

DOCUMENT NAME: ARMS (MILSTRIP)**DAFIS DOCUMENT TYPE: 35**

1. **Description:** SF-344's or CG-4940's are used to requisition stock numbered material through the ARMS program. DD-1348's or DD-1149's are also used to requisition stock numbered material using the MILSTRIP format directly from Other Government Agencies when not using the ARMS program.
2. **Primary Forms:** CG-4940, Surf Requisition Log
SF-344, Multiuse Standard Requisitioning/Issue System Document
3. **Related Forms:** DD-1149, Requisition and Invoice/Shipping Document
DD-1348, Single Line Item Requisition System Document
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:** The accounting line to be charged will be the accounting line set up on the fund code table for the fund code used in the requisition.

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 can not 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 either 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 direct to FINCEN.

9. Document Flow:

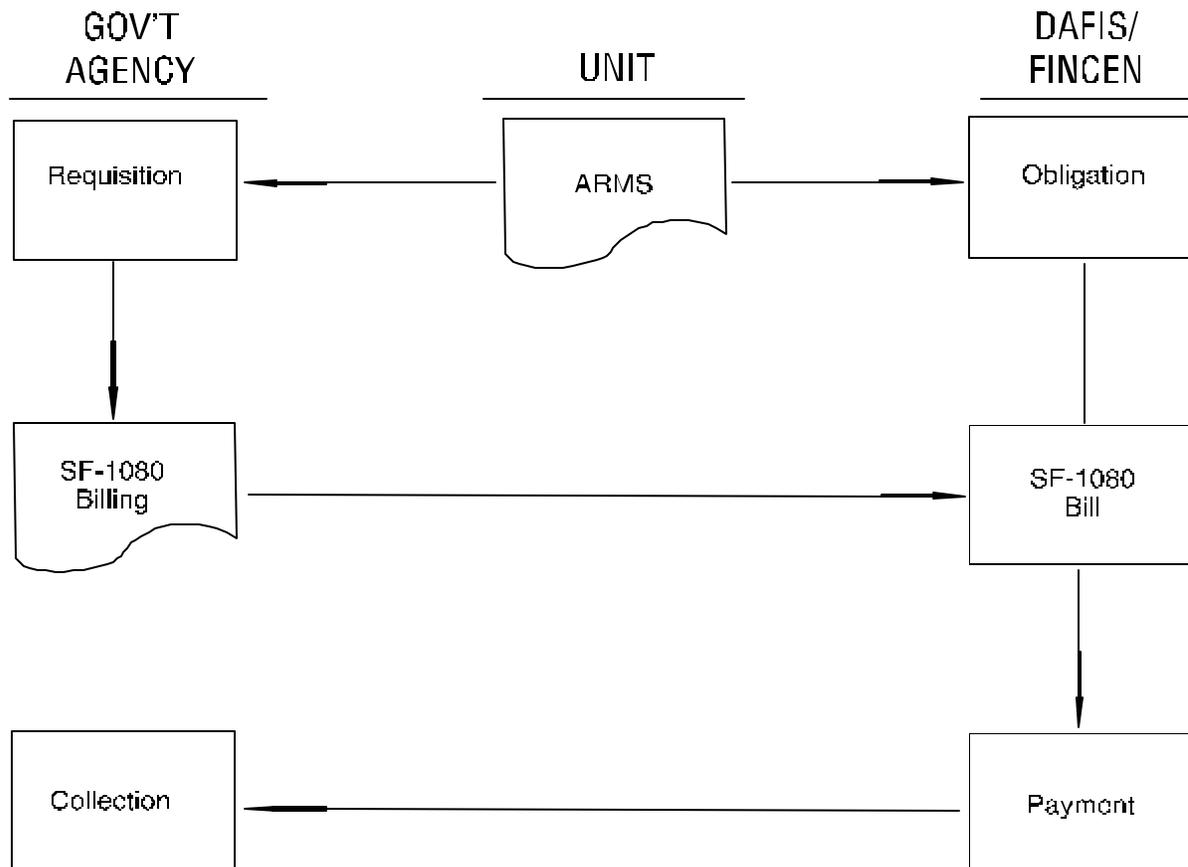


Figure 12E-3 ARMS (MILSTRIP)

- Figure 12E-3 describes the procedures for processing ARMS (MILSTRIP).
- Target units with standard terminals that have ARMS capability will submit MILSTRIP requisitions through the ARMS program. Units without standard terminals will submit SF-344s through the next higher unit that does have ARMS capability. When ARMS is not available, the DD-1348 is authorized for order purpose (see document type 35, Miscellaneous "Z" Requisitions).
- Fund codes must be established with the FINCEN for Milstrips to obligate funds properly. Units must review their Milstrip Fund Code tables to determine what Fund Codes and accounting is set up for their use. Fund Codes are established with the OPFAC (DoDAAC) used in the Milstrip requisition. In Interactive and Batch ARMS, requisitions with invalid Fund Codes will be rejected and the requisition order not sent. Units making message, faxed and called-in (non-GSA) requisitions using invalid Fund Codes will be notified by the FINCEN via message.
- Requisition information is passed from the ARMS system to DAFIS/FINCEN where an obligation is created based on fund codes to ensure that the correct unit is charged. If the material was ordered through DOD, then DOD submits a SF-1080 billing directly to the FINCEN.

- 9. e. The FINCEN makes payment to the Other Government Agency and a PES report is sent to the unit.
- f. When units send a MILSTRIP message requisition, the ARMS system receives notification of order automatically from the supply system (units no longer need to enter this information in ARMS with a "Z0A" (Z zero A) document identifier code). If price status is received in ARMS from supplier within ten days, actual cost data is used; otherwise, a \$1.00 cost will be charged against the unit for each ARMS obligation. Payments are handled by the FINCEN in the same manner as nonmessage requisitions.
- g. If a Milstrip requisition fails to deobligate in DAFIS, based on a cancellation status from the source of supply, the unit may generate an automatic deobligation via Interactive ARMS by entering a "ZDL" subcommand. The requisition must be "open" in the ARMS system for a ZDL to generate a deobligation.
 - (1) Enter the subcommand "ZDL" while in the entry mode of Interactive ARMS.
 - (2) Enter the Milstrip document to be deobligated as requested.
 - (3) 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).

10. Sample Forms: See Figures 12E-4 and 12E-5.

11. PES Report:

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
3594123451231234	051	94045FHFA	12345	2674	0.00	50.00	0.00	0.00
3594123451231234	102F	94075FHFB	12345	2674	0.00	50.00-	0.00	50.00
or:								
3594123451231234	103F	94075FHFZ	12345	2674	0.00	0.00	0.00	50.00

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 409, MILSTRIP/MILSTRAP Desk Guide.
- c. NAVSUP 485, Afloat Supply Procedures.
- d. DLA Customer Assistance Handbook.

