

**Defense Energy Support Center**  
Inventory Accounting Branch DESC-FII  
8725 John J. Kingman Road, Suite 4950  
Fort Belvoir, Virginia 22060-6222

# **Posts, Camps and Stations Instruction and Reference Guide**

## **Processing Orders and Receipts Under PC&S Purchase Programs**

**December 2000**

DESC-FII Instruction \_\_\_\_\_



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## *About This Guide*

This guide provides instruction for U.S. Army, Navy, Marine Corps, and DoD activities that requisition, order, and receive petroleum products under DLA-administered contracts. Instruction contained in this document will ensure minimum requirements are met as specified in DoD 4140.25M. These instructions have been reviewed and approved for use by both the U.S. Army Petroleum Center and the U.S. Navy Petroleum Office.

This guide contains procedures to be used in preparation of SF 1449, DD 1155, SF 30, and DD 250. Compliance with these instructions will allow for expedient contractor payment, minimized order modification, and assurance of uninterrupted fuel support to your activity.

## *General Information*

The Defense Energy Support Center (DESC) is responsible for ensuring that Posts, Camps and Stations (PC&S) order and receipt transactions for both capitalized and non-capitalized products are promptly processed through the Defense Fuel Automated Management System (DFAMS). DFAMS is the accounting system that initiates the DoD customer billing and vendor payment process through the Defense Finance and Accounting Service, Columbus Center (DFAS-CO).

Some locations are utilizing a web-based application for processing order and receipt transactions called the Paperless Ordering & Receipt Transaction Screens (PORTS). Transactions processed using this application interface with DFAMS to allow for customer billing and vendor payment.

"Capitalized Product" is defined as DLA owned product which is received, stored and issued from our Defense Fuel Support Points (DFSP). It is sold to multiple customers that possess individual billing DoDAAC's. The point of sale occurs at the time product is transferred from the DFSP to the customer. Capitalized inventory requires product accountability in accordance with DoD 4140.25M, Vol II, Chapter 10. Reference may be reviewed at the following website:

<http://web7.whs.osd.mil/html/414025m4.htm>

"Non-Capitalized Product" is defined as product that is billed to a single customer at the time of delivery by the vendor. Therefore, this product is owned by the customer and no inventory accountability to DLA is required.

This guide is divided into two sections. Section one discusses requirements for processing order and receipt transactions for PORTS/Non-PORTS locations with either capitalized or non-capitalized products. Section two provides instruction for processing orders and receipts.

This document supersedes the Instructions for Processing Orders and Receipts Under PC&S Purchase Programs, March 1999.

## *Points Of Contact (POC)*

DESC-FII Inventory Accounting Branch    D 427-9393 • C 703 767-9393    • Fax 9380

DESC-PLB Contracting Ground Fuels    D 427-8477 • C 703 767-8477    • Fax 8506

## SECTION ONE

### Order/Receipt Processing - Non PORTS Locations

As discussed in the General Information section, those locations that are not using PORTS fall into two categories. They may order and receive product which is **not capitalized (service - owned)** or product which is **capitalized (DLA-owned)**. Some locations may have a combination of both capitalized and non-capitalized product line items.

#### NON PORTS / Non CAPITALIZED PRODUCT LOCATIONS

For those non-capitalized product line items, all orders and receipts are prepared using the instruction contained in this guide. Documents are forwarded to DESC-FII which processes these transactions into DFAMS for vendor payment and customer billing.

#### NON PORTS / CAPITALIZED PRODUCT LOCATIONS

Locations selected to store capitalized or DLA-owned product are known as DFSP's. These locations have been equipped by DESC with a stand alone inventory and accounting system known as the Fuels Automated System (FAS). FAS allows base level personnel to enter and transmit inventory accounting information directly to DFAMS.

##### Capitalized Product Transaction Processing

DD 1155 and SF 1449 fuel orders are prepared in the usual manner except that no billing information will be entered. This means that there will be no Requisition/Purchase Request Number and no Signal or Fund Code.

Presently, FAS is not capable of processing PC&S fuel orders so, all DD 1155's, SF 1449's or SF 30 Order Modifications, must be forwarded to DESC-FII for processing. Receipt transactions will be processed into FAS by base level personnel and transmitted to DFAMS.

### Order/Receipt Processing - PORTS Locations

PORTS is a web based application which allows base level personnel to place orders and to verify receipt transactions. PORTS information is then fed into DFAMS that initiates the vendor payment and customer billing process.

#### PORTS / Non CAPITALIZED PRODUCT LOCATIONS

Locations that have no capitalized line items and utilize PORTS may use this instruction as a general information guide to augment PORTS instruction and training.

#### PORTS / CAPITALIZED PRODUCT LOCATIONS

Those locations that are capitalized and using PORTS are unique. This is because PC&S products being ordered and received are DLA owned and have special processing requirements. Data entry will be accomplished by a combination of FAS and PORTS.

##### Capitalized Products Transaction Processing

Locations using PORTS for capitalized PC&S products must contact DESC-PLB to have their PORTS application modified so that no Requisition/Purchase Request Number and no Signal or Fund Code data may be entered.

Fuel orders will be processed in PORTS but are not to be processed in FAS. PORTS orders for capitalized PC&S products are also not required to be forwarded to DESC.

Fuel receipts will be verified in PORTS but **must also** be entered into FAS. Failure to process receipts using FAS will not allow the fuels account to reconcile.

## SECTION TWO

### DELIVERY ORDER Preparing The Standard Form 1449

These instructions do not address every block of the Standard Form 1449 but cover only those areas that require specific formatting to allow for DFAMS processing. **IAW FAR 12.204, activities are encouraged to utilize SF 1449 in lieu of the DD Form 1155.**

**MANDATORY:** Copies of the order must be submitted to DESC-FII within two working days after issuance to the contractor.

#### BLOCK 1 - Requisition Number

Only the "**Billing DoDAAC**" and the "**Delivery DoDAAC**" as indicated in the Contracts Information System, (CIS) Requirements Report have been loaded into DFAMS to allow for transaction processing.

**If you use a DoDAAC other than those listed in the CIS Requirements Report, you must contact DESC-FII immediately.**

The requisition number is made up as follows:

Position 1-6: DoDAAC **must be** a "**Billing DoDAAC**" or "**Delivery DoDAAC**" as found in the CIS Requirements Report.

Position 7-10 Julian Date. Position 7 must be the last digit of the calendar year.

Position 11-14 Locally assigned serial number

**Note:** All requisition numbers must be unique. They **cannot be duplicated** for other fuel products. **Additionally, the date in the Requisition Number must be equal to or prior to the order date in Block 3.**

*Example Requisition Number: W88HUG 0122 0001*

#### BLOCK 2 - Contract Number

The contract number must be a valid DLA contract number.

*Example Contract Number: SP0600-00-D-1234*

#### BLOCK 3 - Award/Effective Date

Must be the date that the order is placed; **not** the date the paperwork is completed. Please note that this date must be **equal to or after** the date in the requisition number.

**IMPORTANT:** All verbal orders placed with a contractor must be confirmed by written order and mailed/faxed to the contractor **within 24** hours. When preparing the SF 1449, a statement must be included that confirms the actual date the verbal order was placed. Annotate Block 20 with a statement such as "Reference verbal order of 01 May 2000"

#### BLOCK 4 - Order Number

Each ordering activity must assign a four character delivery order number for each order that is placed with a contractor. **Each delivery order number may only be used once for the life of each contract.** The delivery order number will be comprised as follows:

### **Delivery Order Code**

First two characters: The first two positions of the delivery order or serial call number will be in accordance with the Uniform Procurement Instrument Identification Numbering System as prescribed in the Defense Federal Acquisition Regulation Supplement (DFARS Appendix G).

**The first two characters are an activity's order code and will always be consistent.**

### **Sequential Order Number**

Third and fourth characters: A two digit serial number sequentially assigned for the life of the contract as follows:

01 through 99, then  
1A through 9Z, (excluding I and O) then  
A1 through Z9 (excluding I and O) then  
AA through ZZ (excluding I and O)

*Example Delivery Order Number: **AB 01***

### **BLOCK 9 - Issued By**

Enter Ordering Office and Address. In the Code block, enter the DoDAAC of the ordering office.

**Include name and phone number of POC placing the order.**

### **BLOCK 11 - Delivery For FOB Destination Unless Block Is Marked**

Check block as applicable.

### **BLOCK 12 - Discount Terms**

See CIS for this information.

### **BLOCK 15 - Deliver To**

Enter the **name, address, and DoDAAC** of the activity where the product is to be delivered.

**IMPORTANT:** Include a name and phone number for a POC at the delivery location.

### **BLOCK 16 - Administered By**

Enter the following:

Code: SC0600

Defense Energy Support Center  
8725 John J. Kingman Road, Suite 4950  
Fort Belvoir, VA 22060-6222

### **BLOCK 17a - Contractor/Offeror**

Enter the name, address, and phone number of the contractor (Refer to the CIS for this information).

### **BLOCK 18a - Payment Will Be Made By**

Enter the following information:

DFAS-CO-TLSFC  
DFAS-Columbus Center  
P.O. Box 182317  
Columbus, OH 43218-6252

**BLOCK 19 - Contract Line Item Number (CLIN) or Item Number**

The item number is found in the CIS Requirements Report. The item number is a 5 or 6 digit number that is comprised of your location identification number (first three digits), product number (4<sup>th</sup> and 5<sup>th</sup> digits) and in some cases a sixth digit that designates an alternate delivery mode.

*Example CLIN: 123-341*

**ATTENTION:** Current DFAMS constraints prohibit entering multiple CLIN's per order. Therefore, it is necessary to prepare separate SF 1449 for each CLIN or Item Number.

**BLOCK 20 - Schedule of Supplies / Services**

Enter the National Stock Number (NSN) and the Product Code. An NSN / Product Code Reference List can be found on page 26 or refer to the CIS.

**BLOCK 21 - Quantity**

Enter the quantity ordered.

**BLOCK 22 - Unit**

Enter "GL" for gallon.

**BLOCK 23 - Unit Price**

Enter the basic contract price as listed in the CIS.

**BLOCK 25 - Accounting and Appropriation Data**

The following accounting and appropriation for DESC is required:

**97X4930.5CF00126.1S33150**

**FUND CODE:** The fund code is a two character code that represents the appropriation symbol used to reimburse DESC for product. Contact your comptroller or local finance office to obtain your proper code.

**Note:** Activities placing orders under DLA contracts must advise DESC of their Fund Code so it may be loaded into DFAMS.

**SIGNAL CODE:** A one character code that designates which activity receives the fuel and which activity receives the bill.

**SUPPLEMENTARY DoDAAC:** A supplementary DoDAAC is used if the "requisitioner" and "Bill To DoDAAC" are not the same. If the "requisitioner" and the "Bill To" DoDAACs are the same, do not enter a supplementary DoDAAC.

SIGNAL CODE - SUPPLEMENTARY ADDRESS RELATIONSHIP TABLE		
SIGNAL CODE	MEANING	SUPPLEMENTARY DoDAAC
A	Ship to requisitioner / Bill requisitioner	Leave Blank
B	Ship to requisitioner / Bill supplementary address	Enter "Billing" DoDAAC
J	Ship to supplementary address / Bill requisitioner	Enter "Delivery" DoDAAC

**Note:** Signal Code, Fund Code and Supplementary DoDAAC (SUPAAC), may be entered on a continuation sheet if necessary.

**BLOCK 31a - Signature of Contracting Officer**

Enter signature as required.

**BLOCK 31b - Name of Contracting Officer (Type or Print)**

Type or print name of contracting officer.

**BLOCK 31c - Date Signed**

Enter date SF 1449 was signed.

## SF 1449 AS RECEIPT DOCUMENTATION

**BLOCK 32a - Quantity In Column 21 Has Been**

Attention: When there is one receipt (delivery), per order then the Standard Form 1449 may be used as both the Order and Receipt document. In this case, complete blocks 21, 32a, 32b, 32c, and 33 as follows:

- **Block 21** - Enter the actual quantity received below the quantity ordered and circle it. The receiving activity will annotate the reason for any difference if the variance is greater than the permissible 10% increase/ decrease variation limitation per order.
- **Block 32a** - Place an "X" in the "Received" block.
- **Block 32b** - Enter signature of an authorized Government representative.
- **Block 32c** - Enter the actual date product was received; not the date the paperwork was prepared.
- **Block 33** - Enter shipment number: PCS0001Z. Place an "X" in the "Final" block.

**Note:** If there are multiple receipts per order on different days, then DD Form 250, Materiel Inspection and Receiving Report must be accomplished for each shipment against that order. See instruction for completion of DD Form 250 in this guide.

**IMPORTANT:** If the quantity received is the same as the quantity shipped, indicate so by a check mark ( v ) next to the quantity (see SF 1449 example).

Enter the actual quantity received below the quantity ordered and circle it on all copies. If there is a difference greater than the permissible 10% increase/decrease limitation per order between the two quantities annotate the reason for the difference. Additionally, ad SF 30 is required.

**Volume Correction To Standard Temperature:** To convert gross measured quantities to net quantities of gallons at 60° F (or liters at 15° C) is required for --

- All product volumes measured in storage (receiving) tanks, tankers, and barges.
- All product volumes measured by meters on the (receiving) tank system.
- All product volumes determined by weight using a calibrated scale.
- All product volumes determined by loading rack meter.
- All product volumes of residual fuels measured in tank trucks or truck and trailers. For this purpose, residual fuels are any products with a viscosity equal to or greater than a regular (not light) No. 4 Fuel Oil (ASTM D 396).

- All other product volumes measured in tank trucks or truck and trailers that are in excess of 5,000 gallons except for deliveries where the meter on the delivery conveyance is used to determine quantity. If the meter on the delivery conveyance is used to determine invoice quantity, volume correction shall not be performed unless the meter is equipped to volume correct automatically. The invoice quantity shall be determined directly from the meter reading.

**Ordering Activity Responsibility:** It is imperative that ordering activities coordinate with receiving activities to ensure that receipt documentation is properly completed. Failure to do so may result in Penalty Interest Payments. Therefore, it is strongly recommended that copies of these instructions be made available to all organizations/units receiving product under PC&S contracts.

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS**  
**OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30**

1. REQUISITION NUMBER: **W88HUG 0122 0001** PAGE 1 OF 1  
 2. CONTRACT NO. **SPO600-00D1234** 3. AWARD/EFFECTIVE DATE: **1 MAY 00** 4. ORDER NUMBER: **AB 01** 5. SOLICITATION NUMBER: 6. SOLICITATION ISSUE DATE:

7. FOR SOLICITATION INFORMATION CALL:  a. NAME: b. TELEPHONE NUMBER (No collect calls): 8. OFFER DUE DATE/ LOCAL TIME:

9. ISSUED BY: CODE: **DoDAAC** 10. THIS ACQUISITION IS:  UNRESTRICTED  SET ASIDE: %FOR  SEE SCHEDULE  
 ACTIVITY NAME: ORDERING OFFICE: ADDRESS: 11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED: 12. DISCOUNT TERMS:  
 POC NAME AND PHONE NUMBER:  SMALL BUSINESS  SMALL DISADV. BUSINESS  13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)  
 SIC: 13b. RATING: 14. THIS ACQUISITION IS:  RFQ  IFB  RFP  
 SIZE STANDARD:

15. DELIVER TO: CODE: **DODAAC** 16. ADMINISTERED BY: CODE: **DEFENSE ENERGY SUPPORT CENTER**  
 RECEIVING ACTIVITY NAME: ADDRESS: DELIVERY POC NAME AND PHONE NUMBER: **8725 JOHN J. KINGMAN ROAD, SUITE 4950**  
**FORT BELVOIR, VIRGINIA 22060-6222**

17a. CONTRACTOR/OFFEROR: CODE: FACILITY CODE: 18a. PAYMENT WILL BE MADE BY: CODE: **DFAS-CO SFFP**  
 CONTRACTOR NAME: ADDRESS: **DFAS COLUMBUS CENTER**  
**P.O. BOX 182317**  
**COLUMBUS, OH 43218-6252**  
 TELEPHONE NO. **(555) 123-4567**

17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED  SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
123-341	DF2 DIESEL FUEL NSN 9140-00-286-5294	8,000	GL	0.73	5840.00
	FUND CODE: K6				
	SIGNAL CODE: B / SUPAAC: W55N50				
(Attach Additional Sheets as Necessary)					

25. ACCOUNTING AND APPROPRIATION DATA: **97X4930.5CF00126.1S33150** 26. TOTAL AWARD AMOUNT (For Govt. Use Only):

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA ARE  ARE NOT ATTACHED.  
 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA ARE  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 HEREIN.  29. AWARD OF CONTRACT: REFERENCE \_\_\_\_\_ OFFER DATED \_\_\_\_\_. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR: 31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER):

30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT): 30c. DATE SIGNED: 31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT): **BILL WILLIAMS** 31c. DATE SIGNED: **1 MAY 00**

32a. QUANTITY IN COLUMN 21 HAS BEEN:  RECEIVED  INSPECTED  ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED 33. SHIP NUMBER: **PCS0001** 34. VOUCHER NUMBER: 35. AMOUNT VERIFIED CORRECT FOR:

36. PAYMENT:  COMPLETE  PARTIAL  FINAL 37. CHECK NUMBER:

32b. SIGNATURE OF AUTHORIZED GOVT. REPRESENTATIVE: **John Smith** 32c. DATE SIGNED: **1 MAY 00** 38. S/R ACCOUNT NUMBER: 39. S/R VOUCHER NUMBER: 40. PAID BY:

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT 42a. RECEIVED BY (Print): 42b. RECEIVED AT (Location): 42c. DATE REC'D (YY/MM/DD):

## SF 30 - WHEN TO MODIFY A DELIVERY ORDER

SF 30 shall be used to modify orders already placed with a contractor. The SF 30 may be used to modify SF 1449 and DD Form 1155. Modifications are required for changes and/or deletions to the following:

Contract Number	Delivery Order Number
Date of Order	Requisition Number
Accounting Appropriation	Fund Codes
Supplementary DoDAACs	Signal Codes
Contract Line Item Numbers	Quantities Ordered/Accepted
Receipt Dates	Purchase Order Numbers

### Modifications as a result of under deliveries:

- Modify an order quantity to meet changes in requirements by the Government.
  - modification is required to **reduce** part of a quantity ordered because it is no longer required. Such amendments/modifications must be agreed to by the contractor at no cost to the Government. Additionally, changes to individual delivery order quantities must be accomplished under the authority of the local Contacting Officer.
- Modify a delivery order quantity when the quantity received is **less** than the quantity ordered by more than the allowable  $\pm$  10% variance.
  - Modified quantities **must** equal the actual quantity received. DFAMS will not accept a quantity greater than or less than the actual quantity received on amendments or modifications.
- Modify a delivery order quantity:
  - If the contractor fails to deliver the entire quantity ordered by the end of the delivery order period.
  - If the product is no longer required and if there is no intent to hold the contractor liable, the amendment or modification order quantity must be canceled.
- Modify a delivery order quantity if a contractor fails to deliver a portion of the order and the undelivered quantity is still required. The order will remain open. This allows DESC to either obtain the remaining quantity through legal actions or hold the contractor liable for any increased costs incurred in obtaining the undelivered quantity from alternate sources.

## PREPARING SF 30 AMENDMENT

These instructions cover only those SF 30 blocks that require specific formatting to allow for DFAMS processing.

**MANDATORY:** Copies of the SF 30 must be submitted to DESC-FII within two working days after issuance to the contractor.

**BLOCK 2 - Amendment/Modification Number**

Enter the Amendment/Modification Number as follows:

First four characters: Must be the order number as it appears on the basic order.

Fifth and sixth characters: Must be numbered sequentially for each Amendment/Modification.

*Example: AB 01 - 01*

**BLOCK 3 - Effective Date**

Must be the date the Modification is effective. Please note that the date must be equal to or after the effective date indicated in block 3 of the SF 1449 basic order or block 3 of the DD Form 1155.

**BLOCK 4 - Requisition/Purchase Requisition Number**

Must be the same Requisition Number as appears in Block 1 of the SF 1449 basic order in Block 2 of the DD Form 1155.

**BLOCK 6 - Issued By**

Must be the same as the information in Block 9 of the SF 1449 or in Block 6 of the DD Form 1155 order. **Include name and phone number of the POC modifying the order.**

**BLOCK 7 - Administered By**

Must be the same as the information in Block 16 of the SF 1449 order or in Block 7 of the DD Form 1155 order. Enter the following:

Code: SC0600

Defense Energy Support Center  
8725 John J. Kingman Road, Suite 4950  
Fort Belvoir, Virginia 22060-6222

**BLOCK 8 - Name and Address of Contractor**

Must be the same as information in block 17a on SF 1449 or block 9 or DD Form 1155.

**BLOCK 10A and 10B - Modification of Contract/Order Number**

Check the appropriate box. In Block 10A enter contract number/order number and in Block 10B enter the contract date.

**BLOCK 13 - This Item Applies Only To Modifications Of Contracts/Orders, It Modifies the Contract/Order Number As Described In Item 14**

Check the appropriate box to indicate the type of modification. In the corresponding blank, enter the authority under which the modification is issued. Check whether or not the contractor must sign this document.

**BLOCK 14 - Description Of Amendment/Modification**

State the reason for modification. Describe the modification.

**BLOCK 15A / 15B / 15C And 16A / 16B / 16C - Name And Title Of Signer/Contracting Officer**

Complete as applicable. Block 15B/C and 16B/C must be signed and dated. If contractor signature is required, it must be signed by the contractor before the Contracting Officer signs the document.

**MANDATORY:** Within two working days of receipt of product, and if required, activities shall transmit a copy of the SF 30 to DESC-FII.

2. AMENDMENT/MODIFICATION NO. <b>AB01 -01</b>	3. EFFECTIVE DATE <b>2 MAY 00</b>	4. REQUISITION/PURCHASE REQ. NO. <b>W88HUG 0122 0001</b>	5. PROJECT NO. <i>(If applicable)</i>
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6. ISSUED BY CODE	7. ADMINISTERED BY <i>(If other than Item 6)</i> CODE <b>SC0600</b>
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ACTIVITY NAME ORDERING OFFICE ADDRESS  POC NAME AND PHONE NUMBER	DEFENSE ENERGY SUPPORT CENTER 8725 JOHN J. KINGMAN ROAD, SUITE 4950 FORT BELVOIR, VA 22060-6222
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8. NAME AND ADDRESS OF CONTRACTOR <i>(No., street, county, State and ZIP Code)</i> CONTRACTOR NAME ADDRESS	(X)	9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED <i>(SEE ITEM 11)</i>
	(X)	10A. MODIFICATION OF CONTRACT/ORDER NO. <b>SPO600-00D-1234 / AB01</b>
		10B. DATED <i>(SEE ITEM 13)</i> <b>2 MAY 00</b>

CODE	FACILITY CODE	<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>
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The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended,  is not extended.

Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you do change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. Accounting and Appropriation Data *(If required)*

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

- |     |  |
|-----|--|
| (X) | A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: <i>(Specify authority)</i> THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.  |
|     | B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES <i>(such as changes in paying office, appropriation date, etc.)</i> SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b). |
|     | C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:   |
|     | D. OTHER <i>(Specify type of modification and authority)</i>   |

E. IMPORTANT: Contractor  is not,  is required to sign this document and return 2 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

EXAMPLE STATEMENT: THIS AMENDMENT IS TO REFUCE THE QUANTITY ORDERED FROM 8,000 GALLONS TO 6,550 GALLONS

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in force and effect.

15A. NAME AND TITLE OF SIGNER <i>(Type or print)</i>	16A. NAME AND TITLE OF CONTRACTING OFFICER <i>(Type or print)</i> NED MILLER CONTRACTING OFFICER	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY <u>NED MILLER (SIGNATURE)</u> <i>(Signature of Contracting Officer)</i>
<i>(Signature of person authorized to sign)</i>		16C. DATE SIGNED <b>2 MAY 00</b>

## PREPARING DD FORM 1155

These instructions cover only those DD 1155 blocks that require specific formatting to allow for DFAMS processing.

**MANDATORY:** Copies of the order must be submitted to DESC-FII within two working days after issuance to the contractor.

**CAUTION:** Current DFAMS constraints prohibit entering multiple line item numbers per order. Therefore, it is necessary to prepare separate DD Forms 1155 for each CLIN or Item Number.

### BLOCK 1 - Contractor/Purchase Order Number

The contract number must be a valid DLA contract number.

*Example: SP0600 00D-1234*

### BLOCK 2 - Delivery Order Number

Each ordering activity must assign a four character delivery order or serial call number for each order that is placed with a contractor. Each delivery order number may only be used ONCE for the life of the contract and shall not be duplicated. The delivery order number will be comprised as follows:

#### Delivery Order Code

First two characters: The first two positions of the delivery order or serial call number will be in accordance with the Uniform Procurement Instrument Identification Numbering System as prescribed in the DFARS (Appendix G). **The first two characters are an activity's order code and will always be consistent.**

#### Sequential Order Number

Third and fourth characters: A two digit serial number sequentially assigned for the life of the contract as follows:

01 through 99, then  
1A through 9Z, (excluding I and O) then  
A1 through Z9 (excluding I and O) then  
AA through ZZ (excluding (I and O)

*Example Delivery Order Number: AB 01*

### BLOCK 3 - Date Of Order

Must be the date that the order is placed; **not** the date the paperwork is completed. Please note that this date must be **equal to or after** the date in the requisition number.

**IMPORTANT:** All verbal orders placed with a contractor must be confirmed by written order and mailed/faxed to the contractor **within 24** hours. When preparing the DD 1155, a statement must be included which confirms the actual date the verbal order was placed. Annotate Block 20 with a statement such as "Reference verbal order of 01 May 2000."

### BLOCK 4 - Requisition/Purchase Request Number

Only the "**Billing DoDAAC**" or the "**Delivery DoDAAC**" as indicated in the CIS Requirements Report have been loaded into DFAMS to allow for transaction processing.

**If you use a DoDAAC other than those listed in the CIS Requirements Report, you must contact DESC-FII immediately.**

The requisition number is made up as follows:

Position 1-6: DoDAAC **must be** a "Billing DoDAAC" or "Delivery DoDAAC" as found in the CIS Requirements Report.

Position 7-10 Julian Date. Position 7 must be the last digit of the calendar year.

Position 11-14 Locally assigned serial number

**Note:** All requisition numbers must be unique. They **cannot be duplicated** for other fuel products. **Additionally, the date in the Requisition Number must be equal to or prior to the order date in Block 3.**

*Example Requisition Number: W88HUG 0122 0001*

#### **BLOCK 6 - Issued By**

Enter Ordering Office and Address. In the Code block, enter the DoDAAC of the ordering office. **Include name and phone number of POC placing the order.**

#### **BLOCK 7 - Administered By**

Enter the following:

Code: SC0600

Defense Energy Support Center  
8725 John J. Kingman Road, Suite 4950  
Fort Belvoir, VA 22060-6222

#### **BLOCK 14 - Ship To**

Enter the name, address and DoDAAC of the activity where the product is to be delivered. Include a name and phone number for a POC at the delivery location.

#### **BLOCK 15 - Payment Will Be Made By**

Enter the following information:

DFAS-CO-TLSFC  
DFAS-Columbus Center  
P.O. Box 182317  
Columbus, OH 43218-6252

#### **BLOCK 17 - Accounting and Appropriation Data**

The following accounting and appropriation for DESC is required:

**97X4930.5CF00126.1S33150**

**FUND CODE:** The fund code is a two character code that represents the appropriation symbol used to reimburse DESC for product. Contact your comptroller or local finance office to obtain your proper code.

**Note:** Activities placing orders under DLA contracts must advise DESC-FII of their Fund Code so it may be loaded into DFAMS.

**SIGNAL CODE:** A one character code that designates which activity **receives the fuel** and which activity **receives the bill**.

**SUPPLEMENTARY DoDAAC:** A supplementary DoDAAC is used if the "requisitioner" and "Bill To DoDAAC" **are not** the same. If the "requisitioner" and the "Bill To" DoDAACs **are the same**, do not enter a supplementary DoDAAC.

SIGNAL CODE - SUPPLEMENTARY ADDRESS RELATIONSHIP TABLE		
SIGNAL CODE	MEANING	SUPPLEMENTARY DoDAAC
A	Ship to requisitioner / Bill requisitioner	Leave Blank
B	Ship to requisitioner / Bill supplementary address	Enter "Billing" DoDAAC
J	Ship to supplementary address / Bill requisitioner	Enter "Delivery" DoDAAC

**Note:** Signal Code, Fund Code and Supplementary DoDAAC (SUPAAC), may be entered in block 17 of DD 1155 or it may be included on a continuation sheet if necessary.

**BLOCK 18 - Contract Line Item Number (CLIN) Or Item Number**

The item number is found in the CIS Requirements Report. The item number is a 5 or 6 digit number that is comprised of your location identification number (first three digits), product number (4<sup>th</sup> and 5<sup>th</sup> digits) and in some cases a sixth digit that designates an alternate delivery mode.

*Example CLIN: 123-341*

**ATTENTION:** Current DFAMS constraints prohibit entering multiple CLIN's per order. Therefore, it is necessary to prepare **separate** DD 1155s for each CLIN or Item Number.

**BLOCK 19 - Schedule of Supplies / Services**

Enter the National Stock Number (NSN) and the Product Code. An NSN / Product Code Reference List can be found on page 26 or on the CIS.

**BLOCK 20 - Quantity Ordered / Accepted**

Enter the quantity ordered.

**BLOCK 21 - Unit**

Enter "GL" for gallon.

**BLOCK 22- Unit Price**

Enter the basic contract price as listed in the CIS.

**DD 1155 AS A RECEIPT DOCUMENTATION**

**BLOCK 26 - Quantity In Column 20 Has Been**

**Attention:** When there is one receipt (delivery), per order then the DD Form 1155 may be used as both the Order and Receipt document. In this case, complete blocks 20, 26, and 27 as follows:

- **Block 20** - Enter the actual quantity received below the quantity ordered and circle it. The receiving activity will annotate the reason for any difference if the variance is greater than the permissible 10% increase/ decrease variation limitation per order.

- **Block 26** - Place an "X" in the "Received" block. Enter the actual date product was received; not the date the paperwork was prepared. Enter the signature of an authorized Government representative.
- **Block 27** - Enter shipment number: PCS0001Z. Place an "X" in the "Final" block.

**Note:** If there are multiple receipts per order on different days, then DD Form 250, Material Inspection and Receiving Report must be accomplished for each shipment against that order. See instruction for completion of DD Form 250 in this guide.

**IMPORTANT:** If the quantity received is the same as the quantity shipped, indicate so by a check mark ( v ).

**Volume Correction To Standard Temperature:** To convert gross measured quantities to net quantities of gallons at 60° F (or liters at 15° C) is required for --

- All product volumes measured in storage (receiving) tanks, tankers, and barges.
- All product volumes measured by meters on the (receiving) tank system.
- All product volumes determined by weight using a calibrated scale.
- All product volumes determined by loading rack meter.
- All product volumes of residual fuels measured in tank trucks or truck and trailers. For this purpose, residual fuels are any products with a viscosity equal to or greater than a regular (not light) No. 4 Fuel Oil (ASTM D 396).
- All other product volumes measured in tank trucks or truck and trailers that are in excess of 5,000 gallons except for deliveries where the meter on the delivery conveyance is used to determine quantity. If the meter on the delivery conveyance is used to determine invoice quantity, volume correction shall not be performed unless the meter is equipped to volume correct automatically. The invoice quantity shall be determined directly from the meter reading.

**Ordering Activity Responsibility:** It is imperative that ordering activities coordinate with receiving activities to ensure that receipt documentation is properly completed. Failure to do may result in Penalty Interest Payments. Therefore, it is strongly recommended that copies of these instructions be made available to all organizations/units receiving product under PC&S contracts.



## PREPARING THE DD FORM 250

These instructions cover only those DD Form 250 that require specific formatting to allow for DFAMS processing.

**MANDATORY:** Within two working days of receipt of product, activities shall transmit a copy of the DD Form 250 to DESC-FII.

The DD Form 250 is used when a single delivery order contains several different delivery dates. **A DD Form 250 must be prepared for each delivery date** consolidating all receipts for that same day into one shipment number.

### BLOCK - 1 Procurement Instrument Identification (Contract)

#### Contract Number

Enter the contract number. The contract number on the DD Form 250 must match the contract number on the DD Form 1155 or SF 1449 order.

*Example Contract Number: SP0600-00-D-1234*

#### Delivery Order Number

Enter the delivery order number as assigned by the ordering activity. The delivery order number on the DD Form 250 must match the order number on the DD Form 1155 or SF 1449.

### BLOCK 2 - Shipment Number

The shipment number is used to identify multiple receipts against the same contract, line item number, and order number. All shipment numbers will start with "PCS" for all receiving locations. The remaining four characters will be a numeric serial number starting with 0001 and will be consecutively numbered (i.e. PCS0002, PCS0003, etc.) for each shipment against the same contract number, same order number and same line item number. **One shipment number cannot have deliveries that exceed one calendar day.**

*Example Shipment Number: PCS 0003*

**IMPORTANT: All deliveries against the same order for the same day must be consolidated into one shipment number on one DD 250.**

**When the final shipment against an order is received, it must be identified as a final shipment by placing a "Z" at the end of the last shipment number. If only one shipment is placed against an order, place a "Z" at the end of the shipment number.**

*Example Shipment Number With A Final Shipment Indicator: PCS 0003 Z*

### BLOCK 3 - Date Shipped

Must be the date the product is shipped; **NOT** the date the paperwork is completed.

### BLOCK 15 - Item Number

The item number or Contract Line Item Number (CLIN), is found in the CIS Requirements Report. The item number is a 5 or 6 digit number that is comprised of your location identification number (first three digits), product number (4<sup>th</sup> and 5<sup>th</sup> digits) and in some cases a sixth digit that designates an alternate delivery mode.

**The CLIN on the DD Form 250 Receiving Report must match the CLIN on the DD 1155 or SF 1449 order.**

*Example CLIN: 123-341*

**BLOCK 16 - Stock / Part Number**

Enter the National Stock Number (NSN) and the product code (e.g. MUR). An NSN / Product Code Reference List can be found on page 26 or the CIS. The Product Code and NSN must match those on the order.

**BLOCK 17 - Quantity Ship / Rec'd**

**IMPORTANT:** If the quantity received is the same as the quantity shipped, indicate so by a check mark ( v ).

Enter the actual quantity received below the quantity ordered and circle it on all copies. If there is a difference greater than the permissible 10% increase/decrease limitation per order between the two quantities annotate the reason for the difference. Additionally, ad SF 30 is required.

**Volume Correction To Standard Temperature:** To convert gross measured quantities to net quantities of gallons at 60° F (or liters at 15° C) is required for --

- All product volumes measured in storage (receiving) tanks, tankers, and barges.
- All product volumes measured by meters on the (receiving) tank system.
- All product volumes determined by weight using a calibrated scale.
- All product volumes determined by loading rack meter.
- All product volumes of residual fuels measured in tank trucks or truck and trailers. For this purpose, residual fuels are any products with a viscosity equal to or greater than a regular (not light) No. 4 Fuel Oil (ASTM D 396).
- All other product volumes measured in tank trucks or truck and trailers that are in excess of 5,000 gallons except for deliveries where the meter on the delivery conveyance is used to determine quantity. If the meter on the delivery conveyance is used to determine invoice quantity, volume correction shall not be performed unless the meter is equipped to volume correct automatically. The invoice quantity shall be determined directly from the meter reading.

**Ordering Activity Responsibility:** It is imperative that ordering activities coordinate with receiving activities to ensure that receipt documentation is properly completed. Failure to do may result in Penalty Interest Payments. Therefore, it is strongly recommended that copies of these instructions be made available to all organizations/units receiving product under PC&S contracts.

**BLOCK 22 - Receiver's Use**

Enter the date fuel was received into the tanks; **NOT** the date the paperwork was signed. **This date is very important because it determines which price the contractor is paid.** An authorized Government representative must verify date of receipt and quantity received by signing the and dating the DD Form 250.

**MAKING CORRECTIONS TO DD FORM 250**

When documents such as DD Form 250, which have already been sent to DESC-FII as valid actions are found to be in error, a corrected document must be prepared immediately and furnished to DESC-FII. The corrected document must be identical to the invalid document except for the following:

Erroneous data must be boldly circled and the corrected data entered above or next to it where both can be clearly read.

The word "CORRECTON" followed by the error correction day (Julian Date) must be entered.

Corrected document must be dated and signed by an authorized Government representative in Block 22.

# MATERIAL INSPECTION AND RECEIVING REPORT

*Form Approved*  
OMB No. 0704-0248

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0248), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES.  
SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE DFARS, APPENDIX F-401.**

1. PROC. INSTRUMENT IDEN. (CONTRACT) <b>SP0600 00D-1234</b>		(ORDER) NO. <b>AB 01</b>	6. INVOICE NO./DATE <b>01 MAY 00</b>		7. PAGE OF <b>1 1</b>	8. ACCEPTANCE POINT <b>DESTINATION</b>
2. SHIPMENT NO. <b>PCS0001 Z</b>	3. DATE SHIPPED <b>01 MAY 00</b>	4. B/L  TCN		5. DISCOUNT TERMS		
9. PRIME CONTRACTOR CONTRACTOR NAME BUSINESS ADDRESS			10. ADMINISTERED BY DEFENSE ENERGY SUPPORT CENTER 8725 JOHN J. KINGMAN ROAD, SUITE 4950 FORT BELVOIR, VA 22060-6222			
11. SHIPPED FROM (If other than 9) CONTRACTOR NAME BUSINESS ADDRESS (IF DIFFERENT FROM BLOCK 9)			12. PAYMENT WILL BE MADE BY DFAS-CO SFFP DFAS-COLUMBUS CENTER P.O. BOX 18218-6252			
13. SHIPPED TO RECEIVING ACTIVITY NAME BUSINESS ADDRESS  POC NAME AND PHONE NUMBER			14. MARKED FOR (ENTER IF DIFFERENT FROM BLOCK 13)			

15. ITEM NO.	16. STOCK/PART NO. <small>(Indicate number of shipping containers - type of container - container number.)</small>	DESCRIPTION	17. QUANTITY SHIP/REC'D*	18. UNIT	19. UNIT PRICE	20. AMOUNT
123-34	DF2 DIESEL FUEL / NSN 9140-00-286-5294		8,000	GL	\$0.73	\$5,840.00
<div style="border: 2px solid blue; border-radius: 50%; width: 80px; height: 80px; display: flex; align-items: center; justify-content: center; margin: auto;"> <span style="font-size: 2em; font-weight: bold;">8015</span> </div>						

<b>21. CONTRACT QUALITY ASSURANCE</b>		<b>22. RECEIVER'S USE</b>	
<b>A. ORIGIN</b> <input type="checkbox"/> CQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.	<b>B. DESTINATION</b> <input type="checkbox"/> CQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.	Quantities shown in column 17 were received in apparent good condition except as noted.  01 MAY 00 DATE SIGNATURE OF AUTH GOVT REP	
DATE SIGNATURE OF AUTH GOVT REP  TYPED NAME AND OFFICE	DATE SIGNATURE OF AUTH GOVT REP  TYPED NAME AND OFFICE	TYPED NAME AND OFFICE <b>JOHN SMITH TERMINAL MANAGER</b>	
* If quantity received by the Government is the same as quantity shipped, indicate by (X) mark, if different, enter actual quantity received below quantity shipped and encircle.			

**23. CONTRACTOR USE ONLY**

## PREPARING THE DD FORM 250-1

The DD Form 250-1 is used to document product receipt when the mode of shipment is by tanker or barge.

These instructions cover only those DD Form 250-1 blocks that require specific formatting to allow for DFAMS processing.

**IMPORTANT:** Within two working days of receipt of product, activities shall transmit a copy of the DD Form 250-1 to DESC-FII.

### **BLOCK 1 - Tanker / Barge**

Indicate ? Discharge Report.

### **BLOCK 2 - Inspection Office**

Enter the name and location of the Government office conducting the inspection. This information can be found on the shipping DD 250-1.

### **BLOCK 3 - Report Number**

Number each form consecutively, starting with number 1, to correspond to the number of shipments made against the contract, use this numbering system at each location.

### **BLOCK 4 - Agency Placing Order on Shipper, City, State And / Or Local Address (Loading)**

Enter the name of the Government activity placing the order. This information can be found on the shipping DD 250-1.

### **BLOCK 5 - Department**

Enter "DLA".

### **BLOCK 6 - Prime Contract Or P.O. Number**

Enter the contract number.

*Example: SP0600 00-D-1234*

### **BLOCK 7 - Name Of Prime Contractor, City, State And / Or Local Address (Loading)**

Enter the name and address of the contractor as shown in the contract. This information can be found on the shipping DD 250-1.

### **BLOCK 9 - Terminal Or Refinery Shipped From, City, State And / Or Local Address (Loading)**

Enter the name and location of the contractor or facility from which shipment is made. Also enter the delivery point in this space as either "FOB Origin" or "FOB Destination" as indicated in the contract. This information can be found on the shipping DD 250-1.

### **BLOCK 10 - Order Number On Supplier**

Enter the order number. This information can be found on the shipping DD 250-1.

*Example: AB 01*

### **BLOCK 11 - Shipment To (Receiving Activity, City, State And / Or Local Address)**

Enter the name and address of the receiver as shown on the shipping order. This information can be found on the shipping DD 250-1.

**BLOCK 12 - B/L Number**

If applicable, enter the initials and number of the bill of lading. This information can be found on the shipping DD 250-1.

**BLOCK 13 - Reqn. Or Request Number**

Enter the requisition number and date as shown on the shipping DD 250-1.

**BLOCK 15 - Vessel**

Enter the name of the tanker or barge.

**BLOCK 16 - Draft Arrival**

Enter the vessel's draft on arrival.

**BLOCK 17 - Draft Sailing**

Enter the vessel's draft on completion of discharge.

**BLOCK 20 - Condition of Shore Piping**

Indicate if the line is either full or empty before and after discharge.

*Example: "Line Full Before And After Discharge"*

**BLOCK 22 - Contact Item No.**

Enter the contract item number applicable to the shipment. This information can be found on the shipping DD 250-1.

**BLOCK 23 - Product**

Enter the product nomenclature and grade as shown in the contract or specification.

*Example: #5 Fuel Oil, NSN 9140-01-058-4431*

**BLOCK 25 - Statement Of Quantity**

**Loaded**

Enter the net barrels, net gallons, and long tons as found on the shipping DD 250-1.

**Discharged**

Enter the net barrels, net gallons, and long tons received.

**Loss/Gain**

Calculate the loss/gain in barrels and gallons.

**Percent**

Calculate the percent loss/gain in barrels and gallons. This is calculated by dividing the loss/gain quantity by the quantity shipped then dividing by 100.

**Note:** If the percent loss/gain is greater than 0.50% the receiving activity must investigate to determine the cause. If necessary, prepare corrected documents; otherwise, enter a statement in Block 28 referencing the actual or probable cause for the variation.

**BLOCK 27 - Time Statement**

Enter a date and time for the following:

- Notice of readiness to discharge
- Moored alongside
- Inspected and ready to discharge
- Cargo hoses connected

- Commenced discharge
- Stopped discharge (if applicable)
- Resumed discharge (if applicable)
- Finished discharging
- Cargo hoses removed
- Vessel released by inspector
- Vessel left berth

**BLOCK 28 - Remarks**

Use this space for reporting important facts such as:

- Delays, their cause and the responsible party.
- Abnormal individual losses contributing to the total loss; e.g.: Product remaining on board, spills or line breaks.
- Irregularities observed upon comparing vessel load and arrival ullages.
- Product contamination.

**BLOCK 30 - Certification By Government Representative (Discharged)**

Government representative must sign and date to certify inspection and acceptance by the Government.

**BLOCK 31 - Certification by Master or Agent**

Master of the vessel or the vessel's agent must sign this block.

## **MAKING CORRECTIONS TO DD FORM 250-1**

When DD Form 250-1 is in error, a corrected document must be prepared immediately and sent to DESC-FII within two working days of identification of the discrepancy. The corrected document must be identical to the invalid document except as follows:

- Erroneous data must be boldly circled and the corrected date entered above or next to it where both can be clearly read.
- The word "CORRECTION" followed by the error correction day (Julian Date) must be entered.
- Corrected documents must be dated and signed by authorized Government representative in Block 22.



## NATIONAL STOCK NUMBER AND PRODUCT CODE LISTING

Product Number	Product Code	Product Name	NSN
07	MMR	RGF Midgrade Unleaded	9130-01-388-4513
08	MRR	RFG Regular Unleaded	9130-01-388-4080
09	MPR	RFG Premium Unleaded	9130-01-388-4524
12	DL1	Diesel Fuel, DL1	9140-00-000-0185
13	DL2	Diesel Fuel, DL2	9140-00-000-0184
19	GUM	Gasohol, Midgrade Unleaded	9130-01-355-2393
22	GUP	Gasohol, Premium Unleaded	9130-01-090-1094
23	MGR	Gasoline, Regular Leaded	9130-00-264-9218
24	GUR	Gasohol, Regular Unleaded	9130-01-090-1093
26	MUM	Gasoline, Midgrade Unleaded	9130-01-272-0983
27	MUP	Gasoline, Premium Unleaded	9130-00-148-7104
28	MUR	Gasoline, Regular Unleaded	9130-00-148-7103
32	DF1	Diesel Fuel, DF1	9140-00-286-5286
33	DFA	Diesel Fuel, DFA	9140-00-286-5283
34	DF2	Diesel Fuel, DF2	9140-00-286-5294
40	KSN	Kerosene, 2K	9140-00-242-6748
43	FS1	Fuel Oil, Burner #1	9140-00-247-4366
46	FS2	Fuel Oil Burner #2	9140-00-247-4365
47	KS1	Kerosene, 1K	9140-01-292-4460
52	FS4	Fuel Oil, Burner #4	9140-00-247-4360
53	FL5	Fuel Oil, Burner #5 (Light)	9140-01-058-4431
54	FS5	Fuel Oil, Burner #5 (Heavy)	9140-00-247-4359
55	FS6	Fuel Oil, Burner #6	9140-00-247-4354
57	FL4	Fuel Oil, Burner #4 (Light)	9140-01-107-6139
67	LS1	Diesel Fuel, Grade Low Sulfur No. 1D	9140-01-398-1130
68	LS2	Diesel Fuel, Grade Low Sulfur No. 2D	9140-01-398-0697
69	HS1	Diesel Fuel, Grade No. 1D (Red Dye)	9140-01-398-1422
70	HS2	Diesel Fuel, Grade No. 2D (Red Dye)	9140-01-398-1395
83	DLS	Diesel Fuel, Grade DLS (Red Dye)	9140-01-413-7511
86	DLW	Diesel Fuel, Grade DLW (Red Dye)	9140-01-412-1311
88	LSW	Diesel Fuel, Grade Low Sulfur No 1D (Red Dye)	9140-01-413-7494
94	LSS	Diesel Fuel, Grade Low Sulfur No 2D (Red Dye)	9140-01-413-4919

For NSN/Product codes not listed here please refer to you contract or contact DESC-PLB.