

**DOCUMENT NAME: Miscellaneous "Z"
Requisitions
DAFIS DOCUMENT TYPE: 35**

1. **Description:** DD-1348's or DD-1149's are used to procure supplies or services from Other Government Agencies using MILSTRIP format document numbers.
2. **Primary Forms:** DD-1149, Requisition and Invoice/Shipping Document
DD-1348, Single Line Item Requisition System Document
3. **Related Forms:** None.
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.

5. Accounting Line:

Sample: 2/3/401/103/30/0/PE/12345/2674

6. FINCEN Critical Processing Requirements:

- a. A valid Fund Code must be cited in blocks 52-53 of the DD-1348 and in block 4.(b) of the DD-1149.
- b. A valid DAFIS accounting line preceded by the appropriation Treasury Symbol from Appendix B must be cited in block 4 of the DD-1149.

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 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. 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 the FINCEN.

9. Document Flow:

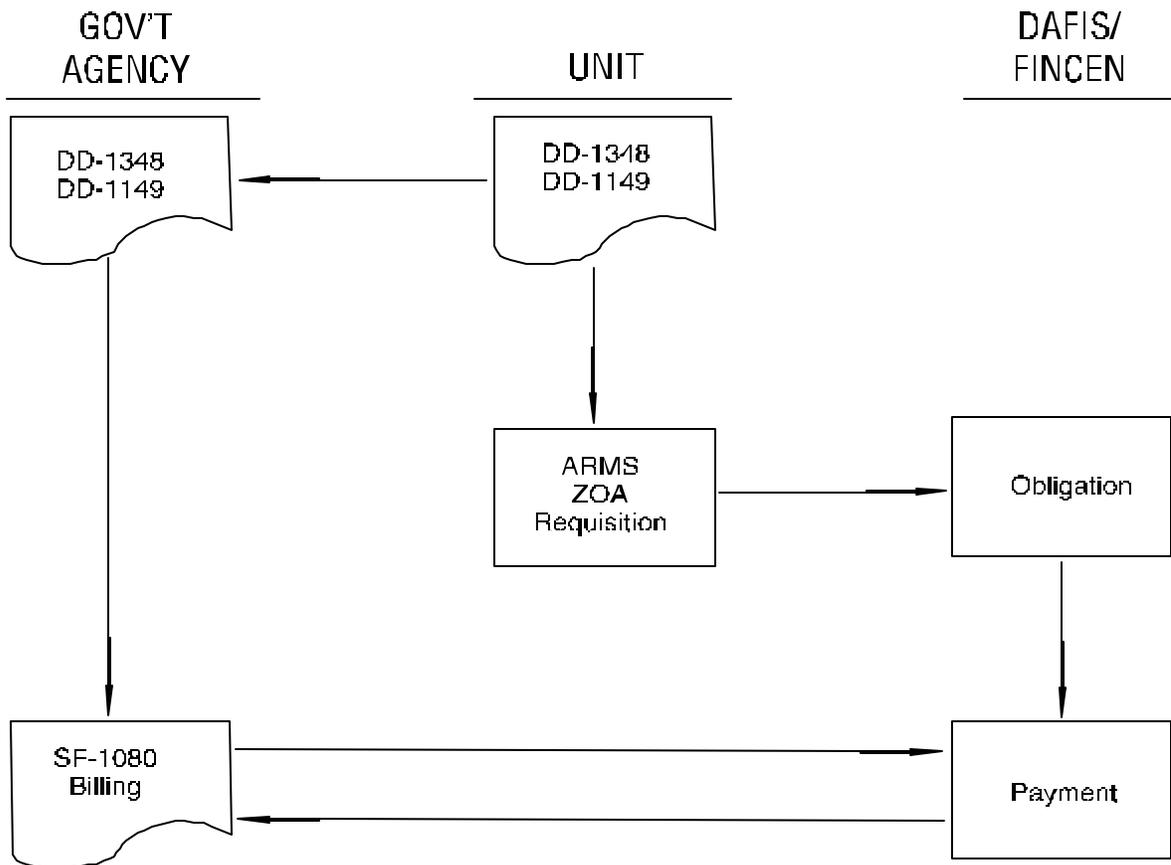


Figure 12E-6 Miscellaneous "Z" Requisitions

- Figure 12E-6 describes the procedures for processing Miscellaneous "Z" Requisitions.
- When ARMS cannot be utilized for particular transactions, a DD-1348 or DD-1149 is authorized to procure supplies or services from Other Government Agencies. As a rule of thumb, these requisitions will have a "Z" document number (MILSTRIP format) and will always be treated as 35 document types.
- The unit prepares a DD-1348 or DD-1149 listing the required services/supplies. The unit submits the document to the Government Source of Supply which will provide the requested services or items.
- The unit must then enter ARMS to create an obligation for recording in the accounts. Enter an ARMS requisition and use Z0A (Z zero A) as the Document Identifier Code (DIC). The Z0A code will create an obligation, but not a requisition. Enter a stock number with all zeros, then when prompted, enter a blank line. When prompted, enter a quantity of one. Then enter the DD-1348 or DD-1149 document number and enter the total obligation amount (individual line items need not be entered). A valid fund code must also be entered.

9. d. (cont'd)

Summary of steps in Interactive ARMS:

- (1) Key 1 (DIC): Enter Z0A (Z zero A).
- (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 BOAC (Z with the units OPFAC), julian date, and requisition number from the DD-1348 or DD-1149.
- (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).

- e. Retain a copy of the DD-1348 or DD-1149 in the unit file.
- f. The FINCEN makes payment to the Other Government Agency and a PES report is sent to the unit.

10. Sample Forms: See Figures 12E-7 and 12E-8.

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

11. Note: Obligation occurs and payment is made with a Trans Code 102F. Otherwise it's 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.

DOC. IDENT.	REQ. DATE	FSC	STOCK NUMBER	AGE	UNIT	QUANTITY	REQ. NUMBER	DATE	SERIAL	SUPPLEMENTARY ADDRESS	FUND	DISTRIB. ROOM	PROJECT	REQ. DATE	ADM. DIST.
SEND TO: REC SERVANT NORVA (100)										REQUISITION IS FROM: USCGC NEVERSAIL					
MVD	\$100.00	DOC. IDENT.	REQ. DATE	SERIAL	SUPPLEMENTARY ADDRESS	FSC	STOCK NUMBER	UNIT OF ISSUE	QUANTITY						
21	23	41	23	12	34	R	21	51	8	0	BX	5	0		
30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
Z	1	2	3	4	5	4	1	2	3	1	2	3	4	R	2
52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67
F	C	C	H	I	J	K	L	M	N	O	P	Q	R	S	T
65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

REMARKS: Shopper: SK1 J.J. Smith
J.J. Smith, CWO4, USCG
Authorizing Official

Figure 12E-7 DD-1348, DOD Single Line Item Requisition System Document

SHIPPING CONTAINER TALLY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE / SHIPPING DOCUMENT										Form Approved OMB No. 0304-0346 Expires Apr 30 1989		
1 FROM: (Include ZIP Code) COMMANDING OFFICER USCGC NEVERSAIL, 1234 COAST GUARD BOULEVARD PORTSMOUTH, VA 23703-2197					SHEET NO. 1	NO. OF SHEETS 1	3. REQUISITION DATE 3 MAY 94	4. REQUISITION NUMBER 21234541231234				
2 TO: (Include ZIP Code)					7. DATE MATERIAL REQUIRED 15 MAY 94			8. PRIORITY				
3 SHIP TO - MARK FOR COMMANDING OFFICER USCGC NEVERSAIL USNAB LITTLE CREEK, WEST ANNEX NORFOLK, VA 23502					9. AUTHORITY OR PURPOSE			10. SIGNATURE (SIGNATURE REQUIRED)			11a. VOUCHER NUMBER & DATE	
					12. DATE SHIPPED			13. MODE OF SHIPMENT			14. BILL OF LADING NUMBER	
					15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
4. APPROPRIATION SYMBOL AND SUB-HEAD 6940201 2/Y/401/136/30/0/AB/12345/2665		OBJ. CL.	BUR. CONT. NO.	SUBAL. LOT.	AUTHORIZATION ACCTG. ACTIVITY	TRANS. TYPE	PROPERTY ACCTG. ACTIVITY	COUNTRY	COST CODE	AMOUNT \$1150.00		
ITEM NO. 60	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES 9140-00-273-2377 DIESEL MARINE FUEL				UNIT OF ISSUE GL	QUANTITY REQUESTED 500	SUPPLY ACTION	TYPE CONTAINER	CON-TAINER NOS.	UNIT PRICE 2.30	TOTAL COST \$1150.00	
1. SUPPLEMENTARY ADDRESS: 251800 SIGNAL CODE: B FUND CODE: FC RECEIVED: _____ (SIGNATURE REQUIRED) Name Rate/Rank Date												
16. TRANSPORTATION VIA MATS OR MVTS CHARGEABLE TO						17. SPECIAL HANDLING						
18. ISSUED BY RECEIVED BY CHECKED BY PACKED BY	TOTAL CON-TAINERS	TYPE CON-TAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	19. CONTAINERS RECEIVED EXCEPT AS NOTED	DATE	BY	SHEET TOTAL			
										\$1150.00		
							20. QUANTITIES RECEIVED EXCEPT AS NOTED	DATE	BY	GRAND TOTAL		
							21. POSTED	DATE	BY	20. RECEIVER'S VOUCHER NO.		
← TOTAL →												

DD Form 1149, JUN 86 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
 3/8 0102-LT-011-1802 Previous editions are obsolete. (Navy Overprint: 1984) ORIGINAL

Figure 12E-8 DD-1149, Requisition and Invoice/Shipping Document