



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100

CH 3
DoD 4000. 25-7-M

DLSSO-CB

CHANGE NO. 3
DoD 4000. 25-7-M

4 Nov 86

MILITARY STANDARD BILLING SYSTEM

I. DoD 4000.25-7-M, 30 Jan 85, is changed as follows:

Remove pages listed below and insert revised pages. Changes are indicated by marginal lines.

<u>Remove Old</u>	<u>Insert New</u>
iii and iv	iii and iv
xiii	xiii and xiv
1-7 thru 1-10	1-7 thru 1-10
2-1 thru 2-4	2-1 thru 2-4
2-7 thru 2-14	2-7 thru 2-14
3-1	3-1
4-1 and 4-2	4-1 and 4-2
4-11 and 4-12	4-11 thru 4-13
6-3	6-3
A2-1	A2-1
A14-1	A14-1
B11-1 and B11-2	B11-1 and B11-2
B12-1 and B12-2	B12-1 and B12-2
B14-1 and B14-2	B14-1 and B14-2
B17-1	B17-1 and B17-2
C14-1 and C14-2	C14-1 and C14-2
C15-1 and C15-2	C15-1 and C15-2
C33-1 and C33-2	C33-1 and C33-2

II. The following approved **MILSBILLS** changes are included in this change:

A. AMCL 27, which revises the criteria for validating bill-to offices and fund codes.

B. AMCL 28, which adds a LIDS Report: Interfund Bills by Route-to Comm RI Code.

C. AMCL 30, which facilitates processing of billings for into-plane issues when the bill-to office cannot be readily identified.

D. AMCL 31A, which adds the FMS country code to the summary billing record and provides for charging the FMS trust account when the fund code is invalid on FMS requisitions.

E. AMCL 32, which revises the year/month fields on the summary billing record.

F. AMCL 33, which adds a new Billing Status Code AM which is related to returns" of discrepant materiel.

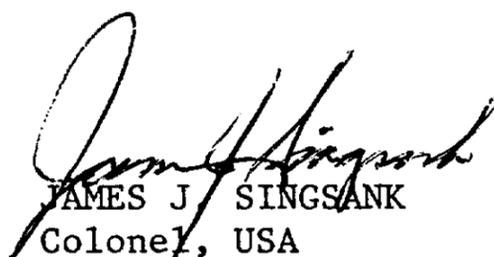
G. AMCL 37, which changes the fund code assigned for accessorial cost billings to the Army.

H. AMCL 38, which clarifies the military department authority to write off FMS discrepancies against the FMS Administrative Fund.

I. PMCL 46, which administratively documents additional information provided by GSA on transportation and cash discount detail billing records.

III. This change sheet will be filed in front of the publication for reference purposes, after changes have been made.

BY ORDER OF THE DIRECTOR


JAMES J. SINGSANK
Colonel, USA
Staff Director, Administration

DISTRIBUTION

Defense Logistics Agency: 3

Army: C - Active Army, **USAR, ARNG:** To be distributed in accordance with
DA Form 12-9A, requirements for AR, Financial Administration

Navy: Navy Standard Distribution List E2F (Code **NAFC-521**)

Air **Force:** F

Marine Corps: A-45

TABLE OF CONTENTS

	<u>Page</u>
FOREWORD	i
TABLE OF-CONTENTS	iii
FIGURES	vii
ACRONYMS AND ABBREVIATIONS	ix
REFERENCES	xiii
DEFINITIONS AND TERMS	xv
 CHAPTER 1 - ADMINISTRATIVE AND GENERAL	
A. Authority	1-1
B. Purpose	1-1
C. Applicability	1-1
D. Policy	1-1
E. Responsibilities	1-2
F. Focal Point Committee	1-6
G. Publication of the Manual	1-7
H. Proposed Changes	1-9
I. Approved Changes	1-10
J. Supplemental Procedures	1-11
K. Quarterly Status Review	1-11
L. Semiannual Implementation Status Report (RCS: DD-A&L(Q&SA)1419)	1-11
M. Noncompliance with Prescribed MILSBILLS Procedures and Other Unresolved Problems	1-12
N. Minimize Conditions	1-12
O. Simulated Mobilization Exercise	1-12
 CHAPTER 2 - BILLING PROCEDURES	
A. Billing Policies	2-1
B. Criteria for Billing	2-1
C. Preparation of Bills	2-2
D. Retail Loss Allowance	2-4
E. Into-Plane Fuel Sales	2-8
F. Automotive Vehicles	2-9
G. Optional Billing Procedure for Fresh Fruits and Vegetables	2-9
H. Billing for Accessorial and Administrative Costs	2-10
I. Billing for Progress and Advance Payments	2-12
J. Correction of Erroneous Billings	2-13
K. Cancellations	2-13
L. Retention of Billing Records	2-13
M. Routing and Retention of Interfund Bills by the DAASO	2-13

	<u>Page</u>
CHAPTER 3 - PROCESSING AND PAYMENT OF BILLS	
A. Payment of Noninterfund Bills	3-1
B. Processing Interfund Bills	3-1
C. Adjustments	3-1
CHAPTER 4 - ADJUSTMENT PROCEDURES	
A. Requesting Adjustments	4-1
B. Canceling or Amending Requests for Adjustment	4-2
C. Followup on Unanswered Requests for Adjustment or MRP Credit	4-2
D. Processing Adjustments and Requests for Adjustment or MRP Credit	4-3
E. Incomplete Bill Procedures	4-4
F. Billing Status Procedures	4-4
G. Bill Copy Procedures	4-5
H. Request Rebilling Under Noninterfund Procedures	4-6
I. Adjustments for Discrepancy Reports	4-6
J. Adjustments for Billing Errors	4-7
K. Adjustments for Change Notices	4-11
L. Adjustments for FMS Discrepancies and Billing Errors	4-12
M. Credits for Excess Reports (Materiel Returns Program)	4-13
N. Disputed Responses to Requests for Adjustment	4-13
CHAPTER 5 - INTERFUND BILLING SYSTEM PROCEDURES	
A. Policy	5-1
B. Principles of the Interfund Billing System	5-1
C. Preparation of Interfund Bills	5-2
D. Interfund Reports	5-2
E. Statement of Interfund Transactions	5-2
F. Service or Agency Level Interfund Procedures	5-9
CHAPTER 6 - LOGISTICS INFORMATION DATA SERVICES REPORTS	
A. General	6-1
B. Billing Adjustments by Billing Office	6-1
C. Interfund Bills by Billing Office	6-2
D. Interfund Bills by Billed Office	6-2
E. Interfund Bills Rejected by DAASO	6-2
F. Interfund Bill Retransmission Requests	6-2
G. Interfund Bills by Route-To Comm RI Code	6-3
APPENDIX A - CODES	
A1 Document Identifier	A1-1
A2 Fund	A2-1
A3 Billing Advice	A3-1
A4 Billing Status	A4-1

REFERENCES

- (a) DoD Directive 4000.25, "Administration of Defense Logistics Standard Systems."
- (b) DoD 4000.25-7-s1, "Fund Code Supplement to MILSBILLS," authorized by DoD Directive 4000.25.
- (c) DoD 5025.1-M, "DoD Directives System Procedures," authorized by DoD Directive 5025.1.
- (d) DoD 7110.3-M, "Budget and Fiscal Coding Manual of the Office of the Secretary of Defense," authorized by DoD Instruction 7110.3.
- (e) DoD 4000.25-D, "Department of Defense Activity Address Directory" authorized by DoD Directive 4000.25.
- (f) DoD 7420.13-R, "Stock Fund Operations," authorized by DoD Directive 7420.13.
- (g) DoD Instruction 7220.9, "DoD Accounting Policy."
- (h) DoD Instruction 7420.12, "Billing, Collection, and Accounting for Sales of Materiel from Supply System Stock."
- (i) DoD 7220.9-M, "Department of Defense Accounting Manual," authorized by DoD Directive 7220.9.
- (j) "Department of Treasury Financial Management Manual."
- (k) "DoD Supplement" to the Federal Acquisition Regulation."
- (l) DoD Instruction 7510.4, "Uniform Policy for Charging Accessorial and/or Administrative Costs Incident to Issues, Sales, and Transfers of Materials, Supplies, and Equipment."
- (m) Title 31, United States Code, Section 686a.
- (n) DoD 7290.3-M, "Foreign Military Sales Financial Management Manual," authorized by DoD Instruction 7290.3.
- (o) DLAR 4140.60/AR 12-12/NAVMATINST 4355.72B/AFR 67-7/MCO 4140.1D, "Processing Discrepancy Reports Against Foreign Military Sales Shipments."
- (p) AR 55-38/NAVSUPINST 4610.33C/AFR 75-18/MC(') P4610.19D/DLAR 4500.15, "Reporting of Transportation Discrepancies in Shipments."
- (q) DLAR 4140.55/AR 735-11-2/NAVMATINST 4355.73B/AFR 400-54/MCO 4430.3H, "Reporting of Item and Packaging Discrepancies."
- (r) DLAR 4155.24/AR 702-7/NAVMATINST 4855.8D/AFR 74-6/MCO 4855.5D, "Reporting of Product Quality Deficiencies Across Component Lines."
- (s) DoD 4140.17-M, "Military Standard Requisitioning and Issue Procedures," authorized by DoD Directive 4000.25.
- (t) DoD 4000.25-10-M, "Defense Automatic Addressing System (DAAS)," authorized by DoD Directive 4000.25.
- (u) Joint Chiefs of Staff Allied Communications Publication 117.
- (v) Joint Chiefs of Staff Joint Army, Navy, and Air Force Allied Publication 128.
- (w) Volume 1 of DoD 4500.32-R, "Military Standard Transportation and Movement Procedures," authorized by DoD Directive 4000.25.
- (x) Supplement No. 1 to DoD 4140.17-M, "MILSTRIP Routing Identifier" and Distribution Codes," authorized by DoD Directive 4000.25.

- (y) DoD 5105.38-M, "Security Assistance Management Manual," authorized by DoD Directive 5105.38.
- (z) Volume 10, "Multiple Application **References/Instructions/Tables** and Grids," of DoD 4100.39-M, "Defense Integrated Data System Procedures Manual."