DoD 4000.25-7-M
May 2007

MILSBILLS

MILitary
Standard
Billing
System

DEPARTMENT OF DEFENSE
OFFICE OF THE UNDER SECRETARY OF DEFENSE
(ACQUISITION, TECHNOLOGY, AND LOGISTICS)

May 15, 2007

DLMSO

FOREWORD

This manual is reissued under the authority of DoD Directive 4140.1, Supply Chain Materiel Management Policy. Its purpose is to provide uniform procedures, formats, and codes governing the interchange of information for materiel in the inventory control and distribution systems of the DoD and other participating Agencies.

This publication constitutes a complete revision of the Military Standard Billing System (MILSBILLS), March 2004[1]. In addition to incorporating Approved Defense Logistics Management System Changes (ADCs), this reissue includes general editorial and administrative changes. Changes from the previous edition are indicated in ***boldface italics***.

The provisions of this manual are effective immediately and apply to the Office of the Secretary of Defense, the Military Departments, the Organization of the Joints Chiefs of Staff, the Unified and Specified Commands, the Defense Agencies and, by agreement, to the General Services Administration, and the US Coast Guard Agencies and others participating in the MILSBILLS (hereafter referred to collectively as "Components").

This manual and related documents are published electronically at: http://www.dla.mil/j-6/dlmso/eLibrary/Manuals/MILSBILLS/Default.asp.

BY ORDER OF THE DIRECTOR

/ *signed* /
PATRICK F. DULIN
Director
DLA Enterprise Support

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[1] This DoD publication supersedes the basic DoD 4000.25-7-M, MILBILLS, March 31, 2004. It incorporates Interim Changes 00-1 and 02-2, and ADCs 110D, 110E, and 143. The ADCs are published electronically at http://www.dla.mil/j-6/dlmso/eLibrary/Changes/approved3.asp.

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REFERENCES

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(a) ***DoD Directive 4140.1, "Supply Chain Materiel Management Policy."***

(b) DoD 4140.1-R, "DoD Supply Chain Materiel Management Regulation"

(c) DoD 7000.14-R, "Department of Defense Financial Management Regulation (FMR)"

(d) Federal Information Processing Standards (FIPS) Publication 161-2, "Announcing the Standard for Electronic for Electronic Data Interchange (EDI)."

(e) DoD 4000.25-M, "Defense Logistics Management System (DLMS)," March 2003

(f) Foreign Assistance Act

(g) DoD 4160.21-M, "Defense Materiel Disposition Manual," August 1997

(h) ***DoD 4000.25-1-M, "MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES (MILSTRIP) MANUAL***

(i) DoD 4000.25-6-M, "Department of Defense Activity Address Directory (DoDAAD)," Database Updated on Web

(j) Defense Federal Acquisition Regulation Supplement (DFARS)

(k) DoD Instruction 7420.12, "Billing, Collection, and Accounting for Sales of Materiel from Supply System Stock," March 10, 1977

(l) ACP 117, Allied Routing Indicator Book

(m) DoD 4000.25-10-M, "Defense Automatic Addressing System (DAAS)," October 20, 2003

(n) ***DoD 4000.25-1-S1, "MILSTRIP Routing Identifier and Distribution Codes,"*** **April 28, 2004, Appendix 2, Data Elements And Codes As Amended Change 1***

(o) DoD 5025.1-M, "DoD Directives System Procedures," March 5, 2003

(p) Standard Form 1080, Voucher For Transfers Between Appropriations and/or Funds

(q) GSA Form 789, Statement, Voucher and Schedule of Withdrawals and Credits

(r) DD Form 1155, Orders For Supplies or Services

(s) DD Form 645A, Foreign Military Sales Billing Statement

(t) DD Form 1400, Statement of Inter-fund Transactions

(u) DD Form 1400m, Statement of Inter-fund Transactions (EAM)

DEFINITIONS AND TERMS

ACCESSORIAL COSTS. Certain expenses incident to issues, sales and transfers of materiel. They are defined to include:

packing, handling, and crating costs;
transportation costs;
port loading and unloading costs; and
positioning costs.

ADJUSTMENT REQUESTS. Data forwarded to billing offices to request and provide information necessary for adjustment of billings. Adjustment requests also include follow-ups for adjustments for validated discrepancy reports and promised materiel return program credits.

ADMINISTRATIVE ADJUSTMENT REQUESTS. Requests for actions related to billings which do not involve monetary adjustment. Requests for billing status and copies of billings are examples of administrative adjustment requests.

ADMINISTRATIVE COSTS. General overhead expenses and other costs in operating the DoD or GSA logistics system that are incident to the issue, sale, or transfer of materiel and not included in the price of the materiel or as an accessorial cost.

ADVANCE PAYMENT. Amounts paid for materiel in advance of performance or delivery of the materiel. Amounts paid for other purposes in advance of the time the amounts are earned by the payee.

BILL. A statement of the amounts owed for the transfer or sale of materiel and for the performance of services incident to the transfer.

BILL NUMBER. An alpha or numeric identifier assigned by the billing office to identify a bill. The bill number is unique to the billing office DoDAAC and may not be duplicated within a calendar year.

BILLED OFFICE. The office responsible for charges. The TAC 3 of the billed DoDAAC or the billing CommRI for electronically submitted bills is the payment office for the billed office (TAC 1 of the billed DoDAAC).

BILLED ERROR. An error in a bill, at the bill or detail billing record level, that has one or more of the following characteristics:

duplicates a previous bill or detail record,

contains an error in amount,

assigns the wrong billed office; that is, designates the billed office in a manner which violates the requirements of MILSBILLS,

was not billed under the proper method (noninterfund versus interfund), or

should not have been billed; for example, was nonreimbursable, the requisition was cancelled, or accessorial charge was inappropriate.

BILLING OFFICE. The office identified as preparing a bill for materiel and services subject to the requirements of MILSBILLS or DLMS; that is, the seller or reimbursable office. Note, the billing office may delegate the actual billing preparation and submission to others.

BUYER OFFICE. The office chargeable for a reimbursable order billed under MILSBILLS, DLMS, or interfund procedures. The TAC 1 of the billed office DoDAAC.

CENTRAL ACCOUNTS OFFICE. A central accounts office is an office that is authorized to report interfund and other disbursement data to the Department of the Treasury.

CONSTRUCTIVE DELIVERY. The delivery of materiel to a commercial carrier, freight forwarder, United States or international post office, or customer at point of production, storage, or test. Delivery is evidenced by completed copies of shipping documents, MILSTRIP materiel shipment status or shipping documents, drop from inventory, or a list of deliveries in a post office.

CONUS. The Continental United States is comprised of the 48 contiguous states and the District of Columbia.

DEFENSE LOGISTICS MANAGEMENT SYSTEM. A broad base of business rules to include uniform policies, procedures, time standards, transactions, and data management designed to meet DoD's requirements for total logistics support. The DLMS is founded upon ANSI ASC X12 EDI and will be expanded to support emerging EB/EC capabilities such as: data sharing, automated identification technology, object-oriented user interfaces, electronic malls, web-based technology, and electronic funds transfer, as appropriate.

DEFENSE LOGISTICS STANDARD SYSTEMS. A broad base of logistics transactions and standards consisting of fixed-length DoD-unique standards designed to meet DoD's requirements for logistics support. The systems, also known as, "The MILS" are:

DAAS	Defense Automatic Addressing System
DoD LOGDESMAP	DoD Logistics Data Element Standardization and Management Program
DoDAAD	DoD Activity Address Directory
MAPAD	Military Assistance Program Address Directory
MILSBILLS	Military Standard Billing System
MILSCAP	Military Standard Contract Administration Procedures
MILSTAMP	Military Standard Transportation and Movement Procedures
MILSTRAP	Military Standard Transaction Reporting and Accounting Procedures
MILSTRIP	Military Standard Requisitioning and Issue Procedures
SDRs	Supply Discrepancy Reports

DETAIL BILLING RECORD. The lowest level of detail in a bill. At this level of the bill, billings for materiel are identified by the document number. When more than one shipment is involved, the partial shipment, identified by a document number suffix, is the lowest level detail.

DISCREPANCY REPORT. A discrepancy report is any of the reports prescribed in DoD or joint Service or Agency publications for reporting item, transportation, or quality deficiencies. Examples of these reports are: SF 361, Transportation Discrepancy Report; SF 364, Report of Discrepancy; and SF 368, Product Quality Deficiency Report (Cat. II).

DROP FROM INVENTORY. Reduction of the quantitative inventory balance.

DUPLICATE BILL. An exact duplicate of previous bill or a bill supported entirely by duplicate billing records.

DUPLICATE DETAIL BILLING RECORD. A second or subsequent detail billing record for a single shipment.

FOREIGN MILITARY SALES. That portion of the United States security assistance authorized by the Arms Export Control Act, as amended. Within the Defense Logistics Standard Systems, FMS is identified by an FMS type of assistance code. The type of assistance code will be the 6th position of the MILSTRIP document number when the 1st position of the document number denotes security assistance; that is, it is B, D, K, P, or T.

FOREIGN ORIGIN. Those goods produced or manufactured in a foreign country located outside of the United States, its possessions, or Puerto Rico. It also includes those aforementioned which are physically located in bonded warehouse or foreign trade zones within the U.S., its possessions, or Puerto Rico, but it does not include foreign produced or manufactured goods which have otherwise been lawfully imported into the United States, its possessions, or Puerto Rico.

INTERFUND BILL. A bill processed under the interfund billing system. These bills are not only "bills" but notices to the billed office that funds have been disbursed and the bills "paid."

INTERFUND BILLING SYSTEM. Is a automated billing and fund transfer system. Under this system, a billing office forwards an automated billing comprised of detail billing records which describe the goods or services provided and a summary billing record which summarizes the details and provides the fund transfer information to the billed office. The fund transfer information is the information the seller asked his central accounts office to report to the U.S. Treasury) to a billed office. During the same month, the billing office, or its DFAS agent, advises its central accounts office of the interfund transfers (self-reimbursements) it has made. The central accounts office reports these transactions to the U.S. Treasury and to the central accounts office of the office whose funds have been disbursed. The billed office's central accounts office maintains a

suspense file at the detail billing record level to ensure that the charge is cleared. The billed office, or its DFAS agent, through processes defined by DFAS, clears interfund disbursements by either accepting the charge (the funds disbursed may be corrected at the time of acceptance) or taking action to have the billing office reverse the transfer.

LATERAL REDISTRIBUTION. The release and shipment of materiel from a post, camp, station, or base to another similar activity to satisfy a specific demand.

MILS. Same as the Defense Logistics standard Systems.

NONINTERFUND BILL. A bill that requires the billed office to pay by check or otherwise take actions to reimburse the billing office. Examples of these bills are those which are prepared on an SF 1080 Voucher For Transfers Between Appropriations and/or Funds, or, by GSA, on GSA Form 789, Statement, Voucher and Schedule of Withdrawals and Credits.

NONTRACEABLE SHIPMENT. A shipment by a mode or method wherein an audit trail between the various shipping elements and the consignee is not available or signed delivery receipts are not required from the consignee. Normally, shipments under mode/method codes, G, H, and 6 are considered nontraceable. Exceptions to the nontraceability of these three modes include registered mail, certified return receipt, etc. Accordingly, the shipping transportation office normally must make the nontraceability determination.

OTHER DoD COMPONENT. A DoD Component identified by a DoDAAC beginning with a Service/Agency code of "H."

PACKING, HANDLING, AND CRATING COSTS. Costs incurred for labor materiel, or services in preparing materiel for shipment from or between storage and distribution points.

PAYING OFFICE. The office identified by the TAC 3 of the billed office DoDAAC. If no TAC 3, then the buyer, the TAC 1 is the paying office.

PORT LOADING AND UNLOADING COSTS. Costs incurred for labor, materiel or services for loading, unloading, and handling at the ports of embarkation and debarkation.

POSITIONING COSTS. Costs incurred in pre-positioning items in the supply distribution system of a Military Department at locations outside the United States in anticipation of support to other authorized customers.

PREMIUM TRANSPORTATION. Transportation by other than conventional rail, motor, or water freight, or parcel post service (e.g., commercial air service, exclusive use of the vehicle).

PROGRESS PAYMENT. Amounts paid for goods or services, not yet delivered, to finance that portion on which performance has been completed.

REQUISITION. A customer order for materiel at the national stock number or equivalent level.

SUMMARY BILLING RECORD. A record, used in the interfund billing system, that summarizes the values of detail billing records and provides other information needed to support transfers of funds between appropriations.

TRANSPORTATION COSTS. Costs paid to common carriers or Government activities to move materiel within the transportation system..

VALIDATED DISCREPANCY REPORT. A discrepancy report in which the authorized processing point has both accepted for processing and confirmed or has reasonable reason to believe the discrepancy has occurred. For adjustment purposes, a SDR for nonreceipt is considered validated when nontraceability of the shipment is determined by the shipping office.

ACRONYMS AND ABBREVIATIONS

AAFES	Army & Air Force Exchange Service
ACP	Allied Communications Publication
ANSI	American National Standards Institute
ARFCOS	Armed Forces Courier Services
ASC	Accredited Standards Committee
BAC	Billing Advice Code
CAGE	Commercial and Government Entity
CAO	Central Accounts Office
CAS	Contract Administration Services
COE	Common Operating Environment
COMM RI	Communications Routing Identifier
CONUS	Continental United States
CSC	Customer Supply Center
CWT	Customer Wait Time
CDA	Central Design Activity
DAAS	Defense Automatic Addressing System
DAASC	Defense Automatic Addressing System Center
DAMES	DAASC Automated Message Exchange System
DBR	Detail Billing Record
DDP	Director, Defense Procurement
DESC	Defense Energy Support Center
DFAS	Defense Finance and Accounting Service
DFAS-CL	Defense Finance and Accounting Service - Cleveland Center
DFAS-DE	Defense Finance and Accounting Service - Denver Center

DFAS-IN	Defense Finance and Accounting Service - Indianapolis Center
DFAS-KC	Defense Finance and Accounting Service - Kansas Center
DFSP	Defense Fuel Support Point
DI	Document Identifier
DIELOG	DAASC Integrated E-mail Logistics
DII	Defense Information Infrastructure
DISN	Defense Information Systems Network
DIST CD	Distribution Code
DLA	Defense Logistics Agency
DLAI	Defense Logistics Agency Instruction
DLAR	Defense Logistics Agency Regulation
DLMS	Defense Logistics Management System
DLMSO	Defense Logistics Management Standards Office
DLSS	Defense Logistics Standard Systems
D***RM***O	Defense ***Reutilization and Marketing*** Office
DR***MS***	Defense Marketing and Reutilization S***ervice***
DoD	Department of Defense
DoDI	Department of Defense Instruction
DoDAAC	Department of Defense Activity Address Code
DoDAAD	Department of Defense Activity Address Directory
DUSD(L&MR)	Deputy Under Secretary of Defense, Logistics & Materiel Readiness
DSCA	Defense Security Cooperation Agency
DSN	Defense Switched Network
DTID	Disposal Turn-in Document
DTRA	Defense Threat Reduction Agency
FAA	Federal Aviation Administration
FMS	Foreign Military Sales

F.O.B.	Free On Board
FPMR	Federal Property Management Regulation
GCSS	Global Combat Support System
GSA	General Services Administration
ICP	Inventory Control Point
IMM	Integrated Materiel Manager
ISV	In-storage Visibility
JANAP	Joint Army, Navy, and Air Force Publication
MAPAC	Military Assistance Program Address Code
MILSBILLS	Military Standard Billing System
MILSCAP	Military Standard Contract Administration Procedures
MILSTRAP	Military Standard Transaction Reporting and Accounting Procedures
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MIPR	Military Interdepartmental Purchase Request
MRP	Materiel Returns program
NATO	North Atlantic Treaty Organization
no.	Number
NOAA	National Oceanic and Atmospheric Administration
NSN	National Stock Number
OSD	Office of the Secretary of Defense
OUSD(C)	Office of the Under Secretary of Defense (Comptroller)
PC&H	Packing, Crating, and Handling
PQDR	Product Quality Deficiency Report
PRC	Process Review Committee
RCS	Report Control Symbol
RI	Routing Identifier
SHAPE	Supreme Headquarters Allied Powers Europe

SDR	Supply Discrepancy Report
SF	Standard Form
TCP/IP	Transmission Control Procedure/Internet Protocol
TDR	Transportation Discrepancy Report
U/I	Unit of Issue
UN	United Nations
U.S.	United States
USA	United States Army
USAF	United States Air Force
USD(A&T)	Under Secretary of Defense (Acquisition and Technology)
USD(C)	Under Secretary of Defense (Comptroller)
USN	United States Navy
USMC	United States Marine Corps
WEBREQ	Web Requisitioning
WWW	World Wide Web

C1. CHAPTER 1.

ADMINISTRATIVE AND GENERAL

C1.1. REISSUANCE AND PURPOSE. This Manual implements DoD Directive 4140.1 (reference (a)) and DoD 4140.1-R (reference (b)) by providing the data elements, codes, standard procedures, and formats to be used for billing and related adjustments and collections for sales of materiel and related services. This Manual also provides standards, procedures, and formats prescribed for the Interfund Billing System. The procedures, formats, and other business rules contained in this manual are referred to collectively as the Military Standard Billing System (MILSBILLS).

C1.2. POLICY

C1.2.1. DoD 7000.14-R, (reference (c)) and DoD 4140.1-R (reference (b)) provide the primary DoD policies governing procedures in this manual.

C1.2.2. Federal Information Processing Standard (FIPS) 161-2 (reference (d)), such as American National Standards Institute (ANSI) Accredited Standards Committee (ASC) X12, shall be used for electronic business transaction exchanges in new and planned logistics business processes to include major modifications to existing legacy systems[1].

C1.2.3. MILSBILLS shall be circulated, as required, to the using levels of the DoD Components. The DoD Components or other organizations may issue supplementary procedures when additional instructions are required within their Component.

C1.2.4. Recommended revisions to MILSBILLS shall be coordinated with the DoD Components, the participating Agencies, foreign governments and industrial organizations, as required, and shall provide at a minimum the following information:

C1.2.4.1. Narrative description of the basic concept being proposed and reason therefore.

C1.2.4.2. Known interface and impact requirements with other standard logistics systems.

[1] The logistics electronic business transactions, data, and business rules prescribed in the Defense Logistics Management System (DLMS); that is, DoD 4000.25-M (reference (e)) satisfy the FIPS 161-2 (reference (d) requirement and has been developed to replace the DoD unique transactions and requirements prescribed by this and other Defense Logistics Standard Systems (DLSS). This and other DLSS publications shall be maintained during the transition to DLMS. DLMS, rather than DLSS must be incorporated into DoD logistics systems as part of ongoing modernization programs. MILSBILLS shall be deactivated with the DoD-wide implementation of DLMS. Relevant MILSBILLS procedures and policies shall be incorporated into DLMS. The primary difference, at least initially, between DLMS and MILSBILLS will be the move to ASC X12 based EDI rather than propriety DoD eighty character "MILS" standards used by MILSBILLS.

C1.2.4.3. Operational statement identifying known advantages and disadvantages resulting from the proposed revision, such as support of the Defense Information Infrastructure (DII) Common Operating Environment (COE) and the Global Combat Support System (GCSS).

C1.2.4.4. Proposed wording required for MILSBILLS, DLMS, and or other DoD publication or policy issuance affected by the proposal.

C1.2.4.5. Approved revisions shall be consolidated and scheduled for implementation, usually semi-annually to avoid continuous disruption of systems at operating levels. Urgent revisions shall be implemented on a priority basis. Implementation dates for approved revisions shall be coordinated with all the DoD Components and participating Agencies. When joint revision proposals are coordinated, one of the system administrators shall be designated as the office of primary responsibility for preparing the joint response.

C1.3. RESPONSIBILITIES.

C1.3.1. Responsibilities for DUSD(L&MR) and USD(C), as they apply to the DLMS and DLSS, are contained in DoD 4140.1-R (reference (b)).

C1.3.2. The Director of DLMSO receives policy guidance from the DUSD(L&MR) and the USD(C), as applicable. DoD 4140.1-R (reference (b)) provides the primary DoD policies governing procedures in this Manual. The DoD MILSBILLS System Administrator is assigned by the Director, DLMSO, as the DoD Focal Point responsible for administering MILSBILLS in accordance with the policy guidance of the DUSD(L&MR) and USD(C). The DoD MILSBILLS System Administrator also serves as the chairperson of the Finance PRC. The system administrator shall:

C1.3.2.1. Perform analysis and design functions, in coordination with the DoD Components and participating Agencies, to implement new or revised policy guidance, and to ensure the involvement of telecommunications planning in an integrated system design.

C1.3.2.2. Recommend system improvements and additional policy, as required, during development of procedures.

C1.3.2.3. Develop, publish, and maintain this Manual in a current status consistent with DoD 5025.1-M (reference (o)). This includes the responsibility to:

C1.3.2.3.1. Evaluate and coordinate proposed changes with the DoD Components and participating Agencies and furnish a copy of all change proposals to the DUSD(L&MR)/USD(C).

C1.3.2.3.2. Resolve issues concerning procedural matters within 90 calendar days after receipt of all comments from the DoD Components and participating Agencies. Issues affecting resources or policy shall be referred, together with comments of the commenter, and a recommendation of the system administrator, to the DUSD(L&MR)/USD(C) for decision.

C1.3.2.3.3. Make available to the DUSD(L&MR)/USD(C), and to the DoD Components, a status review of all change proposals which have not yet been approved for publication, or, if approved, have not been implemented. (Report Control Symbol (RCS) DD-AT&L(AR))1419 applies).

C1.3.2.3.4. Ensure compatibility of assigned systems. Coordinate, when appropriate, among other DLMSO PRC functional areas, with designated system administrators of other DoD logistics systems, and with related DoD logistics task groups. Attain compatibility among these systems and groups, when appropriate, before coordination with the DoD Components and participating Agencies.

C1.3.2.4. Ensure uniform implementation of MILSBILLS, consistent with DoDD 4140.1 (reference (a)), by taking action to:

C1.3.2.4.1. Review implementation plans and implementation dates of the DoD Components and make recommendations for improvements.

C1.3.2.4.2. Conduct periodic evaluations to determine effectiveness of the system

C1.3.2.4.3. Conduct reviews, through on-site visits, of selected system operational areas to determine conformance with, and evaluate the effectiveness of, MILSBILLS requirements and to interpret or provide clarification of MILSBILLS procedures.

C1.3.2.4.4. Report the findings and recommendations of evaluations and reviews, with comments of the DoD Components and participating Agencies concerned, to the DUSD(L&MR)/USD(C), as appropriate.

C1.3.2.4.5. Secure semiannually from the DoD Components status of implementation of approved system revisions. (RCS DD-A&T(Q&SA)1419 applies.)

C1.3.2.5. Participate in Finance PRC meetings. DLMSO shall conduct PRC meetings in accordance with procedures in DoD 4000.25-M (reference (e)), Volume 1.

C1.3.2.6. Review, evaluate, and recommend improvements to curricula of the DoD Component and participating Agency training schools offering MILSBILLS related courses.

C1.3.2.7. Help the DoD Component and participating Agency resolve problems, violations, and deviations that arise during system operations and that are reported to the system administrator. Refer unresolved matters to the DUSD(L&MR)/USD(C), as required, for resolution or corrective action.

C1.3.2.8. Review and coordinate with the DoD Components and participating Agencies all requests for system deviations and exemptions and make applicable recommendations to the DUSD(L&MR)/USD(C), as appropriate, based on fact-finding studies or analysis of accompanying justification.

C1.3.3. <u>Heads of the DoD Components and Participating Agencies shall</u>:

C1.3.3.1. Designate an office of primary responsibility for MILSBILLS to serve as the Component or Agency representative. Identify to the Chair person of the DLMS Finance PRC the name of a primary and alternate representative to serve on the DLMS Finance PRC (includes MILSBILLS functions). The office designated as primary responsibility for the DLMS Finance PRC shall:

C1.3.3.1.1. Serve as focal point for MILSBILLS and fulfill the responsibilities of, the Finance PRC.

C1.3.3.1.2. Participate in DLMS Finance PRC meetings, provide the DoD Component or participating Agency position on committee matters and have the authority to make decisions regarding procedural aspects. Finance PRC representatives are identified on the DLMSO website.

C1.3.3.1.3. Ensure continuous liaison with the Finance PRC Chair and with the other DoD Components and participating Agencies..

C1.3.3.1.4. Submit proposed MILSBILLS changes to the system administrator in accordance with section C1.5. Perform the initial evaluation of proposed changes that originate within the DoD Component or participating Agency and return such proposals with evaluation results.

C1.3.3.1.5. Perform initial evaluation of beneficial suggestions to MILSBILLS originating within the DoD Component or participating Agency. For suggestions considered worthy of adoption, submit a proposed MILSBILLS change to the system administrator for processing in the normal manner. The originator's PRC representative shall determine any awards using the normal DoD Component or participating Agency procedures.

C1.3.3.1.6. Develop and submit to the system administrator a single, coordinated DoD Component or participating Agency position on all proposed MILSBILLS changes within the time limit specified in the DoD 4000.25-M (reference (e)), Volume 1. When a proposed MILSBILLS change affects multiple functional areas, the chair person for the PRC identified in the proposal shall submit the single coordinated response.

C1.3.3.2. Do internal training to ensure timely and effective implementation and continued operation of MILSBILLS. Review, evaluate, and update, at least annually, curricula of internal training programs to ensure adequacy of training. Send a copy of initial and revised training curricula to the system administrator.

C1.3.3.3. Implement the approved MILSBILLS, and changes thereto. Provide the system administrator a semiannual status information on implementation of approved changes by May 30th and November 30th of each year.(RCS DD-A&T(Q&SA) 1419 applies.) Report information by May 1st and November 1st for each approved change. Begin reporting the first period following publication of the approved MILSBILLS change. Stop reporting after identifying the approved change as fully implemented. In the final report, cite the DoD Component or participating Agency implementing DoD Publication(s) and change number(s) and identify the operating

system or subsystem involved. Attach a copy of the DoD Publication change or provide electronically.

C1.3.3.4. Ensure that operating activities supporting the MILSBILLS comply with the requirements and procedures published in this Manual.

C1.3.3.5. Continually review and revise internal procedures to correct misinterpretation and drop and prevent duplication of records, reports, and administrative functions related to MILSBILLS.

C1.3.3.6. Report to the Finance PRC Chairperson MILSBILLS problems, violations, and deviations that arise during system operations.

C1.3.3.7. Give to the system administrator copies of supplemental and internal procedures, and changes thereto, related to operation of MILSBILLS.

C1.4. FINANCE PROCESS REVIEW COMMITTEE (PRC)

C1.4.1. The general responsibilities of PRCs and their members are described in paragraph C1.3.4. In summary, the Finance PRC is responsible for ensuring that the financial aspects and requirements of DLMS logistics transactions and business processes are identified and supported.

C1.4.2. The PRC consists of representatives from the DoD Components and other organizations participating in DLSS and DLMS. A listing of these representatives are identified, along with other DLMS Committees, at http://www.dla.mil/j-6/dlmso/about/committees.asp.

C1.5. PUBLICATION CHANGES

C1.5.1. Publication. This Manual and related documents are published electronically at http://www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlmso_pubs.asp.

C1.5.2. Proposed Changes

C1.5.2.1. Activities proposing revisions to this Manual shall forward the proposal to their Finance PRC representative.

C1.5.2.2. If appropriate, the representative will forward the proposed change to the Finance PRC Chairperson as a Service or Agency proposal. The proposal and all related correspondence should be forwarded to the Finance PRC Chairperson via electronic mail at: dlmsoinfo@dla.mil. Traditional mail may be forwarded to:

ATTN: DLMSO, J-***6251,*** Suite 1834
Defense Logistics Agency J-6
8725 John J Kingman Rd STOP 6205
Fort Belvoir, VA 22060-6217

C1.5.2.3. Proposed Change Information. The following information must accompany proposed changes to this Manual when they are forwarded to the Finance PRC Chairperson:

C1.5.2.3.1. Concept. A narrative description of the concept underlying the proposed change. What is the basic idea or problem?

C1.5.2.3.2. Business Case. An explanation of the need for the change. What is the need for the change?

C1.5.2.3.3. Interface. Known or potential impact on the DLMS, other DLSS and DoD logistics or financial system(s) and processes. Who should be involved with or know of this proposal?

C1.5.2.3.4. Expected Benefits. Operational statement identifying known or potential advantages resulting from the proposed revision not described in the business case. Disadvantages, when known, should also be addressed.

C1.5.2.3.5. Wording Change. Provide the proposed wording changes for this Manual and other DoD policy publications upon which this change is contingent. Also, provide proposed wording changes for other DoD Publications which require revision to remain compatible with this Manual.

C1.5.2.3.6. The Finance PRC Chairperson shall promptly evaluate and staff proposed changes to this Manual with the Service or Agency Representatives within 5 calendar days of receipt and acceptance.

C1.5.2.3.7. Service or Agency Representatives shall provide their coordinated Service or Agency position on all proposals submitted by the Chairperson, Finance PRC within the timeframes provided in the staffing document. A minimum of 15 calendar days shall be allowed for staffing.

C1.5.3. Approved Changes. After a proposed change to this Manual is approved, the Finance PRC Chairperson shall, in coordination with Committee representatives, establish an effective date for the change and distribute an approved change to assist in the implementation planning and preparation.

C1.5.4. Formal Changes. Within 30 calendar days of the effective date of an approved change, the change shall be formally incorporated in this Manual. Accordingly, there is no need for interim changes.

C1.6. 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 Manual within the DoD Components and participating Agencies:

Table C1.T1. Supplemental Billing Procedures

SERVICE or AGENCY	SUPPLEMENTAL INSTRUCTIONS
USA	Defense Finance and Accounting Service-Indianapolis Center (DFAS-IN) Regulation 37-1
USN or USMC	Navy Comptroller Manual
USAF	DFAS-Denver Center (DE) Regulation 7010.1
GSA	FPMR 101, Subchapter E, Subpart 101-26-8, Discrepancies or Deficiencies in GSA or DoD Shipments, Material or Billings (reference (f)) FEDSTRIP Operating Guide

C1.7. SYSTEM IMPLEMENTATION AND BUSINESS PROCESS STATUS REPORT (RCS DD-A&T(Q&SA)1419)

C1.7.1. Purpose. DoD 4140.1-R (reference (b)) requires DLMSO to ensure uniform implementation of DLMS and DLSS by securing from the DoD Components and participating Agencies, on a semiannual basis, status information concerning implementation of approved MILSBILLS revisions. The reporting requirement ends after a status of “fully implemented throughout the Component or Agency” is provided. The purpose is to identify and resolve problems prior to the effective date.

C1.7.2. Report Form. The report must provide, at a minimum, the following information:

Table C1.T2. Status Report Form Information Requirements

Title
Report Control Symbol, RCS: DD-P&L(Q&SA) 1419
As of Date: 1 May and 1 November
Approved Change Number
Date Implemented

C1.7.3. Due Date. The reports must be forwarded to the Director, DLMSO, to arrive within 15 working days of the “as of” date of the report.

C1.8. NONCOMPLIANCE AND OTHER UNRESOLVED PROBLEMS. If attempts to obtain compliance with prescribed procedures or resolution of MILSBILLS related problems as prescribed in Chapter 4 are unsuccessful, the activity having the problem shall request assistance from their Finance PRC Service or Agency Representative. The request must include details and copies of all correspondence pertinent to the

problem; such as, the requisition number, number and date of bill, billing office, and copies of adjustment requests. The requestor's representative shall take the necessary actions to resolve the issue or problem. Necessary actions may include requesting assistance from the chairperson or other representative of the Finance PRC.

C1.9. MINIMIZE CONDITIONS. When a minimize condition is imposed at a location, MILSBILLS documents and reports that are normally forwarded to that location electronically will be forwarded by regular mail for continental United States (CONUS) addressees and expedited mail for overseas addressees. If neither the originating office nor DAASC is under minimize, MILSBILLS documents and reports may continue to be forwarded to DAASC for further routing to the end destination.

C1.10. SIMULATED EXERCISE. DLSS has reserved certain DI code series for use in mobilization or other exercises. Within the MILSBILLS, 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 use of the "H" series DI codes is not mandatory, when exercises call for generating records prescribed by MILSBILLS, exercise planners are encouraged to use the "H" series DI codes.

C2. CHAPTER 2.
BILLING PROCEDURES

C2.1. CRITERIA AND ELIGIBILITY FOR BILLING

C2.1.1. Shipments From Stock. Billing shall 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 shall be effected upon constructive delivery.

C2.1.1.2. Bulk POL. Billings for bulk petroleum, oil, and lubricants (POL) shipments under Mode/Method codes 2, 8, W, and Z shall be effected upon receipt notification provided that such notification has been received by the billing office within 15 calendar days of the date of delivery; otherwise, billing shall be effected upon notice of shipment or issue.

C2.1.1.3. Perishable Subsistence Chill and Freeze Items. Billings for perishable subsistence chill and freeze items shall be effected upon drop from inventory. Billings for fresh fruits and vegetables shall be effected upon receipt of an issue transaction from a Defense Subsistence Office.

C2.1.1.4. Drawdowns. Materiel requisitioned under authority of Section 506 of the Foreign Assistance Act[1] must not be billed until funds are appropriated. The determination to use Section 506 does not provide obligation or disbursing authority. Section 506 permits the drawdown of existing DoD stocks subject to an appropriation to be made at a later date to effect reimbursement to the Defense account. Since there is no assurance that reimbursement will be received the transfers cannot be recorded as accounts receivable. Therefore, issues under Section 506 should be treated as transfers without reimbursement. The transaction should be reversed if appropriations are received to reimburse the appropriate accounts. Should Congress fail to appropriate funds for this purpose, the Defense account must absorb these costs. Section 506 drawdowns of GSA or other non-DoD stock are not authorized.

C2.1.2. Direct Deliveries of Materiel From Contractors. When an inventory manager is out of stock, does not carry an item, or otherwise requests direct delivery of materiel from a vendor, the billing shall be effected upon notification of receipt of materiel by the customer or notification of shipment by the vendor. However, issues by Mode/Method codes 2, 8, W, and Z shall be billed based upon the issue transaction if the notification is not received by the inventory manager within 15 calendar days of the date of issue.

[1] Security assistance requisition with type of assistance code of “C.”

C2.1.3. In-Storage Visibility (ISV) 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 shall be effected upon notification of shipment by the reporting activity.

C2.1.4. ISV 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 (DI code FTZ).

C2.1.5. Customer Asset Report (MRP) 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.

C2.2. PREPARATION OF BILLS

C2.2.1. General. Bills shall 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. Material Billing And Credit Amounts. In general, billings for materiel shall be at the standard price in effect at the time shipment and credit adjustment (refunds) shall be at the price originally billed. Exceptions are identified in the following subparagraphs. Billings and credits for services or allowances related to materiel shipments shall be processed as prescribed by section C2.5.

C2.2.2.1. Lateral Redistribution Credits. Reimbursements for materiel laterally redistributed shall 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. ISV Procurement Offset and MRP Credits. Credits shall be processed at the acquisition cost in effect at the time of receipt. Credits may be less, if in the opinion of the IMM/ICP the materiel received 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 shall be at the current standard price.

C2.2.3. Method of Billing

C2.2.3.1. Billings to DoD offices must be under interfund procedures except as provided below.

C2.2.3.2. Billing shall 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),

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

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

C2.2.3.2.4. The bill-to office is an other-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. DAASC will reject bills when they fail any of the edits. Rejected bills will be returned to the originating communications center with a narrative description indicating the reason for rejection. Billing offices will correct the rejected bills and resubmit them to the DAASC. 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 method requirements may be summarized as in the table below:

Table C2.T.1. 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, U, Z, or numeric	Any	***NON INTERFUND***
2	***Any Service code***	XP or otherwise designates noninterfund	***NON INTERFUND***
3	H	Not identified as ineligible for interfund billing	***NON INTERFUND***
4	Otherwise; that is, conditions 1, 2, or 3 is not met		INTERFUND

C2.2.4. Determining Billed Offices

C2.2.4.1. Billed offices shall be assigned in accordance with the signal code cited on the requisition, asset report, etc. When the Signal Code is C or L, the billed office is assigned by converting both positions of the fund code to a billed Department of Defense Activity Address Code (DoDAAC) as described in Appendix 2.

C2.2.4.2. The mailing address for noninterfund bills shall be the clear text address prescribed for billing (TAC 3, if assigned; otherwise, TAC 1) in the DoDAAD (reference (f). The routing for interfund bills shall be based on the billing COMM RI.

C2.2.5. Nonreimbursable Bills. Materiel issued under nonreimbursable procedures must be reported to the billed office using the Notice of Non-Reimbursable Issue (DI code FE_).

C2.2.6. Interfund Bills

C2.2.6.1. An interfund bill consists of a Summary Billing Record (DI code FS_) and one or more detail billing records but shall not contain more than 495 records in total. With the header and trailer records, messages will consist of no more than 497 records. Noninterfund records shall not be included on the same bill.

C2.2.6.2 Interfund bills are forwarded to Defense Automatic Addressing System Center (DAASC) electronically for editing and further routing to the offices billed. Only billings routed by DAASC shall be eligible for interfund collection as prescribed in Chapter 5.

C2.2.6.3. Separate detail billing records, selected from the Appendix 3 series appendices, shall be prepared for each shipment of delivery supporting the summary billing record.

C2.2.6.4. The fund code (see Appendix 2) provides procedures for converting fund codes to appropriations charged.

C2.2.6.5. A separate interfund (or noninterfund) bill shall be prepared:

C2.2.6.5.1 When the billed office DoDAAC or fund code changes.

C2.2.6.5.2. When the net amount of the bill (net amount of the detail billing records) equals or exceeds 10 million dollars.

C2.2.6.5.3. When the number of billing records (summary plus detail billing records) exceed 500 records.

C2.2.6.5.4. When, in the case of security assistance billings, the country code changes.

C2.2.6.6. The recommended standard for interfund bill numbers is found in the table below:

Table C2.T2. Standard Interfund Bill Numbers

If the Billing Month Is:	The 1st Position of the Bill Number Will Be:	If the Billng 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
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).

C2.2.7. Noninterfund Bills

C2.2.7.1. SF 1080, Voucher For Transfers Between Appropriations and/or Funds, or other form approved by Treasury, such as GSA Form 789, Statement, Voucher and Schedule of Withdrawals and Credits, shall be used as the billing document for noninterfund bills.

C2.2.7.2. An original of the noninterfund billing shall be provided to the office billed. Noninterfund billings will, at a minimum, be supported by the following information[2]: document order number, description of the article or services, delivery or other performance date, quantity, and price. The first two items of information will usually be satisfied by the requisition document number and national stock number. 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 shall be transmitted electronically to DAASC which will pass the records to the billed office by the best means available. Hard copy billing documents are not required.

C2.3. RETENTION OF BILLING RECORDS

[2] 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.

C2.3.1. Billing offices shall maintain records supporting security assistance billings for ***6 years and 3 months*** after the month the billing is forwarded to DAASC. In the case of manually prepared noninterfund bills, mailed to the billed office.

C2.3.2. Adjustment processing activities shall retain necessary billing records for whatever time period required to process adjustment requests submitted within the timeframes prescribed in Chapter 4.

C2.4. CORRECTION OF ERRONEOUS BILLINGS

C2.4.1. Billing Forwarded to Customer. When a billing office finds it has issued a bill containing one or more billing lines requiring correction in some way, it shall correct the bill at the billing line level. That is, it shall reverse the erroneous billing line(s), and only such billing line(s), irrespective of dollar amount and include the reversals and corrected billing line(s) in a subsequent bill. The corrections shall be processed as soon as it is practical and shall not await customer requests for adjustments.

C2.4.2. Billing Rejected By DAASC. Billings rejected by DAASC must be corrected and resubmitted to obtain reimbursement. Corrective procedures shall include the accounting records to maintain the audit trail and the validity of the records. For example, intransit interfund collections and paid accounts receivables related to the rejected bills will have to be reversed.

C2.4.3. Notifications. To minimize the workload on all parties involved, billing offices shall consider and decide whether customers and or their Finance PRC representative should be advised of significant or mass billing errors and their planned corrections. Finance PRC representatives shall apprise the chairman and other PRC members of the situation, normally, via e-mail.

C2.5. CANCELLATIONS. When an IMM/ICP determines that a requisition has been cancelled, any billings that were generated for that requisition shall be reversed in the first available billing cycle. When the cancellation involves diverting materiel back to stock, the billing must be reversed upon receipt of the materiel. Any charges related to the cancellation that are chargeable to the requisitioner, such as contract termination costs, shall be billed under noninterfund procedures.

C2.6. ALLOWANCES, ACCESSORIAL AND ADMINISTRATIVE COSTS

C2.6.1. DoD Shipments

C2.6.1.1. General. DoD 7000.14-R, Volume IIA (reference (c)) provides the general DoD policy for billing accessorial and administrative costs. These costs may be billed under interfund or noninterfund procedures. However, to the extent practicable, billings shall be accomplished in the same manner as the materiel or services.

C2.6.1.2. Retail Loss Allowance

C2.6.1.2.1. DoD 7000.14-R (reference (c)) requires working capital fund and other wholesale stock funds 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 provide funds for losses experienced at the retail working capital fund level.

C2.6.1.2.2. Retail loss discounts shall not be granted for sales to commissaries and customers or retail or installation level working capital fund activities. The discount will be included in standard prices as an additional surcharge element. This bill level discount or allowance shall be supported by a Retail Loss Allowance-Credit (DI Code FL2) billing record.

C2.6.1.3. Packing, Crating, Handling, and Transportation

C2.6.1.3.1. 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 ISV shall be a percent of the materiel credit price. The percentage rate shall be at 3.5 percent for consumable items and at 1 percent for reparable items. Billing offices shall use the Accessorial and Other Miscellaneous Billings (DI code FN_) record format to support these billings and reimbursements.

C2.6.1.3.2. 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 shall 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 shall be supported by a Billing for Transportation (DI code FQ_) record format.

C2.6.1.3.3. Billing offices shall use the Accessorial and Other Miscellaneous Billings (DI code FN_) or other appropriate record to support billings and reimbursements for other authorized PCH&T, administrative, or accessorial charges.

C2.6.2. GSA Shipments

C2.6.2.1. General. GSA shall 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 shall 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 shall 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 items F.O.B. origin.

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 shall be billed using the Accessorial and Other Miscellaneous Billings (DI code FN_) record.

C2.6.2.3. Export Charges

C2.6.2.3.1. Surcharge shall 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 shall be billed as follows:

C2.6.2.3.2. A flat fee of $5 administrative charge per requisition line shall 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 locations, commodity, mode of shipment, and other criteria and include: monitoring and expediting delivery to meet required delivery date; overpacking 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; among others.

C2.6.2.3.4. Annually, GSA shall review actual costs to perform export services and, as appropriate, propose changes in the above rate for use throughout each fiscal year. The USD(C) shall 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. Progress payments may be billed via interfund whenever the order received from the customer specifies that progress billings via interfund are authorized. Interfund billings for progress payments shall use a progress payment billing (DI code FU_) record format. 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. Billings made for progress payments shall be based upon documentary evidence of satisfactory performance and must not exceed the amount of the customer order.

C2.7.1.3. The billing office shall offset bills for deliveries against all outstanding progress billings related to those deliveries. Billing records shall be reported for both the full value of the shipment (i.e., Billing for Issue from Stock (DI code FA1)) and the amount of the progress billing being liquidated. The billing method elected for the progress payment must also be the method used to bill for delivery.

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

C2.7.2. Advance Billing. Advance billings may not be billed via interfund. When authorized, advance funding shall be satisfied via noninterfund and by use of appropriation level, rather than project or order level advances.

C2.8. INTO-PLANE FUEL SALES

C2.8.1. These procedures apply to DoD into-plane issues (sales) of fuels to DoD aircraft.

C2.8.2. Reimbursable issues (sales) of fuel into DoD planes by DoD activities shall be billed at the standard price in effect at the time of issue. Contractor into-plane fuel issue shall be billed at the standard price applicable to each such issue.

C2.8.3. Billing offices must grant credit for DoD aircraft defueling based on supply defueling slips at Defense Working Capital Fund (DWCF) prices. Credits shall be given for contractor into-plane defueling DoD aircraft based on a defueling slip at the standard price given for each defueling.

C2.8.4. Into-plane fuel bills shall use the Billing for Into-Plane Issues (DI code FP_) record format.

C2.9. HAZARDOUS WASTE AND MATERIELS DISPOSAL SERVICES

C2.9.1 General[3]

C2.9.1.1. General policies and procedures governing hazardous materiels and waste disposal within the Department of Defense are prescribed by DoD 4160.21-M (reference (g)). The Defense Marketing and Reutilization Service (DMRS) is authorized to bill for these services under interfund billing procedures and shall use the Billing For Decentralized, Noncatalogued, and Nonstocked Items (DI code FC_) billing record.

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[3] 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 (reference (h)) or DoD 4160.21-M (reference(g)) will be resolved by following MILSTRIP.

C2.9.1.2 When generators want to dispose of hazardous waste and materiels, they shall follow the procedures in DoD 4160.21-M (reference (g)) and Chapters 3 and 5 of DoD 4000.25-1-M (reference(h)). These procedures require preparation of a disposal turn-in document (DTID) in accordance with instructions prescribed by MILSTRIP[4] and provide it to the Defense Marketing and Reutilization Office (DRMO). DRMO shall provide the generator with a receipt copy of the DTID at the time of turn-in.

C2.9.2. Hazardous Waste Disposal

C2.9.2.1. 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 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 DRMO for assistance in estimating the cost.

C.2.9.2.2. The DRMO shall 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 DRMO shall 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 less than actual amounts indicated on these documents.

C2.9.2.3. 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 shall delay updating generator accounts and increase workload on both DFAS and generator personnel.

C2.9.3. Hazardous Materiel Disposal

C2.9.3.1. Unlike hazardous waste, disposal of hazardous materiels 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 materiels. After receipt of the hazardous materiels DTID, the DRMO 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 shall be charged for disposal of hazardous materiels.

C2.9.3.2. There shall be no disposal costs charged to the generator if the DRMO can dispose of the hazardous materiel through an existing contract or believes the materiel can be reutilized, transferred, donated or sold.

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[4] Appendix 3.49 Transfers To Defense Reutilization And Marketing Office on DD Form 1348-1a, Issue Release/Receipt Document, or DD Form 1348-2, Issue Release/Receipt Documents With Address Label.

C2.9.3.2.1. DRMO shall provide the generator with a monthly Disposal Funding Status Report of the DTIDs that were successfully reutilized.

C2.9.3.2.2. Generators who have open hazardous materiel disposals in process shall contact the DRMO if they fail to receive a monthly Disposal Funding Status Report.

C2.9.4. When the preceding condition does not apply, the hazardous materiel becomes hazardous waste, the disposal shall be done on a reimbursable basis, and hazardous waste disposal procedures apply. Funding for this hazardous waste disposal must be provided the DRMO within 5 workdays of notification. DRMO must not proceed with the disposal of the now classified hazardous waste until funding is confirmed by the generator.

C2.10. GSA UNIQUE BILLINGS

C2.10.1. Automotive Vehicles

C2.10.1.1. GSA is authorized to use the interfund billing system to bill DoD activities for automotive vehicles purchased under a category one(reimbursable) military interdepartmental purchase request (MIPR). DoD activities submitting MIPRs must do so in accordance with paragraph 8.7008 of the DoD Supplement to the Federal Acquisition Regulation (reference (j)) which requires activities to provide MILSTRIP 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 shall 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 last five digits of the MIPR number under the columns headed "DIST CD PROJ CD."

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 shall 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 shall be supported by the GSA CSC Billing (DI code FG_) record.

C2.10.2.3. Noninterfund bills shall 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 also 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 use this option.

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 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 changes 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.

C3.3.2. 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.

C4. CHAPTER 4.

ADJUSTMENT PROCEDURES

C4.1. GENERAL

C4.1.1. Minimum Value for Adjustment. There is no minimum financial dollar value for requesting or processing billing adjustments or refunds.

C4.1.2. Submission of Adjustment Requests and Replies

C4.1.2.1. Unless otherwise indicated in this chapter, requests for adjustment, follow-ups, and replies shall be submitted by electronic means.

C4.1.2.2. Requests for adjustments will normally indicate the billing office as the addressee and shall be submitted to DAASC for processing and routing to the billing office. Requests for adjustments of GSA billings shall be addressed to the GSA National Customer Service Center (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

C4.1.2.3. Requests are generally prepared using the Request for Billing Adjustment (DI code FAE) record. However, into-plane and bulk fuel related adjustment requests must use the Request For Adjustment of Fuel Billing (DI code FJE). Refer to other Chapter 4 sections for more specific information on preparing requests for adjustments and follow-ups.

C4.1.2.4. Replies to adjustment requests (DI code FAR) and follow-ups (DI code FAS) are required and shall also be forwarded to DAASC for processing and further routing to the adjustment requestor. As with the requests, fuel-related replies shall follow the equivalent DI code FJ_ series formats.

C4.2. PREPARATION OF ADJUSTMENT REQUESTS

C4.2.1. Bill Copy

C4.2.1.1. Requests for copies of interfund bills shall be addressed to DAASC and must use the Request for Retransmission of Interfund Bill (DI code QB1) format[1]. See Chapter 6 for additional information and options regarding retrieval of copies of bills.

C4.2.1.2. Requests for copies of noninterfund bills will normally be addressed to the billing office.

[1] See Chapter 6 for additional options for retrieving copies of bills.

C4.2.2. Incomplete or Unsupported Bill

C4.2.2.1. An incomplete bill is one in which the bill, either interfund (DI code FS_ record) or noninterfund (SF 1080 or equivalent), is not fully supported by detail billing records or information, respectively.

C4.2.2.2. Since DAASC will not pass incomplete interfund bills to billed offices and billing offices will not be reimbursed for bills not submitted to DAASC, a copy of the “incomplete” interfund bill shall be requested from DAASC.

C4.2.2.3. Requests for incomplete; that is unsupported, noninterfund bills shall be addressed to the billing office and must cite billing account code (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.

C4.2.3. Duplicates

C4.2.3.1. Duplicate Billing Line

C4.2.3.1.1. This is a second or subsequent detail billing record for a single shipment or adjustment. If the second or subsequent billing resulted from a second or subsequent shipment, MILSBILLS adjustment procedures do not apply. Refer instead to supply discrepancy report procedures for duplicate shipments.

C4.2.3.1.2. To obtain adjustment for duplicate detail billing records not previously adjusted by the billing office, submit a separate request (DI code FAE or FJE) for each duplicated billing record in the format prescribed for BAC “11."

C4.2.3.2. Duplicate Bill

C4.2.3.2.1. This is a bill, either interfund or noninterfund (SF 1080 or equivalent), wherein the bill 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.

C4.2.3.2.2. 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 CAO. To obtain an adjustment, submit a Request For Summary Level Billing Adjustment (DI code FDE) for each duplicated bill citing:

C4.2.3.2.2.1. Billing Advice code “42" when the entire bill, details and summary, is identical, including the bill number, to a previous bill.

C4.2.3.2.2.2. Billing Advice code “43" when, except for the bill number, the entire bill, details and summary, is identical to a previous bill.

C4.2.3.2.2.3. Billing Advice code “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.

C4.2.4. Status of Billing or Credit

C4.2.4.1. Bill Not Received

C4.2.4.1.1. When requisitioned materiel is received and the billing has not been received, intended billed offices must seek the status of the billing by forwarding a request for adjustment citing Billing Advice code “34."

C4.2.4.1.2. When materiel received was not requisitioned, or if requisitioned materiel was not received, discrepancy report procedures rather than adjustment procedures apply. Contact the local supply or requisitioning office for appropriate discrepancy procedures.

C4.2.4.1.3. When shipment status is received for requisitioned materiel and the materiel can be billed only upon evidence of constructive delivery (see section C2.1), intended billed offices should seek the status of the billing by forwarding a request for adjustment citing Billing Advice code “35." Billing offices shall generate the appropriate billing when properly completed requests are received and billing is awaiting evidence of constructive delivery. Billing offices shall also initiate appropriate actions with their supply office to identify and resolve problems associated with this condition.

C4.2.4.1.4. At least 90 calendar days must elapse after receiving the materiel or, in the case of Foreign Military Sales (FMS) shipments, shipment status, before requesting the status of the bill. However, the status must be requested within 1 year of the date of shipment (2 years for FMS shipments). Billing offices shall reject requests for billing status that are not submitted within these timeframes.

C4.2.4.1.5. When the request for billing status involves fuels and is forwarded to the Defense Energy Support Center (DESC) (RI code S9F), the request shall be mailed and must identify the supply source. If the supply source is a DESC regional location, provide the DoDAAC of the location. If the supply source is a contractor, including contractor into-plane, provide the contract number.

C4.2.4.1.6. Except for billings awaiting evidence of shipment or receipt, billing offices shall not generate bills based solely upon a request for billing status.

C4.2.4.1.7. DoD 7000.14-R, Volume X, (reference (c)) has allowances for writing off unbilled liabilities and deobligating 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.

C4.2.4.2. <u>Promised Adjustment Not Received</u>. A request for adjustment citing BAC “23" shall be prepared when a billing or adjustment is not received and more than 30 calendar days have elapsed since receiving a reply (DI code FAR or FJR) to a request for adjustment promising the billing or adjustment. If the adjustment promised relates to a discrepancy report, refer to the section on adjustment for discrepancy reports (paragraph C4.2.7).

C4.2.4.3. <u>Lateral Redistributions (ISV For Both Consumables and Reparables)</u>. Offices promised credits for lateral redistributions (ISV for both consumables and reparables) shall follow-up on credits not received within 30 calendar days of the date shipment confirmation is submitted to the IMM/ICP. The initial request must be made by submitting a Request for Billing Adjustment (DI code FAE) record citing billing advice code 27 to the IMM/ICP.

C4.2.4.4. <u>MRP or Procurement Offset (ISV For Both Consumables and Reparables)</u>. Offices expecting MRP or procurement offset (ISV for both consumables

and reparables) shall request credit status using the Follow-up for Materiel Returns Program Credit (DI code 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 (DI code FTZ), citing a creditable status or the Shipment Status (DI code AS6) is received by the IMM/ICP.

C4.2.5. Change in Billing Method

C4.2.5.1. Improperly Billed Interfund to Noninterfund

C4.2.5.1.1. 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."

C4.2.5.1.2. When MILSBILLS procedures prescribe billing under interfund procedures, billing offices shall deny requests for improperly billed interfund.

C4.2.5.1.3. 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

C4.2.5.2. Properly Billed Interfund to Noninterfund

C4.2.5.2.1. 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.

C4.2.5.2.2. Requests citing BAC “51" may be submitted only when the funds or charge involved cannot be disbursed or processed under interfund procedures. All such requests shall be honored by the billing office; the billing office may challenge this assertion.

C4.2.6. Billing Errors

C4.2.6.1. Wrong Amount Billed

C4.2.6.1.1. A wrong amount billed refers to a detail billing record in which the unit price, quantity, or price extension is erroneous. The error may be in either direction and shall be reported in the DI code FAE or FJE format prescribed for BAC “12."

C4.2.6.1.2. Do not request adjustment for wrong amount if:

C4.2.6.1.2.1. The billing unit price is the standard or catalog price and you are questioning the catalog price used for billing. Follow, instead, price challenge and verification procedures. See section C4.7.

C4.2.6.1.2.2. 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.

C4.2.6.1.2.3. The quantity billed equals the quantity ordered or shipped and a lesser quantity is received. Follow the appropriate discrepancy reporting procedures instead.

C4.2.6.2 Wrong Office Billed

C4.2.6.2.1. Request an adjustment for wrong office billed (Billing Advice code 13" when the office billed does not agree with the billed office specified in the requisition or similar order or when the billed office for an adjustment differs from the office originally billed.

C4.2.6.2.2. When the billing was prepared in accordance with the requisition or modification received by the ICP/IMM, the request shall be denied.

C4.2.6.2.3. When both the wrong office billed and the intended office are serviced by the same interfund central accounts office (CAO) (Defense Finance and Accounting Service-Indianapolis Center(DFAS-IN), DFAS-Denver center(DFAS-DE), or DFAS-Cleveland Center)(DFAS-CL)) contact the CAO representative to the Finance PRC for instructions.

C4.2.6.3. Nonreimbursable. Forward a request for adjustment in the format prescribed for BAC "14" when the coding of the requisition indicates that the materiel was requisitioned under nonreimbursable procedures and a materiel billing was received.

C4.2.6.4. Accessorial. A request for adjustment in the format prescribed for BAC "15" shall be forwarded whenever accessorial costs are charged and the charges are not authorized.

C4.2.6.5. 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" shall 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 Supply Discrepancy Reports (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.

C4.2.6.6. Backordered. A request for adjustment in the format prescribed for BAC "18" shall be forwarded to the billing office whenever a billing is received on a requisition that was backordered and the receipt of the billing, confirming that the materiel is still backordered. Do not submit requests citing BAC "18" prior to obtaining this status.

C4.2.6.7. Billing Cannot Be Rendered. Billed offices shall 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 (BSCs DC and DF), that a bill could not be rendered.

C4.2.7. Adjustments for Discrepancy Reports

C4.2.7.1. Discrepancy reports shall be submitted, reviewed, processed, validated, and responded to in accordance with procedures prescribed for the discrepancy in accordance with the following requirements:

Table C4.T1. Adjustments to Discrepancy Reports

Reporting of Transportation Discrepancies in Shipments, DoD 4500.9-R, "Defense Transportation Regulation
Reporting of Supply Discrepancies, DLAI 4140.55/AR 735-11-2/SECNAVINST 4355.18A/AFJMAN 23-215
Product Quality Deficiency Program, DLAR 4155.24/AR 702-7/SECNAVINST 4855.5A/AFR 74-6

C4.2.7.2. Billing offices shall process financial adjustments or claims based on the discrepancy report when the discrepancy report is validated and all of the following MILSBILLS or GSA criteria are met:

C4.2.7.2.1. The discrepancy was not resolved otherwise; e.g., the vendor does not replace deficient materiel for a validated Product Quality Deficiency Report (PQDR).

C4.2.7.2.2. The materiel was billed and paid previously or, in the case of PQDRs, there is a reasonable basis for assuming the items were billed and paid for previously.

C4.2.7.2.3. The materiel is received by the depot in those cases where the reply to the discrepancy report requires a return.

C4.2.7.2.4. The discrepancy involves GSA shipments and Transportation Discrepancy Report (TDR) exceeds $25 per line (detail billing record)(DBR)) or the 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.

C4.2.7.2.5. The original MILSTRIP requisition number is included on the PQDR. 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 F123453175 U001.

C4.2.7.2.6. The discrepancy report for a GSA shipment is received by GSA, except when extenuating circumstances or high dollar values warrant special consideration, within the following timeframes:

C4.2.7.2.6.1 Within 1 year of the date of shipment for PQDRs except:

C4.2.7.2.6.1.1. For items under warranty that must be received within the time limits prescribed in the individual warranty.

C4.2.7.2.6.1.2. For shelf life items that must be received prior to the expiration of the shelf life period and within 1 year of the date of shipment.

C4.2.7.2.6.2. Within 180 calendar days of the date of shipment for other than quality deficiencies except for:

C4.2.7.2.6.2.1. Shipments for security assistance consignees, that must be received within 18 months of the date of shipment; and

C4.2.4.2.6.2.2. Shipments to consignees located in the CONUS, HAWAII, the Commonwealth of Puerto Rico, the Virgin Islands, the southeast peninsula of Alaska, central Alaska (rail belt), and Kodiak Island, that must be received within 120 calendar days of the date shipment.

C4.2.7.3. When a reply to a discrepancy report improperly commits the billing office to providing an adjustment; e.g., shipment was never billed, the billing office shall ask the replying office to correct the reply to the discrepancy report.

C4.2.7.4. Requests for adjustments related to TDRs (BAC “21") shall be submitted only when the adjustment is not received more than 60 calendar days after the report was filed.

C4.2.7.5. Requests related to PQDR (BAC “24") and SDRs (BAC “26") shall be submitted 30 calendar days after receiving notification that the discrepancy is validated; that is, that an adjustment is approved. When the adjustment is contingent upon the return (and receipt) of materiel, the request shall not be submitted until 45 calendar days after the return shipment.

C4.2.7.6. 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.

C4.2.7.7. Activities responsible for discrepant shipments may be held responsible for costs incurred for repackaging, disposal, and similar costs for 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 shall 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.

C4.2.7.8. Adjustments based upon PQDRs shall be forwarded to the code and bill-to DoDAAC indicated on the PQDR. If omitted, adjustments shall be sent to the DoDAAC indicated (TAC 3) of the requisition number provided on the PQDR and the following fund code:

Table C4.T2. Default PQDR Fund Codes	
Billed Service Code	Fund Code
N, P, R, or V (Navy)	96
All Others	QD

C4.2.8. Adjustment for Change Notices

C4.2.8.1. An adjustment to an undelivered order (obligation) may be requested by the ordering activity when a change notice affecting price, quantity, or an acceptable substitution of a like item is received.

C4.2.8.2. If a working capital fund customer does not receive a change notice or does not receive it in time to cancel or modify the order and additional funds are required, the materiel may be refused or returned to the working capital fund and an adjustment requested. Adjustments for this reason shall be forwarded by mail and must be signed by an activity's senior operational financial official. The request shall state essentially:

> *"As a result of a price change, quantity change, or authorized substitution, the value of the materiel 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. In addition, provide us with the return instructions for the materiel."*

C4.2.8.3. The ordering activity shall also contact the ICP/IMM to arrange for the return.

C4.2.9. Other Billing and Adjustment Problems. Billed offices or others shall request adjustments for problems not covered by this section by forwarding a letter (or message) of explanation along with the information prescribed for BAC "55." Billing offices shall respond, via DSN, in the DI code FAR or FJR format. If required, or deemed appropriate, the billing office shall also respond by letter or message.

C4.3. CANCELING REQUESTS FOR ADJUSTMENT[2]. Submitting offices may, at their option, cancel requests for adjustments (using DI codes FAC, FDC, or FJC record formats, as appropriate) whenever the request is no longer necessary, invalid, or inappropriate and the billing office has not responded to the request. Adjustment processing activities may choose to not accept, process, or respond to these cancellation requests.

C4.4. FOLLOW-UP ON REQUESTS FOR ADJUSTMENT

[2] The requirement to generate or process cancellation-related adjustment documents is effectively ended and should not be incorporated in new or revised systems. However, these optional provisions are required to allow activities to remain in compliance with MILSBILLS without having to make programming changes to terminate the adjustment cancellation process in legacy systems.

C4.4.1. First Follow-Up

C4.4.1.1. Offices submitting adjustment requests shall follow-up on requests for adjustments (DI code FAF, FDF, or FJF) remaining unanswered for more than 14 calendar days after submission.

C4.4.1.2. Offices promised MRP or procurement offset credit shall follow-up by submitting a second DI code FTP record when the credit is not received within 30 calendar days of the initial request.

C4.4.1.3. Follow-up to DAASC (daashelp@daas.dla.mil) for copies of interfund bills requested but not received.

C4.4.2. Second Follow-Up

C4.4.2.1. When the initial follow-up remains unanswered for more than 14 calendar days, submitting offices shall 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 shall also identify the dates of initial and follow-up request.

C4.4.2.2. 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 14 calendar days after the second follow-up or, if an interim response was received and the date promised has passed.

C4.5 PROCESSING REQUESTS FOR ADJUSTMENT

C4.5.1. Replies to Requests and Follow-Ups

C4.5.1.1. Billing offices shall respond to all requests for adjustment within 15 calendar days of the date the request is submitted.

C4.5.1.2. Billing offices shall respond to all first follow-up requests for adjustment and MRP credits within 15 calendar days of the date the request is received and respond in the DI code FAS, FDS FJS or FTB format.

C4.5.1.3. Billing offices shall respond to initial requests and first follow-up for MRP credit in the DI code FTB format. Responses shall be forwarded, via DSN, to the office designated by the materiel receipt status (DI code FTZ).

C4.5.1.4. Billing offices shall process credits for Customer Asset 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. In the case of IMM directed lateral redistributions, credits to the reporting activity shall be processed upon notification of shipment by the reporting activity. 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.

C4.5.1.5. Billing offices shall respond to second follow-up requests for adjustments and MRP credit within 7 calendar days of receipt. If the request cannot be

answered within 7 calendar days, an interim response by letter or message will be provided. The response must be completed within 30 calendar days.

C4.5.2. Adjustment Amount. As a general rule, adjustments will be processed at the price originally billed. The following are exceptions:

C4.5.2.1. Adjustments, for validated PQDRs, shall be processed at the current standard price when the original price cannot be determined; that is, the PQDR cannot be identified to a specific requisition.

C4.5.2.2. MRP credits for other than lateral redistributions shall be processed at the acquisition cost in effect at the time of receipt. MRP credits for materiel laterally redistributed shall be processed at the standard price in effect at the time of shipment. Credits for materiel returned or laterally redistributed may be less than acquisition or standard price if, in the opinion of the IMM, the condition warrants such reduction.

C4.5.3. Other Processing Requirements

C4.5.3.1. Responses to adjustment requests shall be forwarded to the office designated by the recipient of billing status code. Adjustments shall be forwarded to the original billed office.

C4.5.3.2. Initial requests for adjustment received by the billing office after the record retention period for billing records may be denied.

C4.5.3.3. Billing offices shall honor all adjustment for change notice requests and provide adjustment, without regard to dollar value, after the materiel is returned.

C4.6. SECURITY ASSISTANCE DISCREPANCIES AND BILLING ERRORS

C4.6.1. The Military Department may automatically grant adjustments[3] and charge or credit the administrative surcharge fund when:

C4.6.1.1. The request cannot be rejected per the general conditions of the U.S. Letter Offer and Acceptance, and

C4.6.1.2. The transaction was billed on a DD Form 645A, Foreign Military Sales Statement, and

C4.6.2. Adjustments for IMM/ICP charges which may not be automatically charged to the administrative fund shall be prepared and forwarded to the IMM/ICP in accordance with the procedures contained in this chapter.

C4.7. PRICE CHALLENGES AND VERIFICATION

C4.7.1. DoD 4140.1-R (reference (b)) 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 the IMM/ICP customer service for assistance filing price challenges.

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[3] 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.

C4.8. 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 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.

C5. CHAPTER 5.

INTERFUND BILLING SYSTEM PROCEDURES

C5.1. POLICY

C5.1.1. General. The interfund billing system and policies governing its use are prescribed in DoD Instruction 7420.12 (reference (k)), except for the exclusions shown below. 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 major end items such as complete aircraft, ships, tanks, space vehicles, and missiles.

C5.1.2.3. Except for GSA, FAA, and 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, when the charge is questionable or erroneous, suspend the charge. Charges shall be suspended by transferring the questionable or erroneous portion to the interfund clearing account (treasury account symbol F3885). When the charge is acceptable, but the account disbursed by the billing office is not, the billed office shall accept and record the charge to the proper account. The billed office shall also follow procedures prescribed by its disbursing officer to correct the account reported to the Treasury Department.

C5.2.4. Only the billing office 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 Appendix 3.

C5.4. CENTRAL ACCOUNTS OFFICES

C5.4.1. General. CAOs are DFAS Centers given the responsibility of reporting Statements 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. DAASC 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

Seller DoDAAC Begins With	Seller CAO
Numeric	GSA
F	DFAS-DE
M	DFAS-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

Index	Treasury Symbol	Limit or Subhead	Buyer CAO
17	All	All	DFAS-CL

Index	Treasury Symbol	Limit or Subhead	Buyer CAO
21	All	All	DFAS-IN
57	All	All	DFAS-DE
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 DAASC for interfund bills passing MILSBILLS prescribed DAASC edits. Therefore, upon implementation of the revised seller interfund reporting procedures, MILSBILLS 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 DAASC.

C5.6. STATEMENT OF INTERFUND TRANSACTIONS

C5.6.1. Purpose and Reports Control Symbol. This section prescribes a monthly report on interfund transactions. “The Statement of Interfund Transactions” provides OSD with a summarized classification of receipts and outlays processed under the interfund billing system. These reporting requirements are assigned RCS: DD-Comp (M) 1655.

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 Intra-Governmental Transactions.”

C5.6.4. Frequency and Distribution. The “Statement of Interfund Transactions” must be submitted to the USD(C) as promptly as possible, but delivered no later than

close of business on the 8th 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 clearing account “F3885" - “Undistributed Intragovernmental Payments.”

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 (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

Clearance CAO	COMMRI	Index	Component[1]
DFAS-Indianapolis	RUQADVU	97	Other than USAF, USN, and USMC
		21	All
DFAS-Denver	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 in submitted to USD(C).

[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 01 (USA), 02 (USAF), 04 (USN), and 05 (USMC).

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 for Budget and Finance, Washington Headquarters Service, Washington, DC 20301-0001.

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 grant 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., "F" if clearing account, "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, suspending, 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 clearing account, “Undistributed Intragovernmental Payments.”

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

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

C5.7.1.3.5. Amounts placed in suspense; that is, charged to the clearing account, are transferred to another account or are otherwise 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.

C5.7.1.3.5.1. 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. When a customer leaves an item charged to suspense for 120 calendar days, 90 days if co-located, DFAS will transfer the charge to one of the customer’s accounts.

C5.7.1.3.5.2. The clearing account was authorized to temporarily record erroneous or indeterminate charges; therefore, the reporting of the clearing account at fiscal year end will not be authorized. Balances remaining in the clearing account at the end of fiscal year will be transferred to the customer’s account. These transfers will be reversed and the clearing account restored as of the new fiscal year.

C5.7.1.3.6. Interfund summary billing records held by a reporting (or passed to a responsible) finance activity in support of the interfund clearance process agree with the amounts and appropriations actually reported to the Treasury Department.

C6. CHAPTER 6

DEFENSE AUTOMATIC ADDRESSING SYSTEM (DAAS)

C6.1. GENERAL. This chapter describes MILSBILLS related DAAS procedures and processes. Additional data as to support furnished by DAASC is contained in DoD 4000.25-10-M (reference (m)).

C6.2. COMMUNICATIONS. Unless specifically authorized, all exchanges of MILSBILLS prescribed transactions and reports must be in machine readable format and forwarded via DAAS using electronic means. DAAS provides several methods for exchanging computer-readable DoD logistics transactions.

C6.2.1. The Defense Integrated System Network (DISN) is a worldwide DoD computerized general purpose communications system that provides for transmission of narrative and data pattern (computer-readable) traffic. DISN/File Transfer Protocol (FTP)/MQ Series (MQ) provide long haul area data communications and interconnectivity for DoD systems. DAAS is connected to the DISN, which provides it with the general capability of exchanging data using FTP employing Transmission Control Procedure/Internet Protocol (TCP/IP).

C6.2.2. A specific file naming convention has been developed by DAASC to ensure data integrity and provide a method for identifying, tracking and accounting for files transferred using FTP. Refer to paragraph C6.2.3 below to obtain documentation. The actual data may be in either of the following formats:

C6.2.2.1. JANAP Format. Data formatted as data pattern JANAP 128 messages.

C6.2.2.2. DAASC DDN Format. Data formatted in the DAASC DDN Format.

C6.2.2.3. DAASC Integrated E-mail Logistics (DIELOG). This service allows data exchange via e-mail by using a specific format for embedding the transactions in the body of an e-mail message and using standard Simple Mail Transfer Protocol (SMTP) for the delivery mechanism.

C6.2.2.4. DAASC Automated Message Exchange System (DAMES). This service provides a communications capability that allows a DAMES customer to exchange logistics data with the U.S. Government and the DoD logistics community. DAMES is a PC-based system that provides a capability to communicate with DAAS, sending and receiving logistics transactions and narrative traffic. The MS Windows version of DAMES communicates via TCP/IP via the internet. As DAAS outputs data to a DAMES ‘FTP’ customer, the DAMES server software manages the transmission of data to the customer site. The customer interfaces with the DAMES server via their DAMES PC software package.

C6.2.2.5. DAASC Web Requisitioning (WEBREQ). DAASC also allows requisitions to be submitted via the World Wide Web (WWW).

C6.2.3. To obtain documentation, software, and other information needed to use DAASC products or services logon to the DAASC homepage at URL: http://www.daas.dla.mil/ select [Product Support], [Software and Downloads].

C6.3. ***MILSBILLS*** PROCESSING

C6.3.1. Requirement to Route Bills to DAAS

C6.3.1.1. As indicated in Chapter 2, sellers shall route all interfund and automated "G" series noninterfund billing records to DAAS for editing, retention, and further routing to billed offices.

C6.3.1.2. Only interfund bills passing MILSBILLS prescribed edits and routed by DAAS are eligible for reporting to the Treasury Department and interfund reimbursement.

C6.3.1.3. All billing records shall be routed to DAAS via electronic means.

C6.3.2. Bill Editing

C6.3.2.1. DAAS shall edit and reject any bill which fails any of the following edits:

C6.3.2.1.1. The record count (positions 5-7) of the summary billing record equals the actual count of the supporting detail billing records.

C6.3.2.1.2. The bill-to DoDAAC (reference (i)) (positions 30-35) of the summary billing record is a valid DoDAAC.

C6.3.2.1.2.1. The bill-to DoDAAC of the summary billing record is authorized for use as a bill-to party. An unauthorized USAF bill-to activity is identified by its structure.

C6.3.2.1.2.1.1. DoDAAC begins with FT or FF indicating a non-appropriated funded activity,

C6.3.2.1.2.1.2. DoDAAC begins with FA or FY, or

C6.3.2.1.2.1.3. The first position is an "F", followed by one numeric character in position two, and an alpha character in position three.

C6.3.2.1.3. The amount (positions 65-73) of the summary billing record equals the sum of the amounts (positions 65-73) of the supporting billing records.

C6.3.2.1.4. The bills are identified as interfund and authorized to be billed under interfund procedures.

C6.3.2.1.5. Reject billings where the bill-to is an "F" numeric or F numeric alpha DoDAAC.

C6.3.2.1.5.1. F (Numeric) (Numeric) (Numeric) (Numeric) (Numeric

C6.3.2.1.5.2. F (Numeric) (Numeric) (Numeric) (Numeric) (Alpha)

C6.3.2.1.5.3. F (Numeric) (Numeric) (Alpha)

C6.3.2.1.5.4. FA series

C6.3.2.1.5.5. FF series

C6.3.2.1.5.6. FT series

C6.3.2.2. Rejected bills shall be returned to the originator or originating communications center with a narrative description indicating the reason for rejection.

C6.3.2.2.1. Originators may retrieve any rejected bills within an hour of original submission to DAAS. When appropriate, billing offices shall correct and resubmit rejected bills.

C6.3.2.2.2. Billing offices shall ensure that adjustments for rejected billings are properly recorded in their seller accounting records.

C6.3.2.3. Upon successful completion of the bill edits, DAASC shall:

C6.3.2.3.1. Route billings to the billed office by the best means available.

C6.3.2.3.2. Ensure bills routed electronically are routed to the billing communications routing identifier code assigned to the billed office DoDAAC.

C6.3.2.3.3. Ensure bills routed by non-electronic means are mailed to the clear-text address of the billed DoDAAC identified for billing.

C6.3.2.4. DAAS shall forward images of interfund summary billing records to the seller's CAO.

C6.3.3. Bill Retention. DAASC shall retain a copy of non-security assistance bills for ***2*** year and security assistance bills for 2 years after initial routing.

C6.4. BILL COPY RETRIEVAL

C6.4.1. Copies of bills may be retrieved in any of several ways:

C6.4.1.1. MILSINQ. Images of bills may be retrieved from DAAS through their web based MILSBILLS Inquiry (MILSINQ) process. See section C6.6.

C6.4.1.2. Retransmission Request. Bills may also be retrieved from DAAS by submitting a Request for Retransmission of Interfund Bill (DI code QB1).

C6.4.1.2.1. DAASC shall retransmit a copy of all bills matching the billing office DoDAAC and bill number provided on the request. Although unlikely, it is possible that DAASC will find and retrieve a current and prior year bill matching the prescribed retransmission criteria.

C6.4.1.2.2. The retransmission request may also be requested via the internet as part of the MILSINQ process.

C6.4.1.3. Telephone Request. DAASC shall accept telephone requests (DSN 986-6395) for copies. Telephone requests are limited to no more than five bills and the service will be terminated if abused.

C6.4.2. Only copies of bills routed by DAAS and within the record retention period may be retrieved through these methods. However, whenever DAAS does not find a matching bill, they shall create and forward a request for copy of bill (DI code FAE billing record, with Billing Advice code 41) to the billing office.

C6.4.2.1. Billing offices failing to respond to requests for copies of interfund bills, when such requests are received within the record retention period, shall be directed by their Service or Agency headquarters to reverse the billing. Billed offices shall 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 bill.

C6.4.2.3. Forward a billing adjustment reply (DI code FAR with Billing Status code “DA” to advise the requesting office that they have referred their bill retransmission (copy) request to the seller.

C6.5. FUND CODE TABLES. Fund code tables may be found on the DLMSO web site at: http://www.dla.mil/j-6/dlmso/elibrary/Manuals/MILSBILLS/Default.asp.

C6.6. MILSBILLS BILLING INQUIRY (MILSINQ) PROCESS

C6.6.1. General MILSINQ Information.

C6.6.1.1. MILSINQ is a process established by DAASC to allow their customers to remotely query the DAAS MILSBILLS database. It is an alternative to the DI code QB1 retransmission (send a copy of the bill to me) means of obtaining billing information from DAAS. MILSINQ may also be used for the MILSTRIP materiel obligation validation process.

C6.6.1.2. Bills may be queried by billing DoDAAC or billed DoDAAC and may be narrowed to a particular billing month or bill.

C6.6.1.3. Once identified, the bills can be viewed, printed, saved to a local PC, or retransmitted (copy sent by DAAS to a designated recipient).

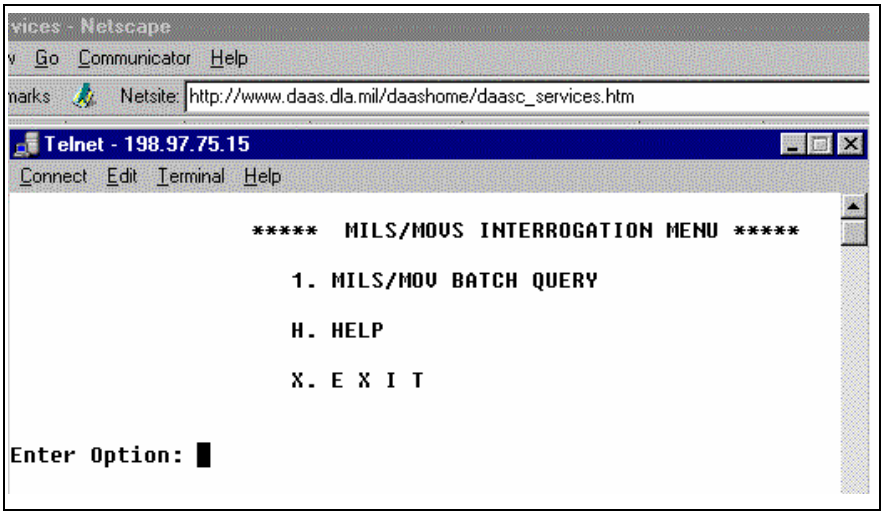
C6.3.1.4. MILSINQ is a telnet application, accessible from your internet browser[1] ***at https://www.daas.dla.mil/daashome/daasc_milsinq.asp***. Users will generally be logged off systems after 5 minutes of idle time.

C6.6.2. Logging On.

C6.6.2.1. At the DoD Warning Screen enter 'milsinq' when prompted for a username.

C6.6.2.2. At the 'MILS/MOVS Interrogation Menu' enter "1" for 'MILS Query.' See figure C6.F1.

Figure C6.F1. MILS/MOVS Interrogation Menu



C6.6.3. MILSINQ Query

C6.6.3.1. At the 'Enter MILS/MOV Query' or 'End Menu' enter the query information appropriate for the type (B- by billing or A- billed office DoDAAC) of inquiry. See figure C6.F2.

[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.

Figure C6.F2. MILS/MOV Query

```
Telnet - 198.97.75.15
Connect  Edit  Terminal  Help
ENTER MILS/MOV QUERY or END:
  (i.e. B 012FB2049Z0103)
  (     B*012FB2049)     For Rejected Batches Only
  (     A 012SC4400)
  (     M FB2049S9G01011293)

  ( B = YMM, Billing DODAAC, Bill NO)
  ( A = YMM, Billed DODAAC)
  ( M = DODAAC ,RIC, Batch No, Date)

*** NOTE: QB1 generation disabled between 07:00-08:00 A.M. PST ***
                Current local time is: 14:14
```

C6.6.3.2. The following is an example of a bill query display. Entering d 03 will display the summary and details for the third bill. Entering q 03 will retransmit the bill. Rejected bills are identified by a COMMRI of “URRRR” Column “X” will indicate the reason for reject for rejected bills and the number of times the bill was retransmitted[2].

Figure C6.F3. Bill Query Display

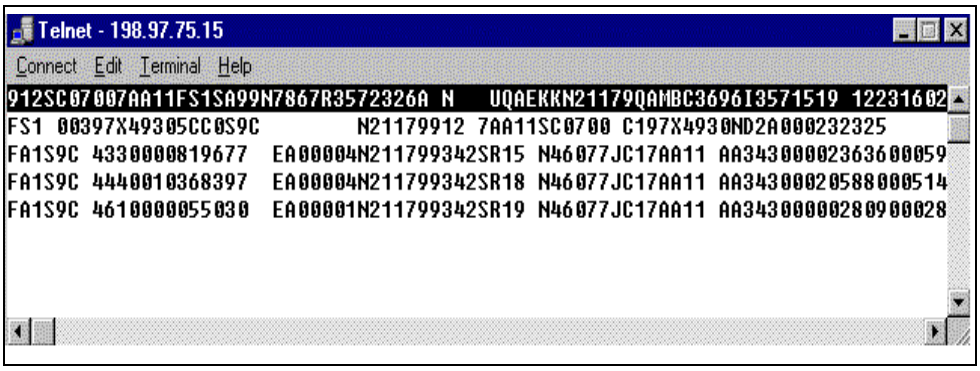
```
Telnet - 198.97.75.15
Connect  Edit  Terminal  Help
   YMM BILLING BILL BILLED DIC   TO    LAST XMIT INFO     DAAS SSN  -
       DODAAC    #  DODAAC     COMMRI
01 912 SC0700 7AA11 N21179 FS1 UQAEKK QAMBC3696I3571519 SA99N7867R357
02 912 SC0700 7AA12 N21179 FS1 UQAEKK QAMBC3697I3571519 SA99N7867R357
03 912 SC0700 7AA13 N21182 FS1 UQAEKK QAMBC3698I3571519 SA99N7867R357
04 912 SC0700 7AA14 N21283 FS1 UQAEKK QAMBC3699I3571519 SA99N7867R357
05 912 SC0700 7AA15 N21306 FS1 UQAEKK QAMBC3700I3571519 SA99N7867R357
06 912 SC0700 7AA16 N21307 FS1 UQAEKK QAMBC3701I3571519 SA99N7867R357
07 912 SC0700 7AA17 N21323 FS1 UQAEKK QAMBC3702I3571519 SA99N7869R357
08 912 SC0700 7AA18 N21377 FS1 UQAEKK QAMBC3703I3571519 SA99N7869R357
09 912 SC0700 7AA19 N21377 FS1 UQAEKK QAMBC3704I3571519 SA99N7869R357
10 912 SC0700 7AA1A N09239 FS1 UQARXC QAMBC3670I3571519 SA99C7216R357
11 912 SC0700 7AA1B N09239 FS1 UQARXC QAMBC3671I3571519 SA99C7216R357
12 912 SC0700 7AA1C N09239 FS1 UQARXC QAMBC3672I3571519 SA99C7216R357
13 912 SC0700 7AA1D N09251 FS1 UQARXC QAMBC3673I3571519 SA99C7216R357
14 912 SC0700 7AA1E N09251 FS1 UQARXC QAMBC3674I3571519 SA99C7216R357
15 912 SC0700 7AA1F N09365 FS1 UQARXC QAMBC3675I3571519 SA99C7216R357
16 912 SC0700 7AA1G N09989 FS1 UQARXC QAMBC3676I3571519 SA99C7216R357
17 912 SC0700 7AA1H N09989 FS2 UQARXC QAMBC3677I3571519 SA99C7216R357

E - EXIT, D + line # to display, Q + Starting/Ending Line #(s) to Bui
          or Enter - Next Screen   i.e. (d 02) (q 01-01)
```

[2] X, Invalid value, Y, Detail count in error, Z, Invalid Billed DoDAAC, Numeric, no. times retransmitted.

C6.6.3.3. Below is an example of an actual bill displayed by the query process.

Figure C6.F4. Query Example



C6.7. MILSBILLS RELATED REPORTS

C6.7.1 Introduction

C6.7.1.1. As part of their logistics information data services, DAAS accumulates data from MILSBILLS records routed by them and generates reports for MILSBILLS use. The reports cover the preceding 12 months.

C6.7.1.2. The following MILSBILLS related reports are available from ***https://www.daas.dla.mil/daashome/daasc_milsing.asp***:

C6.7.1.2.1. Interfund billing adjustments by billing office (RIC sequence).

C6.7.1.2.2. Interfund bills by billed office (DODAAC sequence).

C6.7.1.2.3. Interfund bills by billed office (DODAAC within Service).

C6.7.1.2.4. Interfund bills by billing office (DODAAC within Service).

C6.7.1.2.5. Interfund bills by billing office (RIC sequence).

C6.7.1.2.6. Interfund bills by route to COMMRI (COMMRI sequence).

C6.7.1.2.7. Interfund bills rejected by DAASC (RIC sequence.)

C6.7.1.2.8. Interfund bills retransmission requests.

C6.7.1.2.9. ISVR credit report ‘Lateral Redistribution.’

C6.7.1.2.10. Rejected interfund bills by billed office (Service sequence).

C6.7.1.2.11. Rejected interfund bills by billing office (DODAAC within Service).

C6.7.2. Interfund Billing Adjustments By Billing Office RI Code

C6.7.2.1. This report provides, for each billing office RI code, data related to billing adjustment requests and responses. With the exception of DI code QB1, all adjustment requests processed by DAAS during the reporting month and year indicated are included. See the following report example:

Figure C6.F5. 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)	(21/24/26)	(34)	OTHER	TOTAL REPLIES	NUMBER OF REPLIES BY BILLING STATUS CODE (AH / DF	(CA / DM)	(DD)	(EL EN)	OTHER
FHC	6		6								
FHZ	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	204					204
GK0	1				1						
GN0	4			2	2	13			11		2
GN3	2			2							
GP0	6				6						
G31	1		1			1			1		
G3A	5,509		81	5,221	207	12,909			12,736	22	151
GT0	2				2	2					2
G TOTAL	5,799		82	5,236	481	13,183			12,757	22	404
MH6	44			44							
H TOTAL	44			44							
MA8	179				179						
MAB	27			18	9						
MBB	192			188	4						
MPB	232		2	213	17						
M TOTAL	630		2	419	209						
N32	573		1	104	468	581			20		561

C6.7.2.2. Total number of requests and replies are provided for each billing RI code, with subtotals for each RI code series (first position of RI code) listed 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.

C6.7.3. Interfund Bills By Billed Office. This report provides for each billed office (BILLED DODAAC) the number of interfund bills (NO. BILLS), the number of detail billing records (NO. DETAILS) which support the bills and the value ($ VALUE) of interfund bills processed by DAAS during the report month. A page break and total (SUBTOT) for each service is provided as well as a total (TOTAL) for the report. An example of the report follows.

Figure C6.F6. 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
```

C6.7.4. Interfund Bills By Billing Office. This report provides for each billing office (BILLING RI CODE) the number of interfund bills (NO. BILLS), the number of detail billing records (NO. DETAILS) which support the bills, and the value ($ VALUE) of interfund bills processed by DAAS during the report month. A page break and total (SUBTOT) for each Service is provided as well as a total (TOTAL) for the report.

C6.7.5. Interfund Bills Rejected By DAAS. This report identifies, in a summarized form for each billing office, the number, value, and reasons interfund bills were rejected by DAASC. The following is an example of a report:

Figure C6.F7. 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		CC 5-7 NOT EQUAL TO DETAILS		CC 30-35 NOT IN DODAAF		TOTALS	
	NUMBER	$ VALUE	NUMBER	$ VALUE	NUMBER	$ VALUE	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

C6.7.6. Interfund Bill Retransmission Request. This report summarizes the number of interfund bill retransmission requests and outcomes for those requests by billing RI code.

Figure C6.F8. Interfund Bill Retransmission Request

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

RECIPIENT DODAAC	TOTAL REQUESTS	# RETRIEVED	# UNMATCHED	# REJECTED
062ANG	3	3		
074LSD	11	11		
081KJK	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		
F26100	15	15		
F62300	5	5		
F69400	7	7		
F71600	9	9		
F74800	7	7		
F91111	289	289		
FA2303	1	1		
- TOTAL	338	338		
- GRAND TOT	362	362		

C6.7.7. Interfund Bills By Route-To Comm RI Code. This report provides a monthly summary of interfund bills by "route-to" COMM RI 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 (COMM RI) by DAAS during a month

C6.7.8. ISVR Credit Report. This is a report of materiel laterally redistributed and ISV procurement offset reimbursements. Shows number and amount of credits for materiel, transportation, packing, crating, and handling by DoDAAC and or RI code receiving the credit. An example of the report follows.

Figure C6.F9. ISVR 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	1,205.22	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
W15GK6	AKZ	3	725.00	0	0.00	0	0.00	3	725.00
TOTAL		3	725.00	0	0.00	0	0.00	3	725.00
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	254.28	0	0.00	0	0.00	5	254.28
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	2,895.46	0	0.00	0	0.00	2	2,895.46
W34XC5	B14	3	1,769.32	0	0.00	0	0.00	3	1,769.32

C6.7.9. Rejected Interfund Bills by Billing Office (Service Sequence). A listing of interfund bills that failed MILSBILLS prescribed DAAS edits. These bills were returned by DAASC to the billing office. The report identifies bills by billing office and identifies the billed DoDAAC, bill number, dollar value. An example of the rejected interfund bill.

Figure C6.F10. 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

               M69117   R52841    Y1258  -         1,677.47
               M69117   R52841    Y1259  -        11,450.62
               M69117   R52841    Y1260  -         5,279.92
               M69117   V21091    Y1455              450.60
               M69117   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       3B0700   B         D0001           26,347.23
0                 TOTAL FS            1            26,347.23

               3C0303   WK4E1E    9JBHA               831.90
0                 TOTAL FS            1               831.90

               3C4400   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
```

C6.8. OTHER DoD DoDAACs AUTHORIZED INTERFUND

C6.8.1. DAASC shall 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.

C6.8.2. The DAASC will change the fund code cited on other DoD Components requisitions to “XP”, if necessary, when the H Series requisitioning DoDAAC is not identified as authorized interfund billing.

C6.8.3. Other DoD Components may add their DoDAAC (to allow for interfund billing) or delete a listed DoDAAC (mandatory noninterfund billing) by forwarding a letter or message to dlmsoinfo@dla.mil requesting the change.

AP1. APPENDIX 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/word/MILSBILLS/AP1_1.doc and, for those with logon privileges, at https://www.daas.dla.mil/logreports. The authoritative reference table is located at the DAAS.

AP1.2. Fund code to billed office DoDAAC conversion tables are published online at http://www.dla.mil/j-6/dlmso/eLibrary/Manuals/wordMILSBILLS/AP1_2.doc and, for those with logon privileges, at https://www.daas.dla.mil/logreports.The authoritative reference table is located at the DAAS.

AP1.3. H series DoDAACs authorized to use interfund fund codes are published online at http://www.dla.mil/j-6/dlmso/eLibrary/Manuals/MILSBILLS/word/AP1_3.doc and, for those with logon privileges, at https://www.daas.dla.mil/logreports. The authoritative reference table is located at the DAAS.

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	Other Codes	AP2.11-1

AP2.1. APPENDIX 2.1

DOCUMENT IDENTIFIER CODES

Three

Alpha or Alpha Numeric

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.

DI CODE(s)	TITLE
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)
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)
DI CODE(s)	TITLE
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/daasc_milsing.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:***

Organization (Billed Service Code)	***Interfund Default Appropriation***
Contractor (C,E,L,Q,U	***Not applicable, noninterfund***
NonDoD (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)	***97*0100.5100***
Other Defense Agency (H)	***97*0100***
None of the above	***97*0100***

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/dlmso/.

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.
24	Reply to Product Quality Deficiency Report (SF 368) ***indicated adjustment authorized, request refund.***
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 DAASO.

Code	Description
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.

"D" SERIES: ADVISORY RESPONSE

DA	No record of requested bill in DAASC 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 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.

Code	Description
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.

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
DR	IMM directed returns under the Asset Visibility (Procurement Offset) Program
HM	Hazardous materials.
HW	Hazardous waste disposal services.
LR	IMM directed Lateral Redistributions
QD	***Bill to refund amount, return to a PQDR.***
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.
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 amount billed previously, due to approval of discrepancy report.

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 DAASC 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 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.

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.

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.

Code	Location
21	GSA-FSS CSC-21 Industrial Product Center Loisdale Road, GSA Franconia Bldg. A Springfield, VA 22150
82	GSA Customer Supply Center 7440 South Pulaski Road Chicago, IL 60629
84	GSA Customer Supply Center 501 Felix Street Warehouse 4, Dock 3 Fort Worth, TX 76115
87	GSA Customer Supply Center FWD Supply Point Denver 12825 East 37th Avenue Denver, CO 80239
89	GSA Customer Supply Center Bldg T-1725 Hickman AFB Honolulu, HI 96853
90	GSA Customer Supply Center Warehouse #1, C Street, SW Auburn, WA 98002

Code	Location
91	GSA Customer Supply Center Building A Loisdale Road Franconia, VA 22150
94	GSA Customer Supply Center Building #1, Section 4 Belle Mead Depot Belle Mead, NJ 08502
95	GSA Customer Supply Center Building 21-883 Elmendorf AFB Anchorage, AK 99506
96	GSA Customer Supply Center Building #510 Rough & Ready Island Stockton, CA 95203
97	GSA Customer Supply Center 8400 Tatum Road Palmetto, GA 30268
98	GSA Customer Supply Center Building 2001 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 DAASC 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.

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.

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.

CODE	AUTHORITATIVE SOURCE
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.

RECORD FORMATS

APPENDIX	DI CODE(s)	TITLE	PAGE
AP3.1.	FAE FAF	Request for Adjustment of Non-Fuel Billing Follow-up on Request for Adjustment of Non-Fuel Billing	AP3.1-1
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	AP3.2-1
AP3.3.	FA1, GA1 FA2, GA2	Billing for Issue from Stock (Charge) Billing for Issue from Stock (Credit)	AP3.3-1
AP3.4.	FB1, GB1 FB2, GB2	Billing for Direct Delivery of Stocked Items Charge) Billing for Direct Delivery of Stocked Items (Credit)	AP3.4-1
AP3.5.	FCA	Fund Code to Appropriation Update Record	AP3.5-1
AP3.6.	FCB	Fund Code to Billed Office DoDAAC Update	AP3.6-1
AP3.7.	FCT	Text Header Record: Fund Code Related Changes to DAASC	AP3.7-1
AP3.8.	FC1, GC1 FC2, GC2	Billing for Decentralized, Noncatalogued, and Nonstocked Items (charge) Billing for Decentralized, Noncatalogued, and Nonstocked Items (Credit)	AP3.8-1
AP3.9.	FDE FDF	Request for Summary Level Billing Adjustment Follow-up on Request for Summary Level Billing Adjustment	AP3.9-1
AP3.10.	FDR FDS	Reply to Request for Summary Level Billing Adjustment Response to Follow-up on Request for Summary Level Billing Adjustment	AP3.10-1
AP3.11.	FD1, GD1 FD2, GD2	Credit for Excess Materiel Return (Reversal) Credit for Excess materiel Return (No Charge)	AP3.11-1

APPENDIX	DI CODE(s)	TITLE	PAGE
AP3.12.	FE3, GE3 FE4, GE4	Notice of Nonreimbursable Issue Notice of Nonreimbursable issue (reversal)	AP3.12-1
AP3.13.	FF1, GF1 FF2, GF2	Billing for DoD Dependent School Supplies (Charge) Billing for DoD Dependent School Supplies (Credit)	AP3.13-1
AP3.14.	FG1, GG1 FG2, GG2	GSA Customer Supply Center Billing (Charge) GSA Customer Supply Center Billing (Credit)	AP3.14-1
AP3.15.	FJE FJF	Request for Adjustment of Fuel Billing Follow-up on Request for Adjustment of Fuel Billing	AP3.15-1
AP3.16.	FJR FJS	Reply to Request for Adjustment of Fuel Billing Reply to Follow-up on Request for Adjustment of Fuel Billing	AP3.16-1
AP3.17.	FJ1, GJ1 FJ2, GJ2	Billing for Bulk Petroleum (Charge) Billing for Bulk Petroleum (Credit)	AP3.17-1
AP3.18.	FL1, GL1 FL2, GL2	Retail Loss Allowance - Credit Reversal Retail Loss Allowance - Credit	AP3.18-1
AP3.19.	FN1, GN1 FN2, GN2	Accessorial and Other Miscellaneous Billings (Charge) Accessorial and Other Miscellaneous Billings (Credit)	AP3.19-1
AP3.20.	FP1, GP1 FP2, GP2	Billing for Into-Plane Issues (Charge) Billing for Into-Plane Issues (Credit)	AP3.20-1
AP3.21.	FQ1, GQ1 FQ2, GQ2	Billing for Transportation (Charge) Billing for Transportation (Credit)	AP3.21-1
AP3.22.	FR1, GR1 FR2, GR2	Billing for Export Transportation (Charge) Billing for Export Transportation (Credit)	AP3.22-1
AP3.23.	FS1, GS1 FS2, GS2	Summary Billing Record (Net Charge) Summary Billing Record (Net Credit)	AP3.23-1
AP3.24.	FTB	Reply to Follow-up for Materiel Return Program Credit	AP3.24-1
AP3.25.	FTP	Follow-up for Materiel Return Program Credit	AP3.25-1

APPENDIX	DI CODE(s)	TITLE	PAGE
AP3.26.	FU1, GU1 FU2, GU2	Progress Payment (Charge) Progress Payment (Recoupment)	AP3.26-1
AP3.27.	FW1, GW1 FW2, GW2	Cash Discounts (Charge) Cash Discounts (Credit)	AP3.27-1
AP3.28.	FX1, GX1 FX2, GX2	Trade, Quantity, and Other Allowances (Charge) Trade, Quantity, and Other Allowances (Credit)	AP3.28-1
AP3.29.	QB1	Request for Retransmission of Bill (Copy)	AP3.29-1

AP3.1. APPENDIX 3.1.

REQUEST FOR ADJUSTMENT OF NON-FUEL BILLING AND FOLLOW-UP ON REQUEST FOR ADJUSTMENT OF NON-FUEL BILLING

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FAE for initial requests. FAF for follow-up requests.
RI Code	4-6	Perpetuate from the detail billing record (DBR) except when the Billing Advice Code (BAC) is one of the following: 11 Perpetuate from the duplicate DBR. 23 Perpetuate from the reply (FAR or FAS record). 24 Enter the RI code of the office, which replied, to the Product Quality Deficiency Report (PQDR). 27 Enter the RI code of the office, which directed the redistribution from the AS6 record. 34 Perpetuate from the requisition. 35 Perpetuate from the AS_ record. 41 Enter the RI code of the billing office. 51 Perpetuate the billing RI code from the SBR (FS_ record).
Recipient of Billing	7	Enter the applicable code.
Stock Number	8-22	Perpetuate from the DBR except when the BAC is one of the following: 11 Perpetuate from the duplicate DBR.

Field Legend	Position(s)	Entry and Instructions
		15, 19, 41, 51 may leave blank. 23 Perpetuate from the reply. 24 Perpetuate from the PQDR. 27 Perpetuate from the AS6 record. 34 Perpetuate from the requisition. 35 Perpetuate from the AS_ record.
U/I Code	23-24	Perpetuate from the DBR except when the BAC is one of the following: 11 Perpetuate from the duplicate DBR. 15, 19, 41, 51 May leave blank. 23 Perpetuate from the reply. 24 Perpetuate from the PQDR. 27 Perpetuate from the AS6. 34 Perpetuate from the requisition. 35 Perpetuate from the AS_ record.
Quantity	25-29	Perpetuate from the DBR except when the BAC is one of the following: 11 Perpetuate from the duplicate DBR. 12 Enter the correct quantity. 15, 19, 41, 51 May leave blank. 21 Enter discrepant quantity. 23 Perpetuate from the reply. 24 Perpetuate from the PQDR. 27 Perpetuate from the AS6 record. 34 Enter quantity received.

Field Legend	Position(s)	Entry and Instructions
		35 Perpetuate from the AS_ record.
Document Number	30-43	Perpetuate from the DBR except when the BAC is one of the following: 11 Perpetuate from duplicate DBR. 15, 51 Leave blank. 19 Enter as follows: 30-35 Billed Office DoDAAC. 36-43 Assigned by requestor. 23 Perpetuate from the reply. 24 Perpetuate the document number from the PQDR. 27 Perpetuate from the AS6 record. 34 Perpetuate from the requisition. 35 Perpetuate from the AS_ record. 41 Enter as follows: 30-35 DoDAAC of the billed office. 36-40 Leave blank. 41-43 Year within decade and month of billing (YMM).
Suffix Code	44	Perpetuate from the DBR except when the BAC is one of the following: 11 Perpetuate from the duplicate DBR. 15, 19, 41, 51 May leave blank. 23 Perpetuate from the reply. 24 Perpetuate from the PQDR. 27 Perpetuate from the AS6 record**.** 34 Enter the suffix code pertinent to shipment record.

Field Legend	Position(s)	Entry and Instructions
		35 Perpetuate from the AS_ record.
Supplementary Address	45-50	Perpetuate from the DBR except when the BAC is one of the following: 11 Perpetuate from the duplicate DBR. 19, 51 May leave blank. 23 Perpetuate from the reply. 24 Perpetuate the bill-to DoDAAC from the PQDR if provided; otherwise, may leave blank. 27 Perpetuate from the AS6 record. 34 Perpetuate from the requisition. 35 Perpetuate from the AS_ record. 41 Enter DoDAAC to which copy is to be sent if different from the DoDAAC of the billed office. Otherwise, may leave blank.
Signal Code	51	Perpetuate from the DBR except when the BAC is one of the following: 11 Perpetuate from duplicate DBR. 19, 35, 41, 51 May leave blank. 23 Perpetuate from the reply. 24 Enter B if the bill-to DoDAAC was indicated on the PQDR; otherwise, enter A. 27 Perpetuate from the AS6. 34 Perpetuate from the requisition.
Fund Code	52-53	Perpetuate from the DBR except when the BAC is one of the following: 11 Perpetuate from duplicate DBR or enter other appropriate fund code. 12, 14, 15, 17, 18, 20, 21 Or enter other appropriate fund code.

Field Legend	Position(s)	Entry and Instructions
		19 Perpetuate from the SBR. 23 Perpetuate from the reply. 24 Perpetuate from the PQDR, If not provided adjustment processing activity will perpetuate from the original requisition. If not available, "QD" will be assumed. 27 Perpetuate from the AS6 record. 34 Perpetuate from the requisition. 35 Perpetuate from the AS_ record. 41, 51 Leave blank.
Bill Number	54-58	Perpetuate from the DBR except when the BAC is one of the following: 11 Perpetuate from duplicate DBR. 19, 51 Perpetuate from the SBR. 23 Perpetuate from the reply. 24 Enter bill number under which item was billed, if known. Otherwise, may leave blank. 27 May leave blank 34 Enter year and month the materiel was received: 54-55 Decade and year. 56-58 Month. 35 Enter as follows: 54-55 May leave blank. 56-58 Perpetuate from the AS_ record. 41 Enter the number of the bill requested.
Billing Advice Code	59-61	Enter as follows: 59 Blank or character significant to requestor. 60-61 Enter appropriate code.
Multi-Field	62-80	Perpetuate from the DBR except when the BAC is one of the following:

Field Legend	Position(s)	Entry and Instructions
		11 enter: 62-64 Day of Year. Day request is submitted. 65-73 Amount. Perpetuate amount from the duplicate DBR. 74-78 Bill number under which original billing was processed. 79-80 May leave blank.
		12 enter: 62-64 Day of Year. The day request is submitted. 65-73 Amount. The extended amount of the over or undercharge. 74-80 Unit Price. The amount of the over or undercharge.
		17 enter: 62-64 Day of Year. Day request is submitted. 65-73 Amount. Perpetuate amount from the DBR. 74-77 Date. Year within decade and the day of year (YDDD) cancellation confirmed. 78-80 Not significant. May leave blank.
		19 enter 62-64 Day of Year. Day request is submitted. 65-73 Amount. The amount unsupported. 74-80Unit Price. May leave blank.
		21 enter: 62-64 Day of Year. Day request is submitted. 65-73 Amount. Credit requested. 74-77 Date. Year within decade and the day of year (YDDD) SF 361 submitted. 78-80 Not significant. May leave blank
		23 or 24 enter: 62-64 Day of Year. Day request is submitted. 65-73 Amount. The amount of the adjustment promised. 74-77 Date. Year within decade and the day of year (YDDD) adjustment promised. 78-80 Not significant. May leave blank

Field Legend	Position(s)	Entry and Instructions
		26 enter: 62-64 Day of Year. Day request is submitted. 65-73 Amount. Perpetuate amount from the DBR. 74-77 Date. Year within decade and the day of year (YDDD) SDR reply. 78-80 Not significant. May leave blank
		27, 34, or 41 enter: 62-64 Day of Year. Day request is submitted. 65-80 Various. May leave blank.
		35, enter: 62-76 Shipment Number. TCN, GBL, or the shipment unit number. Perpetuate from the AS_ record. If the field is larger than 15 positions, perpetuate the last 15. 77 Mode/Method Code. Perpetuate from the AS_. 78-80 Day of Year. Day request is submitted.
		51 or 52 enter: 62-64 Day of Year. Day request is submitted. 65-73 Amount. Perpetuate amount from the DBR. 74-80 Billed Office. Perpetuate from the SBR.

AP 3.2 APPENDIX 3.2

REPLY TO REQUEST FOR ADJUSTMENT OF NON-FUEL BILLING AND RESPONSE TO FOLLOW-UP ON REQUEST FOR ADJUSTMENT OF NON-FUEL BILLING

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FAR to reply to an initial request. FAS to reply to follow-up request.
RI Code	4-6	Perpetuate from the request (DI code FAE, FAF).
Recipient of Billing	7	Perpetuate from the request.
Stock Number	8-22	Perpetuate from the request.
U/I Code	23-24	Perpetuate from the request.
Quantity	25-29	Perpetuate from the request.
Document Number	30-43	Perpetuate from the request.
Suffix Code	44	Perpetuate from the request.
Supplementary Address	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	Perpetuate from the request.
Billing Status Code	59-61	Enter: 59 Blank or character significant to the billing office. 60-61 applicable status code.
Day of the Year	62-64	Enter day of year response is prepared. Must be forwarded within three calendar

Field Legend	Position(s)	Entry and Instructions
		days of this day.
Amount	65-73	If the billing status code is not “AI” or “DD” enter the adjustment amount. Otherwise enter: 65-67 year and month of credit of the bill in question. 68-73 Leave blank.
Unit Price	74-80	Perpetuate from the request.

AP3.3. APPENDIX 3.3.

BILLING FOR ISSUE FROM STOCK

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FA1 or GA1 (charge) FA2 or GA2 (credit)
RI Code	4-6	For DoD shipments, enter RI code of the billing office. For GSA, enter the RI code of the GSA office that made or directed the shipment.
Sales Price Condition Code	7	Enter applicable code or leave blank.
Stock Number	8-22	Enter the NSN or Part Number of the item shipped.
U/I Code	23-24	Enter U/I.
Quantity[1]	25-29	Enter the quantity billed or credited.
Document Number	30-43	Perpetuate from the MILSTRIP requisition.
Suffix	44	Perpetuate from the MILSTRIP shipment status or equivalent document.
Supplementary Address	45-50	Perpetuate from the MILSTRIP requisition. For hazardous waste disposal service billings, perpetuate the bill-to DoDAAC from block 12 (date shipped field) of the turn-in document (DD Form 1348-1)
Signal Code	51	Perpetuate from the MILSTRIP requisition. For hazardous waste reimbursements, enter B.

[1] When either the billed and billing offices or their higher authorities agree, billing offices may process billings for Federal Supply Group 13 ammunition items using an "M" modifier in pos. 29 to express the quantity for a single shipment in thousands. Service or Agency representatives must be advised of these agreements and the representatives will initiate action to document the usage in MILSBILLS.

Field Legend	Position(s)	Entry and Instructions
Fund Code	52-53	Perpetuate from the MILSTRIP requisition.
Bill Number	54-58	Enter bill number from SBR.
Mode/Method Code	59	Enter the mode/method code when the billing is for FMS or MAP shipment. Otherwise, leave blank.
Type of Bill Code	60-61	Enter a type of bill code or leave blank.
Day of Year	62-64	For shipments to DoD enter the day item dropped from inventory. For FMS, MAP and shipments to non-DoD activities, enter the day item is constructively delivered.
Amount	65-73	Enter the extended amount, e.g., unit price times quantity. 65-71 Dollars 72-73 Cents
Unit Price	74-80	For other than FMS enter the standard unit price of item. When standard pricing does not apply, enter other appropriate billing price. For FMS. Enter the following: 74-76 Record Serial Number[2] 77 Transportation Bill Code 78-79 Delivery Source Code 80 -DWCF or non-DWCF Code.

[2] Enter pos. 55-56 of Army and Air Force requisitions (leave pos. 76 blank). Enter pos. 57-59 of Marine Corps requisitions. Leave blank for Navy requisitions.

AP3.4. APPENDIX 3.4.

BILLING FOR DIRECT DELIVERY OF STOCKED ITEMS

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FB1 or GB1 (charge) FB2 or GB2 (credit).
RI Code	4-6	For DoD shipments, enter the RI code of the billing office. For GSA, enter the RI code of the GSA office that made or directed the shipment.
Sales Price Condition	7	Enter applicable code or leave blank.
Stock Number	8-22	Enter the NSN or part number of the item shipped.
U/I Code	23-24	Enter U/I.
Quantity	25-29	Enter the quantity billed or credited.
Document Number	30-43	Perpetuate from the MILSTRIP requisition.
Suffix	44	Perpetuate from the MILSTRIP shipment status or equivalent document.
Supplementary	45-50	Perpetuate from the MILSTRIP Address requisition.
Signal Code	51	Perpetuate from the MILSTRIP requisition.
Fund Code	52-53	Perpetuate from the MILSTRIP requisition.
Bill Number	54-58	Enter bill number from the SBR.
Mode/Method code	59	Enter the mode/method code when the billing is for an FMS or MAP shipment. Otherwise, leave blank.
Type of Bill Code	60-61	Enter a type of bill code or leave blank.
Day of Year	62-64	For shipments to DoD, enter the day item dropped from inventory. For FMS, MAP and shipments to non-

Field Legend	Position(s)	Entry and Instructions
		DoD activities, enter the day item is constructively delivered.
Amount	65-73	Enter the extended amount, e.g., unit price times quantity. 65-71 Dollars 72-73 Cents
Unit Price	74-80	For other than FMS. Enter the standard unit price of item. When standard pricing does not apply, enter other appropriate billing price. 74-78 Dollars 79-80 Cents For FMS. Enter the following: 74-76 Record Serial Number 77 Transportation Bill Code. 78-79 Delivery Source Code 80 DCWF or non-DCWF Code

AP3.5. APPENDIX 3.5.

FUND CODE TO APPROPRIATION UPDATE RECORD

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FCA
Blank	4	Leave blank
Action Code	5	Enter: A to add new record, C to change existing record D to delete existing record.
Blank	***6-10***	***Leave blank***
Fund Code	11-12	Enter fund code. Use ** ***to identify seller reimbursed funds.***
Blank	13	Leave blank
Appropriation	14-24	Leave blank if fund code designates billing via noninterfund. Otherwise enter (14-15) Departmental Prefix (16) Fiscal Yr. Use # to indicate the FY of the requisition date and * to indicate the fiscal year of the billing dates. (17-20) Basic Symbol (21-24) Limit
Blank	25	Leave blank
Date	26-30	Enter the effective date of the addition, change, or deletion: (26-27) Decade and year (YY) (28-30) Day of the year (DDD)
Department index	31-32	
Department index (Transfer)	***33-34***	***Different from the Department index when transfer appropriations are involved.***
Fiscal Year (Beg)	***35-38***	***XXXX and FFFF are valid fiscal years***
Fiscal Year (End)	***39-42***	***XXXX and FFFF are valid fiscal years***
Treasury Symbol	***43-48***	

Field Legend	Position(s)	Entry and Instructions
Limit/Subhead	***49-52***	
Authorized DODAAC	***53-58***	***DODAAC or DODAAC series authorized to be used with fund code and serial number, e.g. "S%%%%%"=DODAACs beginning with "S". Equals seller DODAAC when fund code="**".***
Allotment Serial	***59-62***	***Allotment number assigned for this customer's (billed DODAAC) use of the appropriation***
No Accounting Station	***63-68***	***AAA, FSN, or ADSN responsible for this combination of customer (Billed DODAAC), appropriation, and allotment serial number.***
Buyer CAO	***69***	***CAO responsible for ensuring that disbursements to the indicated funds are processed.***
Report ID	***70-80***	***Identifies the Financial Statement Report this charged or reimbursed fund will appear on.***

AP3.6. APPENDIX 3.6.

FUND CODE TO BILLER DODAAC CHANGE RECORD

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FCB.
Blank	4	Leave blank.
Action Code	5	Enter "A" to add new record "C" to change record, or "D" to delete record.
Blank	6	Leave blank.
Service/Agency Code	7-8	Enter the Service/Agency code of the Requisitioning" DoDAACs for which the fund code to appropriation conversion applies
Fund Code	9-10	Enter the fund code. Leave position 10 blank when all of the fund codes in a series (e.g., A0-A9 and AA-AZ) convert to the single, indicated DoDAAC
Blank	11	Leave blank.
Address Line Sequence	12	Services and Agencies leave blank on records sent to the DAASO. The DAASO will enter 1, 2, 3, or 4 on transactions they send to the Services and Agencies to indicate the appropriate line of the address (positions 14-48)
Blank	13	Leave blank.

Field Legend	Position(s)	Entry and Instructions
Address	14-48	Services and Agencies leave blank on records sent to the DAASO. The DAASO will enter one line of the clear-text address to which the billed office DoDAAC converts. As many as four lines of clear-text address, and therefore, DAASO originated FCB records, are possible for each Service/ Agency originated FCB record.
Blank	49	Leave blank.
Billed Office (DoDAAC)	50-55	Enter the DoDAAC of the billed office to which the fund code, in conjunction with the "C" or "L" signal code, should be converted.
Blank	56	Leave blank.
Date	57-61	Enter the effective date of the addition, change, or deletion 57-58 Decade and year (YY) 59-61 Day of the year (DDD)
Blank	62-80	Leave Blank

AP3.7. APPENDIX 3.7.

TEXT HEADER RECORD: FUND CODE CHANGES

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FCT.
Cyclic Control	4-10	Enter: (4-5) the Service or Agency Designation **AR**- USA, **AF**- USAF, **NA**- USN, **DL**-DLA, **MC**- USMC, **GS**- GSA, **CG**- USCG, **DO**- Other DoD (6-7) decade and year within decade of submission, and (8-10) sequentially assigned serial number (001-999).
Blank	11-80	Leave blank.

AP3.8. APPENDIX 3.8.

BILLING FOR DECENTRALIZED, NONCATALOGUED, AND NONSTOCKED ITEMS

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FC1 or GC1 (charge) FC2 or GC2 (credit)
RI Code	4-6	For DoD shipments or hazardous waste billings, enter RI code of the billing office. For GSA, enter the RI code of the GSA office that made or directed the shipment.
Sales Price Condition Code	7	Enter applicable code or leave blank.
Stock Number	8-22	Enter the NSN or Part Number of the item shipped. For Category 1 (reimbursable) MIPRs for automotive vehicles GSA will construct a pseudo- NSN which contains the last 15 positions of the MIPR number.
U/I Code	23-24	Enter U/I.
Quantity[1]	25-29	Enter the quantity billed or credited.
Document Number	30-43	Perpetuate from the MILSTRIP requisition.
Suffix	44	Perpetuate from the MILSTRIP shipment status or equivalent document. For Hazardous Waste billings, leave blank.

[1] See note 1 to appendix AP3.3.

Field Legend	Position(s)	Entry and Instructions
Supplementary	45-50	Perpetuate from the MILSTRIP Address requisition. For hazardous waste disposal service billings perpetuate the bill-to DoDAAC from block 12 (date shipped field) of the turn-in document (DD Form 1348-1).
Signal Code	51	Perpetuate form the MILSTRIP requisition. For hazardous waste billings, enter “B”.
Fund Code	52-53	Perpetuate from the MILSTRIP requisition.
Bill Number	54-58	Enter bill number from SBR.
Mode/Method Code	59	Enter a mode/method code when the billing is for an FMS or MAP shipment. Otherwise, leave blank.
Type of Bill Code	60-61	Enter a type of bill code or leave blank.
Day of Year	62-64	For shipments to DoD enter the day item dropped from inventory. For FMS, MAP and shipments to non-DoD activities, enter the day item is constructively delivered. For hazardous waste billings, leave blank.
Amount	65-73	Enter the extended amount e.g., unit price times quantity. 65-71 Dollars 72-73 Cents

Field Legend	Position(s)	Entry and Instructions
Unit Price	74-80	For other than FMS. Enter the standard unit price of item. If standard pricing does not apply, enter other appropriate billing price. For FMS. Enter the following: 74-76 Record Serial Number[2] 77 Transportation Bill Code 78-79 Delivery Source Code 80 DWCF or Non-DWCF Code For hazardous waste billings, leave blank.

[2] See note 2 to Appendix AP3.3.

AP3.9. APPENDIX 3.9.

REQUEST FOR SUMMARY BILLING ADJUSTMENT AND FOLLOW-UP ON REQUEST FOR SUMMARY BILLING ADJUSTMENT

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FDE for initial request. FDF for follow-up request.
RI Code (Billing Office)	4-6	Perpetrate from the duplicate summary billing record (SBR).
Recipient of Billing Status Code	7	Enter the applicable code.
Blank	8-10	Leave blank.
Bill Number (Duplicate)	11-15	Enter the bill number of the billing that totally duplicates a prior billing.
Blank	16-18	Leave blank.
Duplicate Bill Date	19-21	Enter the year within decade and month of decade (YMM) of the duplicate bill.
Blank	22-24	Leave blank.
Bill Number (Original)	25-29	For advice code 42 leave blank. For advice code 43 and 44, enter bill number of the original bill.
Blank	30-32	Leave blank.
Original Bill Date	33-35	Enter the year within decade and the month (YMM) of the original bill.
Amount (Original Bill)	36-44	For advice code 42, leave blank. For advice codes 43 and 44, enter the amount of the original bill.

Field Legend	Position(s)	Entry and Instructions
DoDAAC	45-50	For advice code 42, enter the DoDAAC of the billed office. For advice codes 43 and 44, enter the DoDAAC of the office requesting the adjustment.
Blank	51-58	For advice code 42, leave blank. For advice codes 43 and 44, enter 51-52: The fund code under which adjustment is to be processed. 53-58: The DoDAAC of the office receiving the adjustment
Billing Advice	59-61	Enter: 59 Blank or character significant to requestor. 60-61, 42, 43, 44 as appropriate
Day of Year	62-64	Enter day request is submitted.
Amount (Duplicate)	65-73	Enter the amount of the duplicate bill.
Blank	74-80	Leave blank.

AP3.10. APPENDIX 3.10.

REPLY TO REQUEST FOR SUMMARY LEVEL ADJUSTMENT AND RESPONSE TO FOLLOW-UP ON REQUEST FOR SUMMARY LEVEL BILLING ADJUSTMENT

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FDR to reply to an initial request. FDS to reply to follow-up request.
RI Code	4-6	Perpetuate the billing office RI from the request (DI Code FDE, FDF).
Recipient of Billing Status Code	7	Perpetuate from the request.
Blank	8-10	Leave blank.
Bill Number (Duplicate)	11-15	Perpetuate from the request.
Blank	16-18	Leave blank.
Date (Duplicate Bill)	19-21	Perpetuate Year Within Decade and Month from the request.
Blank	22-24	Leave blank.
Bill Number (Original bill)	25-29	Perpetuate from the request.
Blank	30-32	Leave blank.
Date (Original bill)	33-35	Perpetuate Year Within Decade and Month from the request.
Amount (Original bill)	36-44	Perpetuate from the request.
DoDAAC (Requestor)	45-50	Perpetuate from the request.
Bill Number (Adjustment)	51-55	When the billing status code indicates adjustment furnished previously (e.g., AI or DD), enter the bill number under which the adjustment was processed. Otherwise, leave blank.

Field Legend	Position(s)	Entry and Instructions
Year Within Decade and Month (Adjustment)	56-58	Enter the year within decade and the month in which the adjustment was processed when the billing status indicates adjustment was furnished previously. Otherwise, leave blank.
Billing Status Code	59-61	Enter: 59 Blank or character significant to the billing office. 60-61 Applicable status code.
Day of the Year	62-64	Enter day of year response is prepared. Must be forwarded within three calendar days of this day.
Amount (Duplicate)	65-73	Enter adjustment amount.
Blank	74-80	Leave blank.

AP3.11. APPENDIX 3.11.

MATERIEL RETURN PROGRAM CREDIT

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FD1 or GD1 (credit reversal) FD2 or GD2 (credit).
RI Code	4-6	For DoD shipments, enter the RI code of the billing office. For GSA, enter the RI code of the GSA office that authorized the return.
Sales Price Condition Code	7	Enter applicable code or leave blank.
Stock Number	8-22	Enter the NSN or part number of the item returned.
U/I Code	23-24	Enter U/I.
Quantity	25-29	Perpetuate from DI Code FTZ or AS6.
Document Number	30-43	Perpetuate from DI Code FTZ or AS6.
Suffix	44	Perpetuate from DI Code FTZ or AS6.
Supplementary Address	45-50	Perpetuate from DI Code FTZ or AS6.
Signal Code	51	Perpetuate from DI Code FTZ or AS6.
Fund Code	52-53	Perpetuate from DI Code FTZ or AS6.
Bill Number	54-58	Enter bill number from SBR.
Mode/Method Code	59	Leave blank.
Type of Bill Code	60-61	For reimbursements related to a lateral redistribution or procurement offset enter type of bill code LR or DR respectively; otherwise, may be left blank[1].
Day of Year	62-64	Enter the day item returned to inventory.

[1] Although type bill codes are not currently required, billing offices are encouraged to use them on all detail billing records.

AP3.12. APPENDIX 3.12.

NOTICE OF NONREIMBURSEABLE ISSUE

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FE3 or GE3 (no charge) FE4 or GE4 (reversal).
RI Code	4-6	For DoD shipments, enter RI code of the billing office. For GSA, enter the RI code of the GSA office that made or directed the shipment.
Sales Price Condition Code	7	Enter applicable code or leave blank.
Stock Number	8-22	Enter the NSN or part number of the item shipped.
U/I Code	23-24	Enter the U/I.
Quantity[1]	25-29	Enter the quantity billed or credited.
Document Number	30-43	Perpetuate from the MILSTRIP requisition.
Suffix	44	Perpetuate from the MILSTRIP shipment status or equivalent document/
Supplementary Address	45-50	Perpetuate from the MILSTRIP requisition.
Signal Code	51	Perpetuate from the MILSTRIP requisition.
Fund Code	52-53	Perpetuate from the MILSTRIP requisition.
Bill Number	54-58	Enter bill number from SBR.
Mode/Method Code	59	Leave blank.

[1] See note 1 to appendix AP3.3.

Field Legend	Position(s)	Entry and Instructions
Type of Bill Code	60-61	Enter code or leave blank.
Day of Year	62-64	Enter the day item dropped from inventory.
Amount	65-73	Zero fill.
Unit Price	74-80	Enter the standard unit price of item. When standard pricing does not apply, enter other appropriate price.

Field Legend	Position(s)	Entry and Instructions
Amount	65-73	Perpetuate the expected credit amount from the DI Code FTZ.
Unit Price	74-80	Enter the credit unit price.

AP3.13. APPENDIX 3.13.

BILLING FOR DOD DEPENDENT SCHOOL SUPPLIES

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FF1 or GF1 (charge) FF2 or GF2 (credit).
RI Code	4-6	Enter the RI code of the billing office.
Sales Price Condition Code	7	Enter applicable code or leave blank.
Contract Number	8-18	Enter in positions: 08-14 The last 7 positions of the PIIN 15-18 The Supplemental PIIN
Blank	19	Leave blank.
Port of Embarkation Code	20-22	Enter applicable POE code or leave blank.
U/I Code	23-24	Enter U/I.
Quantity	25-29	Enter the quantity billed or credited.
Document Number	30-43	Perpetuate from the MILSTRIP requisition.
Suffix	44	Perpetuate from the MILSTRIP shipment status or equivalent document.
Supplementary Address	45-50	Perpetuate from the MILSTRIP requisition.
Signal Code	51	Perpetuate from the MILSTRIP requisition.
Fund Code	52-53	Perpetuate from the MILSTRIP requisition.
Bill Number	54-58	Enter bill number from SBR.
Blank	59	Leave blank.
Type of Bill Code	60-61	Enter a type of bill code or leave blank.
Day of Year	62-64	Enter the day item dropped from inventory.

Field Legend	Position(s)	Entry and Instructions
Amount	65-73	Enter the extended amount e.g., unit price times quantity. 65-71 Dollars 72-73 Cents
Unit Price	74-80	Enter the contract unit price plus applicable surcharges. 65-71 Dollars 72-73 Cents

AP3.14. APPENDIX 3.14.

GSA CUSTOMER SUPPLY CENTER BILLING

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FG1 or GG1 (charge) FG2 or GG2 (credit)
RI Code	4-6	Enter the RI code of the GSA billing office.
Blank	7	Leave blank
Stock Number	8-22	Enter a pseudo-part number constructed as follows: 08-09 Type Item code 10-13 zero fill 14-20 Agency Internal Code. Enter if provided on the application. Otherwise, leave blank. 21-22 GSA Stock Number. Enter the GSA store number of the Center reporting purchases.
U/I	23-24	Enter AT for assortment.
Quantity	25-29	Enter A00001".
Document Number	30-43	Enter a pseudo-document number constructed by the billing office as follows: 30-35 Activity Address Code. (DoDAAC) provided on application form. 36-39 Date. Year within decade and day of year purchase. Self-service purchase date is the sales ticket receipt date. Customer Supply Center purchase date is the order process date. 40-43 Serial Number. Sales ticket receipt number for self-service store purchases and last four digits of

Field Legend	Position(s)	Entry and Instructions
		GSA=s transaction number for customer supply center purchases.
Blank	44	Leave blank.
Supplementary Address	45-50	Billed office code (DoDAAC) provided on application.
Signal Code	51	Enter signal code B
Fund Code	52-53	Enter fund code provided on the application. If not provided on the application, XP is assigned.
Bill Number	54-58	Enter bill number from SBR.
Blank	59-61	Leave blank.
Day of Year	62-64	Enter the Julian day of the year delivered for purchases. day of the year adjusted for adjustments.
Amount	65-73	Enter amount of sales order.
Unit Price	74-80	Leave blank

AP3.15. APPENDIX 3.15.

REQUEST FOR ADUSTMENT OF FUEL BILLING AND FOLLOW-UP ON REQUEST FOR ADJUSTMENT OF FUEL BILLING

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FJE for initial requests. FJF for follow-up requests.
RI Code	4-6	Perpetuate from the detail billing record (DBR) except when the Billing Advice Code (BAC) is one of the following: 11 Perpetuate from the duplicate DBR. 23 Perpetuate from the reply (FAR or FAS record). 24 Enter the RI code of the office, which replied, to the Product Quality Deficiency Report (PQDR). 27 Enter the RI code of the office, which directed the redistribution. 34 Perpetuate from the requisition. 35 Perpetuate from the AS_ record. 41 Enter the RI code of the billing office. 51 Perpetuate the billing RI code from the summary billing record.
Recipient of Billing	7	Enter the applicable code.
Stock Number	8-20	Perpetuate from the DBR except when the BAC is one of the following: 11 Perpetuate from the duplicate DBR.

Field Legend	Position(s)	Entry and Instructions
		15, 19, 41, 51 may leave blank. 23 Perpetuate from the reply. 24 Perpetuate from the PQDR. 27 Perpetuate from the AS6 record. 34 Perpetuate from the requisition. 35 Perpetuate from the AS_ record.
Blank	21-22	Leave Blank
Quantity	23-29	Perpetuate from the DBR except when the BAC is one of the following: 11 Perpetuate from the duplicate DBR. 12 Enter the correct quantity. 15, 19, 41, 51 May leave blank. 21 Enter discrepant quantity. 23 Perpetuate from the reply. 24 Perpetuate from the PQDR. 27 Perpetuate from the AS6 record. 34 Enter quantity received. 35 Perpetuate from the AS_ record.
Document Number	30-43	Perpetuate from the DBR except when the BAC is one of the following: 11 Perpetuate from duplicate DBR. 15, 51 Leave blank. 19 Enter as follows: 30-35 Billed Office DoDAAC. 36-43 Assigned by requestor.

Field Legend	Position(s)	Entry and Instructions
		23 Perpetuate from the reply. 24 Perpetuate the Bill-to DoDAAC from the PQDR. 27 Perpetuate from the AS6 record. 34 Perpetuate from the requisition. 35 Perpetuate from the AS_ record. 41 Enter as follows: 30-35 DoDAAC of the billed office. 36-40 Leave blank. 41-43 Year within decade and month of billing (YMM).
Suffix Code	44	Perpetuate from the DBR except when the BAC is one of the following: 11 Perpetuate from the duplicate DBR. 15, 19, 41, 51 May leave blank. 23 Perpetuate from the reply. 24 Perpetuate from the PQDR. 27 Perpetuate from the AS6 record. 34 Enter the suffix code pertinent to shipment record. 35 Perpetuate from the AS_ record.
Supplementary Address	45-50	Perpetuate from the DBR except when the BAC is one of the following: 11 Perpetuate from the duplicate DBR. 19, 51 May leave blank. 23 Perpetuate from the reply.

Field Legend	Position(s)	Entry and Instructions
		24 Perpetuate bill-to DoDAAC from the PQDR if provided; otherwise, may leave blank. 27 Perpetuate from the AS6 record. 34 Perpetuate from the requisition. 35 Perpetuate from the AS_ record. 41 Enter DoDAAC to which copy is to be sent if different from the DoDAAC of the billed office. Otherwise, may leave blank.
Signal Code	51	Perpetuate from the DBR except when the BAC is one of the following: 11 Perpetuate from duplicate DBR. 19, 35, 41, 51 May leave blank. 23 Perpetuate from the reply. 24 Enter B if the bill-to DoDAAC was indicated on the PQDR; otherwise, enter A. 27 Perpetuate from the AS6. 34 Perpetuate from the requisition.
Fund Code	52-53	Perpetuate from the DBR except when the BAC is one of the following: 11 Perpetuate from duplicate DBR or enter other appropriate fund code. 12, 14, 15, 17, 18, 20, 21 Or enter other appropriate fund code. 19 Perpetuate from the SBR. 23 Perpetuate from the reply. 24 Perpetuate from the PQDR. If not provided enter QD

Field Legend	Position(s)	Entry and Instructions
		27 Perpetuate from the AS6 record. 34 Perpetuate from the requisition. 35 Perpetuate from the AS_ record. 41, 51 Leave blank.
Bill Number	54-58	Perpetuate from the DBR except when the BAC is one of the following: 11 Perpetuate from duplicate DBR. 19, 51 Perpetuate from the SBR. 23 Perpetuate from the reply. 24 Enter bill number under which item was billed, if known. Otherwise, may leave blank. 27 May leave blank 34 Enter year and month the materiel was received: 54-55 Decade and year. 56-58 Month. 35 Enter as follows: 54-55 May leave blank. 56-58 Perpetuate from the AS_ record. 41 Enter the number of the bill requested.
Billing Advice Code	59-61	Enter as follows: 59 Blank or character significant to requestor. 60-61 Enter appropriate code.
Multi-Field	62-80	Perpetuate from the DBR except when the BAC is one of the following: 11 enter: 62-64 Day of Year. Day request is submitted. 65-73 Amount. Perpetuate amount from the duplicate DBR. 74-78 Bill number under which original billing

Field Legend	Position(s)	Entry and Instructions
		was processed. 79-80 May leave blank. 12 enter: 62-64 Day of Year. The day request is submitted. 65-73 Amount. The extended amount of the over or undercharge. 74-80 Unit Price. The amount of the over or undercharge. 17 enter: 62-64 Day of Year. Day request is submitted. 65-73 Amount. Perpetuate amount from the DBR. 74-77 Date. Year within decade and the day of year (YDDD) cancellation confirmed. 78-80 Not significant. May leave blank. 19 enter 62-64 Day of Year. Day request is submitted. 65-73 Amount. The amount unsupported. 74-80Unit Price. May leave blank. 21 enter: 62-64 Day of Year. Day request is submitted. 65-73 Amount. Credit requested. 74-77 Date. Year within decade and the day of year (YDDD) SF 361 submitted. 78-80 Not significant. May leave blank 23 or 24 enter: 62-64 Day of Year. Day request is submitted. 65-73 Amount. The amount of the adjustment promised. 74-77 Date. Year within decade and the day of year (YDDD) adjustment promised. 78-80 Not significant. May leave blank 26 enter: 62-64 Day of Year. Day request is submitted. 65-73 Amount. Perpetuate amount from the DBR.

Field Legend	Position(s)	Entry and Instructions
		74-77 Date. Year within decade and the day of year (YDDD) SDR reply. 78-80 Not significant. May leave blank
		27, 34, or 41 enter: 62-64 Day of Year. Day request is submitted. 65-80 Various. May leave blank.
		35, enter: 62-76 Shipment Number. TCN, GBL, or the shipment unit number. Perpetuate from the AS_ record. If the field is larger than 15 positions, perpetuate the last 15. 77 Mode/Method Code. Perpetuate from the AS_. 78-80 Day of Year. Day request is submitted.
		51 or 52 enter: 62-64 Day of Year. Day request is submitted. 65-73 Amount. Perpetuate amount from the DBR. 74-80 Billed Office. Perpetuate from the SBR.

AP3.16. APPENDIX 3.16.

REPLY TO REQUEST FOR ADJUSTMENT OF FUEL BILLING AND REPLY TO FOLLOW-UP ON REQUEST FOR ADJUSTMENT OF FUEL BILLING

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FJR to reply to initial or cancellation request. FJS to reply to follow-up request.
RI Code	4-6	Perpetuate from the request (DI 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	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.
Billing Status Code	59-61	Enter: 59 Blank or character significant to the billing office. 60-61 Appropriate billing status code.

Field Legend	Position(s)	Entry and Instructions
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

AP3.17. APPENDIX 3.17.

BILLING FOR BULK PETROLEUM

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FJ1 or GJ1 (charge) FJ2 or GJ2 (credit)
RI Code	4-6	Enter RI code of the billing office.
Sales Price Condition Code	7	Enter applicable code or leave blank.
Stock Number	8-20	Enter the NSN or part number of the product shipped.
Blank	21-22	Leave blank.
Quantity	23-29	Enter the quantity billed or credited.
Document Number	30-43	Perpetuate from the MILSPETS requisition (from stock) or delivery order (from vendor).
Suffix	44	Perpetuate from the shipment when there are multiple shipments against the same document number. Otherwise leave blank.
Supplementary Address	45-50	Perpetuate from the requisition or delivery order.
Signal Code	51	Perpetuate from the requisition or delivery order.
Fund Code	52-53	Perpetuate from the requisition or delivery order.
Bill Number	54-58	Enter bill number from SBR.
Mode/Method Code	59	For a security assistance shipment enter the mode/method code. Otherwise, leave blank.
Type of Bill Code	60-61	Enter a type of bill code or leave blank.
Shipment/Cargo Number	62-64	For vendor shipments against a delivery order, perpetuate the last three positions of

Field Legend	Position(s)	Entry and Instructions
		the shipment/cargo number. Otherwise leave blank.
Amount	65-73	Enter the extended amount e.g., unit price times quantity. 65-71 Dollars 72-73 Cents
Unit Price	74-80	Enter the standard unit price: 74-77 Dollars 78-80 Mills

AP3.18. APPENDIX 3.18.

RETAIL LOSS ALLOWANCE

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FL1 or GL1 (credit reversal) FL2 or GL2 (credit).
RI Code	4-6	Enter the RI code of the billing office.
Blank	7-29	Leave blank.
Billed Office (DoDAAC)	30-35	Enter the DoDAAC of the billed office.
Year within Decade and Month	36-38	Enter the year within decade and the month in which the allowance was allowed. E.g., Jan 2000 will be entered as 001.
Blank	39-44	Leave blank.
Billing Office (DoDAAC)	45-50	Enter the DoDAAC of the billing office.
Blank	51	Leave blank.
Fund Code	52-53	For interfund enter the fund code from the FS_ record. Otherwise, may be left blank.
Bill Number	54-58	Enter the bill number from the FS_ record..
Blank	56-64	Leave blank.
Amount	65-73	Enter the amount of allowance. 65-71 Dollars 72-73 Cents.
Blank	74-80	Leave blank.

AP3.19. APPENDIX 3.19.

ACCESSORIAL AND OTHER MISCELLANEOUS BILLINGS

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FN1 or GN1 (charge) FN2 or GN2 (credit).
RI Code	4-6	Enter the RI code of the billing office.
Description	7-29	Enter descriptive phrase for the type of service, e.g., PCH, Level A Pack, etc.
Document Number	30-43	Enter the document number for which the charge or credit applies.
Suffix	44	Enter the document number suffix, if any, for which the charge or credit applies.
Supplementary Address	45-50	Enter supplementary address DoDAAC when the signal code requires it.
Signal Code	51	Enter signal code.
Fund Code	52-53	For GSA level A and B pack surcharges follow the guidance provide in chapter 2. Otherwise perpetuate from the order or requisition.
Bill Number	54-58	Enter bill number from SBR.
Blank	59	Leave blank.
Type Bill Code	60-61	For reimbursements related to a lateral redistribution or procurement offset enter type of bill code LR or DR respectively; otherwise, may be left blank[1]
Blank	62-64	Leave blank.
Amount	65-73	Enter the amount of the charge or credit. 65-71 Dollars 72-73 Cents

[1] Although type bill codes are normally not required, billing offices are encouraged to use them.

Field Legend	Position(s)	Entry and Instructions
Blank	74-80	Leave blank.

AP3.20A. APPENDIX 3.20A.

BILLING FOR INTO-PLANE ISSUES

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FP1 or GP1 (charge) FP2 or GP2 (credit).
RI Code	4-6	Enter the RI code of the billing office.
Type Issue Code	7	Perpetuate from the DD Form 1898, AVFUELS Into-Plane Sales Slip (hereafter referred to as the into-plane sales slip).
Stock Number	8-20	Enter the NSN.
Type of Bill Code	21-22	Enter a type of bill code or leave blank.
Quantity	23-29	Enter the billed or credit quantity.
Document Number	30-43	Constructed by the billing office as follows: 30-35 Perpetuate the DoDAAC of the requisitioner from the into-plane sales slip. 36-39 Year of decade and day of year of issue. 40-43 For issues to Navy and Marine Corps aircraft, billing offices will enter the last 4 digits of the preprinted serial number of the into-plane sales slip. For issues to Army and Air Force aircraft, billing offices will enter the last four digits of the aircraft tail number.
Major Force Program	44	Perpetuate from the into-plane sales slip.
Supplementary Address	45-50	Perpetuate the supplementary Address from the into-plane sales slip.
Signal Code	51	Perpetuate from the into-plane sales slip.
Fund Code	52-53	Perpetuate the fund code from the into-plane sales slip.
Bill Number	54-58	Enter the bill number from the SBR.
Customer ID	59-61	Perpetuate from the into-plane sales slip.

Field Legend	Position(s)	Entry and Instructions
Special Data	62-64	Enter last three position of the billing office DoDAAC when required by departmental procedures. Otherwise, leave blank.
Amount	65-73	Enter the amount billed or credit allowed.
Aircraft Mission/Design Series	74-76	Perpetuate the data from the into-plane sales slip.
Unit Price	77-80	Enter the standard unit price: 77 Dollars 78-80 Mills

AP3.20B. APPENDIX 3.20B.

RETAIL PETROLEUM ISSUES AND CREDITS

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter: FP1 or GP1 (charge); FP2 or GP2 (credit).
RI Code	4-6	Enter the RI code of the billing office.
Type Issue Code	7	Aviation charges or credits are perpetuated from the AF Form 1994/95 Fuel Issue/Defuel Document (DOD/NON-DOD), DD Form 1898 Fuel Sales Slip or Automated Data Capture Printout (hereafter referred to as the fuel sales slip). If the Defense Energy Support Center's (DESC) Aviation Into-plane Reimbursement (AIR) Card, or Voyager Fleet Card is used to charge or credit the fuel all MILSBILLS data elements shall be provided by the AIR Card Database. Ground Fuel charges from DESC owned petroleum stocks at Military Service Stations utilizing the locally available purchase media device. The Military Services agree that personnel shall treat purchase media devices as controlled/accountable items. The Military Services understand that DESC service stations employ Electronic Point of Sale (E-POS) readers that are fully automated/unmanned and do not provide paper transaction receipts. Customers may view service station transaction details via the Fuels Enterprise Server (FES).
Stock Number	8-20	Enter the NSN.
Type of Bill Code	21-22	Enter a type of bill code or leave blank.
Quantity	23-29	Enter the billed or credit quantity.

Field Legend	Position(s)	Entry and Instructions
Document Number	30-43	Sales out of DOD Stocks will have document numbers that are constructed by the Fuels Enterprise Server (FES) as follows: 30-35 Perpetuate the DoDAAC of the requisitioner from the fuel sales slip or the DESC AIR Card or Fleet Card Databases. 36-39 Year of decade and Julian Date of year of issue. 40-41 Electronic Point of Sale (E-POS) Variable Entry (See Table Below):

"FF"	Charge/Credit out of or into DOD Stocks Aircraft or Vehicles/Equipment
"FA"	Open Market Purchase Via SF 44 or AIR Card
"FC"	Into-Plane Contract Purchase via AIR Card
"FV"	Open Market Voyager Fleet Card
Manual Variable	Charge/Credit for Ships Bunkers from DOD Stocks or Bunkers Contracts (Customer Supplied)

42-43 (E-POS) System Assigned Serial Numbers

40-43 (Manual Process) For issues to Navy and Marine Corps aircraft, billing offices will enter the last 4 digits of the preprinted serial number of the fuel sales slip or ADC printout. For issues to Army and Air Force aircraft, billing offices will enter the last four digits of the aircraft tail number.

Major Force Program	44	Perpetuate from the fuel sales slip or DESC AIR Card or Fleet Card Databases (if provided).

Field Legend	Position(s)	Entry and Instructions
Supplementary Address	45-50	Perpetuate the supplementary Address from the fuel sales slip or DESC AIR Card or Fleet Card Databases
Signal Code	51	Perpetuate from the fuel sales slip DESC AIR Card or Fleet Card Databases
Fund Code	52-53	Perpetuate the fund code from the fuel sales slip DESC AIR Card or Fleet Card Databases.
Bill Number	54-58	Enter the bill number from the SBR.
Customer ID	59-61	Perpetuate from the fuel sales slip or DESC AIR Card or Fleet Card Databases
Special Data	62-64	Enter last three position of the billing office DoDAAC when required by departmental procedures. Otherwise, leave blank.
Amount	65-73	Enter the amount billed or credit allowed.
Aircraft Mission/Design Series	74-76	Perpetuate the data from the fuel sales slip or DESC AIR Card or Fleet Card Databases
Unit Price	77-80	Enter the standard unit price: 77 Dollars 78-80 Mills

AP 3.21. APPENDIX 3.21.

BILLING FOR TRANSPORTATION

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FQ1 or GQ1 (charge) FQ2 or GQ2 (credit).
RI Code	4-6	Enter the RI code of the billing office.
Description	7-29	Enter descriptive phrase for the type of service, e.g., Premium Transportation.
Document Number	30-43	Enter the document number for which the charge or credit applies.
Suffix	44	Enter the document number suffix, if any, for which the charge or credit applies.
Supplementary Address	45-50	Enter the supplementary address.
Signal Code	51	Enter the signal code.
Fund Code	52-53	For GSA level A and B pack surcharge follow the guidance provided in chapter 2. Otherwise, perpetuate from the order or requisition.
Bill Number	54-58	Enter bill number from the SBR.
Blank	59	Leave blank.
Type Bill Code	60-61	For reimbursements related to a lateral redistribution or procurement offset enter type of bill code LR or DR respectively; otherwise, may be left blank[1].
Blank	62-64	Leave blank.
Amount	65-73	Enter the amount of the charge or credit. 65-71: Dollars 72-73: Cents
Blank	74-80	Leave blank.

[1] Although type bill codes are normally not required, billing offices are encouraged to use them.

AP3.22. APPENDIX 3.22.

BILLING FOR EXPORT TRANSPORTATION

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FR1 or GR1 (charge) FR2 or GR2 (credit).
RI Code	4-6	Enter the RI code of the billing office.
Description	7-29	Enter descriptive phrase for the type of service. For example, OCEAN TRANS.
Various	30-34	DoD BILLING OFFICES: 30-35: Enter the DoDAAC of the billed office 36-38: Enter the year within decade and month of billing 39-44: Leave Blank NonDoD BILLING OFFICES 30-43: Enter the Requisitioning Document Number 44: Enter the suffix code if applicable.
Supplementary Address	45-50	Leave blank.
Signal Code	51	Leave blank.
Fund Code	52-53	For GSA level A and B pack surcharges follow the guidance provided in chapter 2. Otherwise perpetuate from the order or requisition.
Bill Number	54-58	Enter bill number from SBR.
Blank	59-64	Leave blank.
Amount	65-73	Enter the amount of the charge or credit. 65-71: Dollars 72-73: Cents
Blank	74-80	Leave blank.

AP3.23. APPENDIX 3.23.

SUMMARY BILLING RECORD

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FS1 or GS1 (net charge) FS2 or GS2 (net credit).
Internal Service Use	4	Reserved for internal billed office use. Billing office will leave blank.
Record Count	5-7	Enter the number of detail billing records which support this summary billing record *(note: may not exceed 494).*
Appropriation/Fund Account (Credit)	8-18	Enter the appropriation/fund account of the billing office (to be reimbursed).
Billing Office (RI Code)	19-21	Enter the RI code of the billing office.
Internal Use	22-27	Reserved for the internal use of the billed office.
FMS Country Code	28-29	When non DoD Agencies are the billing office or when the billing is not for security assistance: leave blank. Otherwise, enter the FMS Country Code.
Billed Office (DoDAAC)	30-35	Enter the DoDAAC of the billed office.
Year Within Decade and Month Billed	36-38	Enter the year (Y) within decade and the month (MM) in which the billing was prepared. E.g.; January 2000 will be entered as 001 (YMM).
Information Indicator	39	Enter an applicable code or leave blank.
Bill Number	40-44	Enter bill number.
Billing Office (DoDAAC)	45-50	Enter the DoDAAC of the billing office.
Blank	51	Leave blank.
Fund Code	52-53	Perpetuate from the supporting detail billing records.
Appropriation/Fund Account (Charge)	54-64	Enter the appropriation/fund account of the billed office (to be disbursed).

Field Legend	Position(s)	Entry and Instructions
Amount	65-73	Enter the net charge or credit amount of the detail billing records supporting this summary billing record.
Year/Month Reported	74-76	Billing and Billed offices leave blank. The central accounts office of the billing office will enter the year within decade and month the reimbursement and disbursement is reported to Treasury on the Statement of Interfund Transactions.
Blank	77-79	Leave blank.
Billed Office Identifier	80	Enter X to indicate SBR submitted by a billed office. Otherwise, leave blank.

AP3.24. APPENDIX 3.24.

REPLY TO FOLLOW-UP FOR MATERIEL RETURN PROGRAM CREDIT

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FTB
RI Code	4-6	Perpetuate from the DI code FTP, *Follow-up for MRP Credit* (hereafter referred to as follow-up.
Media and Status Code	7	Perpetuate from the follow-up.
Stock Number	8-22	Perpetuate from the follow-up.
U/I Code	23-24	Perpetuate from the follow-up.
Quantity	25-29	Perpetuate from the follow-up.
Document Number	30-43	Perpetuate from the follow-up.
Suffix	44	Perpetuate from the follow-up.
Supplementary Address	45-50	Perpetuate from the follow-up.
Signal Code	51	Perpetuate from the follow-up.
Fund Code	52-53	Perpetuate from the follow-up.
Blank	54-56	Leave blank.
Project Code	57-59	Perpetuate from the follow-up.
Priority Code	60-61	Perpetuate from the follow-up.
Day of Year	62-64	Enter the Julian day the reply is prepared.
Asset Transaction Status Code	65-66	Enter the applicable code.
Blank	67-75	Leave blank.
Bill Number	76-80	Enter the bill number under which the credit was processed. When the credit was has not been processed, leave blank.

AP3.25. APPENDIX 3.25.

FOLLOW-UP FOR MATERIEL RETURN PROGRAM CREDIT

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FTP
RI Code	4-6	Perpetuate from the DI code FTZ, ICP/IMM Materiel Receipt *Status* (hereafter referred to as “Receipt Status”).
Media and Status Code	7	Perpetuate from the DI Code FTM, Shipment Status-MRP or receipt document.
Stock Number	8-22	Perpetuate from the receipt status.
U/I Code	23-24	Perpetuate from the receipt status.
Quantity	25-29	Perpetuate from the receipt status.
Document Number	30-43	Perpetuate from the receipt status.
Suffix	44	Perpetuate from the receipt status.
Supplementary Address	45-50	Perpetuate from the receipt status.
Signal Code	51	Perpetuate from the receipt status.
Fund Code	52-53	Perpetuate from the receipt status.
Blank	54-56	Leave blank.
Project Code	57-59	Perpetuate from the receipt status.
Priority Code	60-61	Perpetuate from the receipt status.
Day of Year	62-64	Enter the receipt day from the receipt status.
Asset Transaction Status Code	65-66	Enter applicable code.
RI Code	67-69	Enter RI code of the reporting activity.
Blank	70	Leave blank.
Supply Condition Code	71	Perpetuate from the receipt status.

Field Legend	Position(s)	Entry and Instructions
Amount	72-80	Perpetuate the expected credit@ from the receipt status.

AP3.26. APPENDIX 3.26.

PROGRESS PAYMENT

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FU1 or GU1 for progress payments FU2 or GU2 for progress payment recoupments.
Billing Office (RI Code)	4-6	Enter the RI code of the billing office.
Supplemental Information	7-29	Enter supplemental information as required by the order or agreement authorized progress payment billings by interfund. Otherwise, leave blank
Document Number	30-43	Enter the requisition document number.
Blank	44	Leave blank.
Supplementary Address	45-50	Perpetuate from the requisition or enter as required by the purchase order.
Signal Code	51	Perpetuate from the MILSTRIP requisition or as required by the purchase order.
Fund Code	52-53	Perpetuate from the MILSTRIP requisition or as required by the purchase order.
Bill Number	54-58	Enter the bill number from SBR supported by this billing line.
Blank	59-61	Leave blank.
Day of Year	62-64	Enter the day of the year the progress payment was billed or recouped.
Amount	65-73	Enter the amount of the progress billing.
Blank	74-80	Leave blank.

AP3.27. APPENDIX 3.27.

CASH DISCOUNTS

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FW1 or GW1 (charge) FW2 or GW2 (credit).
Billing Office (RI Code)	4-6	Enter the RI code of the billing office.
Description	7-29	Enter descriptive phrase for the type of service. For example, CASH DISCOUNT.
Variable	30-44	From DoD BILLING OFFICES: Enter: 30-35: the DoDAAC of the billed office 36-38: the year within decade and month of billing. 39-44: Leave blank. From Non-DoD BILLING OFFICES: Enter: 30-43 the document number to which the charge apply. 44 suffix, if applicable.
Supplementary Address	40-50	Leave blank.
Signal Code	51	Leave blank.
Fund Code	52-53	Perpetuate from the order or requisition.
Bill Number	54-58	Enter bill number from the SBR.
Blank	59-64	Leave blank.
Amount	65-73	Enter the amount of the charge or credit. 65-71 Dollars 72-73 Cents
Blank	74-80	Leave blank.

AP3.28. APPENDIX 3.28.

TRADE, QUANTITY, AND OTHER ALLOWANCES

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	Enter FX1 or GX1 (charge) FX2 or GX2 (credit).
Billing Office (RI Code)	4-6	Enter the RI code of the billing office.
Description	7-29	Enter descriptive phrase for the type of service. E.g., QUANTITY DISCOUNTS.
Various	30-44	From DoD BILLING OFFICES: Enter: 30-35 the DoDAAC of the billed office 36-38 the year within decade and month of billing 39-44 leave blank From Non-DoD BILLING OFFICES: Enter: 30-43 the document number to which the charge applies 44 suffix, if applicable
Supplementary Address	45-50	Leave blank.
Signal Code	51	Leave blank.
Fund Code	52-53	Perpetuate from the order or requisition.
Bill Number	54-58	Enter bill number from the SBR.
Blank	59-64	Leave blank.
Amount	65-73	Enter the amount of the charge or credit. 65-71 Dollars 72-73 Cents
Blank	74-80	Leave blank.

AP3.29. APPENDIX 3.29.

REQUEST FOR RETRANSMISSION OF BILL (Copy)

Field Legend	Position(s)	Entry and Instructions
DI Code	1-3	QB1.
RI Code	4-6	Enter RI Code “SGA” (for DAASC)[1].
Blank	7-29	Blank.
Recipient (DoDAAC)	30-35	Enter DoDAAC of the office to which the bill copy is to be forwarded (if blank or invalid request will be rejected.).
Year Within Decade and Month	36-38	Enter the year within decade and month (YMM) from the uncleared SBR or reply to request for adjustment (advice code 34).
Blank	39	Blank.
Bill Number	44-44	Enter the bill number from the uncleared SBR or reply to request for adjustment (advice code 34).
Billing Office	45-50	Enter the billing office DoDAAC from the uncleared SBR or reply to request for adjustment (advice code 34).
Blank	51-69	Leave blank.
Type Inquiry	70	Enter A
Blank	71-80	Leave blank.

[1] When the DAASC converts the request to an FAE, they will enter “SGA” in the RI code field of the DI FAE record.