

Instructions for completion of DD Form 416, Purchase Request for Coal, Coke or Briquettes

Block

1.	FOR 12 MONTH PERIOD. Enter the 12 month period of request (i.e., 1 May 08 - 30 Apr 09).
2.	PROGRAM NUMBER. As stated.
3.	THRU. Enter name and mailing address of organization request is submitted thru.
4.	FROM. Enter name and address of Department, Agency or Installation. (i.e., CDR, Red River Army Depot, Houston, TX 77507-5000).
5.	TO. Enter To (Chief of Service) organization.
6.	CONSIGN TO. Enter Consign to location (i.e., Red River Army Depot).
7.	PURCHASE REQUEST NUMBER. As stated.
8.	DATE. As Stated.
9.	KIND. As stated.
10.	TONS IN STORAGE. As stated
11.	STORAGE CAPACITY. As stated.
12.	TONS DUE ON EXISTING CONTRACTS. As stated.
13.	ACTUAL CONSUMPTION. Enter last 12 months actual consumption.
14.	SIZE. Enter in inches and maximum and minimum size for Top and Bottom
15.	ANALYTICAL SPECIFICATIONS REQUIRED. Enter minimum and maximum specifications. Check if DUST SUPPRESSANT and/or FREEZE CONDITIONING is required. (State time frame in Blk 28 "Remarks")
16.	APPROVED ANALYTICAL SPECIFICATIONS. APC or DESC use only.
17.	TENTATIVE SHIP SCHEDULE. As stated
18.	SCREEN SIZE (Round Hole). Enter Screen Size.
19.	PREFERRED METHOD OF DELIVERY. Check Rail, Truck, Rail or Truck, or Barge.
20.	DELIVERING RAILROAD. As Stated.
21.	TOTAL PURCHASE REQUEST. Enter Tons.
22.	RAILHEAD FOR CARLOAD SHIPMENTS. Enter Name/location of Railhead.
23a.	ALTERNATE METHOD OF DELIVERY. Enter Rail, Truck, Rail or Truck, or Barge.
23b.	ESTIMATED ADDITIONAL COST. As stated.
24.	TYPE OF RAILROAD CARS REQUIRED. As stated.
25.	ESTIMATED CHARGES FOR LABOR AND EQUIPMENT IF COMMERCIAL SERVICE IS REQUIRED FOR UNLOADING, HAULING AND STORAGE OF COAL. As stated.
26.	STATE OR LOCAL REGULATORY SULFUR DIOXIDE EMISSION LIMITS. Enter in units.
27.	SPUR TRACK TO INSTALLATION. Check yes or no.
28.	REMARKS. (Include special conditions and distribution e-mail addresses) Or use separate attachment.
29.	TECHNICAL POINT OF CONTACT REQUESTING ACTIVITY. Enter typed name, e-mail, and telephone.
30.	PREPARED BY. Enter typed name, signature, e-mail, and telephone.
31.	APPROVED AT REQUESTING ACTIVITY BY. Enter typed name, signature, e-mail, and telephone of approving official.
32.	APPROVED BY. Enter typed name, signature, e-mail, and telephone of approving official.