

DOCUMENT NAME: DESC Bunker Contract Fuel Purchases**DOCUMENT TYPE: 35**

1. **Description:** DLA-Energy Bunker Contract Fuel Purchases (Vessel fuel)
2. **Primary Forms:** SF-1449 Solicitation/Contract/Order for Commercial Items
SF-44 Purchase Order/Invoice/Voucher
SEACard web system
3. **Document Number:** Nonstandard Number - Based upon DLA-Energy generated number

SF-1449 SAMPLE:

<u>Doc Type</u>	<u>FY</u>	<u>DODAAC of Requisition</u>	<u>Purchase Julian Day</u>	<u>4 Digit Serial</u>
35	08	20250	150	1234

NOTE – For SEA Card purchases the 4 digit serial number will begin with SE. Also the SEA Card system will give you the requisition number to use to create the doc type 35.

4. **Accounting Line:** The accounting line to be charged will be the accounting line set up on the fund code table for the fund code shown on the SF-1449 and the OPFAC for the assigned Cutter. 'XQ' is the standard fund code for supply fund and 2639 is the standard object class for cutter fuel. An example is:

2/8/801/108/30/0/23/11403/2639

5. **FINCEN Critical Processing Requirements:** All requisitions must contain applicable fund code, signal code (B), and supplemental address (Z51800)
6. **Other Information:**
 - a. Detailed information is available in the Common Sense Guide to Fuel Purchasing and the Vessel Fuel Purchase Training Guide. Both publications are available on the Fuel Card Web Portal.
 - b. Cutters 180' and up should use the SF-1449. Cutters less than 180' should use SF-44. Instructions for filling out the SF-44 are located in the Vessel Fuel Purchasing Training Guide.

7. FPD Information:

- a. Fuel transactions in SEA Card® should be entered into FPD using the Miscellaneous Module by converting the 'Z' requisition number into the correct doc type 35 number. The 'Z' requisition number and the total amount for the transaction should be taken from the SF-1449 that SEA Card generates.
- b. Obligations will NOT be transmitted via FPD. All information is entered only to maintain the local ledger and for reconciliation. FPD does not transmit document type 35's direct to FINCEN.

8. Sample Forms:

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NUMBER Z121132175SE00	PAGE 1 OF 2
2. CONTRACT NO. SP060011D0366		3. AWARD/EFFECTIVE DATE 20120623	4. ORDER NUMBER 0656	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE
7. FOR SOLICITATION INFORMATION CALL:			a. NAME		b. TELEPHONE NUMBER (No collect calls)
9. ISSUED BY USCGC Vigorous USCGC Vigorous Tracen 1 Munro Ave Cape May, NJ 082045086 United States			10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> EMERGING SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> 8(A) NAICS: SIZE STANDARD:		
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>	13b. RATING
15. DELIVER TO USCGC Vigorous USCGC Vigorous Tracen 1 Munro Ave Cape May, NJ 082045086 United States			16. ADMINISTERED BY 8725 John J. Kingman Bld Fr. Belvoir, VA 22060		
17a. CONTRACTOR/OFFEROR Merlin Petroleum Co 235 Post Road West Westport, CT 06880 United States		CODE M104	FACILITY CODE 1VQJ6	18a. PAYMENT WILL BE MADE BY Defense Finance & Accounting Service ATTN: DFAS-BVDFK P.O. Box 182317 Columbus, OH 432186251 United States	
TELEPHONE NO. P.P. 3.7			17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>		
			18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM		
19. ITEM NO. 22275	20. SCHEDULE OF SUPPLIES/SERVICES Commercial Marine Gas Oil (MGO)		21. QUANTITY 5000	22. UNIT GAL	23. UNIT PRICE \$3.670000
					24. AMOUNT \$18,350.00
(Use Reverse and/or Attach Additional Sheets as Necessary)					
25. ACCOUNTING AND APPROPRIATION DATA 97X4930.5CFO 01 26.1 S33150				26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$18,350.00	
27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED			27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED		
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED <input type="checkbox"/>			29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____, YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: <input type="checkbox"/>		
30a. SIGNATURE OF OFFEROR/CONTRACTOR			31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) Christopher Bahn		
30b. NAME AND TITLE OF SIGNER (Type or print)		30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER (Type or print) Christopher Bahn		31c. DATE SIGNED 20120623

Instructions for filling out the form –

- Block 1: Requisition Number. Enter a complete MILSTRIP number (i.e., DoDAAC of the requesting ship, Julian Date, and serial number).
- Block 2: Contract Number for Vendor (found in DLA-Energy Bulletin for Contract locations)
- Block 3: Date (must match Julian date in block 1)
- Block 4: Order Number – ships ordering number
- Block 5–8: Leave blank
- Block 9: Vessel’s information
- Block 10: Check if vendor qualifies
- Block 11-14: Leave blank.
- Block 15: Vessel’s information
- Block 16: DLA-Energy, 8725 John J Kingman Rd, Ft Belvoir, VA 22060
- Block 17: Leave blank
- Block 18: Attention: DFAS-FBSFA-CO
Def. Fin. & Acct. Serv. Columbus Center
Fuels Acct & Pay Div PO Box 182317
Columbus, OH 43218-6251
- Block 19: CLIN (from contract)
- Block 20: Type of Product Received. Supplementary address, Signal Code, and Fund Code WILL be included
- Block 21: Gallons/Metric Tons Received
- Block 22: GL (gallons) or MT (metric tons)
- Block 23-24: Leave blank
- Block 25: DFAS line of accounting - DFAS 97X4930.5CFO 01 26.1 S33150
- Block 26-29: Leave blank
- Block 31: Ordering Officers Signature, Name, Title and Date
- Block 32: Authorizing Officials Signature, Name, Title, Mailing Address, Phone Number, Email and Date (date must match Julian date in Block 1)

9. PES Report:

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
3506202501506593	136F	02176FH0	20250	2632	0.00	0.00	0.00	500.00

Note: No obligation occurs and direct expenditure is made with Trans Code 136F.

10. Reference:

- DLA-Energy SEACard Program Website - <http://www.desc.dla.mil/DCM/DCMPage.asp?PageID=613>
- Supply Policy & Procedure Manual CIM 4400.19B – Chapter 6 <http://cgweb2.comdt.uscg.mil/cgDirectives/cgcim.html>
- Common Sense Guide to Fuel Purchasing <https://collab.uscg.mil/lotus/myquickr/fuel-card-program>
- Vessel Fuel Purchasing Training Guide <https://collab.uscg.mil/lotus/myquickr/fuel-card-program>

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