



**DEFENSE LOGISTICS AGENCY
DEFENSE ENERGY SUPPORT CENTER
8725 John J. Kingman Rd. Suite 4950
Fort Belvoir, Virginia 22060-6222**

REPLY
REFER TO DESC-BQ

January 27, 2004

MEMORANDUM FOR: DESC Quality Assurance Workforce

SUBJECT: Quality Assurance Advisory (QAA) 2004-02, Missile Fuels Contract Requirements

1. The purpose of this advisory is to inform DESC Quality Assurance Specialists that all missile fuels contracts now include the following requirements in either the C16.XX clause or in the contract Statement of Objects (SOO):

"REPORTS. In addition to the reports required in other clauses of this contract, one copy of a certificate of analysis for each sample required by the specification shall be sent to DESC-BP/BQ within three days after the analysis of that sample. Analysis reports shall be in standardized format as outlined in the solicitation in the attached GUIDELINES FOR THE PREPARATION OF PRODUCT ANALYSIS REPORTS. The lab report shall be faxed to the attention of DESC-BP/BQ at (210) 925-8048, emailed to tech.prop@dla.mil, or mailed to the following address:

ATTN: DESC-BP/BQ
BUILDING 1621-K
2261 HUGHES AVENUE, SUITE 128
LACKLAND AFB TX 78236-9828"

2. While this requirement has been included in missile fuels contracts for almost two years, few contractors are complying with the requirement to submit a copy of the certificate of analysis to the DESC address provided in the contract. Request all quality assurance personnel handling Missile Fuel CBU contracts assure that assigned contractors are aware of and comply with the required lab report format as well lab report distribution requirements.

3. Should there be any questions or comments regarding this advisory please contact one of the following:

Rod Fischer at Rodney.Fischer@dla.mil, (210) 925-2503
Ken Grams Ken.Grams@dla.mil, (210) 925-2488

A handwritten signature in black ink that reads "Lee Oppenheim".

LEE OPPENHEIM
Chief
Quality Operations Division
Bulk Fuels