



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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IN REPLY
REFER TO J627

September 20, 2011

MEMORANDUM FOR FINANCE PROCESS REVIEW COMMITTEE MEMBERS

SUBJECT: Proposed Defense Logistics Management System (DLMS) Change (PDC) 488,
Consolidating MILSBILLS into DLMS Volume 5, Finance
(Finance/MILSBILLS)

We are forwarding the attached revised proposed changes to DoD 4000.25-M, Defense Logistics Management System (DLMS), Volume 5 for evaluation and submission of a single coordinated Component position. It is the Component Finance PRC representative's responsibility to ensure full coordination of this proposal within your Component.

Request you review the attached proposed change and provide your comments/concurrence to DLA Logistics Management Standards not later than **20** days from the date of this memorandum. If nonconcurrence is provided, please provide an alternate method to meet the requirement being addressed.

Addressees may direct questions to Mr. Robert Hammond, email: Robert.Hammond@dla.mil. Others must contact their Component designated Finance Process Review Committee representative.

A handwritten signature in blue ink, appearing to read "Donald C. Pipp".

DONALD C. PIPP
Director
Defense Logistics Management Standards

Attachment
PDC 488

cc:
ODASD(SCI)

PDC 488
Consolidating MILSBILLS into DLMS Volume 5, Finance

1. ORIGINATOR: DLA Logistics Management Standards

2. FUNCTIONAL AREA: Primary: Finance

3. REFERENCES:

- a. DoD 7000.14-R, DoD Financial Regulation
- b. DoD 4000.25-7-M, Military Standard Billing System (MILSBILLS)
- c. DoD 4000.25-M, Volume 5 - Finance

4. REQUESTED CHANGE:

a. Description of Change: This change consolidates chapters 1, 3, and 5 of MILSBILLS with DLMS Volume 5 to enable DLMS Volume 5 to be a single manual for DLMS/MILS logistics billing. Chapter 7 of DLMS volume 5 is modified slightly to insert the links for the “Funds Availability Request and Reply” formats. The appendices 1, 2, and 3 from MILSBILLS are incorporated in DLMS Volume 5. Existing DLMS Volume 5 appendix which contains a link to the Finance Process review Committee membership is incorporated in DLMS Volume 5 Chapter 1 and is thus deleted. Consolidation of DLMS/MILSBILLS chapters 2, 4, and 6 will be addressed in one or more future PDCs. The merged files in DLMS Volume 5 incorporate all ADCs issued since the last publication of MILSBILLS and DLMS.

b. Background:

(1) The November 2010 meeting of the Finance Process Review Committee (PRC) discussed consolidating the MILSBILLS and DLMS Volume 5 manuals as part of the next publication of the DLMS manuals. A single manual would be easier to maintain and provide a common source for implementers. Upon full incorporation of MILSBILLS into DLMS Volume 5, it may be possible in the future for DLMS Volume 5 to supersede MILSBILLS to become the single reference for logistics billing.

(2) The USD (AT&L) is reviewing a draft of DODI 4140.01. DODI 4140.01 proposes to designate the MILS/DLMS manuals as Defense Logistics Manuals (DLMS). The DLA Logistics Management Standards office would be required to publish the updated DLMS manuals within six months of the instruction being signed out. Should that occur, these changes in this proposal will be incorporated into the superseding DLM.

c. Detailed Procedures: Revise DoD 4000.25-M, Volume 5. Each of the proposed DLMS Volume 5 chapters and appendices is enclosed in this PDC. A brief summary of changes is provided here.

(1) Chapter 1 –The enclosure includes modifications to now cover DLMS and legacy

DLSS transactions, incorporates MILSBILLS sections for referencing Service specific billing procedures, and incorporates DLMS and MILSBILLS procedures for simulated exercises.

(2) Chapter 3 – The existing DLMS Volume 5 chapter and the MILSBILLS version are very similar, but use different wording in places to describe the same policy. This change generally defers to MILSBILLS language as being more current and detailed. The significant change is the addition of subsection C3.3.2 from MILSBILLS.

(3) Chapter 5 – The existing DLMS Volume 5 chapter and MILSBILLS chapter 5 are very similar. This change adds in references to the appendix 2 from MILSBILLS, corrects the Central Accounts Office for the Air Force, and updates the DoD Director of Budget and Finance address.

(4) Chapter 7 – This chapter only exists in DLMS and was added by ADC 328. This change inserts URLs to the “Funds Availability Request and Reply formats and incorporates editorial edits to clarify procedures.

(5) Appendix 1 – Existing DLMS Volume 5 Appendix 1 is deleted, as the Finance Process Review Committee membership link is now incorporated into DLMS Volume 5 Chapter 1. The revised appendix 1 is incorporated from MILBILLS appendix 1, with no changes in content. The URLs linking to the latest fund code files on the DLA Logistics Management Standards website will be maintained.

(6) Appendix 2 – Appendix2 is incorporated from MILBILLS appendix 2 with no changes in content.

(7) Appendix 3– Appendix 3 is incorporated from MILBILLS appendix 3 with no changes in content. However, rather than publishing the formats, the appendix page will provide a URL linking to each format.

5. ALTERNATIVES: Continue maintaining separate manuals. This alternative results in inconsistent wording and is resource intensive. It is rejected.

6. REASON FOR CHANGE:

a. Provide a single manual for DLMS Logistics Finance Policy to achieve consistency and administrative efficiency.

7. ADVANTAGES AND DISADVANTAGES:

a. Advantages: Provide processors of logistics bills a single source for the procedures. Eliminate risks of confusion from any differences in the language between the manuals.

b. Disadvantages: None

8. NOTE ANY REGULATIONS OR GUIDANCE:

a. DoDI 4041.01, DoD Supply Chain Materiel Management Policy (Pending)

b. DoD 4041.01-R, DoD Supply Chain Materiel Management Regulations

c. DoD 7000.14-R, DoD Financial Regulation

9. IMPACT:

a. Policy Impact: None

b. Publications: DLMS Volume 5 is modified to incorporate the changes of the enclosures.

c. Data: None

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 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 (DS) 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. The relevant DSs are the 810L (Logistics Bill), 812R (Logistics Bill Adjustment Request), and 812L (Logistics Bill Adjustment Request Response). All DSs to Federal ICs may be accessed at: http://www.dla.mil/j-6/dlms/eLibrary/TransFormats/140_997.asp .

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 Volume 1. Volume 1 contains the full table of contents for the manual; the only listings of acronyms and abbreviations, definitions, and references for the manual; instructions for acquiring access to the DLMS standards data base; specific guidance that applies to all implementation conventions; and both 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](#), "DoD Financial Regulation," provides the DoD policies governing procedures in this volume.

C1.2.2 [DoD 4140.01-R](#), "DoD Supply Chain Materiel Management Regulation," 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 (PRC). The Finance 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 their Finance PRC representatives, as well as other PRC related information, may be found on the Finance PRC web page, <http://www.dla.mil/j-6/dlmso/Programs/Committees/Finance/financeprc.asp> . 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 detail instructions are required. The following publications supplement the provisions of this volume within the DoD Components and participating Agencies:

Table C1.T1. Supplemental Billing Procedures

<u>SERVICE or AGENCY</u>	<u>SUPPLEMENTAL INSTRUCTIONS</u>
USA	DFAS-Indianapolis Center (DFAS-IN) Regulation 37-1, Finance and Accounting Policy Implementation
USN or USMC	NAVSO P-1000, Department of the Navy Financial Management Policy Manual
USAF	DFAS-Denver Center (DFAS-DE) 7010.1-R, General Accounting and Finance Systems at Base Level
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 shall request assistance from their DLMS Finance PRC representative. The request shall 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 DS is to set the Purpose Code of the beginning segment to code '77 – Simulation Exercise'. Do not process simulated mobilization transactions in the supply distribution system(s) as action documents which affect accountable/unit records. The DoD Component activities responsible for initiating these exercises must use extreme caution to ensure procedures are explicit and that complete coordination with all participants is done.

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

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 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 both the appropriations to be reimbursed and disbursed are 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 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 intransit disbursement.

C3.3. ADJUSTMENTS

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

C3.3.1 Billed offices shall review all charges to ensure that items billed were ordered and that obligations are adjusted when appropriate. All credits shall be reviewed to ensure that they are warranted and correct. Billed offices will request adjustments for erroneous charges or credits 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, shall be recorded as obligations, funds disbursed, and expenses.

C5. CHAPTER 5

INTERFUND BILLING SYSTEM PROCEDURES

C5.1. POLICY

C5.1.1. General. It is DoD policy that DoD customers shall 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 funds involved 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 GSA, Federal Aviation Agency (FAA), and 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, therefore, are both "bills" and "notices" to a customer that its funds have been charged and the "bill" paid.

C5.2.3. Billed offices shall, upon receipt of the "bill", either accept and record the charge or the complete or partial bill or, when the charge, at detail bill level, is questionable or erroneous, "in dispute", record the charge into the designated default account for further research. Charges shall 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 shall be prepared in accordance with DLMS Supplement 810L or Appendix 3 for legacy DLSS transactions.

C5.4. CENTRAL ACCOUNTS OFFICES

C5.4.1. General. CAOs are 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 CAO. DLA Transaction Services 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 DoDAAC described in the following table:

Table C5.T1. Seller CAO

<u>Seller DoDAAC Begins With</u>	<u>Seller CAO</u>
Numeric	GSA
F	DFAS-CO
M	DFAS-KC
N	DFAS-CL
Other	DFAS-IN

C5.4.3. Buyer CAO. 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 adjust, either directly or indirectly, the reimbursement side of interfund transactions reported by seller CAOs. Buyer CAO interfund bill responsibilities are determined by the appropriation disbursed as follows:

Table C5.T2. Buyer CAO

<u>Index</u>	<u>Treasury Symbol</u>	<u>Limit or Subhead</u>	<u>Buyer CAO</u>
17	All	All	DFAS-CL
21	All	All	DFAS-IN

<u>Index</u>	<u>Treasury Symbol</u>	<u>Limit or Subhead</u>	<u>Buyer CAO</u>
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 shall base interfund reimbursements upon summary billing records received from DLA Transaction Services for interfund bills passing DLMS prescribed DLA Transaction Services 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. Billed offices shall report; that is, correct or otherwise clear, interfund disbursements charged to their office in accordance with procedures prescribed by their Service or Agency.

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

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 Treasury 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 reports on interfund transactions.

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

C5.6.4. Frequency and Distribution. The "Statement of Interfund Transactions" must be submitted to the Treasury as promptly as possible, but delivered no later than

close of business on the 3rd 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 shall 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 suffix/limit code on department “97” appropriations.

C5.6.6.1.2. Extracts of the “Statement of Interfund Transactions” (and GSA equivalent) which are forwarded to DoD central accounts offices shall be supported by summary billing records (DLMS 810L/DI code FS). The summary billing records shall be forwarded to the CAO responsible for clearance via electronic means. The CAO responsible for clearance is determined by the departmental index of the appropriation disbursed, and, in the case of department “97” appropriations, by the DoD Component identification contained in the appropriation’s suffix/limit code. The following table identifies the CAO responsible for clearing interfund bills:

Table C5.T3. DoD CAOs

<u>Clearance CAO</u>	<u>COMMRI</u>	<u>Index</u>	<u>Component¹</u>
DFAS-Indianapolis	RUQADVU	97	Other than USAF, USN, and USMC
		21	All
DFAS-Columbus	RUVEGAA	97	USAF and SDDC limit FD30
		57	All
DFAS-Cleveland	RUEBJNW	97	USN and USMC
		17	All

¹ For purposes of this procedure, the Component Identification for 97X4930 is in the 1st position of the suffix/limit code and is A (USA), N (USN), F (USAF), M (USMC), and 5 (Defense Agencies). For other than 97X4930 the identification is in the 1st two positions and is 01 (USA), 02 (USAF), 04 (USN), and 05 (USMC).

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

C5.6.7.1.2. If more than one sheet is used to report the amounts of transactions, 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, and etc.), treasury account symbol of the appropriation, other fund, or receipt account for which the amounts of the transactions 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.

C5.6.7.2.2. Reimbursements (Credits). Enter the amounts of appropriation reimbursements collected 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 shall 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 shall 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 shall be included in their Statement 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 DLA Transaction Services.

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 shall be researched and cleared within a reasonable period; that is, within 120 calendar days of the date the disbursement was reported to DFAS when the entitlement office an accounting office are not co-located and 90 days when they are co-located.

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 bill. When a customer leaves a detail bill un-charged 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 that adjustment is forthcoming from the seller may the item remain unprocessed after this timeframe.

C7. CHAPTER 7

VERIFICATION OF FUNDS AVAILABILITY WEB CALL FOR REQUISITIONS SUBMITTED VIA INTERNET ORDERING APPLICATIONS

C7.1. **IMPLEMENTING FUNDS AVAILABILITY VERIFICATION.** Internet ordering applications which accept MILSTRIP requisitions dependent upon interfund billing procedures, e.g., [DoD EMALL](#), GSA Advantage/GSA Global, etc., shall implement DLMS procedures for verification of Component funds availability. Components shall establish procedures to process the request for verification of funds availability and ensure subsequent establishment of a financial obligation.

C7.1.1. 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.

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

C7.2. **FUNDS AVAILABILITY REQUEST.** The Verification of Funds Availability Request shall be prepared as a web-call for on-line, real-time processing in the format available at: <https://www.dla.mil/j-6/dlms/eLibrary/Manuals/DLM/DLMS/v4a2.docx>.

C7.3. **BUSINESS RULES.** Business rules for processing the Verification of Funds Availability Request are as follows.²

C7.3.1. Ordering applications shall 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 shall be forwarded to the Army when the requisition identifies an Army DoDAAC in either the document number or supplemental address.

C7.4. **FUNDS AVAILABILITY REPLY.** The Verification of Funds Availability Reply shall be prepared as a web call for on-line real-time processing in the format available at: <https://www.dla.mil/j-6/dlms/eLibrary/Manuals/DLM/DLMS/v4a3.docx>.

² Under the pilot program, implementation is limited to an interface between DoD EMALL and GSA Advantage/GSA Global and the Army Funds Control Module and the Marine Corps financial application. Additional Component interfaces are projected under future phases. Refer to ADC 328.

C.7.5. PROCESSING MULTIPLE LINE ITEMS. Where multiple line items are included in the customer's "shopping cart," these shall be processed for funds verification as individual requisitions in succession by sequence³ described below, thereby allowing funds to be applied appropriately should there be insufficient funds for the entire "cart." Sequence shall be:

C7.5.1. Priority Designator (PD).

C7.5.2. OSD/JCS project codes.

C7.5.3. Special Requirements Code 999 and PD 01-03.

C7.5.4. Special Requirements Code N (NMCS) (PD 01-08).

C7.5.5. Special Requirements Code E (ANMCS)) (PD 01-08).

C7.5.6. Special Requirements Code 555 and PD 01-08.

C7.5.7. Required Delivery Date

C7.6. VERIFICATION OF AVAILABILITY REPLY CODE. The receiving DoD Component shall verify funds availability and provide the applicable reply code.

C7.6.1. Under the following criteria, the requisition shall be considered acceptable for further processing by the internet ordering application and forwarding to the Source of Supply (SoS) by citing an alpha Funds Verification (FV) Reply Code.

C7.6.1.1. If funds are available for the bill-to DoDAAC and no error conditions exist, the requisition shall be authorized for continued processing, the funds available balance decremented, and the applicable financial obligation established. Cite FV Reply Code A.

C7.6.1.2. 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 shall be authorized for continued processing with no action. Cite FV Reply Code B.

C7.6.1.3. If the bill-to DoDAAC is not identified in the web call due to procedures for third-party billing (bill-to DoDAAC associated with the Fund Code/Signal Code C or L)⁴, but the requisitioner DoDAAC has funds available and no error condition exists, the requisition shall be authorized for continued processing, the funds available

³ 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.

⁴ Procedures for verification of third party bill-to DoDAACs is under consideration for a future enhancement.

balance decremented, and the applicable financial obligation shall be established under the requisitioner's DoDAAC. Cite FV Reply Code C.

C7.6.1.4. If the bill-to DoDAAC is not identified in the web call 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 approved using the requisitioner DoDAAC, but no error condition exists, the requisition shall be authorized for continued processing with no action. Cite FV Reply Code D.

C7.6.1.5. If the unique message identification number (control number) assigned for the web call is a duplicate of a previously processed funds availability request, but funds are available, the requisition shall be authorized for continued processing. Cite Funds Verification (FV) Reply Code E.

C7.6.1.6. Under Component-directed procedures, requisitions may be forwarded for funds verification even where the requisitioner's Component is not responsible for reimbursement to the SoS, e.g., a requisition with an Army requisitioner and a Navy bill-to activity. The requisitioner's Component may choose to obligate funds under the requisitioner DoDAAC as a precaution. The Army has directed that these procedures be employed for Army requisitioners.

C7.6.1.6.1. If the bill-to DoDAAC is identified as another Component, but the requisitioner DoDAAC has funds available, the requisition shall be authorized for continued processing, the funds available balance decremented, and the applicable financial obligation established. Cite FV Reply Code F.

C7.6.1.6.2. If the bill-to DoDAAC is identified as another Component, but the requisitioner DoDAAC does not have funds available, no action shall be taken by the requisitioner's financial application and the requisitioner shall be asked to confirm correct information is used in the requisition and that an obligation has been recorded by the bill-to Component. Cite FV Reply Code G. Customer may choose to continue or abort processing (subject to bill-to activity's funds verification processing, when available).

C7.7. CRITERIA FOR UNACCEPTABLE REQUISITION PROCESSING. Under the following criteria, the requisition shall not be considered acceptable for further processing by the internet ordering application by citing a numeric Funds Verification (FV) Reply Code.

C7.7.1. If funds are not available for the bill-to DoDAAC, the requisition shall not be authorized for further processing. Cite FV Reply Code 1.

C7.7.2. If the bill-to DoDAAC is not authorized under Component procedures as a valid bill-to DoDAAC, the requisition shall not be authorized for further processing. Cite FV Reply code 2.

C7.7.3. If the Fund Code is not recognized and acceptable to the billed Component, the requisition shall not be authorized for further processing. Cite FV Reply Code 3.

C7.7.4. If the requisition document number (or document number/suffix) is a duplicate of a previously established obligation, the requisition shall not be authorized for further processing. Cite FV Reply Code 4.

C7.8. REQUISITION MODIFICATIONS. Requisition modifications shall 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 shall not reject or establish a new obligation for requisition modifications due to a duplicate document number.

C7.8.1. Where no action is taken due to previously recorded obligation and there are no error conditions, the requisition modification shall be authorized for further processing. Cite FV Reply Code H.

C7.8.2. Where the materiel identification does not match that of the previously recorded obligation matching on document number, the requisition shall be rejected. Cite FV Reply Code 5.

C7.8.3. If the Component has no obligation identified for the document number (or document number/suffix), process as a new requisition under above procedures for verification of Component funds availability, cite the applicable FV reply code. Note: The funds verification process may result in the rejection of 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.

C7.9. REQUISITION FOLLOW-UPS. Requisition follow-ups in DI Code AT_/DLMS 869F format shall be processed for verification of funds available to ensure that the original requisition obligation is on file. The materiel identification on the follow-up must match that on the original requisition. The responsible Component shall not reject or establish a new obligation for these follow-ups due to a duplicate document number.

C7.9.1. Where no action is taken due to previously recorded obligation and there are no error conditions, the requisition follow-up shall 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 shall be rejected. Cite FV Reply Code 5.

C7.9.3. If the Component has no obligation identified for the document number (or document number/suffix), process as a new requisition under above procedures for verification of Component funds availability, cite the applicable FV reply code. Note: The funds verification process may result in the rejection of 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.

C7.10 REVISION OF REQUISITION CONTENT. Customers receiving a reply code indicating their requisition is not authorized for further processing shall 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 shall be re-transmitted.

C7.11 ALTERNATIVES FOR UNTIMELY APPLICATION INTERFACE. Under conditions where the ordering application is unable to establish a timely interface with the responsible Component application, and the customer is awaiting the real-time funds availability reply, the ordering application may offer two alternatives:

C7.11.1. Unmonitored Funds Verification. The Verification of Funds Availability Request shall be transmitted without direct feedback to the customer. The ordering application will re-send the request every 15-30 minutes for up to 3-hours⁵ while the requisition is held in a pending status. If the reply is received indicating the requisition is authorized for further processing, the requisition shall be forwarded to the SoS with no further action.

C7.11.1.1. If the FV Reply Code indicates that the requisition is not approved for further processing, the internet ordering application shall retain the FV Reply Code for customer research of their requisition status. In addition:

C7.11.1.1.1. If the requisition is rejected using FV Reply Code 1-3, the ordering application will transmit the requisition to the SoS via DAAS citing Supply Status CX and the internet ordering application's Routing Identifier Code (GSA internet ordering applications shall cite "GSA" and DoD EMALL shall cite "SME") in the DLMS requisition. This will be recognized by DAAS as a trigger for preparation of supply status indicating rejection of the requisition. DAAS shall prepare and return to all applicable status recipients the MILSTRIP Supply Status perpetuating the CX status. The internet ordering application shall be perpetuated by DAAS as the RI_From of the Supply Status. DAAS will not forward the requisition to the SoS.

⁵ Actual time window for repeated attempts to contact the financial application may vary by internet application.

C7.11.1.1.2 If the requisition is rejected using FV Reply Code 4 (duplicate document number/suffix), the requisition shall not be forwarded.

C7.11.1.1.3 If the requisition is rejected using FV Reply Code 5 (modifier/follow-up with miss-match on materiel identification), the requisition shall not be forwarded.

C7.11.1.2. If no reply is received after repeated attempts, the requisition shall be forwarded to the SoS with no action.

C7.11.2. 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.

C7.12. BATCH ACCEPTANCE. Where the ordering application accepts batch ordering or input via MILSTRIP/DLMS format (i.e., 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 shall process the Verification of Funds Availability Request as described in paragraph C7.11.1, above, using unmonitored funds verification procedures.

AP1. APPENDIX 1

DEFENSE LOGISTICS MANAGEMENT STANDARDS FINANCE PROCESS REVIEW COMMITTEE MEMBERS

The membership information is available at: <http://www.dla.mil/j-6/dlmso/Programs/Committees/Finance/financeprc.asp>.

STAFFING NOTE: Existing DLMS appendix 1 is proposed for removal as the URL to the Finance PRC membership is already provided in the body of chapter 1.

FUND CODE TABLES AND RELATED LISTINGS

AP1.1. Fund code to fund account conversion tables are published online at <http://www.dla.mil/j-6/dlmso/elibrary/manuals/milsbills/word/016-AP1.01.docx>. The authoritative reference table is located at the DAAS (<https://www.daas.dla.mil/daashome/services.asp>).

AP1.2. Fund code to billed office DoDAAC conversion tables are published online at <http://www.dla.mil/j-6/dlmso/certaccess/elibrary/milsbills/017-AP1.02.docx> (**Requires CAC or PKI Certificate**). The authoritative reference table is located at the DAAS (<https://www.daas.dla.mil/daashome/services.asp>).

AP1.3. H series DoDAACs authorized to use interfund fund codes are published online at <http://www.dla.mil/j-6/dlmso/certaccess/elibrary/milsbills/018-AP1.03.docx> (**Requires CAC or PKI Certificate**). The authoritative reference table is located at the DAAS (<https://www.daas.dla.mil/daashome/services.asp>).

AP2. APPENDIX 2

VERIFICATION OF FUNDS AVAILABILITY REQUEST

STAFFING NOTE: The Verification of Funds Availability Request format is still valid, but is proposed to be available via the URL provided in chapter 7, rather than published in a separate appendix.

CODES

<u>APPENDIX</u>	<u>TITLE</u>	<u>PAGE</u>
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	Other Codes	AP2.11-1

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.

<u>DI CODE(s)</u>	<u>TITLE</u>
FAE	Request for Adjustment of Non-Fuel Billing
FAE	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)
FCA	Fund Code to Appropriation Update Record
FCB	Fund Code to Billed Office DoDAAC Update Record
FCT	Text Header Record: Fund Code Changes
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	Materiel Return Program Credit
FD2, GD2	Materiel Return Program Credit (Reversal)
FE3, GE3	Notice of Nonreimbursable Issue
FE4, GE4	Notice of Nonreimbursable Issue (reversal)

<u>DI CODE(s)</u>	<u>TITLE</u>
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)
FP2, GP2	Billing for Into-Plane 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
FT2	Materiel Receipt Status
FU1, GU1	Progress Payment (Charge)
FU2, GU2	Progress Payment (Recoupment)
FX1, GX	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

AP2.1. 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://www.daas.dla.mil/daashome/services.asp>*
- *Only valid appropriations and limits may be associated with fund codes. The undistributed intergovernmental payments account, F3885 may not be associated with fund codes or used on interfund bills*
- *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:*

<u>Organization (Billed Service Code)</u>	<u>Interfund Default Appropriation</u>
<i>Contractor (C,E,L,Q,U</i>	<i>Not applicable, noninterfund</i>
<i>NonDoD (G,Z,HX,Numeric)</i>	<i>Not applicable, noninterfund</i>
<i>Army (A,W)</i>	<i>21*2020</i>
<i>Air Force (D,F)</i>	<i>57*3400</i>
<i>Navy (N,P,R,V)</i>	<i>17*1804</i>
<i>Marine Corps (K,M</i>	<i>17*1106</i>
<i>Defense Logistics Agency (S,T)</i>	<i>97*0100.5100</i>
<i>Other Defense Agency (H)</i>	<i>97*0100</i>
<i>None of the above</i>	<i>97*0100</i>

AP2.2. 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.

AP2.3. 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.

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

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, DFAS maintains fund codes for Defense Organizations and Agencies. Fund code coordinators are identified at: <http://www.dla.mil/j-6/dlms0/elibrary/manuals/milsbills/ap1.asp#fundcode>.

AP 2.3. APPENDIX 2.3

BILLING ADVICE CODES

<u>NUMBER OF CHARACTERS:</u>	Three
<u>TYPE OF CODE:</u>	Numeric
<u>EXPLANATION:</u>	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.

<u>Code</u>	<u>Description</u>
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.
24	Reply to Product Quality Deficiency Report (SF 368) indicated adjustment authorized, request refund. (Note this change was made to MILSBILLS in the last reissue without having been formally staffed.)

- 26 Reply to Supply Discrepancy Report (SF 364) 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.

Code Description

- 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, of 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 the DLA Transaction Services.

<u>Code</u>	<u>Description</u>
AM	Discrepancy report required the return of the discrepant or deficient material. Credit cannot be provided until the depot receives the material. If the material 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 will be issued in the next billing cycle.
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“D” SERIES: ADVISORY RESPONSE

DA	No record of requested bill in DLA Transaction Services files. Request forwarded to billing office.
DC	Material 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 will be furnished in the next billing cycle.
DI	Letter of explanation will 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.

¹ The fact 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.

<u>Code</u>	<u>Description</u>
EH	No duplicate billing. Duplicate summary billing record was not reported to Treasury.
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.

<u>Code</u>	<u>Description</u>
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)
DR	IMM directed returns under the Asset Visibility (Procurement Offset) Program
EP	Bill at Exchange Price
HM	Hazardous materials.
HW	Hazardous waste disposal services.
LR	IMM directed Lateral Redistributions
QD (Note that this code was added to MILSBILLS in the last issue without having been formally staffed)	Bill to adjust the amount previously billed do to approval of a PQDR.
RB	Credit Bill to reverse a Delta Bill (DB) under Exchange Pricing
SC	Credit Bill for Serviceable Credit under Exchange Pricing
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.
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 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 DLA Transaction Services the identity of the activity to receive the billing reply and status.

<u>Code</u>	<u>Description</u>
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 the standard unit price indicated is not the actual billing unit price used. The actual billing unit price is equal to the billing amount divided by the quantity.

<u>Code</u>	<u>Description</u>
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 DOC ID FA1, indicates that this is an additional charge for non-return of a Depot Level Repairable carcass. When used on DOC ID 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
GSA CUSTOMER SUPPLY CENTER CODES

NUMBER OF CHARACTERS: Two
TYPE OF CODE: Numeric
EXPLANATION: Codes identifying GSA customer supply centers.

<u>Code</u>	<u>Location</u>
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 Aeriene 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

<u>Code</u>	<u>Location</u>
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

<u>Code</u>	<u>Location</u>
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 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
78	U.S. Army Mannheim Spinelli Barracks, Building 1536 Am Aubuckel 68259 Mannheim, Germany

<u>Code</u>	<u>Location</u>
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
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

<u>Code</u>	<u>Location</u>
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.

<u>Code</u>	<u>Information Conveyed</u>
H	Hazardous Waste Disposal Services
R	Exact reversal of a previously submitted and erroneous summary billing record.
X	Denoted DLA Transaction Services provided copy ¹ of an interfund bill.

¹ DAASC routes and retains copies of billing originated at a billing office. Bills retrieved by DAASC 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 DoD 4000.25-1-M (reference (N)) and is used to designate the bill-to and ship-to (or ship-from in the case of DI code FT_ and FD_ records) activities. The descriptions shown below are presented in an abbreviated form, refer to MILSTRIP (reference (N)) if additional information is needed.

<u>Code</u>	<u>Bill-To</u>	<u>Ship-To/From</u>
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

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 is prescribed by other DoD publications and not re-published this manual.

<u>CODE</u>	<u>AUTHORITATIVE SOURCE</u>
Asset Transaction Status	DoD 4000.25-1-M (reference (h))
CommRI	ACP 117 (reference (l))
Content Indicator	JANAP 128
Delivery Source	Chapter 8, Volume 15, DoD 7000.14-R (reference (c))
DoD Activity Address	DoD 4000.25-6-M (reference (i))
FMS Country	DoD 5105.38-M
Media and Status	DoD 4000.25-1-M (reference (h))
Mode/Method	Volume I, DoD 4500.32-R
Routing Identifier	DoD 4000.25-1-S1 (reference (n))
Service/Agency	DoD 4000.25-1-M (reference (h))
Stock Fund or Non Stock Fund	Chapter 8, Volume 15, DoD 7000.14-R (reference (c))
Transportation Bill	Chapter 8, Volume 15, DoD 7000.14-R (reference (c))
Type of Assistance	DoD 5105.38-M
Unit of Issue ¹	DoD 4000.25-1-M (reference (h))

¹ Also referred to as the Unit of Measurement Code

AP3. APPENDIX 3

VERIFICATION OF FUNDS AVAILABILITY REPLY

STAFFING NOTE: The Verification of Funds Availability Reply format is still valid, but is proposed to be available via the URL provided in chapter 7, rather than published in a separate appendix.

RECORD FORMATS

<u>APPENDIX</u>	<u>DI CODE(s)</u>	<u>TITLE</u>
AP3.1.	FAE FAF	Request for Adjustment of Non-Fuel Billing Follow-up on Request for Adjustment of Non-Fuel Billing Available at: http://www2.dla.mil/j-6/dlmso/elibrary/Manuals/MILSBILLS/word/032-AP3.01.doc
AP3.2.	FAR FAS	Reply to Request for Adjustment of Non-Fuel Billing Response to Follow-up on Request for Adjustment of Non-Fuel Billing Available at: http://www2.dla.mil/j-6/dlmso/elibrary/Manuals/MILSBILLS/word/033-AP3.02.doc
AP3.3.	FA1, GA1 FA2, GA2	Billing for Issue from Stock (Charge) Billing for Issue from Stock (Credit) Available at: http://www2.dla.mil/j-6/dlmso/elibrary/Manuals/MILSBILLS/word/034-AP3.03.doc
AP3.4.	FB1, GB1 FB2, GB2	Billing for Direct Delivery of Stocked Items Charge) Billing for Direct Delivery of Stocked Items (Credit) Available at: http://www2.dla.mil/j-6/dlmso/elibrary/Manuals/MILSBILLS/word/035-AP3.04.doc
AP3.5.	FCA	Fund Code to Appropriation Update Record Available at: http://www2.dla.mil/j-6/dlmso/elibrary/Manuals/MILSBILLS/word/036-AP3.05.doc
AP3.6.	FCB	Fund Code to Billed Office DoDAAC Update Available at: http://www2.dla.mil/j-6/dlmso/elibrary/Manuals/MILSBILLS/word/037-AP3.06.doc

<u>APPENDIX</u>	<u>DI CODE(s)</u>	<u>TITLE</u>
AP3.7.	FCT	Text Header Record: Fund Code Related Changes to DLA Transaction Services Available at: http://www2.dla.mil/j-6/dlmso/elibrary/Manuals/MILSBILLS/word/038-AP3.07.doc
AP3.8.	FC1, GC1	Billing for Decentralized, Noncatalogued, and Nonstocked Items (charge)
	FC2, GC2	Billing for Decentralized, Noncatalogued, and Nonstocked Items (Credit) Available at: http://www2.dla.mil/j-6/dlmso/elibrary/Manuals/MILSBILLS/word/039-AP3.08.doc
AP3.9.	FDE FDF	Request for Summary Level Billing Adjustment Follow-up on Request for Summary Level Billing Adjustment Available at: http://www2.dla.mil/j-6/dlmso/elibrary/Manuals/MILSBILLS/word/039-AP3.09.doc
AP3.10.	FDR FDS	Reply to Request for Summary Level Billing Adjustment Response to Follow-up on Request for Summary Level Billing Adjustment Available at: http://www2.dla.mil/j-6/dlmso/elibrary/Manuals/MILSBILLS/word/040-AP3.10.doc
AP3.11.	FD1, GD1 FD2, GD2	Credit for Excess Materiel Return (Reversal) Credit for Excess materiel Return (No Charge) Available at: http://www2.dla.mil/j-6/dlmso/elibrary/Manuals/MILSBILLS/word/041-AP3.11.doc
AP3.12.	FE3, GE3 FE4, GE4	Notice of Nonreimbursable Issue Notice of Nonreimbursable issue (reversal) Available at:
AP3.13.	FF1, GF1 FF2, GF2	Billing for DoD Dependent School Supplies (Charge) Billing for DoD Dependent School Supplies (Credit) Available at: http://www2.dla.mil/j-6/dlmso/elibrary/Manuals/MILSBILLS/word/042-AP3.12.doc
AP3.14.	FG1, GG1 FG2, GG2	GSA Customer Supply Center Billing (Charge) GSA Customer Supply Center Billing (Credit) Available at: http://www2.dla.mil/j-6/dlmso/elibrary/Manuals/MILSBILLS/word/044-AP3.14.doc

<u>APPENDIX</u>	<u>DI CODE(s)</u>	<u>TITLE</u>
AP3.15.	FJE FJF	Request for Adjustment of Fuel Billing Follow-up on Request for Adjustment of Fuel Billing Available at: http://www2.dla.mil/j-6/dlmso/elibrary/Manuals/MILSBILLS/word/045-AP3.15.doc
AP3.16.	FJR FJS	Reply to Request for Adjustment of Fuel Billing Reply to Follow-up on Request for Adjustment of Fuel Billing Available at: http://www2.dla.mil/j-6/dlmso/elibrary/Manuals/MILSBILLS/word/046-AP3.16.doc
AP3.17.	FJ1, GJ1 FJ2, GJ2	Billing for Bulk Petroleum (Charge) Billing for Bulk Petroleum (Credit) Available at: http://www2.dla.mil/j-6/dlmso/elibrary/Manuals/MILSBILLS/word/047-AP3.17.doc
AP3.18.	FL1, GL1 FL2, GL2	Retail Loss Allowance - Credit Reversal Retail Loss Allowance - Credit Available at: http://www2.dla.mil/j-6/dlmso/elibrary/Manuals/MILSBILLS/word/048-AP3.18.doc
AP3.19.	FN1, GN1 FN2, GN2	Accessorial and Other Miscellaneous Billings (Charge) Accessorial and Other Miscellaneous Billings (Credit) Available at: http://www2.dla.mil/j-6/dlmso/elibrary/Manuals/MILSBILLS/word/049-AP3.19.doc
AP3.20.	FP1, GP1 FP2, GP2	Billing for Into-Plane Issues (Charge) Available at: http://www2.dla.mil/j-6/dlmso/elibrary/Manuals/MILSBILLS/word/050-AP3.20A.doc Billing for Into-Plane Issues (Credit) Available at: http://www2.dla.mil/j-6/dlmso/elibrary/Manuals/MILSBILLS/word/051-AP3.20B.doc
AP3.21.	FQ1, GQ1 FQ2, GQ2	Billing for Transportation (Charge) Billing for Transportation (Credit) Available at: http://www2.dla.mil/j-6/dlmso/elibrary/Manuals/MILSBILLS/word/052-AP3.21.doc
AP3.22.	FR1, GR1 FR2, GR2	Billing for Export Transportation (Charge) Billing for Export Transportation (Credit) Available at: http://www2.dla.mil/j-6/dlmso/elibrary/Manuals/MILSBILLS/word/053-AP3.22.doc

<u>APPENDIX</u>	<u>DI CODE(s)</u>	<u>TITLE</u>
AP3.23.	FS1, GS1 FS2, GS2	Summary Billing Record (Net Charge) Summary Billing Record (Net Credit) Available at: http://www2.dla.mil/j-6/dlmso/elibrary/Manuals/MILSBILLS/word/054-AP3.23.doc
AP3.24.	FTB	Reply to Follow-up for Materiel Return Program Credit Available at: http://www2.dla.mil/j-6/dlmso/elibrary/Manuals/MILSBILLS/word/055-AP3.24.doc
AP3.25.	FTP	Follow-up for Materiel Return Program Credit Available at: http://www2.dla.mil/j-6/dlmso/elibrary/Manuals/MILSBILLS/word/056-AP3.25.doc
AP3.26.	FU1, GU1 FU2, GU2	Progress Payment (Charge) Progress Payment (Recoupment) Available at: http://www2.dla.mil/j-6/dlmso/elibrary/Manuals/MILSBILLS/word/057-AP3.26.doc
AP3.27.	FW1, GW1 FW2, GW2	Cash Discounts (Charge) Cash Discounts (Credit) Available at: http://www2.dla.mil/j-6/dlmso/elibrary/Manuals/MILSBILLS/word/058-AP3.27.doc
AP3.28.	FX1, GX1 FX2, GX2	Trade, Quantity, and Other Allowances (Charge) Trade, Quantity, and Other Allowances (Credit) Available at: http://www2.dla.mil/j-6/dlmso/elibrary/Manuals/MILSBILLS/word/059-AP3.28.doc
AP3.29.	QB1	Request for Retransmission of Bill (Copy) Available at: http://www2.dla.mil/j-6/dlmso/elibrary/Manuals/MILSBILLS/word/060-AP3.29.doc