

**DOCUMENT NAME: Defense Reutilization Marketing
Office (DRMO) Hazardous Waste Bill
DAFIS DOCUMENT TYPE: 35**

1. **Description:** A quarterly bill is generated by Defense Reutilization Marketing Services (DRMS) and is sent to FINCEN for payment. The bill is for the pickup and disposal of hazardous material and hazardous waste (HM/HW). The billing is based upon the unit generated DD-1348 which is turned in at pickup.
2. **Primary Forms:** DD-1348, Single Line Item Requisition System Document
3. **Related Forms:** None.
4. **Document Number:** Nonstandard Number - based upon unit generated MILSTRIP number from DD-1348.

SAMPLE: 3594123451231234

<u>Document Type</u>	<u>FY</u>	<u>OPFAC</u>	<u>Julian Day</u>	<u>Unit Assigned Serial Number</u>
35	94	12345	123	1234

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 XP. Fund code XP should be designated on the DD-1348. XP is a reserved fund code to be used for DRMO bills. Contact your parent command budget office to have the fund code and accounting set up for your unit at the FINCEN.

SAMPLE: 2/5/401/105/30/0/AB/12345/2535

6. **FINCEN Critical Processing Requirements:** XP fund code with appropriate accounting line must be established at FINCEN.
7. **Other Information:** All CG units that plan to use DRMO need to contact Commandant (G-ECV-2B) to be set up with DRMO and be eligible for pickups.
8. **LUFS Information:**
 - a. DRMO requisitions with Z MILSTRIP format numbers should be entered into LUFS using the Batch ARMS orders and a Z0A document identifier code, 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.

9. Document Flow:

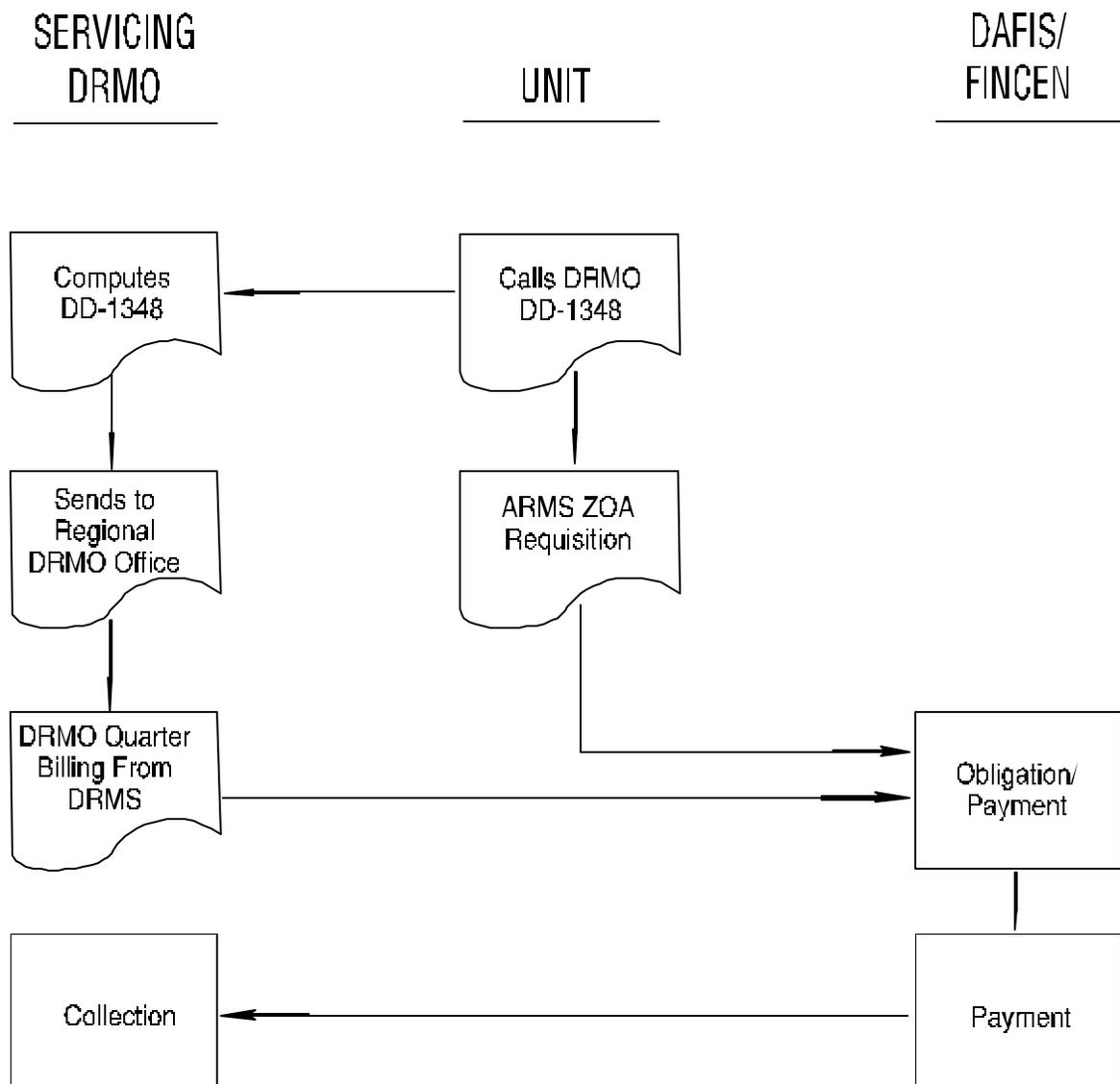


Figure 12E-14 Defense Reutilization Marketing Office (DRMO) Hazardous Waste Bill

- a. Figure 12E-14 describes the procedures for processing Defense Reutilization Marketing Office (DRMO) Hazardous Waste Bill.
- b. Unit notifies local DRMO to notify of needed pickup.
- c. Unit prepares DD-1348 for each type of item disposed.

9. d. Unit turns in DD-1348 to local DRMO.
- e. Local DRMO computes exact cost of disposal.
- f. Local DRMO turns in DD-1348 to a DRMO Regional Office.
- g. DRMO Regional Office enters DD-1348 into DRMS billing system.
- h. DRMS quarterly bill is created and sent to FINCEN for payment.
- i. Unit should enter a Z0A transaction (Obligation without Requisition) via Interactive or Batch ARMS to obligate their funds. The exact amount of the turn in can be provided by calling the local servicing DRMO approximately two weeks after turn in.
- j. Steps to enter Z0A in Interactive ARMS:
 - (1) Key 1 (DIC): Enter Z0A (Z Zero A).
 - (2) Stock Number: Enter all zeroes.
 - (3) U/I (Unit of Issue): Enter EA.
 - (4) Key 6 (Quantity): Enter 1.
 - (5) Key 7 (Document Number): Enter from the DD-1348.
 - (a) BOAC (ZOPFAC) - block 30 - 35.
 - (b) Julian date - block 36-39.
 - (c) Serial number - block 40-43.
 - (6) Key 11 (fund code): Enter XP. No other fund codes are authorized for DRMO.
 - (7) Key 17 (unit price): Enter total obligation amount.
 - (8) 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).

9. k. For Batch ARMS, follow normal procedures to create Z0A.

10. **Sample Forms:** None.

11. **PES Report:**

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
3594123451231234	051	94066F526	12345	2674	0.00	50.00	0.00	0.00
3594123451231234	102F	94075F530	12345	2674	0.00	50.00-	0.00	50.00
or:								
3594123451231234	103F	94075F536	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:** COMDTINST M16478.1, Hazardous Waste Management.