

**Petroleum Management
Petroleum Management, Operations, and Procedures**

SUPPLEMENTATION. *Local supplementation of this regulation is prohibited, except upon approval by AFZF-GL.*

SUGGESTED IMPROVEMENTS. *The proponent for this regulation is the III Corps, Assistant Chief of Staff (ACofS), G4. Users are invited to send comments and suggested improvements to: Commander, III Corps and Fort Hood, ATTN: AFZF-GL, Fort Hood, Texas 76544-5056.*

<u>Title</u>	<u>Block</u>	<u>Page</u>
Overview	1....	1
Purpose	1a...	1
References	1b..	1
Abbreviations and Terms	1c..	1
Applicability	1d..	1
Responsibilities	2...	1
Assistant Chief of Staff (ACofS), G4	2a	1
Directorate of Logistics (DOL)	2b.	1
Directorate of Engineering and Housing (DEH)	2c	2
Directorate of Reserve Component Support (DRCS)	2d	2
13th Corps Support Command (COSCOM)	2e	3
Units and Activities	2f..	3
Requirements Submission and Request	3..	5
Ordering Petroleum, Oil and Lubricants (POL)	3a	5
Ordering POL for Field Training Exercises (FTXs)	3b	5
Forecasting Annual Requirements	3c	6
Submitting Monthly POL Requirements	3d	6
Weekly Deliveries	3e..	6
Accountability of Bulk Petroleum	4..	6
Unit Property Book Level Accountability	4a	7
Documents	4b..	7
Daily Management	4c..	8
Supply Support Activity (SSA)	4d	12
Receipts	4e...	13
Issues	4f...	14
Turn-Ins	4g...	14
Inventories	4h..	14
Volume Corrections	4i..	15
Fuel Losses	4j...	15
DA Form 4702-R	4k..	16
Reimbursement Procedures	5..	17
Monitoring Petroleum Expenditures	5a	17
Controls Required in Receipt of Bulk Petroleum from Commercial Contractors	6	18

Weekly Delivery Schedule	6a.	18
Tank Truck Driver	6b.	18
Receiving Unit	6c.	18
Personnel Availability	6d.	19
Arrival of Tanker	6e.	19
Unloading Operation	6f.	20
Seals	6g.	20
Vendor's Delivery Ticket	6h.	20
Problems and Sampling	6i.	21
Quality Surveillance Program	7.	21
Establishing a Quality Surveillance Program	7a	21
Samples	7b.	22
Safety Program	8 . . .	24
Safety Precautions	8a.	24
Unit/Activity Safety	8b.	24
Firefighting Plan	8c.	24
Bonding	8d.	25
Spills or Leakage	8e.	25
Identification	8f.	26
Parking	8g.	26
Safety	8h.	27
SF 149 (US Government National Credit Cards)	9	27
Authorization	9a.	27
Issue and Control	9b.	28
Temporary SF 149s	9c.	28
Files	9d.	28
SF 149 Disposal	9e.	29
Responsibilities of Operators	9f.	30
Assigned Operator	9g.	31
U.S. Army Reserve Units	9h.	31
DD Form 1897 (AVFUELS Identaplates)	10	32
Requirements and Issue	10a	32
Turn in Procedures	10b	34
Bulk/Into-Plane Contracts	11	35
Bulk Fuel Contracts	11a	35
Storage and Handling of Packaged Products	12	35
Storage	12a.	35
Quality Control	12b	38
Filter-Separator Performance Surveillance	13	39
Filter-Separators	13a	39
Disposition of Petroleum Products Drained From Vehicles, Aircraft and Stationary Equipment	14.	40
Disposal of Petroleum Products	14a	40

TRAK II Automated Fuels Management System	15	41
Retail Issue	15a	41
FH Form 11-X1 (Energy Status Report)	16	43
Energy Status Report	16a	43
Fuel Handlers Training and Certification	17	44
Handling of Petroleum Products	17a	44
POL Quality Assurance (QA) Inspection Team	18	45
DOL	18a	45
Basic and Operational Loads	19	46
Basic Loads	19a	46
Turn-in of "Found on Installation" Petroleum Products	20	48
Turn-In	20a	48
Establishing Off-Post Customer Accounts	21	49
Procedures	21a	49

APPENDICES

App A	References	A-1
App B	List of POL Items to be Forecast Annually	B-1
App C	FH Form 703-X3	C-1
App D	DA Form 3857	D-1
App E	Sampling Procedures	E-1
App F	FH Form 446	F-1
App G	Minimum Sampling and Testing Requirements for Petroleum Products	G-1
App H	Daily Inspection Checklist	H-1
App I	Minimum Number of Packages to be Selected for Sampling	I-1
App J	Minimum Test Frequency for Packaged Products	J-1
App K	Request for TRAK II Vehicle Fueling Key Encoding	K-1
App L	Report of Lost TRAK II Vehicle Fueling Key	L-1
App M	Request for Change of Key Information	M-1
App N	FH Form 11-X1	N-1
App O	Instructions For Completion of FH Form 11-X1	O-1
App P	Equipment Fuel Tank Data	P-1
App Q	USAREUR Standard Day of Supply	Q-1
App R	Example USAREUR SDOFS Computation Worksheet For: Wheeled Vehicles, Stationary Equipment Aircraft, Cooking and Heating Equipment, and Tracked Vehicles Except Those with Special USAREUR Combat Profiles	R-1
App S	Examples USAREUR SDOFS Computation Worksheet For: Tracked Vehicles with Special USAREUR Combat Profiles	S-1
App T	Example Unit Basic Load Computation Worksheet	T-1
	Glossary	Glossary 1

OVERVIEW

	<u>1</u>
Purpose	This regulation <ul style="list-style-type: none"> • prescribes policies, • assigns responsibilities, and • establishes procedures for <ul style="list-style-type: none"> • petroleum management.
References	Appendix A lists references related to this regulation.
Abbreviations and Terms	The glossary explains abbreviations and terms used in this regulation.
Applicability	This regulation applies to III Corps and Fort Hood units and activities <ul style="list-style-type: none"> • assigned, • attached, or • conducting training on Fort Hood. <p>During full mobilization, requirements of this regulation remain in effect.</p>

RESPONSIBILITIES

Assistant Chief of Staff (ACofS) G4	The ACofS, G4 <ul style="list-style-type: none"> • prepares and disseminates policies, directives, and information on petroleum management. • establishes the bulk fuel allocation management system policy. • prepares tasker requesting fiscal year (FY) bulk petroleum annual forecast. • reviews annual bulk fuel allocations, makes necessary adjustments, and publishes the allocation list. • acts as the approving agency for requests for increased allocations.
Directorate of Logistics (DOL)	DOL <ul style="list-style-type: none"> • is responsible for the installation petroleum, oils and lubricants (POL) quality assurance (QA) program. • accomplishes energy conservation functions as specified in FH Reg 420-9 (Energy Efficiency Program)

(continued on next page)

Directorate of Logistics (DOL)
(Continued)

-
- develops, coordinates, and promulgates III Corps and Fort Hood policy on non-tactical petroleum functions at Fort Hood.
 - Tactical POL operations continue to be the responsibility of the III Corps staff and units.
 - projects and coordinates future requirements for POL handling facilities and planning and programming incident to their construction and maintenance.
 - plans and programs to meet POL requirements to support deployment of units from and units mobilizing at Fort Hood.
 - monitors compliance with applicable regulations and manuals about receipt, storage, issue, and use of petroleum products
 - provides III Corps quality surveillance inspection and assistance team and performs functions related to that team.
 - is responsible for the Fort Hood (Fixed) oil and fuel testing laboratories either
 - operated by contractor, or
 - government employees.
 - supports off-post customers per AR 5-9, appendix B (Intraservice Support Installation Area Coordination), by
 - providing information/advice as to where support can be provided.
 - processing those customers' requisitions as a surrogate customer of the 13th COSCOM.

2b

Directorate of Engineering and Housing (DEH)

DEH

- tests underground fuel tanks for leaks.
- provides guidance to units/activities on disposal of
 - purging agents and
 - waste products when tanks are purged and cleaned.

2c

Directorate of Reserve Component Support (DRCS)

DRCS

- directs and coordinates planning, testing, resource management, and logistics support of directed or authorized Reserve Components (RC) support activities Fort Hood.
- coordinates on-post and assists in off-post support for the RC support units per AR 5-9
- receives off-post fund sites or appropriate funding documents
- submits data for preparation of accounts and billing documents for petroleum products to
 - G3, Resource Management Division (RMD), ATTN: AFZF-PTM-RM, and
 - finance and accounting office.

2d

13th COSCOM

13th COSCOM

-
- handles the daily management of POL stocks.
 - solicits and consolidates near term fuel requirements projections from
 - major subordinate commands (MSCs)
 - installation activities
 - non-divisional units, and
 - DRCS.
 - coordinates with the General Materiel and Petroleum Activity (GMPA) and Defense Fuel Supply Center (DFSC)
 - making certain that contracts are obtained and maintained to meet daily mobility fuel needs for the Fort Hood area of responsibility.
 - maintains formal stock accountability for wholesale and general support (GS) level POL stocks.
 - obtains and manages SF 149s (US Government National Credit Cards) and DD Form 1897 (Aviation Fuel Identaplates).
 - is responsible for operation of the bulk and packaged POL stockage points and
 - user maintenance of those facilities
 - including work order preparation for maintenance by the DEH, and
 - receipt, storage, and issue of POL stocks.
 - prepares and submits petroleum products status and feeder reports.
 - receives and consolidates monthly energy status reports used in preparing the Defense Energy Information System (DEIS-1) Report and POL status report.

2e

Units and
Activities

Commander's will establish and implement

- control procedures
- *standing operating procedures* (SOPs), and
- an energy conservation program for petroleum products.

Units and activities

- provide estimated requirements data for petroleum products
 - divisional units will submit requirements to POL Division, 4th MMC (Corps), ATTN: AFVG-MMC-POL.
 - non-divisional units submit to 13th COSCOM, ATTN: AFVG-MAT-MSD.

(continued on next page)

Units and
Activities
(Continued)

-
- divisional and non-divisional units must provide copy of requirements to G3/PTM RMD, ATTN: AFZF-PTM-RM, to
 - establish fund availability and
 - allow programming expenditure data.

NOTE. Appendix B lists due dates.

- receive petroleum products.
- account for petroleum products per
 - DA Pam 710-2-1 (Using Unit Supply System Manual Procedures)
 - DA Pam 710-2-2 (Supply Support Activity Supply System Manual Procedures)
 - AR 710-2 (Supply Below the Wholesale Level), and
 - this regulation.
- store petroleum products per FM 10-69 (Petroleum Supply Point Equipment and Operations)
- mark and identify petroleum handling, storage, and dispensing facilities per
 - MIL-STD-161 (Identification Methods for Bulk Petroleum Products Systems Including Hydrocarbon Missile Fuels), and
 - AR 746-1 (Packaging of Army Materiel for Shipment and Storage).
- will maintain a file of publications essential to the unit petroleum handling operations.
 - appendix A lists publications.
 - select publications appropriate to unit situation.
- establish a quality surveillance program and conduct sufficient inspections of subordinate units and activities making sure they comply with directives and regulations on petroleum operations.
- prepare and submit FH Form 11-X1 (Energy Status Report) (See appendix N).

MSCs will

- consolidate reports from units within their command, and
- submit consolidated report not later than (NLT) 1600 hours
 - 5 working days following the cutoff date of the month for which the report is being prepared
- be sure fuel consumption remains within allocation or request revision with justification to the ACofS, G4, ATTN: AFZF-GL
 - with copy sent to G3/PTM RMD, ATTN: AFZF-PTM-RM.

(continued on next page)

Units and
Activities
(Continued)

- establish and maintain strict control over the use of SF 149s and DD Forms 1897 per
 - DA Pam 710-2-1
 - DA Pam 710-2-2, and
 - this regulation.
- maintain unit or activity petroleum handling, storage, and dispensing equipment.
- properly train and certify personnel who handle bulk and packaged petroleum products.

2f

REQUIREMENTS SUBMISSION AND REQUEST

3

Ordering
POL

4th MMC (Corps) orders Fort Hood requirements for POL monthly from

- the appropriate suppliers, and
- the DFSC
 - in contract bulletins, and
 - source identification and ordering authorizations (SIOATHs)

NOTE. Order type II solvent as needed and kerosene only when a specific requirement is received on DA Form 3953 (Purchase Request and Commitment).

3a

Ordering
POL for Field
Training
Exercises (FTXs)

Report bulk petroleum requirements for FTXs no less than 120 days in advance.

- Divisional units report their requirements to the division materiel management center (DMMC) who will
 - consolidate, and
 - forward to POL Division, 4th MMC (Corps), ATTN: AFVG-MMC-POL.
- Non-divisional units report their requirements to 13th COSCOM, ATTN AFVG-MAT-MSD.

The request will include

- type and quantity of each product
- date support required
- type of support required
 - i.e., commercial bulk deliveries or bulk issues from tank farm
- Department of Defense Activity Address Code (DODAAC) of receiving units, and
- point of contact (POC) and phone number for additional information.

3b

Forecasting
Annual
Requirements

DMMC will

- send the estimated annual requirement forecast for POL
 - in memorandum format
 - NLT 1 September
 - to POL Division, 4th MMC (Corps), ATTN: AFVG-MMC-POL.

Major command levels will

- consolidate estimated requirements data before forwarding through appropriate program directors to
 - 4th MMC (Corps) ATTN: AFVG-MMC-POL, with a copy furnished to ACofS, G3, RMD (AFZF-PTM-M). Submission will arrive on or before the due date stipulated.

Non-divisional units send estimated forecast

- in memorandum format
- NLT 1 August
- to 13th COSCOM, ATTN: AFVG-MAT-MSD, with a copy furnished to ACofS, G3, Resource Management Division, ATTN: AFZF-PTM-M.
 - 13th COSCOM consolidates requirements of non-divisional units and forwards to 4th MMC (Corps).

NOTE: Appendix B lists POL items that require an annual forecast and their due date to the POL Division, 4th MMC (Corps), 13th COSCOM, ATTN: AFVG-MMC-POL.

3c

Submitting
Monthly POL
Requirements

Send monthly estimated requirements for bulk POL

- in writing
- NLT the 15th of each for month for the succeeding month
- to the POL Division, 4th MMC (Corps) ATTN: AFVG-MMC-POL.

3d

Weekly
Deliveries

Request weekly deliveries

- each Thursday
- NLT 1030 hours for each succeeding weekly requirements
- on DA Form 2765-1 (Request for Issue and Turn-In).

3e

ACCOUNTABILITY OF BULK PETROLEUM

4

Unit Property
Book Level
Accountability

Units, organizations, and activities authorized bulk petroleum storage or dispensing facilities/equipment will

- establish and maintain accountable records for all bulk petroleum products received for issue and use per
 - AR 710-2
 - DA Pam 710-2-1, and
 - DA Pam 710-2-2.

Customer or using unit commanders will

- designate in writing a responsible individual to maintain control of petroleum products, and
- provide an audit trail.

4a

Documents

Unit/activity will maintain the following documents

- DA Form 3643, (Daily Issue of Petroleum Products)
- DA Form 3644, (Monthly Abstract of Issues and Turn-In of Supplies)
- DA Form 2765-1, (Request for Issue and Turn-In of Supplies)
- DA Form 4702-R, (Monthly Bulk Petroleum Accounting Summary (MBPAS))
- DA Form 2064, (Document Control Register)
- DA Form 1687, (Delegation of Authority)
- DA Form 4697, (Report of Survey), and
- DA Form 3853-1, (Innage Gage Sheet).

DA Form 1687 will be

- properly annotated, and
- a copy provided to the supply support activity (SSA) for
 - each unit authorized to receive bulk fuel.

NOTE. Maintain a copy of each DA Form 1687 at unit level.

4b

Daily
Management

Daily management of bulk fuel is the responsibility of each unit handling petroleum products.

Units will

- protect,
- maintain control, and
- provide documentation for the audit trail.

(continued on next page)

Daily
Management
(Continued)

Commanders will designate, in writing, a responsible individual to

- receive,
- store,
- issue, and
- manage bulk fuel.

NOTE. A copy of this designation will be maintained by the unit.

- Regardless of the container, record daily issues and receipts of fuel, in ink, on DA Form 3643. The individual receiving fuel will sign the form.
- Fuel dispensed into cans or drums for use in generators, etc., will be
 - issued on DA Form 3643 by equipment registration number.

NOTE. If fuel is issued to a piece of equipment and no registration number is available, the type of equipment will be recorded in the registration block (i.e., M2 burner unit, 3KW generator, etc.).

- Fuel received from defueling operations will be
 - recorded as a receipt on DA Form 3643 using the vehicle/equipment USA/tail number.
 - other receipts will be assigned a document number.
- Fuel transfers within the unit from one mode of transport vehicle or storage container to another is not considered an issue.
 - Issuer and receiver will annotate on separate DA Forms 3643 that fuel was transferred.

NOTE. This quantity is not to be included in the total to be posted to the DA Form 3644.

- Post total issues and receipts daily from DA Form 3643 to DA Form 3644.

During field exercises, if the maintenance of auditable records (DA Form 3643) is not possible, the unit commander issuing fuel must prepare a statement summarizing daily issues.

- The statement will indicate that fuel was used in authorized Army equipment.
- Inventories are required to be taken on a daily basis to determine the amount of fuel issued.
 - The opening inventory plus receipts, minus closing inventories, is the amount of fuel issued that day.

(continued on next page)

Daily
Management
(Continued)

- Quantities are to be posted to DA Form 3644 as of the last day of the exercise.
- Complete within 2 working days after completing the exercise.
- The statement is to be filed and maintained as a supporting document to the DA Form 3644.

NOTE. Statements do not replace audit trails, but supplement auditable records.

Issue bulk fuel to using units on DA Form 2765-1.

The unit requesting fuel is responsible for

- completing DA Form 2765-1, and
- obtaining necessary information to complete the form.

NOTE. Information on the DA Form 2765-1 will be posted to the DA Form 2064 (Document Control Register).

Inventories of bulk fuel, by type or grade on hand, will be completed

- daily,
- weekly, and
- monthly.

Inventories will include

- tank and pump units (TPUs),
- 600 gallon pods,
- tankers,
- hoselines,
- fabric storage tanks and
- any bulk fuel containers.

Monthly physical inventories of bulk fuel will be

- performed NLT 0800 hours the last day of the month.

NOTE. If the last day of the month is a non-duty day and no receipts or issues will be made, the monthly inventory may be conducted at the close of business the last workday of the month.

Bulk fuel storage tanks that have either issues or receipts will be

- physically gaged, and
- reconciled daily.

NOTE. Opening and closing gages will be performed to effectively reconcile petroleum records. Bulk fuel storage tanks that do not have either issues or receipts will be physically gaged and reconciled weekly.

(continued on next page)

Daily
Management
(Continued)

- Reconcile inventories to compare physical inventory data against daily issues and receipts. Initiate corrective action when shortages or overages are identified.

Gaging of bulk fuels will be performed on DA Form 3853-1 using the

- innage tape, and
- bob or appropriate gaging stick.

Each using unit is required to obtain equipment necessary to perform accurate gaging and sampling procedures, i.e.,

- fuel finding paste,
- tape and bob,
- water finding paste,
- hydrometers, etc.

NOTE. FM 10-18 and FM 10-69 contain procedures for gaging bulk petroleum products.

- Measured volumes that equal or exceed 3,500 gallons will be volume corrected per FM 10-18 and FM 10-69.

Volume correction

- of quantities less than 3,500 gallons is optional.
- of daily and weekly reconciliations is optional.
- must be continued once established.
- of storage containers for monthly inventories is required.
- factors are IAW the American Society for Testing Materials (ASTM) tables 5B and 6B.

Losses of fuel due to spillage and/or contamination for over 25 gallons will be documented by the responsible individual.

Losses will be documented on a memorandum as they occur.

- The memorandum will be attached as a supporting document to the DA Form 4702-R.

Contaminated and used petroleum products will be

- recovered,
- recycled, or
- disposed of properly.

DA Form 4702-R

- is the accountable record for petroleum products at using units.
- maintains auditable records of monthly
 - receipts,
 - issues, and
 - inventories of petroleum products.
- is used to adjust inventories.

(continued on next page)

Daily
Management
(Continued)

- is the responsibility of the responsible individual to prepare and maintain accountable records with supporting documents.
- is used for computing balances that should be on-hand (beginning balance plus receipts minus issues) and comparing the results of quantities inventoried to identify any shortages or overages.
- is used to compute maximum allowable losses and gains, and determine necessary actions based on those losses and gains.

The handling loss/gain allowance for

- gasoline,
- aviation gas (AVGAS), and
- jet fuel (JP4) is
 - one (1) percent of the total of the opening inventory plus the receipts for the month covered.
- other bulk petroleum products (DF2/diesel) will not exceed 1/2 of one (1) percent of the opening inventory plus receipts for the month.

When the quantity of loss or gain exceeds the stated allowance, but has a value less than \$500, causative research must be initiated.

Research is needed to determine possible

- book keeping errors,
- system manipulation, or
- failure to correct volume.

If the loss exceeds the stated allowance and the entire loss is equal to or greater than \$500, a report of survey is required.

When the total handling loss/gain of a specific bulk fuel is less than the allowable handling loss/gain, no action is required.

Initiate causative research on all gains which exceed allowable limits.

DA Form 4702-R with all supporting documents will be

- forwarded to the next higher commander within 3 working days of the last day of the month reported.
- will be forward by the responsible individual to the unit commander.

The approving authority

- may disapprove the adjustment of any item on the DA Form 4702-R that does not appear justified based on facts available and past experience.
- disapproval of any loss on DA Form 4702-R automatically requires a report of survey.

(continued on next page)

Daily
Management
(Continued)

Disapproval of any gain requires an investigation under AR 15-6 (Procedures for Investigating Officers and Boards of Officers).

Copies of any report of survey or causative research will be attached to the DA Form 4702-R as supporting documents.

All accountable records with supporting documents will be

- filled month by month, and
- retained by the responsible individual per AR 25-400-2 (The Modern Army Record Keeping System (MARKS)).

4c

Supply Support
Activity (SSA)

SSA supply points establish and maintain stock record accounting for bulk petroleum products.

Accountability is maintained from

- the time of receipt until
- an issue is made, to include
 - time periods the activity is involved in field operations, or
 - training exercises.

DISCOM/COSCOM commanders must designate, in writing, an accountable officer to

- maintain control of petroleum products, and
- provide the audit trail.

The stock record account (SRA) is

- a formally established set of records and files used to account for property being held for issue.
- assigned a unique DODAAC as an identification number.
- operated by a designated accountable property officer called the stock record officer (SRO).

The SRO, as accountable officer, can delegate, in writing, direct responsibility to a responsible officer. No further delegation of authority is authorized.

Responsible officers

- have the obligation of assuring the safekeeping of property assigned to them in the way of
 - proper custody,
 - care,
 - use, and
 - safekeeping.

(continued on next page)

Supply Support
Activity
(Continued)

- must maintain physical daily contact with the SSA for which they are assigned.
- will review records for accuracy on a daily basis.
- will make sure the records are forwarded to the accountable officer by the time designated.

SSA will maintain the following documents for accountability.

- DA Form 3643
- DA Form 3644
- DA Form 2765-1
- DA Form 4702-R
- DA Form 1297 (Stock Accounting Record)
- DA Form 272 (Register of Vouchers to Stock Record Account)
- DA Form 3853-1
- DA Form 1687
- DA Form 4697, and
- DD Form 1348-1 (Issue and Receipt Document/DOD Single Line Item).

The accountable officer of the SSA is responsible for

- maintaining a copy of DA Form 1687 per customer unit.

NOTE. Updating the DA Form 1687 is the responsibility of each unit. The DA Form 1687 expires one (1) year from the date originally signed.

Receipts

Personnel operating the SSA will be sure procedures outlined in block 6, of this regulation are followed.

4d

Receipts

Receipts will be

- assigned a voucher number, except for defuels, and
- posted to DA Form 1296.

NOTE. SSAs using an automated system will be sure information is correctly annotated into the system.

Defuels will be

- posted to DA Form 3643 in the receipt column, and
- abstracted daily to DA Form 3644.
- identified by vehicle/equipment USA/tail number.

4e

Issues

For bulk issues use DA Form 2765-1 or DD Form 1348-1.

Post the issues to the DA Form 1296 or to the automated system as of the day of the issue.

Record retail issues, in ink, on DA Form 3643.

Abstract the combined total by product daily from DA Forms 3643 to DA Form 3644.

At the end of the month

- total DA Form 3644
- assign a voucher number from DA Form 272, and
- post to DA Form 1296.

NOTE. Transactions will be posted daily to the automated system.

4f

Turn-Ins

Units turning-in fuel to the Fort Hood Tank Farm will

- be sure the fuel has been sampled and tested.
 - A copy of DA Form 2077 (Petroleum Products Laboratory Analysis Report) will accompany DA Form 2765-1.
- receive credit for any bulk fuels turned-in.
 - Turn-ins will be posted to DA Form 1296 or to the automated system.

4g

Inventories

Inventories of bulk fuel, by type or grade on hand, will be completed

- daily,
- weekly,
- monthly, and will include
 - fabric storage tanks,
 - permanent above or below ground tanks,
 - fuel system supply point (FSSP)
 - hoses, and
 - tank trucks.

Monthly physical inventories of bulk fuel will be

- performed NLT 0800 hours the last day of the month.

NOTE. In the event the last day of the month is a non-duty day and no receipts or issues will be made, the monthly inventory may be conducted at the close of business the last workday of the month.

(continued on next page)

Inventories
(Continued)

Bulk fuel storage tanks that have either issues or receipts will be

- physically gaged and reconciled daily.
 - Opening and closing gages will be performed to effectively reconcile petroleum records.

Closing inventories will be conducted by close of business on the duty day.

Bulk fuel will physically

- inventoried, and
- reconciled weekly.

The responsible officer will make sure inventories are reconciled to

- identify shortages or overages, and
- initiate corrective action.

NOTE. Gaging of bulk fuels will be recorded on DA Form 3853-1.

Each SSA and unit is required to obtain equipment necessary to perform accurate gaging and sampling procedures

- tape and bob,
- water finding paste,
- fuel finding paste,
- required hydrometer, etc.

FM 10-18 and FM 10-69 contain procedures for gaging bulk petroleum products.

4h

Volume
Corrections

Measured volumes that equal or exceed 3,500 gallons will be volume corrected per FM 10-18 and FM 10-69.

Volume corrections are required for inventories.

Volume correction factors will be IAW ASTM tables 5B and 6B.

4i

Fuel Losses

Fuel losses due to spillage or contamination of quantities over 25 gallons will be documented by the responsible officer on a memorandum.

Documentation will be

- forwarded to the accountable officer within 24 hours.
- attached as a supporting document to the DA Form 4702-R.

Contaminated fuels will be

- recovered,
- recycled, or
- properly disposed of.

4j

DA Form
4702-R

DA Form 4702-R, MBPAS, is the accountable record for petroleum products. The MBPAS maintains auditable records of monthly

- receipts,
- issues, and
- inventories.

The DA Form 4702-R serves as the document for posting inventory losses and gains to the stock record account (DA Form 1296 or automated system).

A voucher number will be assigned to the DA Form 4702-R at the end of the month.

MBPAS is used to compute maximum allowable losses and gains and determine necessary actions based on those losses and gains.

The handling loss/gain allowance for

- gasoline,
- AVGAS, and
- jet fuel (JP4) is
 - one (1) percent of the total of the opening inventory plus receipts for the month covered.
- other petroleum products (DF2)
 - will not exceed 1/2 of one(1) percent of the opening inventory plus receipts for the month.

When the quantity of loss or gain exceeds the stated allowance, but has a value less than \$500, causative research must be initiated.

Research is needed to determine

- possible book keeping errors,
- systems manipulation, or
- failure to correct volume.

If

- the loss exceeds the stated allowance and
- the entire loss is equal to or greater than \$500
 - a report of survey is required.

When

- the total handling loss/gain of a specific bulk fuel is less than the allowable loss/gain
 - no action is required.

Causative research will be initiated on gains which exceed allowable limits.

(continued on next page)

DA Form
4702-R
(Continued)

DA Form 4702-R with supporting documents will be forwarded to the next higher commander within three (3) working days from the last day of the month reported.

The approving authority may disapprove the adjustment of any item on the DA Form 4702-R that does not appear justified based on the facts available and past experience.

The approving authority's disapproval of any loss on DA Form 4702-R automatically requires initiation of a report of survey.

Disapproval of any gain requires an investigation under AR 15-6.

Copies of any report of survey, investigation, or causative research will be attached to the DA Form 4702-R as supporting documents.

Accountable records with supporting documents will

- be filed month by month, and
- retained by the accountable officer IAW AR 25-400-2.

4k

REIMBURSEMENT PROCEDURES

5

Monitoring
Expenditures

The Corps G3, RMD, allocates and monitors petroleum expenditures for Fort Hood.

Fort Hood units

- receiving fuel from the West Fort Hood Tank Farm or through commercial deliveries are billed
 - directly by 4th MMC (Corps)
 - through DOL
 - to Corps G3, RMD.
- turning in fuel to the West Fort Hood Tank Farm will be given a credit automatically
 - by 4th MMC (Corps)
 - through DOL
 - to Corps G3, RMD.

It is the responsibility of the MSC comptrollers/budget analysts to request reimbursement through Corps, G3, RMD ATTN: AFZF-PTM-M, should a unit issue fuel to another organization other than their own.

- The comptroller/budget analyst of unit requiring reimbursement for fuel issued to another unit will send a memorandum requesting reimbursement to the Corps G3, RMD, ATTN: AFZF-PTM-M in the following format.

<u>Date</u>	<u>Issuing Unit</u>	<u>Receiving Unit</u>	<u>Receiving Unit DODAC</u>
	JP4	DF2	MG1
<u>GAL</u>	<u>DOC#</u>	<u>GAL</u>	<u>DOC#</u>

(continued on next page)

Monitoring Expenditures (Continued)

Furnish a copy of the memorandum to the comptroller/budget analyst of the unit being billed.

Process request for reimbursement internal to the MSC/activity through each respective comptroller/budget analyst.

NOTE. FH Form 11-X1 (Energy Status Report (POL))will not be used for the purpose of reimbursement.

5a

CONTROLS REQUIRED IN RECEIPT OF BULK PETROLEUM FROM COMMERCIAL CONTRACTORS

6

Weekly Delivery Schedule

POL Division, 4th MMC (Corps) provides a weekly delivery schedule for vendor deliveries to the POL Receiving Point, West Fort Hood Tank Farm, Bldg 88001.

Tank trucks delivering bulk fuel from vendors will report to the POL Receiving Point, West Fort Hood Tank Farm.

The POL Receiving Point of the West Fort Hood Tank Farm will furnish the driver with

- three copies of FH Form 703-X3 (Record of Fuel Shipment) appendix C, with Part 1 completed,
• DA Form 3857, (Commercial Deliveries of Bulk Petroleum Products Checklist) (appendix D),
• a strip map (if needed), and
• direct them to receiving locations.

6a

Tank Truck Driver

Tank truck driver will

- deliver fuel to the location designated by the POL Receiving Point.
• make sure that an authorized individual indicated on DA Form 1687, is available to receive the fuel, and
• return required papers to the West Fort Hood Tank Farm for release after discharging the product.

6b

Receiving Unit

Receiving unit or activity will

- follow established procedures , and
• complete DA Form 3857

6c

 Personnel
Availability

Personnel will be available

- on scheduled delivery dates to avoid delay of tank trucks which result in demurrage charges.

 6d

 Arrival of
Tanker

Upon arrival of the tanker at the unit location, the unit personnel will

- direct the driver to the location where the tanker will be off-loaded.
- check the driver's paperwork to assure that DA Form 1348M (DOD Single Line Item Requisition System Document (mechanical)) is present.
- determine that the tanker is consigned to the receiving unit.
- assure that the driver has a copy of FH Form 703-X3.

NOTE. This form will be completed by receiving unit personnel.

- assure DA Form 3857 is present.

NOTE. This form will be complied with and completed by tanker receiving unit personnel. Record entries in ink.

- direct the driver to turn off motor and block the wheels.
- check seal on tanker manifold and cargo hatches to assure they agree with those numbers reflected on FH Form 703-X3.
- assure fire extinguishers and "NO SMOKING" signs are present in the unloading areas.
- break the seals and verify the contents of the tanker by product.
 - Fuel will not be issued until gaging operations have been completed.
- be sure product level is up to the reference mark in the tanker and establish cargo temperature.
- check the product in a clear glass container making sure it is clear and bright.
- Gage the tanker with water finding paste to assure no free water is present.
 - Delivery may be rejected if any measurable water is detected.
- connect hoses and commence unloading operation. Note time on FH Form 703-X3.

NOTE. Normally, the entire contents of the tanker should be off-loaded at one location. Further movement of the tanker can accrue additional expense to the government.

 6e

Unloading
Operation

During the unloading operation, the receiving unit will assure

- unit personnel and the driver are present in the area
- traffic is controlled in the unloading area so no unauthorized personnel enter area.

After the tanker is unloaded, the receiving unit will

- assure cargo tanks are empty.
- be sure personnel listed on DA Form 1687 sign delivery ticket.
- note time for use on FH Form 703-X3
- instruct the driver to return to the POL Receiving Office, West Fort Hood Tank Farm, Bldg 88001, with paper work.
- assure area is secure and free of POL spills.
- gage receiving tank after it has had time to settle.

6f

Seals

Additional instructions and information

- this installation requires bulk fuel delivery vehicles to have hatch/manhole covers and inlet-outlet valves sealed.

Seals are:

- numbered serially
- applied immediately after tank truck loading.

Conveyance must have certified capacity tables or certified meter to determine quantities at destination.

6g

Vendor's
Delivery
Ticket

Vendor's delivery ticket will include

- item nomenclature, including type or grade and American Petroleum Institute (API) gravity of the product being delivered.
- total measured quantity and temperature of product within the carrier upon completion of loading at supplier's terminal.
- temperature correction factor.
- net quantity of product at 60 degrees Fahrenheit loaded into carrier at supplier's terminal.
- serial number of each seal applied to inlet openings of delivering carrier upon completion of loading at suppliers terminal.

6h

Problems and Sampling

Problems arising at any time

- before,
 - during,
 - after
- the receipt of a commercial tanker should be referred to the POL Receiving Point (288-2666/6667) or
 - POL Division, 4th MMC (Corps) 287-4503
 - by the receiving unit.

Commercial tankers should be randomly sampled to assure quality of product delivered. Forward samples to the Base Petroleum Laboratory Bldg. 7046, Hood Army Airfield, for testing.

At no time will a commercial tanker be off-loaded into a

- FSSP, or
 - other nonpermanent facility
- without prior approval of the POL Division, 4th MMC (Corps) 287-4503.

NOTE. Commercial tankers will not be directed to use unimproved roads or areas.

6i

QUALITY SURVEILLANCE PROGRAM

7

Establishing a Quality Surveillance Program

Commanders will establish a viable quality surveillance program for petroleum per AR 710-2, paragraph 2-33.

The quality surveillance program unless otherwise specified in this regulation, will be

- conducted on bulk petroleum,
- packaged products, and
- containers at
 - the frequencies established in MIL HDBK-200 (Quality Surveillance Handbook for Fuels, Lubricants and Program Related Products), or
 - more frequently, if desired, for closer surveillance.

Appendix G gives minimum sampling and testing requirements for petroleum products.

Inspect packaged products on hand/in storage

- every 90 days, and
- on test date to
 - determine if product is within shelf life useability and to determine container condition.

(continued on next page)

Establishing a Quality Surveillance Program (Continued)

Check the performance of filter separators, regardless of product in service, every 30 days through the submission of a 1-gallon sample, appendix E, to the Fort Hood Base Laboratory. This test, called the filter effectiveness test, will be performed on equipment in operational use.

NOTE. Equipment not in use will be tested when placed in service and then every 30 days thereafter if in continued use.

Sampling procedures will be according to instructions provided by FM 10-69 and FM 10-71 (Petroleum Tank Vehicle Operations). Samples will be submitted in an authorized container to the Base Petroleum Laboratory.

7a

Samples

A permanent record will be kept of samples sent to the Base Petroleum Laboratory by the individual unit submitting samples. For each sample, this log will contain a record of

- unit's sample number (e.g., 88-0001, 88-0002 etc.)
- product type
- source of sample (e.g., HQ-12, tank #6)
- quantity sample represents
- sampler's name
- date sampled
- date forwarded to lab
- date lab report received
- lab sample number
- test results and disposition received, and
- remarks

Keep DA Form 2077 (Petroleum Laboratory Analysis Report)

- on file
- for a minimum of 1 year.

Place petroleum products determined off-specification or awaiting test results on hold status until test results verify fuel is suitable for use.

Physically separate different products or grades of the same product.

NOTE. Tank vehicles will not carry mixed loads (split loading), and dedicate fuel handling systems to one product only.

Purge and clean tank if a different product is to be used per MIL-HDBK-200 and FM 10-71, Table 8-1.

Units contact DEH, Environmental Management Branch, 287-8754, prior to purging tanks for guidance on disposal of purging agents and waste products.

DEH will provide guidance on disposal sites and other requirements to units.

Fuel tank draining and purging procedures are explained in Environmental Guidance #2 (Draining and Purging Fuel Tanks) available from DEH, 287-8755.

(continued on next page)

Samples
(Continued)

Record filter separator pressure gage readings daily, when in use, on FH Form 446 Micronic Filter Differential Pressure - Fueling Servicing Equipment (Daily Log) (appendix F).

Check and drain filter separator sumps daily.

Fuels being delivered to consuming vehicles will pass through a filter separator. This includes fuel issued from 5,000 gallon tankers, HEMTT's, TPU's, other bulk sources.

Annotate samples submitted to the Base Petroleum Laboratory on the reverse side of FH Form 446.

Sample and test aviation refuelers daily, at the start of aircraft refueling operations, for water and particulate contaminants, using the Aqua-Glo and Millipore Testing Kits. In addition, sampling and testing will be conducted whenever the filter separator in the system or refueler is changed.

A calibration team will check the filter separator pressure differential indicator or gage for accuracy every 12 months.

Change filter elements in a filter separator at least every 24 months or at the time interval specified by the manufacturer.

Mark filter separator housing with the date the filter elements were first put into use or when the filter elements were last changed. Also enter information on FH Form 446.

Test dormant fuels per MIL-HDBK-200 which requires that dormant diesel fuels be tested every 6 months for suitability.

Contracting Officer's Representative (COR) will

- periodically check to make sure the contractors have performed the filter effectiveness tests on fuels brought to Fort Hood.

Units and activities will

- designate personnel to be responsible for taking samples of dormant fuel.

Appendix G contains information on minimum sampling and testing requirements for petroleum products.

Water checks will be made

- daily on issue tanks and
- weekly on static tanks or
- each time a tank is gaged, whichever occurs first.

When water is found it will be drained as soon as possible.

(continued on next page)

Samples
(Continued)

Where water bottoms in storage tanks cannot be completely removed, the water layer will be

- checked monthly for the presence of hydrogen sulfide which sometimes forms as a result of bacterial action on sulfates present in the water.

Hydrogen sulfide is corrosive and will cause the product to fail the copper strip corrosion requirement of the specification.

When storage tanks are changed from one grade of product to another, tanks shall be

- inspected and cleaned if required, and
- reinspected to
 - be sure of elimination of excessive rust and sludge.

NOTE. See MIL-STD-457 (Frequency For Inspecting and Cleaning of Petroleum Fuel Operating and Storage Tanks) for instructions on this subject.

7b

SAFETY PROGRAM

8

Safety
Precautions

Safety precautions will be per

- this regulation
- FM 10-67 (Petroleum Supply in Theaters of Operations)
- FM 10-68 (Aircraft Refueling)
- FM 10-69, and
- FH Reg 420-1 (Fire Regulations)

8a

Unit/Activity
Safety

Each unit/activity having petroleum products (bulk and packaged) will

- have a spill contingency plan, and
- petroleum operations personnel will be familiarized with it. This plan should include
 - reporting of spills,
 - containment of spills,
 - disposal of spillage, and
 - corrective action to be taken in the event of a spill.

FH Poster 420-3 shall be posted conspicuously according to FH Reg 420-2, (Environment, and Natural Resources) paragraph 5-11g.

8b

Firefighting
Plan

Each unit/activity will develop a firefighting plan for garrison and field operations. The firefighting plan should include

- the training of personnel to form a firefighting team,
- proper placement of fire extinguishers,
- evacuation routes for vehicles and personnel, and
- plans for scheduled fire drills.

Maintain bonding and grounding equipment in a serviceable condition and use as required.

8c

Bonding

Bonding must be

- metal to metal, and
- bonding area free of paint

8d

Spills or
Leakage

Leaking petroleum handling equipment is a

- fire hazard, and
- will not be placed in operation.

Operators will stand by in case of an emergency during

- receiving,
- transfer,
- dispensing, and
- loading operations.

In case of spills, notify the fire department (117); III Corps, ACofS, G4 (287-0891); and Quality Surveillance Section, DEH (287-8754), as soon as possible. From field locations relay calls through Range Control FM 30:45.

Keep work areas and equipment

- neat,
- clean,
- orderly, and
- in good mechanical condition.

If an individual becomes soaked with fuel, immediately

- soak the individual with water, and
- remove clothing and shoes.

NOTE. Fast action will prevent fuel from absorbing into the individual's skin. This should be done in an area free from possible sources of ignition.

Possible sources of ignition will be controlled within 50 feet of POL operations.

Prominently post "No Smoking Within 50 Feet" signs in every direction around POL areas. Lettering will be three inch tall white on a red background.

Dispensing nozzles will not be blocked open and nozzles with notches will have notches removed.

Vehicle operators, attendants, or others shall not smoke or light a match or lighter during fueling and there shall be no open flame in the vicinity.

The 2-1/2 ton truck may be used to carry a TPU, but the maximum fuel that can be carried is 450 gallons.

(continued on next page)

Spills or Leakage (Continued) Dispensing vehicles will not carry more than one type of fuel, i.e., Tank and Pump Unit will carry only one type of fuel in both pods when mounted on a 5 ton cargo truck. Split loading is not authorized. 8e

Identification Properly identify containers, storage tanks, and dispensing equipment as to product use before being filled per
 • FM 10-68, and
 • FM 10-69 8f

Parking Parking of tank vehicles will comply with the following condition where feasible:
 Tank vehicles may be parked in groups of not more than three, with 50 feet separation between groups (see Figure 1).
 Parking locations will be selected, so that the vehicles are accessible from all sides for fire fighting operation, and so that any of the tank vehicles can be moved under its own power, or towed, from the vicinity without moving another vehicle.

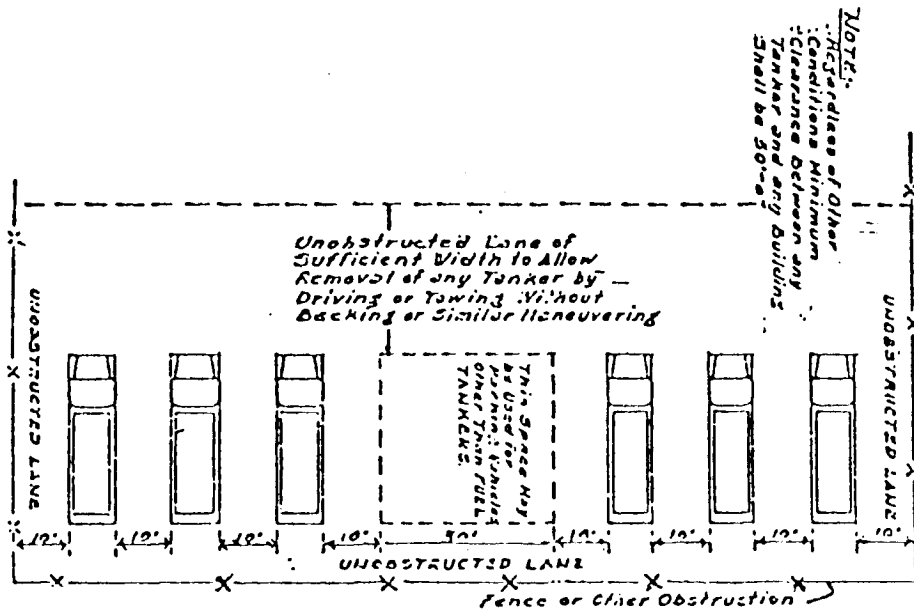


Fig. 1 Parking Fuel Tank Trucks

Safety

POL receiving, storage, issuing, and handling equipment will have adequate and serviceable fire extinguishers readily available.

Petroleum fuels will not be used as a cleaning agent.

The 600 gallon pod and 500-gallon collapsible drum will not be transported or used on the M-105 Series 1-1/2 ton trailer.

The 5 ton cargo truck may transport up to 1200 gallons of product and the pump unit.

Use proper blocking, bracing and tie-down procedures, as well as, prudent driving practices to maintain safety.

Test ground rods annually per FM 10-68. If the unit has the required equipment on hand, i.e., multimeter, the unit can perform the test. If the unit does not have the required equipment, they should coordinate with DOL for testing.

Before a petroleum tank vehicle can transport petroleum products on any roadway or pick up fuel at the West Fort Hood Tank Farm, the operator will conduct an inspection using FHT Form 738-X5 (appendix H).

Above ground storage tanks will be surrounded by a berm. The berm area will have a capacity at least equal to the volume of the tank or tanks enclosed. Berms will be free of weeds, grass, debris, etc at all times.

Fuel dispensing stations shall have a fully qualified attendant in the immediate vicinity of fuel dispensing operations during all periods that the facility is open for use.

Unattended fuel dispensing stations are prohibited.

Operators of vehicles and mobile equipment shall turn off

- engine
- lights, and
- short-wave transmitter before taking on fuel.

The operation of any vehicle leaking fuel or excessive amounts of oil will be prohibited until necessary repairs have been made IAW the -10 manual for that piece of equipment.

Bulk fuel vehicles and storage pods will be secured with brass locks instead of series 200 locks.

8h

US GOVERNMENT NATIONAL CREDIT CARDS

9

Authorization

US Government National credit cards (SF149) are authorized for use only when the following are not available

- motor pool,
- DOD facilities, or
- Into-Plane contracts.

Off-post purchases are limited to 10,000-gallons per purchase. Use of SF 149s for aircraft refueling at an Into-Plane contract site is prohibited.

9a

Issue and Control

Issue and Control of SF 149s.

- Request for SF 149s, for those units and activities receiving property book support from the DOL Installation Property Book Office (IPBO), needed on a permanent basis, will be submitted with a letter of justification as far in advance of the actual need as possible to the DOL-IPBO, who will submit them to the POL Division, 4th MMC (Corps), 13th COSCOM, on DA Form 2765-1.

Each Property Book Office (PBO) needing SF 149s will check and justify the number NLT 1 October each year. RC units will request SF 149s through their facility coordinator. The following data will be included on each request:

- using unit DODAAC
- justification
- signature of the requesting officer

Submit request for SF 149s to be issued for short periods of temporary duty to POL Division, 4th MMC (Corps) along with DA Form 1687. Include the following additional information on such request:

- using unit and complete fund citation provided by program directors.
- name, grade, and social security number of individuals who will be using the cards.
- dates required.
- one copy of pertinent orders, if applicable.
- area where cards will be used.

9b

Temporary SF 149s

MSC's may maintain temporary SF 149s for their subordinate elements. SF 149s for this purpose will be requested using established procedures. One DODAAC will be used for cards. Each MSC is responsible for its units through their Comptroller/Budget Analyst.

POL Division, 4th MMC (Corps), will request required SF 149s per instructions outlined in DA Pam 710-2-2.

SF 149s will be issued

- by 4th MMC (Corps),
- by serial number,
- on DA Form 2765-1
- on a IPBO permanent basis
- to the IPBO for hand receipt to the using activities.

Units will make turn-ins using DA Form 2765-1.

9c

Files

4th MMC (Corps) will maintain a file which will include:

- the DODAAC for each SF 149 that was issued and date,
- unit turn-ins and dates,
- certificates of destruction and dates,
- explanation of each reported loss or theft, and
- date on which credit card contractor was notified of loss or theft.

(continued on next page)

Files
(Continued)

4th MMC (Corps) will maintain a set of SF 149s to be used for temporary issues as stated above. These SF 149s will be inventoried by serial number each month and a record maintained. Documentation for issue and turn-in of temporary SF 149s will be furnished to the Finance and Accounting Division, III Corps and Fort Hood (Commercial Accounts Section) on DD Form 1150 (Request for Issue or Turn-in).

9d

SF 149
Disposal

Disposal of SF 149s

Using units will immediately turn in to IPBO SF 149s which are:

- no longer required
- expired
- unserviceable
- recovered after reported lost or stolen.

4th MMC (Corps) will prepare a certificate of destruction for SF 149s which are destroyed. The POL clerk and Chief, POL Division, will sign this certificate after witnessing the destruction. Maintain a copy of the signed certificate in file for 2 years.

Responsibilities. Commanders/Activity Chiefs/S4's will:

- Request SF 149s from supporting Property Book. Inventory SF 149s monthly. Provide a copy of the monthly inventory to the supporting PBO NLT 6 working days after the end of the month in question.
- Maintain strict control to be sure that only authorized personnel use SF 149s.
- Return unneeded or damaged SF 149s through the supporting PBO to POL Division, 4th MMC (Corps). 4th MMC (Corps) will replace SF 149s damaged beyond use when required.
- Immediately notify the supporting PBO in writing whenever a SF 149 is lost or stolen. A DA Form 4697 must be initiated per AR 735-5 (Policies and Procedures for Property Accountability), and a copy of results furnished through the supporting PBO to POL Division, 4th MMC (Corps).
- Limit SF 149 use to emergency purchases of items and services authorized.
- Report fuel purchases per AR 190-51, DFSC 4280.1 (Government Vehicle Operators: Your Guide to Service Stations for Gasoline, Oil and Lubrication), and DA Pam 710-2-1.
- Account for SF 149s on the PB by serial number, inventoried monthly, and results reported to the commander.
- Furnish operators with the telephone number of an individual to contact in case of emergency. Such individuals should be responsible to grant authority for tow charges or similar emergency expenditures.

(continued on next page)

SF 149
Disposal
(Continued)

Hand receipt holders will

- check SF 149 sales slips to confirm that they are completed as outlined in DFSCCH 4280.1, and
- that purchases were authorized.

The "Class III Accountable Officer/PBO" or hand receipt holder will make a statement in writing to that effect on the back of the sales slips and file them for 1 year.

Individuals making unauthorized purchases will be identified. Violators will be subject to disciplinary action and required to reimburse the government.

On indication of an unauthorized SF 149 purchase by a unit operator, take appropriate action to be sure that monies are collected from the responsible individual and DD Form 1131 (Cash Collection Voucher) is prepared in seven copies.

NOTE. Bring the DD Form 1131 and money to Disbursing Branch, Finance and Accounting Division, III Corps and Fort Hood.

Be sure the SF 149s are turned-in to the supporting PBO prior to the departure of a unit or activity from Fort Hood or Fort Hood's area of responsibility.

9e

Responsibilities
of Operators

Responsibilities of Operators - Restrictions on Use of SF 149s.

- Limit purchase within a 25-mile limit of Fort Hood to that fuel absolutely necessary to return to Fort Hood (three to four gallons).
- Individuals making purchases not authorized in this regulation may be held financially responsible for the additional cost resulting from the unauthorized purchases.
- Purchases of the following items or services using the SF 149 is not authorized:
 - oil and gasoline additives.
 - premium grade gasoline; unless specified by vehicle manufacturer.
 - luxury items (e.g., rearview mirrors and heaters) or services (e.g., polishing of vehicles).
 - supplies and services for other than Government-owned vehicles.
 - petroleum products for stock.
 - storage of vehicles.
 - tires.
 - washing and cleaning services.

(continued on next page)

 Responsibilities
of Operators
(Continued)

Personnel operating Transportation Motor Pool (TMP) vehicles will obtain prior approval from DOL or designated representative. Personnel operating MSC table of organization and equipment (TOE) vehicles will obtain prior approval from MSC, unit activity chief, or designated representative.

9f

 Assigned
Operator

Assigned operators will

- place a copy of DFSCCH 4280.1 in each vehicle and instructions contained therein are complied with.

NOTE. This booklet is available from 4th MMC (Corps), and contains lists of sources willing to accept the SF 149 for authorized delivery of petroleum products and services at service stations.

- be sure state sales taxes are excluded from the sales slip.
- make sure signature of the purchaser acknowledging receipt of the supplies or services is on the sales slip.
- be sure discount information is entered on the sales slip.
- make sure that quantities of fuel and oil purchased are entered in appropriate blocks of
 - DA Form 2408-13 (Aircraft Inspection and Maintenance Records),
 - DD Form 1970 (Motor Equipment Utilization Record), and
 - DA Form 2401 (Organizational Control Record for Equipment).
- maintain adequate safeguards for proper use and disposition of the SF 149 at all times. In the event the SF 149 is lost, stolen, or damaged, immediately report such circumstances to the Commander or activity chief.
- turn in all sales slips to the responsible office, i.e., individual preparing FHT 11-X1, upon completion of the trip.

9g

 U.S. Army
Reserve Units

RC units will

- mail purchaser copy of SF 149 purchases made on SF 149s issued by DRCS, Supply Branch, ATTN: AFZF-DRC-S, to the Transportation Division, Motor Pool, DOL, at least once monthly.
- forward purchaser copy of SF 149 purchases made on SF 149s issued by the Transportation Division, Motor Pool, DOL, to that activity at least once monthly.

Local purchase authorization limit is \$10,000. Requirement aggregating more than \$10,000 during the applicable contract period will not be divided to meet the \$10,000 local purchase authorization.

 (continued on next page)

U.S. Army
Reserve Units
(Continued)

4th MMC (Corps), 13th COSCOM, will

- monitor quantities of fuel purchased off post using SF 149s via FH Form 11-X1, and
- report units purchasing amounts large enough to have justified a bulk or Into-Plane contract to III Corps, ACofS, G4, ATTN: AFZF-GL-S.

Use of SF 149s for aircraft refueling at an Into-Plane contract site is prohibited.

Use of SF 149s or Government Purchase Order Invoice Vouchers is authorized to

- purchase aviation fuel at commercial airports when
 - the mission necessitates refueling at such location and
 - an Into-Plane contract does not exist.

Do not make bulk purchases with a SF 149 (i.e., TPU's, HEMTT's, 55 gallon drums, 500 gallon collapsible drum, etc.).

Use SF 149s only for refueling internal tanks of government-owned vehicles.

NOTE. Under no circumstances will privately owned vehicles (POVs) be refueled using credit cards.

SF 149s may be used to purchase JP4 except under the circumstances stated above.

Obtain petroleum products for DA aircraft from

- DOD facilities,
- Into-Plane contract established by DFSC,
- US Government purchase order-invoice-voucher, in that order.

9h

AVFUELS IDENTAPLATES

10

Requirements
and Issue

Units or activities requiring aviation fuels (AVFUELS) Identaplates will

- submit request to the supporting PBO, who will
 - submit requirements to 4th MMC (Corps), 13th COSCOM on DD Form 1348-1.

Request will include

- type of AVFUELS identaplate required (aviation gas (AVGAS) or JET FUEL),
- the aircraft mission design series; e.g., UH1,
- the complete tail/serial number; e.g., 80-16610,
- year of aircraft, and
- user's DODAAC of each aircraft for which an identaplate is required.

(continued on next page)

Requirements
and Issue
(Continued)

4th MMC (Corps), 13th COSCOM will

- requisition DOD Identaplates from the US Army General Materiel and Petroleum Activity (USAGMPA), as required and
- issue the AVFUELS Identaplates on DA Form 200 (Transmittal Record) upon receipt.

4th MMC (Corps), 13th COSCOM will not

- maintain any supply of Identaplates for issue to units.

Requests submitted by 4th MMC (Corps), 13th COSCOM will be

- in memorandum format, and
- include the following information to be embossed on each Identaplate:
 - billing DODAAC,
 - signal code,
 - fund code,
 - type aircraft,
 - tail serial number, and
 - user DODAAC.

Complete DA Form 4701-R (Request for AVFUELS Identaplates), as described in DA Pamphlet 710-2-1.

POL Division, 4th MMC (Corps), 13th COSCOM will

- issue AVFUELS Identaplates by serial number to supporting PBO and
- maintain a register reflecting the
 - DODAAC receiving each AVFUELS Identaplate,
 - date of issue, and
 - date of destruction or AVFUELS loss.

DD Form 1896 (Jet Fuel Identaplates) and DD Form 1897 (AVGAS Identaplates) will be

- kept with DA Form 2408 (Equipment Log Assembly)
- made available to refueling operators when requesting service, and
- returned to the aircraft after the sales slip has been assigned.

NOTE. Make preflight checks to be sure that proper identaplates and instruction for its use are available.

The individual pilot or flight officer-in-charge of the aircraft will, immediately upon return to home station, turn in sales slips for purchases to the responsible PBO.

(continued on next page)

Requirements and Issue (Continued)

Turn-in sales slips for Fort Hood units or activities to the responsible office, i.e. individual preparing the FHT 11-X1.

RC units will forward sales slips to Directorate of Reserve Component Support, ATTN: AFZF-DRC-RC, within the same time frame.

10a

Turn in Procedures

When an error has been made in the embossing, or when the plate becomes invalid due to change of any data element, or when the plate is excessively worn or mutilated, it will be turned in to the supporting PBO.

AVFUELS Identaplates suspected of being misused will

- immediately be reported by serial number in writing to the supporting PBO
 - with an explanation concerning the misuse, results of investigation initiated on lost identaplates.

NOTE. The DA Form 4697 will be initiated on lost AVFUELS Identaplates by the organization which lost it.

When an aircraft is transferred from one unit or activity at this installation to another at this installation, the PBO transferring the aircraft will notify the gaining PBO so a new AVFUELS Identaplate containing the DODAAC of the new unit or activity can be obtained.

Replacement of AVFUELS Identaplates may require 30 days from time of request until issue to the gaining unit.

NOTE. If the AVFUELS Identaplate is not changed, the old unit or activity will continue to be charged for the fuel used by that aircraft.

When an aircraft is to be turned in, transferred off-post, or salvaged, the AVFUELS Identaplate will be

- withdrawn from the aircraft and delivered to the supporting PBO, who will
 - turn the AVFUELS Identaplate into the POL Division, 4th MMC (Corps), 13th COSCOM.

4th MMC (Corps), 13th COSCOM, will destroy excessively worn or mutilated AVFUELS Identaplates. A certificate of destruction will be signed by the Chief, POL Division, and a disinterested witnessing officer stating that the identaplate has been destroyed beyond possible use.

Certificates of destruction, DA Form 4697 (Reports of Survey) on lost AVFUELS Identaplates, and written reports on those suspected of being misused will immediately be forwarded by the 4th MMC (Corps), 13th COSCOM, to the

- Commander, US Army General Materiel and Petroleum Activity, New Cumberland Army Depot, New Cumberland, Pennsylvania 17070.

(continued on next page)

Turn-in
Procedure
(Continued)

The appointment of the custodian for AVFUELS Identaplates will be in writing, on a memorandum.

Secure AVFUELS Identaplates per

- AR 190-51 (Security of Army Property at Unit and Installation Level),
- DA Pam 710-2-1 and
- DA Pam 710-2-2.

Use DD Form 1896 to purchase fuel at commercial airports where Into-Plane contracts have been established by the DFSC.

Reconciliations will be requested by 4th MMC (Corps) from supporting PBO's as required.

AVFUELS Identaplates are only authorized for petroleum products that are actually dispensed directly into using aircraft. Petroleum products will not be purchased in advance of actual dispensing into aircraft.

SF 149's will not be used to purchase JP4 except when an Into-Plane contract is not available. For a listing of facilities, refer to AVFUEL/AVOIL Into-Plane Contract Listing.

10b

BULK/INTO-PLANE CONTRACTS

11

Bulk Fuel
Contract

Establish bulk contract for units

- when the required quantity for delivery at one point exceeds 10,000 gallons and
- refueling at a military installation is not possible.

Establish bulk fuel contracts for the duration specified by requesting units. A bulk fuel contract may be established for

- FTX's
- motor convoys, or
- by annual requirements.

Units requiring a bulk fuel contract must submit a memorandum 120 days in advance of date required with a letter of justification. Requirements submitted later than 120 days may not receive requested support.

Submit bulk fuel contract request as follows:

- Division and separate activities must submit request through command channels to the POL Division, 4th MMC (Corps), 13th COSCOM, ATTN: AFVG-MMC-POL.
- Non-divisional units must submit request through ACofS, Materiel, 13th COSCOM, ATTN: AFVG-MAT-MSD to POL Division, 4th MMC (Corps).

11a

Into-Plane military Contracts Into-Plane contracts will be established, if required, at commercial airports where refueling is not available. Requirements will be submitted to 4th MMC (Corps).

A minimum annual requirement of 15,000 gallons is required to justify the contract.

Submit requirements for Into-Plane contract coverage for new locations only. Do not submit for locations listed in the current AVFUEL/AVOIL Into-Plane Contract Listing. Criteria for requesting Into-Plane contracts are

- Period contract is needed.
- Grade of fuel and oil.
- Requirements by month (15,000 gallon minimum annual requirement needed).
- Location contract is required.
- Unusual delivery conditions.
- Reason contract required.
- Statement that military refuelings are not available to meet unit requirements at or near the location requested.

11b

STORAGE AND HANDLING OF PACKAGED PRODUCTS

12

Storage Store packaged products indoors when possible.

If

- indoor storage is not available, the product must be protected from water and heat by covering them with tarpaulins or anchored sheds.
- tarpaulins are used, be sure air can circulate to allow moisture to evaporate.

NOTE. Store the containers on dunnage or pallets. Never place canvas directly on containers, as this practice traps moisture.

Be sure when issuing from 55 gallon drums, that the hand operated pump and drum are protected from the weather and no contamination of the product may occur.

Segregate oils and greases from highly combustible supplies. Be sure that "NO SMOKING" and "FLAMMABLE" signs are prominently placed around the storage areas and visible in every directions at least 50 feet.

Segregate package products into sections by

- date,
- batch, and
- lot number.

NOTE. Rotate the stock and issue the oldest product first. Follow the first-in and first-out rule.

(continued on next page)

Storage
(Continued)

Use stock cards to identify dates of pack and issue priority for packaged products. Keep a running inventory of packaged products

- on hand in the storage area, and
- issued.

Keep an informal record of packaged products that enter and leave the storage area.

Inspect containers every 90 days for signs of

- leaks,
- abnormal swelling, or
- corrosion.

Results of inspection will be kept on file.

Remove leaking containers for immediate use. Examine container markings to be sure they are legible.

NOTE. If you find a container marking that is no longer clear to read, re-mark the container at once with information that was in the original marking. If the product cannot be identified, call DEH, 287-8711, and request laboratory analysis.

Store empty, used fuel containers outdoors. Neatly stack fuel containers, by size, until they can be turned-in for disposal.

Collect petroleum waste products in 55 gallon drums and store it away from other stocks.

NOTE. Paint over the original markings on the drum with yellow paint and paint the words "WASTE PRODUCT" on the heads of the drum.

Inspect firefighting equipment regularly to be sure they are in good condition. Make sure that storage areas are free of

- trash,
- weeds, or
- other combustible debris.

Containers will not be stored in direct contact with the ground. Drums should be

- stored on their sides
- on dunnage with proper blocking and bracing.

Bungs should be in a horizontal position so leaks may be detected and eliminated.

Drums should never be stored vertically outdoors where water will

- collect on drum heads,
- seep through bungs, and
- contaminate the product.

(continued on next page)

Storage
(Continued)

Internally galvanized containers are not to be used.

Stained cartons of packaged products, from which the leaking containers have been removed, will be marked to indicate this fact to preclude reinspection.

These cases will be separated and designated for priority issue.

12a

Quality Control

Quality Control.

A sample is a small quantity of product that is a representative of the whole.

Use the sample to inspect a product and determine its quality.

Appendix I outlines minimum number of packages to be selected for sampling.

Packaged petroleum products are a shelf-life item which require testing at set intervals. Appendix J outlines test intervals for most packaged products.

Do not issue outdated packaged products until laboratory testing is completed. Some outdated products have been tested by GMPA and the shelf-life extended; these products are identified on a monthly Quality Surveillance Listing (QSL) issued by GMPA to the Base Petroleum Laboratory.

Units having outdated products should provide the Base Petroleum Laboratory with the

- national stock number (NSN),
- specification number,
- contract number, and
- batch number so
 - the Base Laboratory can check the microfiche to see if the product has been tested.

If shelf-life of the product has been extended, the laboratory will

- provide the unit with a new test date that must be posted on each container.

NOTE. Outdated products that have not been tested will have to be sampled and sent to Tracy Army Depot for testing by the owning unit.

Batches of products not having a \$200 value are not economical to test.

If the dollar value is under \$200 the product should be turned in to Defense Reutilization and Marketing Office (DRMO).

The Fort Hood Base Petroleum Laboratory will issue a written form to the unit stating that

- the shelf-life of the product has expired,
- the dollar value, and
- that it must be turned-in to DRMO.

Test and package the item before turn-in, so that no leaks will occur during storage or transportation and the item can be handled safely.

(continued on next page)

Quality Control
(Continued)

Ship required samples of outdated packaged products having over a \$200 value to Tracy Army Depot for testing. Address follows: USAGMPA; Petroleum Field Office West; Laboratory Bldg. 247; ATTN: STRGP-FW; Defense Depot-Tracy; Tracy, CA 95376-5051.

The shipping point office Bldg 4127, yard 37, will

- assist units in shipping samples.

Units, prior to seeking assistance will complete

- DD Form 1348-1 and
- FH Form 6 (Request for Transportation of Supplies).

Products having samples that are shipped for testing will be placed in hold status until test results indicate the product is suitable for use.

NOTE. The laboratory will provide disposition instructions for samples that do not meet specifications.

Take every precaution to prevent containers from rusting. Excessively rusty cans (those that cannot be opened without contaminating the product or cans that have rusted through) will not be used.

These containers should be turned-in for classification. Airholes on POL containers which are provided with bung, caps, plugs, etc. are prohibited according to FH Reg 420-9, section III.

Packaged products that have been opened and cannot be resealed should not be used. Open containers will collect water and dirt that will render the product unsuitable for use. Dispose of these products in the proper container.

12b

FILTER-SEPARATOR PERFORMANCE SURVEILLANCE

13

Filter-
Separators

Aviation fuel dispensing equipment and Federal stock number (FSN) facilities will have quick disconnect couplers (FSN 4730-00-978-8760) equipped with plug, quick disconnect (4730-00-110-3722) installed on the discharge side of filter separators.

This facilitates the use of a millipore monitoring kit in determining sediment contamination and filter effectiveness.

Units or activities which have fuel filter separators will coordinate with the Base Petroleum Laboratory, Bldg 7046, (287-2504) for support in complying with monthly sampling and testing requirements as per appendix G of this regulation.

A FH Form 446, appendix F, will be maintained for each filter separator.

NOTE. Check differential pressure every day equipment is in operation, and log on FH Form 446.

(continued on next page)

Filter-Separators
(Continued)

Filter fuel through a filter separator prior to issue into a consuming vehicle/equipment. Fuel issued, by gravity flow, must pass through a filter separator before it can be used.

13a

DISPOSITION OF PETROLEUM PRODUCTS DRAINED FROM VEHICLES, AIRCRAFT AND STATIONARY EQUIPMENT

14

Disposal of Petroleum Products

Disposal of petroleum products in a manner such as dumping on the ground or pumping it into ditches or sewer systems, is prohibited, per to FH Reg 420-2, paragraph 5-2b.

Representatives of units, organizations, and activities needing to dispose of off-specification petroleum products must

- first submit a sample of the product to the Base Petroleum Laboratory, building 7046, for analysis.

If the POL Base Laboratory determines the fuel is not suitable for blending or downgrading, it is turned in to DRMO, building 4286.

Indication that the product is not suitable for blending or downgrading is noted on the DA Form 2077 (Petroleum Products Laboratory Analysis Report). The DA Form 2077 and a properly authenticated DD Form 1348-1 are submitted to the DRMO at the time of delivery to building 4286.

Segregate off-specification fuels as listed below and store in non-leaking metal containers (e.g., 30 and 55 gallon drums)

- Fuel, turbine, JP-4, off specification
- Fuel, motor, aircraft and vehicle, off specification
- Fuel, diesel, off specification

Containers must have bungs tightly installed and have at least 3 inches of space between liquid and inside top of containers to allow for expansion.

- Stencil containers on the side in contrasting colors (e.g., yellow on olive drab) with the following information:
 - NSN,
 - nomenclature,
 - the words "off-spec", and
 - quantity per container.

NOTE. Remove all previous markings on containers.

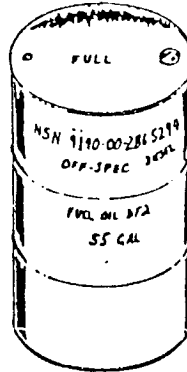
Used engine oil shall be disposed of per FH Reg 420-2, paragraph 5-8. Users may request guidance from DEH, 287-8754.

(continued on next page)

Disposal of Petroleum Products (Continued)

QUALITY REQUIREMENTS

- Metal containers are always used except for acids.
- Container shall not leak. Bungs or plugs shall be in place and fit tightly.
- Container shall not have damaged or badly dented seams.
- Applicable markings shall be readable and in a contrasting color.
- Adequate outage shall be allowed.
- Water shall be removed before transporting the container.
- Mixtures of substances shall be avoided.



MARKING REQUIREMENTS

- The head of the container be marked "IN USE" or "FULL" as appropriate.
- The side of the container be marked to identify:
 - NSN
 - Condition of contents
 - Nomenclature of contents
 - Quantity (when full)
- Old markings and labels which are not applicable shall be removed or painted over.

Fig 2. Typical container prepared for turn-in.

14a

TRAK II AUTOMATED FUELS MANAGEMENT SYSTEM

15

Retail Issue

Units requiring retail fuel support from the West Fort Hood tank farm must be

- issued a coded sentry fuel key to draw fuel.

This system is designed to operate when a coded electronic key assigned to each bulk fueler or retail user is inserted into a sentry device located at the fueling station.

Retail issues of fuel will not be performed after normal duty hours.

Units requiring retail fuel after duty hours should contact their battalion POL operations

Sentry fuel keys contain information pertaining to the

- Unit Identification Code (UIC)
- DODAAC
- Accounting Processing Code (APC)
- Vehicle identification number
- Type of fuel to be used, and
- Designated fuel limit.

Each time the key is used, the above information along with the amount of fuel purchased will be recorded in the sentry.

(continued on next page)

Retail Issue
(Continued)

A computer will consolidate information daily by

- UIC,
 - DODAAC, or
 - APC, as determined by the commodity manager.
- Using units will automatically be charged for the appropriate amount of fuel.

Each MSC will receive a monthly report which gives a detailed listing of fuels purchased within that period.

- DA Form 2765-1 will still be required for turn-ins.

Sentry keys will be issued to

- battalion,
 - brigade, or
 - group S4's.
- Replacement keys or new keys must be purchased from the POL Division, 4th MMC (Corps), on DA Form 2765-1 along with a memorandum requesting appropriate coding.

NOTE. The format for the memorandum is at appendix K. The unit will coordinate a time for issue and encoding of keys with the POL Division, 4th MMC (Corps).

Report lost keys immediately to the POL Division, 4th MMC (Corps), 13th COSCOM. Failure to report lost keys will

- result in financial liability if the key is used.

Notification may be telephonic (287-4503/1119/3117), but must be followed up in writing within 5 working days.

NOTE. The format for the memorandum reporting lost keys is at appendix L. Once a key is reported lost, 4th MMC (Corps), will lock it out of the system. Keys that have been reported lost and then found at a later date, must be reported immediately to 4th MMC (Corps) 287-1119/4503/3117.

Recovered keys can be reentered into the system, but only after a written request is received by POL Division, 4th MMC (Corps), from the unit's S4/PBO.

Each vehicle key can be encoded twice. If a unit needs to change a key due to vehicle loss or information change, submit a memorandum requesting the change.

NOTE. The format for the memorandum is at appendix M. The unit will then coordinate a time to handcarry the memorandum and key to the POL Division, 4th MMC (Corps) for re-encoding.

If a vehicle key fails to work properly, the unit should follow the procedures stated above. POL Division, 4th MMC (Corps) will attempt to re-code the key.

(continued on next page)

Retail Issue
(Continued)

In case of a unit inactivation or deployment, contact POL Division, 4th MMC (Corps) for further instructions. This does not apply to short term or temporary deployment.

15a

ENERGY STATUS REPORT (FH FORM 11-X1)

16

FH Form 11-X1

Units or activities will submit a FH Form 11-X1, appendix N.

MSC subordinate units will

- submit the report to the next higher commander within 3 working days of the end of the month.

MSC reports are due to 4th MMC (Corps) or 13th COSCOM NLT 1600 hours 5 working days following the month for which the FH Form 11-X1 is being prepared.

NOTE. Negative reports are required.

Information from FH Form 11-X1 will be used to compile the DEIS-1 Report. DEIS-1 is a complication of POL

- issues,
- receipts, and
- opening/closing balances reported to
 - DFSC.

FH Form 11-X1 will not be used as a reimbursement document.

These units will submit their consolidated report to the POL Division, 4th MMC (Corps), ATTN: AFVG-MMC-POL

- 1st Cavalry Division (CD)
- 2nd Armored Division (AD)
- TMP, DOL
- DEH
- 13th COSCOM
- Texas Christian University
- Alert Services
 - Hood Army Airfield (HAAF)
 - Robert Gray Army Airfield (RGAAF)

The following units will submit their FH Form 11-X1 to 13th COSCOM, ATTN: AFVG-MAT-MSD

- 6th Cavalry Brigade (AC)
- 807th Medical Brigade
- 47th Ordnance Detachment (EOD)
- 504th Military Intelligence Group
- 89th Military Police Brigade
- Apache Training Brigade
- 31st Air Defense Artillery

(continued on next page)

FH Form 11-X1
(Continued)

Any other unit or activity receiving POL support from Fort Hood, to include use of SF 149s or AVFUEL Identaplates issued by Fort Hood, not otherwise provided for in above listing must also submit a report to 13th COSCOM, ATTN: AFVG-MAT-MSD.

Units will also provide a copy to G3/PTM, Resource Management Division, ATTN: AFZF-PTM-RM.

Instructions are provided at appendix O.

16a

FUEL HANDLERS TRAINING AND CERTIFICATION

17

Handling of
Petroleum
Products

The handling of petroleum products presents many hazards. Soldiers can safely handle both bulk and packaged product if they understand petroleum characteristics and take proper precautionary measures.

An effective fuel handlers safety training program requires properly trained personnel. Everyone involved with handling fuels and lubricants should be properly trained and capable of performing their duties.

Personnel who regularly handle bulk fuel (vehicle operators, unit supply personnel, Petroleum 77Fs etc) must

- have fuel handlers safety training, and
- possess a DD Form 1902 (Certificate of Qualification).

The Fort Hood Troop School provides a fuel handlers safety training program. The 40 hour course provides soldiers with skills necessary to

- perform proper safety procedures, and
- choose the appropriate equipment to
 - receive,
 - store,
 - issue, and
 - transfer
 - fuels, and
 - package products.

Training should include but is not limited to

- safety
- fire fighting
- hazards of static electricity
- operation of tank vehicles and PMCS
- defueling operations
- quality surveillance
- gaging and sampling
- accountability

(continued on next page)

Handling of
Petroleum
Products
(Continued)

Submit request for personnel/units requesting fuel handlers safety training through command channels on a memorandum to Commander, III Corps and Fort Hood, ATTN: AFZF-PTM-T (MASTT-Coord).

Certification training, as established by Fort Hood, is required once every 2 years. DD Form 1902 will be issued upon completion of fuel handlers safety training program.

Fort Hood Troop School will

- issue DD Form 1902, and
- provide a list of personnel who have successfully completed the course to their respective command (1CD, 2AD, and 13th COSCOM).

17a

POL QUALITY ASSURANCE (QA) INSPECTION TEAM

18

DOL

The DOL is responsible for the Fort Hood POL QA Program which includes units and facilities handling bulk petroleum on Fort Hood.

DOL will conduct a semiannual QA inspection of units/activities handling petroleum on Fort Hood.

Units/activities will be notified of upcoming inspections, in writing, a minimum of 30 days in advance. Notification will be through MSCs at

- 1CD,
- 2AD, and
- 13th COSCOM for Non-Divisional units.

MSC's will coordinate inspection dates for their units/activities with the DOL QA Section.

At the conclusion of unit inspections a Report of Inspection will be sent

- through the MSC to the
 - Commander of the unit inspected.

NOTE. Provide a copy of the Report of Inspection to Commander, III Corps and Fort Hood, ACofS, G4, ATTN: AFZF-GL-S.

The unit inspected has 30 days from the date on the Report of Inspection to correct deficiencies and submit a Report of Corrective Action taken through Commander, III Corps and Fort Hood, ACofS, G4, ATTN: AFZF-GL-S to Commander, Directorate of Logistics, ATTN: AFZF-DL-S-SP.

NOTE. Any unit receiving an overall unsatisfactory rating will be reinspected within 30 days to be sure deficiencies are corrected.

(continued on next page)

DOL
(Continued)

A courtesy visit is available from the DOL QA Team to assist units/activities in ares of

- POL accountability,
- quality surveillance,
- storage and handling,
- fuel handling vehicles,
- safety,
- SF 149s, and
- AVFUELS identaplates.

Any one area of interest or every areas can be scheduled for a courtesy visit.

Coordinate courtesy visits through command channels and MSCs to DOL, ATTN: AFZF-DL-S-SP, Fort Hood, TX, phone 287-8149/2014.

Purpose of visit is to provide direct assistance and training to personnel involved in petroleum management, without formal or informal reporting. Visit cannot be scheduled within 30 days of a formally scheduled visit.

QA inspection team has mission/responsibility for

- preparing and disseminating information and directives pertaining to petroleum handling and control procedures.
- providing technical assistance and guidance on petroleum related matters.
- providing staff supervision over operation of bulk and packaged class III storage facilities, fixed or portable, and petroleum dispensing facilities equipment.
- providing staff supervision over receipt, storage, distribution, and issue of petroleum products.
- establishing and maintaining the quality surveillance program for petroleum products received, stored, issued at Fort Hood.
- conducting semiannual visits to organizations at Fort Hood to inspect and provide technical assistance in petroleum related areas. When directed, member of the Inspector General (IG) Inspection Team and Arms Resource Management Survey (ARMS) Team.

The QA Team has overall responsibility to provide technical assistance for pre-established quality programs, and inspection systems for petroleum and related products.

18a

BASIC AND OPERATIONAL LOADS

19

Basic Loads

Basic loads

- are supplies kept by a unit to sustain its operation in combat for a prescribed number of days.
- must be capable of being moved into combat using organic transportation.

(continued on next page)

**Basic Loads
(Continued)**

Unless otherwise stated in this regulation, a 15 day basic load of class III packaged products will be maintained by III Corps units.

Units are required to maintain basic load computations on file. III Corps units are not required to maintain a basic load of class III (bulk); however, units will maintain computations for a 3 day (bulk) basic load on file.

Fully prepositioning of material configured to unit sets (POMCUS) supported III Corps units will not maintain a class III (pkg) basic load.

Non-POMCUS units will maintain a 15 day class III (pkg) basic load.

Basic loads of class III packaged do not require PB accountability. Demand data will be maintained per AR 710-2, paragraph 2-19.

Basic loads will be on-hand or on request.

Operational loads are supplies the unit/organization keeps to sustain its peacetime operation for a given time.

Operational loads of bulk fuel will be maintained by units maintaining TPUs and HEMTTs. Internal tanks of equipment should always be topped off.

Stockage levels for class III (pkg) operational loads is 15 days (lubricants and greases - includes fluids and antifreeze). Stockage quantity will be developed and justified based on local experience.

Units, POMCUS and Non-POMCUS, will maintain on file (per AR 710-2) a basic and operational load list (bulk and packaged) with methodology.

Basic and operational load lists are listings of items authorized for stockage in a load. The using unit commander will approve operational load lists.

Units will maintain an informal log of operational load demand data of class III packaged products.

Peacetime operating stocks (POS) for class III (bulk) will be established for each retail operating location.

The POS will consist of stocks sufficient to sustain anticipated usage until economic resupply can be effected, plus a safety level.

The safety level will consist of stocks sufficient to sustain normal peacetime operations for at least 5 days.

Basic load products include

- diesel, DF2, F54
- mogas, MG1, F46
- jet fuel, JP4, F40
- packaged petroleum products

(continued on next page)

Basic Loads
(Continued)

Factors affecting basic load computations

- fuel consumption rates of equipment.
- distance traveled or hours used.
- equipment type (tracked or wheeled).
- equipment density.
- fuel storage capacity.
- 3 days of supply (DOFS) for bulk petroleum.
- 15 DOFS for class III (pkg)
- lubrication requirements.
- supporting package products as listed in equipment technical manuals.

How to compute basic fuel requirements and basic loads (Bulk).

- Utilize current MTOE to determine type of equipment requiring fuel and equipment density.
- Extract consumption rates from SB 710-2.
- Determine fuel tank capacities of equipment. Also include material handling and stationary equipment, i.e., pumps, generators, etc (appendix P).
- Compute current on-hand fuel carrying capacity. This total should reflect
 - prime movers,
 - resupply vehicles, and
 - stationary equipment.
- Utilize the hour or kilometer per day rule per United States Army Europe (USAREUR) Standard Day of Supply (SDOFS) method (appendix Q).
- Utilize the computation worksheet at appendix R and S to determine unit DOFS.
- Multiply DOFS times the number of days required for basic load (appendix T).
- How to compute basic requirements and basic loads (packaged); packaged POL product basic load is a function of
 - required products per type of equipment as well as quantity.
 - required/authorized vs on-hand equipment.
 - consumption rates based on unit historical consumption data.
 - lubrication requirements.

19a

TURN-IN OF "FOUND ON INSTALLATION" PETROLEUM PRODUCTS

20

Turn-In

Divisional and non-divisional units will turn-in "Found on Installation" POL items to their supply support activity (SSA). The SSA will be responsible for testing/analyzing POL items turned-in under "Found on Installation."

(continued on next page)

Turn-In
(Continued)

Before turn-in, the item must be packaged by the unit so that no leaks will occur during storage or transportation and the item can be handled safely.

If the item cannot be identified, DEH, Environmental Management Branch (287-8711), provides sampling and analysis of unknown substances and chemical mixtures to assist organizations in identifying chemical compositions and disposal requirements of hazardous waste.

The POL Laboratory at Tracy Army Depot, provides analysis of POL products to determine if a POL product Found on Installation

- can be used for its intended use,
- may be restored to acceptable quality standards, or
- must be disposed of as a hazardous waste.

If the product can be used for its intended use then the SSA will determine if a unit under its jurisdiction can use product. If no unit is found then the product with the following documentation is turned in to yard 37:

- DD Form 1348-1.
- Copy of laboratory report or DA Form 2077.

If product is not usable and must be disposed of as hazardous waste then it is turned in to DRMO with the following documentation:

- DD Form 1348-1
- Copy of laboratory report or DA Form 2077.
 - The DA Form 2077 should indicate that the fuel contains less than 20% water and specifically recommend that the product is turned in to DRMO.

20a

ESTABLISHING OFF-POST CUSTOMER ACCOUNTS

21

Procedures

These procedures apply to off-post units required to open accounts for petroleum products with 13th COSCOM, 4th MMC (Corps).

Off-post active units will take the following actions to establish an account

- Prepare a DA Form 2544 (Intra-Army Order) for Reimbursable Service.
- DA Form 2544 will include the
 - units APC,
 - DODAAC,
 - type and quantity of petroleum products, and
 - estimated dollar cost.

The unit will be sure DA Form 2544 is prepared properly and is complete. Submit the DA Form 2544 to Cdr, III Corps and Fort Hood, G3, Resource Management Division, ATTN: AFZF-PTM-RM, Fort Hood, TX 76544-5056, Bldg. 1001, Tel # 287-1736/AUTOVON 737-1736.

(continued on next page)

Procedures
(Continued)

RC and National Guard units will complete actions stated above. However, these units will submit DA Form 2544 to Cdr, III Corps and Fort Hood, ATTN: AFZF-RC, Fort Hood, TX 76544-5056, Bldg. 4428, Tel # 287-4499/AUTOVON 737-4499.

Both Active and RC units must also submit a copy of the official orders appointing an individual as the responsible or PBO for accountability of supplies.

NOTE. A copy of these appointment orders should be submitted with the funding documents.

Once funding document and PBO duty appointment orders are received by III Corps, G3, RMD, and the DRCS, the 13th COSCOM Comptroller and 4th MMC (Corps) will ratify the authorization for the 4th MMC (Corps) to establish a class III account for the requesting unit.

Off-post units are encouraged to coordinate directly with RM and DRCS to be sure documentation is complete prior to their arrival on Fort Hood.

Each off-post unit will report to the POL Division, 4th MMC (Corps), Bldg. 3954, Tel # 287-1119/4503/3117/AUTOVON 737-1119/4503/3117.

The unit representative must provide three completed copies of DA Form 1687 to the 4th MMC (Corps) personnel.

- A copy of the PBO duty appointment order will be submitted with DA Form 1687.

The 4th MMC (Corps) will review DA Form 1687 and PBO duty appointment orders for verification of PBO's signature.

Copies of DA Form 1687's are stamped with approval/authorization to draw supplies

- Two copies of DA Form 1687 will be returned to the unit after being stamped.
- The original copy of DA Form 1687 and a copy of the PBO Duty Appointment Orders are placed on file at the 4th MMC (Corps).

The requesting off-post unit will report to the Fort Hood Tank Farm, Bldg. 88001, Tel # 288-2666.

One copy of the stamped DA Form 1687 must be provided to the 553d S&S Bn, Stock Control Accounting Section.

DA Form 1687 will be placed on file and the third copy should be kept by the requesting unit for its records.

NOTE. When the class III account has been established, the off- post unit is authorized to draw bulk/retail fuels and packaged products.

Contact 13th COSCOM, 4th MMC (Corps), POL Division, for further information or problem solving (287-1119/AUTOVON 737-1119).

(continued on next page)

Procedures
(Continued)

If RC units coming to Fort Hood for training lack the capability to transport fuel, the following procedures should be followed

- Coordinate with G3, RMD for advance payment of fuel before arriving at Fort Hood.
- Authorize another unit to pick-up their fuel with a letter of authorization signed by the commander/PBO.
- Provide copy of letter of authorization to 4th MMC (Corps), POL Division.
- Unit picking up fuel for another unit, must maintain a DA Form 3643 and 3644 on fuel
- Issued to that unit. Fuel issued should not exceed maximum quantity listed in letter of authorization.
- Issues will be totaled monthly or upon close out from Ft Hood on DA Form 4702-R.

21a

FOR THE COMMANDER:



PAUL T. WEYRAUCH
Brigadier General, USA
Chief of Staff

OSCAR N. WHITE, JR
LTC, SC
DOIM

- 15 Appendices
- A - References
- B - List of POL Items To Be Forecast Annually
- C - FH Form 703-X3
- D- DA Form 3857
- E- Sampling Procedures
- F- FH Form 446
- G- Minimum Sampling and Testing Requirements for Petroleum Products
- H- Daily Inspection Checklist
- I- Minimum Number of Packages To Be Selected For Sampling
- J- Minimum Test Frequency For Packaged Products
- K- Request For TRAK II Vehicle Fueling Key Encoding
- L- Report Of Loss TRAK II Vehicle Fueling Key
- M- Request For Change Of Key Information
- N- FH Form 11-X1
- O- Instructions For Completion Of FH Form 11-X1
- P- Equipment Fuel Tank Data
- Q-USAREUR Standard Day Of Supply
- R- Example USAREUR SDOFS Computation Worksheet
- S- Example USAREUR SDOFS Computation Worksheet
- T- Example Unit Basic Load Computation Worksheet

DISTRIBUTION:

IAW FH Form 1853, B
Plus: IM-AO (2)
IM-ARL (1)
IM-Pubs (100)

**APPENDIX A
REFERENCES ***

Army Regulations

5-9	Intraservice Support Installation Area Coordination
11-27	Army Energy Program
15-6	Procedures for Investigating Officers and Boards of Officers
25-400-2	The Modern Army Recordkeeping System (MARKS)
190-51	Security of Army Property at Unit and Installation Level
200-1	Environmental Protection and Enhancement
200-10	Army Environmental Program
415-22	Protection of POL Installations and Related Facilities
420-90	Fire Prevention and Protection
715-27	POL Procurement Quality Assurance Manual
710-2	Supply Policy Below the Wholesale Level
735-5	Policies and Procedure for Property Accountability
746-1	Packaging of Army Materiel for Shipment and Storage

DA Pamphlets

710-2-1	Using Unit Supply System Manual Procedures
710-2-2	Supply Support Activity Supply System Manual Procedures
738-750	The Army Maintenance Management System (TAMMS)

Field Manuals

10-13	Supply and Service Reference Data
10-18	POL Terminal and Pipeline Operations
10-20	Org Maint--Military Petroleum Pipelines, Tanks and Related Equipment
10-67	Petroleum Supply in Theaters of Operations
10-68	Aircraft Refueling
10-69	Petroleum Supply Point Equipment and Operations
10-70	Inspecting and Testing Petroleum Products
10-70-1	Petroleum Reference Data
10-71	Petroleum Tank Vehicle Operations
10-76W/CM	Commander's Manual: 76W Petroleum Sup Spec
10-207	POL Pipeline and Terminal Operating Company
10-427	Petroleum Supply Company
10-564	Airdrop of Supplies and Equipment: Rigging Fuel Drums
29-146	HHC, Supply and Service Battalion
29-147	Supply and Service Company, DS
54-7	Theater Army Logistics
54-9	Corps Support Command
63-20	Forward Support Battalion
101-10-1	Staff Officers' Field Manual: Organizational, Technical, and Logistical Data
101-10-2	Staff Officers' Field Manual: Organizational, Technical, and Logistical Data Extracts of Nondivisional Tables of Organization and Equipment

* The latest editions, complete with all changes, should be used.

Military Handbooks

- 200 Quality Surveillance Handbook for Fuels, Lubricants, and Related Products
- 201 Military Standards Handbook, Petroleum Operations
- 210 Conversion Factors and Logistics Data for Petroleum Planning

Military Standards

- 290 Packaging of Petroleum and Related Products
- 457 Frequency for Inspection and Cleaning of Petroleum Fuel Operating and Storage Tanks

Training Circulars

- 10-2 Petroleum Terms, References, and Abbreviations
- 10-5 DS, Class III Supply Opns

Training Bulletin

- 5-4930-201 Description and Installation of the Fuel System Supply Point (FSSP)

Technical Manual

- 5-343 Military Petroleum Pipeline Systems
- 5-678 Repairs and Utilities, POL
- 5-2805-213-14 Op, Org, DS and GS Maint Manual for Engine, Gasoline: 14 HP (Military Standard Model A042) (FSN 2805-017-8680)
- 5-4320-217-15 Maint Manual--Pump, Centrifugal; GED, 500 GPM w/ 555 Ft Hd
- 5-4320-218-15 Maint Manual--Pump, Centrifugal; GED, 350 GPM w/ 275 Ft Hd
- 5-4320-226-14 Op, Org, DS and GS Maint Manual for Pumping Assembly, Diesel Engine Driven; Wheel Mtd, 350 GPM; 275 Ft Hd, Model 13220E1070 (97403) (Fuel Use Only) (NSN 4320-01-092-3550) w/Regulator, Model 13226E2289 (97403) (Fuel Use Only) (4320-01-141- 5154) and Model 13225E9200 (97403) (Water Use Only) (4320-01-158-2954)
- 5-4320-227-14 Maint Manual--Tank and Pump Unit (Highland Model)
- 5-4320-237-15 Op, Org, DS and GS and Depot Maint Manual: Pump Centrifugal: Gasoline Engine Driven, 50 GPM, 100 Ft Hd, Flammable Liquid, Bulk Transfer (Barnes Model QM-2-28002) (NSN 4320- 00-913-7131)
- 5-4320-242-14 Op, Org, DS and GS and Depot Maint Manual: Pump Assembly, Flammable Liquid, Bulk Transfer; Gasoline Engine Driven, 350 GPM Capacity at 190 Ft Hd, Wheel Mounted (Gorman-Rupp Model 84C15-4A084) (NSN 4320-00-916-9172) and (Barnes Model US36ACG) (4320-00-407-2583)
- 5-4320-243-15 Maint Manual--Pump, Centrifugal; 500-1400 GPM
- 5-4320-256-14 Op, Org, DS and GS Maint Manual (Including Repair Parts and Special Tools List): Pump Assembly, Flammable Liquid, Centrifugal, Self-Priming, GED, 2-In, 100 GPM (American Air Filter Inc., Model FARE 3950) (NSN 4320-00-427-0002)
- 5-4320-259-12 Op, Org Maint Manual: Pumping Assembly, Flammable, Bulk Transfer, Lightweight, Centrifugal, 100 GPM Minimum; Gasoline Engine Driven (Barnes Model US6AGC) (NSN 4320-00-150-6116)
- 5-4320-272-12 Op and Org Maint Manual for Pumping Assembly, Flammable Liquid, Bulk Transfer, Gasoline Engine Driven; 350 GPM Capacity; 275 Ft Total Dynamic Head, Wheel Mtd (Peabody Barnes, Inc., Model US37ACG) (NSN 4320-00-195-4914).

5-4320-272-34 DS and GS Maint Manual for Pumping Assembly, Flammable Liquid, Bulk Transfer, GED, 350 GPM Capacity, 275 Ft Hd, Wheel Mtd (Peabody Barnes, Inc., Model US37ACG) (FSN 4320-195-4914)

5-4320-273-14 Op, Org, DS, GS Maint Manual for Pumping Assembly, Flammable Liquid, Bulk Transfer, GED, 350 GPM Capacity, 275 Ft Hd, Wheel Mtd (Gorman-Rupp Model 04A12C-MVG4D) (NSN 4320-00-600-7590)

5-4330-211-12 Op and Org Maint Manual (Including Repair Parts and Special Tools List): Filter-separator, 350 GPM Optimum Performance (General Steel Tank Co., Model 0217) (NSN 4330-00-150-6123); (Beta Systems Inc., Model 010-2-001) (4330-00-177-8485), and (Keene Corporation Model 844-18-V-350AL) and (Gil Inc., Model GFS-18-V-350) (4330-00-177-8485)

5-4330-217-12 Op and Org Maint Manual (Including Repair Parts and Special Tools List) For Filter-Separator, Liquid Fuel, 100 GPM, Frame-Mounted (Keene Corp., Model 844-5-V-100AL) and (Velcon Filters, Inc., Model V-1520-ANZ) (NSN 4330-00-491-4967)

5-4330-230-12 Op and Org Maint Manual (Including Repair Parts and Special Tools List) for Filter/Separator, Liquid Fuel, 15 GPM, Aluminum, Skid Mtd (All Makes and Models) (NSN 4330-00-438-1460)

5-4330-232-12 Op and Org Maint Manual (Including Repair Parts and Special Tool List); Filter/Separator, Liquid Fuel, 50 GPM, Frame Mtd, (Beta Systems, Inc., Model 011F-Z-001) (NSN 4330-00-250-4381); (Isometrics Inc., Model 59FS50 ALV) (4330-00-250-4381); (Gil Inc., Model GFS-4-V50AL) (4330-00-250-4381) and (Model 13217E7140) (97403) Type II, Non-Frame Mounted 50 GPM Filter/Separator (4330-01-012-3313)

5-5430-209-12 Op and Org Maint--Tank, Steel, Vertical (100, 200, 500, 1000, 3000, 10000, BBL Capacity)

5-4930-229-12&P Op and Org Maint Manual (Including Repair Parts and Special Tools List) for Forward Area Refueling Equipment (FARE) (American Air Filter Model RFE-1000) (NSN 4930-00-133-3041)

5-4930-230-13 Maint Manual--Tank and Pump Unit

5-4930-220-12 Op and Org Maint Manual (Including Repair Parts and Special Tools List): Tank Unit, 600 Gallon Liquid Dispensing for Trailer Mounting (Advance Models TRL-1000, and TRI-2500), (Highland Models TRL-1020, TRI-2000, and TRL-2500), and (United Model TRL-4123) (NSN 4930-00-752-9983)

5-4930-226-12&P Op and Org Maint Manual (Including Repair Parts and Special Tools List) for Nozzle Assembly, Closed Circuit Refueling w/Strainer Assemble (E.B. Wiggins Model CCN-101/14) (NSN 4930-00-117-4726)

5-4930-228-24P Org, DS and GS Maint Repair Parts and Special Tools List (Including Depot Maint Repair Parts and Special Tools); Tank and Pump Unit, Liquid Dispensing for Truck Mounting Advanced Industries Model 1800 (NSN 4930-00-070-1181)

5-4930-227-14 Op, Org, DS and GS Maint Manual: Tank and Pump Unit, Liquid Dispensing for Truck Mounting (Highland Industries Model 2000) (NSN 4930-00-877-8678)

9-2320-209-10 Op Manual--Truck Tank, Fuel Servicing, 1200 Gallons

9-2330-208-15 Maint Manual--Semitrailer, Tank, Fuel Servicing, 5000 Gallons, M131, A1, A2, A3C

9-3419-223-12 Op and Org Maint--Cutting, Grooving and Beveling Machine, GED, 8 inch max capacity

9-2330-272-14 Maint Manual--Semitrailer, Tank, Fuel Servicing, 5000 Gallons, M131, A4, A4C, A5, A5C

9-2320-209-20 Org Maint Manual--Truck, 2 1/2 Ton, 6X6, Gasoline Engine Models: M49 and M49C

9-2320-209-20P Org Maint Repair Parts and Special Tools List for 2 1/2 Ton, 6X6, Truck, Tank, Fuel Servicing: 1,200-Gallons, M49, M49A1C M49A2C, and M49C

9-2320-233-10 Op Manual--Truck, Tanker, Fuel Servicing: 2,500-Gallon, 4X4, M559 With Winch (2320-00-873-5420) and Without Winch (2320-00-445-7250)

9-2320-233-20	Org Maint Manual--Truck, Tanker, Fuel Servicing: 2,500-Gallon, 4X4, M559 With Winch (2320-00-873-5420), Without Winch (2320-00-445-7250)
9-2320-233-34	DS and GS Maint Manual--Truck, Tanker, Fuel Servicing: 2,500-Gallon, 4X4, M559 With Winch (2300-00-873-7250), and Without Winch (2320-00-445-7250)
9-2320-233-34P	DS and GS Maint Repair Parts and Special Tools List for Truck, Tanker, Fuel Servicing: 2,500-Gallon, 4X4, M559 With Winch (2320-00-873-5420), and Without Winch (2320-00-445-7250)
9-2330-208-15	Op, Org, Field and Depot Maintenance Manual For Semitrailer, Tank: Fuel Servicing, 5,000 Gallon, 12 Ton, 4-Wheel, M131A3C (FSN 2330-533-3380), M131 (FSN 2330-835-8565), M131A1 (FSN 2330-508-1484) and M131A2 (FSN 2330-574-7964)
9-2330-272-14	Op, Org, DS and GS Maint Manual (Including Repair Parts and Special Tools List) for Semitrailer, Tank: Fuel, 5,000-Gallon, 4-Wheel, M131A4 (FSN 2330-994-9459); M131A5 (FSN 2330-226-6079); Semitrailer, Tank: Fuel Servicing, 5,000-Gallon, 4-Wheel, M131A4C (FSN 2330-894-9458) and M131A5C (FSN 2330-226-6080)
9-2330-356-12&P	Op and Org Maint Manual Including Repair Parts and Special Tools List for Semitrailer, Tank: 5,000-Gallon, Bulk Haul, Self Load/Unload M967 (NSN 2330-01-050-5632); Fuel Dispensing, Automotive M969 (2330-01-050-5634); Fuel Dispensing, Under/Overwing Aircraft M970 (2330-01-050-5635)
10-4940-201-10	Op Manual--Cleaning Machine Fuel Can and Drum
10-8110-201-14	Maint Manual--500 Gallon Collapsible Drum

Fort Hood Regulations

420-1	Fire Regulation
15-4	Command Energy Council
200-10	Spill Prevention, Control, and Countermeasures
420-2	Environment and Natural Resources
420-9	Energy Efficiency Program
703-2	Petroleum Management, Operations, and Procedures
710-4	Requests for Compressed Gases and Cylinders
750-15	The Installation Test, Measurement and Diagnostic Equipment Calibration and Repair Support Program
Environmental Guidance #2	..	Draining and Purging Fuel Tanks
Environmental Guidance #5	..	Hazardous Waste Turn-in

Miscellaneous

DOD Directive	Procedures for the Management of POL Products
4140.25		
ARTEP 10-207	POL Operating Company
ARTEP 10-227	POL Supply Company
SB 710-2	Combat Consumption Rates for Ground and Aviation Petroleum Products
ASTM Supl to FM 10-92	ASTM Test Methods
ASTM Pub 7C	Significance of ASTM Tests
USAGMPA Bklt	Petroleum/Chemical Laboratory Supplies and Equipment

APPENDIX B

List of POL Items To Be Forecast Annually

<u>NSN</u>	<u>NOMENCLATURE</u>		<u>DUE DATE</u>
	<u>Product Group:</u>	Solvent	1 Apr
Dry Cleaning Solvent, Type II, Bulk		6850-00-637-6135	
	<u>Product Group:</u>	Lubricating and Insulating Oils	1 Sep
Lube Oil, Internal Combustion MIL-L-9000G (SHIPS) dtd 70 Mar 05 Amend 4 dtd 81 May 12	9150-00-181-8229	5 gal Pail	
	9150-00-181-8097	55 gal Drum	
Lube Oil, Internal Combust MIL-L-2104D dtd 83 Apr 01	9150-00-186-6668	5 gal Pail	
	9150-00-191-2772	55 gal Drum	
Lube Oil, Internal Combustion MIL-L-2104D dtd 83 Apr 01	9150-00-188-9858	5 gal Pail	
	9150-00-189-8729	55 gal Drum	
Lube Oil, Internal Combustion MIL-L-46152B dtd 81 Jan 26 & Amend 1 dtd 81 Apr 08	9150-00-186-6696	55 gal Drum	
Lube Oil, Multi-Grade Internal MIL-L-46152B dtd 81 Jan 26 & Amend 1 dtd 81 Apr 08	9150-00-256-6411	5 gal Pail	
	9150-00-186-6703	55 gal Drum	
Lube Oil, Steam Turbine, Non-Corrosive MIL-L-17331H dtd 84 Jan 23	9150-00-235-9061	5 gal Pail	
	9150-00-235-9062	55 gal Drum	
Lube Oil, Internal Combustion Engine MIL-L-46152B dtd 81 Jan 26 & Amend 1 dtd 82 Apr 08	9150-00-186-6706	5 gal Pail	
	9150-00-186-6709	55 gal Drum	
Lube Oil, Internal Combustion MIL-L-2104D dtd 83 Apr 01	9150-00-152-4118	5 gal Pail	
	9150-00-152-4119	55 gal Drum	
Lube Oil, Internal Combustion MIL-L-2104D dtd 83 Apr 01	9150-00-188-9862	55 gal Drum	
Lube Oil, Internal Combustion MIL-L-21260C dtd 81 Feb 11	9150-00-111-3199	5 gal Pail	
	9150-00-111-0208	55 gal Drum	
Lube Oil, Internal Combustion MIL-L-21260C dtd 81 Feb 11	9150-00-111-0209	5 gal Pail	
	9150-00-111-0210	55 gal Drum	
Lube Oil, Internal Combustion MIL-L-21260C dtd 81 Feb 11	9150-00-111-0211	5 gal Pail	
	9150-00-111-0214	55 gal Drum	

List of POL Items To Be Forecast Annually (continued)

<u>NSN</u>	<u>NOMENCLATURE</u>	<u>DUE DATE</u>
	<u>Product Group:</u> Hydraulic Fluid	1 Sep
Hydraulic Fluid, Petroleum MIL-H-17672D dtd 84 Jan 23	9150-00-985-7234 5 gal Pail	
Hydraulic Fluid, Petroleum MIL-H-17672D dtd 84 Jan 23	9150-00-582-5480 55 gal Drum	
Hydraulic Fluid, Petroleum MIL-L-H-17672D dtd 84 Jan 23	9150-00-985-7237 5 gal Pail 9150-00-584-2560 55 gal Drum	
Hydraulic Fluid, Petroleum MIL-L-17672D dtd 84 Jan 23	9150-00-985-7232 5 gal Pail 9150-00-985-7233 55 gal Drum	
	<u>Product Group:</u> Greases and Gear Oils	1 Sep
Grease, GAA	9150-00-190-0907 35 gal Pail	
Gear Oil	9150-00-035-5393 5 gal Pail	
	<u>Product Group:</u> Jet Fuel	1 Sep- Div 1 Aug- Non-Div
Turbine Fuel, Aviation, JP-4	9130-00-256-8613	
	<u>Product Group:</u> Ground Fuels	1 Sep- Div 1 Aug- Non-Div
Gasoline, Automotive, Regular	9130-00-148-7103 Unleaded (MOGAS)	
Fuel Oil, Diesel, DF-2	9140-00-286-5294	

APPENDIX C

4TH MATERIEL MANAGEMENT CENTER (CORPS)
PETROLEUM DIVISION

RECORD OF RECEIPT OF FUEL SHIPMENT

PART I: To be completed by POL personnel at the West Fort Hood Tank Farm.

Manifest No: _____ Date: _____

API: _____ Temperature: _____

Net Gallons: _____ Water Measurement: _____

Drivers Name: _____ Name of Carrier: _____

Type of Fuel Delivered: _____ Trailer No: _____

Time of Arrival Fort Hood: _____ Receiving Activity: _____

Time Departed Fort Hood: _____ Time Sent to Receiving Unit: _____

AUTHORIZED RECEIVING PERSONNEL: *

DODDAC: _____ APC: _____

Document No: _____ Suppl. Adv: _____

Seal Nos (Ship Doc): _____

Seal Nos (Tank Farm): _____

PART II: To be completed by receiving personnel.

Time of Arrival at Unloading Site: _____

Time Unloading Actually Began: _____

Time Unloading Completed: _____

STATEMENT

I attest that I received a transport truckload of _____ and checks required on attached DA Form 3857 were completed IAW TM 10-1101 and Fort Hood Regulation 703-2.

Legible signature of person authorized to receipt for POL

* Only persons listed on DA Form 1687 are authorized to sign for POL.

FHT FORM 1 JUN 89 703-X3 (GAI REPLACES THE FORM 1301 (SEP 84) WHICH IS OBSOLETE)

FH Form 703-X3

APPENDIX D

COMMERCIAL DELIVERIES OF BULK PETROLEUM PRODUCTS CHECKLIST	
For use of this form, see AR 703-1: the proponent agency is DCSLOG.	
1. PREPARING FOR DELIVERY.	<input checked="" type="checkbox"/>
a. Has gaging, sampling, and measuring equipment been cleaned and checked?	<input checked="" type="checkbox"/>
b. Has receiving tank been gaged to ascertain if there is sufficient space to receive the scheduled quantity?	<input checked="" type="checkbox"/>
2. PRIOR TO ACCEPTANCE OR UNLOADING.	<input type="checkbox"/>
<i>NOTE: Receiving personnel will not allow the driver of the delivery conveyance to perform on their behalf any of the required functions or inspections.</i>	
a. Has the vendor's delivery ticket been checked for completeness, to include product and grade, API gravity, temperature, quantity, seal numbers, and consignment? (Be sure cargo is consigned to your activity.)	<input checked="" type="checkbox"/>
b. Has the delivery conveyance been spotted at the correct fill pipe, all motors turned off, and the wheel is blocked? (This is a driver function.)	<input checked="" type="checkbox"/>
c. Have adequate fire extinguishers and No Smoking signs been positioned?	<input checked="" type="checkbox"/>
d. Has the delivery conveyance been properly grounded and inspected for leaks or other defects?	<input checked="" type="checkbox"/>
e. Have cargo hatch and valve seals been inspected for defects? (Serially numbered seals should be affixed to the cargo hatches and valves and numbers recorded on the delivery ticket.)	<input checked="" type="checkbox"/>
f. Have cargo hatches been opened to see if the product level is up to the reference mark?	<input checked="" type="checkbox"/>
<i>NOTE: Personnel should guard against loose objects falling from pockets or clothing into the tank.</i>	
g. Is product clear and bright, as viewed through a clear jar? (If product appears to be cloudy, hazy or sediment is visible, notify appropriate commanders.)	<input checked="" type="checkbox"/>
h. Has the delivery tank been checked for water, using water finding paste on the gage stick or tape? (If bottom sediment or water is present, drain it off through the sump and recheck the tank.)	<input checked="" type="checkbox"/>
i. Has cargo temperature been established at the time of delivery? (Important in volume correction)	<input checked="" type="checkbox"/>
j. Has the cargo tank been gaged to determine the quantity, using the certified capacity tables identified with the delivery conveyance?	<input checked="" type="checkbox"/>
<i>NOTE: If cargo is to be discharged through a meter on the delivery conveyance, record the meter reading before and after unloading and correct the quantity to the standard 60° F.</i>	
k. Has the measured quantity been corrected to the standard temperature of 60° F? (Method can be found in paragraph 95.)	<input checked="" type="checkbox"/>
l. Have quality surveillance samples been taken? (Omit if scheduled or considered necessary.)	<input checked="" type="checkbox"/>
<i>NOTE: The cargo will be accepted or rejected in accordance with paragraph 120a, b, and c. In the event the driver or delivery personnel cannot agree on quantity, quality or any other point which results in nonacceptance of cargo, the appropriate commander and the purchasing and contracting officer will be notified immediately.</i>	
3. DURING UNLOADING OPERATIONS	<input checked="" type="checkbox"/>
a. Are receiving personnel and the driver of the delivery conveyance standing by? (Never leave an unloading operation unattended.)	<input checked="" type="checkbox"/>
b. Is traffic being controlled to avoid the unloading area as much as possible?	<input checked="" type="checkbox"/>
c. Are dispensing operations discontinued during unloading operations?	<input checked="" type="checkbox"/>
4. AFTER CARGO IS UNLOADED.	<input checked="" type="checkbox"/>
a. Has the delivery conveyance been inspected to see that the cargo tank is completely empty?	<input checked="" type="checkbox"/>
b. Has the vehicle ground been disconnected, discharge hose secured, and the fill pipe covered?	<input checked="" type="checkbox"/>
c. Has the driver delivery ticket been signed and the Government's copy retained for appropriate records?	<input checked="" type="checkbox"/>
d. Has the area and equipment been secured and product spills washed down or covered?	<input checked="" type="checkbox"/>
e. Has the receiving tank been gaged?	<input checked="" type="checkbox"/>
REMARKS	
2e. Hatch No. 2 SEAL WAS BROKEN, BUT SPECIFIED QUALITY OF FUEL ON HAND.	
2h. NO WATER FINDING PASTE AVAILABLE. CHECKED FOR WATER BY CRACKING DRAIN VALVE IN THE SUMP. NO WATER PRESENT.	
DATE	SIGNATURE
4 DEC 89	James P. Harris Post Petroleum Officer

DA FORM 3857

U.S.G.A. 196-461-003-325-

DA Form 3857

APPENDIX E

Sampling Procedures

a. The following steps should be used for nozzle sampling of fuel dispensing equipment and facilities with serviceable filter separators:

STEP 1: Drain separator of free water/sediment as part of pre-op maintenance checks.

STEP 2: Check nozzle screen to be sure that it is present and clean.

STEP 3: Circulate approximately 100 gallons of fuel through the system.

STEP 4: With fuel from the nozzle, rinse the sample container three times to make sure that any soldering flux, water, and sediment is removed, and discard the rinsing material. For sampling aviation fuels (JP-4) an epoxy lined or plastic container should be used. The plastic container can be obtained from the laboratory. If free material is present in the rinsed container and it cannot be removed, discard the container and repeat using a different container.

STEP 5: With fuel from the nozzle fill the container 80-90 percent full.

STEP 6: Look inside the sample container to assure no free water/sediment is present. If free water and/or sediment is visible, the filter is not working properly. The filter elements should be changed, and another sample taken. Mark the filter separator housing with the date of filter change.

STEP 7: Attach a completed DA Form 1804 (Petroleum Sample) to the sample container, and submit sample to the base petroleum laboratory.

b. Use the following steps for sampling tanks of individual fuel dispensing vehicles without serviceable filter separators:

STEP 1: Rinse sampler and sample container three times with the fuel that is to be sampled. Discard the rinsing material.

STEP 2: If the sample container contains free material which cannot be removed, discard the container and repeat STEP 1 using a different container.

STEP 3: Agitate the fuel in the fuel dispensing equipment, if possible.

STEP 4: Draw an average sample. This is a sample that consists of proportionate parts from each levels of the product. For example, an average sample from a horizontal, cylindrical, or a spherical tank should contain more material from the middle of the tank where the diameter is greatest.

STEP 5: Attach a completed DA form 1804 to the sample container, and submit sample to the laboratory for analysis.

APPENDIX G

Minimum Sampling and Testing Requirements for Petroleum Products

SIZE	LOCATION OF STOCK	TYPE OF STORAGE	WHEN SAMPLED	TYPE OF SAMPLE	*SIZE OF SAMPLE REQUIRED	TESTS	REMARKS
1.	Commercial Delivery by Tank Truck	Bulk	Before Discharge	Composite	1 gallon	Type C	Discharge of vessel is authorized after conformance with Type C test and the provisions of para 7.1.6, MIL-HDBK-200G
2.	Commercial Delivery by Tank Truck	Bulk	When quality of product is suspected or upon request	Composite	1 gallon	Type A	
3.	Storage Tanks	Bulk	a. Monthly for all fuels	All level	1 gallon	Type A	
			b. Monthly for AV fuels	Water Bottom	1 quart	Hydrogen Sulfide	Required only on tanks with water bottoms IAW MIL-HDBK-200G, Appendix C
4.	Fuel Dispensing System Equipped with Filter Separators	Bulk	a. When element is placed in service or changed	Nozzle	1 gallon	Filter Effectiveness	Sample must be taken downstream from the filter separator while the equipment is in operation
			b. Monthly	Nozzle	1 gallon	Filter Effectiveness	
			c. When contamination is suspected	Nozzle	1 gallon	Type A	
			d. Daily for aircraft servicing equipment	Line	See Remarks	Aqua-Glo	Sample will be taken and tested IAW FM 10-68
5.	** Packaged Fuel Stocks Wherever Located	Packaged	A. Periodically as required by Table II, MIL-HDBK-200G	Representative Sample	Liquids: 1 gallon Semi-Solids and Greases; 5 pounds	Type B-2	a. Where an agreed inspection has not been stipulated the product is to be inspected at least annually.
			b. When contamination or deterioration of product or container is suspected				
			c. When identity is uncertain				

* Samples of jet fuel requiring full specification tests will be 2 1/2 gallons.

** No receiving tests are necessary on packaged products provided the containers are intact and markings adequate.

APPENDIX II

DAILY INSPECTION CHECKLIST <small>(FM 10 71)</small>			METER READINGS (gallons)		
VEHICLE	MAKE AND MODEL	U.S. NUMBER	START	END	
TANK TRUCK			PRESSURE DIFFERENTIALS		
TRACTOR			FILTER/SEPARATOR		
TANK SEMITRAILER			WATER SEPARATOR		
DISPENSING OUTFIT			FILTER		
BEFORE OPERATION CHECK				OK	DEFECT
1	Steering, brakes, lights, windshield wipers, horn, trailer coupling, air hose, electric cable (operating condition)				
2	Tanks, compartments, piping, pump, filter/separator, water separator, filter, meter, hose reels, valves, faucets (leaks)				
3	Vehicle fuel supply, oil level, water in radiator, tire pressure (adequate)				
4	Pump engine (oil level, leaks, battery water, etc.), exhaust pipe and spark arrester (cracks, leaks)				
5	Hose-nozzle and line-strainer screens (dirt, hose particles)				
6	Grounding cable and reel, nozzle bonding wire (condition)				
7	Extinguishers, gage sticks, tire chains, reflectors, flares, dust plugs and caps (in place)				
8	Fuel in hoses and main tanks (recirculate daily)				
9	Screens in the dispensing hose nozzles (inspect and clean daily)				
10	Water Detection (Aqua Glo) Test				
11	Hydrostatic Hose Test				
12	Remarks				
DURING OPERATION CHECK				OK	DEFECT
1	Tanks, compartments, piping, filter/separator, water separator, filter, hose reels, valves, faucets (leaks)				
2	Pump, pump engine, meter (leaks, noise, over heating)				
3	Filter separator, water separator, filter (leaks, drain valves operating)				
4	Hose (bulges, blisters, tears, gouges, soft spots, coupling alignment and tightness)				
5	Exceptions				
DATE	DRIVER/OPERATOR				

FHT FORM 738-X5 (AUG 88) (AUG 88) REPLACES FORM 738-X5 (88)

Daily Inspection Checklist

APPENDIX I

Minimum Number of Packages to be Selected for Sampling

<u>NUMBER OF PACKAGES IN LOT</u>	<u>NUMBER OF PACKAGES TO BE SAMPLED</u>	<u>NUMBER OF PACKAGES IN LOT</u>	<u>NUMBER OF PACKAGED TO BE SAMPLED</u>
1 to 3	ALL	1332 to 1728	12
4 to 64	4	1729 to 2197	13
65 to 125	5	2198 to 2744	14
126 to 216	6	2745 to 3375	15
217 to 343	7	3376 to 4096	16
344 to 512	8	4097 to 4913	17
513 to 729	9	4914 to 5832	18
730 to 1000	10	5833 to 6859	19
1001 to 1331	11	6860 or over	20

APPENDIX J

Minimum Test Frequency for Packaged Products

<u>NUMBER</u>	<u>MINIMUM RE-TEST FREQUENCY (MONTHS)</u>	<u>VISUAL CHECK FREQUENCY (MONTHS)</u>
MIL-I-3150	24	12
MIL-C-4339	48	12
MIL-C-5545	36	12
MIL-II-6083	24	12
MIL-C-6529-TYPE I,II,III	36	12
MIL-C-8188	36	12
MIL-C-11796 CLASS 1	48	12
MIL-C-11796 CLASS 3	36	12
MIL-C-16173	36	12
MIL-II-46170	24	12
VV-L-800	24	12
MIL-II-5606	24	12
MIL-F-17111	24	12
MIL-II-17672	24	12
MIL-II-19457	24	12
MIL-II-46004	24	12
MIL-B-46176	24	12
MIL-S-81087	24	12
MIL-II-83282	24	12
VV-B-680	24	12
MIL-C-4343	24	
MIL-C-6032	24	6
MIL-C-10924	24	12
MIL-G-21164	24	
MIL-G-23827	24	
MIL-G-25013	24	
MIL-G-25537	24	
MIL-G-81322	24	
VV-G-632	24	
VV-G-671	24	12
MIL-L-2104	24	12
MIL-L-6081	36	12
MIL-L-6082	36	12
MIL-L-6085	24	6
MIL-L-7808	36	6
MIL-L-7870	36	12
MIL-L-9000	24	12
MIL-L-14107	24	12
MIL-L-15019	24	12
MIL-L-17331	24	12
MIL-L-21260	24	12
MIL-L-22851	36	12
MIL-L-23699	36	12
MIL-L-46000	24	12
MIL-L-46152	24	12

Minimum Test Frequency for Packaged Products (Continued)

<u>NUMBER</u>	<u>MINIMUM RE-TEST FREQUENCY (MONTHS)</u>	<u>VISUAL CHECK FREQUENCY (MONTHS)</u>
DOD-I-85336	24	12
VV-L-820	36	12
VV-L-825	36	12
VV-L-1071	36	12
MIL-L-2105	24	12
MIL-L-6086	36	12
VV-L-751	36	12
MIL-L-5020	48	12
MIL-T-5542	36	12
MIL-T-5544	24	12
MIL-H-7866	24	12
MIL-A-8243	24	12
MIL-S-8600	24	12
MIL-P-12070	12	
DOD-N-25681	24	12
MIL-I-27686	6	
MIL-A-46153	24	12
O-H-232	24	12
VV-P-236	24	12
TT-A-580	48	12
P-D-680	48	12
TT-I-735	48	12
O-B-760	12	
VV-C-846	36	12
VV-C-850	36	12
VV-D-1078	24	12

APPENDIX K

Request for TRAK II Vehicle Fueling Key Encoding

OFFICE SYMBOL (MARKS #)

MEMORANDUM FOR Commander, 13th COSCOM, 4th MMC (Corps), ATTN: AFVG-MMC-POL, Fort Hood, TX 76544

SUBJECT: Request for TRAK II Vehicle Fueling Key Encoding

1. Request encoding of a vehicle fueling key for _____ (unit).

Unit DODAAC _____ and APC _____.

(check one)

_____ This is a replacement key to replace key _____.*

_____ This is a new key.

* If replacement is for a lost key a Memorandum for the lost key must accompany request. If replacement is for replacement of a worn key the old key must accompany request.

2. The following individual is authorized to receive the key:

NAME

RANK

3. Key information is as follows:

BUMPER#

SERIAL#

USA#

PRODUCT

24 HR LIMIT

4. POC this unit is _____, phone _____.

Unit S4/PB

APPENDIX L

Report of Lost TRAK II Vehicle Fueling Key

OFFICE SYMBOL (MARKS #)

MEMORANDUM FOR Commander, 13th COSCOM, 4th MMC (Corps), ATTN: AFVG-MMC-POL, Fort Hood,
TX 76544

SUBJECT: Report of Lost TRAK II Vehicle Fueling Key

1. The following vehicle key(s) is/are reported lost:

<u>Key #</u>	<u>Vehicle I.D.</u>	<u>Company</u>
--------------	---------------------	----------------

2. This loss has/has not been reported telephonically.

3. POC this unit is _____, phone _____.

Unit S4/PBO

APPENDIX M

Request for Change of Key Information

OFFICE SYMBOL (MARKS #)

MEMORANDUM FOR Commander, 13th COSCOM, 4th MMC (Corps), ATTN: AFVG-MMC-POL, Fort Hood, TX 76544

SUBJECT: Request for Change of Key Information

1. Request change to vehicle fueling key for unit _____ . Unit DODAAC _____ and APC _____ .

2. Key number _____ .

3. Old key information:

<u>SERIAL #</u>	<u>USA#</u>	<u>PRODUCT</u>	<u>24 HR LIMIT</u>
-----------------	-------------	----------------	--------------------

4. New information should read:

<u>SERIAL #</u>	<u>USA#</u>	<u>PRODUCT</u>	<u>24 HR LIMIT</u>
-----------------	-------------	----------------	--------------------

5. POC this unit is _____ , phone _____ .

Unit S4/PBO

APPENDIX N

ENERGY STATUS REPORT (POL)

TO:	FROM:	DATE:	
REPORTING PERIOD _____		TO _____	
	MOGAS GAL	DIESEL GAL	JP4 GAL
<ul style="list-style-type: none"> a. Opening Inventory b. Bulk Receipts from Commercial Sources c. Credit Cards d. Into-Plane Contract e. Receipts from other Sources f. Total Availability g. Closing Inventory h. Turn-Ins/Transfers (Bulk) i. Issues to Others j. Net Unit Consumption 			GAL
REMARKS:			
Typed Name and Grade of Accountable /Property Book Officer		Signature	

SAMPLE

FORM
FHT 1 JUN 89 11-X1 (G4)

Replaces FH Form 1586 (Jun 86)
Replaces Which is Obsolete

FH Form 11-X1

APPENDIX O

Instructions For Completion Of FH Form 11-X1

BLOCKINSTRUCTIONS

- TO: - See block 16 of this regulation.
- FROM: - Unit/activity name, office symbol, point of contact, and phone number, i.e., 1st Cavalry Division, ATTN: AFVA-MMC-POL, POC - CPT Bones, 287-7839
- DATE: - Date report prepared, i.e., 3 Nov 89.
- Reporting Period - Period report covers, i.e., Period 1 Oct 89 to 31 Oct 89.
- a. Opening Inventory - Total quantity of measured inventory on-hand at the beginning of the reporting period. The closing inventory of the previous reporting period must equal the opening inventory of the current month.
- b. Bulk Receipts from commercial sources - Total quantity received from commercial petroleum companies. It includes direct to operating units/activities, local purchase, and contract bulletin receipts.
- c. Credit Cards - Total gallons purchased with U.S. Government National Credit Cards (SF 149). If total exceeds 10,000 gallons per delivery point, per product, justification must accompany FH Form 11-X1 since this is violation of AR 710-2, DA Pam 710-2-1, and DA Pam 710-2-2.
- d. Into-Plane Contracts - Total gallons purchased with AVFUEL identaplates.
- e. Receipts from Other Sources - Enter receipts from other sources. Identify each source and quantity in REMARKS section.
- f. Total Availability - $(A + B + C + D + E = F)$
- g. Closing Inventory - Total quantity of measured inventory on-hand at the end of reporting period. See "a" for what should be included in inventory.
- h. Turn-in or Transfers (Bulk) - Enter bulk turn-ins or transfers. Identify each recipient and quantity turned-in in the REMARKS section.
- i. Issues to Others - Enter issues to non-organic units/activities on the reverse side (page 2) of FH Form 11-X1. Identify units with name and DODDAC, document number, and quantity of each product i.e, 43d Spt Co (WZ6AAA), Doc# 9148-0076, 375 gal DF2. Enter the total from page 2 of FH Form 11-X1 into block "i" on page 1. See block 5 of this regulation for reimbursement procedures.
- j. Net Unit Consumption - $(F - G - H - I = J)$ Quantity consumed internally by using unit.

APPENDIX P

Equipment Fuel Tank Data *

<u>VEHICLE</u>	<u>FUEL TANK CAPACITY (GAL)</u>
Truck, Wrecker, Crane, 2 1/2 Ton, 6X6, M108	50
Truck, Wrecker, 2 1/2 Ton, 6X6, M60	50
Truck, Cargo, 5 Ton, 6X6, M41	78
Truck, Cargo, 5 Ton, 6X6, M54A1, M54A2	78
Truck, Cargo, 5 Ton, 6X6, M55	78
Truck, Cargo, 5 Ton, 6X6, M55A2	78
Truck, Dump, 5 Ton, 6X6, M51	110
Truck, Dump, 5 Ton, 6X6, M51A2	110
Truck, Dump, 5 Ton, 6X6, M817	110
Truck, Cargo, 5 Ton, M813A1	78
Truck, Cargo, 5 Ton, 6X6, WB, M814	78
Truck, Cargo, 5 Ton, 8X8, M656	80
Truck, Van, Expan, 5 Ton, 6X6, M820	78
Truck, Van, Expan, 5 Ton, 6X6, M820A2	78
Truck, Van, Expan, 5 Ton, 8X8, M791	80
Truck, Tractor, Wrecker, 5 Ton, 6X6, M246	78
Truck, Tractor, Wrecker, 5 Ton, 6X6, M246A2	78
Truck, Wrecker, Med, 5 Ton, 6X6, M820	78
Truck, Wrecker, Med, 5 Ton, 6X6, M543	78
Truck, Wrecker, Med, 5 Ton, 6X6, M543A2	78
Truck, Wrecker, 5 Ton, 6X6, M816	133
Truck, Wrecker, 5 Ton, 6X6, Med, M62	78
Truck, Tractor, Wrecker, 5 Ton, 6X6, M819	78
Truck, Tractor, 5 Ton, 6X6, M52A1 and M52A2	110
Truck, Tractor, 5 Ton, 8X8, M757	160
Truck, Tractor, 5 Ton, 6X6, M818	110
Truck, Bridge, 5 Ton, 6X6, M821	78
Truck, Bridge, 5 Ton, 6X6, M328	70
Truck, Tractor, 10 Ton, M123	166
Truck, Tractor, 10 Ton, 6X6, M123C	166
Truck, Tractor, 10 Ton, 6X6, M123A1C	166
Truck, Tractor, 10 Ton, 6X6, M123E2	166
Truck, Tractor, 25 Ton, HET, XM523E2	220
Truck, Tractor, HET, M911	150
Truck, Tractor, 5 Ton, 6X6, M813A1	78
Truck, Tractor, 5 Ton, 6X6, M878	60
Truck, 2 1/2 Ton, V-17A/MTQ and V-58/QT	50
Truck, Cargo, 10 Ton, M125	110
Truck, Cargo, Tactical, 1 1/4 Ton, M1008	20
Truck, Cargo, Tactical, 3/4 Ton, M1009	27
Truck, Ambulance, Tactical, 1 1/4 Ton, M1010	20
Truck, Shelter Carrier, Tactical, 1 1/4 Ton, M1028	20
Truck, Chassis, Tactical, 1 1/4 Ton, M1031	20
Truck, Cargo, 1 1/4 Ton, 4X4, M715	28
Truck, Cargo, 2 1/2 Ton, 6X6, M35	50
Truck, Cargo, 2 1/2 Ton, 6X6, M35A1	50

Equipment Fuel Tank Data * (Continued)

<u>VEHICLE</u>	<u>FUEL TANK CAPACITY (GAL)</u>
Truck, Cargo, 2 1/2 Ton, 6X6, M35A1/M35A2/M35A2C	50
Truck, Dump, 2 1/2 Ton, 6X6, M342	50
Truck, Dump, 2 1/2 Ton, 6X6, M59	50
Truck, Van, 2 1/2 Ton, 6X6, M109 and M109A1	50
Truck, Van, Expan, 2 1/2 Ton, 6X6, M292 Series	50
Truck, Van, 2 1/2 Ton, 6X6, M109A2 and M109A3	50
Truck, Tank, Fuel Servicing, 2 1/2 Ton, M49/M49C	50
Truck, Tank, Fuel Servicing, 2 1/2 Ton, M49A1C/M49A2C	50
Truck, Tank, Water, 2 1/2 Ton, M50	50
Truck, Tank, Water, 2 1/2 Ton, M50A1 and M50A2	50
Truck, Tractor, 2 1/2 Ton, 6X6, M48 and M275	50
Truck, Tractor, 2 1/2 Ton, 6X6, M275A1 and M275A2	50
Vehicle, Tank Recovery, Lt, SP, FT M578	260
AMMO Carrier, M548	105
Recovery Vehicle, M88	385
Forklift 6000 lbs RT	50
Vehicle, Combat Engineer, Armored M728	375
AR/AAV, FT, 152mm, M551	158
Infantry Fighting Vehicle, M2	175
Carrier, Personnel, Armored, FT, M113A1/M113A2	95
Carrier, Command Post, Armored, Lt Track, M577	95
Cavalry Fighting Vehicle, M3/M3A1	175
Gun, SP, FT, 175mm, M107	260
Howitzer, 8 inch, SP, M110	325
Howitzer, SP, FT, 105mm, M521A1	179
Howitzer, SP, FT, 155mm, M109	135
Tank, Combat, FT, M1	505
Tank, Combat, FT, 105mm, M60A3	385
Carrier, Mortar, 4.2, M106A2	95
ITV, M901	95
Vehicle, Light Recovery, M578	320
Truck, MXR, Con, M919	118
Support Vehicle, M981	95
Gun, Air Def, SP, M163	95
Truck, Utility, M1037	25
Truck, Ambulance, M996	25
Truck, Ambulance, M997	25
Truck, Tractor, M977	154
Truck, Tank, Fuel, Tactical, M978	154
Truck, Tractor, HET, M911	150
Truck, Tractor, M915A1	118
Truck, Utility, M998	25
Truck, Cargo, Carrier, M1038	25
Truck, Wrecker, M984	154
Truck, Tractor, M916	118
Truck, Arm, Carrier, M1025	25
Truck, Arm, Carrier, M1026	25
Truck, Cargo, 1 1/4 Ton, M880	20
Truck, Cargo, 1 1/4 Ton, M892	20

Equipment Fuel Tank Data * (Continued)

<u>VEHICLE</u>	<u>FUEL TANK CAPACITY (GAL)</u>
Truck, Cargo, 1 1/4 Ton, M881	20
Truck, Cargo, 1 1/4 Ton, M882	20
Truck, Cargo, 1 1/4 Ton, M884	20
Truck, Cargo, 1 1/4 Ton, M561	40
Truck, Cargo, 2 1/2 Ton, M36A2	50
Truck, Cargo, D/S, M923	81
Truck, Cargo, 5 Ton, M925	81
Truck, Cargo, LWB, WW, M813	78
Truck, Cargo, 5 Ton, LWB, WW, M814	78
Truck, Utility, 1/4 Ton, M151A2	18
Truck, Van, 5 Ton, M934	81
Truck, Wrecker, 5 Ton, M817	110
Truck, Wrecker, 5 Ton, M818	110
Airplane Obser, OV-1D, with drop tanks	597
Airplane Recon, RU-21H	370
Helicopter Obser, OH-58A	73
Helicopter Obser, OH-58C	72
Helicopter Cgo Trans, CH-47C	1131
Helicopter Cgo Trans, CH-47D	1030
Helicopter Util, UH-1H/V	209
Helicopter Util, UH-60A	362
Helicopter Attack TOW Miss, AH-1S	262
Helicopter Advanced Attack, AH-64	370

* This is not an all inclusive equipment list.

APPENDIX Q

USAREUR Standard Day of Supply

1. Correct computation of bulk fuel requirements is the key to designing an effective petroleum storage distribution system. There are several methods of calculating fuel consumption based on equipment density, usage factors, troop strength, historical data and/or other factors. The diversity of these methods allows disagreement on fuel requirements and, subsequently, the required storage.

2. The basic formula used for Class III bulk fuel calculations is:

$$\begin{matrix} \text{Equipment} \\ \text{Consumption} \\ \text{Rate} \end{matrix} \quad \times \quad \begin{matrix} \text{Equipment} \\ \text{Usage} \\ \text{Factor} \end{matrix} \quad \times \quad \begin{matrix} \text{Equipment} \\ \text{Density} \end{matrix} \quad = \text{Requirement}$$

3. This formula represents the quantity of fuel required for the operation of a given piece of equipment for one day. Consumption rates are obtained from SB 710-2. Usage factors on the number of hours or kilometers equipment is used daily, is established by the USAREUR standard day of supply (SDOFS). The USAREUR SDOFS is based on the daily usage standards as shown in paragraph 4, and utilizes a combat profile for tracked combat vehicles specified in paragraph 6.

4. For equipment, except tracked combat vehicles listed in paragraph 6, the following daily usage standards are established for use when determining bulk fuel requirements:

<u>CATEGORY</u>	<u>STANDARD</u>
Wheeled Vehicles	100 km travel on solid, level dry roads
Engineer Motor Boats	12 hrs normal operating time
Stationary & Mobile Fuel Consuming Equipment	12 hrs normal operating time
Locomotives	12 hrs normal operating time
Preheating, Cooking Heating Equipment	12 hrs normal operating time
Aircraft	4 flying hours
Tracked Vehicles (except those in paragraph 6)	100 km travel on solid, level, dry roads, or 4 hrs of secondary road operations when per km consumption rates are not available.

5. STANAG 2115 prescribes usage factors for use by NATO allies as the standard method for calculating requirements. USAREUR SDOFS and STANAG 2115 use the same usage factors except for aircraft and tracked vehicles. STANAG 2115 usage factors are:

<u>CATEGORY</u>	<u>STANDARD</u>
* Wheeled & Tracked Vehicles	100 Kilometers
Engineer Motor Boats	12 hours
Stationary & Mobile Fuel Consuming Equipment	12 hours

Locomotive	12 hours
Preheating, Cooking Heating Equipment	12 hours
* Aircraft	3 hours
* Difference between USAREUR SDOFS & STANAG 2115	

6. Tracked vehicle fuel consumption rates are expressed by mode of operation during period of idle time, travel on secondary roads, and travel cross-country. Following are combat consumption rates for specific track vehicles:

<u>LIN</u>	<u>NOMENCLATURE</u>	<u>IDLE</u>	<u>CROSS COUNTRY</u>	<u>SECONDARY ROADS</u>
A93125	Armor Recon Veh (M551)	6.0	6.5	5.0
C76355	Cav Fgt Veh (M3)	3.0	5.5	5.5
D12087	APC (M113)	3.0	5.5	5.5
D10741	Mortar 107mm (M125A1)	4.0	5.0	5.0
D10726	Mortar 81mm (M106A1)	4.0	5.0	5.0
D11538	Command Post	5.0	4.0	4.5
D11668	Carr GM (Chap) (M730)	4.0	6.0	5.5
D11681	Carr GM (TOW)	3.0	5.5	5.5
E56896	Cbt Veh ITV	3.0	5.5	5.5
J96684	Gun AD (SP)(M163)	4.0	6.0	5.5
K57667	155mm How (M109)	4.0	6.0	5.5
K56981	203mm How (M110)	4.0	6.0	5.5
L44894	SPLL MLRS	5.0	4.0	4.5
V13101	Tank (M60A1)	4.5	6.5	4.5
T13169	Tank (M60A3)	5.0	6.5	5.0
T13374	Tank (M1)	5.0	6.5	5.0

7. Petroleum planners can receive assistance in computing bulk fuel requirements from the U.S. Army Logistics Center (LOGCEN), ATTN: AECL-OPF, Fort Lee, VA 23801-6000. Once units compromising the force are determined and listed by standard requirement code (SRC), and the usage rate is determined, then

this information can be provided to the LOGCEN. The LOGCEN will develop Fuel Consumption Profiles on each SRC. These profiles show the fuel required for each piece of equipment based equipment density and the usage rates provided.

8. A pamphlet (LOGC Pam 700-2) has been developed by the LOGCEN to assist planners in calculating bulk fuel requirements.

APPENDIX R

Example USAREUR SDOFS Computation Worksheet For:
 Wheeled Vehicles, Stationary Equipment, Aircraft, Cooking and
 Heating Equipment, and Tracked Vehicles Except Those with
 Special USAREUR Combat Profiles

UNIT: xxx fwd spt bn UIC: WXXXXX MTOE SRC: 63005L200 DATE: _____

A	B	C	D	E	F	G	H	I	J	
FUEL	TYPE	LIN	NOUN	TANK	X MTOE =	TOTAL	CON	X DAILY	X MTOE =	TOTAL
				CAP	AUTH	TANK	RATE	OPER	AUTH	DAILY
					QTY	CAP		PROFILE	QT	COM
D		X40009	TRK, CGO, 2 1/2T	50	10	500	0.21	100KM	10	210
D		X40831	TRK, CGO, 5 TON	78	7	546	0.20	100KM	7	140
<u>TOTAL DIESEL</u>						1046			SDOFS=350	

A	B	C	D	E	F	G	H	I	J	
FUEL	TYPE	LIN	NOUN	TANK	X MTOE =	TOTAL	CON	X DAILY	X MTOE =	TOTAL
				CAP	AUTH	TANK	RATE	OPER	AUTH	DAILY
					QTY	CAP		PROFILE	QT	COM
M		V12141	TANK AND PUMP UNIT	5	6	30	0.45	12 HRS	6	32
M		J42137	GEN SET	3	3	9	0.50	12 HRS	3	18
<u>TOTAL MOGAS</u>						39			SDOFS=50	

APPENDIX T

Example Unit Basic Load Computation Worksheet

Unit:
MTOE SRC:
UIC:
Dates:

	<u>MOGAS</u>	<u>DIESEL</u>	<u>JP4</u>	<u>TOTAL</u>
Total Equipment Fuel Tank Capacity	250	4750	NA	5000
Total Fuel Servicing Vehicle Capacity	3600	7200	NA	10000
Total Fuel Carrying Capacity	3850	11950	NA	15800
UBL Requirement (Unit SDOFS Times 3 Days)	1023	13539	NA	14562
UBL Capacity Over (Short)	2827	(1589)	NA	1238

REMARKS: MTOE authorization for fuel servicing vehicles for organizational support consists of 6 ea, 1200 gl, tank and pump units (TPU) with 6 ea, 600 gl, trailer mounted pods. TPU's carry diesel and trailer mounted pods carry MOGAS.

GLOSSARY

ACofS	Assistant Chief of Staff
APC	account processing code
API	American Petroleum Institute
ARMS	American Resource Management Survey
ASTM	American Society for Testing Materials
AVGAS	aviation gas
COR	contracting officers representative
COSCOM	Corps Support Command
DA	Department of the Army
DEH	Directorate of Engineering and Housing
DEIS	Defense Energy Information System
DFSC	Defense Fuel Supply Center
DMMC	division materiel management center
DOD	Department of Defense
DODAAC	Department of Defense Activity Address Code
DOFS	days of supply
DRCS	Directorate of Reserve Component Support
DRMO	Defense Reutilization and Marketing Office
FSSP	fuel system supply point
FTX	field training exercise
FY	fiscal year
GMPA	General Materiel and Petroleum Activity
GS	general support
HAAF	Hood Army Airfield
IAW	in accordance with
IG	inspector general
IPBO	installation property book officer
JP4	jet fuel
LOGCEN	logistics center
MARKS	Modern Army Record Keeping System
MBPAS	monthly bulk petroleum accounting summary
MSC	major subordinate command
MTOE	modification table of organization and equipment
NLT	not later than
NSN	national stock number
PBO	property book officer
POC	point of contact
POL	petroleum, oils and lubricants
POMCUS	prepositioning of materiel configured to unit sets
POS	peacetime operating stock
QA	quality assurance
QSL	quality surveillance listing
RC	Reserve Component
RGAAF	Robert Gray Army Airfield
RMD	Resource Management Division
SDOFS	standard day of supply
SIOATH	source identification and ordering authorization
SOP	standing operating procedure
SRA	stock record account
SRC	standard requirement code
SRO	stock record officer

SSA	supply support activity
TMP	transportation motor pool
TOE	table of organization and equipment
TPU	tank and pump units
UIC	unit identification code
USAGMPA	US Army General Materiel and Petroleum Activity
USAREUR	United States Army Europe