrative adjustments to convert the supplement into an implementation convention (IC) and to reflect current element use by DLA Transaction Services. Revises Chapter 2, Billing Procedures; Chapter 6, Defense Automatic Addressing System; Appendix 2.12, Other Codes; and Appendix 3, Record Formats. Revises DLMS 824R	4
1134	7/17/2014	**Administrative Corrections to MILSBILLS.** Corrects the record positions for the quantity field in the legacy DIC FJR/FJS format and other typographical corrections discovered in DLM 4000.25, Volume 4. Revises Chapter 3, Processing and Payment of DLMS Bills and; Chapter 4, Adjustment Procedures; and Appendix 3, Record Formats.	4

ADC Number	Date	Change Description	Version
1151	9/14/2017	**Update to Document Retention Periods in DLM 4000.25 Series of Manuals (Finance/Supply).** Removes references to specific record retention periods for documents/transactions, and advises the Components to retain data created as a result of DLMS business processes in accordance with the DODI 5015.02, DOD Records Management Program. Revises Chapter 2, Billing Procedures, and Chapter 6, Defense Automatic Addressing System	9
1160	1/19/2016	**Procedures for Recommending and Authorizing Credit for Validated SDRs, Associated Reply Code Revisions, and Required use of the Reason for Reversal Code in Issue Reversals (Finance/Supply/SDR).** Clarifies procedures to prepare supply discrepancy report (SDR) replies when used to request/report a financial adjustment for a validated discrepancy; updates available SDR reply codes; updates DLMS guidance for use of the issue reversal transaction and establishes a requirement to include an issue reversal reason code for all Components as a DLMS enhancement; expands the scope of available codes beyond those currently used; clarifies requirement for generation of the prepositioned materiel receipt (PMR) for directed discrepant materiel returns and tracking for the return shipment; updates Military Standard Billing System (MILSBILLS) procedures to formally document the option to provide credit to the billed activity for discrepant shipments prior to storage activity receipt of the returned discrepant materiel. Revises Chapter 4, Adjustment Procedures.	7

ADC Number	Date	Change Description	Version
1188	12/26/18	**Alignment of DOD/ASC X12 Conversion Guides for Type of Pack, Transportation Method/Type Code, and Unit of Materiel Measure (Unit of Issue/Purchase Unit).** Aligns DOD code names in the Type of Pack and Transportation Method/Type Code conversion guides with the USTRANSCOM Reference Data Management (TRDM) registry code names, and maps the TRDM to X12 code names. It also adds a new mapping for Tank Car to the Type of Pack conversion guide. Updates the Unit of Materiel Measure (Unit of Issue/Purchase Unit) conversion guide to ensure DOD codes, other than those represented in the Federal Logistics Information System (FLIS) as documented in Cataloging Data and Transaction Standards, Volume 10, Tables 53 and 81, have the name assigned by X12. Additional updates correct some erroneous mappings for DOD Codes. Revises DLMS Volume 4, Chapter 1 - Introduction	10
1203	1/30/2017	**Supply Discrepancy Report (SDR) Procedures for Packaging Discrepancies at Foreign Military Sales (FMS) Freight Forwarder or Component Retail/Tactical Level Activities including Estimated/Actual Repackaging Cost**. Documents procedures for processing DLMS SDRs submitted for reimbursement of repackaging costs. These procedures are primarily applicable to (a) FMS shipments frustrated at the freight forwarder facility due to packaging and documentation discrepancies and (b) retail/tactical activity discrepant receipts where repackaging is required prior to storage or distribution. Revises Chapter 2, Billing Procedures.	8
1204	4/11/2016	**Notification Procedures for Mass Billing Errors**. Provides procedures for billing offices to notify their Finance Process Review Committee (FPRC) representatives of significant or mass billing errors, who in turn will assist in coordination with appropriate Component FPRC representatives and the FPRC Chair. Revises Chapter 2 Billing Procedures.	7

ADC Number	Date	Change Description	Version
1213	11/21/2016	**Clarification of Bill Numbers in DLMS.** Clarifies the processing of logistics Interfund bills to limit the length of bill numbers to five characters in DLMS variable length transactions in accordance with DLM 4000.25, Volume 4 and explains which bill numbers to include in adjustment requests and replies. Revises Chapter 6, Defense Automatic Addressing System. Revises DLMS ICs 810L, 812L, and 812R.	8
1213A	9/17/2017	**Clarification of Bill Numbers in DLMS for Materiel Returns Program (MRP) Credit (Finance).** Corrects a gap in the DLMS 812L, Logistics Bill Adjustment Request Reply transaction, for Materiel Return Program (MRP) credit (legacy Documement Identifier Code FTB functionality). The DLMS 812L procedures include a scenario where the billing office approves the MRP credit, but the credit is pending and there is not an assigned credit bill number. For the DLMS 812L, American National Standards Institute (ANSI) X12 syntax rules require an entry in the data element field for the bill number. This change defines how to accommodate the syntax requirement even though a bill number is not yet available for the MRP credit. Revises DLMS IC 812L and the legacy DIC FTB	9
1233	8/4/2016	**Administrative Update to the Defense Logistics Manual (DLM) 4000.25 Series of Manuals Front Matter Page Numbering and Definitions for DLMS Supplement and Implementation Convention.** Revises the page numbering of the “front matter” (Foreword, Process Change History, Table of Contents, Acronyms and Abbreviations, Definitions and Terms, References) in the DLM 4000.25 series of manuals to prepend an alphabetic indicator to the page numbers in each section of the front matter. Each page number will begin with an abbreviation of that section's name. Revises the front matter of the manual.	7

ADC Number	Date	Change Description	Version
1308	8/10/18	**Extension of Sales Price Condition Code Mapping to Include Navy Service/Agency (S/A) Code P (Addendum to ADC 332).** Extends DLMS procedures for Navy Exchange Price billing of Depot Level Repairables (DLRs) under the Navy Carcass Tracking program to the Navy S/A Code P, which is reserved for Foreign Military Sales (FMS)/Security Cooperation. Revises DAAS Map for the DLMS 810L	10

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C1. CHAPTER 1

INTRODUCTION

C1.1. GENERAL

C1.1.1. Purpose. This volume provides Defense Logistics Management System (DLMS) standard procedures for billing and related adjustments for sales of materiel and related services, collectively referred to as the Military Standard Billing System (MILSBILLS). This includes the related standard transactions for exchanging data in compliance with the procedures using either the DLMS Supplements (DS) variable length format or the legacy Defense Logistics Standards Systems (DLSS) fixed length 80 record position format.

C1.1.1.1. New and migrating systems implementations of the DLMS are to comply with the DLMS Supplements to Federal Implementation Conventions (ICs) for American National Standards Institute (ANSI) Accredited Standards Committee (ASC) X12 in accordance with DoD Directive 8190.1, "DoD Logistics Use of Electronic Data Interchange (EDI) Standards,", May 5, 2000. The relevant DLMS Supplements are the DLMS 810L (Logistics Bill), DLMS 812R (Logistics Bill Adjustment Request), and DLMS 812L (Logistics Bill Adjustment Request Response). All DLMS Supplements to Federal ICs may be accessed on the DLMS IC page.

C1.1.1.2. DLSS is the legacy implementation for billing, previously published as part of MILSBILLS. See Appendix 3 for the list of billing related document identifier code (DIC) formats.

C1.2.1. Use of This Volume. Use of this volume requires simultaneous access to DLMS Manual Volume 1 administrative items such as lists of acronyms and abbreviations, terms and definitions, and references; instructions for acquiring access to the DLMS standards data base; DLMS-to-Defense Logistics Standard System (DLSS) cross-references and ***DoD/ASC X12 C***onversion ***G***uides; specific guidance that applies to all implementation conventions; and functional and technical information that is relatively stable and applies to the DLMS as a whole.

C1.2. POLICY

C1.2.1. DoD 7000.14-R, "Department of Defense Financial Management Regulations," provides the DoD policies governing procedures in this volume.

C1.2.2. DoDM 4140.01, "DoD Supply Chain Materiel Management Procedures," provides the DoD policies and governing procedures in this volume.

C1.3. APPLICABILITY. This volume applies to the Office of the Secretary of Defense, Military Departments, Joint Staff, Unified and Specified Commands, Defense Agencies, and Defense Organizations (hereafter referred to collectively as "DoD Components") and, by agreement, to other organizations participating in the DLMS.

C1.4. FINANCE PROCESS REVIEW COMMITTEE. The Finance Process Review Committee (PRC) is the forum through which the DoD Components and other participating organizations may participate in the development, expansion, improvement, maintenance, and administration of the Interfund Billing System and other financial requirements for the DLMS. The Chairman, Finance PRC, in coordination with other Finance PRC members, is responsible for the contents of this volume of the DLMS. The identification of Finance PRC representatives, and other PRC related information, appears on the Finance PRC Webpage. Refer to Volume 1, Chapter 1 for a discussion of general DLMS PRC functions and responsibilities.

C1.5. SUPPLEMENTAL PROCEDURES. Supplemental procedures issued by the DoD Components and participating Agencies are authorized when additional detailed instructions are required. The publications listed in Table C1.T.1 supplement the provisions of this volume within the DoD Components and participating Agencies:

Table C1.T1. Supplemental Billing Procedures

SERVICE or AGENCY	SUPPLEMENTAL INSTRUCTIONS
United States Army (USA) and United States Air Force (USAF)	Defense Finance and Accounting Service (DFAS)-Indianapolis Center (DFAS-IN) Regulation 37-1, Finance and Accounting Policy Implementation
United States Navy (USN) or United States Marine Corps (USMC)	NAVSO P-1000, Department of the Navy Financial Management Policy Manual
General Services Administration (GSA)	FPMR 101, Subchapter E, Subpart 101-26-8, Discrepancies or Deficiencies in GSA or DoD Shipments, Material or Billings FEDSTRIP Operating Guide

C1.6. NONCOMPLIANCE. If reasonable attempts to obtain compliance with prescribed procedures or resolution of DLMS Finance related problems are unsatisfactory, the activity having the problem will request assistance from its DLMS Finance PRC representative. The request will include information and copies of all correspondence pertinent to the problem; including the document number, the number and date of the DLMS bill, and billing office. The representative will take the necessary actions to

resolve the issue or problem. The actions may include requesting assistance from the Chairman.

C1.7. SIMULATED MOBILIZATION EXERCISE

C1.7.1 When establishing plans that require simulated mobilization exercises, identify the associated transactions as simulated mobilization exercise transactions as provided for in the applicable implementation convention. The common mechanism in the DLMS Supplement is to set the Purpose Code of the beginning segment to 77–Simulation Exercise. Do not process simulated mobilization transactions in the supply distribution system(s) as action documents that affect accountable/unit records. The DoD Component activities responsible for initiating these exercises must use extreme caution to ensure procedures are explicit and to coordinate with all participants.

C1.7.2. DLSS has reserved certain DIC series for use in mobilization or other exercises. Within the legacy DLSS, DIC H series transactions are reserved for use during simulated mobilization exercises in lieu of the normal F or G series DICs. Although not mandatory, exercise planners are encouraged to use the H series DIC.

C2. CHAPTER 2

BILLING PROCEDURES

C2.1. CRITERIA FOR BILLING

C2.1.1. Shipments from Stock. Billing will be effected on the basis of drop from inventory or performance of services. Exceptions are as follows:

C2.1.1.1. Security Assistance. Billings for security assistance will be effected upon constructive delivery.

C2.1.1.2. Petroleum, Oil, and Lubricants (POL). Billings for bulk POL shipments may be billed after notification of receipt or 15 calendar days after the date of shipment or issue, whichever occurs first.

C2.1.1.3. Perishable Subsistence Chill and Freeze Items. Billings for perishable subsistence chill and freeze items will be effected upon drop from inventory. Billings for fresh fruits and vegetables will be effected upon receipt of an issue transaction from DLA Troop Support.

C2.1.1.4. Drawdowns

C2.1.1.4.1. Materiel requisitioned under authority of Section 506 of the Foreign Assistance Act, as amended (i.e. , when the Foreign Military Sales (FMS)/Grant Aid (GA) type of assistance code is C), may not be billed until funds are appropriated, with the exception of Working Capital Fund activities. Although Section 506 does not provide obligation or disbursing authority, it does permit the drawdown of existing DoD stocks subject to an appropriation to be made at a later date. Since there is no assurance that DoD accounts will be reimbursed, the transfers cannot be recorded as accounts receivable. Therefore, issues under Section 506 will be treated as transfers without reimbursement. The transfer without reimbursement will be reversed when appropriations are received to reimburse the DoD account for the transfer. Section 506 draw downs of General Services Administration (GSA) or other non-DoD stocks are not authorized.[1]

C2.1.1.4.2. All requests for Defense Working Capital Fund (DWCF) activities (to include transportation) will include a funding source, allowing DWCF

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[1]Section 552 of the Foreign Assistance Act of 1961 allows the President to "direct the drawdown of commodities and services from the inventory and resources of any agency of the United States Government". Under DLMS, except for the use of DoD (Section 506) or any agency (Section 552) assets, drawdowns under both sections are identified and treated similarly.

activities to be reimbursed by the Military Departments without delay. Orders will not be accepted without a funding source. Refer to DoD 7000.14-R, "Department of Defense Financial Management Regulations (FMRS)", Vol. 12, paragraph 230502 and Vol. 11B, paragraph 110106.A.).

C2.1.2. Direct Deliveries of Materiel from Contractors. When an inventory item is out of stock, is not carried, or has otherwise been requested via direct delivery of materiel from a vendor, the billing will be effected upon notification of receipt of materiel by the customer or notification of shipment by the vendor.

C2.1.3. In-Storage Visibility Lateral Redistributions. When an Integrated Materiel Manager/Inventory Control Point (IMM/ICP) laterally redistributes materiel, reimbursement to the reporting activity and billing to the requisitioning activity will be effected upon notification of receipt by the requisitioning activity.

C2.1.4. In-Storage Visibility Procurement Offset. When materiel is returned to the IMM/ICP to offset or preclude procurement, reimbursement to the returning activity is authorized upon receipt, inspection, and acceptance of materiel as evidenced by the IMM/ICP's generation of a creditable Materiel Receipt Status.

C2.1.5. Customer Asset Report Credits. Materiel Return Program (MRP) credits are authorized upon receiving notification that materiel authorized for return under creditable procedures has been received in the offered condition and quantity.

C2.1.6. Materiel Services. Billings for services related to materiel shipments and returns not included in the materiel price are authorized after the services are rendered.

C2.1.7. Obligations for Requisitioned Materiel. Establishing an obligation for the proper amount under the requisition document number is essential for the timely and automated processing of interfund bills. Failure to do so is a violation of financial management procedures and may delay processing and increase workload for both DFAS and submitting Component personnel. DoD Components that either (1) establish business processes for requisitioning outside their customer's Component sponsored supply system, e.g., via internet ordering applications, or (2) authorize their own Component personnel to satisfy requirements through the use of external ordering processes, will support adherence to standard DoD financial business processes.

C2.1.7.1 DoD Components may authorize manual recording of the financial obligation by the customer as a separate action until such time as an automated interface between the ordering application and a Component-sponsored financial system is available. Where an interface is not available, external ordering applications will alert users to comply with their Component-directed financial procedures.

C2.1.7.2 Procedures for on-line internet ordering application real-time verification of funds availability and funds availability response for are provided under DLMS Vol 4, Chapter 7.

C2.2. PREPARATION OF BILLS

C2.2.1. General. Bills will be prepared within 30 calendar days of the criteria provided in section C2.2 and must identify each shipment, delivery, service performed, or refund earned.

C2.2.2. Materiel Billing and Credit Amounts. In general, billings for materiel will be at the standard price in effect at the time of shipment, and credit adjustments (refunds) will be at the price originally billed. Exceptions are identified in the following subparagraphs. Billings and credits for services or allowances related to materiel shipments will be processed as prescribed by section C2.5.

C2.2.2.1. Lateral Redistribution Credits. Reimbursements for materiel laterally redistributed will be processed at the standard price in effect at the time of shipment. Credits may be fully or partially reversed by the IMM/ICP when a validated discrepancy report documents the materiel was not shipped in a condition or quantity warranting full credit.

C2.2.2.2. In-Storage Visibility Procurement Offset and MRP Credits. Credits will be processed at the acquisition cost in effect at the time of receipt. Credits may be lower if, in the opinion of the IMM/ICP, the received materiel is not in a condition and/or quantity to warrant full credit.

C2.2.2.3. Quality Deficiency Reports. When the original requisition number cannot be identified, the credits will be at the current standard price.

C2.2.2.4. Materiel Returns to DLA from Industrial Sites under Base Realignment and Closure Retail Storage and Distribution/Inventory Management and Stock Positioning, and National Inventory Management Strategy[2]. A variation of the MRP program is used for processing materiel returns to DLA from selected sites in support of the Base Realignment and Closure (BRAC) Retail Storage and Distribution (SS&D)/Inventory Management and Stock Positioning (IMSP) and the National Inventory Management Strategy (NIMS). Standard MRP DLMS/MILSTRIP transactions do not apply. No credit for packaging, crating, handling, or transportation (PCH&T) will be provided.

C2.2.2.4.1. Industrial Sites. DLA managed materiel returned by an industrial customer at BRAC industrial sites will be accepted into DLA inventory

[2] DLA is required to request approval of new procedures supporting BRAC/NIMS allowing full materiel credit for returns regardless of asset position with no credit for PCH&T.

regardless of DLA wholesale asset stock position. Credit will be processed based upon a receipt of the returned materiel corresponding to a sale to Service maintenance (identified by DoD Activity Address Code (DoDAAC) series/internal customer group) for the same materiel and condition completed within the 60-day period prior to the date on the return. Up to 100 percent credit will be processed at the full selling price of the item on the original order(s) used as reference for return quantity less than or equal to the quantity on the reference order(s). DLMS/MILSBILLS Billing for Issue from Stock (DLMS 810L/DIC FA2) will be used to provide credit under modified business rules. Credit for any quantity returned over the original amount, in a different condition code from the original sale or unmatched is subject to DLA ICP stock position using business rules equivalent to the MRP for determining whether to provide credit/credit amount contained in DoDM 4140.01, "DoD Supply Chain Materiel Management Procedures," February 10, 2014. The Service's financial system will be notified of any resulting credit via a DLMS/MILSBILLS Materiel Returns Program Credit (DLMS 810L/DIC FD2).

C2.2.2.4.2. National Inventory Management Strategy Sites. Credit for materiel returns from a NIMS site customer will be processed based upon the return receipt. The DLA ICP will process the receipt and determine whether a sale has occurred for the same materiel, condition code, and customer within a 60-day time frame reflecting the exact same document number as the receipt (return) document. If there is an exact matching sale, the customer will receive credit equal to the original sale. Credit for any quantity returned over the original amount, in different condition code from the original sale or unmatched is subject to credit/credit amount from C2.2.2.4.1. The Service's financial system will be notified of any resulting credit via a DLMS/MILSBILLS Materiel Returns Program Credit (DLMS 810L/DIC FD2).

C2.2.3. Method of Billing

C2.2.3.1. Bills arising from transactions containing a National Stock Number (NSN) within the DoD will be collected through the Military Standard Billing System (MILBILLS) interfund billing procedures when supported by the supply and accounting systems. The provider will not accept a Military Interdepartmental Purchase Request (MIPR) if interfund can be used. Manual billing (e.g., the XP fund code) will not be used unless approved by the Deputy Chief Financial Officer. For intragovernmental interfund disputes, follow the dispute process outlined in Chapter 4.[3] Billings to DoD offices must be under interfund procedures except as provided below.

C2.2.3.2. Billing will be under noninterfund procedures when:

C2.2.3.2.1. The bill-to office is non-DoD (Bill-To Service Code is numeric, G, or Z).

[3] From DoD 7000.14-R, Volume 4, Chapter 3 Receivables, Paragraph 030504.B (November 2009)

C2.2.3.2.2. The bill-to office is a DoD contractor (Bill-To Service Code is C, E, HG, L, Q, SD, or U).

C2.2.3.2.3. The bill-to office is DoD (Bill-To Service Code is alpha other than C, E, G, HG, L, Q, SD, U, or Z) and the fund code requires noninterfund billing (normally XP fund code).

C2.2.3.2.4. The bill-to office is another-DoD Component (Bill-To Service Code is H) and the fund code is not identified as a valid fund code.

C2.2.3.2.5. The bill-to office is Army & Air Force Exchange Service (AAFES) (Bill-To Service Code is H followed by an X).

C2.2.3.2.6. The bill-to office is SC4210, representing DoD EMALL, and the fund code is XP. This combination indicates billing via customer-provided Government purchase card or corporate credit card. No other use is authorized.[4]

C2.2.3.2.7. DAAS will reject bills when they fail any of the edits. See Chapter 6.2 for information about the routing and editing of bills processed through DAAS. Rejected bills will be reported back to the originating activity using DLMS 824R (Reject Advice Transaction) citing the applicable Reject Advice Code from DLM 4000.25-2, MILSTRAP, Appendix 2.8. Rejected bills may include a narrative description indicating the reason for rejection, in addition to the Reject Advice Code. Billing offices will correct the rejected bills and resubmit them to the DAAS. Billing offices will ensure that all appropriate adjustments for rejected billings and interfund collections are made to seller accounting records.

C2.2.3.3. Method of Billing Summary. Billing methods are summarized in Table C2.T1.

Table C2.T1. Method of Billing

Condition Number	Billed DoDAAC Begins With:	And Fund Code is:	Then the Billing Method is:
1	C, E, G, HG, HX, L, Q, SD, U, Z, or numeric	Any	NON INTERFUND
2	Any Service code	XP or otherwise designates noninterfund	NON INTERFUND

[4] Refer to ADC 1009A.

Condition Number	Billed DoDAAC Begins With:	And Fund Code is:	Then the Billing Method is:
3	H	Not identified as eligible for interfund billing	NON INTERFUND
4	SC4210	XP	Government purchase card or corporate credit card (Reserved for DoD EMALL requisitions)
5	Anything other than conditions described by 1, 2, 3, or 4		INTERFUND

C2.2.4. Determining Bill-To Parties

C2.2.4.1. Billed Party. Ordering activities will identify a billed party DoDAAC for all requisitions or other orders, including nonreimbursable orders.

C2.2.4.2. Billed Party Not Identified. Item managers or other providers of goods and services will reject requisitions or other orders when a valid billed party is not identified. In the event an order comes through without a valid bill-to party, billing offices will designate the ordering or submitting activity as the bill-to party if, for whatever reason, they are unable to identify a valid billed party. The Service Security Assistance Control Office will be designated as the bill-to party for unidentifiable security assistance requisitions. The Service control offices are: Army–W25P02, Navy–N65916, and Air Force–FG2303.

C2.2.4.3. The mailing address for noninterfund bills will be the clear text address prescribed for billing (TAC 3 if assigned; otherwise TAC 1) in the DoDAAD (DLM 4000.25, Defense Logistics Management Standards Manual, Volume 6, Chapter 2). The routing for interfund bills will be based on the billing Communication Routing Identifier (COMMRI).

C2.2.5. Nonreimbursable Bills. Materiel issued under nonreimbursable procedures must be reported to the billed office using the Notice of Nonreimbursable Issue (810L/DIC FE_).

C2.2.6. Interfund Bills

C2.2.6.1. Use of Interfund. If the bill is paid under interfund procedures, the billing office will report the collection to its servicing finance center on its seller interfund report. A separate interfund bill will be prepared for billings applicable to a bill-to DoDAAC and treasury symbol.

C2.2.6.2. An interfund bill consists of a Summary Billing Record (DS 810L, DIC FS_) and one or more detail billing records, but must not contain more than 495 records in total. Noninterfund records must not be included on the same bill.

C2.2.6.3. Interfund bills are forwarded to DAAS electronically for editing and further routing to the offices billed as described in Chapter 6. Only billings routed by DAAS will be eligible for interfund collection as prescribed in Chapter 5.

C2.2.6.4. Separate detail billing records, selected from the Appendix 3 series appendices, will be prepared for each shipment or delivery supporting the summary billing record.

C2.2.6.5. The fund code (see Appendix 2) provides procedures for converting fund codes to appropriations charged.

C2.2.6.6. A separate interfund (or noninterfund) bill will be prepared:

C2.2.6.6.1 when the billed office DoDAAC or fund code changes,

C2.2.6.6.2. when the net amount of the bill (net amount of the detail billing records) equals or exceeds 10 million dollars,

C2.2.6.6.3. when the number of billing records (summary plus detail billing records) exceed 495 records, or

C2.2.6.6.4. when there are different Security Cooperation Customer Codes.

C2.2.6.7. The recommended standard for interfund bill numbers appears in Table C2.T2.

Table C2.T2. Standard Interfund Bill Numbers

If the Billing Month Is:	The 1st Position of the Bill Number Will Be:	If the Billing Month Is:	The 1st Position of the Bill Number Will Be:
January	A or B	July	N or P
February	C or D	August	Q or R

If the Billing Month Is:	The 1st Position of the Bill Number Will Be:	If the Billing Month Is:	The 1st Position of the Bill Number Will Be:
March	E or F	September	S or T
April	G or H	October	U or V
May	J or K	November	W or X
June	L or M	December	Y or Z
The remaining four positions of the bill number will be alpha or numeric (characters A-Z or 0 or 9). The bill number must be unique within the billing month.			

C2.2.7. Noninterfund Bills

C2.2.7.1. When an activity is unable to use electronic data interchange (EDI) methods (i.e. DLMS 810L), it may use the SF 1080, "Voucher for Transfers between Appropriations and/or Funds," or other form approved by the Treasury Department, such as GSA Form 789, "Statement, Voucher, and Schedule of Withdrawals and Credits" as the billing document for noninterfund bills.

C2.2.7.2. An original of the noninterfund billing will be provided to the billed office. Noninterfund billings will, at a minimum, be supported by the following information[5]: document order number, description of the article or services, delivery or other performance date, quantity, and price. The document order number and description will usually be satisfied by the requisition document number and NSN. The delivery or performance date is the same as the day of year prescribed for the detail billing record appropriate for the issue or service.

C2.2.7.3. Billing offices may, at their option and with the customer's concurrence, provide automated support for noninterfund billings using the G series billing records. These billing records will be transmitted electronically to DAAS, which will pass the records to the billed office by the best means available. Hard copy billing documents are not required.

C2.2.8. Standard Line of Accounting/Accounting Classification. The Office of the Under Secretary of Defense (Comptroller) identified Standard Financial Information System elements that make up the Standard Line of Accounting (SLOA)/accounting

[5] Though not required, to facilitate the resolution of billing or payment disputes involving noninterfund bills, billing offices should also include electronic contact information on the bill.

classification elements.[6] These SLOA elements are included in DLMS bills. Some elements may be acquired referentially through the authoritative data source SFIS Fund Code to Fund Account Conversion Table maintained at DAAS. Updates to the fund code table are accomplished by Component Fund Code Monitors designated in writing by their respective Components.

C2.3. ***RESERVED***

C2.4. CORRECTION OF ERRONEOUS BILLINGS

C2.4.1. Billing Forwarded to Customer. When a billing office finds it has issued an invoice containing one or more erroneous billing lines, it will correct the erroneous billing line in a later invoice. Normally, billing offices are expected to reverse and reissue only the erroneous billing line, not the entire invoice. The corrections will be processed as soon as practical and will not await customer requests for adjustments.

C2.4.2. Billing Rejected by DAAS. Billings rejected by DAAS must be corrected and resubmitted to obtain reimbursement. Corrective procedures will include preserving the accounting records along with records of causative research to maintain the audit trail and the validity of the records. For example, in-transit interfund collections and paid accounts receivables related to the rejected bills will have to be reversed.

C2.4.3. Notifications. Billing offices will advise their Finance PRC representative of significant or mass billing errors and their planned corrections. Finance PRC representatives will assist in coordinating with billed offices and will apprise the impacted primary/alternate PRC members of the situation via e-mail. Notify the PRC Chair simultaneously at Enterprise Business Standards Office Finance (financehq@dla.mil). Note that some financial systems may reject bills resubmitted with the same billing number.

C2.5. CANCELLATIONS. When a provider accepts a customer's request to cancel a requisition or other order, any billings generated for that requisition will be reversed in the next billing cycle. When the cancellation involves diverting materiel back to stock, the billing will be reversed upon receipt of the materiel. Any charges related to the cancellation, such as contract termination costs, will be billed under noninterfund procedures.

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[6] Joint Deputy Chief Management Officer and Under Secretary of Defense (Comptroller) Chief Financial Officer memorandum of September 14, 2012, subject “Department of Defense Standard Line of Accounting/Accounting Classification.”

C2.6. BILLING FOR ACCESSORIAL AND ADMINISTRATIVE COSTS

C2.6.1. DoD Shipments

C2.6.1.1. Purpose. Accessorial and administrative costs may be invoiced using either interfund or noninterfund reimbursement methods. However, in all cases, billing will be accomplished in the same manner as the materiel. DoD 7000-14-R, Volume 6, provides the DoD policy for billing accessorial and administrative costs.

C2.6.1.2. Normal Charges. Unless otherwise indicated on ordering documents or transactions, accessorial costs incurred for supply items requisitioned by DoD Activities will be charged to the same funds as the materiel.

C2.6.1.3. Retail Loss Allowance. DoD 7000.14-R, volume IIB, requires the DWCF to grant a discount for retail losses to retail stock funds based upon net issues after authorized credits or offsets have been applied. These discounts are to provide funds for losses experienced at the retail stock fund level. Retail loss discounts will not be granted for sales to commissaries and customers of retail or installation level stock fund activities. However, retail loss discounts are authorized for all military clothing items sold to Military Exchanges.

C2.6.1.4. Packing, Crating, Handling, and Transportation (PCH&T)

C2.6.1.4.1. Reimbursements for packing, crating, and handling costs for (a) IMM/ICP directed lateral redistributions, (b) IMM/ICP authorized MRP and sales returns, and (c) IMM/ICP directed procurement offset returns associated with In-Storage Visibility (ISV) will be a percent of the materiel credit price. The rate will be 3.5 percent for consumable items and 1 percent for reparable items. Billing offices will use the Accessorial and Other Miscellaneous Billings record format to support these billings and reimbursements.

C2.6.1.4.2. Reimbursements for transportation costs for (a) IMM/ICP directed lateral redistributions, (b) IMM/ICP authorized MRP and sales returns, and (c) IMM/ICP directed procurement offset returns associated with ISV will be for an amount equal to the IMM/ICP's cost recovery rate for second destination transportation included in the selling price of the materiel and will be supported by a Billing for Transportation record format.

C2.6.1.4.3. Billing offices will use the Accessorial and Other Miscellaneous Billings to support reimbursements for authorized repackaging based upon a validated Supply Discrepancy Report under Volume 2, Chapter 17.[7]

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[7] Refer to ADC 1203

C2.6.1.4.4. Billing offices will use the Accessorial and Other Miscellaneous Billings or other appropriate record to support billings and reimbursements for other authorized PCH&T, administrative, or accessorial charges.

C2.6.1.4.5. Reimbursement for PCH&T will not be provided for materiel returns to DLA industrial sites under BRAC SS&D/IMSP, or NIMS sites[8]. Refer to C2.2.2.4.

C2.6.2. GSA Shipments

C2.6.2.1. General. GSA will assess accessorial and administrative costs on shipments to the Department of Defense as indicated in this section.

C2.6.2.2. Transportation Charges

C2.6.2.2.1. Paid by GSA. GSA will pay transportation charges on stock items to:

C2.6.2.2.1.1. Consignees in the CONUS, and, where scheduled, surface commercial transportation services are available in Hawaii, the Commonwealth of Puerto Rico, the Virgin Islands, the southeast peninsula of Alaska, central Alaska (rail belt), and Kodiak Island.

C2.6.2.2.1.2. A U.S. port of embarkation for overseas destinations not included in subparagraph C2.6.2.2.1.1.

C2.6.2.2.2. Paid by Customer. GSA will not pay transportation charges for shipments of special order program (nonstock) items, purchased free on board (FOB) origin. GSA will, however, prepay and bill the agency as a separate item for:

C2.6.2.2.2.1. Transportation charges to a CONUS destination or a U.S. Port of Embarkation on F.O.B. origin items.

C2.6.2.2.2.2. Transportation charges from a CONUS destination or a U.S. Port of Embarkation to consignees in Hawaii, the Commonwealth of Puerto Rico, the Virgin Islands, the Southeast Peninsula of Alaska, Central Alaska (rail belt), and Kodiak Island.

C2.6.2.2.2.3. Transportation charges billed under interfund procedures will be billed using the Accessorial and Other Miscellaneous Billings record.

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[8] DLA is required to request approval of new procedures supporting BRAC/NIMS allowing full materiel credit for returns regardless of asset position with no credit for PCH&T.

C2.6.2.3. Export Charges

C2.6.2.3.1. Surcharge will be assessed at the rate of 10 percent of the value of the materiel ordered and shipped to customers overseas from GSA wholesale distribution centers and vendors when unique DoD marking/packing requires the shipment be physically handled by a GSA export packing facility. The export surcharge will be billed as follows:

C2.6.2.3.2. A flat fee of $5 administrative charge per requisition line will be assessed for export shipments not physically handled by a GSA export packing facility.

C2.6.2.3.3. The export services performed on shipments for customers overseas may vary by customer location, commodity, mode of shipment, and other criteria and include: monitoring and expediting delivery to meet required delivery date; over packing and documenting dangerous/hazardous shipments; challenging air eligible shipments; unitizing, consolidating, and palletizing cargo; arranging for seavans to source load cargo and document shipments for delivery to ports of embarkation; and others.

C2.6.2.3.4. GSA will annually review actual costs to perform export services and, as appropriate, propose changes in the above rate for use throughout each fiscal year. The Under Secretary of Defense (Comptroller) will be advised sufficiently in advance for appropriate program and budget planning.

C2.7. BILLING FOR PROGRESS AND ADVANCE PAYMENTS

C2.7.1. Progress Billings

C2.7.1.1. Purpose. Progress payments may be billed via interfund whenever the order received from the customer specifies that progress billings via interfund are authorized. Documentation of the agreement by the customer to allow progress billing via interfund may be used in lieu of a specific provision on each order.

C2.7.1.2. Billing Basis. Billings made for progress payments will be based upon documentary evidence of satisfactory performance and must not exceed the amount of the customer order.

C2.7.1.3. Offsets. The billing office will offset billing lines for deliveries against all outstanding progress billings related to those deliveries. Billing lines will be reported for both the sales price of the shipment and the amount of the progress billing being liquidated. The billing method elected for the progress payment will also be the method used to invoice for the delivery.

C2.7.1.4. Multiple Progress Billings. Although multiple progress billings may have been submitted against an order, a single recoupment billing may be reported for the total amount of the progress billings.

C2.7.2. Advance Billings

C2.7.2.1. Applicability. Advance billings may not be billed via interfund. When authorized, advance funding will be satisfied via noninterfund and by the use of appropriation level, rather than project or order level, advances.

C2.7.2.2. Application of Advances. Received advances must be returned or applied to accounts receivable before the end of the fiscal year.

C2.8. INTO-PLANE FUEL SALES

C2.8.1. Applicability. These procedures apply to DoD into-plane issues (sales) of fuels to DoD aircraft except when other billing procedures are specified by the terms of an inter-Service support agreement.

C2.8.2. Reimbursable Issues. Reimbursable issues (sales) of fuel into DoD planes by DoD activities will be billed at the standard price in effect at the time of issue.

C2.8.3. Contractor Fuel Issues. Contractor into-plane fuel issues will be billed at the standard price applicable to each such issue.

C2.8.4 DWCF Billing. Billing offices funded by the DWCF will grant credit for DoD aircraft defueling based on supply defueling slips at DWCF prices.

C2.8.5. Credits. Credits will be given for contractor into-plane defueling of DoD aircraft based on a defueling slip at the standard price given for each defueling.

C2.8.6. Into-plane fuel bills will use the Billing for Into-Plane Issues record format.

C2.9. HAZARDOUS MATERIEL and WASTE BILLINGS

C2.9.1. Users of DLA's hazardous materiel and waste disposal services will provide DLA with a disposal turn-in document (DD Form 1348-1A, “Issue Releases/Receipt Document,” or 1348-2, “Issue Release/Receipt Document with Address Label”) as prescribed by DLM 4000.25. Since these services are provided on a reimbursable basis, the order will be funded in accordance with the standards prescribed by DoD 7000.14-R. The order will generally authorize DLA to use the interfund billing system to reimburse themselves for these services.

C2.9.2 General[9]

C2.9.2.1. General policies and procedures governing hazardous materiel's and waste disposal within the Department of Defense are prescribed by DoD 4160.21-M, "Defense Materiel Disposition Manual," August 18, 1997. DLA Disposition Services (formerly the Defense Reutilization and Marketing Service) is authorized to bill for these services under interfund billing procedures and will use the Billing for Decentralized, Noncatalogued, and Nonstocked Items billing record.

C2.9.2.2. Requestors of services wanting to dispose of hazardous waste and materiel must follow the procedures in DoD 4160.21-M and Chapters 3 and 5 of MILSTRIP DLM 4000.25-1. These procedures require preparation of a disposal turn-in document (DTID) in accordance with instructions prescribed by MILSTRIP[10] and provide it to the DLA Disposition Services Field Office (formerly Defense Reutilization and Marketing Office (DRMO)). The DLA Disposition Services Field Office will provide the generator with a receipt copy of the DTID at the time of turn-in.

C2.9.3. Hazardous Waste Disposal

C2.9.3.1. Hazardous waste disposal services are provided on a reimbursable basis and generators must, therefore, contact their servicing finance office to ensure that funds are obligated for these services. Prior to actual turn-in and disposal, the cost of hazardous waste disposal services may be estimated by referring to the contract governing the materiel being disposed of. The estimated cost of the disposal must be obligated under the DTID number. Contact the DLA Disposition Services Field Office for assistance in estimating the cost.

C.2.9.3.2. The DLA Disposition Services Field Office will provide the generator with copies of the disposal manifest (DD Form 1155) and any modifications as the disposal request is executed and modifications are agreed to. The DLA Disposition Services Field Office will also provide the generator with a certified copy of disposal for each DTID. Generators must advise their servicing finance office when estimated amounts obligated at the time of turn-in or execution are lower than actual amounts indicated on these documents.

C2.9.3.3. Establishing an obligation for the proper amount under the DTID document number is essential for the timely and automated processing of interfund charges. Failure to do so is a violation of financial management procedures and will

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[9] The "background" information in this subsection is provided to assist financial personnel in understanding their responsibilities with regard to hazardous waste and materiel disposal services. Any conflicts between information contained in this subsection and procedures prescribed by MILSTRIP or DoD 4160.21-M will be resolved by following MILSTRIP procedures.
[10] Appendix 3.49 Transfers To DLA Disposition Services Field Office on DD Form 1348-1a Issue Release/Receipt Document, or DD Form 1348-2, Issue Release/Receipt Documents With Address Label.

delay updating generator accounts and increase workload on both DFAS and generator personnel.

C2.9.4. Hazardous Materiel Disposal

C2.9.4.1. Unlike hazardous waste, disposal of hazardous materiel may not result in any charges to the generator. Therefore, unless you are certain you will incur disposal charges, generators should not obligate turn-ins of hazardous materiel. After receipt of the hazardous materiel DTID, the DLA Disposition Services Field Office must advise the generator if disposal costs that are the responsibility of the generator will be incurred. The following determines whether or not the generator will be charged for disposal of hazardous materiel.

C2.9.4.2. There will be no disposal costs charged to the generator if the DLA Disposition Services Field Office can dispose of the hazardous materiel through an existing contract or believes the materiel can be reutilized, transferred, donated or sold.

C2.9.4.2.1. DLA Disposition Services Field Offices will provide the generator with a monthly Disposal Funding Status Report of the DTIDs that were successfully reutilized.

C2.9.4.2.2. Generators who have open hazardous materiel disposals in process will contact the DLA Disposition Services Field Office if they fail to receive a monthly Disposal Funding Status Report.

C2.9.5. When the preceding condition does not apply, the hazardous materiel becomes hazardous waste, the disposal will be on a reimbursable basis, and hazardous waste disposal procedures apply. Funding for this hazardous waste disposal must be provided to the DLA Disposition Services Field Office within 5 workdays of notification. The DLA Disposition Services Field Office must not proceed with the disposal of the now classified hazardous waste until funding is confirmed by the generator.

C2.10. GENERAL SERVICES ADMINISTRATION UNIQUE BILLINGS

C2.10.1. Automotive Vehicles

C2.10.1.1. GSA is authorized to use the interfund billing system to invoice DoD activities for automotive vehicles purchased under a category one (reimbursable) MIPR. DoD activities submitting a MIPR must do so in accordance with paragraph 8.7008 of the DoD Supplement to the Federal Acquisition Regulation, which requires activities to provide DLMS requisition data for each line-item to be delivered to each ship-to address.

C2.10.1.2. For purposes of identifying and validating charges, GSA will support interfund billings for automotive vehicles with a single line item billing register.

The register must show, in addition to the information shown on the billing record, the full MIPR number under the columns headed "STOCK NUMBER."

C2.10.2. GSA Customer Supply Center Billing Procedures

C2.10.2.1. GSA bills DoD customers for Customer Supply Center (CSC) billings using either a customer provided MILSTRIP document number or a constructed pseudo-document number. The document number is constructed from the ordering DoDAAC of the customer provided at the time the account was opened, the Julian day the order was placed, and the last four positions of the ticket number. GSA will treat all line items requisitioned as a single order, with or without multiple line items, and bill for the order under the constructed document number if the customer doesn't provide a MILSTRIP document.

C2.10.2.2. GSA CSC interfund bills will be supported by the GSA CSC Billing record.

C2.10.2.3. Noninterfund bills will be supported by the Single Line Item Billing Register. The register must include the customer provided MILSTRIP document number in the stock number field.

C2.10.2.4. GSA offers its customers the option of having its CSC billings billed to a Government purchase card. Activities having difficulties with interfund or SF 1080 billings of CSC supplies may want to consider this option.

C2.11. ARMY EXCHANGE PRICING PROCESS

C2.11.1. The Army interim approach to the Exchange Pricing interim is a multi-system functionality implementation. Exchange Pricing employs a dual pricing system for a repairable NSN item based upon Standard Price (latest acquisition cost plus recovery rate) and Exchange Price (latest repair cost plus cost recovery rate) and a "buy one–return one" relationship with the customer (i.e., a qualified exchange pricing customer buys at the EXCHANGE PRICE and pays a penalty if a reparable is not turned-in within a specified period of time from the issue date). This process is applicable to Army customers and Army-managed materiel only; other Services will continue to pay Standard Price and receive 65 percent credit exchange upon receipt of carcass by the Army Primary Inventory Control Activity (PICA).

C2.11.2. Once an item of supply is identified for a national repair program and the National Item Identification Number (NIIN) has an established Exchange Price, all requisitions for the items will be priced at the Exchange Price if the customer is an authorized Exchange Price customer.

C2.11.3. When a requisition submitted to the Supply Support Activity (SSA) is processed by the Standard Army Retail Supply System (SARSS), SARSS will determine if both the customer DoDAAC is an Exchange Price customer, and the NIIN

has an established Exchange Price indicator. As this transaction is processed through the Army supply system, middleware, Funds Control Module (including Exchange Price Tracking) Defense Automatic Addressing System (DAAS), Commodity Control Supply System (CCSS), and Army Logistics Modernization Program (LMP), the Exchange Price indicator will be used to identify the transaction as Exchange Price related. All the legacy systems will continue processing the MILS transactions; LMP will process DLMS transactions that are converted by DAAS.

C2.11.4. All related supply transactions prepared by the Army will carry and perpetuate the Exchange Price Indicator. The following transactions will be impacted as a result of the Exchange Price implementation: Requisition; Requisition Modifier; Requisition Follow-up; Materiel Release Order; and Supply Status. The returns process will also process Exchange Price related transactions. The Materiel Receipt transaction will be generated by SARSS for all returns of Exchange Price NIINs, and will include an Exchange Price Type of Credit indicator for Unserviceable credit when applicable and an Exchange Price Conversion Indicator to identify the need to provide credit according to the pre Exchange Price credit policy, which will last for 60 calendar days following Exchange Pricing implementation.

C2.11.5. If the return has an un-repairable condition code or the item is not returned within the established timeframe (Delta Delay Days), the national level systems (LMP, CCSS) will create an obligation adjustment based on the receipt from Middleware Funds Control Module of a Materiel Returns Supply Status (Delta Bill Trigger) transaction. As a result of processing the delta bill trigger the national systems will create the logistics/interfund bill transaction with an Exchange Price Indicator and Type Bill code to identify the specific type of Exchange Price bill to the Army financial system.

C2.12. NAVY EXCHANGE PRICING PROCESS

C2.12.1. The Navy uses a two tier pricing system for selling Depot Level Repairable (DLR) materiel to Navy customers. The Navy sells DLRs to other Services at full (standard) price and then provides carcass value credit when the carcass is returned. This is the same method the Air Force and Army use when selling repairable items to the Navy. The Standard Price is the price representing the full value of the DLR item, and is the price charged when a Not Ready for Issue (NRFI) unit (also referred to as a ‘Carcass’) is not turned in. The Net Price (also referred to as Exchange Price) is the price that includes the cost of repairing a DLR item, and is the price charged to customers when a NRFI unit has been or will be turned in. Navy customers indicate on their requisitions whether a NRFI unit is available for turn in via the Advice Code, and they are then charged Net or Standard Price accordingly.

C2.12.2. Received requisitions indicating that a carcass will be returned are tracked in the Navy’s Carcass Tracking System. This system monitors these requisitions and matches them with carcass returns as they occur. This system also generates follow ups to customers who have not returned their carcasses as promised.

Ultimately, the system will trigger an additional charge to the customer if the carcass is not returned. Navy uses the term "Carcass Charge" for this additional billing, which represents the difference in value between Standard Price and Net (Exchange) Price. This additional billing is also referred to as a Delta Bill. If the customer returns the carcass after receiving the Carcass (Delta) Bill, then the additional billing is reversed, resulting in a Carcass Charge Reversal (Credit Delta Bill). Navy customers may also return excess DLRs for credit. The credit can be Standard, Net, or Carcass value.

C2.12.3. Under legacy format Defense Logistics Standard Systems (DLSS)/MILSBILLS billing, the Navy ICPs use the Sales Price Condition Code to indicate to customers that a bill is either Net (Exchange) Price or Carcass (Delta) Price. Once operational, the Navy's ERP will replace the Navy ICP's DLSS/MILSBILLS billing system with a DLMS based system. Since DLMS does not utilize a Sales Price Condition Code, Navy will use a combination of Stock Exchange Code and Type of Bill Code to indicate on the bill whether the price charged is Standard, Net, or Carcass price. DAAS will convert Navy bills back to DLSS/MILSBILLS format for any Navy customers unable to accept DLMS formats.

C2.13. INCLUSION OF TRANSPORTATION CONTROL NUMBERS ON DLMS LOGISTICS BILLS. Suppliers may bill on partial shipments with identical quantities under the same document number, which makes the bills appear as duplicates. Including the Transportation Control Number (TCN) on the DLMS Logistics Bill will resolve that problem. Partial shipment codes are part of the TCN structure in accordance with DTR 4500.9-R, "Defense Transportation Regulation". Accordingly, reporting activities will include the TCN in DLMS Logistics Bill transactions. This is a DLMS enhancement, which may be implemented without prior authorization.

C3. CHAPTER 3

PROCESSING AND PAYMENT OF BILLS

C3.1. PAYMENT OF NONINTERFUND BILLS

C3.1.1. Payments made to other Federal Agencies are due upon receipt and shall be paid in full. The following exceptions apply:

C3.1.1.1. Bills for issues to North Atlantic Treaty Organization (NATO) (Supreme Headquarters Allied Powers Europe (SHAPE)) (identified by billed office Department of Defense Activity Address Code (DoDAAC) WM1Q7K) are due 120 calendar days after the billed date.

C3.1.1.2. Bills for issues to United Nations (UN) Peacekeeping Forces (identified by billed office DoDAAC WN7GX8) are due 120 calendar days after the billed date.

C3.1.2. When the appropriations to be reimbursed and disbursed are both within the Department of Defense, bills may be paid either by check or through cross disbursing (no check) procedures. Payments involving appropriations outside the Department of Defense shall be by check.

C3.1.3. All remittances must include either the bill number or a copy of the bill.

C3.2. PROCESSING INTERFUND BILLS. Interfund bills are notices of disbursement of billed office funds by the billing office. Accordingly, billed offices shall take prompt action to record and clear the in-transit disbursement.

C3.3. ADJUSTMENTS

C3.3.1. Billed offices shall review all charges to ensure that billed items were ordered and that obligations are adjusted when appropriate. All requests for billing adjustments must be prepared in accordance with Chapter 4.

C3.3.2. Billing or other discrepancies that do not meet the criteria for requesting adjustment, described in Chapter 4, must be recorded as obligations, funds disbursed, and expenses.

C4. CHAPTER 4

ADJUSTMENT PROCEDURES

C4.1. REQUESTING ADJUSTMENTS

C4.1.1. Submission of Adjustment Requests

C4.1.1.1. Unless otherwise indicated in this chapter, requests for adjustment, follow-ups, and replies will be submitted by electronic means.

C4.1.1.2. Requests are generally prepared using the Request for Billing Adjustment (DLMS 812R, DIC FAE) record. However, into-plane and bulk fuel related adjustment requests must use the Request for Adjustment of Fuel Billing (DLMS 812 R, DIC FJE). Refer to other Chapter 4 sections for more specific information on preparing requests for adjustments and follow-ups.

C4.1.1.3. Requests for adjustments will normally indicate the billing office as the addressee and will be submitted to DAAS for processing and routing to the billing office. Requests for adjustments of GSA billings will be addressed to the GSA National Customer Service Center (DoD Activity Address Code (DoDAAC) 476437, RI code GSA). Correspondence to the Service Center, if necessary, may be directed to:

General Services Administration
National Customer Service Center
1500 East Bannister Road
Kansas City, Missouri 64131-3087
Telephone: (800) 488-3111 (DSN) 465-1416

C4.1.2. Nonreimbursable. Forward a request for adjustment in the format prescribed for billing account code (BAC) 14 when the coding of the requisition indicates that the materiel was requisitioned under nonreimbursable procedures and a materiel billing was received.

C4.1.3. Accessorial. A request for adjustment in the format prescribed for BAC 15 will be forwarded whenever accessorial costs are charged and the charges are not authorized.

C4.1.4. Timeframes. All requests for adjustments should be submitted within 30 calendar days of receipt of the billing. Initial requests for adjustment received after the record retention period for billing records may be denied. When a discrepancy report or adjustment request is received within prescribed timeframes, nonavailability of records,

or the passing of the record by the time the report is validated or the request is processed, may not be used as a basis for denying the adjustment.

C4.1.5. Minimum Value

C4.1.5.1. Adjustment for Billing Errors. In general, no request for adjustment should be submitted for billing errors when the amount of the error is $250 or less. As an exception to the general guideline, no request for adjustment should be submitted for billing errors when the amount of the error is $100 or less and the billing office is GSA or the materiel involved is a subsistence item.

C4.1.5.2. Adjustment Types. There is no minimum value for requesting status on an anticipated or required billing, requesting a corrected bill when the received bill is incomplete, requesting a copy of a bill, requesting a change in the type of billing (interfund to noninterfund and noninterfund to interfund), or requesting adjustments for validated discrepancy reports.

C4.1.5.3. Foreign Military Sales Billing Errors. There is no minimum value for adjustment of foreign military sales (FMS) billing errors. However, adjustment requests for FMS shipments may not be submitted when the request can be rejected per the general conditions of the U.S. Department of Defense Letter of Offer and Acceptance.

C4.2. CANCELING OR AMENDING REQUESTS FOR ADJUSTMENT

C4.2.1. Canceling Requests. Submitting offices may cancel requests for adjustments whenever the request is no longer valid or appropriate and the billing office has not provided a final reply to the request.

C4.2.2. Amendments. Requests for adjustments may be amended by canceling the original request and submitting a new request.

C4.3. FOLLOW-UP ON UNANSWERED REQUESTS FOR ADJUSTMENT

C4.3.1. Adjustment Requests. Except for follow-ups to DAAS, offices submitting adjustment requests will follow-up on requests for adjustments remaining unanswered for more than 14 calendar days after submission. If the request for adjustment remains unanswered for more than 14 calendar days after follow-up, submitting offices will forward a second and final follow-up by letter or message to the billing office. In addition to providing the billing office with the information required to process the request, the final follow-up will identify the dates of initial and follow-up request.

C4.3.1.1. Follow the procedures prescribed for noncompliance and other problems (see Chapter 1) when requests for adjustments or requests for MRP credits remain unanswered for more than 30 calendar days after the second follow-up or if an interim response was received and the promised date has passed.

C4.3.1.2. Follow up to DAAS for copies of interfund bills that were requested but not received.

C4.3.2. Credit Follow-Up. Offices designated to receive Materiel Returns Program (MRP) credit will initially follow-up on the credit due when the credit has not been received and more than 30 calendar days have elapsed since the creditable status was received. A second follow-up will be submitted if a reply or credit is not received within 30 calendar days of the initial follow-up.

C4.4. REPLYING TO REQUESTS FOR ADJUSTMENT OR MATERIEL RETURNS PROGRAM CREDIT

C4.4.1. Processing Adjustments. Billing or adjustment processing offices will reply to adjustment requests using Defense Logistics Management Standard (DLMS) 812L, Adjustment Request Reply transaction. The DLMS Supplement will also be used to reply to follow-up requests.

C4.4.2. Responding to Requests. Billing offices will respond to all requests for adjustment within 13 calendar days of the date the request is received. Billing offices will respond to follow-up requests for adjustment within 13 calendar days of the date the request is submitted. Replies to adjustment requests (DLMS 812L, Document Identifier Code (DIC) FAR) and follow-ups (DLMS 812L, DIC FAS) are required and will also be forwarded to DAAS for processing and further routing to the adjustment requestor. As with the requests, fuel-related replies will follow the equivalent DIC FJ_ series formats. All adjustment replies will include an appropriate coded reply.

C4.4.2.1. Responses to adjustment requests will be forwarded to the office designated by the recipient of billing status code. Adjustments will be forwarded to the original billed office.

C4.4.2.2. Billing offices will respond to initial requests and first follow-up for MRP credit in the DLMS 812L, DIC FTB format. Responses will be forwarded, via DSN, to the office designated by the materiel receipt status (870M, DIC FTZ).

C4.4.2.3. Billing offices will respond to second follow-up requests for adjustments and MRP credit within 30 calendar days of receipt. If the request cannot be answered within 30 calendar days, an interim response by letter or message will be provided. The response must be completed within 60 calendar days.

C4.5. ADJUSTMENT AMOUNT. In general, adjustments, when warranted, will be at the originally billed price. Adjustments for validated product quality deficiency reports (PQDRs) will be processed at the current standard price when the original billed price cannot be determined. Adjustments for Materiel Returns Program (MRP) credits will be at the current acquisition price or at a reduced price if, in the opinion of the Integrated Materiel Manager (IMM), the condition warrants such reduction.

C4.6. INCOMPLETE OR UNSUPPORTED BILL

C4.6.1. An incomplete bill is one in which the interfund or noninterfund bill is not fully supported by detail billing records or information, respectively.

C4.6.2. Since DAAS will not pass incomplete interfund bills to billed offices and billing offices will not be reimbursed for bills not submitted to DAAS, a copy of the "incomplete" interfund bill will be requested from DAAS.

C4.6.3. Requests for incomplete (i.e., unsupported) noninterfund bills will be addressed to the billing office and must cite BAC 19. In addition to responding to the request, whenever the bill referred to is on file, billing offices must always provide a fully supported copy or corrected bill to the billed office.

C4.7. BILLING STATUS PROCEDURES

C4.7.1. Obtaining Bill Status. When requisitioned materiel is received, intended billed offices must use an Adjustment Request (DLMS 812R, DIC FAE) to seek the status of the bill. When materiel was not ordered, or if ordered and not received, discrepancy report procedures apply. See DLMS Volume 2, Chapter 17 and DoD 4500.9-R, Defense Transportation Regulation, Volume 2, Chapter 210 for discrepancy report procedures.

C4.7.2. Shipment Bill Status. When shipment status is received for requisitioned materiel and the materiel can be billed only upon evidence of constructive delivery, intended billed offices must use an Adjustment Request (DLMS 812R, DIC FAE) citing BAC 35 to seek the status of the bill. Billing offices may generate the required billing when properly completed requests are received and a billing is awaiting evidence of constructive delivery. Billing offices will also initiate appropriate actions with their supply office to identify and resolve problems underlying this condition.

C4.7.3. Timeframe. At least 90 calendar days must have elapsed after receiving the materiel or, in the case of FMS shipments, shipment status before requesting the bill status. However, the status must be requested within a year of the shipment date (2 years for FMS shipments). Billing offices may reject requests for billing status that are not submitted within these timeframes.

C4.7.4. When the billing status request involves fuels and is forwarded to DLA Energy (RIC S9F), the request will be mailed and must identify the supply source. If the supply source is a DLA Energy regional location, provide the location's DoDAAC. If the supply source is a contractor, including contractor Into-plane, provide the contract number.

C4.7.5. Restrictions. Except for billings awaiting evidence of shipment or receipt, billing offices will not generate bills based solely upon a request for billing status.

C4.7.6. DoD 7000.14-R, Department of Defense Financial Management Regulations (FMRS), Volume 10 has allowances for writing off unbilled liabilities and de-obligating the related obligation when an invoice has not been received within 180 calendar days from the date of acceptable final performance and there is documentation on file that at least two written requests for an invoice have been made. Refer to the reference for other conditions that must be met, such as establishing a reserve for late bills.

C4.8. BILL COPY PROCEDURES

C4.8.1. Requesting Copies. Requests for copies of interfund bills will be addressed to DAAS if the DAAS record retention period has not expired. Requests must use the Request for Retransmission of Interfund Bill (DLMS 812R, DIC QB1) format. See Chapter 6 for DAAS record retention requirements and options for retrieving bill copies.

C4.8.2. Retransmitting Copies. DAAS will retransmit copies of all bills wherein the billing office DoDAAC, bill number, and year within decade and month of credit match the same information on the request.

C4.8.3. Copies of Noninterfund Bills. Requests for copies of noninterfund bills will normally be addressed to the billing office.

C4.9. REQUESTS FOR CHANGE IN BILLING METHOD

C4.9.1. Change in Billing Method

C4.9.1.1. When billing offices bill under interfund procedures and MILSBILLS procedures do not allow for such billing, billed offices will forward requests for adjustment in the format prescribed for BAC 52.

C4.9.1.2. When MILSBILLS procedures prescribe billing under interfund procedures, billing offices will deny requests for improperly billed interfund.

C4.9.1.3. When the requisition or customer asset report improperly designates interfund billing and the interfund billing cannot be processed, refer to the following subparagraph for requesting rebilling under noninterfund procedures.

C4.9.2. Properly Billed Interfund to Noninterfund

C4.9.2.1. When a billed office is unable to process a billing record under interfund procedures, the billed office may have the item or items billed under noninterfund procedures by forwarding a request for billing adjustment citing BAC 51. Use of this advice code is an admission by the billed office that the requisition or other document was incorrectly coded.

C4.9.2.2. Requests citing BAC 51 may be submitted only when the funds or charge cannot be disbursed or processed under interfund procedures. All such requests will be honored by the billing office; the billing office may challenge this assertion.

C4.10. ADJUSTMENTS FOR DISCREPANCY REPORTS

C4.10.1. Financial Adjustment

C4.10.1.1. Discrepancy reports will be submitted, reviewed, processed, validated, and responded to in accordance with the procedures described in the requirements in Table C4.T1.

Table C4.T1. Adjustments to Discrepancy Reports

Reporting of Transportation Discrepancies in Shipments DTR 4500.9-R "Defense Transportation Regulation"
Supply Discrepancy Reporting, DLM 4000.25, Volume 2, Chapter 17
Product Quality Deficiency Program, DLAR 4155.24/AR 702-7/SECNAVINST4855.5A/AFR 74-6
Stock Readiness Program, DLM 4000.25, Volume 2, Chapter 21

C4.10.1.2. Billing offices will process financial adjustments or claims citing the applicable Type of Bill Code (QD, WP, WU, or TD) based on the discrepancy report when the discrepancy report is validated and all of the following MILSBILLS or GSA criteria are met:

C4.10.1.2.1. Discrepancy Not Otherwise Resolved. The discrepancy was not resolved otherwise; for example, the vendor does not replace deficient materiel for a validated PQDR.

C4.10.1.2.2. Materiel Billed and Paid. The materiel was billed and paid previously or, in the case of reporting on a constructed document number, there is a reasonable basis for assuming that the items were previously billed and paid.

C4.10.1.2.3. Materiel Returned. The materiel is received by the ***storage activity*** in those cases where the discrepancy report reply requires the return. ***At the discretion of the SoS, adjustments may be processed prior to materiel return and then subsequently rebilled under the original document number due to failure to return materiel as directed.***

C4.10.1.3. The discrepancy involves GSA shipments and the Transportation Discrepancy Report (TDR) exceeds $25 per line (detail billing record) (DBR) or the Supply Discrepancy Report (SDR) exceeds $50 per line (DBR). There is no minimum adjustment level on PQDRs involving GSA shipments. There are no adjustment dollar value limitations for discrepancies involving DoD shipments or materiel in storage reported via Storage Quality Control Report (SQCR).

C4.10.1.4. The original MILSTRIP requisition number is included on the PQDR, SDR, or SQCR. When the original requisition number cannot be identified, the originator, material owner, or screening point must include a constructed 14 position MILSTRIP document number using the originator, owning activity, or screening point's DoDAAC for the first six characters, the current Julian date (YDDD) for the next four positions, and a four position serial number beginning with "U" as the first position of the serial number. An example of a constructed document number is F123453175 U001. Code U is also carried as a utilization code under DLMS. Note: For SDRs, circumstances authorizing the use of a constructed document number are restricted to those described in DLMS, Volume 2, Chapter 17. For SQCRs, circumstances authorizing the use of a constructed document number are restricted to those descripted in DLMS, Volume 2, Chapter 21.

C4.10.1.5. Improper Commitment. When a reply to a discrepancy report improperly commits the billing office to providing an adjustment (e.g., the shipment was never billed), the billing office will ask the replying office to correct the reply to the discrepancy report.

C4.10.2. Other Discrepancy Adjustment Rules

C4.10.2.1. Adjusting Discrepancy Reports. Requests for adjustments related to TDRs will be submitted only when the adjustment is not received and more than 60 calendar days have elapsed since the report was filed. Requests related to PQDRs, SDRs, and SQCRs should be timely, but must not be submitted until a minimum of 60 calendar days have elapsed since receiving notification that the discrepancy is validated (i.e., that an adjustment is approved). When the promised adjustment for a discrepancy is contingent upon the return of materiel, the request will not be submitted until a minimum of 60 calendar days have elapsed since shipping the materiel with additional allowance for transportation time to the shipping activity. When a reply to a discrepancy report is not received, follow up as prescribed by DLMS Volume 2, Chapter 17 or 21, as applicable.

C4.10.2.2. The portion of credits for materiel laterally redistributed may be fully or partially reversed by the IMM when a discrepancy report documents the materiel was not shipped in a condition warranting full credit.

C4.10.2.3. Activities responsible for discrepant shipments may be held responsible for costs incurred for repackaging, disposal, unauthorized returns, deficient

packaging, and other item and packaging discrepancies that have been documented and validated under SDR procedures. Although other mutually agreeable arrangements may be made, such costs will normally be recovered under noninterfund procedures and will be supported by the validated discrepancy report. In addition, when such returns are creditable, these discrepancy costs may be offset against the credit to which the returning activity is otherwise entitled.

C4.10.2.4. Adjustments based upon PQDRs will be forwarded to the code and bill-to DoDAAC indicated on the PQDR. If omitted, adjustments will be sent to the DoDAAC indicated (TAC 3, or TAC 1 if no TAC 3 exists) of the requisition number provided on the PQDR and the fund codes in Table C4.T2.

Table C4.T2. Default PQDR Fund Codes

BILLED SERVICE CODE	FUND CODE
N, P, R, or V (Navy)	96
All Others	QD

C4.11. ADJUSTMENTS FOR BILLING ERRORS

C4.11.1. The following are billing errors and will not be accepted for processing unless the minimum value criterion (Section 4.1) for requesting adjustment is met:

C4.11.1.1. Duplicates

C4.11.1.2. Wrong amount billed

C4.11.1.3. Wrong office billed

C4.11.1.4. Improper billed

C4.11.1.5. Promised adjustment not received

C4.11.1.6. Other problems

C4.11.2. Duplicates

C4.11.2.1. Duplicate Billing Line

C4.11.2.1.1. A duplicate billing line is a second or later billing for a single shipment or adjustment. If the second or later billing resulted from a second or later shipment, financial adjustment procedures do not apply. See, instead, discrepancy report procedures for duplicate shipments in DLMS Volume 2, Chapter 17.

C4.11.2.1.2. To obtain adjustment for duplicate detail billing records not previously adjusted by the billing office, submit a separate request for each duplicated billing record in the format prescribed for BAC 11.

C4.11.2.2. Duplicate Bill

C4.11.2.2.1. This is an interfund or noninterfund bill (SF 1080 or equivalent), that is supported entirely by duplicate detail billing records. In the case of interfund bills, the bill is also included on the billing office's interfund report.

C4.11.2.2.2. Adjustments for duplicate interfund bills may be requested only upon confirmation that the bills (original and duplicate) were, in fact, reported to the buying service's Central Accounts Office (CAO). To obtain an adjustment, submit a Request For Summary Level Billing Adjustment (DLMS 812R, DIC FDE) for each duplicated bill citing:

C4.11.2.2.2.1. BAC 42 when the bill, details and summary are identical, including the bill number to a previous bill,

C4.11.2.2.2.2. BAC 43 when, except for the bill number, the bill details and summary are identical to a previous bill, and

C4.11.2.2.2.3. BAC 44 when all of the supporting detail billing records of one bill have been included on another bill. The bill containing such previously billed DBRs is the duplicate bill.

C4.11.3. Wrong Amount Billed

C4.11.3.1. Purpose. A wrong amount billed refers to a billing line in which the unit price, quantity, or price extension is erroneous.

C4.11.3.2. Exceptions. Do not request adjustment for wrong amount if:

C4.11.3.2.1. The unit price is the correct standard or catalog price and you are questioning the price. Follow price challenge procedures instead.

C4.11.3.2.2. The extension does not agree with the amount billed and Sales Price Condition code B is indicated. In this case, the unit price shown on the billing record is the inventory carrying value, the standard unit price. The billing unit price, if needed, must be computed.

C4.11.3.2.3. The quantity billed equals the quantity ordered or shipped and a lesser quantity is received. Follow the appropriate DLMS Volume 2, Chapter 17 discrepancy reporting procedure instead.

C4.11.4. Wrong Office Billed

C4.11.4.1. Request. Request an adjustment for wrong office billed when the office billed does not agree with the coded requirements of the requisition or adjustment request and the coding indicated a valid billed office DoDAAC. A valid billed office DoDAAC is one listed in the DoD Activity Address Directory (DoDAAD) with the proper authority code (See Chapter 6, C6.2.2.1.2 of this volume).

C4.11.4.2. Request Denial. When the billing was prepared in accordance with the requisition or modification received by the Inventory Control Point/Integrated Materiel Manager (ICP/IMM), the request will be denied.

C4.11.4.3. Wrong Office Assigned. When the billing office assigned the billed office as prescribed in Chapter 2 and the office assigned is not the intended office, the billed office will transfer or otherwise process the bill in accordance with procedures prescribed by the DoD Component. If the offices involved are serviced by the same finance center, the billed office will contact the intended billed office or requisitioner and make arrangements for transferring the bill.

C4.11.5. Improper Billing

C4.11.5.1. General. A DLMS 812R, Adjustment Request citing the proper billing advice code should be submitted to billing offices to request adjustments for improper billings. For purposes of this section, an improper billing is a billing line which:

C4.11.5.1.1. Charges for materiel requisitioned under nonreimbursable procedures;

C4.11.5.1.2. Charges improperly for accessorial costs;

C4.11.5.1.3. Charges for materiel following a reply that a billing could not be rendered; or

C4.11.5.1.4. Charges for materiel confirmed cancelled when the materiel is not received.

C4.11.5.2. Cancelled. When a billing for materiel is received on a requisition that was confirmed cancelled by the ICP or IMM and the materiel is not received, a request for adjustment in the format prescribed for BAC 17 will be forwarded to the billing office. When the materiel was received or if the requisition was not confirmed cancelled by the ICP or IMM, MILSBILLS procedures do not apply. Follow instead procedures prescribed for reporting SDRs. Although annotations on a shipping document, in conjunction with other factors, may support a discrepancy report, they do not support an adjustment for improper billing. A validated discrepancy report is needed.

C4.11.5.3. Backordered. A request for adjustment in the format prescribed for BAC 18 will be forwarded to the billing office whenever a billing is received on a

requisition that was backordered and the receipt of the billing status, confirming that the materiel was not received. Do not submit requests citing BAC 18 prior to obtaining this status.

C4.11.5.4. Billing Cannot Be Rendered. Billed offices will request adjustment in the format prescribed for BAC 20 whenever the billing office issues a bill after advising, in a response to a request for billing status (Billing Status Codes DC and DF), that a bill could not be rendered.

C4.11.6. Promised Adjustment Not Received. Billed offices will forward an Adjustment Request (DLMS 812R, DIC FAB/FJR) with the proper billing advice code to the billing office to follow-up on unreceived promised adjustments and more than 30 calendar days have elapsed since receiving a reply promising the billing or adjustment.

C4.11.7. Lateral Redistributions (In-Storage Visibility for Both Consumables and Reparables). Offices promised credits for lateral redistributions (In-Storage Visibility (ISV) for both consumables and reparables) will follow up on credits not received within 30 calendar days of the date shipment confirmation is submitted to the ICP/IMM. The initial request must be made by submitting a Request for Billing Adjustment (DLMS 812R, DIC FAE) record citing BAC 27 to the ICP/IMM.

C4.11.8. Other Billing Problems. Billed offices or others will request adjustments for problems not covered by billing advice codes by forwarding a letter (or message) of explanation along with the information required to process the request for BAC 55. The billing office will normally respond with an Adjustment Request (DLMS 812L, DIC FAR or FJR format).

C4.12. PRICE CHALLENGES AND VERIFICATION. DoDM 4140.01, DoD Supply Chain Materiel Management Procedures, February 10, 2014 prescribes the basic DoD requirements under Service and Agency Price Challenge And Price Verification Programs. Price challenges and verification are often mistaken for MILSBILLS "wrong unit price billed" procedures. Contact IMM/ICP customer service for assistance filing price challenges.

C4.13. DISPUTED RESPONSES TO REQUESTS FOR ADJUSTMENT. Billing and billed offices are expected to resolve their differences regarding adjustment requests. However, when a billed office does not agree with the billing office's response and the billed office considers the amounts involved significant, the billed office may consider the dispute an unresolved problem and follow the procedures prescribed in Chapter 1.

C4.14. ADJUSTMENTS FOR CHANGE NOTICES

C4.14.1. Recording Undelivered Orders. If an order is placed with or through the DWCF, an undelivered order (obligation) should be recorded when the order is placed. A non-stock numbered item should be recorded as an undelivered order when the order

is accepted. An adjustment to the undelivered order should be processed when a change notice affecting price, quantity, or an acceptable substitution of a like item is received from the stock fund. Refer to DoD 7000.14-R Volume 6 for more specific information on the above requirements.

C4.14.2. Customer Not Receiving Change Notice. If a DBOF customer does not receive a change notice at all or in time to cancel or modify the order and additional funds are required, the materiel may be refused or returned to the DBOF and an adjustment requested. Adjustments for this reason will be forwarded by mail and must be signed by the activity accounting officer. The request must meet the following requirements and will state essentially:

> "As a result of a price change, quantity change, or authorized substitution, the value of the materiel received exceeds amounts obligated and all available obligation authority. Request credit for the indicated quantity and items delivered under the following requisition document and suffix number. Please also provide us with the return instructions for the materiel."

C4.14.3. Honoring Requests. The billing office will honor all such requests and provide adjustment, without regard to dollar value, after the materiel is returned. The ordering activity will also contact the ICP/IMM to arrange for the return.

C4.15. SECURITY ASSISTANCE DISCREPANCIES AND BILLING ERRORS

C4.15.1. The Military Department may automatically grant adjustments[1] and charge or credit the administrative surcharge fund when:

C4.15.1.1. The request cannot be rejected per the general conditions of the U.S. Letter of Offer and Acceptance, and

C4.15.1.2. The transaction was billed on a DD Form 645A, Foreign Military Sales Statement.

C4.15.1.3. The amount of the adjustment requested is either (1) less than $100 or (2) less than the amount approved[2] for that Military Department by the Defense Security Cooperation Agency.

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[1] Automatic adjustments may be withheld from specific customers if there is a pattern of abuse of this authority. When such a pattern exists, all discrepancies and billing errors from that customer should be researched.

[2] Military Departments may request approval for a different adjustment level. The dollar amounts of automatic adjustments will be determined by an agency cost effectiveness study which compares the administrative cost of conducting necessary research to determine specific responsibility versus the cost which will be incurred by the administrative surcharge pool if an automatic refund is authorized. The agency cost effectiveness study must be submitted to Defense Security Cooperation Agency for review and approval.

C4.15.2. Adjustments for IMM/ICP charges that may not be automatically charged to the administrative fund will be prepared and forwarded to the IMM/ICP in accordance with the procedures contained in this chapter.

C4.16. CREDITS FOR EXCESS REPORTS (MATERIEL RETURNS PROGRAM)

C4.16.1. Procedures. Materiel returns program procedures are prescribed by DLMS Volume 2.

C4.16.2. Processing Credits. Billing offices will process credits for excess reports during the first billing cycle after receiving notification that materiel authorized for return under creditable procedures has been received in a condition warranting credit. The portion of credits for materiel laterally redistributed may be fully or partially reversed by the IMM when a discrepancy report documents that the materiel was not shipped in a condition warranting full credit.

C4.16.3. Materiel Returns Program or Procurement Offset Status Request (In-Storage Visibility for Both Consumables and Reparables). Offices expecting MRP or procurement offset (ISV for both consumables and reparables) will request credit status using the Follow-up for Materiel Returns Program Credit (DLMS 812R, DIC FTP). The initial request should be prepared when the credit has not been received and more the 30 calendar days have elapsed since the Materiel Receipt Status (DLMS 870M, DIC FTZ), citing a creditable status or the Shipment Status (DLMS 856S, DIC AS6) is received by the IMM/ICP.

C5. CHAPTER 5

INTERFUND BILLING SYSTEM PROCEDURES

C5.1. POLICY

C5.1.1. General. It is DoD policy that DoD customers authorize suppliers to use the interfund billing system to reimburse themselves for materiel, hazardous materiel and waste services, and services related to materiel shipments.

C5.1.2. Exclusions

C5.1.2.1. The interfund billing system is not mandatory for use when the involved funds are Military Assistance Grant Aid or where only limited sales occur between the DoD Components.

C5.1.2.2. The interfund billing system may not be used to bill non-DoD customers (e.g., state or local governments, private contractors, individuals, or nonappropriated fund instrumentalities) or for major end items such as complete aircraft, ships, tanks, space vehicles, and missiles.

C5.1.2.3. Except for the General Services Administration (GSA), the Federal Aviation Administration (FAA), and the National Oceanic and Atmospheric Administration (NOAA), non-DoD suppliers may not use the interfund billing system to bill DoD customers.

C5.2. PRINCIPLES OF THE INTERFUND BILLING SYSTEM

C5.2.1. The interfund billing system allows suppliers to reimburse themselves, from appropriations designated by the customer, at the time of billing. The supplier forwards an automated billing to the billed office and reports to the Treasury Department a reimbursement of the supplying funds, with an offsetting charge to the customer's fund.

C5.2.2. Interfund bills are both "bills" and "notices" to a customer that its funds have been charged and the "bill" paid.

C5.2.3. Billed offices will, upon receipt of the "bill", either accept and record the charge for the complete or partial bill or, when the charge is questionable or erroneous at the detail bill level or in dispute, record the charge into the designated default account for further research. Charges will remain uncleared pending completion of research and resolution.

C5.2.4. Only the billing office or Central Accounts Office (CAO) is authorized to adjust or otherwise reverse reimbursements reported to the Treasury Department on behalf of the billing office.

C5.3. PREPARATION OF INTERFUND BILLS

C5.3.1. Interfund bills are made up of one or more detail billing records with the same fund code, and a single summary billing record. The summary billing record represents a summary of the supporting detail billing records.

C5.3.2. Detail billing records in support of interfund bills will be prepared in accordance with Defense Logistics Management Standards (DLMS) 810L transaction or Appendix 3 for legacy 80 column card transactions.

C5.4. CENTRAL ACCOUNTS OFFICES

C5.4.1. General. CAOs are Defense Finance and Accounting Service (DFAS) Centers or other federal agencies given the responsibility of reporting on interfund in the Statement of Interfund Transactions to the Treasury Department. Depending upon the customer organization, they may have seller and or buyer CAO responsibilities.

C5.4.2. Seller Central Accounts Offices. DAAS forwards copies of interfund summary billing records to seller CAOs. Based upon these records, seller CAOs report seller interfund self-reimbursements and related buyer disbursements to the Treasury Department. Seller CAO interfund bill responsibilities are identified by the service code of the seller DoD Activity Address Code (DoDAAC) described in Table C5.T1.

Table C5.T1. Seller CAO

SELLER DoDAAC BEGINS WITH	SELLER CAO
Numeric	GSA
F	DFAS-CO
M	DFAS-CL
N	DFAS-CL
Other	DFAS-IN

C5.4.3. Buyer Central Accounts Offices. Buyer CAOs are responsible for interfund bill clearance and report, to the Treasury Department, buyer adjustments of the disbursement side of seller reported interfund transactions. Neither buyers nor their CAOs can directly or indirectly adjust the reimbursement side of interfund transactions reported by seller CAOs. Buyer CAO interfund bill responsibilities are determined by the appropriation disbursed according to Table C5.T2.

Table C5.T2. Buyer CAO

INDEX	TREASURY SYMBOL	SUB-ALLOCATION HOLDER IDENTIFIER	BUYER CAO
17	All	All	DFAS-CL
21	All	All	DFAS-IN
57	All	All	DFAS-CO
97	NOT 4930	All	DFAS-IN
97	4930	All	DFAS-IN

C5.5. INTERFUND REPORTS

C5.5.1. Billing Office Reports. CAOs will base interfund reimbursements upon summary billing records received from DAAS for interfund bills passing DLMS prescribed DAAS edits. Therefore, upon implementation of the revised seller interfund reporting procedures, DLMS no longer requires sellers to forward DD Form 1400, Statement of Interfund Transactions or equivalent reports to their accounts office. However, CAOs may continue to require their reporting activities to submit seller interfund reports for a transition period determined by the accounts office.

C5.5.2. Billed Office Reports. Each billed office will report (i.e., correct or otherwise clear) interfund disbursements charged to the office in accordance with procedures prescribed by its Service or Agency.

C5.5.3. Department Level Reports. CAOs will consolidate Department level "Statement of Interfund Transactions" and prepare related reports from interfund reports received from billed offices and summary billing records validated by DAAS.

C5.6. STATEMENT OF INTERFUND TRANSACTIONS

C5.6.1. Purpose and Reports Control Symbol. This section prescribes a monthly report on interfund transactions. The DD 1400 **"**Statement of Interfund Transactions" provides OUSD(C) with a summarized classification of receipts and outlays processed under the interfund billing system.

C5.6.2. Applicability and Scope. The provisions of this section apply to the DoD Components and to their disbursing officers (referred to collectively as "disbursing officers"). It establishes the requirements and procedures for the preparation and submission of interfund transaction reports.

C5.6.3. Report Form. The "Statement of Interfund Transactions" must be prepared monthly and contain totals for each appropriation/Sub-Allocation Holder Identifier charged and reimbursed, the reporting period, and identify the reporting office. GSA will submit an equivalent "Statement of Interfund Transactions."

C5.6.4. Frequency and Distribution. The "Statement of Interfund Transactions" must be submitted to the OUSD(C) as promptly as possible, but no later than close of business on the 2nd workday of the month immediately following the close of the reporting month.

C5.6.5. Adjustments. In preparing the "Statement of Interfund Transactions," CAOs or offices designated by the DoD Components or participating Agencies will convert invalid accounts to the charged agency's default appropriation as indicated in Appendix 2.2. of this guidance.

C5.6.6. Other Reporting Requirements

C5.6.6.1 Extract of the Statement of Interfund Transactions

C5.6.6.1.1. Each Military Department (and GSA for its equivalent report) must furnish an "extract" of the "Statement of Interfund Transactions" to the DoD Components and other participating Agencies for which it collects or disburses showing the transactions for that Component or Agency. The DoD Components may be identified by their unique Sub-Allocation Holder Identifier on department 97 appropriations.

C5.6.6.1.2. Extracts of the "Statement of Interfund Transactions" (and GSA equivalent) that are forwarded to DoD CAOs will be supported by summary billing records (DLMS 810L/Document Identifier Code (DIC) FS). The summary billing records will be forwarded electronically to the CAO responsible for clearance. The CAO responsible for clearance is determined by the departmental index of the disbursed appropriation and, in the case of department "97" appropriations, by the DoD Component identification contained in the appropriation's Sub-Allocation Holder Identifier. Table C5.T3 identifies the CAO responsible for clearing interfund bills:

Table C5.T3. Department of Defense Central Accounts Offices

CLEARANCE CAO	COMMRI	INDEX	COMPONENT[1]
DFAS-Indianapolis	RUQADVU	97	Other than USAF, USN, USMC, and SDDC Sub-Allocation Holder Identifier FD30
		21	All

[1] For purposes of this procedure, the Component Identification for 97X4930 is in the 1st position of the Sub-Allocation Holder Identifier and is A (USA), N (USN), F (USAF), M (USMC), and 5 (Defense

DFAS-Columbus	RUVEGAA	97	USAF
		57	All
DFAS-Cleveland	RUEBJNW	97	USN and USMC
		17	All

C5.6.6.1.3. The extracts should be submitted as soon as possible but no later than 2 workdays after the Statement of Interfund Transactions is submitted to OUSD(C).

C5.6.6.2. Defense Agency Appropriations. A "Statement of Interfund Transactions" summarizing the transactions by appropriation for each Defense Agency must be provided to the Director of Budget and Finance, Washington Headquarters Service, 1155 Defense Pentagon, Washington, DC 20301-1155.

C5.6.7. Hard Copy Report Preparation

C5.6.7.1. General

C5.6.7.1.1. Each interfund report must be completed with the minimum required information.

C5.6.7.1.2. If more than one sheet is used to report transaction amounts, the grand total for each column must be shown on the last page of the statement. Page totals are optional.

C5.6.7.1.3. Each hard copy statement must be signed by the officer under whose direction it was prepared.

C5.6.7.1.4. Negative amounts must be identified by the suffix "CR."

C5.6.7.2. Columnar Entries

C5.6.7.2.1. Appropriation or Fund /Symbol. Enter the department index number assigned by the Treasury Department as a prefix to that department's appropriation symbols, fiscal year or other appropriate indicator (e.g., "X" if no year, etc.), treasury account symbol of the appropriation, other fund, or receipt account for which the transaction amounts are being reported. Include any prefix or suffix prescribed by the Treasury Department on the classification authorization. No other suffix or prefix may be shown.

Agencies). For other than 97X4930, the identification is in the 1st two positions and is 01 (USA), 02 (USAF), 04 (USN), and 05 (USMC).

C5.6.7.2.2. Reimbursements (Credits). Enter the amounts of collected appropriation reimbursements applicable to each related appropriation or other fund account.

C5.6.7.2.3. Expenditures (Charges). Enter the amounts of disbursements chargeable to each appropriation or other fund symbol.

C5.7. CENTRAL ACCOUNTS OFFICE LEVEL INTERFUND PROCEDURES

C5.7.1. Army, Navy, Air Force, and GSA will prescribe procedures consistent with those prescribed in this Manual for:

C5.7.1.1. Reporting interfund reimbursements and disbursements originated by Activities serviced by their disbursing offices and will be included in their "Statement of Interfund Transactions."

C5.7.1.2. Adjusting, accepting or otherwise clearing interfund disbursements charged to Activities serviced by their disbursing offices and whose adjustments will be included in their Statements of Interfund Transactions.

C5.7.1.3. Ensuring there are adequate controls over interfund-related transactions such that:

C5.7.1.3.1. Lapsed accounts are not reported to the Treasury Department or the other DoD Components.

C5.7.1.3.2. Invalid account symbols are converted to the agency default appropriation as defined in Appendix 2.2 of this regulation.

C5.7.1.3.3. Seller interfund reimbursements reported to the Treasury Department are based upon interfund billings validated by DAAS.

C5.7.1.3.4. Disbursements charged to billed offices are processed by the billed office.

C5.7.1.3.5. Uncleared Disputed Transactions

C5.7.1.3.5.1. Uncleared "disputed" transactions will be researched and cleared within a reasonable period (i.e., within 120 calendar days of the date the disbursement was reported to DFAS when the entitlement office and accounting office are not co-located and 90 days when they are co-located). Amounts placed in suspense; that is, charged to the clearing account, are transferred to another account or are otherwise cleared within the same period as above.

C5.7.1.3.5.2. Within 90 days of the disbursement being report to DFAS, or 60 days if co-located, DFAS will ask the customer to follow up on uncleared

detail bills. When a customer leaves a detail bill uncharged for 120 calendar days (90 days if co-located), DFAS will contact the customer for an appropriation to charge to clear the detail bill. Only when a written notification from the seller that an adjustment is forthcoming may the item remain unprocessed after this timeframe. Within 90 days of the suspense date (60 days if co-located), DFAS will ask the customer to clear the amount in suspense and provide an alternative account for the disbursement.

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.

C6.2.2.1.2.1. The bill-to DoDAAC of the summary billing record is authorized for use as a bill-to party. An unauthorized United States Air Force (USAF) bill-to activity is identified by its structure.

C6.2.2.1.2.1.1. DoDAAC begins with FT or FF indicating a non-appropriated funded activity,

C6.2.2.1.2.1.2. DoDAAC begins with FA or FY, or

C6.2.2.1.2.1.3. The first position of the DoDAAC is an “F”, followed by one numeric character in position two, and an alpha character in position three.

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. The bill-to is one of the following F numeric or F numeric alpha DoDAACs.

C6.2.2.1.5.1. F (Numeric) (Numeric) (Numeric) (Numeric) (Numeric)

C6.2.2.1.5.2. F (Numeric) (Numeric) (Numeric) (Numeric) (Alpha)

C6.2.2.1.5.3. F (Numeric) (Numeric) (Alpha)

C6.2.2.1.5.4. FA series

C6.2.2.1.5.5. FF series

C6.2.2.1.5.6. FT series.

C6.2.2.1.6. 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.

C6.2.2.1.7. Fund code is not valid on the SFIS Fund Code to Fund Account Conversion Table for the Service/Agency Code.

C6.2.2.1.8. 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 4000.25-2, MILSTRAP, 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.

1. 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 Military Standard Requisitioning and Issue Procedures (MILSTRIP) materiel obligation validation 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]. 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) credit 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

[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.

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

1 DECEMBER 1999 LIDS REPORT OF BILLING ADJUSTMENTS BY BILLING OFFICE PAGE 2

BILLING RI CODE	TOTAL REQUESTS	NUMBER REQUESTS BY BILLING ADVICE CODE (19 / 41)	(11/24/26)	(34)	OTHER	TOTAL REPLIES	NUMBER OF REPLIES BY BILLING STATUS CODE (AN / DF	(CA / DN)	(DD)	(EL EM)	OTHER
FNC	6		6								
FNZ	100		97	1	2						
FLB	4		4								
FLG	2		2								
FLZ	185		161	11	13						
FPB	6		6								
FPD	12		12								
FPK	2		2								
FPZ	104		93	7	4						
FZZ	2		2								
F TOTAL	567		496	24	47						
G13	1			1							
G69	7			5	2						
GA0	42			1	41	41			2		39
GF0	12			4	8	13			7		6
GG0	212				212	184					184
GK0	1				1						
GN0	4			2	2	13			11		2
GN2	2			2							
GP0	6				6						
GS1	1		1			1			1		
GZA	5,509		82	5,221	207	12,909			12,736	22	151
GT0	2				2	2					2
G TOTAL	5,799		82	5,236	481	13,163			12,757	22	404
MMA	44			44							
M TOTAL	44			44							
MAA	179				179						
MAB	27			18	9						
MEB	192			188	4						
MPB	232		2	213	17						
M TOTAL	630		2	419	209						
N02	572		1	104	468	561			20		561

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

```
1DECEMBER 1999  LIDS REPORT OF INTERFUND BILLS BY BILLED OFFICE   PAGE     1

 BILLING
 RI CODE   NO. BILLS           NO. DETAILS                  $     V A L U E

 194213            1                  54                           3,472.43
-SUBTOT            1                  54                           3,472.43
1DECEMBER 1999  LIDS REPORT OF INTERFUND BILLS BY BILLED OFFICE   PAGE     2

 BILLING
 RI CODE   NO. BILLS           NO. DETAILS                  $     V A L U E

 CL0KX1            1                  16                           3,044.67
-SUBTOT            1                  16                           3,044.67
1DECEMBER 1999  LIDS REPORT OF INTERFUND BILLS BY BILLED OFFICE   PAGE     3

 BILLING
 RI CODE   NO. BILLS           NO. DETAILS                  $     V A L U E

 F03000           20                 153                       2,318,452.27
 F0440G           21                 100                       3,675,259.23
 F2570H            9                  43                         536,524.95
 F60700           15                  68                       1,899,856.28
 F72300           14                  72                         734,389.81
 F75800            2                   3                             567.12
 FA2303           50                 103                         265,392.51
 FB2027            9                  30          -               20,082.47
 FB2029            7                  61                          12,049.52
 FB2037            9                  64                          13,122.88
 FB2039            5                  14                           7,521.66
```

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

1 DECEMBER 1999 LIDS REPORT OF INTERFUND BILLS REJECTED BY DAASC PAGE 1

BILLING RI CODE	$ VALUE OF SUMMARY NOT EQUAL TO DETAILS NUMBER	$ VALUE	CC 5-7 NOT EQUAL TO DETAILS NUMBER	$ VALUE	CC 30-35 NOT IN DODAAF NUMBER	$ VALUE	TOTALS NUMBER	$ VALUE
AKZ					1	10,475.41	1	10,475.41
AX8			3	22,955.67			3	22,955.67
B16					1	1,492.92	1	1,492.92
B46					2	15,496.86	2	15,496.86
C08					1	76.03	1	76.03
CB6			2	23,312.78	1 -	545.00	3	22,767.78
GK0					1	1,047.23	1	1,047.23
MPB			1	3,822.78			1	3,822.78
N32					3	23,480.00	3	23,480.00
N35					2	9,483.50	2	9,483.50
NBZ					19	31,817.94	19	31,817.94
NDZ					50 -	56,460.14	50 -	56,460.14
NNZ					27	50,116.88	27	50,116.88
NUA					7 -	1,123.53	7 -	1,123.53
NUZ					1 -	3,218.42	1 -	3,218.42
NZZ					10	704.24	10	704.24
PLZ					7 -	2,756.33	7 -	2,756.33
PTZ					19 -	6,887.27	19 -	6,887.27
S9D	1 -	492.10					1 -	492.10
S9P					1	831.90	1	831.90
SCA					1	26,347.23	1	26,347.23
- TOT	1 -	492.10	6	50,091.23	154	100,379.45	161	149,978.58

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

1 DECEMBER 1999 LIDS REPORT OF INTERFUND BILL RETRANSMISSION REQUESTS PAGE 1

RECIPIENT DODAAC	TOTAL REQUESTS	# RETRIEVED	# UNMATCHED	# REJECTED
S62ANG	3	3		
S74LSD	11	11		
S81KJK	10	10		
- TOTAL	24	24		

1 DECEMBER 1999 LIDS REPORT OF INTERFUND BILL RETRANSMISSION REQUESTS PAGE 2

RECIPIENT DODAAC	TOTAL REQUESTS	# RETRIEVED	# UNMATCHED	# REJECTED
F03700	5	5		
F16100	15	15		
F62300	5	5		
F69400	7	7		
F71600	9	9		
F74600	7	7		
F91111	289	289		
FA2303	1	1		
- TOTAL	338	338		
- GRAND TOT	362	362		

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 Credit Report. This is a report of laterally redistributed materiel and ISV procurement offset reimbursements. It shows the number and dollar value of credits for materiel, transportation, packing, crating, and handling by DoDAAC and/or RIC receiving the credit. See Figure C6.F5 for an example of this report.

Figure C6.F5. In-storage Visibility Redistribution Credit Report

ISVR CREDIT REPORT FOR DECEMBER 1999 PAGE 1
PART A _ LATERAL REDISTRIBUTION

DODAAC	RIC	MATERIEL (FD2) L/I	MATERIEL (FD2) $ VALUE	TRANS (FQ2) L/I	TRANS (FQ2) $ VALUE	PCH (FN2) L/I	PCH (FN2) $ VALUE	TOTALS L/I	TOTALS $ VALUE
	AKZ	0	0.00	36	2,996.14	36	1,393.73	72	4,389.87
	B14	0	0.00	8	658.38	8	541.35	16	1,199.73
	B16	0	0.00	31	1,300.86	31	1,205.23	62	2,506.09
	B17	0	0.00	18	2,886.42	18	3,749.90	36	6,636.32
	B64	0	0.00	7	861.24	6	845.33	13	1,706.57
TOTAL		0	0.00	100	8,703.05	99	7,735.54	199	16,438.59
W15GK8	AKZ	3	735.00	0	0.00	0	0.00	3	735.00
TOTAL		3	735.00	0	0.00	0	0.00	3	735.00
W25G1Q	AKZ	2	328.00	0	0.00	0	0.00	2	328.00
TOTAL		2	328.00	0	0.00	0	0.00	2	328.00
W31G2G	B16	5	254.38	0	0.00	0	0.00	5	254.38
W31G2G	B17	1	12,027.00	0	0.00	0	0.00	1	12,027.00
W31G2G	B64	7	76,199.00	0	0.00	0	0.00	7	76,199.00
TOTAL		13	88,480.38	0	0.00	0	0.00	13	88,480.38
W31G2H	B16	2	586.00	0	0.00	0	0.00	2	586.00
TOTAL		2	586.00	0	0.00	0	0.00	2	586.00
W33NYN	AKZ	19	98,280.00	0	0.00	0	0.00	19	98,280.00
W33NYN	B14	1	34,072.00	0	0.00	0	0.00	1	34,072.00
W33NYN	B16	3	6,720.00	0	0.00	0	0.00	3	6,720.00
TOTAL		23	139,072.00	0	0.00	0	0.00	23	139,072.00
W33NYP	B17	4	46,480.00	0	0.00	0	0.00	4	46,480.00
TOTAL		4	46,480.00	0	0.00	0	0.00	4	46,480.00
W34XC5	AKZ	2	2,895.48	0	0.00	0	0.00	2	2,895.48
W34XC5	B14	3	1,769.32	0	0.00	0	0.00	3	1,769.32

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

```
1 DECEMBER 1999 REJECTED INTERFUND BILLS BY BILLING OFFICE   PAGE     6

  SERVICE      BILLING   BILLED    BILL         DOLLAR VALUE  BILLING MESSAGE
                OFFICE   DODAAC    NUMBER

                N69117   R52841    Y1258  -         1,677.47
                N69117   R52841    Y1259  -        11,450.62
                N69117   R52841    Y1260  -         5,279.92
                N69117   V21091    Y1455              450.60
                N69117   V21525    Y1496           16,599.10
0                  TOTAL FS            7   -         1,123.53

0                  SUBTOT            145            45,156.87

1 DECEMBER 1999 REJECTED INTERFUND BILLS BY BILLING OFFICE   PAGE     7

  SERVICE      BILLING   BILLED    BILL         DOLLAR VALUE  BILLING MESSAGE
                OFFICE   DODAAC    NUMBER

      DLA       SB0700   B         D0001           26,347.23
0                  TOTAL FS            1            26,347.23

                SC0303   WK4E1E    9JBHA              831.90
0                  TOTAL FS            1              831.90

                SC4400   CL0N9K    WR005  -           492.10
0                  TOTAL FS            1   -          492.10

0                  SUBTOT              3            26,687.03

1 DECEMBER 1999 REJECTED INTERFUND BILLS BY BILLING OFFICE   PAGE     8

  SERVICE      BILLING   BILLED    BILL         DOLLAR VALUE  BILLING MESSAGE
                OFFICE   DODAAC    NUMBER

     OTHER      476420   N68342    Y6837            1,047.23
0                  TOTAL FS            1             1,047.23
```

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.

C7. CHAPTER 7

VERIFICATION OF FUNDS AVAILABILITY FOR REQUISITIONS SUBMITTED VIA INTERNET ORDERING APPLICATIONS

C7.1. IMPLEMENTING FUNDS AVAILABILITY VERIFICATION. Internet ordering applications that accept Military Standard Requisitioning and Issue Procedures (MILSTRIP) requisitions dependent upon interfund billing procedures (e.g., DoD EMALL, General Services Administration (GSA) Advantage/GSA Global) must implement Defense Logistics Management Standards (DLMS) procedures for verification of Component funds availability. Components will establish procedures to process the request for verification of funds availability and ensure subsequent establishment of a financial obligation.[1]

C7.1.1. DoD Components may authorize manual recording of the financial obligation by the customer as a separate action until an automated interface between the ordering application and a Component-sponsored financial system is available.

C7.1.2. Where an interface is not available, external ordering applications must alert users to comply with their Component-directed financial procedures.

C7.1.3. The core function of this process is the verification of funds availability and creation of the associated financial obligation. However, when transmitted to an enterprise resource program (ERP) the funds availability request may be used to support additional processing such as validation of authorized requisitioners or materiels and preparation of the due-in record to support receipt processing.

C7.2. FUNDS AVAILABILITY REQUEST. The Verification of Funds Availability Request will be transmitted via the DAAS gateway for synchronous, online, real-time processing in the format prescribed at Appendix 3. Ordering application transactions will cite the DAAS URL followed by the applicable Service system communications routing identifier (COMMRI) to designate desired routing. The DAAS gateway will act as a forward proxy server between the initiating system and the destination system.[2]

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[1] Implementation is limited to interfaces between DoD EMALL and GSA Advantage/GSA Global and the Army Funds Control Module (FCM), GCSS-Army, and the Marine Corps SABRS financial application. Additional Component interfaces are projected under future phases. Refer to ADC 328 and ADC 1068.
[2] The FCM direct interface established under ADC 328 will be retained pending transition of Army activities to GCSS-Army. Upon full transition to GCSS-Army, the FCM interface will be terminated.

C7.3. BUSINESS RULES. Business rules for processing the Verification of Funds Availability Request are as follows[3].

C7.3.1. Ordering applications will not send requisitions, requisition modifications, and requisition follow-ups to the Source of Supply (SoS) until the funds availability check is completed and positive confirmation is received.

C7.3.2. The Verification of Funds Availability Request will be forwarded to the ***activity identified by the bill-to DoDAAC regardless of requisitioner or ship-to activities. Only one Verification of Funds Availability Request will be prepared per requisition.***

C7.3.3. The Verification of Funds Availability Request will be forwarded to the Marine Corps Standard Accounting, Budgeting and Reporting System (SABRS) when the requisition identifies a Marine Corps DoDAAC as the bill-to. Only M-series Marine Corps DoDAACs will be eligible for the funds verification process. The initiating system will designate SABRS by citing the COMMRI applied for this purpose.

C7.3.4. The ordering application will determine appropriate routing and populate the applicable COMMRI in the transaction passed to the DAAS gateway. When communication with multiple Services (or both Army systems) is required, a separate transaction will be prepared for each.

C7.3.5. The funds verification process is not applicable to free-issue requisitions.

C.7.4. FUNDS AVAILABILITY REPLY. The Verification of Funds Availability Reply will be transmitted via the DAAS gateway for synchronous, online real-time processing in the format prescribed at Appendix 3. The responding Service system will provide the response content to DAAS acting as the forward proxy server. DAAS will use the existing open connection to forward the response content to the ordering application.

C7.5. BUSINESS RULES. Business rules for processing the Verification of Funds Availability Reply are as follows.

C7.5.1. The Service financial application will respond to all Verification of Availability Requests within 30 seconds of receipt.

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[3] ***I***mplementation is limited to an interface between DoD EMALL and GSA Advantage/GSA Global and the Army ***using Army*** Funds Control Module (FCM) ***and Global Combat Support System-Army (GCSS- Army).*** the A Marine Corps financial application ***interface is pending.*** Additional Component interfaces are projected under future phases. Refer to ADC 328 ***and ADC 1068/1068A.***

C7.5.2. When the internet ordering system transmits a Verification of Funds Availability Request to two Service systems simultaneously (because the requisitioner and the bill-to are associated with different systems), the requisition will not be processed until both Service systems provide a Verification of Funds Availability Reply. If both contain a positive (alpha) funds verification reply code, the requisition may continue processing. If either contains a negative (numeric) funds verification reply code, the requisition will not be released for further processing. Display the negative code/text for the customer to clarify the reason the requisition has not been accepted.

C.7.6. PROCESSING MULTIPLE LINE ITEMS. When multiple line items are included in the customer's "shopping cart," they will be processed for funds verification as individual requisitions in succession by sequence[4] described below, thereby allowing funds to be applied appropriately should there be insufficient funds for the entire "cart." The sequence will be:

C7.6.1. Priority Designator (PD).

C7.6.2. OSD/JCS project codes.

C7.6.3. Special Requirements Code 999 and PD 01-03.

C7.6.4. Special Requirements Code N (NMCS) (PD 01-08).

C7.6.5. Special Requirements Code E (ANMCS) (PD 01-08).

C7.6.6. Special Requirements Code 555 and PD 01-08.

C7.6.7. Required Delivery Date.

C7.7. VERIFICATION OF AVAILABILITY REPLY CODE. The receiving DoD Component will verify funds availability and provide the applicable reply code.

C7.7.1. Under the following criteria, the requisition will be considered acceptable for further processing by the Internet ordering application and forwarding to the SoS by citing an alpha Funds Verification (FV) Reply Code.

C7.7.1.1. If funds are available for the bill-to DoDAAC and no error conditions exist, the requisition will be authorized for continued processing, the funds available balance decremented, and the applicable financial obligation established. Cite FV Reply Code A.

[4] Sequencing rules are based upon those established for demand sequencing under MILSTRIP Chapter 3, paragraph 3.1.2. These rules deviate from demand sequencing to include use of the RDD.

C7.7.1.2. If the bill-to DoDAAC is determined under internal Component procedures as not applicable to the funds verification process (e.g., funded by an alternative funding source, which the Component is not able to verify), the requisition will be authorized for continued processing with no action. Cite FV Reply Code B.

C7.7.1.3. If the bill-to DoDAAC is not identified in the Verification of Funds Availability Request due to procedures for third-party billing (bill-to DoDAAC associated with the Fund Code/Signal Code C or L), and the funds verification cannot be accomplished, but no error condition exists, the requisition will be authorized for continued processing with no action. Cite FV Reply Code D.

C7.7.1.4. If the unique message identification number (control number) assigned for the request is a duplicate of a previously processed funds availability request, but funds are available, the requisition will be authorized for continued processing. Cite Funds Verification (FV) Reply Code E.

C7.8. CRITERIA FOR UNACCEPTABLE REQUISITION PROCESSING. Under the following criteria, the requisition will not be considered acceptable for further processing by the Internet ordering application by citing a numeric Funds Verification (FV) Reply Code.

C7.8.1. If funds are not available for the bill-to DoDAAC, the requisition will not be authorized for further processing. Cite FV Reply Code 1.

C7.8.2. If the bill-to DoDAAC is not authorized under Component procedures as a valid bill-to DoDAAC, the requisition will not be authorized for further processing. Cite FV Reply code 2.

C7.8.3. If the Fund Code is not recognized and acceptable to the billed Component, the requisition will not be authorized for further processing. Cite FV Reply Code 3.

C7.8.4. If the requisition document number (or document number/suffix) is a duplicate of a previously established obligation, the requisition will not be authorized for further processing. Cite FV Reply Code 4.

C7.8.5. If the requisitioner DoDAAC is not authorized to order the specified materiel under Component procedures, the requisition will not be authorized for further processing. Cite FV Reply Code 6.

C7.8.6. If the Service system requires prior establishment of authorized commercial and government entity (CAGE) Code associated with part numbered materiel and the CAGE is not recognized by the Service system, the requisition will not be authorized for further processing. Cite FV Reply Code 7. This reject condition will be flagged for further review within the Service system to determine the source of the problem.

C7.8.7. If the requisitioner is attempting to modify the fund code after supply action has been initiated by the SoS and the Service system has visibility of this (e.g. shipment status has been provided), the requisition will not be authorized for further processing. Cite FV Reply Code 8.

C7.9. REQUISITON MODIFICATIONS. Requisition modifications will be processed for verification of funds availability to ensure that the original requisition obligation is on file and any applicable changes to fund code or bill-to activity are acceptable. The materiel identification on the modification must match that on the original requisition. The responsible Component will not reject or establish a new obligation for requisition modifications due to a duplicate document number.

C7.9.1. Where no action is taken due to a previously recorded obligation and there are no error conditions, the requisition modification will be authorized for further processing. Cite FV Reply Code H.

C7.9.2. Where the materiel identification does not match that of the previously recorded obligation matching on document number, the requisition will be rejected. Cite FV Reply Code 5.

C7.9.3. If the Component has no identified obligation for the document number (or document number/suffix), process as a new requisition under the above procedures for verification of Component funds availability. Cite the applicable FV reply code. Note: The funds verification process may result in rejecting modifications to requisitions that had previously processed successfully by the SoS. Direct communication with the requisitioning Component's financial office and possibly the SoS may be required to resolve the problem.

C7.10. REQUISITION FOLLOW-UPS. Requisition follow-ups in DLMS 869F, Document Identifier Code (DIC) AT_ format will be processed for verification of funds availability to ensure that the original requisition obligation is on file. The materiel identification on the follow-up must match the original requisition. The responsible Component will not reject or establish a new obligation for these follow-ups due to a duplicate document number.

C7.10.1. Where no action is taken due to previously recorded obligation and there are no error conditions, the requisition follow-up will be authorized for further processing. Cite FV Reply Code H.

C7.10.2. Where the materiel identification does not match that of the previously recorded obligation (matching on document number), the requisition will be rejected. Cite FV Reply Code 5.

C7.10.3. If the Component has no obligation identified for the document number (or document number/suffix), process as a new requisition under the above procedures for verification of Component funds availability. Cite the applicable FV reply code. Note: The funds verification process may result in rejecting follow-ups to requisitions that had previously processed successfully by the SoS. Direct communication with the requisitioning Component's financial office and possibly the SoS may be required to resolve the problem.

C7.11. REVISION OF REQUISITION CONTENT. Customers receiving a reply code indicating that their requisition is not authorized for further processing will be provided an opportunity to revise the requisition content. For example, the customer may choose to reduce the extended dollar value by reducing the quantity ordered or correct the bill-to activity DoDAAC or fund code, as applicable. Subsequent to customer update, the Request for Verification Funds Availability will be re-transmitted.

C7.12. ALTERNATIVES FOR UNTIMELY APPLICATION INTERFACE. When the ordering application is unable to establish a timely interface with the responsible Component application, and the customer awaits the real-time funds availability reply, the ordering application may offer two alternatives:

C7.12.1. Unmonitored Funds Verification. The Verification of Funds Availability Request will be transmitted without direct feedback to the customer. The ordering application or DAAS, as applicable, will re-send the request every 15-30 minutes for up to 3-hours while the requisition is held in a pending status. If the reply is received indicating that the requisition is authorized for further processing, the requisition will be forwarded to the SoS with no further action.

C7.12.1.1. If the FV Reply Code indicates that the requisition is not approved for further processing, the Internet ordering application will retain the FV Reply Code for customer queries of requisition status. In addition, if the requisition is rejected using FV Reply Code 1-8, the ordering application will notify the customer directly using the customer's contact information and the requisition will not be forwarded.

C7.12.1.2. If no reply is received after repeated attempts and three hours has lapsed, the requisition will not be forwarded to the SoS.

C7.12.2. Hold for Later Processing. The customer may choose to place the order ("shopping cart") in a hold status, and retry later. The ordering application will not attempt to re-send the request. The order will be saved for later processing to be initiated by the customer.

C7.13. BATCH ACCEPTANCE. Where the ordering application accepts batch ordering or input via MILSTRIP/DLMS format (e.g., multiple transactions uploaded as a batch, or without real-time direct interaction between the application and the customer, such as via DoD EMALL Manual Order Entry System (MOES)), the ordering application will process the Verification of Funds Availability Request as described in paragraph C7.12.1. above using unmonitored funds verification procedures.

AP1. APPENDIX 1

FUND CODE TABLES AND RELATED LISTINGS

AP1.1. SFIS Fund code to fund account conversion tables are published at http://www.dla.mil/HQ/InformationOperations/DLMS/DLMSPrograms/finance

The authoritative reference table is published at the DLA Transaction Services Website https://www.transactionservices.dla.mil/daashome/services.asp.

AP1.2. Fund code to billed office DoD Activity Address Code (DoDAAC) conversion tables are published at https://intelshare.intelink.gov/sites/dlms/DLMS%20Manuals%20Vol%204/v4a1_02.docx **(Requires CAC or PKI Certificate)**.

The authoritative reference table is published at the DLA Transaction Services Website https://www.transactionservices.dla.mil/daashome/services.asp.

AP1.3. H series DoDAACs authorized to use interfund fund codes are published at https://intelshare.intelink.gov/sites/dlms/DLMS%20Manuals%20Vol%204/v4a1_03.docx **(Requires CAC or PKI Certificate)**.

The authoritative reference table is published at the DLA Transaction Services Website https://www.transactionservices.dla.mil/daashome/services.asp.

AP2. APPENDIX 2

CODES

APPENDIX	TITLE	PAGE
AP2.1	Document Identifier Codes	AP2.1-1
AP2.2	Fund Codes	AP2.2-1
AP2.3	Billing Advice Codes	AP2.3-1
AP2.4	Billing Status Codes	AP2.4-1
AP2.5	Type of Bill Codes	AP2.5-1
AP2.6	Recipient of Billing Status Codes	AP2.6-1
AP2.7	Sales Price Condition Codes	AP2.7-1
AP2.8	GSA Customer Supply Center Codes	AP2.8-1
AP2.9	Information Indicator Codes	AP2.9-1
AP2.10	Signal Codes	AP2.10-1
AP2.11	***Funds Verification Reply Codes***	***AP2.11-1***
AP2.***12***	Other Codes	AP2.***12***-1

AP2.1. APPENDIX 2.1

DOCUMENT IDENTIFIER CODES

NUMBER OF CHARACTERS:	Three
TYPE OF CODE:	Alpha or Alpha Numeric
EXPLANATION:	Identifies all authorized MILSBILLS transactions. The "H" series (not shown) are the same as the "F" series except for the first position of the code, and are reserved for use during simulated mobilization exercises (see chapter 2). The "G" series codes denote noninterfund billings.

DIC(s)	TITLE
FAE	Request for Adjustment of Non-Fuel Billing
FAF	Follow-up on Request for Adjustment of Non-Fuel Billing
FAR	Reply to Request for Adjustment of Non-Fuel Billing
FAS	Response to Follow-up on Request for Adjustment of Non-Fuel Billing
FA1, GA1	Billing for Issue from Stock (Charge)
FA2, GA2	Billing for Issue from Stock (Credit)
FB1, GB1	Billing for Direct Delivery of Stocked Items (Charge)
FB2, GB2	Billing for Direct Delivery of Stocked Items (Credit)
FC1, GC1	Billing for Decentralized, Noncatalogued, and Nonstocked Items (Charge)
FC2, GC2	Billing for Decentralized, Noncatalogued, and Nonstocked Items (Credit)
FDE	Request for Summary Level Billing Adjustment
FDF	Follow-up on Request for Summary Level Billing Adjustment
FDR	Reply to Request for Summary Level Billing Adjustment
FDS	Response to Follow-up on Request for Summary Level Billing Adjustment
DIC(s)	TITLE
FD1, GD1	Credit for Excess Materiel Return (Reversal)
FD2, GD2	Credit for Excess materiel Return (No Charge)

FE3, GE3	Notice of Nonreimbursable Issue
FE4, GE4	Notice of Nonreimbursable Issue (Reversal)
FF1, GF1	Billing for DoD Dependent School Supplies (Charge)
FF2, GF2	Billing for DoD Dependent School Supplies (Credit)
FG1, GG1	GSA Customer Supply Center Billing (Charge)
FG2, GG2	GSA Customer Supply Center Billing (Credit)
FJE	Request for Adjustment of Fuel Billing
FJF	Follow-up on Request for Adjustment of Fuel Billing
FJR	Reply to Request for Adjustment of Fuel Billing
FJS	Reply to Follow-up on Request for Adjustment of Fuel Billing
FJ1, GJ1	Billing for Bulk Petroleum (Charge)
FJ2, GJ2	Billing for Bulk Petroleum (Credit)
FK series	Reserved for the use of security assistance (see DoD 7000.14, Volume 15)
FL1, GL1	Retail Loss Allowance - Credit Reversal
FL2, GL2	Retail Loss Allowance - Credit
FN1, GN1	Accessorial and Other Miscellaneous Billings (Charge)
FN2, GN2	Accessorial and Other Miscellaneous Billings (Credit)
FP1, GP1	Billing for Into-Plane Issues (Charge)/Retail Petroleum Issues (Charge)
FP2, GP2	Billing for Into-Plane Issues (Credit)/Retail Petroleum Issues (Credit)
FQ1, GQ1	Billing for Transportation (Charge)
FQ2, GQ2	Billing for Transportation (Credit)
FR1, GR1	Billing for Export Transportation (Charge)
FR2, GR2	Billing for Export Transportation (Credit)
FS1, GS1	Summary Billing Record (Net Charge)
FS2, GS2	Summary Billing Record (Net Credit)
FTB	Reply to Follow-up for Materiel Return Program Credit
FTP	Follow-up for Materiel Return Program Credit

DIC(s)	TITLE
FU1, GU1	Progress Payment (Charge)
FU2, GU2	Progress Payment (Recoupment)
FW1, GW1	Cash Discounts (Charge)
FW2, GW2	Cash Discounts (Credit)
FX1, GX1	Trade, Quantity, and Other Allowances (Charge)
FX2, GX2	Trade, Quantity, and Other Allowances (Credit)
QB1	Request for Retransmission of Bill (Copy)

AP2.2. APPENDIX 2.2

FUND CODES

NUMBER OF CHARACTERS: Two

TYPE OF CODE: Alpha or Numeric

AP2.2.1. Fund codes are two position alpha/numeric codes used in conjunction with Service or Agency Code of the billed office to designate the billing method (interfund or noninterfund). When interfund billing is indicated, the fund code also indicates the fund account to be charged (disbursed) or credited (refunded).

- The fund code to disbursement fund account conversion tables are published online in Part I of the Fund Code Table at: https://www2.transactionservices.dla.mil/logreports/daasc_reports.asp
- Only valid appropriations and Sub-Allocation Holder Identifiers may be associated with fund codes.
- When a fund code used in the billing and adjustment process is not found on the fund code to disbursement fund account conversion table the appropriation charged will be assigned as follows:

Organization (Billed Service Code)	Interfund Default Appropriation
Contractor (C, E, L, Q, U)	Not applicable, noninterfund
Non-DoD (G, Z, HX, Numeric)	Not applicable, noninterfund
Army (A, W)	21*2020
Air Force (D, F)	57*3400
Navy (N, P, R, V)	17*1804
Marine Corps (K, M)	17*1106
Defense Logistics Agency (S, T)	97X4930.5CBX
Other Defense Agency (H)	Not applicable, noninterfund.

AP2.2.2. An additional use for the fund code, when the signal code is C or L, is to indicate the DoDAAC of the “bill-to” office. See AP1 for codes.

AP2.2.3. Requisitions submitted to DoD Activities and the General Services Administration will always contain a fund code, unless the materiel requested will be issued without charge. When the materiel will be issued without charge the signal code (pos. 51) will be D or M (free issue) and the fund code will not be significant.

AP2.2.4. Defense Agencies and others using H series DoDAACs may use fund codes designating interfund billing only if the requisitioning DoDAAC is identified as authorized to use interfund. See AP1 for authorized DoDAACs.

AP2.2.5. Agency designated Fund Code Coordinators are responsible for maintaining fund codes for their Service or Agency. With the exception of DLA, which has its own coordinator, Defense Finance and Accounting Service (DFAS) maintains fund codes for DoD Organizations and Agencies. Fund code coordinators are identified in Volume 4 of the DLMS Manual.

AP 2.3. APPENDIX 2.3

BILLING ADVICE CODES

NUMBER OF CHARACTERS:	Three
TYPE OF CODE:	Numeric
EXPLANATION:	Billing advice codes are used in requests for billing adjustment to identify the nature of the request or problem. The first position entry, when present, is significant only to the requesting activity. The second and third position entries listed below convey significant information to the billing office. See chapter 4 for information on the use of the codes.

Code	Description
11	Duplicate billing record received. Request credit.
12	Wrong amount billed. Request credit.
13	Wrong office billed. Request credit and re-billing to correct office.
14	Bill received for materiel requisitioned as nonreimbursable. Materiel not received. Request credit.
15	Bill received for unauthorized accessorial charge. Request credit.
17	Bill received for confirmed canceled requisition. Materiel not received. Request credit.
18	Bill received for back ordered materiel. Materiel not received. Request credit.
19	Incomplete bill. Detail billing records do not support the amount billed. Request credit or corrected bill.
20	Bill received following billing office reply that an adjustment billing could not be rendered. Request credit.
21	TDR (SF 361) submitted over 60 days ago; adjustment bill not received. Request credit.
23	Promised adjustment not received. Request credit.

Code	Description
24	Reply to Product Quality Deficiency Report (SF 368) indicated adjustment authorized. Request refund.
26	Reply to Supply Discrepancy Report (***SDR***)***/Storage Quality Control Report (SQCR)*** indicated adjustment authorized; however, adjustment billing not received. Request credit status.
27	Material laterally redistributed as directed and shipment status (AS6) provided; however, credit billing not received. Request credit status.
34	Requisitioned materiel received. Request billing status.
35	Shipment status received for materiel requisitioned for security assistance. Request billing status.
41	Request copy of billing.
42	Duplicate summary level billing (same bill number). Request credit.
43	Duplicate summary level billing (different bill number). Request credit.
44	Duplicate summary level billing within second billing. Request credit.
51	Unable to process billing under interfund procedures. Request interfund reversal and re-billing under noninterfund procedures.
52	Billed by interfund when requisition or other document specified noninterfund billing. Request interfund reversal and re-billing under noninterfund procedures.
55	Refer to accompanying letter of explanation.
90-99	Reserved for internal use. May not be reflected on any document forwarded outside the activity.

AP2.4. APPENDIX 2.4

BILLING STATUS

NUMBER OF CHARACTERS:	Three
TYPE OF CODE:	Alphabetic
EXPLANATION:	Billing status codes are used in replies to requests for billing adjustment, duplicate billing, or billing status. The first position entry, when present, is significant only to the billing office. The second and third position entries listed below convey significant information to the billed office.

Code	Description
"A" SERIES: REQUEST DENIED	
AA	Duplicate billing record resulted from receipt of duplicate requisition and resulting duplicate issue.
AB	Billing record reflected correct unit price, quantity, and extended amount.
AC	Billing record was prepared in accordance with requisition, excess report, or request for adjustment.
AD	Either nonreimbursable was not authorized, or if authorized, was not specified in the requisition.
AE	Accessorial charge was authorized, requested, and furnished.
AF	Materiel either was not back ordered or was issued following notification of back order.
AG	Requested adjustment, not related to a discrepancy report, is less than the minimum dollar value prescribed for adjustment.
AH	Prescribed record retention period has elapsed.
AI	Adjustment was issued under bill number shown in pos. 54-58.
AJ	Requisition or excess report did not specify billing under noninterfund procedures.
AK	Copy of bill should be requested from DLA Transaction Services.

Code	Description
AM	Discrepancy report required the return of the discrepant or deficient materiel. Credit cannot be provided until the depot receives the materiel. If the materiel was shipped, initiate shipment tracer.
AO[1]	Request was not received within allowable timeframes.
AP	Cancellation request either was not received or was received but not confirmed.
AR	Reply to discrepancy report did not promise adjustment.
AS	Reply was not furnished indicating that billing could not be rendered.
"C" SERIES: REQUEST GRANTED	
CA	Duplicate, adjustment, or corrected bill shall be issued in the next billing cycle.
"D" SERIES: ADVISORY RESPONSE	
DA	No record of requested bill in DLA Transaction Services files. Request forwarded to billing office.
DC	Materiel was issued on a nonreimbursable basis.
DD	Billing or adjustment was rendered under bill number shown in pos. 54-58.
DF	No record of cited document number or bill number is on file.
DH	Billing or adjustment under the cited document number shall be furnished in the next billing cycle.
DI	Letter of explanation shall follow.
"E" SERIES: REQUEST REJECTED	
EA	Request is incomplete or contains invalid data. Review and resubmit with correct data.
EF	No record of duplicate billing under bill number(s) cited.
EH	No duplicate billing. Duplicate summary billing record was not reported to the Treasury Department.

1 The fact that the record retention period has elapsed by the time the discrepancy report is validated or the adjustment request is completed may not be used as a basis for denying or failing to comply with the adjustment request if the request was submitted within prescribed timeframes.

Code	Description
EI	No record of requisition or shipment. Submit[2] a copy of the DD Form 1348-1, DoD Single Line Item Release/Receipt Document, or equivalent.

2 For fuel shipments provide the following information by letter or message: supply source for product received, contract number for direct deliveries, and if shipped by DFSP, the DoDAAC of the DFSP.

AP2.5. APPENDIX 2.5

TYPE OF BILL CODES

NUMBER OF CHARACTERS:	Two
TYPE OF CODE:	Alphabetic
EXPLANATION:	Types of bill codes are provided, at the option of the billing office, on the detail billing records to indicate to the billed office the purpose of the billing.
Code	Description
AA	Bill for materiel issued, quantity billed is equal to quantity requisitioned.
AB	Bill for materiel issued, quantity billed is less than quantity requisitioned due to partial issue.
AC	Bill for materiel issued, quantity billed is greater or less than quantity requisitioned due to unit pack adjustment.
AR	IMM authorized returns under the Materiel Returns Program.
DB	Bill for the Delta amount (Standard Price minus Exchange Price) (Commonly referred to as “Carcass Charge” within Navy).
DR	IMM directed returns under the Asset Visibility (Procurement Offset) Program.
EP	Bill at Exchange Price (Commonly referred to as “Net Price” within Navy).
HM	Hazardous materiels.
HW	Hazardous waste disposal services.
LR	IMM directed Lateral Redistributions.
QD	Bill to adjust the amount previously billed due to approval of a PQDR.
RB	Credit Bill to reverse a Delta Bill (DB) under Exchange Pricing (Commonly referred to as “Carcass Charge Reversal” within Navy).
SC	Credit Bill for Serviceable Credit under Exchange Pricing (May be Exchange Price or Delta Price for Navy).

Code	Description
TD	Bill to adjust the amount previously billed due to approval of a TDR.
TM	Bill for creditable excess materiel returned, reduced credit allowed for quantity shown.
TN	Bill for creditable excess materiel returned, full credit allowed for quantity shown.
WP	Bill to adjust the amount previously billed due to approval of an SDR/***SQCR***.
WR	Bill to adjust amount billed previously, due to warehouse refusal.
WS	Bill to adjust amount billed previously, due to billing error detected by billing office.
WT	Bill to adjust amount billed previously, due to billing error reporting by billed office.
WU	Bill to adjust the amount billed previously, due to approval of a discrepancy report. Use until codes QD, WP, and TD are implemented.
WV	Bill to adjust amount billed previously, due to failure to return materiel as directed.

AP2.6. APPENDIX 2.6

RECIPIENT OF BILLING STATUS CODES

NUMBER OF CHARACTERS: One

TYPE OF CODE: Numeric

EXPLANATION: Recipient of Billing Status Codes are used in requests for billing adjustment to convey to the processor or DAAS the identity of the activity to receive the billing reply and status.

Code	Description
2	Reply to DoDAAC shown in pos. 30-35
4	Reply to DoDAAC shown in pos. 45-50
9	Reply to DoDAAC designated by pos. 52

AP2.7. APPENDIX 2.7

SALES PRICE CONDITION CODE

NUMBER OF CHARACTERS:	One
TYPE OF CODE:	Alphabetic
EXPLANATION:	Indicates that the indicated standard unit price is not the actual billing unit price used. The actual billing unit price is equal to the billing amount divided by the quantity.

Code	Description
B	Sales price reduced as agreed. The amount billed does not equal the unit price extension (quantity times unit price). The actual amount is equal to a “discounted” unit price (not shown) extension.
X	Used by Navy. When used on DIC FA1, indicates that this is an additional charge for non-return of a Depot Level Repairable carcass. When used on DIC FA2, indicates that this is a reversal of a previous charge for non-return of a Depot Level Repairable carcass.

AP2.8. APPENDIX 2.8

GENERAL SERVICES ADMINISTRATION CUSTOMER SUPPLY CENTER CODES

NUMBER OF CHARACTERS: Two

TYPE OF CODE: Numeric

EXPLANATION: Codes identifying GSA customer supply centers

Code	Location
11	Naval Air Depot, Jacksonville, FL Building 101, Gate #1 Mezzanine #5 Jacksonville, FL 32212
21	Servmart – Quantico, VA 7 Zeilin Road Building #7 MCB Quantico, VA 22134-5109
25	RAF Lakenheath 48 Fighter Wing – Logistics Readiness Squadron RAF Lakenheath, Bldg 1035 Brandon, Great Britain IP27 9PN
26	U.S. Army – Chievres U.S. Army Hangar 3 Base Aerienne DeEta 7950 Chievres, Belgium
27	U.S. Army – Schinnen U.S. Army Building 73 Nutherweg 60 5365 ER Schinnen, Netherlands
39	U.S. Marine Corps Air Ground Combat Center – 29 Palms GSA Global Supply Store Building 1102 Twenty-nine Palms, CA 92278-8108

Code	Location
41	U.S. Marine Corps Air Station – Iwakuni USMC Servmart #41 GSA Global Supply Building 1007, Bay 701 Misumi-Machi, Iwakuna-Shi Yamaguchi-Ken Prefecture, SW Honshu 740-2005 (JP) MCAS Iwakuni, Japan
43	U.S. Air Base – Misawa Unit 5014, Building 1334 35 Logistics Readiness Squadron \1-Chrome, Hirahata, Misawa City Aomori-Prefecture, Japan 033-0012 (JP)
44	U.S. Air Base – Kadena GSA Global Supply Mart #44 Unit 5257 Building 792 18 Logistics Readiness Squadron Kadena-Cho, Okinawa-Prefecture, Japan 904-0117 (JP) Kadena AB, Okinawa Japan
46	U.S. Air Base – Yokota GSA Global Supply Mart #46 Unit 5234 Building 924 374 Logistics Readiness Squadron Fussa-City, Tokyo Prefecture, Japan 197-00001 (JP)
48	U.S. Air Base – Osan GSA Global Supply GSA Mustang Mart #48 Unit 2078, BLDG 819, Building 837 51 Logistics Readiness Squadron Song Tan City, (ROK), Korea 459-120 (ROK) Osan AB, Korea
50	U.S. Air Base – Kunsan GSA Global Supply GSA Wolfpack Mart #50 Unit 2025, Building 823 8 Logistics Readiness Squadron Gwangju Cholla-Buk Do, (ROK) Korea 570-150 (KR) Kunsan AB, Korea

Code	Location
53	U.S. Army Garrison – Camp Zama GSA Global Supply Mart #53 Unit 5006, Building 320 Department of Logistics – 17th Supply Area Support Group Soubudai, Zama City Kanagawa-Prefecture Japan 228-0027 (JP)
64	GSA Global Supply Store 450 Golden Gate Avenue San Francisco, CA 94102
65	Servmart – Camp Pendleton, CA Building 2210 Camp Pendleton, CA 92055
71	Marine Corps Base - Camp Butler GSA Global Supply Mart #71 Unit 5001, Building 5969 Chatan-cho, Okinawa-Prefecture 904-0200 (JP) Okinawa Ryukyu, Japan USMC Camp Butler, Okinawa Japan
73	U.S. Marine Corps Base – Camp LeJeune LeJeune First Choice 1606 Fir Street Camp LeJeune, NC 28542-0007
74	U.S. Naval Base Marianas (Not a Walk-in Store) Defense Distribution Center – Guam & Marianas GSA Mart #74 Building 2118 – Receiving Station Sumay Drive Santa Rita, Guam 96915-1000
76	U.S. Army – Baumholder Smith Barracks, Building 8716 Aulenbacher Strasse 55774 Baumholder, Germany
77	U.S. Army Stuttgart Patch Barracks, Building 2317 Katzenbach Strasse 70569 Stuttgart/Vaihingen, Germany

Code	Location
78	U.S. Army Mannheim Spinelli Barracks, Building 1536 Am Aubuckel 68259 Mannheim, Germany
79	U.S. Army – Kaiserslautern Kaiserslautern Industrial Center, Building 2264 Mannheimer Strasse 209 67657 Kaiserslautern, Germany
80	Servmart – Albany, GA Marine Corps Logistics Base 814 Radford Boulevard Warehouse 1330 Albany, GA 31704
81	USMC – Barstow, CA Marine Corps Logistics Base C Street Warehouse 8 Door #22 Shop Stores Barstow, CA 92311-5050
89	GSA Global Supply Store Building 1726 530 Kuntz Avenue Honolulu, HI 96818
92	U.S. Naval Base – Yokosuka (Not a Walk-in Store) GSA Global Supply Mart #92 Fleet Industrial Supply Center - Yokosuka, Building B-52 Honcho 1 Chrome, 1 Ban Kanagawa-Prefecture Yokosuka - shi, Japan 238-001 (JP)
93	U.S. Naval Base – Singapore (Not a Walk-in Store) Fleet and Industrial Supply Ctr – Det Yokosuka GSA Global Supply Mart #93 Singapore CRRC Program Bldg 74 ODE PSA SEMBAWANG Deptford Road Sembawang, Singapore SG
94	GSA Eastern Distribution Center 1900 River Road Burlington, NJ 08016

Code	Location
95	GSA Global Supply Store 5250 Gibson Avenue, Bay 4 Elmendorf AFB, AK 99506-4430
96	GSA Customer Supply Center Building #510 Rough & Ready Island Stockton, CA 95203
98	GSA Global Supply Store Building 2069 Humphreys Road Schofield Barracks, HI 96857

AP2.9. APPENDIX 2.9

INFORMATION INDICATOR CODE

NUMBER OF CHARACTERS:	One
TYPE OF CODE:	Alpha or numeric
EXPLANATION:	This code, located in position 39 of the summary billing record, conveys special information to offices receiving the Interfund bill.

Code	Information Conveyed
H	Hazardous Waste Disposal Services
R	Exact reversal of a previously submitted and erroneous summary billing record
X	Denoted DAAS provided copy[1] of an Interfund bill

[1] DAAS routes and retains copies of billing originated at a billing office. Bills retrieved by DAAS from their files and retransmitted to an office are copies. Copies may, however, be treated as originals if appropriate.

AP2.10. APPENDIX 2.10

SIGNAL CODE

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alpha

EXPLANATION: This code is prescribed by DLM 4000.25-1 and is used to designate the bill-to and ship-to (or ship-from in the case of DIC FT_ and FD_ records) activities. The descriptions shown below are presented in an abbreviated form. Refer to MILSTRIP for additional information.

Code	Bill-To	Ship-To/From
A	Requisitioning/Reporting Activity (pos. 30-35)	Requisitioning/Reporting Activity (pos. 30-35)
B	Supplementary Addressee (pos. 45-50)	Requisitioning/Reporting Activity (pos. 30-35)
C	Addressee designated by the fund code	Requisitioning/Reporting Activity (pos. 30-35)
D	Free issue	Requisitioning/Reporting Activity (pos. 30-35)
J	Requisitioning/Reporting Activity (pos. 30-35)	Supplementary Addressee (pos. 45-50)
K	Supplementary Addressee (pos. 45-50)	Supplementary Addressee (pos. 45-50)
L	Addressee designated by the fund code	Supplementary Addressee (pos. 45-50)
M	Free issue	Supplementary Addressee (pos. 45-50)
W	Reserved for Intra-Service use	Requisitioning/Reporting Activity (pos. 30-35)
X	Reserved for Intra-Service use	Supplementary Addressee (pos. 45-50)

AP2.11. APPENDIX 2.11

FUNDS VERIFICATION REPLY CODE

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphanumeric

EXPLANATION: Identifies whether funds are available or if error precludes further processing.

Code	Description
	The following codes are acceptable for continued processing (alpha codes):
A	Funds available; continue processing.
B	No action; bill-to not applicable under component procedures; continue processing.
D	No action due third party bill-to; continue processing.
E	Funds available; duplicate message identification number; continue processing.
G	No action, other component bill-to; confirm correct information and obligation has been recorded. If correct/confirmed, continue processing.
H	No action on modifier/follow-up due to previously recorded obligation; continue processing.
	Funds Verification Rejection (numeric codes):
1	Order rejected due to lack of available funds for bill-to DoDAAC; do not process.
2	Order rejected due to unauthorized bill-to DoDAAC under Component procedures; do not process.
3	Invalid fund code; do not process.
4	Duplicate document number or document number suffix; do not process.
5	Modifier/follow-up with different materiel identification; do not process.
6	Supply class not authorized for this requisitioner under Component procedures; do not process.
7	CAGE code not recognized by Component system; do not process. If manually entered recheck input; if system-populated contact help desk.
8	Fund Code update not authorized (status of supply action precludes modification); do not process.

9 Invalid data; do not process, please contact your funding organization or resource manager.[1]

[1] ***Refer to ADC 1068A; implementation scheduled for 4rd quarter fiscal year 2015.***

AP2.12. APPENDIX 2.12

OTHER CODES

NUMBER OF CHARACTERS:	Variable
TYPE OF CODE:	Variable
EXPLANATION:	This appendix provides the source and other information for codes used or referred to in this manual which are prescribed by other DoD publications and not republished in this manual.
Code	Authoritative Source
Asset Transaction Status	DLM 4000.25-1
CommRI	ACP 117
Content Indicator	JANAP 128
Delivery Source	DoD 7000.14-R, Chapter 8, Volume 15
DoD Activity Address	DLM 4000.25, Volume 6, Chapter 2
FMS Country	DoD 5105.38-M
Media and Status	DLM 4000.25-1
Mode/Method	Volume I, DoD 4500.32-R
Reject Advice Code	***DLM 4000.25-2***
Routing Identifier Code	DLM 4000.25-1
Service/Agency	DLM 4000.25-1
Stock Fund or Non Stock Fund	DoD 7000.14-R, Chapter 8, Volume 15
Transportation Bill	DoD 7000.14-R, Chapter 8, Volume 15
Type of Assistance	DoD 5105.38-M

Unit of Issue[1]	DLM 4000.25-1

[1] Also referred to as the Unit of Measurement Code

AP3. APPENDIX 3

MILSBILLS TRANSACTIONS

The authoritative source for MILSBILLS legacy and DLMS transactions is the DLM 4000.25. All transactions are available at the DLMS Website on the DLMS IC page.

MILSBILLS LEGACY FORMATS

DIC	TITLE
FAE	Request for Adjustment of Non-Fuel Billing
FAF	Follow-up on Request for Adjustment of Non-Fuel Billing
FAR	Reply to Request for Adjustment of Non-Fuel Billing
FAS	Response to Follow-up on Request for Adjustment of Non-Fuel Billing
FA1, GA1	Billing for Issue from Stock (Charge)
FA2, GA2	Billing for Issue from Stock (Credit)
FB1, GB1	Billing for Direct Delivery of Stocked Items (Charge)
FB2, GB2	Billing for Direct Delivery of Stocked Items (Credit)
FC1, GC1	Billing for Decentralized, Noncatalogued, and Nonstocked Items (Charge)
FC2, GC2	Billing for Decentralized, Noncatalogued, and Nonstocked Items (Credit)
FDE	Request for Summary Level Billing Adjustment
FDF	Follow-up on Request for Summary Level Billing Adjustment
FDR	Reply to Request for Summary Level Billing Adjustment
FDS	Response to Follow-up on Request for Summary Level Billing Adjustment
FD1, GD1	Credit for Excess Materiel Return (Reversal)
FD2, GD2	Credit for Excess Materiel Return (No Charge)
FE3, GE3	Notice of Nonreimbursable Issue
FE4, GE4	Notice of Nonreimbursable issue (Reversal)
FF1, GF1	Billing for DoD Dependent School Supplies (Charge)
FF2, GF2	Billing for DoD Dependent School Supplies (Credit)
FG1, GG1	GSA Customer Supply Center Billing (Charge)
FG2, GG2	GSA Customer Supply Center Billing (Credit)
FJE	Request for Adjustment of Fuel Billing
FJF	Follow-up on Request for Adjustment of Fuel Billing
FJR	Reply to Request for Adjustment of Fuel Billing
FJS	Reply to Follow-up on Request for Adjustment of Fuel Billing
FJ1, GJ1	Billing for Bulk Petroleum (Charge)
FJ2, GJ2	Billing for Bulk Petroleum (Credit)

The authoritative source for MILSBILLS legacy and DLMS transactions is the DLM 4000.25. All transactions are available at the DLMS Website on the DLMS IC page.

MILSBILLS LEGACY FORMATS

DIC	TITLE
FL1, GL1	Retail Loss Allowance - Credit Reversal
FL2, GL2	Retail Loss Allowance - Credit
FN1, GN1	Accessorial and Other Miscellaneous Billings (Charge)
FN2, GN2	Accessorial and Other Miscellaneous Billings (Credit)
FP1, GP1	Billing for Into-Plane Issues (Charge) / Retail Petroleum Issues (Charge)
FP2, GP2	Billing for Into-Plane Issues (Credit) / Retail Petroleum Issues (Credit)
FQ1, GQ1	Billing for Transportation (Charge)
FQ2, GQ2	Billing for Transportation (Credit)
FR1, GR1	Billing for Export Transportation (Charge)
FR2, GR2	Billing for Export Transportation (Credit)
FS1, GS1	Summary Billing Record (Net Charge)
FS2, GS2	Summary Billing Record (Net Credit)
FTB	Reply to Follow-up for Materiel Return Program Credit
FTP	Follow-up for Materiel Return Program Credit
FU1, GU1	Progress Payment (Charge)
FU2, GU2	Progress Payment (Recoupment)
FW1, GW1	Cash Discounts (Charge)
FW2, GW2	Cash Discounts (Credit)
FX1, GX1	Trade, Quantity, and Other Allowances (Charge)
FX2, GX2	Trade, Quantity, and Other Allowances (Credit)
QB1	Request for Retransmission of Bill (Copy)

VARIABLE LENGTH TRANSACTION FORMATS (NON-X12 BASED)

DIC	***TITLE***
FV1[1]	***Verification of Funds Availability Request***
FV2	***Verification of Funds Availability Reply***

[1] ***No other use of the DIC FV1 is supported under MILSBILLS. DLA will phase out its current use associated with the DLA Troop Support supply chain. There is no impact on the funds verification process. Refer to ADC 1068.***

AP4. APPENDIX 4

WEB FUND CODE MASTER FILE LAYOUT

AP4.1. Layout for SFIS Fund Code to Fund Account Conversion Table. The Type column identifies the data type and, when applicable, the maximum number of characters in parentheses. For the Use column: M = Mandatory, O = Optional, and C = Conditional.

Field Name	Type	Use	Definition	Business Rule
Service_Code	varchar2 (2)	M	**Service and Agency Code.** Designates the military service or other government element of ownership or sponsorship. The code is used to identify the service or agency monitoring the fund code.	• Per MILSTRIP business rules under DLMS Volume 2, Appendix 7.2, the service and agency (S/A) code is a one or two character alphanumeric.
Signal_Code	varchar2 (1)	M	**Signal Code.** A code designation identifying the intended consignee and activity to receive and effect bill payment.	• Allowed values are A, B, C, J, K and L Refer to MILSTRIP business rules under DLMS Volume 2, Appendix 7.10 for an explanation of signal code.
Fund_Code	varchar2 (2)	M	**Fund Code**. Designation of the fund account to be charged (disbursed) or credited (refunded). When used with Signal Code C or L also designates the Billed Office DoDAAC.	• Must be unique per Service_Code and Signal_Code. • A fund code of ** is an indicator of the default account. One per S/A + Signal code. • When used with Signal Code C or L an entry is required on the Fund Code to Billed Office DoDAAC Table.

Field Name	Type	Use	Definition	Business Rule
Appropriation	varchar2 (11)	C	**Appropriation/Fund Account**. Constructed line of accounting	• Must use unless Noninterfund billing. • This field is constructed from: Last 2 characters of Department_Regular_Code + Fiscal_Year_Indicator + Main_Account_Code + Appropriation_Limit_Subhead. (NOTE that Deptartment_Regular_Code is actually 3 characters, but the leading zero is deleted for purposes of this element.) • Blank appropriation data displays as Noninterfund on reports
Agency_Narr	varchar2 (20)	O	**Agency Narrative**. Name, code or common acronym for further agency delineation from the Service code.	
Department_ Regular_ Code	varchar2 (3)	C	**Department Regular Code**. U.S. Treasury designated code representing the government agency accountable for one or more fund accounts established and maintained by the Treasury.	• Must use unless Noninterfund billing. • Department Regular Code must be 3 numeric characters. ex. 097 (NOTE: This element used to be 2 characters. Current codes are pre-fixed by a zero.) • If any of Department_Regular_Code, Main_Account_Code and/or Sub_Account_Code are present than the others are required. • Blank field indicates Noninterfund.
Department_ Transfer_ Code	varchar2 (3)	O	**Department Transfer Code**. Identifies the federal agency of obligation authority to the DoD or one of its components	• Department Transfer Code must be 3 numeric characters. ex. 097 • May be blank if no department transfer is applicable

Field Name	Type	Use	Definition	Business Rule
Main_Account_Code	varchar2 (4)	C	**Main Account**. A four digit numeric data element representing a specific appropriation or fund account established by the U.S. Treasury for expenditure or receipt authority issued by the U.S. Congress.	• Must use unless Noninterfund billing. • Blank field indicates Noninterfund. • Each Main Account Code must be associated with only one Fund Type Code. • Each Main Account Code must be associated with only one Budget Function/Sub-Function Code. • Main Account Code must be 4 numeric characters. • If any of Department_Regular_Code, Main_Account_Code and/or Sub_Account_Code are present than the others are required.
Sub_Account_Code	varchar2 (3)	C	**Sub-account Code**. Specify subsidiary level accounts associated to the main account of the TAFS.	• Must use unless Noninterfund billing. • Blank field indicates Noninterfund. • The Sub-Account Code must be defaulted to “000” when one of the Treasury Sub-Account Code conditions does not apply. • Sub-Account Code must be 3 numeric characters. ex. 97X4930.001 (last 3 positions following period) • If any of Department_Regular_Code, Main_Account_Code and/or Sub_Account_Code are present than the others are required.

Field Name	Type	Use	Definition	Business Rule
Treasury_Sub_Class	varchar2 (2)	O	**Treasury Sub Class Code**. Assigned in certain cases for grouping designated disbursement and/or receipt transactions below the level of appropriation or fund account represented by the main account, Reference Item A3, Main Account, for an Appropriation, Fund, or Receipt Account.	• May be blank. Business Rules need to be developed. • Business Event Type Code (BETC) in effect replaces the transaction codes and standard sub-classes that were used on the old central accounting reports, such as the Statements of Transactions (FMS Form 224) and the Undisbursed Ledger and Trial Balance Reports (FMS Forms 6653 and 6654). As a result, the subclass field is being renamed to "Sub-level Prefix" and will only be used for programmatic breakdowns of the TAS for Treasury publication purposes. Sub-level Prefixes have a unique meaning or a unique need for sub classification that is NOT based on transaction types or business events as described previously.
Appropriation_Limit_Subhead	varchar2 (4)	O	***Sub-Allocation Holder Identifier***. Identifier of an organization to which funds have been sub-allocated. ***(Per PDC 1043D Appropriation Limit/Subhead has been subsumed into the SLOA element Sub-Allocation Holder Identifier and will be represented as Sub-Allocation to users.)***	• May be blank.

Field Name	Type	Use	Definition	Business Rule
Fiscal_Year_ Indicator	varchar2 (1)	C	**Fiscal Year Indicator**. Denotes fiscal year chargeable	• Must use unless Noninterfund billing. • Values: {*numeric*}, or • X = no year funding, or; • # = Beg_Fiscal_Year_ Avail and End_Fiscal_ Year_Avail determined by FY of transaction document number, or; • * = Beg_Fiscal_Year_ Avail and End_Fiscal_ Year_Avail determined by FY of the Summary billing transaction or; • Blank field indicates Noninterfund. • If Fiscal Year Indicator is X Availability_Type_Code will also be X.
Legacy_Multi_ Yr_Fund_Cde _Ind	varchar2 (1)	C	**Legacy Multi Year Fund Code Indicator**. Used to indicate that funding is associated with a multi-year appropriation for which the Beg_Fiscal_Year_Avail and End_Fiscal_Year_Avail are blank due to overlapping multiple periods of availability associated with the fund code.	• Must use unless Noninterfund billing. • Default to false. • If true, accounting systems cannot always accurately derive the beginning and ending periods of availability for this fund code solely from the fund code. • Used only in conjunction with Fiscal_Year_ Indicator = # or *.

Field Name	Type	Use	Definition	Business Rule
Availability_ Type_Code	varchar2 (1)	C	**Availability Type Code**. Identifies no-year TAS, clearing/suspense TAS, and canceled TAS.	• Availability Type Code must be 1 alpha character. • Valid values include for Fund Code: C and X. • If used for canceled Main Accounts, Availability Type Code C may be derived at the time of reporting. • For Annual or Multi-Year funding, Availability Type Code must be blank. • If Availability Type Code is X, Fiscal_Year_Indicator will also be X
Beg_Fiscal_ Year_Avail	varchar2 (4)	C	**Beginning Period of Availability Fiscal Year Date**. In annual and multi-year accounts, identifies the first year of availability under law that an account may incur new obligations. May also be used to represent Program Year, when applicable.	• If the Beginning Period of Availability is associated with an unavailable receipt account, then it must be blank. • If Fiscal_Year_Indicator is either # or * then Beginning Period of Availability must be blank
End_Fiscal_ Year_Avail	varchar2 (4)	C	**Ending Period of Availability Fiscal Year Date**. In annual and multi-year accounts, identifies the last year of availability under law that an account may incur new obligations.	• Must use unless Noninterfund billing. • If Availability_Type_Code is X, then Ending Period of Availability must be blank. • If the Ending Period of Availability is associated with an unavailable receipt account, then it must be blank. • If Fiscal_Year_Indicator is either # or * then Ending Period of Availability must be blank
Effective_ Date	date	M	**Effective Date.** The start date for the latest action taken on a record.	• The record is not valid until the effective date.

Field Name	Type	Use	Definition	Business Rule
Action_Code	varchar2 (1)	M	**Action Code.** System maintained code indicating type of action last taken on a record.	• Values: A, C, D (Add, Change, Delete)
Create_Date	date	M	**Creation Date**. System maintained date a record was created.	
Last_Update	date	M	**Last Update Date.** System maintained date a record was last updated.	
Customer_ Userid	varchar2 (20)	M	**Customer User Identifier.** System maintained identifier of a system user who updated the record.	

AP4.2. Layout for Fund Code to Billed Office DoDAAC Table (Applicable to Signal Codes C or L). The Type column identifies the data type and, when applicable, the maximum number of characters in parentheses. For the Use column, M = Mandatory.

Field Name	Type	Use	Definition	Business Rule
Service_Code	varchar2 (2)	M	**Service and Agency Code.** Designates the military service or other government element of ownership or sponsorship. The code is used to identify the service or agency monitoring the fund code.	• Per DLMS Volume 2, Appendix 7.2, the service and agency (S/A) code is a one or two character alphanumeric.

Field Name	Type	Use	Definition	Business Rule
Fund_Code	varchar2 (2)	M	**Fund Code**. Designation of the fund account to be charged (disbursed) or credited (refunded). When used with Signal Code C or L also designates the Billed Office DoDAAC.	• Must be unique per Service_Code and Signal_Code. • A fund code of ** is an indicator of the default account. One per S/A + Signal code. • When used with Signal Code C or L an entry is required on the Fund Code to Billed DoDAAC Table. If there is no corresponding entry on the SFIS Fund Code to Fund Account Conversion Table, billing is via Noninterfund
DODAAC	varchar2 (6)	M	**Department of Defense Activity Address Code (DoDAAC)**. A is a six position code that uniquely identifies a unit, activity, or organization. See DLM 4000.25, Volume 6, Chapter 2	• Used to denote the Billed Office.
Effective_Date	date	M	**Effective Date.** The start date for the latest action taken on a record.	• The record is not valid until the effective date.
Action_Code	varchar2 (1)	M	**Action Code.** System maintained code indicating type of action last taken on a record.	• Values: A, C, D (Add, Change, Delete)
Create_Date	date	M	**Creation Date**. System maintained date a record was created.	
Last_Update	date	M	**Last Update Date.** System maintained date a record was last updated.	
Customer_ Userid	varchar2 (20)	M	**Customer User Identifier.** System maintained identifier of a system user who updated the record.	