



DEFENSE LOGISTICS AGENCY

CH 1
DoD 4000.25-7-M

HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA ~~XXXX~~ 22304-6100

DLSS0-B

CHANGE NO. 1
DoD 4000.25-7-M

29 Jul 85

MILITARY STANDARD BILLING SYSTEM

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

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

Remove Old

iii and iv
vii
ix thru xi
xv thru xviii
1-5 and 1-6
1-9 thru 1-12
2-1 thru 2-4
2-11 thru 2-14
3-1
4-3 thru 4-10
5-5 thru 5-8
A2-1
A3-1 and A3-2
A4-1 thru **A4-3**
B7-1 and B7-2
B11-1 and B11-2
B14-1 and B14-2
C10-1 and C10-2
C17-1 and C17-2
C29-1 and C29-2
C36-1 and C36-2
C41-1

Insert New

iii and iv
vii
ix thru xi
xv thru xviii
1-5 and 1-6
1-9 thru 1-12
2-1 thru 2-4
2-11 thru 2-14
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4-3 thru 4-10
5-5 thru 5-9
A2-1
A3-1 and A3-2
A4-1 thru A4-3
B7-1 and **B7-2**
B11-1 and **B11-2**
B14-1 and **B14-2**
C10-1 and C10-2
C17-1
C29-1 and C29-2
C36-1
C41-1

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

BY ORDER OF THE DIRECTOR



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DISTRIBUTION

Defense Logistics Agency: 3

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

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

Air Force: F

Marine Corps: A-45

Military Standard Billing System
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ACRONYMS AND ABBREVIATIONS

| <u>Acronym or Abbreviation</u> | <u>Definition</u> |
|--------------------------------|---|
| ACP | Allied Communications Publication |
| AFAFC | Air Force Accounting and Finance Center |
| AFR | Air Force Regulation |
| AMCL | Approved MILSBILLS Change Letter |
| APO | Army/Air Force Postal Office |
| APOD | Aerial Port of Debarkation |
| AR | Army Regulation |
| ARFCOS | Armed Forces Courier Services |
| ASD | Assistant Secretary of Defense |
| ASD(C) | Assistant Secretary of Defense (Comptroller) |
| ASD(MI&L) | Assistant Secretary of Defense (Manpower, Installations, and Logistics) |
| AUTODIN | Automatic Digital Network |
| AV | AUTOVON (Automatic Voice Network) |
| BAC | Billing Adjustment Code |
| BSC | Billing Status Code |
| CAO | Central Accounts Office |
| CAS | Contract Administration Services |
| COMM RI | Communications Routing Identifier |
| CONUS | Conterminous United States |
| DAAS | Defense Automatic Addressing System |
| DAASO | Defense Automatic Addressing System Office |
| DASD(MS) | Deputy Assistant Secretary of Defense (Management Systems) |
| DBR | Detail Billing Record |
| DFSC | Defense Fuel Supply Center |
| DFSP | Defense Fuel Support Point |
| DI | Document Identifier |
| DIST CD | Distribution Code |
| DLA | Defense Logistics Agency |
| DLAM | Defense Logistics Agency Manual |
| DLAR | Defense Logistics Agency Regulation |
| DLSS | Defense Logistics Standard System |
| DLSSO | Defense Logistics Standard Systems Office |
| DOD | Department of Defense |
| DODAAC | Department of Defense Activity Address Code |
| DODAAD | Department of Defense Activity Address Directory |
| DODAAF | Department of Defense Activity Address File |
| EAM | Electronic Accounting Machine |



| <u>Acronym or Abbreviation</u> | <u>Definition</u> |
|--------------------------------|--|
| FAS | Free Along Side |
| FF&V | Fresh Fruits and Vegetables |
| FMS | Foreign Military Sales |
| FMSO | Foreign Military Sales Order |
| f.o.b. | Free on Board |
| FPMR | Federal Property Management Regulation |
| FTS | Federal Telecommunications System |
| FY | Fiscal Year |
| GBL | Government Bill of Lading |
| GFM | Government Furnished Materiel |
| GSA | General Services Administration |
| IA | Implementing Agency |
| IC | Interim Change |
| ICP | Inventory Control Point |
| IL | International Logistics |
| ILCO | International Logistics Control Office |
| IMM | Integrated Materiel Manager |
| JANAP | Joint Army, Navy, and Air Force Publication |
| LIDS | Logistics Information Data Services |
| LOGAIR | Logistics Airlift |
| MAC | Military Airlift Command |
| MAP | Military Assistance Program |
| MCO | Marine Corps Order |
| MILSBILLS | Military Standard Billing System |
| MILSTRIP | Military Standard Requisitioning and Issue Procedures |
| MIPR | Military Interdepartmental Purchase Request |
| MOM | Military Official Mail |
| MRP | Materiel Returns Program |
| MSC | Military Sealift Command |
| NAFC | Navy Accounting and Finance Center |
| NATO | North Atlantic Treaty Organization |
| NAVSUP | Navy Supply Systems Command |
| NAVSUPINST no. | Navy Supply Systems Command Instruction Number |
| NSN | National Stock Number |
| ODASD(MS) | Office of the Deputy Assistant Secretary of Defense (Management Systems) |
| OJCS | Organization of the Joint Chiefs of Staff |
| OSO | Office of the Secretary of Defense |

| <u>Acronym or Abbreviation</u> | <u>Definition</u> |
|--------------------------------|---|
| PC&H | Packing, Crating, and Handling |
| PCH&T | Packing, Crating, Handling, and Transportation |
| PIIN | Procurement Instrument Identification Number |
| PMCL | Proposed MILSBILLS Change' Letter |
| P O D | Port of Debarkation |
| POE | Port of Embarkation |
| POL | Petroleum, Oil , and Lubricants |
| pos. | Position(s) |
| PROJ CD | Project Code |
| QDR | Quality Deficiency Report (SF 368) |
| R&D | Research and Development |
| RCS | Reports Control Symbol |
| RFID | Request for Implementation Date |
| RI | Routing Identifier |
| ROD | Report of Discrepancy (SF 364) |
| SAAC | Security Assistance Accounting Center |
| SAAM | Special Assignment Airlift Mission |
| SBR | Summary Billing Record |
| SF | Standard Form |
| TAC | Type Address Code |
| TFS | Treasury Fiscal System |
| TDR | Transportation Discrepancy Report ¹ |
| U/I | Unit of Issue |
| U s . | United States |
| USAF | United States Air Force |
| USAFAC | United States Army Finance and Accounting Center |
| USG | United States Government |
| WIP | Work in Progress |

¹Formerly referred to as **DISREP**, Discrepancy in Shipment Report.

DEFINITIONS AND TERMS

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

1. packing, handling, and crating costs
2. transportation costs
3. port loading and unloading costs
4. positioning costs

ADJUSTMENT REQUESTS. Data forwarded to billing offices to request and provide information necessary for adjustment of billings. Adjustment requests also include **followups** 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 systems that are incident to the issue, sale, or transfer of materiel and are 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.

BILLED OFFICE. Any office designated to receive a bill.

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

1. duplicates a previous **bill** or detail billing record
2. contains an error in amount
3. assigns the wrong billed office; that is, designates the billed office in a manner which violates the requirements of **MILSBILLS**
4. was not billed under the proper method (**noninterfund** versus interfund)
5. should not have been billed; for example, was **nonreimbursable**, the requisition was **cancelled**, or accessorial charge was inappropriate.

BILLING OFFICE. An office which prepares **bills** for materiel and services which are subject to the requirements of **MILSBILLS**.

CENTRAL ACCOUNTS OFFICE. A central accounts office is an office which has been authorized by the Army, Navy, Air Force, or the GSA to report interfund and other disbursement data to the Department of the Treasury. Normally, these are the offices given the operational responsibility for implementing the service or agency level interfund procedures. These offices are **USAFAC; NAFC; AFAFC;** and GSA regional offices located in Fort Worth, TX; New York, NY; **Kansas City, MO;** Washington, DC; and San Francisco, CA.

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 shipping documents, or a list of deliveries in a post office.

CONUS. The conterminous United States is comprised of the **48** contiguous States and the District of Columbia.

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** of detail.

DEFENSE LOGISTICS STANDARD SYSTEM. A DoD standard system authorized by DoD Directive 4000.25. The systems are:

| | |
|-------------------------|---|
| DAAS¹ | Defense Automatic Addressing System |
| DoD LOGDESMAP | DoD Logistics Data Element Standardization and Management Program |
| DoDAAD | DoD Activity Address Directory System |
| DoDFMSCG | DoD Foreign Military Sales Customer Guide |
| ILCS¹ | International Logistics Communications System |
| MAPAD | Military Assistance Program Address Directory |
| MILSBILLS | Military Standard Billing System |
| MILSCAP | Military Standard Contract Administration Procedures |
| MILSPETS | Military Standard Petroleum System |
| MILSTAMP | Military Standard Transportation and Movement Procedures |
| MILSTEP | Military Supply and Transportation Evaluation Procedures |
| MILSTRAP | Military Standard Transaction Reporting and Accounting Procedures |
| MILSTRIP | Military Standard Requisitioning and Issue Procedures |
| RODS | Report of Discrepancy System |

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; SF 368, Quality Deficiency Report (Cat. II).

¹Administered by the DLA, others administered by the DLSSO.

DoD COMPONENT. Office of the Secretary of Defense, the Military Departments, the Organization of the Joints Chiefs of Staff, the Unified and Specified Commands, and the Defense Agencies.

DROP FROM INVENTORY. Reduction of the quantitative inventory balance.

DUPLICATE BILL. An exact duplicate of a 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 defense **logistics** standard **systems**, **FMS** is identified by the **MILSTRIP** document number: 1st position (Service/Agency code) of B, D, K, P, or T and a 5th position (FMS and Grant-Aid Type of Assistance code) of 3, 4, 5, 6, 7, 8, U, V, or Z.

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

INTERFUND BILLING SYSTEM. Is an automated billing and fund transfer system. Under this system, a billing office forwards an automated billing (up to 494 **detail** billing records and a summary billing record which summarizes the details and provides the necessary **fund** transfer information) to a billed office. During the same month, the billing office 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 to ensure that the charge is cleared. The billed office, through processes unique to each Military Department, 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,

NONINTERFUND BILL. A bill which 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.

2For purposes of **MILSBILLS**, the US Coast Guard is not a DoD Component.

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." Examples include DMA, DNA, and NSA.

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

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, which 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 DoD activities to move materiel.

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 ROD for nonreceipt is considered validated when the **nontraceability** of the shipment is determined by the shipping office.