3. **Focal Points.** The following have been designated as the office of primary responsibility or focal point for MILSCAP matters within the following organizations (DSN is the Defense Switched Network):

**Army**

Commander  
U.S. Army Materiel Command  
ATTN: AMCAQ-I  
5001 Eisenhower Avenue  
Alexandria, VA 22333-0001  
(DSN 284-8347)

**Navy**

Commanding Officer  
Fitting Out and Supply Support Assistance Center (FOSSAC)  
Systems Training Department  
ATTN: 07A-A3  
P.O. Box 15129  
Norfolk, VA 23511-0129  
(DSN 565-1917)

**Air Force**

Pricing and Contract Administration Division  
ATTN: SAF/AQCP  
The Pentagon, Room 4C251  
Washington, DC 20330-5040  
(DSN 225-4982)

**Marine Corps**

Commandant of the Marine Corps  
ATTN: HQMC-LBO  
Washington, DC 20380-0001  
(DSN 226-1018)

**DFAS**

Deputy Director for Policy  
Defense Finance and Accounting Service  
ATTN: DFAS-FCC  
Washington, DC 20376-5001  
(DSN 227-0811)

**DLA**

Director  
Defense Logistics Agency  
**Acquisition - Procurement Systems Team**  
ATTN: AQPOS  
Cameron Station  
Alexandria, VA 22304-6100  
(DSN 284-7866)
4. DoD Components other than those shown in paragraph 3 should contact the DoD MILSCAP System Administrator:

Director
Defense Logistics Management Standards
Office
ATTN: DIMSO
6301 Little River Turnpike, Suite 230
Alexandria, VA 22312–3508
(DSN 284-4701 X404)

G. PUBLICATION OF THE MANUAL

1. Organization and Numbering

   a. In addition to the front matter (Foreword, Table of Contents, Acronyms and Abbreviations, etc.), the manual is organized into chapters and appendices.

   b. Each chapter is divided into sections and, where necessary, into paragraphs and subparagraphs. Sections are indicated by capital letters, paragraphs by numbers. Subdivisions of paragraphs are indicated by lower case letters, by numbers in parentheses, by lower case letters in parentheses, by numbers in brackets, and by lower case letters in brackets, in that order; for example:

      Chapter 1

      A. Section

      3. Paragraph

         a. Subparagraph

            (1) Subparagraph

               (a) Subparagraph

               {1} Subparagraph

               {a} Subparagraph
c. Appendices are identified by alphabetic and numerics to indicate an alphabetic group, e.g., A1, A2.

d. Pages are numbered in a separate series for each chapter and appendix. Pages of a chapter are numbered in sequence with arabic numerals beginning with 1. Each page number of a chapter is preceded by the number of the chapter. The page numbering system of the appendices indicates the number of the appendix, i.e., A1-, A2-, etc., followed by the page number of the appendix.

e. Reference to this manual in correspondence, messages, etc., will be shown by stating "MILSCAP" followed by the paragraph/subparagraph or appendix; for example, "MILSCAP, paragraph 5-C.2.a. (1) (a) ."

2. Distribution of the Manual

a. DLA will distribute this manual and formal changes to a bulk distribution point within each DoD Component and participating organization as requested by the organization or Component in their open rider requisition. Further distribution is accomplished within each organization based upon approved distribution data generated through their internal publication channels.

b. Requests for changes in the distribution list for this manual will be submitted by a DoD Activity to its DoD Component as follows:

Army
Commander
U.S. Army Materiel Command
ATTN: AMCAQ-I
5001 Eisenhower Avenue
Alexandria, VA 22333-0001

Navy
Commander
Naval Supply Systems Command
ATTN: SUP 26A
Washington, DC 20376-5000

Air Force
Pricing and Contract Administration Division
ATTN: SAF/AQCP
The Pentagon, Room 4C251
Washington, DC 20330-5040
CH 1
DoD 4000.25-5-M

Marine Corps
Commandant of the Marine Corps
ATTN: HQMC-LBO
Washington, DC 20380-0001

DFAS
Defense Finance and Accounting Service
ATTN: DFAS-FCC
Washington, DC 20376-5001

DLA
Commander
DLA Administrative Support Center
ATTN: DASC-PD
Cameron Station
Alexandria, VA 22304-6130

DoD Components
Director
other than those
Defense Logistics Management Standards
shown above
Office
ATTN: DLMISO
6301 Little River Turnpike, Suite 230
Alexandria, VA 22312-3508

c. Copies of this manual may be obtained by DoD Activities through normal publication requisitioning channels of the Service/Agency involved; and by others through the Director, DLMISO.

3. Formal and Interim Changes

a. Formal changes (FC) to this manual will be published as needed. Each FC will be numbered consecutively and issued as page replacements. The change number will be indicated on each page and new or revised wording will be indicated by bold italics.

b. Interim changes (IC) will be issued to publish emergency or other changes when there is insufficient time to publish a FC. Each IC will be incorporated in a FC without undue delay. Each IC will be numbered consecutively and will indicate the FC in which it will be incorporated. For example, the second IC to be incorporated in change 3 will be numbered "IC 3-2." The DoD MILSCAP System Administrator will distribute copies of each IC to the MILSCAP Focal Points.