(6) Develop and submit to the MILSBILLS Administrator a single, coordinated DoD Component position on all system revision proposals within the time limit specified by the MILSBILLS Administrator.

(7) Participate in system surveillance, through onsite visitations in coordination with the MILSBILLS Administrator.

b. Implement approved systems and revisions thereto and provide the MILSBILLS Administrator with semiannual status information concerning implementation of approved system revisions. This information shall be submitted within 15 working days after the end of a designated semiannual cycle and shall begin with the first cycle following publication of the approved system change.

c. Accomplish internal training to ensure timely and effective implementation and continued operation of MILSBILLS. In addition, furnish copies of initial training instructions concerning MILSBILLS to the MILSBILLS Administrator.

d. Review, evaluate, and update, at least annually, curricula of internal training programs to ensure adequacy of training.

e. Provide representation to joint system design and development efforts and evaluations of the DLSS in coordination with the MILSBILLS Administrator.

f. Review internal procedures continually to eliminate and prevent duplication of records, reports, and administrative functions related to information provided by the DLSS.

g. Provide the DLA with an open rider requisition using SF 1,. Printing and Binding Requisition, and bulk distribution lists to cover all printed changes to this manual and its supplement (DoD 4000.25-7-S1 (reference (b)). The SF 1 will be sent to:

HQ, Defense Logistics Agency
Attention: DLA-XPD
Cameron Station
Alexandria, Virginia 22304-6100

h. Ensure that operating activities that support a MILSBILLS function comply with this manual and its supplement (reference (b)).
F. FOCAL POINT COMMITTEE

1. Organization and Management. The MILSBILLS Focal Point Committee shall:
   
a. Consist of representatives from the DoD Components and other participating organizations for the MILSBILLS.

b. Be chaired by the MILSBILLS Administrator.

c. Meet at least quarterly. Minutes of these meetings shall be distributed by the MILSBILLS Administrator within 30 days.

2. Functions. The MILSBILLS committee shall participate in the development, implementation, and maintenance of the MILSBILLS.

3. Focal Point. The following have been designated as the office of primary responsibility or focal point for MILSBILLS matters within the following organizations:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Focal Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Force</td>
<td>AFAFC/ XSMM</td>
</tr>
<tr>
<td></td>
<td>Denver, CO 80279-5000</td>
</tr>
<tr>
<td></td>
<td>(AV 926-4781)</td>
</tr>
<tr>
<td>Army</td>
<td>Director, Finance and Accounting</td>
</tr>
<tr>
<td></td>
<td>Asst. Secretary of the Army</td>
</tr>
<tr>
<td></td>
<td>(FM)</td>
</tr>
<tr>
<td></td>
<td>ATTN: SAFM-FAP-A</td>
</tr>
<tr>
<td></td>
<td>Indianapolis, IN 46249-1026</td>
</tr>
<tr>
<td></td>
<td>(AV 699-3035)</td>
</tr>
<tr>
<td>Coast Guard</td>
<td>Commandant</td>
</tr>
<tr>
<td></td>
<td>U.S. Coast Guard</td>
</tr>
<tr>
<td></td>
<td>ATTN: G-FAD-1</td>
</tr>
<tr>
<td></td>
<td>Washington, DC 20593-0001</td>
</tr>
<tr>
<td></td>
<td>(FTS 755-7667)</td>
</tr>
<tr>
<td>Defense Automatic Addressing System</td>
<td>Defense Automatic Addressing System Office</td>
</tr>
<tr>
<td>Office</td>
<td>ATTN: DAAS-VL</td>
</tr>
<tr>
<td></td>
<td>Gentile Air Force Station</td>
</tr>
<tr>
<td></td>
<td>Dayton, OH 45444-5320</td>
</tr>
<tr>
<td>Defense Logistics Agency</td>
<td>Comptroller</td>
</tr>
<tr>
<td></td>
<td>Defense Logistics Agency</td>
</tr>
<tr>
<td></td>
<td>ATTN: DLA-CFS</td>
</tr>
<tr>
<td></td>
<td>Cameron Station</td>
</tr>
<tr>
<td></td>
<td>Alexandria, VA 22304-6100</td>
</tr>
<tr>
<td></td>
<td>(AV 284-6224)</td>
</tr>
</tbody>
</table>
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 underscored numbers, and by underscored lower case letters, in that order; for example:

Chapter 1

A. Section

3. Paragraph

a. Subparagraph

(1) Subparagraph

(a) Subparagraph

Subparagraph

Subparagraph

Subparagraph

Subparagraph

Subparagraph

(c. Appendices are identified by alphabetics and numerics to indicate an alphabetic group, e.g., Al, A2, B1, B2.

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., B1-, B2-, etc., followed by the page number of the appendix.

2. Distribution of the Manual. The Defense Logistics Agency will distribute this manual and formal changes to those designated points 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.

3. Formal and Interim Changes

a. Formal changes to this manual will be published as needed. Formal changes 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 marginal lines.

b. The DAASO will furnish the DoD M LSBILLS Administrator, upon request, with an Electronic Composing System (ECS) negative for publication of a formal change to appendix D of, this manual. The DoD M LSBILLS Administrator will request the negative at least 30 days in advance of the date desired and will provide the appropriate change number.
c. Interim changes will be issued to publish emergency or other changes when there is insufficient time to publish a formal change. All interim changes will be incorporated in a formal change without undue delay. Interim changes will be numbered consecutively and will indicate the formal change in which it will be incorporated. For example, the second interim change to be incorporated in change 3 will be numbered "IC 3-2." The MILSBILLS Administrator will distribute copies of interim changes as indicated in lists provided by the MILSBILLS Focal Points.

H. PROPOSED CHANGES

1. Activities proposing revisions to this manual or its supplement (reference (b)) will forward the proposal to their focal point.

2. If concurred with, the focal point will forward the proposed change to the MILSBILLS Administrator:

   Chief, Defense Logistics Standard Systems Office
   ATTN: DLSSO-CB
   Cameron Station
   Alexandria, VA 22304-6100

3. The following information must accompany proposed changes to this manual when they are forwarded to the MILSBILLS Administrator:

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

   b. Rationale. An explanation of the need for the change. Why is it a problem?

   c* Interface. Known or potential impact on other DLSS or non-DLSS DoD logistics or financial system(s). Who should be involved with or know of this proposal?

   d. Expected Benefits. Operational statement identifying known or potential advantages resulting from the proposed revision. Disadvantages, when known, should also be addressed.

   e. Proposed Change. Proposed wording changes for this manual and other DoD publications upon which this change is contingent or are affected by the change.

4. The MILSBILLS Administrator will promptly evaluate and, when appropriate, staff proposed changes to this manual with the MILSBILLS Focal Points. A consecutively numbered proposed MILSBILLS change letter (PMCL) will be prepared to staff proposals. A minimum of 60 days will be allowed for staffing.
5. Prior to submitting proposed changes to the supplement (reference (b)), focal points will ensure that:

   a. Treasury account symbols are valid or provide conversion instructions for reporting on the Statement of Interfund Transactions.

   b. Suffix/limit codes cited on department “97” appropriations are valid as determined by OSD (reference (d)).

   c. DODAACs cited are listed in the DODAAD (reference (e)).

6. Changes to the supplement (reference (b)) will normally be approved and published without coordination. When a standard procedure or policy is involved, a proposed change to the appropriate provisions of this manual must accompany the change to the supplement. Changes to fund codes which denote billing under noninterfund procedures must be staffed.

I. APPROVED CHANGES

1. Coordination. After a proposed change to this manual is approved, the MILSBILLS Administrator will, in coordination with the MILSBILLS Focal Points, establish an effective date for the change. Coordination will be effected through agreements reached during DoD MILSBILLS Focal Point committee deliberations or, in most cases, through letters to the MILSBILLS Focal Points.

2. Preferred Implementation Date. Request for implementation date (RFID) letters will allow the MILSBILLS Focal Points a minimum of 60 days for staffing. Changes will normally be effective on April 1 or October 1. Preferred dates more than one year in the future will also indicate whether or not any portion of the approved change can be implemented with one year’s notice.

3. Effective Date

   a. Following receipt and evaluation of DoD Component and participating Agencies preferred implementation dates, the MILSBILLS Administrator will select an effective date for changes to this manual. The approved change and its effective date will be formally announced by the MILSBILLS Administrator through release of an AMCL.

   b. Except for fund codes denoting billing under noninterfund procedures, changes to the supplement (reference (b)) will be effective as of the date (first of a month) indicated by the focal point. However, when the change is received by the MILSBILLS Administrator less than 60 calendar days before the desired effective date, the change will be published effective the next scheduled period or as soon as possible.
4. Approved MILSBILLS Change Letters (AMCLS). AMCLS will be consecutively numbered and are provided to formally notify system participants of approved changes. AMCLS may also be used as planning documents to assist participants in any program or system design efforts which may be necessary to implement the changes. The MILS-BILLS Administrator will distribute copies of AMCLS as required by lists provided by MILS-BILLS Focal Points.

5. Implementation. DoD policy (see section D) requires full implementation of MILS-BILLS. If an approved change cannot be implemented as scheduled, the focal point must request approval for a deviation. Deviation requests must include a justification and show an understanding of the potential impact on other system participants. Deviation requests may relate to the implementation date, particular aspects of the change, or both. The administrator will attempt to resolve the request. Unresolved requests for deviation will be forwarded to the 'A SD(C) for decision.

J. SUPPLEMENTAL PROCEDURES

Supplemental procedures issued by 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:

1. **Army:** AR 37-12, Interfund Billing, Collection and Reporting Procedures;

2. **Navy and Marine Corps:** Navy Comptroller Manual; Volume 8, Chapter 6, Part B;

3. **Air Force:** AFR 177-101, Part Four, Chapter 27, Section K;

4. **DLA:** DLAM 7000.1, Accounting and Finance Manual, Chapter 11;

5. **GSA:** (a) FPMR-101.26-8, Discrepancies or Deficiencies in GSA or DoD Shipments, Material or Billings and (b) FPMR 101-2.1 - Billings, Payments and Adjustments.

K. QUARTERLY STATUS REVIEW

The MILS-BILLS Administrator will disseminate the quarterly status review required (section E) by DoD Directive 4000.25 (reference (a)) within 2 weeks of the close of the quarter. The report will be in two parts, one for open proposals in process and another for approved changes which are effective during the reporting or a future period.
L. SEMIANNUAL IMPLEMENTATION STATUS REPORT (RCS:DD-P&L(Q&SA)1419)

1. Purpose and Report Control Symbol. DoD Directive 4000.25 requires the DoD MILSBILLS Administrator to ensure uniform implementation of the Directive by securing from 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. The Directive assigned RCS:DD-P&L(Q&SA)1419 as the report control symbol.

2. Report Form. The report must provide, at a minimum, the following information:
   b. Report Control Symbol. RCS: DD-P&L(Q&SA) 1419
   c. As of Date. 1 May and 1 November
   d. Approved MILSBILLS Change Number.
   e. Effective Date. As indicated on the AM CL.

3. Due Date. The report must be forwarded to the Chief, Defense Logistics Standard Systems Office, ATTN: DLSSO-CB, to arrive within 15 working days of the "as of" date of the report.

M. NO NONCOMPLIANCE WITH PRESCRIBED MILSBILLS PROCEDURES AND OTHER UNRESOLVED PROBLEMS

If reasonable attempts to obtain compliance with prescribed procedures or resolution of MILSBILLS related problems are unsatisfactory, the activity having the problem will request assistance from their MILSBILLS Focal Point. The request will include copies of all correspondence pertinent to the problem such as, the requisition number, number and date of bill, billing office, and the shipping office. The focal points involved will take the necessary actions to resolve the issue or problem. Necessary actions may include requesting assistance from the MILSBILLS Administrator. The MILSBILLS Administrator will follow the procedures described in section E.

N. MINIMIZE CONDITIONS

When a minimize condition is imposed at a location, MILSBILLS documents and reports which are normally forwarded to that location via AUTO DIN will be forwarded, instead, by regular mail for CONUS.
addressees and airmail for overseas addressees. If neither the 
originating office nor DAASO is under minimize, MILSBILLS documents 
and reports may continue to be forwarded to DAASO via AUTODIN for 
further routing to the end destination.

0. SIMULATED MOBILIZATION EXERCISE

DI Code H series transactions have been reserved for use during 
simulated mobilization exercises in lieu of the normal "F" series DI 
codes. Although use of the "H" series DI codes is not mandatory, 
when exercises call for generating records prescribed by MILSBILLS, 
use of the "H" series DI codes is recommended.