(Updated 20241126)

Purchase Request for Coal, Coke or Briquettes

Instructions
Prepare separate request for each kind of Coal
(See reverse)

1. For 12 Month Period *(From - Thru)*

2. Program Number

3. Thru

4. From *(Department, Agency or Installation)*

5. To *(Chief of Service)*

6. Consign To

7. Purchase Request Number

8. Date

9. Kind *(Anthracite, bituminous, sub-bituminous,lignite, or coke.)*

10. Tons in Storage

11. Storage Capacity

12. Tons Due on Existing Contracts

13. Actual Consumption *(Last 12 Months)*

14. Size *(In Inches)*

a. Top		b. Bottom	
(1) Maximum	(2) Minimum	(1) Maximum	(2) Minimum

15. Analytical Specifications Required

	a. Min	b. Max	c. Dust Suppressant *(Check if applicable)*
(1) Moisture			
DRY COAL (2) Vol			
DRY COAL (3) Ash			d. Freeze Conditioning *(Check if applicable)*
DRY COAL (4) Sul			
DRY COAL (5) Btu			
(6) AST °F			
(7) Hardgrove Grindability			
(8) FSI			

▶ Do Not Write In These Columns ◀

16. Approved Analytical Specifications

	a. Min	b. Max	c. Dust Suppressant *(Check if applicable)*
(1) Moisture			
DRY COAL (2) Vol			
DRY COAL (3) Ash			d. Freeze Conditioning *(Check if applicable)*
DRY COAL (4) Sul			
DRY COAL (5) Btu			
(6) AST °F			e. Approved Tonnage
(7) H. Grind			
(8) FSI			

17. Tentative Ship Schedule

a. Month & Year	b. Estimated Tons
Jan 20	
Feb 20	
Mar 20	
Apr 20	
May 20	
Jun 20	
Jul 20	
Aug 20	
Sep 20	
Oct 20	
Nov 20	
Dec 20	

18. Screen Size *(Round Hole)*

	a. Maximum % Retained On	b. Maximum % Passing THRU
(1) Top		
(2) Bottom		

19. Preferred Method of Delivery *(Check One)*

☐ a. Rail ☐ b. Truck ☐ c. Rail or Truck ☐ d. Barge

20. Delivering Railroad

21. Total Purchase Request *(Tons)*

22. Railhead for Carload Shipments

23a. Alternate Method of Delivery

23b. Estimated Additional Cost

24. Type of Railroad Cars Required

25. Estimated Charges for Labor and Equipment if Commercial Service is Required for Unloading, Hauling and Storage of Coal

26. State or Local Regulatory Sulfur Dioxide Emission Limits *(Show Units)*

27. Spur Track To Installation *(Check One)*

☐ a. Yes ☐ b. No

28. Remarks

29. Technical Point of Contact at Requesting Activity

a. Typed Name *(Last, First, Middle Initial)*	b. E-mail Address	c. Telephone No.

30. Prepared By

a. Typed Name *(Last, First, Middle Initial)*	b. Signature	c. E-mail Address	d. Telephone No.

31. Approved at Requesting Activity By

a. Typed Name *(Last, First, Middle Initial)*	b. Signature	c. E-mail Address	d. Telephone No.

32. Approved By

a. Typed Name *(Last, First, Middle Initial)*	b. Signature	c. E-mail Address	d. Telephone No.

DD FORM 416, DEC 2008

PREVIOUS EDITION IS OBSOLETE.

Print E-Mail Clear

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.