

# DFARS Procedures, Guidance, and Information

## PGI F—Material Inspection and Receiving Report

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*(Revised September 20, 2011)*

### PGI F, PART 2—CONTRACT QUALITY ASSURANCE ON SHIPMENTS BETWEEN CONTRACTORS

#### PGI F-201 Procedures.

(1) Use the supplier's commercial shipping document/packing list to enter performance of required contract quality assurance (CQA) actions at the subcontract level. Make the following entries on the supplier's commercial shipping document/packing list:

Required CQA of listed items has been performed.

\_\_\_\_\_ (Signature of Authorized Government Representative  
or DoD Stamp)  
\_\_\_\_\_ (Date)  
\_\_\_\_\_ (Typed Name and Office)

(2) Distribution for Government purposes shall be—

- (i) One copy with shipment;
- (ii) One copy for the Government representative at consignee (via mail); and
- (iii) One copy for the Government representative at consignor.

### PGI F, PART 7—DISTRIBUTION OF THE DD FORM 250-1

#### PGI F-701 Distribution.

(1) The Government representative shall distribute the completed DD Form 250-1 using Table 3 on the following pages, as amended by the provisions of the contract or shipping order.

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

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

#### PGI F-802 Corrected DD Form 250-1.

When errors are made in entries on the form that would affect payment or accountability—

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- (1) Make corrected copies;
- (2) Circle the corrected entries on all copies and mark the form “CORRECTED COPY”;
- (3) Enter the statement “Corrections Have Been Verified” in Block 26, with the authorized Government representative's dated signature directly below; and
- (4) Make distribution of the certified corrected copy to all recipients of the original distribution.

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<b>TABLE 3</b>					
		<b>NUMBER OF COPIES</b>			
		<b>LOADING</b> (Prepared by shipper or Government representative)		<b>DISCHARGE</b> (Prepared by receiving activity)	
<b>TYPE OF SHIPMENT</b>	<b>RECIPIENT OF DD FORM 250-1</b>	<b>TANKER</b>	<b>BARGE</b>	<b>TANKER</b>	<b>BARGE</b>
All (On 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
	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*
On all USNS tankers and all MSC chartered tankers and MSC chartered barges.	Military Sealift Command, Code N322, Washington, DC 20396-5100.	2	2	2	2

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See the contract or shipping order for finance documentation and any supplemental requirements for Government-owned product shipments and receipts.	Payment Office: If this is DFAS-CO, send copies to: DLA Energy, ATTN: DESC-FII, 8725 John J. Kingman Road, Fort Belvoir, VA 22060-6221 (do not send copies to DFAS-CO).	2	2	2	2
For shipments and receipts of DLA Energy-financed cargoes for which DFAS-CO is not the paying office.	DLA Energy, ATTN: DESC-FII, 8725 John J. Kingman Road, Fort Belvoir, VA 22060-6221.	1	1	1	1
For shipments on all USNS tankers, MSC chartered tankers and barges, and FOB destination tankers with copy of ullage report.	DLA Energy, ATTN: DESC-BID, 8725 John J. Kingman Road, Fort Belvoir, VA 22060-6221.	1	1	1**	1
On Army ILP shipments.	U.S. Army International Logistics Center, New Cumberland Army Depot, New Cumberland, PA 17070-5001.	2	2	2	2
On all shipments to Navy Operated Terminals.	DLA Energy, ATTN: DESC-FII, 8725 John J. Kingman Road, Fort Belvoir, VA 22060-6221.	2	1	2	1
On all shipments to Air Force Bases.	Directorate of Energy Management, SA ALC(SFT), Kelly AFB, TX 78241-5000.	1	1	1	1
On all CONUS loadings.	DLA Energy Region(s) cognizant of shipping point.	1	1	1	1

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On all shipments to CONUS Destinations.	DLA Energy Region(s) cognizant of shipping and receiving point.****	1	1	0	0
For all discharges of cargoes originating at DLA Energy Support Points and discharging at activities not Defense Energy Support Points.	DLA Energy, ATTN: DESC-BID, 8725 John J. Kingman Road, Fort Belvoir, VA 22060-6221.			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; Signed Code; and Fund Code.				
****	See Table 4.				

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<b>TABLE 4</b>		
<b>FUEL REGION LOCATIONS AND AREAS OF RESPONSIBILITY</b>		
a.	DLA Energy Americas	DLA Energy Americas Federal Office Building 2320 La Branch Street, Suite 2118 Houston, TX 74004-1091
	Area of Responsibility:	Colorado, Connecticut, Delaware, District of Columbia, Illinois, Indiana, Iowa, Kansas, Kentucky, Maine, Maryland, Massachusetts, Michigan, Minnesota, Missouri, Nebraska, New Hampshire, New Jersey, New York, North Dakota, Ohio, Pennsylvania, Rhode Island, South Dakota, Vermont, Virginia, West Virginia, Wisconsin, and Wyoming
b.	DLA Energy Americas East	DLA Energy Americas East Federal Office Building 2320 La Branch, Room 1005 Houston, TX 77004-1091
	Area of Responsibility:	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
c.	DLA Energy Americas West	DLA Energy Americas West 3171 N. Gaffney Street San Pedro, CA 90731-1099
	Area of Responsibility:	California, Idaho, Montana, Nevada, Oregon, Utah, and Washington
d.	DLA Energy Alaska	DLA Energy Alaska 10480 22 <sup>nd</sup> Street Elmendorf AFB, Alaska 99506-2500
	Area of Responsibility:	Alaska and Aleutians
e.	DLA Energy Europe &	DLA Europe & Africa

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	Africa	Building 2304 APO New York 09128-4105
	Area of Responsibility:	Continental Europe, United Kingdom, Mediterranean Area, Turkey, and Africa (less Djibouti, Egypt, Ethiopia, Kenya, Somalia)
f.	DLA Energy Middle East	DLA Energy Middle East PSC 451 Box DESC-ME FPO AE 09834-2800
	Area of Responsibility:	Afghanistan, Bahrain, Djibouti, Egypt, Ethiopia, Iran, Iraq, Jordan, Kenya, Kuwait, Oman, Pakistan, Qatar, Saudi Arabia, Somalia, Sudan, United Arab Emirates, and Yemen
g.	DLA Energy Pacific	DLA Energy Pacific Camp H. M. Smith Honolulu, HI 96861-5000
	Area of Responsibility:	Australia, Burma, East Indies, Hawaii, Indian Ocean, Japan, Korea, Malaya, Marianas, New Zealand, Philippines, Ryukyu Islands, South Pacific Islands, Sri Lanka, Taiwan, and Thailand