

**DOCUMENT NAME: SERVMART -  
DD-1348  
DAFIS DOCUMENT TYPE: 35**

1. **Description:** Bearer pickup using DD-1348 in the MILSTRIP format.
2. **Primary Forms:** DD-1348, Single Line Item Requisition System Document
3. **Related Forms:** NAVSUP-1314, SERVMART Shopping List
4. **Document Number:** Nonstandard Number - FINCEN assigned (Based upon unit generated MILSTRIP number).

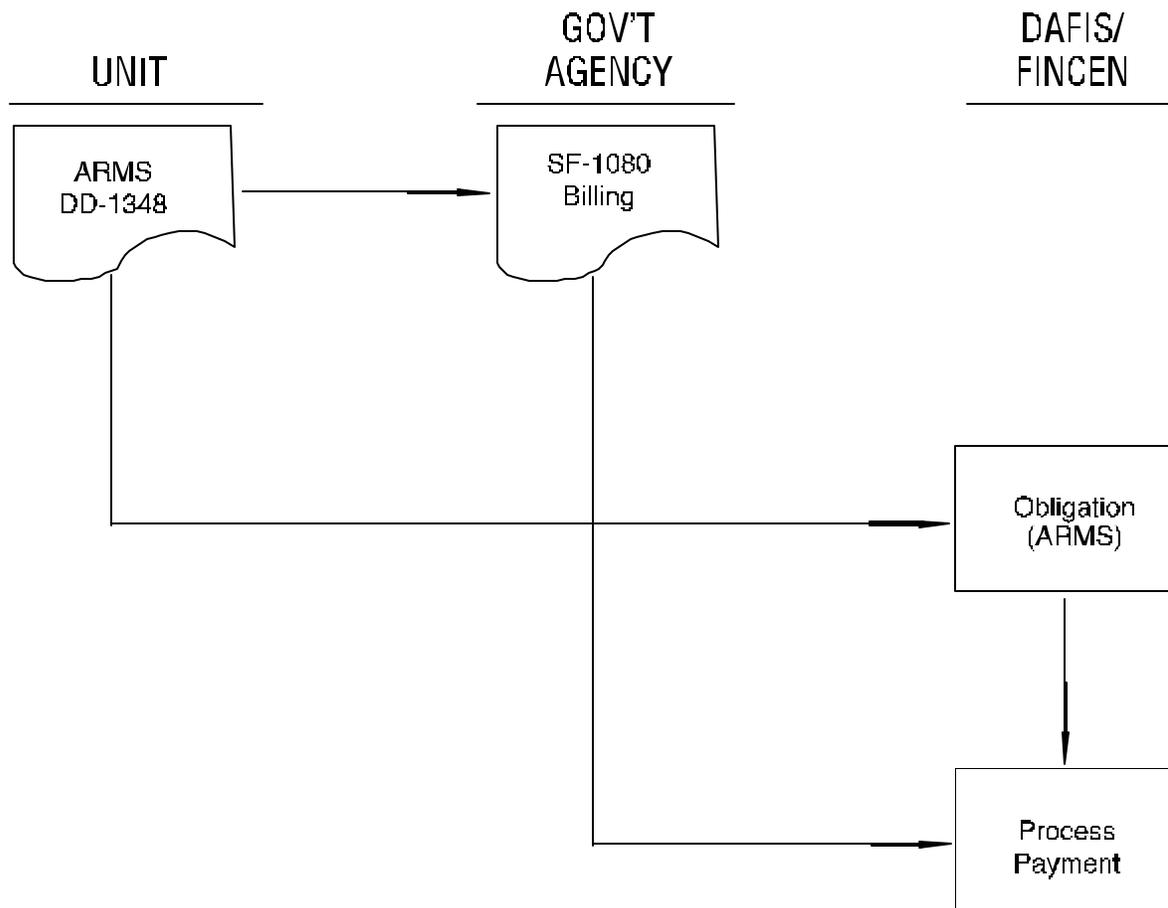
SAMPLE: 3594123451231234

<u>Document Type</u>	<u>FY</u>	<u>OPFAC</u>	<u>Last 3 digits of Julian Date</u>	<u>Serial Number</u>
35	94	12345	123	1234

Note: The first digit of the julian date is omitted from the document number when it appears on the PES Report. The serial number is unit generated.

5. **Accounting Line:** If multiple lines are required, separate document numbers should be used.  
SAMPLE: 2/3/401/103/30/0/PE/12345/2674
6. **FINCEN Critical Processing Requirements:** All requisitions must contain applicable fund code.
7. **Other Information:** You cannot have multiple accounting lines because the suffix is part of the basic document number.
8. **LUFS Information:**
  - a. Requisitions with ARMS/MILSTRIP format document numbers should be entered into LUFS using the Batch ARMS orders, the Enter ARMS Obligation module, or the Record Spending module. When using the Record Spending module, you will have to enter the last three digits of your document number (suffix) after entering the accounting line.
  - b. Obligations will NOT be transmitted via LUFS. All information is entered only to maintain the local ledger and for reconciliation. Document type 35 transactions are transmitted via Batch ARMS or already placed via interactive ARMS. LUFS does not transmit document type 35's to FINCEN.

## 9. Document Flow:



**Figure 12E-9 SERVMART DD-1348**

- a. Figure 12E-9 describes the procedures for processing SERVMART DD-1348.
- b. The ordering unit prepares the DD-1348.
- c. The ordering unit also prepares the NAVSUP 1314 listing all material to be obtained at SERVMART. After the last item listed on the form, a line is drawn through all remaining lines and spaces so that no additional items can be entered.
- d. The unit acknowledges receipt of the material on the DD-1348 and gives a copy to SERVMART with a copy of the NAVSUP 1314.
- e. A SERVMART DD-1348 order must be entered as an ARMS requisition to create a Coast Guard obligation for recording in the Z0A (Z zero A) account. Enter an ARMS requisition and use Z0A (Z zero A) as the Document Identifier Code (DIC).

Summary of steps in Interactive ARMS:

- (1) Key 1 (DIC): Enter Z0A (Z zero A).

- 9. e. (2) Stock number: Enter all zeros.
  - (3) Key 5 (Unit of Issue): Enter EA.
  - (4) Key 6 (Quantity): Enter 1.
  - (5) Key 7 (Doc Number) enter the Billing Office Address Code (BOAC) (Z with the unit's OPFAC), julian date, and requisition number from the DD-1348.
  - (6) Key 11 (Fund Code): Enter a valid fund code.
  - (7) Key 17 (Unit Price ): Enter total obligation amount.
  - (8) Similar steps are used in Batch ARMS.
  - (9) If the Z0A is made incorrectly, an automatic deobligation can be generated via Interactive ARMS to post to the DAFIS PES report by entering a "ZDL" subcommand. The requisition must be "open" in the ARMS system for a ZDL to generate a deobligation.
    - (a) Enter the subcommand "ZDL" while in the entry mode of Interactive ARMS.
    - (b) Enter the Milstrip document to be deobligated as requested.
    - (c) Enter the amount (quantity) to be deobligated as requested.
- Note: The system will deobligate the quantity times the unit price (the unit price actually obligated onto the DAFIS PES report).
- f. Retain a copy of the DD-1348 with the shopping list in the unit file.
  - g. Payment will be made by the FINCEN and a PES report is sent to the unit.

**10. Sample Forms:** See Figure 12E-10.

**11. PES Report:**

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
3594123451231234	051	94045FHHLA	12345	2674	0.00	50.00	0.00	0.00
3594123451231234	102F	94075FHHLB	12345	2674	0.00	50.00-	0.00	50.00

or:

3594123451231234	103F	94075FHLZ	12345	2674	0.00	0.00	0.00	50.00
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Note: Obligation occurs and payment is made with Trans Code 102F. Otherwise it is a direct expenditure with Trans Code 103F.

**12. References:**

- a. COMDTINST M4400.15, ARMS User Manual.
- b. NAVSUP 485, Afloat Supply Procedures.

SEND TO:										REQUISITION IS FROM:									
NSC SERVMART NORVA (189)										USCGC NEVERSAIL									
MVO										STOCK NUMBER									
\$100.00										1 2 3 4 1 2 1 2 3 4 5 6 7 BX 50									
DOCUMENT NUMBER										REMARKS									
21123454112311234R2151800										Shopper: SK1 J.J. Smith									
FUND DISTRIBUTION PROJECT PRIORITY REQ DEL DATE										J.J. Smith, CWO4, USCG Authorizing Official									
ADVANCE																			

Figure 12E-10 DD-1348, DOD Single Line Item Requisition System Document