

number, the date the product in the tank was approved, and the quantity loaded from the tank. Each column shall also list such product characteristics as amount and type of corrosion inhibitor, etc.

(aa) Block 27—Time statement. Line out "DISCHARGE" and "DISCHARGING." Complete all applicable entries of the time statement using local time. Take these dates and times from either the vessel or shore facility log. The Government representative shall ensure that the logs are in agreement on those entries used. If the vessel and shore facility logs are not in agreement, the Government representative will explain the reasons in Block 28—REMARKS. Do not enter the date and time the vessel left berth on documents placed aboard the vessel. The date and time shall appear on all other copies. Express all dates in sequence of day, month, and year with the month spelled out or abbreviated (e.g., 10 Sept. 67). The term FINISHED BAL- LAST DISCHARGE is meant to include all times needed to complete deballasting and mopping/drying of ship's tanks. The inspection of ship's tanks for loading is normally performed immediately upon completion of drying tanks.

(bb) Block 28—Remarks. Use this space for reporting—(1) All delays, their cause and responsible party (vessel, shore facility, Government representative, or other).

(2) Details of loading abnormalities such as product losses due to overflow, leaks, delivery of product from low level in shore tanks, etc.

(3) In the case of multiple consignees, enter each consignee, the amount consigned to each, and if applicable, the storage contract numbers appearing on the delivery order.

(4) When product title is vested in the U.S. Government, insert in capital letters "U.S. GOVERNMENT OWNED CARGO." If title to the product remains with the contractor and inspection is performed at source with acceptance at destination, insert in capital letters "CONTRACTOR OWNED CARGO."

(5) Seal numbers and location of seals. If space is not adequate, place this information on the ullage report or an attached supplemental sheet.

(cc) Block 29—Company or receiving terminal. Line out "OR RECEIVING TERMINAL" and get the signature of the supplier's representative.

(dd) Block 30—Certification by government representative. Line out "DISCHARGED." The Government representative shall date and sign the form to certify inspection and acceptance, as applicable, by the Government. The name of the individual signing this certification, as well as the names applied in Blocks 29 and 31, shall be typed or hand lettered. The signature in Block 30 must agree with the typed or lettered name to be acceptable to the paying office.

(ee) Block 31—Certification by master or agent. Obtain the signature of the master of the vessel or its agent.

PART 6—PREPARATION OF THE DD FORM 250-1
(DISCHARGE REPORT)

F-601 Instructions.

Prepare the DD Form 250-1 using the following instructions when applied to a tanker or barge discharge. If space is limited, use abbreviations. The block numbers correspond to those on the form.

(a) Block 1—Tanker/barge. Line out "TANKER" or "BARGE" as applicable and place an "X" to enter discharge report.

(b) Block 2—Inspection office. Enter Government activity performing inspection on the cargo received.

(c) Block 3—Report No. Leave blank.

(d) Block 4—Agency placing order on shipper, city, state and/or local address (loading). Enter Government agency shown on loading report.

(e) Block 5—Department. Enter Department owning product being received.

(f) Block 6—Prime contract or P.O. No. Enter the contract or purchase order number shown on the loading report.

(g) Block 7—Name of prime contractor, city, state and/or local address (loading). Enter the name and location of contractor who loaded the cargo.

(h) Block 8—Storage contract. Enter the number of the contract under which material is placed in commercial storage where applicable.

(i) Block 9—Terminal or refinery shipped from, city, state and/or local address. Enter source of cargo.

(j) Block 10—Order no. on supplier. Make same entry appearing on loading report.

(k) Block 11—Shipped to: (receiving activity, city, state and/or local address). Enter receiving activity's name and location.

(l) Block 12—B/L Number. Enter as appears on loading report.

(m) Block 13—Reqn. or Request No. Leave blank.

(n) Block 14—Cargo No. Enter cargo number shown on loading report.

(o) Block 15—Vessel. Enter name of tanker or barge discharging cargo.

(p) Block 16—Draft arrival. Enter draft of vessel upon arrival at dock.

(q) Block 17—Draft sailing. Enter draft of vessel after discharging.

(r) Block 18—Previous two cargoes. Leave blank.

(s) Block 19—Prior inspection. Enter the name and location of the Government office which inspected the cargo loading.

(t) Block 20—Condition of shore pipeline. Enter condition of line (full or empty) before and after discharging.

(u) Block 21—Appropriation (loading). Leave blank.

(v) Block 22—Contract item no. Enter the item number shown on the loading report.

(w) Block 23—Product. Enter information appearing in Block 23 of the loading report.

(x) Block 24—Specifications. Enter information appearing in Block 24 of the loading report.

(y) Block 25—Statement of quantity. Enter applicable data in proper columns.

(1) Take "LOADED" figures from the loading report.

(2) Determine quantities discharged from shore tank gauges at destination.

(3) If a grade of product is discharged at more than one point, calculate the loss or gain for that product by the final discharge point. Report amounts previously discharged on discharge reports prepared by the previous discharge points. Transmit volume figures by routine message to the final discharge point in advance of mailed documents to expedite the loss or gain calculation and provide proration data when more than one department is involved.

(4) The loss or gain percentage shall be entered in the "PERCENT" column followed by "LOSS" or "GAIN," as applicable.

(5) On destination acceptance shipments, accomplish the "DISCHARGED" column only, unless instructed to the contrary.

(z) Block 26—Statement of quality. (1) Under the heading "TESTS" enter the verification tests performed on the cargo preparatory to discharge.

(2) Under "SPECIFICATION LIMITS" enter the limits, including authorized departures (if any) appearing on the loading report, for the tests performed.

(3) Enter the results of tests performed under the heading "TEST RESULTS."

(aa) Block 27—Time statement. Line out "LOAD" and "LOADING." Complete all applicable entries of the time statement using local time. Take the dates and times from either the vessel or shore facility log. The Government representative shall ensure that these logs are in agreement with entries used. If the vessel and shore facility logs are not in agreement, the Government representative will explain the reason(s) in Block 28—REMARKS. Do not enter the date and time the vessel left berth on documents placed aboard the vessel. The date and time shall appear on all other copies. Express all dates in sequence of day, month, and year with the month spelled out or abbreviated (e.g., 10 Sept. 67).

(bb) Block 28—Remarks. Use this space for reporting important facts such as—

(1) Delays, their cause, and responsible party (vessel, shore facility, Government representative, or others).

(2) Abnormal individual losses contributing to the total loss. Enter the cause of such losses as well as actual or estimated volumes

involved. Such losses shall include, but not be restricted to, product remaining aboard (enter tanks in which contained), spillages, line breaks, etc. Note where gravity group change of receiving tank contents results in a fictitious loss or gain. Note irregularities observed on comparing vessel ullages obtained at loading point with those at the discharge point if they indicate an abnormal transportation loss or contamination.

(cc) Block 29—Company or receiving terminal. Line out "COMPANY OR." Secure the signature of a representative of the receiving terminal.

(dd) Block 30—Certification by government representative. Line out "LOADED." The Government representative shall date and sign the form to certify inspection and acceptance, as applicable, by the Government. The name of the individual signing the certification as well as the names applied in Blocks 29 and 31, shall be typed or hand lettered on the master or all copies of the form. The signature in Block 30 must agree with the typed or lettered name to be acceptable to the paying office.

(ee) Block 31—Certification by master or agent. Obtain the signature of the master of the vessel or the vessel's agent.

PART 7—DISTRIBUTION OF THE DD FORM 250-1

F-701 Distribution.

(a) The Government representative shall distribute the completed DD Form 250-1 using Table 3 of this appendix as amended by the provisions of the contract or shipping order.

(b) The contractor shall furnish the Government representative sufficient copies of the completed form to permit the required distribution.

(c) Distribution of the form shall be made as soon as possible, but not later than 24 hours following completion of the form. (See Table 3 on following pages)

F-702 Corrected DD Form 250-1.

When errors are made in entries on the form which would affect payment or accountability, make corrected copies. Circle the corrected entries on all copies and mark the form "CORRECTED COPY." Enter the statement, "Corrections Have Been Verified," in Block 26 with the authorized Government representative's dated signature directly below. Make distribution of the certified corrected copy to all recipients of the original distribution.

Type of Shipment	Recipient of DD form 250-1	No. of copies			
		Loading (prepared by shipper or government representative)		Discharge (prepared by receiving activity)	
		Tanker	Barge	Tanker	Barge
All overseas shipments provide for a minimum of 4 consignees. Place 1 copy, attached to ullage report, in each of 4 envelopes. Mark the envelopes, "Consignee—First Destination," "Consignee—Second Destination," etc. Deliver via the vessel.)	Each Consignee (By mail CONUS only)	2	1	As Required	As Required
	With Shipment	1	1	As Required	As Required
On all USNS tankers and all MSC chartered tankers and MSC chartered barges. See the contract or shipping order for finance documentation and any supplemental requirements for Government-owned product shipments and receipts. For shipments and receipts of DFSC financed cargoes for which DASC-F is not the paying office. For shipments on all USNS tankers, MSC chartered tankers and barges, and FOB destination tankers with copy of ullage report. On Army ILP shipments	Master of Vessel	1	1	1	1
	Tanker or Barge Agent	2	2	2	2
	Contractor	As Required	As Required	As Required	As Required
	Cognizant Inspection Office	1	1	1	1
	Government Representative responsible for quality at each destination.	1	1	1	1
	Government Representative at Cargo Loading Point.	1	1	*1	*1
	Military Sealift Command, Code N322, Washington, DC 20398-5100.	2	2	2	2
	Payment Office: if this is DASC-F send copies to: Defense Fuels Supply Center, ATTN: DFSC-RDX, Cameron Station, Bldg. 5, Alexandria, Va 22304-6160 (do not send copies to DASC-F).	2	2	2	2
	Defense Fuels Supply Center, Attn: DFSC-RF, Cameron Station, Alexandria, VA 22304-6160.	1	1	1	1
	Defense Fuels Supply Center, ATTN: DFSC-01, Cameron Station, Alexandria, VA 22304-6160.	1	1	**1	1
U.S. Army International Logistics Center, New Cumberland Army Depot, New Cumberland, PA 17070-5001.	2	2	2	2	
Navy—On all shipments to Navy Operated Terminals.	Cameron Station, Alexandria, Va 22304-6180.	2	1	2	1
On all shipments to AF Bases	Directorate of Energy Management, SA ALC(SFT), Kelly AFB, TX 78241-5000.	1	1	1	1
On all Conus loadings	DFSC Fuels Region(s) cognizant of shipping point	1	1	1	1
On all shipments to CONUS Destinations	DFSC Fuel Region(s) cognizant of shipping and receiving point***	1	1	0	0
For all discharges of cargos originating at DFSPs and discharging at activities not a Defense Fuel Support Point.	Defense Fuels Supply Center, ATTN: DFSC-RF, Cameron Station, Alexandria, VA 22304-6160.	1	1	***1	***1

*With copy of ullage report.
 **Dry tank certificate to accompany DD Form 250-1 and ullage report.
 ***Copies of the DD Form 250-1, forwarded by bases, will include the following in block 11: Shipped to: Supplementary Address, if applicable; Signal Code; and Fund Code.
 ****See Table 4.

TABLE 4—FUEL REGION LOCATIONS AND AREAS OF RESPONSIBILITY

a. DFR Northeast Area of Responsibility.	Defense Fuel Region Northeast, Building 2404, McGuire AFB, NJ 08641-5000. Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia.
b. DFR Central Area of Responsibility.	Defense Fuel Region Central, 8900 S. Broadway, Building 2, St. Louis, MO 63125-1513. Colorado, Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin, and Wyoming.
c. DFR South Area of Responsibility.	Defense Fuel Region South, Federal Office Building, 2320 La Branch, Room 1213, Houston, TX 77004-1091. Alabama, Arizona, Arkansas, Caribbean Area, Florida, Georgia, Louisiana, Mexico, Mississippi, New Mexico, North Carolina, Oklahoma, Puerto Rico, South Carolina, Tennessee, Texas, West Indies, Central America, and South America.
d. DFR West Area of Responsibility.	Defense Fuel Region West, 3171 N. Gaffney Street, San Pedro, CA 90731-1099. California, Idaho, Montana, Nevada, Oregon, Utah, and Washington.
e. DFR Alaska Area of Responsibility.	Defense Fuel Region Alaska, Elmendorf AFB, Alaska 99506-5000. Alaska and Aleutians.
f. DFR Europe Area of Responsibility.	Defense Fuel Region Europe, Building 2304, APO New York 09128-4105. Continental Europe, United Kingdom, Mediterranean Area, Turkey, and Africa (less Djibouti, Egypt, Ethiopia, Kenya, Somalia).
g. DFR Mideast Area of Responsibility.	Defense Fuels Region, Middle East, P.O. Box 386, Awali, Bahrain, APO New York 09526-2830. Afghanistan, Bahrain, Djibouti, Egypt, Ethiopia, Iran, Iraq, Jordan, Kenya, Kuwait, Oman, Pakistan, Qatar, Saudi Arabia, Somalia, Sudan, United Arab Emirates, and Yemen.
h. DFR Pacific Area of Responsibility.	Defense Fuel Region, Pacific, Camp H. M. Smith, Honolulu, HI 96861-5000. Australia, Burma, East Indies, Hawaii, Indian Ocean, Japan, Korea, Malaya, Marianas, New Zealand, Philippines, Ryukyu Islands, South Pacific Islands, Sri Lanka, Taiwan, and Thailand.

[56 FR 36610, July 31, 1991, as amended at 57 FR 53602, Nov. 12, 1992; 58 FR 37868, July 14, 1993; 59 FR 27678, May 27, 1994; 60 FR 61615, Nov. 30, 1995]

APPENDIX G TO CHAPTER II—ACTIVITY ADDRESS NUMBERS

Table of Contents

Part 1—General.
G-100 Scope
G-101 Assignment and use of a number
G-102 Activity address number data base maintenance
Part 2—Army Activity Address Numbers.
Part 3—Navy Activity Address Numbers.
Part 4—Marine Corps Activity Address Numbers.
Part 5—Air Force Activity Address Numbers.
Part 6—Defense Logistics Agency Activity Address Numbers.
Part 7—Defense Information Systems Agency Activity Address Numbers.
Part 8—Defense Mapping Agency Activity Address Numbers.
Part 9—Defense Special Weapons Agency Activity Address Numbers.
Part 10—Miscellaneous Defense Activities Activity Address Numbers.
Part 11—On-Site Inspection Agency Activity Address Numbers.
Part 12—Ballistic Missile Defense Organization Activity Address Numbers.
Part 13—Defense Commissary Agency Activity Address Numbers.
Part 14—United States Special Operations Command Activities Address Numbers.
AUTHORITY: 41 U.S.C. 421 and 48 CFR chapter 1.

PART 1—GENERAL

G-100 Scope.

This appendix identifies the activity address numbers to be used with the uniform procurement instrument identification numbering system prescribed in DFARS subpart 204.70.

G-101 Assignment and use of a number.

(a) Activities coding solicitations, contracts and related instruments shall use only those codes assigned by their respective department/agency activity address monitor(s).

(b) The six-character code is used in the first six positions of the procurement instrument identification number (PIIN). When required, activities also will be assigned a two position code. The two position code is used in the first two positions of the call/order serial number.

(c) Activity address monitors are—

Army
U.S. Army Contracting Support Agency,
Attn: Contract Support Office (SFRD-KS), 5109 Leesburg Pike, Suite 916, Falls Church, VA 22041-3201

Navy
*Navy Accounting and Finance Center (NAFC-5511), Washington, DC 20376-5001
Air Force