



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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July 17, 2014

MEMORANDUM FOR FINANCE PROCESSS REVIEW COMMITTEES (PRC)

SUBJECT: Approved Defense Logistics Management Standards (DLMS) Change (ADC) 1134,
Administrative Corrections to MILSBILLS (Finance)

The attached changes to Defense Logistics Manual (DLM) 4000.25, Defense Logistics Management System (DLMS), is approved for implementation.

Addressees may direct questions to Mr. Robert Hammond, Chair, Finance PRC, email finance@hq.dla.mil. Others must contact their Component/Agency designated representative shown at : <https://www2.dla.mil/j-6/dlms0/CertAccess/SvcPointsPOC/allpoc.asp>. (DOD Common Access Card restricted).

A handwritten signature in black ink, appearing to read "Donald C. Pipp", is positioned above the typed name.

DONALD C. PIPP
Director
Defense Logistics Management
Standards Office

Attachment
As stated

cc:
ODASD (SCI)

Attachment to ADC 1134, Administrative Corrections to MILSBILLS

1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION:

a. Technical POC: Defense Logistics Management Standards Office (DLMSO)

b. Functional POC: Finance: Robert Hammond, Chair, Finance PRC, email: finance@hq.dla.mil

2. FUNCTIONAL AREAS: Finance

3. REFERENCES:

a. [Document Identifier Code \(DIC\) FJR/FJS](#), Request for Adjustment of Fuel Billing & Adjustment

b. [Approved DLMS Change \(ADC\) 469](#), Consolidating MILSBILLS into DLMS Volume 5, Finance (Finance/MILSBILLS), Staffed February 23, 2012.

c. Defense Logistics Manual (DLM) 4000.25, Volume 4, Military Standard Billing System - Finance

4. REQUESTED CHANGE(S):

a. Brief Overview: 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.

b. Background:

(1) As part of researching a billing issue for DLA Energy, the Finance Process Review Committee Chair noted that the legacy DIC FJR/FJS format has a typographical error related to the quantity field. There is no known misinterpretation of the quantity field resulting from this typographical error.

(2) ADC 469 (reference 3.b.) merged the legacy Military Standard Billing System (MILSBILLS) with the DLMS Finance volume into a consolidated MILSBILLS – Finance volume of DLM 4000.25 (reference 3.c.). The merged document contains unnecessarily duplicative or incomplete verbiage which this ADC seeks to address.

c. Requested Change in Detail:

(1) In DLM 4000.25, Volume 4, fix the typographical errors as documented in section 4.d. below.

(2) For all the legacy DIC formats mentioned in Appendix 3 of DLM 4000.25, Volume 4, apply consistent style guide rule for spelling out the first occurrence of acronyms.

d. Revisions to DLM 4000.25 Manuals:

(1) Fix the quantity field of legacy DIC FJR/FJS to be record positions 23 through 29 vice 23 through 39 and apply updated DLM 4000.25 style guide rules for acronyms in the field legend, as follows:

DIC FJR/FJS FORMAT
REPLY TO REQUEST FOR ADJUSTMENT OF FUEL
BILLING AND
REPLY TO FOLLOW-UP ON REQUEST FOR
ADJUSTMENT OF FUEL BILLING

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier Code	1-3	Enter FJR to reply to initial or cancellation request. FJS to reply to follow-up request.
Routing Identifier Code	4-6	Perpetuate from the request (DIC codes FJE, FJF).
Recipient of Billing Status Code	7	Perpetuate from the request.
Stock Number	8-20	Perpetuate from the request.
Blank	21-22	Leave blank.
Quantity	23- 39 29	Perpetuate from the request.
Document Number	30-43	Perpetuate from the request.
Suffix Code	44	Perpetuate from the request.
Supplementary	45-50	Perpetuate from the request.
Signal Code	51	Perpetuate from the request.
Fund Code	52-53	Perpetuate from the request.
Bill Number	54-58	For billing status codes AI and DD, enter the bill number under which the adjustment or bill was processed. Otherwise, perpetuate from the request.

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
Billing Status Code	59-61	Enter: 59 Blank or character significant to the billing office. 60-61 Appropriate billing status code.
Day of the Year	62-64	Enter the Julian day of the year the response is prepared. Note: The response must be forwarded within three calendar days of this day.
Amount	65-73	For billing status codes AI and DD, 65-67. Enter the year and month of credit of the bill in question. 68-79. Leave blank. Otherwise enter the adjustment amount.
Unit Price	74-80	Perpetuate from the request

(2) Apply DLM 4000.25 style guide rules for spelling out first occurrence of acronyms to the other MILSBILLS legacy DIC formats listed in DLM 4000.25, Appendix 3.

(3) In DLM 4000.25, Volume 4, Chapter 3, apply latest style guidance and remove duplicative C3.3.1 as follows:

“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 ~~shall~~ **must** be prepared in accordance with Chapter 4.

~~C3.3.1. Billed offices shall review all charges to ensure that billed items were ordered and that obligations are adjusted when appropriate. All credits shall be reviewed to ensure that they are warranted and correct. Billed offices shall 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~~ **must** be recorded as obligations, funds disbursed, and expenses.”

(4) In DLM 4000.25, Volume 4, Chapter 4, apply latest style guidance and clarify that the penultimate sentence of paragraph C4.10.1.4 is talking about “U” also being carried as a utilization code in DLMS as shown:

“C4.10.1.4. The original MILSTRIP requisition number is included on the PQDR or SDR. When the original requisition number cannot be identified, the originating or screening point must include a constructed 14 position MILSTRIP

document number using the originating 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 F123453175U001. **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."

e. Alternatives: None identified.

5. REASON FOR CHANGE: Reduce potential confusion caused by error or inconsistent content.

6. ADVANTAGES AND DISADVANTAGES:

a. Advantages: Reduces potential for implementation errors.

b. Disadvantages: None identified.

7. ESTIMATED TIME LINE/IMPLEMENTATION TARGET: Release of next MILSBILLS change.

8. ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE: None identified.

9. IMPACT:

a. DLMS Data Elements/LOGDRMS: None.

b. Automated Information Systems (AIS): None.

c. DLA Transaction Services: None.