

**DLA TROOP SUPPORT SUBSISTENCE INSPECTION  
MANUAL 4155.6**

**DLA TROOP SUPPORT 4155.6  
SUBSECTION 213.5**

**DLA TROOP SUPPORT-FTRE \*  
SEPTEMBER 2011 \***

**REPORTS**

DD Forms 250 and 250c, Material Inspection and Receiving  
Reports (MIRRs)

**I. REFERENCES.**

- A. Appendix F of DFARS Supplement, dated May 2007
- B. DLA Troop Support Form 3556, Marking Instructions for Shipping Cases, Sacks, and Palletized/Containerized Loads of Semiperishable and Perishable Subsistence, dated Oct. 2010. \*

**II. PURPOSE AND SCOPE.** This Subsection details the information required by the Quality Assurance Representative (QAR) to verify the accuracy of the information reported on DD Form 250, Material Inspection and Receiving Report (MIRR) and DD Form 250c, Continuation Sheet, prior to the QAR's completion and signature. It is applicable to Government inspection personnel who are responsible for the signing of the form. While most of the information contained in this Subsection is incorporated from Appendix I of DoD-FAR Supplement, duplication of that information is considered necessary for access by QARs for performance of their duties.

**III. DEFINITION.**

Procurement Quality Assurance (PQA). The Government function by which the Government determines whether a contractor has fulfilled contract obligations pertaining to quality and quantity.

**IV. RESPONSIBILITIES.**

- A. The Administrative Contracting Officer (ACO) is responsible for providing the contractor with instructions for preparation and distribution of the MIRR in accordance with Appendix I of DODFAR Supplement.
- B. When MIRRs are required by the contract, the contractor shall be responsible for their preparation and distribution. For operational rations, certain blocks are completed by DLA Troop Support, prior to distribution to contractor.
- C. The QAR/Government Inspector is responsible for signing the MIRR at origin and/or destination, if, to the best of his/her knowledge, PQA requirements have been met.

**SUBSECTION 213.5**  
**DLA Troop Support 4155.6**

V. DD FORMS 250 and 250c.

A. Examples are attached as Encl 1 thru 3.

B. The following information is furnished for guidance. Detailed information is provided in Appendix I of DODFAR Supplement.

1. Coded information shall be entered on the MIRR to the extent that it is known or provided in the contract.

2. BLOCK 1 - Proc Instrument Iden (Contract) (Order) No. Enter the 13 position alphanumeric basic Procurement Instrument Identification (PII) number of the contract. When applicable, enter the four alphanumeric call/order serial number which is supplementary to the PII, i.e., delivery orders under indefinite delivery type contracts, orders under basic ordering agreements and calls under blanket purchase agreements.

3. BLOCK 2 - Shipment No. Assigned by Contractor. The shipment number is composed of a three alpha character prefix and a four numeric or alphanumeric serial number.

4. BLOCK 3 - Date shipped. Self-explanatory.

5. BLOCK 4 - B/L TCR. When applicable, enter commercial or Government bill of lading number and the Transportation Control Number (TCN).

6. BLOCK 5 - Discount terms. Self-explanatory.

7. BLOCK 6 - Invoice No./Date. Self-explanatory.

8. BLOCK 7 - Page/Of. Consecutively number the pages of the MIRR/the total number of pages of the MIRR.

9. BLOCK 8 - Acceptance Point. Enter an "S" for origin or "D" for destination.

10. BLOCK 9 - Prime Contractor/Code. Self-explanatory.

11. BLOCK 10 - Administered By/Code. Code and address of Contract Administration Office (CAO) cited in the contract.

12. BLOCK 11- Shipped From/Code/POR. Self-explanatory.

13. BLOCK 12 - Payment Will Be Made By/Code. Enter the code and address of the payment office cited in the contract.

14. BLOCK 13 - Shipped To/Code. Self-explanatory.

15. BLOCK 14 - Marked For/Code. Enter the "Marked For" code and address contained in the contract or shipping instructions.

16. BLOCK 15 - Item No. Enter the contract line item number.

17. BLOCK 16 - Stock Description.

a. Enter the National Stock Number (NSN). or National Item Identification Number (NIIN)

b. Enter item nomenclature for each line item.

c. Include other identification, such as lot number, batch codes and quantity of each.

d. The MIRR shall be used to record and report the waivers and deviations from the contract technical specifications, including the source and authority for the waiver or deviation. For example, the contracting installation authorizing the waiver or deviation and the identification of the authorizing document shall be reported.

**SUBSECTION 213.5**  
**DPSCM 4155.6**

18. BLOCK 17- QUANTITY SHIPPED/RECEIVED.

a. Enter the quantity shipped, using the unit of measure indicated in the contract for payment. When a second unit of measure is used for purposes other than payment, enter the appropriate quantity directly below in parentheses.

b. At receiving point, if the quantity received is the same quantity annotated as shipped and all items are in apparent good condition, indicate by a check mark. If different, enter actual quantity received in apparent good condition below quantity shipped and encircle. The receiving activity shall annotate the DD Form 250 stating the reason for the difference.

19. BLOCK 18 - UNIT. Enter the abbreviation of the unit measure as indicated in the contract for payment. When a second unit of measure is indicated in the contract for purposes other than payment or used for shipping purposes, enter the second unit of measure directly below in parentheses.

20. BLOCK 19 - UNIT PRICE. Self-explanatory.

21. BLOCK 20 - AMOUNT. Enter the extended amount of the unit price entered in Block 19.

22. BLOCK 21 - PROCUREMENT QUALITY ASSURANCE (PQA).

a. The words "conform to contract" contained in the printed statements in Blocks A and B relate to contract obligations pertaining to quality and to the quantity of the items on the report. These statements shall not be modified. Notes explaining exception shall be entered in Block 16, or supporting documents with appropriate block cross reference shall be attached. The quantity determination at destination is not to be confused with tally-in of the total amount being delivered, which is the responsibility of receiving personnel.

b. "A. ORIGIN."

(1) The authorized Government representative shall, on all copies:

(a) Place an "X" when applicable in the appropriate PQA and/or Acceptance box(es) to evidence origin PQA and/or acceptance. When the contract requires PQA at destination in addition to origin PQA, an asterisk shall be entered at the end of the statement and an explanatory note entered in Block 16;

(b) Enter the date of signature.

(c) Sign.

(d) Enter the typed, stamped, or printed name and office, Department of Defense Activity Address Directory (DoDAAD) code or typed name and title of regulatory agency representative (USDA, USDC, or military veterinarian) as applicable.

(2) When Fast Pay procedures apply, the contractor or subcontractor shall enter in capital letters "FAST PAY" on the next line following the printed PQA/Acceptance statement. When PQA is required, the authorized Government representative shall execute the block as required by V.B.22.b.(1).

**SUBSECTION 213.5**  
**DLA Troop Support 4155.6**

c. "B. DESTINATION."

(1) When acceptance at origin is indicated in Block 21.A., no entries shall be made in Block 21.B.

(2) When PQA and Acceptance or Acceptance is at destination, the authorized Government representative shall, on all copies:

(a) Place an "X" in the appropriate box(es), both PQA and Acceptance at Destination or only Acceptance at Destination.

(b) Enter the date of signature.

(c) Sign.

(d) Enter typed, stamped, or printed name and title.

(3) When "ALTERNATIVE RELEASE PROCEDURE" (approved for release by the contractor with subsequent release by the QAR) is entered in Block 21.A. and acceptance is at destination, the authorized Government representative shall complete the entries required by V.B.22.c.(2).

(4) The executed payment copy shall be forwarded to the payment office cited in Block 12 within four work days after delivery and acceptance of the shipment by the receiving activity.

(5) When "Fast Pay" is entered in Block 21.A. no entries shall be made in this block.

23. BLOCK 22 - RECEIVER'S USE. This block shall be used by the receiving activity (Government or contractor) to denote receipt, quantity, and condition. The receiving activity shall enter in this block the date the supplies arrived. For example, when off-loading or in-checking occurs subsequent to the date of arrival of the carrier at the installation, the date of the carrier's arrival is the date received for purposes of this block.

24. BLOCK 23 - CONTRACTOR USE ONLY. This block is provided and reserved for contractor use.

25. CORRECTION. The contractor is responsible to prepare a corrected MIRR when, because of errors or omissions, it is necessary to correct the MIRR after distribution has been made. A revised or new MIRR shall be effected by correcting the original master or preparing a new MIRR containing the identical data of the origin MIRR and distributing the corrected form. MIRRs shall not be corrected for Block 19 and 20 entries. The corrections shall be made as follows:

a. Circle the error and place the corrected information in the same block; if space is limited, enter the corrected information in Block 16 referencing the error page and block. Enter omissions in Block 16 referencing omission page and block.

b. The words, "CORRECTIONS HAVE BEEN VERIFIED," shall be entered on Page 1. The authorized Government representative shall date and sign immediately below the statement.

26. MIRR AS RECEIVING DOCUMENT. When the MIRR is used for receiving purposes, procedures shall be as prescribed by local directives. In addition, if PQA and Acceptance or Acceptance of supplies is required upon arrival at destination, see V.B.22.c.(2) for instructions.