MEMORANDUM FOR: DLA Logistics Management Standards Office,

DOD Finance Process Review Committee Chair

DLA Transaction Services Fund Code Table Administrator

SUBJECT: Military Standard Billing System (MILSBILLS)Fund Code Monitor Letter of Appointment

REFERENCES: (a) DLM 4000.25, Defense Logistics Management System (DLMS), Volume 4

In accordance with reference (a), Primary and Alternate Fund Code Monitors are appointed on behalf of the Component/Agency to add, delete or modify fund codes with Service and Agency Codes X,Y,Z (e.g A, C, W, 3A) as follows:

Primary Fund Code Monitor:

Ms. XXXXX XXXX

Email: [XXXXXX.XXXX@](mailto:XXXXXX.XXXX@disa.mil)

Comm: 703-607-XXXX

DSN: 327

Alternate Fund Code Monitor:

Mr. XXXXXXX XXXXXX,

Email: XXXXXXX.XXXXXX@

Comm: 703-607-XXXX

DSN: 327

These monitors are responsible for the currency and accuracy of our fund codes and for maintaining records to support the assignment, modification or deletion of each fund code.

If there are any additional questions or concerns, please contact me at XXX-XXX-XXXX.

XXXXX X. XXXXXX

Authorized Agency Representative

**Instructions/Information**

Fund Code Monitors may not appoint themselves.

Send your letter as a PDF in a digitally signed email to Finance PRC Chair at [financehq@dla.mil](mailto:financehq@dla.mil) and DLA Transaction Services at [fundcode@dla.mil](mailto:fundcode@dla.mil).

A new letter listing all Fund Code Monitors is required promptly for any additions or deletions.

Deleted Fund Code Monitor accounts for the Fund Code Web Update Application at DLA Transaction Services will be immediately deactivated.

To submit a Systems Access Request to the DLA Transaction Services Fund Code Web Update Application update application following appointment visit[**https://www.daas.dla.mil/sar/sar\_menu.html**](https://www.daas.dla.mil/sar/sar_menu.html)

Finance Process Review Committee information is a**t** [**https://www2.dla.mil/j-6/dlmso/Programs/Committees/Finance/financeprc.asp6/dlmso/Programs/Committees/Finance/financeprc.asp**](https://www2.dla.mil/j-6/dlmso/Programs/Committees/Finance/financeprc.asp6/dlmso/Programs/Committees/Finance/financeprc.asp)**.**

Fund Code Monitors are shown at: [**https://www2.dla.mil/j-6/dlmso/CertAccess/SvcPointsPOC/allpoc.asp**](https://www2.dla.mil/j-6/dlmso/CertAccess/SvcPointsPOC/allpoc.asp) .