



DEPARTMENT OF DEFENSE
UNITED STATES SOUTHERN COMMAND
 3511 NW 91ST AVENUE
 MIAMI, FL 33172-1217

REPLY TO
 ATTENTION OF

*SC Regulation 700-2

1 August 2000

Effective Upon Receipt

Logistics

PETROLEUM OPERATIONS

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1. Purpose. SOUTHCOM Regulation 700-2 (SC Reg. 700-2) is issued under authority of cited references. This regulation assigns responsibilities, outlines organizational relationships, and establishes policies and procedures for petroleum logistics within the United States Southern Command (USSOUTHCOM). This regulation applies to Headquarters USSOUTHCOM, its Service Components, Joint Task Forces, Sub-Unified Command, Security Assistance Offices, Military Liaison Offices, Military Groups (MILGRP), and Department of Defense (DoD) and Federal Agencies operating within the USSOUTHCOM Area of Responsibility (AOR). It is effective immediately and will be used in conjunction with references in Appendix A. USSOUTHCOM Components may issue supplementary guidance for unique management requirements. Recommended changes should be submitted to the address at page 5.

2. References. See Appendix A.

3. Explanation of Abbreviations and Terms. See Appendix T.

4. Responsibilities.

a. The U.S. Southern Command Joint Petroleum Office (JPO) was established by authority of Joint Chiefs of Staff Joint Publication 4-03 to discharge staff petroleum logistics responsibilities within the cognizance of the Commander in Chief, U.S. Southern Command (USCINCSO) as contained in the current Unified Command Plan, the Theater Engagement Plan, and other plans as directed. Specific functions include but are not limited to:

- (1) Advise USCINCSO on petroleum logistics planning and policy matters;
- (2) Advise components on petroleum logistics planning and policy matters;
- (3) Provide advice on allocation of petroleum products and facilities under emergency conditions;
- (4) Coordinate the quality surveillance program within USSOUTHCOM;
- (5) Assist Defense Energy Support Center (DESC) in executing its charter responsibilities as applicable;
- (6) Ensure that fuel slates submitted to DESC represent the coordinated requirements of all Military Services within the USSOUTHCOM area of operations.

b. A Sub-Area Petroleum Office (SAPO) will be established when necessary to coordinate joint petroleum functions in support of specific contingencies. Policies and procedures prescribed in this regulation by HQ USSOUTHCOM, will pertain to any newly established

SAPO. For the purpose of this regulation, the Petroleum Ordering Office, J4 Joint Task Force - Bravo (JTF-B), is designated a SAPO to coordinate petroleum logistics matters in Honduras and throughout Central America. Also, the JTF-B/J4 POL ordering officer will certify all fuel requests (P10) and receipt (P30) transactions before forwarding them to DESC, Fort Belvoir, Virginia via Internet, facsimile, or telnet for Defense Fuels Automated Management System (DFAMS) processing.

c. Military Service Components and Joint Task Force Commanders will perform petroleum logistics planning and fulfill other responsibilities in the performance of those functions as outlined in DoD 4140.25-M.

d. The Defense Energy Support Center-Americas (DESC-A), located in Houston, Texas, has been established to serve as DESC's agent for contract administration and procurement quality assurance in the USSOUTHCOM area of responsibility.

5. Product and Facilities Management and Reporting Procedures.

a. Management of Petroleum Products. Appendices B, C, D, and E provide more detailed information on the management of petroleum products and commercial facilities.

b. Product Reporting. Inventory at active fuel facilities with capacities of 10,000 barrels (420,000 U.S. gallons) or greater, will be reported to the JPO, by product, on a weekly basis. Activities with less than 10,000 barrels will report as directed by the JPO. This report will reflect inventories as of 0800 hours local, the last working day of the week, and will be received by JPO NLT 1300 hours Eastern Standard Time (EST) (1:00 PM EST) of the last working day of the week. At a minimum, location, physical inventory, ullage, and the projected issues for the next 30 days will be reported. Reports will be provided by those activities accountable or responsible for the product inventory. All activities will report inventory IAW DoD 4140.25-M, Vol. V, Appendix A55, using Petroleum Terminal Message Report - RCS: DLA (W) 1884 (DESC). See Appendices G - I for additional reports.

c. Management of Defense Logistics Agency (DLA) Petroleum Facilities. See Appendix F for facilities project funding information.

d. Required Reports and Report Classification. Appendix J identifies reports required by USSOUTHCOM components and also addresses report classification.

6. Management of Fuel Requirements and Plans.

a. Procurement Requirements. Requirements must be accurate, submitted in a timely manner, and complete. All fuel requirements described in Appendix K will be determined primarily through historical data. The use of Military Service computation guidelines is in effect. Direct coordination between component operators and logistical planners is essential to ensure requirements are determined accurately. Failure to comply with above processes may result in negative consequences to the tactical, financial and contractual operations as follows:

- Higher fuel prices for customer.

- Receipt of non-specification fuel without a means of recourse.
- Delayed payments to contractors.
- Contract defaults and U.S. Government liability.
- Delivery of too much or too little fuel.

Note: For all DESC Posts, Camps, and Stations (PC&S) direct delivery/Into-Plane & Bunker contracts, DESC-Direct Delivery Fuels division will retain Contract Administration functions.

b. Operational Plan (OPLAN) Requirements.

(1) USSOUTHCOM Joint Task Force headquarters (when established), Service components, and other assigned government agencies/units (when tasked) will develop profiles for each joint and combined USCINCSO OPLAN/FUNCPLAN/CONPLAN in accordance with Military Service consumption data and usage criteria. Profiles will be timed-phased into five day increments and subdivided by product, location, and quantity in barrels. The profiles will be provided to the JPO annually as specified by USCINCSO tasking message for incorporation into the petroleum annex of the appropriate OPLAN. Submitted profiles will be updated throughout the year as necessary.

(2) U.S. Army South (USARSO) will develop an Inland Petroleum Distribution Plan (IPDP) for each joint USCINCSO OPLAN/FUNCPLAN/CONPLAN. IPDPs will be reviewed by the JPO prior to submission to Defense Logistics Agency Deputy Chief of Staff, Logistics (DLA DCSLOG) for approval.

c. Requirements Matrix and Classification. Appendix O identifies requirement reports required by USSOUTHCOM components and also addresses report classification.

7. Additional Agreements.

a. Interservice Support Agreements (ISA). To avoid duplication of effort and improve operational efficiency, the negotiation of ISAs for fuel support between services is encouraged. DoD Instruction 4000.19-R, provides detailed guidance concerning the negotiation and preparation of ISAs. Copies of ISAs regarding fuel support will be provided to the JPO.

b. Acquisition and Cross-Servicing Agreement (ACSA).

(1) An ACSA is a reciprocal logistics support agreement between the United States Military and a Host Nation's Military. It is to be used primarily during combined exercises, training, deployments, operations, or other cooperative efforts, and for unforeseen circumstances or emergencies in which either nation has a need for logistics support, supplies, or services. Currently, SOUTHCOM has ACSAs in place with Argentina and Uruguay. Peru, Chile, and Ecuador are scheduled to be in place by October 2000. SOUTHCOM has nominated the remaining eligible countries in the AOR for an ACSA.

(2) Fuel can be requisitioned from the partner nation and if the partner nation is capable and willing to provide the support, fuel can be supplied at the same price the partner nation pays

for fuel. The customer can requisition fuel by using the requisition form found in the ACSA Implementing Arrangement (IA) or by providing the data as outlined in the actual ACSA. Customers requesting fuel through the ACSA will contact and coordinate this support request through their Service headquarters. If components or Service Control Points (SCP) use an ACSA, provide an information copy to USSOUTHCOM J4 ACSA representative.

c. Fuel Exchange Agreements (FEA). FEA is a U.S. Government agreement established with foreign navies and provides USN ships with another method of obtaining fuel. These agreements are listed in NAVPETOFF Instruction 4025.1E, Bulk Fuel and Lubricant Sources for Ships, enclosure (3).

8. Quality Surveillance. A sound quality surveillance/quality control program is important to ensure personnel safety, prevent loss or damage to DoD assets, prevent degradation of mission and ensure proper operation of assets. Appendix P provides information on Quality Surveillance procedures.

9. Administrative Addresses. Rapid communications (messages) will be addressed to USCINCSO MIAMI FL//SCJ4-JPO//. All other written communications will be addressed to Commander in Chief, U.S. Southern Command, ATTN: SCJ4-JPO, 3511 NW 91st Avenue MIAMI, FL 33172-1217. Appendices R and S provide address information for Military Service laboratories and Service Control Points.

The proponent agency of this regulation is the U.S. Southern Command. Users are invited to send comments and suggested improvements directly to HQ USSOUTHCOM, SCJ4-JPO, 3511 NW 91st Ave., Miami, FL 33172-1217.

SCJ4

FOR THE COMMANDER IN CHIEF:

OFFICIAL:
JERRY C. McABEE
BGen, USMC
Chief of Staff


CHARLES D. BOWKER
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US APC (AMPSA-LC-CJP)

HQ USAF (ILSP)

CNO (N0413)

HQ USCENTCOM (CCJ4/J7/JPO)

USCINCLANTFLT (N413)

HQ USPAC (JPO/J422)

HQ USJFCOM (J4/JPO)

HQ USTRANSCOM (TCJ5-JPO)

HQ USSOUTHCOM (SCJ4/JPO)

HQ USSTRATCOM (J442)

USCG

HQ USEUCOM (ECJ4-LOJPO)

DESC-DO

DESC-PH

DESC-PL

DESC-AMERICAS

DESC-HOUSTON

NAVPETOFF (NPO)

SA-ALC/SF

USARSO (DSCLOG/SOLG)

USSOUTHAF (A4-LG/LGSF)

JTF-B (J4)

SOC SO (G4)

MARFOR SO (G4)

JIATF-E (J4)

USMC PETOFF

NAVSO

APPENDIX A

REFERENCES

1. DoD Directive 4140.25, "DoD Management Policy for Energy Commodities and Related Services," April 4, 1999.
2. DoD 4140.25-M, "DoD Management of Bulk Petroleum Products, Natural Gas, and Coal."
3. DoD Directive 4220.7, "Bulk Petroleum Supply."
4. DoD Directive 4220.1, "Requirements Submission Schedule for Fuel and Commercial Services," Jun 4, 1999.
5. DoD Instruction 4000.19, "Interservice and Intragovernmental Support."
6. DoD Directive 5100.27, "Delineation of International Logistic Responsibilities."
7. DoD Directive 5530.3, "International Agreements."
8. DLA Manual 4270.1, "DLA Facilities Project Manual."
9. Joint Pub 1-02, "DoD Dictionary of Military and Associated Terms."
10. CJCSM 3150.14, "Joint Reporting Structure (Jrs), Logistics."
11. Joint Pub 4-0, "Doctrine for Logistic Support of Joint Operations."
12. Joint Test Pub 4-03, "Joint Bulk Petroleum Doctrine."
13. MIL-STD-3004, "Quality Surveillance for Fuels, Lubricants, and Related Products," 1 Nov 1999.
14. DLAR 4500.22, "Single Manger for Ocean Transportation."
15. Defense Energy Support Center Inventory Management Plan (IMP) (latest edition).
16. MIL-STD-140B, "Procedure for Determining Normal Loss Expectancies for Liquid Petroleum Products." Superseded by the following publications: API-BULL 2516, API-BULL 2517, API-BULL 2518, and SPI-BULL 2519
17. MIL-STD-161F, "Identification Methods for Bulk Petroleum Products Systems, including Hydrocarbon Missile Fuels."
18. MIL-STD-457B, "Tanks, Petroleum Fuel and Lubricants, Operating and Bulk Storage, Minimum Frequency for Inspection and Cleaning."

APPENDIX A (Continued)

19. MIL-HDBK-210A, "Conversion Factors and Logistics Data for Petroleum Planning."
20. MIL-HDBK-201B, " Petroleum Operations."
21. NAVSUP PUB 558, "Fuel Management Ashore."
22. USSOUTHCOM Regulation 27-6, "International Agreements: Authority and Responsibilities."
23. Memorandum of Understanding Between Commander in Chief United States Southern Command and Director, Defense Logistics Agency, for Support of USCINCSO in War or Emergency Situations (TBP).

Contact the USSOUTHCOM JPO for any unavailable references.

APPENDIX B

PEACETIME OPERATING STOCK AND PETROLEUM WAR RESERVE REQUIREMENTS
AND STOCKS

1. Peacetime Operating Stock (POS). POS authorization will be computed annually by Defense Energy Support Center Facilities Inventory Programs Office (DESC- FIP) for all Defense Fuel Support Points (DFSP) and other locations identified by DESC Bulk Office (DESC-B)/Joint Petroleum Office (JPO). POS computations will be updated as significant changes occur (increase/decrease of more than 10 percent of the computation). DESC- FIP will develop all POS computations. Each Military Service and CINC-JPO will notify DESC- FIP of any increase or decrease in demands, which may impact significantly on operating stocks at DFSP.

2. Petroleum War Reserve Requirement (PWRR). PWRR will be computed by the Military Services (by location/product) and will be limited by the "days of supply" set by the Joint Staff. The JPO will coordinate and reconcile the PWRR with the Inventory Management Plan (IMP) data prepared by the Military Services prior to submissions to DESC Facilities Inventory Programs Office.

3. Petroleum War Reserve Stock (PWRS).

a. Each Service, component, or other CINC having a mission in the USSOUTHCOM area of responsibility (AOR) is responsible for providing Joint Staff J4 and DESC, through USSOUTHCOM J4 JPO, their requirements for PWRS by specific operational plan (OPLAN). The PWRS will be based upon the computed PWRR to meet the most demanding OPLAN requirements for each location. PWRRs are stated in terms of inventory and are transmitted by DESC via the IMP to applicable activities for implementation. The Inventory Management Plan is developed annually by DESC Facilities Inventory Programs Office in coordination with Military Services and CINC-JPOs. The sum of Peacetime Operating Stock and PWRS levels in the IMP equals the maximum authorized inventory levels at the DFSP. Maximum stockage levels may be exceeded at the discretion of the DESC Bulk Office (DESC-B). DFSPs must obtain approval from USSOUTHCOM JPO prior to exceeding the maximum stockage levels.

b. Defense Fuel Support Points (DFSP) and other assigned storage locations will maintain PWRS, which is designated an Inviolable Level. An Inviolable Level will be designated for each fuel product supporting an OPLAN. An Inviolable Level is defined as 85 percent of the PWRS plus the unobtainable inventory in tank bottoms, manifolds and pipelines. A "penetration" of the Inviolable Level is defined as the potential for the fuel inventory level to drop below the established level. If it is determined that the level of fuel will drop below the required Inviolable Level for more than 72 hours, the supporting DESC/Service Control Points (SCP)/Sub-Area Petroleum Offices (SAPO)/JPO and DESC Facilities Inventory Programs Office (DESC- FIP) will be informed by telephone. A written confirmation (by message, facsimile, or E-mail) will follow within 24-hours (See Appendix C). The JPO is responsible for identifying and maintaining (by product) the combined AOR Inviolable Levels. Waiver authority resides with the Secretary of Defense through the CJCS to meet anticipated needs of an emerging contingency or an ongoing military operation. Unified commands may take emergency actions if such action is required to protect life, and property, or to ensure military success.

APPENDIX C

POLICY FOR ASSIGNED PETROLEUM WAR RESERVE STOCKS AND SAMPLE
WAIVER REQUEST

1. Waivers to Assigned Petroleum War Reserve Stocks (PWRS). Theater commands may request waivers from the Secretary of Defense through the CJCS to meet specific anticipated needs of any emerging contingency or an ongoing military operation. Waiver procedures are found in DoD 4140.25-M, Chapter 11. The Military Services are responsible for maintaining the inventory levels at the Defense Fuel Support Points (DFSP). The Military Services will report to CINC -Joint Petroleum Offices (JPO)/Sub-Area Petroleum Offices (SAPO) any Petroleum War Reserve Requirement (PWRR) that cannot be held at or near the area of planned usage. Military Services will also advise the JPO, SAPO, Defense Energy Support Center (DESC) field activities, and DESC Facilities Inventory Programs Office (DESC- FIP) when inventory levels in the Inventory Management Plan (IMP) cannot be stored at Government Owned Government Operated (GOGO) DFSPs due to resupply or tank problems, when the inventory drops below the Inviolable Level, and/or when storage tanks are taken out of service.

2. Sample of Waiver Request.

CLASSIFICATION - CONFIDENTIAL OR HIGHER DEPENDING ON INFORMATION
CONTAINED IN PARAGRAPH 2

ORIGINATOR - SAPO (OR COMPONENT FUELS OFFICE)

ACTION ADDRESSEE - USCINCSO MIAMI FL//SCJ4-JPO//

INFO ADDRESSEES - DESC FT BELVOIR// DESC-BI/FGM//
OTHERS AS APPROPRIATE (SEE APPENDIX B)

REQUEST FOR WAIVER

	TYPE	QTY WAIVER	EFFECTIVE	EXPIRATION
1. <u>LOCATION</u>	<u>PRODUCT</u>	<u>(MBBLS)</u>	<u>DATE</u>	<u>DATE</u>
ROOS	JP5	25	1 JUN 00	30 OCT 00

2. JUSTIFICATION: E.G., FOR TANK CLEANING PROJECT TO REPAIR TANKS.

APPENDIX D

REDUCED EFFECTIVENESS OF PETROLEUM OPERATIONS

1. USSOUTHCOM Joint Petroleum Office (JPO) will be advised without delay of any matters affecting the normal supply, storage, and/or distribution of fuel in the area of responsibility (AOR). Initial reports will be telephonic, with written follow-up as required. The Petroleum Contingency Report (Appendix H) will be used for reporting this information. Information will include, but not be limited to:

- a. Damage or disruption to terminal facilities that limit the capability to receive or discharge fuel.
- b. Damage or disruption to fixed or temporary facilities that limit the capability to receive, store, or issue fuel.
- c. Work stoppage through unforeseen acts such as employee strikes or adverse weather.
- d. Non-availability or disruption of transportation, to include tankers, tank trucks, or pipelines and pump stations.
- e. Any product contamination of fuel that affects mission capability.
- f. Spills that affect the environment or safe petroleum operations will be reported immediately to the Joint Petroleum Office. Investigation of spills will be handled through individual Military Service procedures. A copy of investigation results and conclusions will be forwarded to JPO immediately upon completion. DoD 4140.25-M, Vol. II, Chapter 8, Management of Storage and Distribution Facilities, will be adhered to in areas regarding environmental, pollution control, and the Military Construction (MILCON), Maintenance and Repair, Minor Construction, and Environmental Compliance Programs (See Appendix F).

APPENDIX E

ACCOUNTABILITY FOR FUEL UNDER WARTIME/EMERGENCY CONDITIONS

1. Purpose. Special policy and procedures for petroleum accounting under wartime/emergency conditions are of practical necessity. High cost and large wholesale inventory of fuel within a potential combat/disaster zone require special attention due to pilferage. Accountability will be IAW DoD 4140.25-M, Vol. II, Chapter 13.
2. Objective. Minimize financial accountability for petroleum products during wartime/emergency conditions by simplifying and reducing inventory management requirements and associated reports.
3. Wartime/Emergency Conditions. The United States Commander in Chief, Southern Command (USCINCSO) may waive formal accountability and execute alternate accounting procedures when an operation is subject to hostile action and continued maintenance of formal accountable records is impractical. Emergency conditions for the purposes of implementing alternate accounting procedures are defined as military combat action or extended national emergency.
4. Coordination of Operations. USCINCSO establishes and specifies the parameters of a military combat or extended national emergency area. USCINCSO will coordinate with the Commander in Chief, Pacific Command (USCINCPAC), and/or Commander in Chief, Joint Forces Command (USCINJFCOM) concerning the designation of military combat or extended national emergency zones, which may include operations in other CINCs' respective areas of operations.
5. Inventories. Defense Fuel Support Point (DFSP) inventories in a military combat or extended national emergency area will be transferred to USCINCSO, or designee(s), without reimbursement from the Military Services. The DFSP will be reimbursed directly from the central appropriation account designated by the Assistant Secretary of Defense (ASD) Comptroller. Sufficient inventory records will be maintained by USSOUTHCOM Component Commanders who will act as property custodians to minimize unnecessary loss of fuel and to quantify resupply requirements. Fuel issues between DoD components in a military combat or extended national emergency zone are non-reimbursable. Issues of U.S. Government-owned fuel to other DoD activities will be documented for initiating reimbursement or replacement-in-kind (RIK) action. Detailed information can be found in DoD 4140.25-M, Vol. II, Chapter 10 (G).

APPENDIX F

DLA FACILITIES AND THE MILITARY CONSTRUCTION, MAINTENANCE AND REPAIR, MINOR CONSTRUCTION, AND ENVIRONMENTAL COMPLIANCE PROGRAMS

1. Component/Service/contractor owned facilities that store Defense Logistics Agency (DLA)-owned petroleum are eligible to receive DLA funding for construction and/or repair projects that directly support the DLA mission. In order to receive funding consideration from DLA, the Military Service will submit requests via a nomination/approval process. Components, Military Services, Joint Task Force-Bravo, and contractors operating Defense Fuel Support Points (DFSP) and other petroleum storage facilities will comply with guidance outlined in DoD 4140.25-M Vol. II Chapter 8, Management of Storage and Distribution Facilities. The Military Construction (MILCON) cycle in Chapter 8 of the reference will be followed if DFSPs require support of MILCON operations. This process occurs during the annual Facilities Planning Cycle and consists of three distinct facility project submission programs:

- a. Defense Energy Support Center (DESC)/DLA Petroleum MILCON Program. This program is generally for projects that exceed \$500,000 in cost.
- b. DESC/DLA Petroleum Maintenance/Repair Program. This program generally funds the project costs of maintenance, repair, and minor construction (less than \$500,000).
- c. Operations Program. DESC/DLA will fund the cost of operating petroleum terminals (excluding government-owned/government-operated (GOGO) DFSP) subject to the provisions of the Defense Working Capital Fund.

2. Military Services should follow directed submission channels for MILCON projects. However, Service Control Point (SCP) project request documentation will be provided to the Joint Petroleum Office (JPO) for coordination (See Appendix J for reports and submission dates). The JPO will review the project documentation to ensure that sponsorship is adequately addressed. All theater DFSP submissions, in coordination with SCP, will be prioritized and forwarded to DESC for consideration. If required, the JPO will represent MILCON projects at DESC on behalf of their major claimants.

3. Military Services will forward copies of construction change orders, if required, to DESC and the JPO for review and comment.

4. Data calls for DESC/DLA funded projects will be relayed to all concerned upon notification of the JPO by DESC. Detailed guidance regarding DESC/DLA facilities projects is contained in DLAM 4270.1 and DoD 4140.25-M, Vol. II, Chapter 8 (L).

APPENDIX G

SLATING PROCEDURES AND SAMPLE SLATE

1. Policy. "Slating" is a term used to describe the resupply program of Defense Fuel Support Points (DFSP). Fuel stored at ocean terminals is resupplied by ocean-going tanker deliveries. The program provides timely resupply at minimum costs to the U.S. Government. Slates are reported to Defense Energy Support Center (DESC) through Joint Petroleum Offices (JPO). DESC consolidates the slate and schedules tanker deliveries with Military Sealift Command (MSC). Slates will be submitted in accordance with DoD 4140.25-M, Vol. II, Chapter 4 (I). The USSOUTHCOM Joint Petroleum Office (JPO) will plan, prepare, and submit slating requirements for the USSOUTHCOM area of responsibility (AOR), ensuring the slates represent the coordinated requirements of the Military Services.
2. Procedure. The slate is due to USSOUTHCOM JPO by the 5th working day of each month. The slate message will cover a four month requirement period – the current month plus the next three months.
3. Each month is divided into three delivery periods. Period 1 includes day 1-10, period 2 includes day 11-20, and period 3 includes day 21-31.
4. Requirement balances are used to account for the differences between the quantity of fuel slated and quantity actually delivered by DESC. Balances may be negative or positive, depending on the circumstances. Examples are provided below:
 - a. Negative Balance. Naval Station Roosevelt Roads (NSRR) received 25 thousand barrels (MBBLS) less JP5 than slated for October. The amount shorted is a negative requirement balance. Having a negative balance requirement should not affect the quantity requested by NSRR for November. DESC still has the responsibility of delivering the balance as soon as possible. DESC will add the 25 MBBLS balance to the quantity of fuel slated for November. In this case, DESC will deliver 125 MBBLS of JP5 to NSRR in November (example, 100 MBBLS slated for November plus the 25 MBBLS negative requirement balance). Any delivery less than 125 MBBLS results in a new negative balance.
 - b. Positive Balance. Naval Station Guantanamo Bay (GTMO) received 25 MBBLS more JP5 than slated for October. The excess becomes a positive requirement balance. As with a negative balance, GTMO is not required to make any change to the November slate. However, DESC may deliver 25 MBBLS less of JP5 than that slated for November. As a result, GTMO, which received 125 MBBLS in October and slated 100 MBBLS JP5 in November, will receive 75 MBBLS in November. This adjusted delivery will reconcile the existing imbalance.
 - c. Canceled Balance. GTMO received 3 MBBLS less Unleaded Gasoline Medium Grade (MUM) than slated for October. Under normal circumstances, small requirement balances, negative or positive, will be canceled to make future slating requirements less complicated. An exception to this policy is small volume products such as 100/130 grade aviation gasoline and MUM. The requirement balances for these products are usually maintained (e.g., the negative balance of 3 MBBLS of MUM for October).

APPENDIX G (Continued)

5. Footnotes are used to explain/identify current requirement balances and any peculiarities that affect tankage, requirements, restrictions, or limitations and fuel quantity received during the previous month.

6. Sample SOUTHCOM Slate.

01 01 042010Z APR 00 RR RR UUUU AT ZYUW

FM NAVSTA ROOSEVELT ROADS PR//N1/N44/N409//
 TO USCINCSO MIAMI FL//SCJ4//
 INFO DOL FT DIX NJ//
 USCINCLANT NORFOLK VA//N413//
 COMNAVAIRLANT NORFOLK VA//J4//
 NAVCOMTELSTA JACKSONVILLE FL//

UNCLAS //N04020//

MSGID/GENADMIN/NAVSTA/ROOS RDS N409//

SUBJ: PETROLEUM SLATE 07-00 RCS: DLA (M) 1881 (DESC)//

RMKS/1 IAW DOD4140.25M VOL II CHAPTER 4 (I), THE FOLLOWING IS NAVSTA ROOS RDS FUEL SLATE FOR 1 APR 2000 TO 31 JUL 2000:

TERMINAL	PRODUCT	QTY (MBBLS)	MONTH	PERIOD
ROOS	F76	---	APR	---
ROOS	JP5	---	APR	---
ROOS	F76	70	MAY	2
ROOS	JP5	125	MAY	2
ROOS	F76	---	JUN	---
ROOS	JP5	---	JUN	---
ROOS	F76	50	JUL	2
ROOS	JP5	50	JUL	2

1. ROOSEVELT ROADS QUANTITIES FOR THE MONTH OF MAY MUST BE DELIVERED DURING SECOND PERIOD DUE TO CHANGE IN EXERCISE SCHEDULE.
2. ROOSEVELT ROADS TANK CLEANING PROJECT FOR F76 AND JP5 ON GOING.
3. POC IS MSGT SMITH, DSN 123-4567, COMM (123) 456-7890, FAX X-1234/1235.

APPENDIX H

SAMPLE PETROLEUM CONTINGENCY REPORT – REPOL

ORIGINATOR OF REPORT — SUB-AREA PETROLEUM OFFICE (SAPO), DEFENSE FUEL SUPPORT POINT (DFSP), OR COMPONENT FUELS OFFICE

ADDRESSEE -- USCINCSO MIAMI FL//SCJ4-JPO//

CLASSIFICATION -- REPORTS WILL BE CLASSIFIED ACCORDING TO CONTENT (USUALLY SECRET BECAUSE IT SHOWS DAYS OF SUPPLY)

TRANSMISSION -- IMMEDIATE MESSAGE

SAPO UIC/REPOL NO.¹/" AS OF" TIME²/REPORT INDICATOR "PO"

PART I -- FACILITY DAMAGE (Storage, Distribution, Ports)

	Estimated Return to
1. <u>Facility</u> <u>Damage</u>	<u>Service Date (ERSD)</u>

2. Damage Assessment.³ Impact assessments will be provided for damage reported in paragraph 1 above. If there is no significant mission impact, a damage report is not required. Include changes in status for facility damage previously reported.

PART II -- PRODUCT _ STATUS (Wholesale and Retail)

	On Hand	Usable Storage	Days of
	Inventory	Capacity	Supply
<u>Product</u> ⁴	<u>(MBBLS)</u>	<u>(MBBLS)</u>	<u>(DOS)</u> ⁵

JP8/Jet A-1
 JP5
 F76
 DIESEL (Ground)
 MOGAS
 ADDITIVES
 OTHER

PART III -- REMARKS. A general summary will be included concerning the impact of product shortages, distribution limitation, and anticipated resupply on combat and planned operations. Other information on petroleum support posture will be included, as deemed appropriate, by reporting commanders.

¹Use consecutive numbers beginning with 001 until exercise or condition generating the report is terminated.

APPENDIX H (Continued)

²Use Zulu time and date in the same format as date time groups; “as of” time is effective for information shown below.

³Damage to facilities will be identified as Light (LGT), Moderate (MOD), or Severe (SEV). Explanation of damage categories is as follows:

- a. Light. Not preventing immediate use of facility.
- b. Moderate. Preventing some use of facility until extensive repairs are made.
- c. Severe. Permanently preventing use of facility.

⁴Product codes are listed in Appendix N.

⁵To obtain Days of Supply (DOS), divide on hand inventory (Peacetime Operating Stock and Petroleum War Reserve Stock) by the daily demand rate (DDR). The DDR is developed using historical issue data for POS or OPLAN consumption data.

APPENDIX I

SAMPLE PETROLEUM CAPABILITIES REPORT – POLCAP

ORIGINATOR OF REPORT – SUB-AREA PETROLEUM OFFICE (SAPO), DEFENSE FUEL SUPPORT POINT (DFSP) OR COMPONENT FUELS OFFICE

ADDRESSEE -- USCINCSO MIAMI FL/SCJ4-JPO//

CLASSIFICATION -- REPORTS WILL BE CLASSIFIED ACCORDING TO CONTENT (USUALLY SECRET)

TRANSMISSION -- ROUTINE MESSAGE FOR ANNUAL REPORT, IMMEDIATE MESSAGE FOR UPDATED REPORTS

SAPO U_ IC/POLCAP NO. __¹/"AS OF" TIME __²/REPORT INDICATOR "PL"

PART I -- POL DISTRIBUTION

1. Petroleum Distribution. Concept of resupply and method of distribution for theater and sub-theater areas.
2. Days of Supply Sustainability Assessments. Provide days of supply (DOS) sustainability assessments for the theater for the most demanding regional operational plan (OPLAN) (identify the OPLAN). Assessments should be based on war reserve materiel (WRM) stocks and peacetime operating stocks (POS) for the period 1 January through 31 January (including host nation support assets when applicable). Divide by daily demand rate (DDR) provided by USCINCSO Joint Petroleum Office (JPO), for the following products:

<u>PRODUCT</u> ³	<u>AVERAGE INVENTORY</u>	<u>DDR</u>	<u>DOS</u>
JP8/Jet A-1			
JP5			
F76			
DIESEL (Grounds)			
MOGAS			
ADDITIVES			
OTHER			

DOS assessments will be by activity and location. The effect of out-of-theater WRM assets will be noted. If the regional OPLAN assessment involves TOP SECRET information, distribution will be made on a need-to-know basis.

3. In-Transit Stocks. The average quantities of petroleum products in-transit by tanker and pipeline, for the period 1 January through 31 January.

APPENDIX I (Continued)

4. Additives. The status of additives for locations where jet fuel is stored without all required additives.
5. Host Nation Support. Provide status of host nation support (HNS) for petroleum logistics.
6. Commercial Sources of Refined Products. Estimates of the durability of resupply from overseas contract sources and of the potential to expand overseas sources to meet contingency requirements. When listing refinery, provide type of fuel available for use or potential use, plus specify location (city and country).
7. Status of and Requirements for Fuel Handling Equipment. Provide following data:

	<u>USABLE O/H</u>	<u>TOTAL REQ</u>
--	-------------------	------------------

- | | | |
|---|--|--|
| a. Tank Cars | | |
| b. Tank Trucks (line haul) | | |
| c. Refueling Trucks | | |
| 10K Commercial (JP5) | | |
| 5K Isometrics (JP5) | | |
| 1K Isometrics (F76) | | |
| 5K Kovach (F76) | | |
| 2K Isometrics (MUR) | | |
| 1.5K Isometrics (MUR) | | |
| 2K Isometrics (DL2) | | |
| 5K Kovach (DL2) | | |
| HEMMT6 | | |
| R-11 | | |
| d. Portable Petroleum
Distribution Systems | | |
| 100 GPM FARE SYS | | |
| e. Inland Petroleum
Distribution Systems | | |
| f. Offshore Petroleum
Distribution Systems | | |
| g. Console-capable tankers | | |
8. Facilities. Contingency construction requirements for fuel facilities.
 9. Other. Other petroleum capability information, as necessary.

APPENDIX I (Continued)

10. Constraints. Information concerning constraints.

11. Correcting Deficiencies. Information on actions being taken to correct deficiencies.

12. Joint Staff, Military Service, and Defense Energy Support Center (DESC) Assistance Required. Assistance required from these organizations to improve petroleum support capabilities and correct deficiencies.

13. List Point of Contact Information. Full name, rank/grade, DSN/COMM number, and e-mail, etc.

¹Use consecutive numbers beginning with 001 until exercise or condition generating the report is terminated.

²Use Zulu time and date in the same format as date time groups; "as of" time is effective for information shown below.

³Product codes are listed in Appendix N.

APPENDIX J

REPORTS MATRIX

1. Classification of Reports. The originator is responsible for the security classification of all communications. Except where identified or specified, routine communications will be transmitted as "UNCLASSIFIED." Communications referring to war reserve requirements/stocks, days of supply with inventory levels and/or current stock status will be classified by applicable service directives.

2. Reports Matrix.

<u>NAME OF REPORT</u>	<u>REPORT CONTROL SYMBOL/AUTHORITY</u>	<u>PREPARED BY</u>	<u>TO/INFO</u>	<u>DUE</u>
Overseas Petroleum Products Slate Security Class: U	DLA (M) 1881 (DESC) DoD 4140.25-M	DFSP	JPO	Monthly NLT 5 th of month
Inventory Management Plan (IMP) Security Class: U	POS Data and/or REPORT DoD 4140.25-M	NSRR, JTF-B, GTMO, 156 ANG Carolina, PR	JPO/SCP	28 January
Inventory Management Plan (IMP) Security Class: S	PWRR or WRM data DLA 1887 Report DoD 4140.25-M	Services Control Points (SCP)	JPO	30 March
Worldwide Inventory Storage Plan Security Class: S	PWRR or WRM Data DoD 4140.25-M	NSRR, JTF-B, GTMO, 156 ANG Carolina, PR	JPO/SCP	30 September
Petroleum Damage Deficiency Report (REPOL) Security Class: S (when filled in)	"PO" JCS/J4	NSRR, JTF-B, GTMO, 156 ANG Carolina, PR	JPO/SCP and Component	As required
PWRS Waivers Security Class: S	DoD 4140.25-M	NSRR, JTF-B, GTMO, 156 ANG Carolina, PR	JPO/SCP and Component	As Required

APPENDIX J (Continued)

<u>NAME OF REPORT</u>	<u>REPORT CONTROL SYMBOL/AUTHORITY</u>	<u>PREPARED BY</u>	<u>TO/INFO</u>	<u>DUE</u>
Petroleum Capabilities (POLCAP) Security Class: S (when filled in)	"PL" JCS/J4	NSRR, JTF-B, GTMO, 156 ANG Carolina PR, USARSO, USSOUTHAF, USCINCLANTFLT, SOCSO, MARFORSO, USNAVSO, JIATF-E	JPO	30 March
Petroleum Terminal Message Report Security Class: U	DLA (W) 1884 (DESC) DoD 4140.25-M	NSRR, GTMO, JTF-B, 156 ANG Carolina, PR	DESC/JPO	Weekly as of 0800 Fri.
DESC/DLA MILCON Projects Security Class: U	DD Form 1391 DoD 4140.25-M	NSRR, GTMO, JTF-B, 156 ANG Carolina, PR	JPO	Annually NLT 28 Feb
DESC/DLA M&R and Minor Construction Security Class: U	DD Form 1391 DoD 4140.25-M	NSRR, GTMO, JTF-B, 156 ANG Carolina, PR	JPO	Annually NLT 30 Nov
DESC/DLA M&R and Minor Construction Security Class: U	DD Form 1391 DoD 4140.25-M	JPO	DESC	Annually NLT 30 Dec
Petroleum Storage Facilities Report Security Class: C	DD-P&L 506 DoD 4140.25-M	JPO	DESC	Every 3rd year (update as required)
Stock Rotation Plan Security Class: U	DoD 4140.25-M	JPO	DESC	Annually per tasking

APPENDIX K

TYPES OF FUEL REQUIREMENTS AND SUBMISSION PROCEDURES

1. **Fuel Requirements.** Obtaining fuel support throughout the area of responsibility (AOR) is a coordinated effort between the USSOUTHCOM Joint Petroleum Office (JPO), Military Service or component, Service Control Point (SCP), Defense Energy Support Center (DESC) and others as applicable. Requirements to support operations in the AOR will be submitted through the USSOUTHCOM JPO to ensure that visibility of fuel support within the AOR is maintained.

a. Components will prepare and submit fuel requirements to USSOUTHCOM JPO (see Appendix L or M as appropriate). JPO will forward these requirements to the respective Service Control Point (SCP) listed in Appendix S for further processing. JPO will provide components a copy of the information forwarded to SCP.

b. Only the JPO may authorize a modification to the requirements process. Such modifications allow ease of coordination between Military Services/components and the SCPs.

2. **DESC-Funded Requirements.** DESC-funded requirements are those fuel requirements that are normally satisfied by issue from the wholesale terminal system or through direct delivery from the refinery source to retail level tankage. JTF-B/J4 Sub-Area Petroleum Office (SAPO) will prepare the fuel requirements for Air Force and Army activities in Honduras.

3. **Exercise Requirements.** Fuel requirements to support exercises will be programmed in the annual Service requirement cycle as described on page 3 of this regulation. For exercises held in locations not regularly supported by DoD, Host Nation fuel support (government to government) will be negotiated, wherever possible. (Ref. DoD Directives 5100.27, DoD Directive 5530.3, and USSOUTHCOM Regulation 27-6). The time frame for submission of an exercise requirement will depend on the type of contract required. At a minimum, exercise requirements will be submitted 120 days prior to the exercise.

4. **Local Purchases.** In instances where the host nation cannot provide support, local purchase of a single type of fuel from a commercial source by qualified contracting officers for one-time requirements under \$100,000 is authorized. All local purchases of fuel within the AOR must be approved by the JPO.

a. Requirements may be aggregated provided the total does not exceed the \$100,000 threshold and no DESC contract is desired. Requirements equal to or greater than \$100,000 will be forwarded from the Service components to the JPO. The JPO will forward the requirement to the respective Service Control Point (SCP).

b. The Director, DESC, may grant local purchase authority to cover requirements at specific locations, when requested. The obligation authority associated with the local purchase action does not preempt the local contracting officer from the local warrant limitation.

c. JPO has provided the format of the minimum information required to request a local purchase at Appendix M. The request will be submitted to the JPO no later than 120 days prior

APPENDIX K (Continued)

to the beginning date of the requested purchase.

5. **Into-Plane Requirements.** Into-plane refueling contracts will be solicited for DoD, NASA, FAA, or other Federal Agencies when the annual requirement for a single grade of product is at least 15,000 gallons (56,000 liters) at a commercial airport. An into-plane contract is uneconomical for a requirement of less than 15,000 gallons.

a. Agencies requesting establishment of into-plane contracts will maintain records of open market purchase (locations where contracts have not been established) in order to provide realistic estimates or requirements on their requests.

b. JPO has provided the format of the minimum information required to request an Into-Plane contract at Appendix L. The request will be submitted to the JPO no later than 120 days prior to the beginning date of the requested purchase.

6. **Bunker Fuel Requirements.** The Commander, DESC, contracts on a worldwide basis for bunker fuels under purchase program number 1.3a.

a. JPO has provided the format of the minimum information required to request a Bunker contract at Appendix L. The request will be submitted to the JPO no later than 120 days prior to the beginning date of the requested purchase.

b. If no DESC bunker contract exists, ship bunkers may be locally purchased after approval from USSOUTHCOM JPO when:

(1) The purchases are for one time delivery, regardless of fuel quantity.

(2) The purchase involves more than one delivery when the annual requirement for a single product does not exceed 84,000 U.S. gallons (2,000 barrels or 318 cubic meters). Once purchased, a copy of the procurement document will be mailed to DESC bunker contracting office (DESC-PL) and annotated with the phrase: Local purchase of a DLA- integrated management item.

(3) The requirements were submitted to DESC, but no bunker contract is available or the contract item is listed as "pending" in the contract bulletin. A copy of the procurement document will be mailed to DESC-PL and annotated with the phrase: Local purchase of a Defense Logistics Agency (DLA)- integrated management item.

(4) The DESC bunker contracts exist, but quantity requested is less than the contracted minimum required or advance notice to the contractor will be less than 24 hours regardless of quantity ordered.

7. **Posts, Camps, and Stations (PC&S) Requirements.** Defense Energy Support Center contracting office (DESC-PL) contracts for direct delivery/ground fuel requirements (e.g., Gasoline/Diesel/Jet A-1), excluding bunker products/Into-Plane, requiring local delivery through

APPENDIX K (Continued)

use of commercial in-country storage or transportation facilities. JPO has provided the format of the minimum information required to request a PC&S contract at Appendix M. The request will be submitted to the JPO no later than 120 days prior to the beginning date of the requested purchase.

8. Naval/Fleet Resupply Requirements. Resupply to fleet operating forces will be by fleet oilers, opportune lift by Military Sealift Command (MSC) -controlled tankers or by MSC Charter Log VI controlled tankers. Underway replenishment by foreign oilers will be considered when practical. For United Nations Representatives with foreign oilers, ships will refer to CINCLANTFLTINST/CINCPACFLTINST 4026.1, Fuel Management Afloat Manual, for accounting data and documentation guidance. The customer will be responsible for coordination of replenishment and a copy of the requirement will be sent to the USSOUTHCOM JPO.

APPENDIX L

REQUESTING FUEL FOR INTO-PLANE AND BUNKER CONTRACTS

1. Fuel requirements for INTO-PLANE and BUNKER contracts require sufficient lead-time to provide the right type and amount of fuel.
2. Complete the form provided to identify specifics of the request. Provide all pertinent information whether listed or not. Complete and specific information provides potential contractors with information to assist them in determining their ability to support the request.
3. Submit the form to USSOUTHCOM Joint Petroleum Office by most expeditious means.

APPENDIX L (Continued)

1. Type of mission: _____
2. Ordering office and address _____
(mailing address, email address)
3. POC and phone number _____
(DSN, commercial, cell phone number, pager)
4. Payment office _____
(*This is NOT the invoice certifying office*)
5. Delivery (Ship to) DODAAC _____
6. Bill to DODAAC _____
7. Delivery location of fuel or refueling service _____
8. Total estimated quantity of fuel by type (gal): _____
(listed by Service requirement)
9. Type of aircraft to be refueled _____
10. Anticipated delivery period _____
11. Delivery/pickup mode: _____
(Into planes/Into-bladders/Into trucks)
12. Max load limit _____
13. Type of delivery _____
[By Truck/By Hydrant/Both/Other (specify)]
14. Hours contractor to operate _____
15. AIR Card/AVCards usage - yes/no _____
16. Type foreign aircraft supported _____
17. Identify special/unique couplings required for contractor and customer compatibility _____

18. Special additives required – yes/no _____
(if yes, provide types need to include complete specifications)
19. Special instructions or operational instructions _____
20. Disposition of unused fuel _____

APPENDIX L (Continued)

1. Identify the type of mission – exercise, contingency, or a request for a new location.
2. Identify the ordering office and include a mailing address.
3. List the Point of Contact and include a **reliable** phone number.
4. List the actual disbursing office. This is NOT the invoice certifying office.
5. Self-explanatory.
6. Self-explanatory.
7. Physical location of delivery.
8. Identify fuel required by each Military Service. Example: USAF 20,000 JA1, USN 50,000 JP5, etc.
9. Type of aircraft – Example: helos and type, UH-1, etc.
10. This is the date of first delivery. When do you want the product delivered and for how long: 4-months, normal contract period (3 yrs.), etc? Example: 1 June.
11. Delivery mode: Specify what types of receiving receptacle will the fuel will be delivered into or in what type vehicle/containers it will be picked up in.
12. Maximum load limit: Determine what the maximum amount of fuel that will be required during the period of the request. If the contract is a 4-month delivery period and the most demanding month is for 25,000 gallons, then identify 25,000 gallons as the monthly delivery quantity.
13. Type of delivery: Determine how the fuel will be delivered to the supply point. Will it require delivery by truck or does the refueling point have a pipeline hydrant for use?
14. How many hours will the contractor be required to supply fuel? If routine, the hours will be standard commercial hours and if exercise/contingency, the hours may be 24 hours, 7 days a week.
15. AIR Card/AVCards: Does the receiving point accept AIR Card/AVCards – Yes or No?
16. What type of foreign aircraft will be refueled at the refueling point?
17. Coupling: Are there any special coupling requirements?
18. Additives: Explain any special additive considerations – corrosion additive, FSII, etc.
19. Identify any special or different equipment needs or location requirements.
20. How will the fuel be disposed of after the exercise or mission, if applicable? Example: Does the requester want the contractor to recover fuel from the customer's storage source? Does the customer want the contractor to provide his own defuel equipment?

APPENDIX M

REQUESTING FUEL FOR POSTS, CAMPS, AND STATIONS (PC&S)
CONTRACTS/LOCAL PURCHASES

1. Fuel requirements for Post, Camps, and Stations, (PC&S) contracts require sufficient lead-time to provide the right type and amount of fuel.
2. Complete the form provided to identify specifics of the request. Provide all pertinent information whether listed or not. Complete and specific information provides potential contractors with information to assist them in determining their ability to support the request.
3. Submit the form to USSOUTHCOM Joint Petroleum Office by most expeditious means.

APPENDIX M (Continued)

1. Mission statement: _____
2. Ordering office and address _____
(mailing address, email address)
3. POC and phone number _____
(DSN, commercial, cell phone number, pager)
4. Payment office _____
(*This is NOT the invoice certifying office*)
5. Delivery (Ship to) DODAAC _____
6. Bill to DODAAC _____
7. Delivery location _____
8. Total estimated quantity of fuel by type (gal): _____
(listed by Service requirement)
9. Anticipated delivery period _____
10. Receiving tank size: _____
11. Min delivery quantity _____
12. Max delivery quantity _____
13. Delivery method _____
[By Truck/By Hydrant/Both/ Other (specify)]
14. Hours contractor to operate _____
15. Special additives (if applicable) – yes/no _____
(if yes, provide types need to include complete specifications)
16. Special instructions _____

APPENDIX M (Continued)

1. Identify the type of mission – exercise, contingency, or a request for a new location.
2. Identify the ordering office and include a mailing address.
3. List the Point of Contact and include a **reliable** phone number.
4. List the actual disbursing office. This is NOT the invoice certifying office.
5. Self-explanatory.
6. Self-explanatory.
7. Physical location of delivery.
8. Identify fuel required by each Military Service. Example: USAF 20,000 JA1, USN 50,000 Diesel Fuel, etc.
9. When do you want the product delivered and for how long: 4-months, normal contract period (2-3 yrs.), etc?
10. List size and type of tank.
11. If applicable.
12. If applicable.
13. Delivery method: Example (tank truck with meters, etc.) Determine how the fuel will be delivered to the supply point. Will it require delivery by truck or does the refueling point have a pipeline hydrant for use?
14. How many hours will the contractor be required to supply fuel? If routine the hours will be standard commercial hours and if exercise/contingency, the hours may be 24 hours, 7 days a week.
15. Additives: Explain any special additive consideration – corrosion additive, FSII, etc.
16. Identify any special or different equipment needs or location requirements.

APPENDIX N

FUEL CONVERSION TABLES AND NATO FUEL CODES

Conversion Tables:

AVGAS

1 long ton	= 9.09 barrels*	= 1.016 metric tons	= 1.445 cubic meters
1 metric ton	= 9.95 barrels	= 0.984 long tons	= 1.581 cubic meters
1 barrel	= 0.110 long tons	= 0.112 metric tons	= 1.159 cubic meters
1 cubic meter	= 0.0174 long tons	= 0.0178 metric tons	= 6.2898 barrels

JET FUEL

1 long ton	= 8.08 barrels	= 1.016 metric tons	= 1.284 cubic meters
1 metric ton	= 7.96 barrels	= 0.984 long tons	= 1.265 cubic meters
1 barrel	= 0.124 long tons	= 0.126 metric tons	= 0.159 cubic meters
1 cubic meter	= 0.0197 long tons	= 0.0200 metric tons	= 6.2898 barrels

DIESEL FUEL

1 long ton	= 7.58 barrels	= 1.016 metric tons	= 1.205 cubic meters
1 metric ton	= 7.46 barrels	= 0.984 long tons	= 1.186 cubic meters
1 barrel	= 0.132 long tons	= 0.134 metric tons	= 0.159 cubic meters
1 cubic meter	= 0.0209 long tons	= 0.0213 metric tons	= 6.2898 barrels

LUBRICATING OIL

1 long ton	= 7.20 barrels	= 1.016 metric tons	= 1.144 cubic meters
1 metric ton	= 7.09 barrels	= 0.984 long tons	= 1.127 cubic meters
1 barrel	= 0.139 long tons	= 0.141 metric tons	= 0.159 cubic meters
1 cubic meter	= 0.022 long tons	= 0.022 metric tons	= 6.2898 barrels

*Conversion factors from unit of volume to unit of mass are approximate using average density values. Exact values are dependent upon knowing the density of the fuel and applying the correct conversion factor from the API Manual of Petroleum Measurement Standards.

NATO CODES

F18
F34
F35
F40
F44
F46
F54
F57
F65
F67
F75
F76

NOMENCLATURE

AVGAS (100/130)
JP8
JP8 without additives (Close to Jet A-1)
JP4
JP5
Gasoline (91 RON)
DF2 (OCONUS)
Gasoline (low lead)
Diesel Blend (low temp)
Gasoline (unleaded)
Navy Distillate (low pour)
DFM, DFA, DF1, DF2, (W-F-800 CONUS)

APPENDIX O

REQUIREMENTS MATRIX

1. Classification of Requirements. The originator is responsible for the security classification of all communications. Except where identified or specified, routine communications will be transmitted as "UNCLASSIFIED." Communications referring to OPLANs/FUNCPLANs/CONPLANs that include war reserve requirements/stocks, days of supply with inventory levels and/or current stock status will be classified by applicable service directives.

2. Requirements Matrix.

<u>NAME OF REPORT</u>	<u>REPORT CONTROL SYMBOL/AUTHORITY</u>	<u>PREPARED BY</u>	<u>TO/INFO</u>	<u>DUE</u>
OPLAN Fuel Requirements Security Class: S (when completed)	SC Reg. 700-2, Para 6b USSOUTHCOM	USARSO, USSOUTHAF, USCINCLANTFLT, SOCSO, MARFORSO, USNAVSO, JIATF-E	JPO	When developed (Annually) or tasking message
Into-Plane /Bunker Fuel Requirements Security Class: U	Purchase Program 1.3a DoD 4140.25-M	USARSO, USSOUTHAF, USCINCLANTFLT, SOCSO, MARFORSO, USNAVSO, JIATF-E	USAPC/JPO, NAVPETOFF	Annually NLT 1 Nov
Fuel Requirements HONDURAS Security Class: U	Purchase Program 1.8n DoD 4140.25-M	USSOUTHAF, JTF-B J4	SA ALC/SF /JPO	Annually NLT 1 Jun
Lift Report, DLA Contracts Security Class: U	DoD 4140.25-M	JTF-B J4	USAGMPA /JPO, DESC	Quarterly: APR, JUL, OCT, DEC

APPENDIX P

QUALITY SURVEILLANCE

1. **Quality Surveillance.** The Joint Petroleum Office (JPO) is assigned as area coordinator for the quality surveillance of Defense Logistics Agency (DLA)- and non-DLA owned product within the USSOUTHCOM area of responsibility (AOR). The quality of military specification petroleum products, including packaged items, is controlled at the origin by trained DLA Quality Assurance Representatives (QAR), through surveillance of the supplier's production, storage, testing, loading, and shipping procedures. Once the petroleum product is accepted by the QAR, its quality is continuously monitored through surveillance of supply, storage, testing, loading, and shipping procedures. For commercial specification products, Government source inspection by a QAR is the exception. The receiver normally accepts Posts, Camps, and Stations (PC&S) and Bunker Program purchases at destination. The recipient of the product bases acceptance on the limited tests they can perform. Even if the fuel was inspected at origin by a QAR, the recipient must always be vigilant in order to preclude use of off-specification fuel.

a. Any component, agency, or contractor receiving, storing, or having oversight responsibility of non-DLA owned fuel to be issued to DoD assets or supporting agencies will prepare a written quality surveillance/quality control plan. The plans will be prepared and contain procedures IAW MIL-STD-3004, DoD directives, and in accordance with USSOUTHCOM JPO guidance. These plans will be submitted to USSOUTHCOM JPO for review prior to implementation as required.

b. Any Military Service, agency, contractor, or fuel handling activity is required to establish and maintain a written Quality Surveillance (QS) program, which includes a written quality control plan. A copy of the quality control plan will be forwarded to SOUTHCOM JPO for review as required. Written quality control plans are required for DLA-owned product as follows:

- (1) At military owned and military operated fuel facilities.
- (2) At contractor operated fuel facilities under U.S. military contracts.
- (3) At foreign government fuel facilities under U.S. Military Service /Government Memorandum of Understanding (MOU) or country to country agreement.
- (4) At U.S. Government terminals operated by foreign governments under bilateral agreements or NATO terminals operated with U.S. military personnel discharging and loading of Military Sealift Command (MSC)-controlled tankers.
- (5) At commercial and U.S. Government fuel facilities operated under Defense Energy Support Center (DESC) contracts where the petroleum QS function is delegated to a military unit by DESC.

APPENDIX P (Continued)

c. Military Standard 3004 (MIL-STD-3004) provides fuel quality surveillance requirements. The following minimum measures will be implemented to ensure an effective quality surveillance (QS) program is established:

(1) Establish effective QS inspection procedures that include, but are not limited to, sampling, testing, and inspection/evaluation of the processes required to receive, store, and issue petroleum products.

(2) Maintain fuel sample and testing log book for historical information on previous samples and test results.

(3) Obtain petroleum equipment that meets the standards established by Military Service directives and referenced regulations. Conduct maintenance and keep accurate maintenance records of equipment and systems to ensure operability and longevity.

(4) Implement an effective training program that produces qualified fuel handlers/specialists to conduct quality surveillance operations.

d. If petroleum products are discovered to be "off-specification" prior to or during a tanker discharge, DESC, in concert with the on board Quality Surveillance Representative (QSR), will determine product disposition. If a customer has quality concerns with fuel provided through a Bunker or Into-Plane contract, contact DESC Contracting office (DESC-PH) at commercial 703-767-8736//8740/8743 (DSN 427), or the DESC Command Control Center after duty hours at commercial 703-767-8420. Contact USSOUTHCOM JPO at DSN 567-1416/1415 or commercial 305-437-1416/1415 once DESC has been informed. DoD 4140.25-M, Vol. II, Chapter 7 (G) provides additional notification procedures.

2. Laboratory Analysis.

a. The petroleum laboratory at MacDill AFB, Tampa, FL (see Appendix R) or its designated contract support is responsible for testing all DLA-owned fuel stocks and other stock as directed by USSOUTHCOM JPO within the USSOUTHCOM area of operations. No other laboratory will be used for testing without approval of the JPO. Laboratory support for fuel testing will be provided to the supported Service on a non-reimbursable basis.

b. Because petroleum products deteriorate when subjected to long periods of storage, it is important for petroleum to be issued on first-in, first-out basis, or as quality surveillance mandates. Fuel stocks will be sampled and tested in accordance with the minimum frequency specified in MIL-STD-3004, applicable Military Service requirements, or as directed by the USSOUTHCOM JPO. Test results will be submitted to the JPO when requested.

c. The supported Military Service, component, Sub-Unified Command, Joint Task Force (when established) or other fuel handling unit is responsible for properly sampling, marking, and shipping samples to the supporting laboratory for testing. Local records will be maintained to document the results of correlation testing and any corrective actions required. Charges for

APPENDIX P (Continued)

shipping and packaging of fuel samples is the customer's responsibility.

d. Coordination for delivery/movement of samples into or out of the AOR to designated laboratories will be arranged aboard scheduled Air Mobility Command (AMC) channel flights in accordance with appropriate cargo requirements and flight schedules. Customers should ensure their transportation office coordinates this movement with the USSOUTHCOM Joint Movement Center (JMC). Close coordination must be made between the shipping activity and the testing facility to ensure the timely pick up and transport of fuel samples to the testing laboratory. Samples will be identified with a point of contact and telephone number to expedite notification of test results for samples that fail to meet specifications. Samples meeting specifications will be reported to the submitting organization through routine channels. Refer to Appendix R for additional testing laboratories. MIL-STD 3004 offers additional guidance regarding fuel samples.

e. Each petroleum laboratory within the USCINCSO AOR is responsible for establishing a periodical laboratory equipment calibration and correlation program. Fuel sample correlation testing should be performed at least annually by comparing local laboratory test results against results obtained by another certified military or commercial lab testing the same fuel sample. Calibration will be performed as required by the applicable test method. All Defense Fuel Support Points (DFSP) and JPO designated areas will submit test results to USSOUTHCOM JPO as directed.

3. Turn-In/Disposal of Petroleum Products.

a. All petroleum products have value to the U.S. Government, whether they meet specification or not. Command attention must be applied to ensure proper disposition of all petroleum products and ensure the financial interests of the U.S. Government are considered. International, federal, state and local laws and regulations regarding environmental impacts require careful consideration of all alternatives prior to considering the disposition of petroleum products. Minimum losses and optimum use of fuel is essential.

b. Survey losses of petroleum products must be kept to a minimum. A product outside of specification or use limits will be considered for other use or downgrading to another usable product. If downgrading is not acceptable, blending with another product will be considered. All quality control problems, testing and determination of specification criteria will be referred to the appropriate Defense Fuel Support Point (DFSP).

c. Representatives of ship and shore activities will consult with the local DFSP petroleum terminal personnel in all fuel accountability matters especially off-load and disposal requirements. "Off-specification" fuel will be turned into the DFSP for reclamation, resale, or disposal according to the Service Fuel Office and Defense Energy Support Center (DESC). Do not return off-specification fuel to DLA-owned stocks unless approved by DESC Quality Surveillance office (DESC-BQ).

APPENDIX Q

PETROLEUM LOGISTICS CHECKLIST

REFERENCES. DOD 4140.25-M, DOD Overseas Environmental Baseline Guidance Document, SOUTHCOM Regulation 700-2, FM 10-69, AR 703-1, AR 710-2, AR 735-5, DA Pamphlet 710-2-1, AFI 23-201

1. Is there a designated petroleum and/or supply officer? Are the above regulations on hand?
2. Is there a knowledgeable person designated to provide petroleum support coverage during temporary absences of the appointed petroleum officer?
3. Is there a Standard Operating Procedures (SOP)? Does it comply with the above stated regulations?
4. Is fuel obtained from sources other than the Defense Energy Support Center (DESC) fuels contract for U.S. Forces?
5. Are there formalized procedures for petroleum accountability?
6. Are petroleum files set up to account for and manage petroleum products?
7. Is there a plan to transfer fuel from commercial tankers to storage sites if road conditions are not suitable for commercial tankers?
8. Does the activity have a listing of all petroleum-related equipment with operational status? Has a copy been forwarded to USSOUTHCOM, ATTN: SCJ4-JPO?
9. Has an exercise Memorandum of Understanding (MOU) established procedures to reimburse the U.S. Government for fuel?
10. If Host Nation is to provide fuel, has the petroleum officer established procedures to ensure fuel is accounted for and properly managed?
11. Has fuel to be provided by the Host Nation been identified separately?
12. Is there a petroleum forecast by type and use on file?
13. Is consumed fuel being reported and accounted for by type and usage category? (i.e., construction, inland transportation, training, other exercises, and directed mission)
14. Is the command using fuel-dispensing meters for all issues and receipts?
15. Is the command posting all issues of fuel to property books?

APPENDIX Q (Continued)

16. Is the command conducting an inventory of petroleum prior to 0800 hours on the last work day of each month?
 17. Is the petroleum or supply officer preparing DA Form 4702-R after each inventory to show the actual shortage or overage?
 18. Is the petroleum or supply officer adjusting losses using a Report of Survey, DA Form 4697, when the total loss of a specific petroleum product is above the allowable loss for that product and the dollar value of the total loss is greater than \$250.00?
 19. Has the petroleum or supply officer established a property book page for each authorized grade and type of product?
 20. Are fire extinguishers available at all petroleum distribution and dispensing points?
 21. Have "NO SMOKING WITHIN 50 FEET" and "SHUT OFF YOUR MOTOR" signs been posted at all fuel dispensing pumps and storage tanks?
 22. Is the command using gauging equipment?
 23. Is the command containing and processing all petroleum leaks and seeps?
 24. Do all above ground storage tanks have a minimum of two grounding rods?
 25. Is the year and date of the last filter or separator element change stenciled on the tanks?
- Fuel tank truck operation:
26. Are petroleum tankers being operated and maintained IAW their Technical Manuals?
 27. Are tankers being operated with fire extinguishers?
 28. Are nozzles and hoses on tankers in operable condition?
 29. Are air cleaners in place on tanker engines?
 30. Have the filter separators on tankers had their filter elements changed as required and have dates been stenciled on the filter separator?
 31. Has the command established a log book to record submissions of samples (FM 10-70 is a good guide)?
 32. Is the command recording, computing, and comparing pump totalizer meter readings against daily gallons dispensed?

APPENDIX Q (Continued)

33. Is the command gauging storage tanks for contents, bottom sediment, and water?
 34. Are all dispensing nozzle screens in place and checked daily?
 35. Are waste petroleum products being stored in 55-gallon drums or other suitable containers away from stocks?
 36. Are the drums marked to indicate what type of waste product is in the drum?
 37. Is the command ensuring that a basic load of petroleum is on hand at all times when tankers are parked in the motor pool or equivalent?
 38. Does the command have all required petroleum management directives available (FM 10-70 is a guide)?
 39. Is the command recording daily issues of petroleum products in ink, on DA Form 3643 (Daily Issue of Petroleum Products) and abstracting daily on DA Form 3644 (Monthly Abstract of Issues of Petroleum Products and Operating Supplies)?
 40. Is the command assigning document numbers to all petroleum receipts and posting receipts to the applicable page or card?
 41. Is the command correcting petroleum products to 60 degrees when quantity received or inventoried is 3,500 gallons or greater?
 42. Is the command totaling all DA Forms 3644 (service equivalent) at the end of each month?
 43. Are work areas, pump and filter separator hoses, valves and equipment pits clean and free of trash and debris?
 44. When parking tank vehicles, are safety considerations given to dispersion, security, and safe escape paths to permit removal of vehicles in an emergency?
 45. Are vehicles and dispensing equipment locked at all times when an authorized operator is not present?
- Prior to unloading petroleum product shipments in excess of 3,500 gallons, are the following checks made:
46. API gravity taken?
 47. Temperature of product in the conveyance at the time of gauging?
 48. Presence of water in carrier?

APPENDIX Q (Continued)

49. Are measured product quantities in gallons being determined prior to discharge by gauge stick or by meter?

50. Are tank vehicles that service aircraft or transport flammable liquid properly marked?

51. Is the command sending fuel samples to the assigned area laboratory for specific testing that cannot be accomplished by the command?

52. Is the command accepting commercial tank truck deliveries for the quantity listed on the DD Form 250? Are all compartments filled to the fixed marker level before acceptance?

53. Have all the special equipment needs at the refueling point been identified and relayed to the contracting office?

NOTE: The above checklist is geared toward the USSOUTHCOM MILITARY GROUP. However, the list can be used for other commands and activities. Checklist will be used to assess areas applicable to the inspected command. Questions, comments, and/or recommendations for improvements to this publication should be forwarded to:

HQ, USSOUTHCOM
ATTN: SCJ4-JPO
3511 NW 91st Avenue
Miami, FL 33172-1217

APPENDIX R

MILITARY SERVICES PETROLEUM LABORATORIES AND FUEL TESTING
CAPABILITIES

List of laboratories

AIR FORCE LABORATORIES	TYPE PRODUCTS	TYPE TEST
Aerospace Fuels Laboratory (FP2070) Det 13, SA-ALC/SFTLA, Bldg. 70 2430 C St, Suite I Wright Patterson AF13 OH 45433-7632 MOGAS	Jet Fuel, Packaged POL, Chemical, AVGAS,	A B-2 B-2 A Except Knock Rating A Except Knock Rating
Aerospace Fuels Laboratory (FP271) Det 20, SA-ALC/SFTLB Trundy Rd, Bldg. 14 Searsport ME 04974	Jet Fuel Packaged POL	A B-2
Aerospace Fuels Laboratory (FP2072) Det 21, SA-ALC/SFTLC 5311 North Boundary Blvd, Bldg. 1121 MacDill AF13 FL 33621-5005	Jet Fuel Packaged POL	A B-2
Aerospace Fuels Laboratory (FP2074) Det 35, SA-ALC/SFTLD 10 Part Ave C, Bldg. I Mukilteo WA 98275-1618	Jet Fuel Packaged POL Greases	A B-2 A
Aerospace Fuels Laboratory (FP2080) OL SA-ALC/SFTLF Bldg. 725 RAF Mildenhall UK APO AE 09459	Jet Fuel Packaged POL	A B-2
Aerospace Fuels Laboratory (FP2083) Det 44, SA-ALC/SFTLG Unit 5161 APO AP 96368-5161	Jet Fuel Packaged POL	A B-2
Base Fuels Officer 1605 Air Base Group/LGSF Lajes Airfield, Azores	Jet Fuel	B-1, B-2, B-3

APPENDIX R (Continued)

Base Fuels Officer Detachment 10, LGSF Incirlik, TU	Jet Fuel	B-1, B-2, B-3
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Aerospace Fuels Laboratory (FP 2084) OL SA-ALC/SFTLJ, Bldg. 505 Aviano AB Italy APO AE 09601	Jet Fuel	A
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ARMY LABORATORIES	TYPE PRODUCTS	TYPE TEST
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USAPC Petroleum Test Facility - East ATTN: AMSTA-DSA-PC-PT DDRE, Bldg. 85-3, U Avenue New Cumberland, PA 17070-5005	Jet Fuel Package POL Chemicals Coal	B-1, B-2, B-3 B-2
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HHD, 260th QM Bn Bldg. 120 ATTN: AFZP-SQG Hunter Army Airfield, GA 31409-5130	All	B-1, B-2, B-3
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US Army Aviation Center & Ft. Rucker Bldg. 800, N Ave ATTN: ATZB-DOL-M-POL-BR Fort Rucker, AL 36362-2018	Aviation Fuel	B-1, B-2, B-3
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H&S Co., US Army South Joint Task Force Bravo Soto Cano AFB, Honduras APO AA 34042	All	B-1, B-2, B-3
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CDR 101 st AVN DIV and Ft. Campbell Bldg. 7137, 4 1h Ave ATTN: AFZB-RB-M Ft. Campbell, KY 42223-5000	Jet Fuels and Ground Mobility Fuels	B-1, B-2, B-3
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CDR Combat System Test Activity Bldg. 362 ATTN: STECS-TS-PC APG MD 21005-5059	All	B-1, B-2, B-3
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APPENDIX R (Continued)

HHD, 505th QM Bn.
Rt 74 Chibana, Bldg. 53140
ATTN: APAJ-GOQ-L
Unit 35130
APO AP 96376-5130

All

B-1, B-2, B-3

DESC LABORATORIES**TYPE PRODUCTS****TYPE TEST**

Mail Address:
DFR Europe Petroleum Laboratory
Unit 23135, Box 28
APO AE 09227

All

All

Sample Address:
DFR Europe Petroleum Laboratory
Bldg. 320, Rhine Ordnance Barracks
Am Opelkriesel
D-67663 Kaiserslauten, Germany
Phone: 49-631-536-6812
FAX: 49-631-536-7084

Defense Energy Support Center
Petroleum Laboratory - Pyongtaek
APO AP 96218-02666

All

All

Defense Energy Support Center
Petroleum Laboratory - Anchorage
Ft. Richardson, AK 99505-5700

All

All

NAVY LABORATORIES**TYPE PRODUCTS****TYPE TEST**

Naval Air Systems Command
Fuels and Lubricants Division, AIR-4.4.5
Bldg. 2360
22229 Elmer Road
Patuxent River, MD 20670-1534

Aviation and Ship
Fuels; Turbine
Engine Oils (Special
samples only as
defined in NAVAIR
00-80T-109)

All

Ship samples to:
Naval Air Station
HAZMAT Bldg 2385
22680 Hammond Road
Sample (AIR-4.4.5)
Patuxent River, MD 20670

APPENDIX R (Continued)

FISC Norfolk, VA
Attn: 702, Fuel Dept.
Naval Supply Center
Norfolk, VA 23512-5000

Refer to NAVSUP
Publication 558,
*Fuel Management
Ashore*, for detailed
information on
individual POL
testing capabilities.

Fuel Department Director
Fleet and Industrial Supply Center
8808 Somers Rd, Bldg 56
Jacksonville, FL 32218-2600

Commanding Officer
NAS Pensacola
Code 41300
385 Millington Ave.
Pensacola, FL 32508-5014
Attn: Fuel Branch

U.S. NAVSTA Guantanamo Bay
U.S. Naval Station
Attn: Fuel Officer
Box 25
FPO 09593-5000

Fuels Division
U.S. Naval Station Roosevelt Roads
Code N409
PSC 1008 Box 3402
FPO AA 34051-3402

NAS Keflavik, IC
Commanding officer
U.S. Naval Station
Attn: Fuels Officer, Box 32
FPO 09571-5000

U.S. Naval Station Rota, Spain
PSC 819, Box 21
FPO AE 09645-4900
Attn: Fuels Officer

APPENDIX R (Continued)

FISC San Diego, CA
Naval Supply Center
Attn: Fuel Officer
937 N. Harbor Drive, Ste. 480
San Diego, Ca 92132-0480

FISC Puget Sound
Manchester Fuel Laboratory
7501 Beach Drive East
Port Orchard, WA 98366

FISC Pearl Harbor
Commanding Officer
Naval Supply Center
Attn: Fuels Officer
Pearl Harbor, HI 96860-5000

Commander
U.S. Naval Forces, Marianas (N84)
PSC 455, Box 190
FPO AP 96450-1500

Fuel Department
FISC Yokosuka, Detachment Sasebo
Code 184
PSC 476, Box 6
FPO AP 96322-1504

FISC Yokosuka, Code 707
Hakozaki Fuel Department
PSC 473, Box 11
FPO AP 96349-1500

NAVSUPPFAC Diego Garcia
Commanding Officer
U.S. Naval Support Facility
Attn: Fuels Officer
Box 4
Diego Garcia
FPO 96685-5000

APPENDIX S

SERVICE CONTROL POINTS

1. Army US ARMY PETROLEUM CENTER
54 M Avenue Ste 9
ATTN: AMSTA-LC-CJP
New Cumberland, PA 17070-5008

Msg. Add: CDRUSAPC NEW CUMBERLAND PA//AMSTA-LC-CJP//

2. Navy: Navy Petroleum Office (FM)
8725 John J. Kingman Rd.
Suite 3719
Ft. Belvoir, VA 22060-6224

Msg. Add: NAVPETOFF FT BELVOIR VA//NPO//

3. Air Force: Director Aerospace Fuels Management
HQ San Antonio ALC/SF
1014 Billy Mitchell Blvd, Ste 1, Bldg 1621
Kelly AFB, TX 78241-5603

Msg. Add: SA ALC KELLY AFB TX//SF//

APPENDIX T

EXPLANATION OF ABBREVIATIONS AND TERMS

ABBREVIATIONS

The following abbreviations are pertinent to petroleum operations and the associated organizations described herein.

ACSA – Acquisition and Cross Service Agreement
AOR – Area of Responsibility
AVCard – Aviation Credit Card
bbl – barrel(s)
CINC – Commander-in-Chief
CINCLANTFLT – Commander-in-Chief Atlantic Fleet
CINCPACFLT – Commander-in-Chief Pacific Fleet
COCO – Contractor Owned-Contractor Operated
COGO – Contractor Owned-Government Operated
CONPLAN – Contingency Plan
DESC – Defense Energy Support Center
DESC-A – Defense Energy Support Center – Americas
DFAMS – Defense Fuels Automated Management System
DFM – Diesel Fuel Marine
DFSP – Defense Fuel Support Point(s)
DLA – Defense Logistic Agency
DOS – Days of Supply
DSCLOG – Deputy Chief of Staff, Logistics
FEA – Fuel Exchange Agreement(s)
FG – Foreign Government
FUNCPLAN – Functional Plan
FOL – Forward Operating Location(s)
FOS – Forward Operating Site(s)
FSII – Fuel System Icing Inhibitor
GOCO – Government Owned-Contractor Operated
GOGO – Government Owned-Government Operated
GTMO – Naval Station Guantanamo Bay, Cuba
IMP – Inventory Management Plan(s)
IPDP – Inland Petroleum Distribution Plan
ISA – Inter-Service Agreement(s)
JIATF-E – Joint Intra-Agency Task Force–East
JPO – Joint Petroleum Office(s)
JTF – Joint Task Force(s)
JTF-B – Joint Task Force Bravo
MARFORSO – Marine Forces South
MBBLS – Mike Barrels
MILCON – Military Construction
MILGRP – Military Group(s)
MSC – Military Sealift Command

APPENDIX T (Continued)

NAVPETOFF – Navy Petroleum Office
NSRR – Naval Station Roosevelt Roads, Puerto Rico
OPLAN – Operational Plan
PC&S – Posts, Camps and Stations
POLCAP – Petroleum Capabilities Report
POS – Peacetime Operating Stock(s)
POSA – Peacetime Operating Stock Authorization(s)
PWRR – Petroleum War Reserve Requirement(s)
PWRS – Petroleum War Reserve Stock(s)
QA – Quality Assurance
QAR – Quality Assurance Representative(s)
QS – Quality Surveillance
REPOL – Petroleum Contingency Report
RIK – Replacement-in-Kind
RO – Responsible Officer
SAPO – Sub-Area Petroleum Office(s)
SL – Safety Level
SCP – Service Control Point(s)
SOCOSO – Special Operations Command South
USNAVSO – United States Navy South
USARSO – U.S. Army South
USSOUTHCOM – United States Southern Command
USCINCFCOM – United States Commander-in-Chief Joint Forces Command
USCINCPAC – United States Commander-in-Chief Pacific Command
USCINCSO – United States Commander-in-Chief Southern Command
USSOUTHAF – United States Southern Air Force
WISP – Worldwide Inventory Management Plan
WRM – War Reserve Material

TERMS

The following terms are pertinent to petroleum operations and the associated organizations described herein. All definitions are from DoD 4140.25 -M, Vol. I-IV, unless otherwise indicated.

Accountable Officer: A government employee (military or civilian) so appointed by authority to maintain item/financial records of government property; this person may or may not have possession of the property.

Alternative Fuel: Products used in place of gasoline and diesel such as compressed natural gas, liquefied natural gas, electricity, and alcohol. These products cannot be used in gasoline or diesel engines unless the engine is modified or replaced. The term is also used to refer to fuels that have been reformulated, blended with oxygen rich components or otherwise altered to comply with environmental regulations examples include reformulated gasoline, gasohol, oxygenated gasoline, and low sulfur diesel.

APPENDIX T (Continued)

Barrel (bbl): Equivalent to 42 U.S. gallons.

Bunker Fuel: Fuel burned in the boiler for vessel propulsion.

Defense Energy Support Center (DESC): An organizational component of the Defense Logistics Agency (DLA) that is the integrated manager/DoD central procurement agent for petroleum, natural gas, coal and associated services. Formerly referred to as Defense Fuel Supply Center (DFSC).

Defense Energy Support Center (DESC) –Region: A management component of the Defense Energy Support Center (DESC). Monitor DESC contracts on a regional and /or geographic basis. Provides customer support and control over fuel deliveries. Administers contract functions including property administration and quality surveillance, transportation support coordination, emergency planning, and reports inventory/supply transactions to Defense Fuels Automated Management System (DFAMS). Formerly referred to as Defense Energy Region (DER). Example: DESC-Americas

Defense Energy Support Center (DESC) –Field Office: A management component of the Region DESC; may perform the usual functions of a DESC. Formerly referred to as Defense Energy Office (DEO). Example: DESC-Houston, DESC-St. Louis

Defense Fuel Support Point(s) (DFSP): A petroleum storage facility (or terminal) that receives, stores, and issues DLA-owned product in support of military/Federal Agency requirements. Types of DFSPs are Government Owned-Government Operated (GOGO), Government Owned-Contractor Operated (GOCO), Contractor-Owned- Contractor-Operated (COCO), Foreign Government (FG), and NATO.

Defense Logistics Agency (DLA): An agency of the Department of Defense (DoD) under the direction of the Secretary of Defense and subject to DoD policies, directives, and instructions. DLA is assigned integrated materiel management responsibility for petroleum products. Includes ownership and accountability of war reserves and peacetime operating stock (POS) to the base level.

Emergency Fuel: A fuel used when the primary or alternative fuel is not available. The use of an emergency fuel may result in increased maintenance and/or reduced engine life.

Into-Plane: A supply technique whereby the U.S. Government contracts with a contractor to refuel military aircraft at commercial airports, with specified contract fuel. Commercial aircraft under a government charter may be refueled at into-plane locations. The use of government refueling trucks, equipment, bladders, etc. are not authorized unless so specified in the into-plane contract.

Inventory Management Plan (IMP): A DoD integrated plan of fuel inventory levels and storage requirements designed to utilize DoD resources more efficiently and provide financial management data.

APPENDIX T (Continued)

Joint Petroleum Office (JPO): A unified command staff function responsible for all aspects of petroleum logistics within the Commander-in-Chief's area of responsibility. Responsibilities include the management of petroleum products, including war reserves, peacetime operating stocks, distribution of products, quality control, facilities management, and the development of contingency plans.

Malpositioned War Reserves: War reserves that would normally be held in a terminal outside the geographic region of the CINC. Due to the time/distance factors, these stocks cannot be properly positioned in the theater before the regional war reserve safety level is penetrated.

MBBLS: "mike barrels" Equivalent to 1,000 barrels.

Peacetime Operating Stock (POS): Fuel inventory at DFSP to sustain peacetime operations in support of military demands. Includes unobtainables, safety levels (if appropriate), oiler loadout quantities, augmented levels and economic resupply quantity (ERQ).

Peacetime Operating Stock Authorizations (POSA): The total amount of POS authorized at a given DFSP.

Petroleum Terminal Message Report (RCS; DLA (W) 1884(DESC) MIN): This report provides quantitative data for DESC inventory management and stock control/distribution of fuel. The DFSP inventory data is used to answer inquiries at all levels of the Defense Department and Congress. Reporting of report would be done IAW DoD 4140.25-M Vol. V, Appendix A55/A56.

Petroleum Products: Petroleum products delivered in volumes greater than 55 US gallons (208 liters) such as tank trucks/cars, pipelines, coastal barges, and ocean tankers. Exception to this is the 500 gallon (1900 liters) collapsible drums.

Petroleum Storage Facility: Tank storing DLA owned petroleum products purchased under contracts. These facilities are described as active or inactive at petroleum terminals, tank farms, military bases, pipelines, and fixed tanks with a capacity of 500 barrels or more.

Petroleum War Reserve Requirement (PWRR): Fuel required in support of the SECDEF Defense Planning Guidance to be positioned prior to hostilities at or near the point of planned use. It is designed to reduce reaction time and to ensure adequate support of military forces during early stages of war until stocks can be replenished.

Petroleum War Reserve Stock (PWRS): The on-hand assets designated to satisfy PWRR. These should be dedicated, set aside, quantifiable stocks of militarily suitable products.

APPENDIX T (Continued)

Petroleum Contingency Report (REPOL): Provides joint staff, military services, and DLA/DESC worldwide summary data on damage and deficiencies of petroleum supplies storage, and distribution systems. REPOLs are used to develop strategies, determine courses of actions, etc., in support of supply operations. Reports will be submitted automatically upon declaration of DEFCON 1 and submitted every 48 hours; under peacetime conditions reports will be submitted annually or when considered appropriate by reporting commanders or when directed by the Joint Staff IAW CJCSM 3150.14.

Petroleum Capability Report (POLCAP): Provides the Joint Staff, Military Services, and DLA/DESC with current petroleum data to ensure that essential petroleum operations and readiness capability are maintained during periods of intensified activity or tension. Reports will be submitted annually NLT 1 May to the Joint Staff/J4 or during intensified activity or tension.

Posts, Camps, and Stations (PC&S): PC&S is the name of the purchase program used primarily to procure commercial ground products.

Primary Fuel: A fuel that permits full design engine performance.

Quality Assurance (QA): A contract administration function (including inspection) performed at the contractor's facility by the US Government Quality Assurance Representative or at destination by an authorized Government Representative to determine whether a contractor has fulfilled the contract obligation/requirements pertaining to quality and quantity of products and related services. (Note: QA ends and quality surveillance (QS) begins when the product is accepted by the Government; acceptance of product represents the transfer of ownership from the contractor to Government and can be done at origin or destination).

Quality Surveillance (QS): The aggregate of measures (blending, sampling, stock rotation, etc.) used to determine and maintain the quality of Government-owned petroleum products to the degree necessary to ensure that such products are suitable for their intended use.

Responsible Officer (RO): A government employee who is a U.S. citizen (military or civilian) appointed by proper authority to exercise care, custody, and safe keeping of government property. See also accountable officer.

Safety Level (SL): A fuel storage locations daily demand rate (average daily issues) multiplied by the number of days required inventory (5 days stateside and 15 days overseas). The amount is used in the Peacetime Operating Stock computation allowing for variability in resupply time and/or demand during the resupply cycle. Safety levels are maintained to prevent stock outages where no Petroleum War Reserve Stocks are held.

Service Control Point (SCP): A petroleum activity organized by each Military Department to perform the management function for products that are owned by the services and for procedural dealings as specified in this regulation.

APPENDIX T (Continued)

Slate: Term describing reports of planned requirements for tanker delivery. Slating represents current and future requirements at DFSP. All slating activities will calculate requirements for 4 months (current plus 3 months).

Stock Fund: A revolving fund established to finance costs of inventories of supplies. Stock funds are authorized by specific provision of law and are chartered by the Secretary of Defense to finance a continuing cycle of operations. Reimbursement and collections derived from the sale of inventory to customer activities are available for use by a stock fund without further action by Congress. Wholesale inventories are financed by the Defense Stock Fund (DSF) while retail level inventories are financed by the stock fund of the respective Military Service.

Worldwide Inventory and Storage Plan (WISP): DoD integrated plan of petroleum inventory and storage requirements designed to utilize DoD resources more efficiently, eliminate duplication of effort among DoD Components in obtaining additional storage facilities, and support inventory management decisions in contracting for additional storage facilities.



DEPARTMENT OF DEFENSE
UNITED STATES SOUTHERN COMMAND
 3511 NW 91ST AVENUE
 MIAMI, FL 33172-1217

REPLY TO
 ATTENTION OF

*SC Regulation 700-2

1 August 2000

Effective Upon Receipt

Logistics

PETROLEUM OPERATIONS

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1. Purpose. SOUTHCOM Regulation 700-2 (SC Reg. 700-2) is issued under authority of cited references. This regulation assigns responsibilities, outlines organizational relationships, and establishes policies and procedures for petroleum logistics within the United States Southern Command (USSOUTHCOM). This regulation applies to Headquarters USSOUTHCOM, its Service Components, Joint Task Forces, Sub-Unified Command, Security Assistance Offices, Military Liaison Offices, Military Groups (MILGRP), and Department of Defense (DoD) and Federal Agencies operating within the USSOUTHCOM Area of Responsibility (AOR). It is effective immediately and will be used in conjunction with references in Appendix A. USSOUTHCOM Components may issue supplementary guidance for unique management requirements. Recommended changes should be submitted to the address at page 5.

2. References. See Appendix A.

3. Explanation of Abbreviations and Terms. See Appendix T.

4. Responsibilities.

a. The U.S. Southern Command Joint Petroleum Office (JPO) was established by authority of Joint Chiefs of Staff Joint Publication 4-03 to discharge staff petroleum logistics responsibilities within the cognizance of the Commander in Chief, U.S. Southern Command (USCINCSO) as contained in the current Unified Command Plan, the Theater Engagement Plan, and other plans as directed. Specific functions include but are not limited to:

- (1) Advise USCINCSO on petroleum logistics planning and policy matters;
- (2) Advise components on petroleum logistics planning and policy matters;
- (3) Provide advice on allocation of petroleum products and facilities under emergency conditions;
- (4) Coordinate the quality surveillance program within USSOUTHCOM;
- (5) Assist Defense Energy Support Center (DESC) in executing its charter responsibilities as applicable;
- (6) Ensure that fuel slates submitted to DESC represent the coordinated requirements of all Military Services within the USSOUTHCOM area of operations.

b. A Sub-Area Petroleum Office (SAPO) will be established when necessary to coordinate joint petroleum functions in support of specific contingencies. Policies and procedures prescribed in this regulation by HQ USSOUTHCOM, will pertain to any newly established

SAPO. For the purpose of this regulation, the Petroleum Ordering Office, J4 Joint Task Force - Bravo (JTF-B), is designated a SAPO to coordinate petroleum logistics matters in Honduras and throughout Central America. Also, the JTF-B/J4 POL ordering officer will certify all fuel requests (P10) and receipt (P30) transactions before forwarding them to DESC, Fort Belvoir, Virginia via Internet, facsimile, or telnet for Defense Fuels Automated Management System (DFAMS) processing.

c. Military Service Components and Joint Task Force Commanders will perform petroleum logistics planning and fulfill other responsibilities in the performance of those functions as outlined in DoD 4140.25-M.

d. The Defense Energy Support Center-Americas (DESC-A), located in Houston, Texas, has been established to serve as DESC's agent for contract administration and procurement quality assurance in the USSOUTHCOM area of responsibility.

5. Product and Facilities Management and Reporting Procedures.

a. Management of Petroleum Products. Appendices B, C, D, and E provide more detailed information on the management of petroleum products and commercial facilities.

b. Product Reporting. Inventory at active fuel facilities with capacities of 10,000 barrels (420,000 U.S. gallons) or greater, will be reported to the JPO, by product, on a weekly basis. Activities with less than 10,000 barrels will report as directed by the JPO. This report will reflect inventories as of 0800 hours local, the last working day of the week, and will be received by JPO NLT 1300 hours Eastern Standard Time (EST) (1:00 PM EST) of the last working day of the week. At a minimum, location, physical inventory, ullage, and the projected issues for the next 30 days will be reported. Reports will be provided by those activities accountable or responsible for the product inventory. All activities will report inventory IAW DoD 4140.25-M, Vol. V, Appendix A55, using Petroleum Terminal Message Report - RCS: DLA (W) 1884 (DESC). See Appendices G - I for additional reports.

c. Management of Defense Logistics Agency (DLA) Petroleum Facilities. See Appendix F for facilities project funding information.

d. Required Reports and Report Classification. Appendix J identifies reports required by USSOUTHCOM components and also addresses report classification.

6. Management of Fuel Requirements and Plans.

a. Procurement Requirements. Requirements must be accurate, submitted in a timely manner, and complete. All fuel requirements described in Appendix K will be determined primarily through historical data. The use of Military Service computation guidelines is in effect. Direct coordination between component operators and logistical planners is essential to ensure requirements are determined accurately. Failure to comply with above processes may result in negative consequences to the tactical, financial and contractual operations as follows:

- Higher fuel prices for customer.

- Receipt of non-specification fuel without a means of recourse.
- Delayed payments to contractors.
- Contract defaults and U.S. Government liability.
- Delivery of too much or too little fuel.

Note: For all DESC Posts, Camps, and Stations (PC&S) direct delivery/Into-Plane & Bunker contracts, DESC-Direct Delivery Fuels division will retain Contract Administration functions.

b. Operational Plan (OPLAN) Requirements.

(1) USSOUTHCOM Joint Task Force headquarters (when established), Service components, and other assigned government agencies/units (when tasked) will develop profiles for each joint and combined USCINCSO OPLAN/FUNCPLAN/CONPLAN in accordance with Military Service consumption data and usage criteria. Profiles will be timed-phased into five day increments and subdivided by product, location, and quantity in barrels. The profiles will be provided to the JPO annually as specified by USCINCSO tasking message for incorporation into the petroleum annex of the appropriate OPLAN. Submitted profiles will be updated throughout the year as necessary.

(2) U.S. Army South (USARSO) will develop an Inland Petroleum Distribution Plan (IPDP) for each joint USCINCSO OPLAN/FUNCPLAN/CONPLAN. IPDPs will be reviewed by the JPO prior to submission to Defense Logistics Agency Deputy Chief of Staff, Logistics (DLA DCSLOG) for approval.

c. Requirements Matrix and Classification. Appendix O identifies requirement reports required by USSOUTHCOM components and also addresses report classification.

7. Additional Agreements.

a. Interservice Support Agreements (ISA). To avoid duplication of effort and improve operational efficiency, the negotiation of ISAs for fuel support between services is encouraged. DoD Instruction 4000.19-R, provides detailed guidance concerning the negotiation and preparation of ISAs. Copies of ISAs regarding fuel support will be provided to the JPO.

b. Acquisition and Cross-Servicing Agreement (ACSA).

(1) An ACSA is a reciprocal logistics support agreement between the United States Military and a Host Nation's Military. It is to be used primarily during combined exercises, training, deployments, operations, or other cooperative efforts, and for unforeseen circumstances or emergencies in which either nation has a need for logistics support, supplies, or services. Currently, SOUTHCOM has ACSAs in place with Argentina and Uruguay. Peru, Chile, and Ecuador are scheduled to be in place by October 2000. SOUTHCOM has nominated the remaining eligible countries in the AOR for an ACSA.

(2) Fuel can be requisitioned from the partner nation and if the partner nation is capable and willing to provide the support, fuel can be supplied at the same price the partner nation pays

for fuel. The customer can requisition fuel by using the requisition form found in the ACSA Implementing Arrangement (IA) or by providing the data as outlined in the actual ACSA. Customers requesting fuel through the ACSA will contact and coordinate this support request through their Service headquarters. If components or Service Control Points (SCP) use an ACSA, provide an information copy to USSOUTHCOM J4 ACSA representative.

c. Fuel Exchange Agreements (FEA). FEA is a U.S. Government agreement established with foreign navies and provides USN ships with another method of obtaining fuel. These agreements are listed in NAVPETOFF Instruction 4025.1E, Bulk Fuel and Lubricant Sources for Ships, enclosure (3).

8. Quality Surveillance. A sound quality surveillance/quality control program is important to ensure personnel safety, prevent loss or damage to DoD assets, prevent degradation of mission and ensure proper operation of assets. Appendix P provides information on Quality Surveillance procedures.

9. Administrative Addresses. Rapid communications (messages) will be addressed to USCINCSO MIAMI FL//SCJ4-JPO//. All other written communications will be addressed to Commander in Chief, U.S. Southern Command, ATTN: SCJ4-JPO, 3511 NW 91st Avenue MIAMI, FL 33172-1217. Appendices R and S provide address information for Military Service laboratories and Service Control Points.

The proponent agency of this regulation is the U.S. Southern Command. Users are invited to send comments and suggested improvements directly to HQ USSOUTHCOM, SCJ4-JPO, 3511 NW 91st Ave., Miami, FL 33172-1217.

SCJ4

FOR THE COMMANDER IN CHIEF:

OFFICIAL:
JERRY C. McABEE
BGen, USMC
Chief of Staff


CHARLES D. BOWKER
Colonel, USAF
Adjutant General

DISTRIBUTION:

D, Plus 2 each

JCS J4-SMPD

HQ DA DCSLOG (DALO-TST)

US APC (AMPSA-LC-CJP)

HQ USAF (ILSP)

CNO (N0413)

HQ USCENTCOM (CCJ4/J7/JPO)

USCINCLANTFLT (N413)

HQ USPAC (JPO/J422)

HQ USJFCOM (J4/JPO)

HQ USTRANSCOM (TCJ5-JPO)

HQ USSOUTHCOM (SCJ4/JPO)

HQ USSTRATCOM (J442)

USCG

HQ USEUCOM (ECJ4-LOJPO)

DESC-DO

DESC-PH

DESC-PL

DESC-AMERICAS

DESC-HOUSTON

NAVPETOFF (NPO)

SA-ALC/SF

USARSO (DSCLOG/SOLG)

USSOUTHAF (A4-LG/LGSF)

JTF-B (J4)

SOC SO (G4)

MARFOR SO (G4)

JIATF-E (J4)

USMC PETOFF

NAVSO

APPENDIX A

REFERENCES

1. DoD Directive 4140.25, "DoD Management Policy for Energy Commodities and Related Services," April 4, 1999.
2. DoD 4140.25-M, "DoD Management of Bulk Petroleum Products, Natural Gas, and Coal."
3. DoD Directive 4220.7, "Bulk Petroleum Supply."
4. DoD Directive 4220.1, "Requirements Submission Schedule for Fuel and Commercial Services," Jun 4, 1999.
5. DoD Instruction 4000.19, "Interservice and Intragovernmental Support."
6. DoD Directive 5100.27, "Delineation of International Logistic Responsibilities."
7. DoD Directive 5530.3, "International Agreements."
8. DLA Manual 4270.1, "DLA Facilities Project Manual."
9. Joint Pub 1-02, "DoD Dictionary of Military and Associated Terms."
10. CJCSM 3150.14, "Joint Reporting Structure (Jrs), Logistics."
11. Joint Pub 4-0, "Doctrine for Logistic Support of Joint Operations."
12. Joint Test Pub 4-03, "Joint Bulk Petroleum Doctrine."
13. MIL-STD-3004, "Quality Surveillance for Fuels, Lubricants, and Related Products," 1 Nov 1999.
14. DLAR 4500.22, "Single Manger for Ocean Transportation."
15. Defense Energy Support Center Inventory Management Plan (IMP) (latest edition).
16. MIL-STD-140B, "Procedure for Determining Normal Loss Expectancies for Liquid Petroleum Products." Superseded by the following publications: API-BULL 2516, API-BULL 2517, API-BULL 2518, and SPI-BULL 2519
17. MIL-STD-161F, "Identification Methods for Bulk Petroleum Products Systems, including Hydrocarbon Missile Fuels."
18. MIL-STD-457B, "Tanks, Petroleum Fuel and Lubricants, Operating and Bulk Storage, Minimum Frequency for Inspection and Cleaning."

APPENDIX A (Continued)

19. MIL-HDBK-210A, "Conversion Factors and Logistics Data for Petroleum Planning."
20. MIL-HDBK-201B, " Petroleum Operations."
21. NAVSUP PUB 558, "Fuel Management Ashore."
22. USSOUTHCOM Regulation 27-6, "International Agreements: Authority and Responsibilities."
23. Memorandum of Understanding Between Commander in Chief United States Southern Command and Director, Defense Logistics Agency, for Support of USCINCSO in War or Emergency Situations (TBP).

Contact the USSOUTHCOM JPO for any unavailable references.

APPENDIX B

PEACETIME OPERATING STOCK AND PETROLEUM WAR RESERVE REQUIREMENTS
AND STOCKS

1. Peacetime Operating Stock (POS). POS authorization will be computed annually by Defense Energy Support Center Facilities Inventory Programs Office (DESC- FIP) for all Defense Fuel Support Points (DFSP) and other locations identified by DESC Bulk Office (DESC-B)/Joint Petroleum Office (JPO). POS computations will be updated as significant changes occur (increase/decrease of more than 10 percent of the computation). DESC- FIP will develop all POS computations. Each Military Service and CINC-JPO will notify DESC- FIP of any increase or decrease in demands, which may impact significantly on operating stocks at DFSP.

2. Petroleum War Reserve Requirement (PWRR). PWRR will be computed by the Military Services (by location/product) and will be limited by the "days of supply" set by the Joint Staff. The JPO will coordinate and reconcile the PWRR with the Inventory Management Plan (IMP) data prepared by the Military Services prior to submissions to DESC Facilities Inventory Programs Office.

3. Petroleum War Reserve Stock (PWRS).

a. Each Service, component, or other CINC having a mission in the USSOUTHCOM area of responsibility (AOR) is responsible for providing Joint Staff J4 and DESC, through USSOUTHCOM J4 JPO, their requirements for PWRS by specific operational plan (OPLAN). The PWRS will be based upon the computed PWRR to meet the most demanding OPLAN requirements for each location. PWRRs are stated in terms of inventory and are transmitted by DESC via the IMP to applicable activities for implementation. The Inventory Management Plan is developed annually by DESC Facilities Inventory Programs Office in coordination with Military Services and CINC-JPOs. The sum of Peacetime Operating Stock and PWRS levels in the IMP equals the maximum authorized inventory levels at the DFSP. Maximum stockage levels may be exceeded at the discretion of the DESC Bulk Office (DESC-B). DFSPs must obtain approval from USSOUTHCOM JPO prior to exceeding the maximum stockage levels.

b. Defense Fuel Support Points (DFSP) and other assigned storage locations will maintain PWRS, which is designated an Inviolable Level. An Inviolable Level will be designated for each fuel product supporting an OPLAN. An Inviolable Level is defined as 85 percent of the PWRS plus the unobtainable inventory in tank bottoms, manifolds and pipelines. A "penetration" of the Inviolable Level is defined as the potential for the fuel inventory level to drop below the established level. If it is determined that the level of fuel will drop below the required Inviolable Level for more than 72 hours, the supporting DESC/Service Control Points (SCP)/Sub-Area Petroleum Offices (SAPO)/JPO and DESC Facilities Inventory Programs Office (DESC- FIP) will be informed by telephone. A written confirmation (by message, facsimile, or E-mail) will follow within 24-hours (See Appendix C). The JPO is responsible for identifying and maintaining (by product) the combined AOR Inviolable Levels. Waiver authority resides with the Secretary of Defense through the CJCS to meet anticipated needs of an emerging contingency or an ongoing military operation. Unified commands may take emergency actions if such action is required to protect life, and property, or to ensure military success.

APPENDIX C

POLICY FOR ASSIGNED PETROLEUM WAR RESERVE STOCKS AND SAMPLE WAIVER REQUEST

1. Waivers to Assigned Petroleum War Reserve Stocks (PWRS). Theater commands may request waivers from the Secretary of Defense through the CJCS to meet specific anticipated needs of any emerging contingency or an ongoing military operation. Waiver procedures are found in DoD 4140.25-M, Chapter 11. The Military Services are responsible for maintaining the inventory levels at the Defense Fuel Support Points (DFSP). The Military Services will report to CINC -Joint Petroleum Offices (JPO)/Sub-Area Petroleum Offices (SAPO) any Petroleum War Reserve Requirement (PWRR) that cannot be held at or near the area of planned usage. Military Services will also advise the JPO, SAPO, Defense Energy Support Center (DESC) field activities, and DESC Facilities Inventory Programs Office (DESC- FIP) when inventory levels in the Inventory Management Plan (IMP) cannot be stored at Government Owned Government Operated (GOGO) DFSPs due to resupply or tank problems, when the inventory drops below the Inviolable Level, and/or when storage tanks are taken out of service.

2. Sample of Waiver Request.

CLASSIFICATION - CONFIDENTIAL OR HIGHER DEPENDING ON INFORMATION CONTAINED IN PARAGRAPH 2

ORIGINATOR - SAPO (OR COMPONENT FUELS OFFICE)

ACTION ADDRESSEE - USCINCSO MIAMI FL//SCJ4-JPO//

INFO ADDRESSEES - DESC FT BELVOIR// DESC-BI/FGM//
OTHERS AS APPROPRIATE (SEE APPENDIX B)

REQUEST FOR WAIVER

	TYPE	QTY WAIVER	EFFECTIVE	EXPIRATION
1. <u>LOCATION</u>	<u>PRODUCT</u>	<u>(MBBLS)</u>	<u>DATE</u>	<u>DATE</u>
ROOS	JP5	25	1 JUN 00	30 OCT 00

2. JUSTIFICATION: E.G., FOR TANK CLEANING PROJECT TO REPAIR TANKS.

APPENDIX D

REDUCED EFFECTIVENESS OF PETROLEUM OPERATIONS

1. USSOUTHCOM Joint Petroleum Office (JPO) will be advised without delay of any matters affecting the normal supply, storage, and/or distribution of fuel in the area of responsibility (AOR). Initial reports will be telephonic, with written follow-up as required. The Petroleum Contingency Report (Appendix H) will be used for reporting this information. Information will include, but not be limited to:

- a. Damage or disruption to terminal facilities that limit the capability to receive or discharge fuel.
- b. Damage or disruption to fixed or temporary facilities that limit the capability to receive, store, or issue fuel.
- c. Work stoppage through unforeseen acts such as employee strikes or adverse weather.
- d. Non-availability or disruption of transportation, to include tankers, tank trucks, or pipelines and pump stations.
- e. Any product contamination of fuel that affects mission capability.
- f. Spills that affect the environment or safe petroleum operations will be reported immediately to the Joint Petroleum Office. Investigation of spills will be handled through individual Military Service procedures. A copy of investigation results and conclusions will be forwarded to JPO immediately upon completion. DoD 4140.25-M, Vol. II, Chapter 8, Management of Storage and Distribution Facilities, will be adhered to in areas regarding environmental, pollution control, and the Military Construction (MILCON), Maintenance and Repair, Minor Construction, and Environmental Compliance Programs (See Appendix F).

APPENDIX E

ACCOUNTABILITY FOR FUEL UNDER WARTIME/EMERGENCY CONDITIONS

1. Purpose. Special policy and procedures for petroleum accounting under wartime/emergency conditions are of practical necessity. High cost and large wholesale inventory of fuel within a potential combat/disaster zone require special attention due to pilferage. Accountability will be IAW DoD 4140.25-M, Vol. II, Chapter 13.
2. Objective. Minimize financial accountability for petroleum products during wartime/emergency conditions by simplifying and reducing inventory management requirements and associated reports.
3. Wartime/Emergency Conditions. The United States Commander in Chief, Southern Command (USCINCSO) may waive formal accountability and execute alternate accounting procedures when an operation is subject to hostile action and continued maintenance of formal accountable records is impractical. Emergency conditions for the purposes of implementing alternate accounting procedures are defined as military combat action or extended national emergency.
4. Coordination of Operations. USCINCSO establishes and specifies the parameters of a military combat or extended national emergency area. USCINCSO will coordinate with the Commander in Chief, Pacific Command (USCINCPAC), and/or Commander in Chief, Joint Forces Command (USCINJFCOM) concerning the designation of military combat or extended national emergency zones, which may include operations in other CINCs' respective areas of operations.
5. Inventories. Defense Fuel Support Point (DFSP) inventories in a military combat or extended national emergency area will be transferred to USCINCSO, or designee(s), without reimbursement from the Military Services. The DFSP will be reimbursed directly from the central appropriation account designated by the Assistant Secretary of Defense (ASD) Comptroller. Sufficient inventory records will be maintained by USSOUTHCOM Component Commanders who will act as property custodians to minimize unnecessary loss of fuel and to quantify resupply requirements. Fuel issues between DoD components in a military combat or extended national emergency zone are non-reimbursable. Issues of U.S. Government-owned fuel to other DoD activities will be documented for initiating reimbursement or replacement-in-kind (RIK) action. Detailed information can be found in DoD 4140.25-M, Vol. II, Chapter 10 (G).

APPENDIX F

DLA FACILITIES AND THE MILITARY CONSTRUCTION, MAINTENANCE AND REPAIR, MINOR CONSTRUCTION, AND ENVIRONMENTAL COMPLIANCE PROGRAMS

1. Component/Service/contractor owned facilities that store Defense Logistics Agency (DLA)-owned petroleum are eligible to receive DLA funding for construction and/or repair projects that directly support the DLA mission. In order to receive funding consideration from DLA, the Military Service will submit requests via a nomination/approval process. Components, Military Services, Joint Task Force-Bravo, and contractors operating Defense Fuel Support Points (DFSP) and other petroleum storage facilities will comply with guidance outlined in DoD 4140.25-M Vol. II Chapter 8, Management of Storage and Distribution Facilities. The Military Construction (MILCON) cycle in Chapter 8 of the reference will be followed if DFSPs require support of MILCON operations. This process occurs during the annual Facilities Planning Cycle and consists of three distinct facility project submission programs:

- a. Defense Energy Support Center (DESC)/DLA Petroleum MILCON Program. This program is generally for projects that exceed \$500,000 in cost.
- b. DESC/DLA Petroleum Maintenance/Repair Program. This program generally funds the project costs of maintenance, repair, and minor construction (less than \$500,000).
- c. Operations Program. DESC/DLA will fund the cost of operating petroleum terminals (excluding government-owned/government-operated (GOGO) DFSP) subject to the provisions of the Defense Working Capital Fund.

2. Military Services should follow directed submission channels for MILCON projects. However, Service Control Point (SCP) project request documentation will be provided to the Joint Petroleum Office (JPO) for coordination (See Appendix J for reports and submission dates). The JPO will review the project documentation to ensure that sponsorship is adequately addressed. All theater DFSP submissions, in coordination with SCP, will be prioritized and forwarded to DESC for consideration. If required, the JPO will represent MILCON projects at DESC on behalf of their major claimants.

3. Military Services will forward copies of construction change orders, if required, to DESC and the JPO for review and comment.

4. Data calls for DESC/DLA funded projects will be relayed to all concerned upon notification of the JPO by DESC. Detailed guidance regarding DESC/DLA facilities projects is contained in DLAM 4270.1 and DoD 4140.25-M, Vol. II, Chapter 8 (L).

APPENDIX G

SLATING PROCEDURES AND SAMPLE SLATE

1. Policy. "Slating" is a term used to describe the resupply program of Defense Fuel Support Points (DFSP). Fuel stored at ocean terminals is resupplied by ocean-going tanker deliveries. The program provides timely resupply at minimum costs to the U.S. Government. Slates are reported to Defense Energy Support Center (DESC) through Joint Petroleum Offices (JPO). DESC consolidates the slate and schedules tanker deliveries with Military Sealift Command (MSC). Slates will be submitted in accordance with DoD 4140.25-M, Vol. II, Chapter 4 (I). The USSOUTHCOM Joint Petroleum Office (JPO) will plan, prepare, and submit slating requirements for the USSOUTHCOM area of responsibility (AOR), ensuring the slates represent the coordinated requirements of the Military Services.
2. Procedure. The slate is due to USSOUTHCOM JPO by the 5th working day of each month. The slate message will cover a four month requirement period – the current month plus the next three months.
3. Each month is divided into three delivery periods. Period 1 includes day 1-10, period 2 includes day 11-20, and period 3 includes day 21-31.
4. Requirement balances are used to account for the differences between the quantity of fuel slated and quantity actually delivered by DESC. Balances may be negative or positive, depending on the circumstances. Examples are provided below:
 - a. Negative Balance. Naval Station Roosevelt Roads (NSRR) received 25 thousand barrels (MBBLS) less JP5 than slated for October. The amount shorted is a negative requirement balance. Having a negative balance requirement should not affect the quantity requested by NSRR for November. DESC still has the responsibility of delivering the balance as soon as possible. DESC will add the 25 MBBLS balance to the quantity of fuel slated for November. In this case, DESC will deliver 125 MBBLS of JP5 to NSRR in November (example, 100 MBBLS slated for November plus the 25 MBBLS negative requirement balance). Any delivery less than 125 MBBLS results in a new negative balance.
 - b. Positive Balance. Naval Station Guantanamo Bay (GTMO) received 25 MBBLS more JP5 than slated for October. The excess becomes a positive requirement balance. As with a negative balance, GTMO is not required to make any change to the November slate. However, DESC may deliver 25 MBBLS less of JP5 than that slated for November. As a result, GTMO, which received 125 MBBLS in October and slated 100 MBBLS JP5 in November, will receive 75 MBBLS in November. This adjusted delivery will reconcile the existing imbalance.
 - c. Canceled Balance. GTMO received 3 MBBLS less Unleaded Gasoline Medium Grade (MUM) than slated for October. Under normal circumstances, small requirement balances, negative or positive, will be canceled to make future slating requirements less complicated. An exception to this policy is small volume products such as 100/130 grade aviation gasoline and MUM. The requirement balances for these products are usually maintained (e.g., the negative balance of 3 MBBLS of MUM for October).

APPENDIX G (Continued)

5. Footnotes are used to explain/identify current requirement balances and any peculiarities that affect tankage, requirements, restrictions, or limitations and fuel quantity received during the previous month.

6. Sample SOUTHCOM Slate.

01 01 042010Z APR 00 RR RR UUUU AT ZYUW

FM NAVSTA ROOSEVELT ROADS PR//N1/N44/N409//
 TO USCINCSO MIAMI FL//SCJ4//
 INFO DOL FT DIX NJ//
 USCINCLANT NORFOLK VA//N413//
 COMNAVAIRLANT NORFOLK VA//J4//
 NAVCOMTELSTA JACKSONVILLE FL//

UNCLAS //N04020//

MSGID/GENADMIN/NAVSTA/ROOS RDS N409//

SUBJ: PETROLEUM SLATE 07-00 RCS: DLA (M) 1881 (DESC)//

RMKS/1 IAW DOD4140.25M VOL II CHAPTER 4 (I), THE FOLLOWING IS NAVSTA ROOS RDS FUEL SLATE FOR 1 APR 2000 TO 31 JUL 2000:

TERMINAL	PRODUCT	QTY (MBBLS)	MONTH	PERIOD
ROOS	F76	---	APR	---
ROOS	JP5	---	APR	---
ROOS	F76	70	MAY	2
ROOS	JP5	125	MAY	2
ROOS	F76	---	JUN	---
ROOS	JP5	---	JUN	---
ROOS	F76	50	JUL	2
ROOS	JP5	50	JUL	2

1. ROOSEVELT ROADS QUANTITIES FOR THE MONTH OF MAY MUST BE DELIVERED DURING SECOND PERIOD DUE TO CHANGE IN EXERCISE SCHEDULE.
2. ROOSEVELT ROADS TANK CLEANING PROJECT FOR F76 AND JP5 ON GOING.
3. POC IS MSGT SMITH, DSN 123-4567, COMM (123) 456-7890, FAX X-1234/1235.

APPENDIX H

SAMPLE PETROLEUM CONTINGENCY REPORT – REPOL

ORIGINATOR OF REPORT — SUB-AREA PETROLEUM OFFICE (SAPO), DEFENSE FUEL SUPPORT POINT (DFSP), OR COMPONENT FUELS OFFICE

ADDRESSEE -- USCINCSO MIAMI FL//SCJ4-JPO//

CLASSIFICATION -- REPORTS WILL BE CLASSIFIED ACCORDING TO CONTENT (USUALLY SECRET BECAUSE IT SHOWS DAYS OF SUPPLY)

TRANSMISSION -- IMMEDIATE MESSAGE

SAPO UIC/REPOL NO.¹/" AS OF" TIME²/REPORT INDICATOR "PO"

PART I -- FACILITY DAMAGE (Storage, Distribution, Ports)

	Estimated Return to
1. <u>Facility</u> <u>Damage</u>	<u>Service Date (ERSD)</u>

2. Damage Assessment.³ Impact assessments will be provided for damage reported in paragraph 1 above. If there is no significant mission impact, a damage report is not required. Include changes in status for facility damage previously reported.

PART II -- PRODUCT _ STATUS (Wholesale and Retail)

	On Hand	Usable Storage	Days of
	Inventory	Capacity	Supply
<u>Product</u> ⁴	<u>(MBBLS)</u>	<u>(MBBLS)</u>	<u>(DOS)</u> ⁵

JP8/Jet A-1
 JP5
 F76
 DIESEL (Ground)
 MOGAS
 ADDITIVES
 OTHER

PART III -- REMARKS. A general summary will be included concerning the impact of product shortages, distribution limitation, and anticipated resupply on combat and planned operations. Other information on petroleum support posture will be included, as deemed appropriate, by reporting commanders.

¹Use consecutive numbers beginning with 001 until exercise or condition generating the report is terminated.

APPENDIX H (Continued)

²Use Zulu time and date in the same format as date time groups; “as of” time is effective for information shown below.

³Damage to facilities will be identified as Light (LGT), Moderate (MOD), or Severe (SEV). Explanation of damage categories is as follows:

- a. Light. Not preventing immediate use of facility.
- b. Moderate. Preventing some use of facility until extensive repairs are made.
- c. Severe. Permanently preventing use of facility.

⁴Product codes are listed in Appendix N.

⁵To obtain Days of Supply (DOS), divide on hand inventory (Peacetime Operating Stock and Petroleum War Reserve Stock) by the daily demand rate (DDR). The DDR is developed using historical issue data for POS or OPLAN consumption data.

APPENDIX I

SAMPLE PETROLEUM CAPABILITIES REPORT – POLCAP

ORIGINATOR OF REPORT – SUB-AREA PETROLEUM OFFICE (SAPO), DEFENSE FUEL SUPPORT POINT (DFSP) OR COMPONENT FUELS OFFICE

ADDRESSEE -- USCINCSO MIAMI FL/SCJ4-JPO//

CLASSIFICATION -- REPORTS WILL BE CLASSIFIED ACCORDING TO CONTENT (USUALLY SECRET)

TRANSMISSION -- ROUTINE MESSAGE FOR ANNUAL REPORT, IMMEDIATE MESSAGE FOR UPDATED REPORTS

SAPO U_ IC/POLCAP NO. __¹/"AS OF" TIME __²/REPORT INDICATOR "PL"

PART I -- POL DISTRIBUTION

- 1. Petroleum Distribution. Concept of resupply and method of distribution for theater and sub-theater areas.
- 2. Days of Supply Sustainability Assessments. Provide days of supply (DOS) sustainability assessments for the theater for the most demanding regional operational plan (OPLAN) (identify the OPLAN). Assessments should be based on war reserve materiel (WRM) stocks and peacetime operating stocks (POS) for the period 1 January through 31 January (including host nation support assets when applicable). Divide by daily demand rate (DDR) provided by USCINCSO Joint Petroleum Office (JPO), for the following products:

<u>PRODUCT</u> ³	<u>AVERAGE</u> <u>INVENTORY</u>	<u>DDR</u>	<u>DOS</u>
JP8/Jet A-1			
JP5			
F76			
DIESEL (Grounds)			
MOGAS			
ADDITIVES			
OTHER			

DOS assessments will be by activity and location. The effect of out-of-theater WRM assets will be noted. If the regional OPLAN assessment involves TOP SECRET information, distribution will be made on a need-to-know basis.

- 3. In-Transit Stocks. The average quantities of petroleum products in-transit by tanker and pipeline, for the period 1 January through 31 January.

APPENDIX I (Continued)

4. Additives. The status of additives for locations where jet fuel is stored without all required additives.
5. Host Nation Support. Provide status of host nation support (HNS) for petroleum logistics.
6. Commercial Sources of Refined Products. Estimates of the durability of resupply from overseas contract sources and of the potential to expand overseas sources to meet contingency requirements. When listing refinery, provide type of fuel available for use or potential use, plus specify location (city and country).
7. Status of and Requirements for Fuel Handling Equipment. Provide following data:

	<u>USABLE O/H</u>	<u>TOTAL REQ</u>
--	-------------------	------------------

- | | | |
|---|--|--|
| a. Tank Cars | | |
| b. Tank Trucks (line haul) | | |
| c. Refueling Trucks | | |
| 10K Commercial (JP5) | | |
| 5K Isometrics (JP5) | | |
| 1K Isometrics (F76) | | |
| 5K Kovach (F76) | | |
| 2K Isometrics (MUR) | | |
| 1.5K Isometrics (MUR) | | |
| 2K Isometrics (DL2) | | |
| 5K Kovach (DL2) | | |
| HEMMT6 | | |
| R-11 | | |
| d. Portable Petroleum
Distribution Systems | | |
| 100 GPM FARE SYS | | |
| e. Inland Petroleum
Distribution Systems | | |
| f. Offshore Petroleum
Distribution Systems | | |
| g. Console-capable tankers | | |
8. Facilities. Contingency construction requirements for fuel facilities.
 9. Other. Other petroleum capability information, as necessary.

APPENDIX I (Continued)

10. Constraints. Information concerning constraints.

11. Correcting Deficiencies. Information on actions being taken to correct deficiencies.

12. Joint Staff, Military Service, and Defense Energy Support Center (DESC) Assistance Required. Assistance required from these organizations to improve petroleum support capabilities and correct deficiencies.

13. List Point of Contact Information. Full name, rank/grade, DSN/COMM number, and e-mail, etc.

¹Use consecutive numbers beginning with 001 until exercise or condition generating the report is terminated.

²Use Zulu time and date in the same format as date time groups; "as of" time is effective for information shown below.

³Product codes are listed in Appendix N.

APPENDIX J

REPORTS MATRIX

1. Classification of Reports. The originator is responsible for the security classification of all communications. Except where identified or specified, routine communications will be transmitted as "UNCLASSIFIED." Communications referring to war reserve requirements/stocks, days of supply with inventory levels and/or current stock status will be classified by applicable service directives.

2. Reports Matrix.

<u>NAME OF REPORT</u>	<u>REPORT CONTROL SYMBOL/AUTHORITY</u>	<u>PREPARED BY</u>	<u>TO/INFO</u>	<u>DUE</u>
Overseas Petroleum Products Slate Security Class: U	DLA (M) 1881 (DESC) DoD 4140.25-M	DFSP	JPO	Monthly NLT 5 th of month
Inventory Management Plan (IMP) Security Class: U	POS Data and/or REPORT DoD 4140.25-M	NSRR, JTF-B, GTMO, 156 ANG Carolina, PR	JPO/SCP	28 January
Inventory Management Plan (IMP) Security Class: S	PWRR or WRM data DLA 1887 Report DoD 4140.25-M	Services Control Points (SCP)	JPO	30 March
Worldwide Inventory Storage Plan Security Class: S	PWRR or WRM Data DoD 4140.25-M	NSRR, JTF-B, GTMO, 156 ANG Carolina, PR	JPO/SCP	30 September
Petroleum Damage Deficiency Report (REPOL) Security Class: S (when filled in)	"PO" JCS/J4	NSRR, JTF-B, GTMO, 156 ANG Carolina, PR	JPO/SCP and Component	As required
PWRS Waivers Security Class: S	DoD 4140.25-M	NSRR, JTF-B, GTMO, 156 ANG Carolina, PR	JPO/SCP and Component	As Required

APPENDIX J (Continued)

<u>NAME OF REPORT</u>	<u>REPORT CONTROL SYMBOL/AUTHORITY</u>	<u>PREPARED BY</u>	<u>TO/INFO</u>	<u>DUE</u>
Petroleum Capabilities (POLCAP) Security Class: S (when filled in)	"PL" JCS/J4	NSRR, JTF-B, GTMO, 156 ANG Carolina PR, USARSO, USSOUTHAF, USCINCLANTFLT, SOCSO, MARFORSO, USNAVSO, JIATF-E	JPO	30 March
Petroleum Terminal Message Report Security Class: U	DLA (W) 1884 (DESC) DoD 4140.25-M	NSRR, GTMO, JTF-B, 156 ANG Carolina, PR	DESC/JPO	Weekly as of 0800 Fri.
DESC/DLA MILCON Projects Security Class: U	DD Form 1391 DoD 4140.25-M	NSRR, GTMO, JTF-B, 156 ANG Carolina, PR	JPO	Annually NLT 28 Feb
DESC/DLA M&R and Minor Construction Security Class: U	DD Form 1391 DoD 4140.25-M	NSRR, GTMO, JTF-B, 156 ANG Carolina, PR	JPO	Annually NLT 30 Nov
DESC/DLA M&R and Minor Construction Security Class: U	DD Form 1391 DoD 4140.25-M	JPO	DESC	Annually NLT 30 Dec
Petroleum Storage Facilities Report Security Class: C	DD-P&L 506 DoD 4140.25-M	JPO	DESC	Every 3rd year (update as required)
Stock Rotation Plan Security Class: U	DoD 4140.25-M	JPO	DESC	Annually per tasking

APPENDIX K

TYPES OF FUEL REQUIREMENTS AND SUBMISSION PROCEDURES

1. **Fuel Requirements.** Obtaining fuel support throughout the area of responsibility (AOR) is a coordinated effort between the USSOUTHCOM Joint Petroleum Office (JPO), Military Service or component, Service Control Point (SCP), Defense Energy Support Center (DESC) and others as applicable. Requirements to support operations in the AOR will be submitted through the USSOUTHCOM JPO to ensure that visibility of fuel support within the AOR is maintained.

a. Components will prepare and submit fuel requirements to USSOUTHCOM JPO (see Appendix L or M as appropriate). JPO will forward these requirements to the respective Service Control Point (SCP) listed in Appendix S for further processing. JPO will provide components a copy of the information forwarded to SCP.

b. Only the JPO may authorize a modification to the requirements process. Such modifications allow ease of coordination between Military Services/components and the SCPs.

2. **DESC-Funded Requirements.** DESC-funded requirements are those fuel requirements that are normally satisfied by issue from the wholesale terminal system or through direct delivery from the refinery source to retail level tankage. JTF-B/J4 Sub-Area Petroleum Office (SAPO) will prepare the fuel requirements for Air Force and Army activities in Honduras.

3. **Exercise Requirements.** Fuel requirements to support exercises will be programmed in the annual Service requirement cycle as described on page 3 of this regulation. For exercises held in locations not regularly supported by DoD, Host Nation fuel support (government to government) will be negotiated, wherever possible. (Ref. DoD Directives 5100.27, DoD Directive 5530.3, and USSOUTHCOM Regulation 27-6). The time frame for submission of an exercise requirement will depend on the type of contract required. At a minimum, exercise requirements will be submitted 120 days prior to the exercise.

4. **Local Purchases.** In instances where the host nation cannot provide support, local purchase of a single type of fuel from a commercial source by qualified contracting officers for one-time requirements under \$100,000 is authorized. All local purchases of fuel within the AOR must be approved by the JPO.

a. Requirements may be aggregated provided the total does not exceed the \$100,000 threshold and no DESC contract is desired. Requirements equal to or greater than \$100,000 will be forwarded from the Service components to the JPO. The JPO will forward the requirement to the respective Service Control Point (SCP).

b. The Director, DESC, may grant local purchase authority to cover requirements at specific locations, when requested. The obligation authority associated with the local purchase action does not preempt the local contracting officer from the local warrant limitation.

c. JPO has provided the format of the minimum information required to request a local purchase at Appendix M. The request will be submitted to the JPO no later than 120 days prior

APPENDIX K (Continued)

to the beginning date of the requested purchase.

5. **Into-Plane Requirements.** Into-plane refueling contracts will be solicited for DoD, NASA, FAA, or other Federal Agencies when the annual requirement for a single grade of product is at least 15,000 gallons (56,000 liters) at a commercial airport. An into-plane contract is uneconomical for a requirement of less than 15,000 gallons.

a. Agencies requesting establishment of into-plane contracts will maintain records of open market purchase (locations where contracts have not been established) in order to provide realistic estimates or requirements on their requests.

b. JPO has provided the format of the minimum information required to request an Into-Plane contract at Appendix L. The request will be submitted to the JPO no later than 120 days prior to the beginning date of the requested purchase.

6. **Bunker Fuel Requirements.** The Commander, DESC, contracts on a worldwide basis for bunker fuels under purchase program number 1.3a.

a. JPO has provided the format of the minimum information required to request a Bunker contract at Appendix L. The request will be submitted to the JPO no later than 120 days prior to the beginning date of the requested purchase.

b. If no DESC bunker contract exists, ship bunkers may be locally purchased after approval from USSOUTHCOM JPO when:

(1) The purchases are for one time delivery, regardless of fuel quantity.

(2) The purchase involves more than one delivery when the annual requirement for a single product does not exceed 84,000 U.S. gallons (2,000 barrels or 318 cubic meters). Once purchased, a copy of the procurement document will be mailed to DESC bunker contracting office (DESC-PL) and annotated with the phrase: Local purchase of a DLA- integrated management item.

(3) The requirements were submitted to DESC, but no bunker contract is available or the contract item is listed as "pending" in the contract bulletin. A copy of the procurement document will be mailed to DESC-PL and annotated with the phrase: Local purchase of a Defense Logistics Agency (DLA)- integrated management item.

(4) The DESC bunker contracts exist, but quantity requested is less than the contracted minimum required or advance notice to the contractor will be less than 24 hours regardless of quantity ordered.

7. **Posts, Camps, and Stations (PC&S) Requirements.** Defense Energy Support Center contracting office (DESC-PL) contracts for direct delivery/ground fuel requirements (e.g., Gasoline/Diesel/Jet A-1), excluding bunker products/Into-Plane, requiring local delivery through

APPENDIX K (Continued)

use of commercial in-country storage or transportation facilities. JPO has provided the format of the minimum information required to request a PC&S contract at Appendix M. The request will be submitted to the JPO no later than 120 days prior to the beginning date of the requested purchase.

8. Naval/Fleet Resupply Requirements. Resupply to fleet operating forces will be by fleet oilers, opportune lift by Military Sealift Command (MSC) -controlled tankers or by MSC Charter Log VI controlled tankers. Underway replenishment by foreign oilers will be considered when practical. For United Nations Representatives with foreign oilers, ships will refer to CINCLANTFLTINST/CINCPACFLTINST 4026.1, Fuel Management Afloat Manual, for accounting data and documentation guidance. The customer will be responsible for coordination of replenishment and a copy of the requirement will be sent to the USSOUTHCOM JPO.

APPENDIX L

REQUESTING FUEL FOR INTO-PLANE AND BUNKER CONTRACTS

1. Fuel requirements for INTO-PLANE and BUNKER contracts require sufficient lead-time to provide the right type and amount of fuel.
2. Complete the form provided to identify specifics of the request. Provide all pertinent information whether listed or not. Complete and specific information provides potential contractors with information to assist them in determining their ability to support the request.
3. Submit the form to USSOUTHCOM Joint Petroleum Office by most expeditious means.

APPENDIX L (Continued)

1. Type of mission: _____
2. Ordering office and address _____
(mailing address, email address)
3. POC and phone number _____
(DSN, commercial, cell phone number, pager)
4. Payment office _____
(*This is NOT the invoice certifying office*)
5. Delivery (Ship to) DODAAC _____
6. Bill to DODAAC _____
7. Delivery location of fuel or refueling service _____
8. Total estimated quantity of fuel by type (gal): _____
(listed by Service requirement)
9. Type of aircraft to be refueled _____
10. Anticipated delivery period _____
11. Delivery/pickup mode: _____
(Into planes/Into-bladders/Into trucks)
12. Max load limit _____
13. Type of delivery _____
[By Truck/By Hydrant/Both/Other (specify)]
14. Hours contractor to operate _____
15. AIR Card/AVCards usage - yes/no _____
16. Type foreign aircraft supported _____
17. Identify special/unique couplings required for contractor and customer compatibility _____

18. Special additives required – yes/no _____
(if yes, provide types need to include complete specifications)
19. Special instructions or operational instructions _____
20. Disposition of unused fuel _____

APPENDIX L (Continued)

1. Identify the type of mission – exercise, contingency, or a request for a new location.
2. Identify the ordering office and include a mailing address.
3. List the Point of Contact and include a **reliable** phone number.
4. List the actual disbursing office. This is NOT the invoice certifying office.
5. Self-explanatory.
6. Self-explanatory.
7. Physical location of delivery.
8. Identify fuel required by each Military Service. Example: USAF 20,000 JA1, USN 50,000 JP5, etc.
9. Type of aircraft – Example: helos and type, UH-1, etc.
10. This is the date of first delivery. When do you want the product delivered and for how long: 4-months, normal contract period (3 yrs.), etc? Example: 1 June.
11. Delivery mode: Specify what types of receiving receptacle will the fuel will be delivered into or in what type vehicle/containers it will be picked up in.
12. Maximum load limit: Determine what the maximum amount of fuel that will be required during the period of the request. If the contract is a 4-month delivery period and the most demanding month is for 25,000 gallons, then identify 25,000 gallons as the monthly delivery quantity.
13. Type of delivery: Determine how the fuel will be delivered to the supply point. Will it require delivery by truck or does the refueling point have a pipeline hydrant for use?
14. How many hours will the contractor be required to supply fuel? If routine, the hours will be standard commercial hours and if exercise/contingency, the hours may be 24 hours, 7 days a week.
15. AIR Card/AVCards: Does the receiving point accept AIR Card/AVCards – Yes or No?
16. What type of foreign aircraft will be refueled at the refueling point?
17. Coupling: Are there any special coupling requirements?
18. Additives: Explain any special additive considerations – corrosion additive, FSII, etc.
19. Identify any special or different equipment needs or location requirements.
20. How will the fuel be disposed of after the exercise or mission, if applicable? Example: Does the requester want the contractor to recover fuel from the customer's storage source? Does the customer want the contractor to provide his own defuel equipment?

APPENDIX M

REQUESTING FUEL FOR POSTS, CAMPS, AND STATIONS (PC&S)
CONTRACTS/LOCAL PURCHASES

1. Fuel requirements for Post, Camps, and Stations, (PC&S) contracts require sufficient lead-time to provide the right type and amount of fuel.
2. Complete the form provided to identify specifics of the request. Provide all pertinent information whether listed or not. Complete and specific information provides potential contractors with information to assist them in determining their ability to support the request.
3. Submit the form to USSOUTHCOM Joint Petroleum Office by most expeditious means.

APPENDIX M (Continued)

1. Mission statement: _____
2. Ordering office and address _____
(mailing address, email address)
3. POC and phone number _____
(DSN, commercial, cell phone number, pager)
4. Payment office _____
(*This is NOT the invoice certifying office*)
5. Delivery (Ship to) DODAAC _____
6. Bill to DODAAC _____
7. Delivery location _____
8. Total estimated quantity of fuel by type (gal): _____
(listed by Service requirement)
9. Anticipated delivery period _____
10. Receiving tank size: _____
11. Min delivery quantity _____
12. Max delivery quantity _____
13. Delivery method _____
[By Truck/By Hydrant/Both/ Other (specify)]
14. Hours contractor to operate _____
15. Special additives (if applicable) – yes/no _____
(if yes, provide types need to include complete specifications)
16. Special instructions _____

APPENDIX M (Continued)

1. Identify the type of mission – exercise, contingency, or a request for a new location.
2. Identify the ordering office and include a mailing address.
3. List the Point of Contact and include a **reliable** phone number.
4. List the actual disbursing office. This is NOT the invoice certifying office.
5. Self-explanatory.
6. Self-explanatory.
7. Physical location of delivery.
8. Identify fuel required by each Military Service. Example: USAF 20,000 JA1, USN 50,000 Diesel Fuel, etc.
9. When do you want the product delivered and for how long: 4-months, normal contract period (2-3 yrs.), etc?
10. List size and type of tank.
11. If applicable.
12. If applicable.
13. Delivery method: Example (tank truck with meters, etc.) Determine how the fuel will be delivered to the supply point. Will it require delivery by truck or does the refueling point have a pipeline hydrant for use?
14. How many hours will the contractor be required to supply fuel? If routine the hours will be standard commercial hours and if exercise/contingency, the hours may be 24 hours, 7 days a week.
15. Additives: Explain any special additive consideration – corrosion additive, FSII, etc.
16. Identify any special or different equipment needs or location requirements.

APPENDIX N

FUEL CONVERSION TABLES AND NATO FUEL CODES

Conversion Tables:

AVGAS

1 long ton	= 9.09 barrels*	= 1.016 metric tons	= 1.445 cubic meters
1 metric ton	= 9.95 barrels	= 0.984 long tons	= 1.581 cubic meters
1 barrel	= 0.110 long tons	= 0.112 metric tons	= 1.159 cubic meters
1 cubic meter	= 0.0174 long tons	= 0.0178 metric tons	= 6.2898 barrels

JET FUEL

1 long ton	= 8.08 barrels	= 1.016 metric tons	= 1.284 cubic meters
1 metric ton	= 7.96 barrels	= 0.984 long tons	= 1.265 cubic meters
1 barrel	= 0.124 long tons	= 0.126 metric tons	= 0.159 cubic meters
1 cubic meter	= 0.0197 long tons	= 0.0200 metric tons	= 6.2898 barrels

DIESEL FUEL

1 long ton	= 7.58 barrels	= 1.016 metric tons	= 1.205 cubic meters
1 metric ton	= 7.46 barrels	= 0.984 long tons	= 1.186 cubic meters
1 barrel	= 0.132 long tons	= 0.134 metric tons	= 0.159 cubic meters
1 cubic meter	= 0.0209 long tons	= 0.0213 metric tons	= 6.2898 barrels

LUBRICATING OIL

1 long ton	= 7.20 barrels	= 1.016 metric tons	= 1.144 cubic meters
1 metric ton	= 7.09 barrels	= 0.984 long tons	= 1.127 cubic meters
1 barrel	= 0.139 long tons	= 0.141 metric tons	= 0.159 cubic meters
1 cubic meter	= 0.022 long tons	= 0.022 metric tons	= 6.2898 barrels

*Conversion factors from unit of volume to unit of mass are approximate using average density values. Exact values are dependent upon knowing the density of the fuel and applying the correct conversion factor from the API Manual of Petroleum Measurement Standards.

NATO CODES

F18
F34
F35
F40
F44
F46
F54
F57
F65
F67
F75
F76

NOMENCLATURE

AVGAS (100/130)
JP8
JP8 without additives (Close to Jet A-1)
JP4
JP5
Gasoline (91 RON)
DF2 (OCONUS)
Gasoline (low lead)
Diesel Blend (low temp)
Gasoline (unleaded)
Navy Distillate (low pour)
DFM, DFA, DF1, DF2, (W-F-800 CONUS)

APPENDIX O

REQUIREMENTS MATRIX

1. Classification of Requirements. The originator is responsible for the security classification of all communications. Except where identified or specified, routine communications will be transmitted as "UNCLASSIFIED." Communications referring to OPLANs/FUNCPLANs/CONPLANs that include war reserve requirements/stocks, days of supply with inventory levels and/or current stock status will be classified by applicable service directives.

2. Requirements Matrix.

<u>NAME OF REPORT</u>	<u>REPORT CONTROL SYMBOL/AUTHORITY</u>	<u>PREPARED BY</u>	<u>TO/INFO</u>	<u>DUE</u>
OPLAN Fuel Requirements Security Class: S (when completed)	SC Reg. 700-2, Para 6b USSOUTHCOM	USARSO, USSOUTHAF, USCINCLANTFLT, SOCSO, MARFORSO, USNAVSO, JIATF-E	JPO	When developed (Annually) or tasking message
Into-Plane /Bunker Fuel Requirements Security Class: U	Purchase Program 1.3a DoD 4140.25-M	USARSO, USSOUTHAF, USCINCLANTFLT, SOCSO, MARFORSO, USNAVSO, JIATF-E	USAPC/JPO, NAVPETOFF	Annually NLT 1 Nov
Fuel Requirements HONDURAS Security Class: U	Purchase Program 1.8n DoD 4140.25-M	USSOUTHAF, JTF-B J4	SA ALC/SF /JPO	Annually NLT 1 Jun
Lift Report, DLA Contracts Security Class: U	DoD 4140.25-M	JTF-B J4	USAGMPA /JPO, DESC	Quarterly: APR, JUL, OCT, DEC

APPENDIX P

QUALITY SURVEILLANCE

1. **Quality Surveillance.** The Joint Petroleum Office (JPO) is assigned as area coordinator for the quality surveillance of Defense Logistics Agency (DLA)- and non-DLA owned product within the USSOUTHCOM area of responsibility (AOR). The quality of military specification petroleum products, including packaged items, is controlled at the origin by trained DLA Quality Assurance Representatives (QAR), through surveillance of the supplier's production, storage, testing, loading, and shipping procedures. Once the petroleum product is accepted by the QAR, its quality is continuously monitored through surveillance of supply, storage, testing, loading, and shipping procedures. For commercial specification products, Government source inspection by a QAR is the exception. The receiver normally accepts Posts, Camps, and Stations (PC&S) and Bunker Program purchases at destination. The recipient of the product bases acceptance on the limited tests they can perform. Even if the fuel was inspected at origin by a QAR, the recipient must always be vigilant in order to preclude use of off-specification fuel.

a. Any component, agency, or contractor receiving, storing, or having oversight responsibility of non-DLA owned fuel to be issued to DoD assets or supporting agencies will prepare a written quality surveillance/quality control plan. The plans will be prepared and contain procedures IAW MIL-STD-3004, DoD directives, and in accordance with USSOUTHCOM JPO guidance. These plans will be submitted to USSOUTHCOM JPO for review prior to implementation as required.

b. Any Military Service, agency, contractor, or fuel handling activity is required to establish and maintain a written Quality Surveillance (QS) program, which includes a written quality control plan. A copy of the quality control plan will be forwarded to SOUTHCOM JPO for review as required. Written quality control plans are required for DLA-owned product as follows:

- (1) At military owned and military operated fuel facilities.
- (2) At contractor operated fuel facilities under U.S. military contracts.
- (3) At foreign government fuel facilities under U.S. Military Service /Government Memorandum of Understanding (MOU) or country to country agreement.
- (4) At U.S. Government terminals operated by foreign governments under bilateral agreements or NATO terminals operated with U.S. military personnel discharging and loading of Military Sealift Command (MSC)-controlled tankers.
- (5) At commercial and U.S. Government fuel facilities operated under Defense Energy Support Center (DESC) contracts where the petroleum QS function is delegated to a military unit by DESC.

APPENDIX P (Continued)

c. Military Standard 3004 (MIL-STD-3004) provides fuel quality surveillance requirements. The following minimum measures will be implemented to ensure an effective quality surveillance (QS) program is established:

(1) Establish effective QS inspection procedures that include, but are not limited to, sampling, testing, and inspection/evaluation of the processes required to receive, store, and issue petroleum products.

(2) Maintain fuel sample and testing log book for historical information on previous samples and test results.

(3) Obtain petroleum equipment that meets the standards established by Military Service directives and referenced regulations. Conduct maintenance and keep accurate maintenance records of equipment and systems to ensure operability and longevity.

(4) Implement an effective training program that produces qualified fuel handlers/specialists to conduct quality surveillance operations.

d. If petroleum products are discovered to be "off-specification" prior to or during a tanker discharge, DESC, in concert with the on board Quality Surveillance Representative (QSR), will determine product disposition. If a customer has quality concerns with fuel provided through a Bunker or Into-Plane contract, contact DESC Contracting office (DESC-PH) at commercial 703-767-8736//8740/8743 (DSN 427), or the DESC Command Control Center after duty hours at commercial 703-767-8420. Contact USSOUTHCOM JPO at DSN 567-1416/1415 or commercial 305-437-1416/1415 once DESC has been informed. DoD 4140.25-M, Vol. II, Chapter 7 (G) provides additional notification procedures.

2. Laboratory Analysis.

a. The petroleum laboratory at MacDill AFB, Tampa, FL (see Appendix R) or its designated contract support is responsible for testing all DLA-owned fuel stocks and other stock as directed by USSOUTHCOM JPO within the USSOUTHCOM area of operations. No other laboratory will be used for testing without approval of the JPO. Laboratory support for fuel testing will be provided to the supported Service on a non-reimbursable basis.

b. Because petroleum products deteriorate when subjected to long periods of storage, it is important for petroleum to be issued on first-in, first-out basis, or as quality surveillance mandates. Fuel stocks will be sampled and tested in accordance with the minimum frequency specified in MIL-STD-3004, applicable Military Service requirements, or as directed by the USSOUTHCOM JPO. Test results will be submitted to the JPO when requested.

c. The supported Military Service, component, Sub-Unified Command, Joint Task Force (when established) or other fuel handling unit is responsible for properly sampling, marking, and shipping samples to the supporting laboratory for testing. Local records will be maintained to document the results of correlation testing and any corrective actions required. Charges for

APPENDIX P (Continued)

shipping and packaging of fuel samples is the customer's responsibility.

d. Coordination for delivery/movement of samples into or out of the AOR to designated laboratories will be arranged aboard scheduled Air Mobility Command (AMC) channel flights in accordance with appropriate cargo requirements and flight schedules. Customers should ensure their transportation office coordinates this movement with the USSOUTHCOM Joint Movement Center (JMC). Close coordination must be made between the shipping activity and the testing facility to ensure the timely pick up and transport of fuel samples to the testing laboratory. Samples will be identified with a point of contact and telephone number to expedite notification of test results for samples that fail to meet specifications. Samples meeting specifications will be reported to the submitting organization through routine channels. Refer to Appendix R for additional testing laboratories. MIL-STD 3004 offers additional guidance regarding fuel samples.

e. Each petroleum laboratory within the USCINCSO AOR is responsible for establishing a periodical laboratory equipment calibration and correlation program. Fuel sample correlation testing should be performed at least annually by comparing local laboratory test results against results obtained by another certified military or commercial lab testing the same fuel sample. Calibration will be performed as required by the applicable test method. All Defense Fuel Support Points (DFSP) and JPO designated areas will submit test results to USSOUTHCOM JPO as directed.

3. Turn-In/Disposal of Petroleum Products.

a. All petroleum products have value to the U.S. Government, whether they meet specification or not. Command attention must be applied to ensure proper disposition of all petroleum products and ensure the financial interests of the U.S. Government are considered. International, federal, state and local laws and regulations regarding environmental impacts require careful consideration of all alternatives prior to considering the disposition of petroleum products. Minimum losses and optimum use of fuel is essential.

b. Survey losses of petroleum products must be kept to a minimum. A product outside of specification or use limits will be considered for other use or downgrading to another usable product. If downgrading is not acceptable, blending with another product will be considered. All quality control problems, testing and determination of specification criteria will be referred to the appropriate Defense Fuel Support Point (DFSP).

c. Representatives of ship and shore activities will consult with the local DFSP petroleum terminal personnel in all fuel accountability matters especially off-load and disposal requirements. "Off-specification" fuel will be turned into the DFSP for reclamation, resale, or disposal according to the Service Fuel Office and Defense Energy Support Center (DESC). Do not return off-specification fuel to DLA-owned stocks unless approved by DESC Quality Surveillance office (DESC-BQ).

APPENDIX Q

PETROLEUM LOGISTICS CHECKLIST

REFERENCES. DOD 4140.25-M, DOD Overseas Environmental Baseline Guidance Document, SOUTHCOM Regulation 700-2, FM 10-69, AR 703-1, AR 710-2, AR 735-5, DA Pamphlet 710-2-1, AFI 23-201

1. Is there a designated petroleum and/or supply officer? Are the above regulations on hand?
2. Is there a knowledgeable person designated to provide petroleum support coverage during temporary absences of the appointed petroleum officer?
3. Is there a Standard Operating Procedures (SOP)? Does it comply with the above stated regulations?
4. Is fuel obtained from sources other than the Defense Energy Support Center (DESC) fuels contract for U.S. Forces?
5. Are there formalized procedures for petroleum accountability?
6. Are petroleum files set up to account for and manage petroleum products?
7. Is there a plan to transfer fuel from commercial tankers to storage sites if road conditions are not suitable for commercial tankers?
8. Does the activity have a listing of all petroleum-related equipment with operational status? Has a copy been forwarded to USSOUTHCOM, ATTN: SCJ4-JPO?
9. Has an exercise Memorandum of Understanding (MOU) established procedures to reimburse the U.S. Government for fuel?
10. If Host Nation is to provide fuel, has the petroleum officer established procedures to ensure fuel is accounted for and properly managed?
11. Has fuel to be provided by the Host Nation been identified separately?
12. Is there a petroleum forecast by type and use on file?
13. Is consumed fuel being reported and accounted for by type and usage category? (i.e., construction, inland transportation, training, other exercises, and directed mission)
14. Is the command using fuel-dispensing meters for all issues and receipts?
15. Is the command posting all issues of fuel to property books?

APPENDIX Q (Continued)

16. Is the command conducting an inventory of petroleum prior to 0800 hours on the last work day of each month?
 17. Is the petroleum or supply officer preparing DA Form 4702-R after each inventory to show the actual shortage or overage?
 18. Is the petroleum or supply officer adjusting losses using a Report of Survey, DA Form 4697, when the total loss of a specific petroleum product is above the allowable loss for that product and the dollar value of the total loss is greater than \$250.00?
 19. Has the petroleum or supply officer established a property book page for each authorized grade and type of product?
 20. Are fire extinguishers available at all petroleum distribution and dispensing points?
 21. Have "NO SMOKING WITHIN 50 FEET" and "SHUT OFF YOUR MOTOR" signs been posted at all fuel dispensing pumps and storage tanks?
 22. Is the command using gauging equipment?
 23. Is the command containing and processing all petroleum leaks and seeps?
 24. Do all above ground storage tanks have a minimum of two grounding rods?
 25. Is the year and date of the last filter or separator element change stenciled on the tanks?
- Fuel tank truck operation:
26. Are petroleum tankers being operated and maintained IAW their Technical Manuals?
 27. Are tankers being operated with fire extinguishers?
 28. Are nozzles and hoses on tankers in operable condition?
 29. Are air cleaners in place on tanker engines?
 30. Have the filter separators on tankers had their filter elements changed as required and have dates been stenciled on the filter separator?
 31. Has the command established a log book to record submissions of samples (FM 10-70 is a good guide)?
 32. Is the command recording, computing, and comparing pump totalizer meter readings against daily gallons dispensed?

APPENDIX Q (Continued)

33. Is the command gauging storage tanks for contents, bottom sediment, and water?
 34. Are all dispensing nozzle screens in place and checked daily?
 35. Are waste petroleum products being stored in 55-gallon drums or other suitable containers away from stocks?
 36. Are the drums marked to indicate what type of waste product is in the drum?
 37. Is the command ensuring that a basic load of petroleum is on hand at all times when tankers are parked in the motor pool or equivalent?
 38. Does the command have all required petroleum management directives available (FM 10-70 is a guide)?
 39. Is the command recording daily issues of petroleum products in ink, on DA Form 3643 (Daily Issue of Petroleum Products) and abstracting daily on DA Form 3644 (Monthly Abstract of Issues of Petroleum Products and Operating Supplies)?
 40. Is the command assigning document numbers to all petroleum receipts and posting receipts to the applicable page or card?
 41. Is the command correcting petroleum products to 60 degrees when quantity received or inventoried is 3,500 gallons or greater?
 42. Is the command totaling all DA Forms 3644 (service equivalent) at the end of each month?
 43. Are work areas, pump and filter separator hoses, valves and equipment pits clean and free of trash and debris?
 44. When parking tank vehicles, are safety considerations given to dispersion, security, and safe escape paths to permit removal of vehicles in an emergency?
 45. Are vehicles and dispensing equipment locked at all times when an authorized operator is not present?
- Prior to unloading petroleum product shipments in excess of 3,500 gallons, are the following checks made:
46. API gravity taken?
 47. Temperature of product in the conveyance at the time of gauging?
 48. Presence of water in carrier?

APPENDIX Q (Continued)

- 49. Are measured product quantities in gallons being determined prior to discharge by gauge stick or by meter?
- 50. Are tank vehicles that service aircraft or transport flammable liquid properly marked?
- 51. Is the command sending fuel samples to the assigned area laboratory for specific testing that cannot be accomplished by the command?
- 52. Is the command accepting commercial tank truck deliveries for the quantity listed on the DD Form 250? Are all compartments filled to the fixed marker level before acceptance?
- 53. Have all the special equipment needs at the refueling point been identified and relayed to the contracting office?

NOTE: The above checklist is geared toward the USSOUTHCOM MILITARY GROUP. However, the list can be used for other commands and activities. Checklist will be used to assess areas applicable to the inspected command. Questions, comments, and/or recommendations for improvements to this publication should be forwarded to:

HQ, USSOUTHCOM
ATTN: SCJ4-JPO
3511 NW 91st Avenue
Miami, FL 33172-1217

APPENDIX R

MILITARY SERVICES PETROLEUM LABORATORIES AND FUEL TESTING
CAPABILITIES

List of laboratories

AIR FORCE LABORATORIES	TYPE PRODUCTS	TYPE TEST
Aerospace Fuels Laboratory (FP2070) Det 13, SA-ALC/SFTLA, Bldg. 70 2430 C St, Suite I Wright Patterson AF13 OH 45433-7632 MOGAS	Jet Fuel, Packaged POL, Chemical, AVGAS,	A B-2 B-2 A Except Knock Rating A Except Knock Rating
Aerospace Fuels Laboratory (FP271) Det 20, SA-ALC/SFTLB Trundy Rd, Bldg. 14 Searsport ME 04974	Jet Fuel Packaged POL	A B-2
Aerospace Fuels Laboratory (FP2072) Det 21, SA-ALC/SFTLC 5311 North Boundary Blvd, Bldg. 1121 MacDill AF13 FL 33621-5005	Jet Fuel Packaged POL	A B-2
Aerospace Fuels Laboratory (FP2074) Det 35, SA-ALC/SFTLD 10 Part Ave C, Bldg. I Mukilteo WA 98275-1618	Jet Fuel Packaged POL Greases	A B-2 A
Aerospace Fuels Laboratory (FP2080) OL SA-ALC/SFTLF Bldg. 725 RAF Mildenhall UK APO AE 09459	Jet Fuel Packaged POL	A B-2
Aerospace Fuels Laboratory (FP2083) Det 44, SA-ALC/SFTLG Unit 5161 APO AP 96368-5161	Jet Fuel Packaged POL	A B-2
Base Fuels Officer 1605 Air Base Group/LGSF Lajes Airfield, Azores	Jet Fuel	B-1, B-2, B-3

APPENDIX R (Continued)

Base Fuels Officer Detachment 10, LGSF Incirlik, TU	Jet Fuel	B-1, B-2, B-3
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Aerospace Fuels Laboratory (FP 2084) OL SA-ALC/SFTLJ, Bldg. 505 Aviano AB Italy APO AE 09601	Jet Fuel	A
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ARMY LABORATORIES	TYPE PRODUCTS	TYPE TEST
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USAPC Petroleum Test Facility - East ATTN: AMSTA-DSA-PC-PT DDRE, Bldg. 85-3, U Avenue New Cumberland, PA 17070-5005	Jet Fuel Package POL Chemicals Coal	B-1, B-2, B-3 B-2
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HHD, 260th QM Bn Bldg. 120 ATTN: AFZP-SQG Hunter Army Airfield, GA 31409-5130	All	B-1, B-2, B-3
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US Army Aviation Center & Ft. Rucker Bldg. 800, N Ave ATTN: ATZB-DOL-M-POL-BR Fort Rucker, AL 36362-2018	Aviation Fuel	B-1, B-2, B-3
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H&S Co., US Army South Joint Task Force Bravo Soto Cano AFB, Honduras APO AA 34042	All	B-1, B-2, B-3
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CDR 101 st AVN DIV and Ft. Campbell Bldg. 7137, 4 1h Ave ATTN: AFZB-RB-M Ft. Campbell, KY 42223-5000	Jet Fuels and Ground Mobility Fuels	B-1, B-2, B-3
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CDR Combat System Test Activity Bldg. 362 ATTN: STECS-TS-PC APG MD 21005-5059	All	B-1, B-2, B-3
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APPENDIX R (Continued)

HHD, 505th QM Bn.
Rt 74 Chibana, Bldg. 53140
ATTN: APAJ-GOQ-L
Unit 35130
APO AP 96376-5130

All

B-1, B-2, B-3

DESC LABORATORIES**TYPE PRODUCTS****TYPE TEST**

Mail Address:
DFR Europe Petroleum Laboratory
Unit 23135, Box 28
APO AE 09227

All

All

Sample Address:
DFR Europe Petroleum Laboratory
Bldg. 320, Rhine Ordnance Barracks
Am Opelkriesel
D-67663 Kaiserslauten, Germany
Phone: 49-631-536-6812
FAX: 49-631-536-7084

Defense Energy Support Center
Petroleum Laboratory - Pyongtaek
APO AP 96218-02666

All

All

Defense Energy Support Center
Petroleum Laboratory - Anchorage
Ft. Richardson, AK 99505-5700

All

All

NAVY LABORATORIES**TYPE PRODUCTS****TYPE TEST**

Naval Air Systems Command
Fuels and Lubricants Division, AIR-4.4.5
Bldg. 2360
22229 Elmer Road
Patuxent River, MD 20670-1534

Aviation and Ship
Fuels; Turbine
Engine Oils (Special
samples only as
defined in NAVAIR
00-80T-109)

All

Ship samples to:
Naval Air Station
HAZMAT Bldg 2385
22680 Hammond Road
Sample (AIR-4.4.5)
Patuxent River, MD 20670

APPENDIX R (Continued)

FISC Norfolk, VA
Attn: 702, Fuel Dept.
Naval Supply Center
Norfolk, VA 23512-5000

Refer to NAVSUP
Publication 558,
*Fuel Management
Ashore*, for detailed
information on
individual POL
testing capabilities.

Fuel Department Director
Fleet and Industrial Supply Center
8808 Somers Rd, Bldg 56
Jacksonville, FL 32218-2600

Commanding Officer
NAS Pensacola
Code 41300
385 Millington Ave.
Pensacola, FL 32508-5014
Attn: Fuel Branch

U.S. NAVSTA Guantanamo Bay
U.S. Naval Station
Attn: Fuel Officer
Box 25
FPO 09593-5000

Fuels Division
U.S. Naval Station Roosevelt Roads
Code N409
PSC 1008 Box 3402
FPO AA 34051-3402

NAS Keflavik, IC
Commanding officer
U.S. Naval Station
Attn: Fuels Officer, Box 32
FPO 09571-5000

U.S. Naval Station Rota, Spain
PSC 819, Box 21
FPO AE 09645-4900
Attn: Fuels Officer

APPENDIX R (Continued)

FISC San Diego, CA
Naval Supply Center
Attn: Fuel Officer
937 N. Harbor Drive, Ste. 480
San Diego, Ca 92132-0480

FISC Puget Sound
Manchester Fuel Laboratory
7501 Beach Drive East
Port Orchard, WA 98366

FISC Pearl Harbor
Commanding Officer
Naval Supply Center
Attn: Fuels Officer
Pearl Harbor, HI 96860-5000

Commander
U.S. Naval Forces, Marianas (N84)
PSC 455, Box 190
FPO AP 96450-1500

Fuel Department
FISC Yokosuka, Detachment Sasebo
Code 184
PSC 476, Box 6
FPO AP 96322-1504

FISC Yokosuka, Code 707
Hakozaki Fuel Department
PSC 473, Box 11
FPO AP 96349-1500

NAVSUPPFAC Diego Garcia
Commanding Officer
U.S. Naval Support Facility
Attn: Fuels Officer
Box 4
Diego Garcia
FPO 96685-5000

APPENDIX S

SERVICE CONTROL POINTS

1. Army US ARMY PETROLEUM CENTER
54 M Avenue Ste 9
ATTN: AMSTA-LC-CJP
New Cumberland, PA 17070-5008

Msg. Add: CDRUSAPC NEW CUMBERLAND PA//AMSTA-LC-CJP//

2. Navy: Navy Petroleum Office (FM)
8725 John J. Kingman Rd.
Suite 3719
Ft. Belvoir, VA 22060-6224

Msg. Add: NAVPETOFF FT BELVOIR VA//NPO//

3. Air Force: Director Aerospace Fuels Management
HQ San Antonio ALC/SF
1014 Billy Mitchell Blvd, Ste 1, Bldg 1621
Kelly AFB, TX 78241-5603

Msg. Add: SA ALC KELLY AFB TX//SF//

APPENDIX T

EXPLANATION OF ABBREVIATIONS AND TERMS

ABBREVIATIONS

The following abbreviations are pertinent to petroleum operations and the associated organizations described herein.

ACSA – Acquisition and Cross Service Agreement
AOR – Area of Responsibility
AVCard – Aviation Credit Card
bbl – barrel(s)
CINC – Commander-in-Chief
CINCLANTFLT – Commander-in-Chief Atlantic Fleet
CINCPACFLT – Commander-in-Chief Pacific Fleet
COCO – Contractor Owned-Contractor Operated
COGO – Contractor Owned-Government Operated
CONPLAN – Contingency Plan
DESC – Defense Energy Support Center
DESC-A – Defense Energy Support Center – Americas
DFAMS – Defense Fuels Automated Management System
DFM – Diesel Fuel Marine
DFSP – Defense Fuel Support Point(s)
DLA – Defense Logistic Agency
DOS – Days of Supply
DSCLOG – Deputy Chief of Staff, Logistics
FEA – Fuel Exchange Agreement(s)
FG – Foreign Government
FUNCPLAN – Functional Plan
FOL – Forward Operating Location(s)
FOS – Forward Operating Site(s)
FSII – Fuel System Icing Inhibitor
GOCO – Government Owned-Contractor Operated
GOGO – Government Owned-Government Operated
GTMO – Naval Station Guantanamo Bay, Cuba
IMP – Inventory Management Plan(s)
IPDP – Inland Petroleum Distribution Plan
ISA – Inter-Service Agreement(s)
JIATF-E – Joint Intra-Agency Task Force–East
JPO – Joint Petroleum Office(s)
JTF – Joint Task Force(s)
JTF-B – Joint Task Force Bravo
MARFORSO – Marine Forces South
MBBLS – Mike Barrels
MILCON – Military Construction
MILGRP – Military Group(s)
MSC – Military Sealift Command

APPENDIX T (Continued)

NAVPETOFF – Navy Petroleum Office
NSRR – Naval Station Roosevelt Roads, Puerto Rico
OPLAN – Operational Plan
PC&S – Posts, Camps and Stations
POLCAP – Petroleum Capabilities Report
POS – Peacetime Operating Stock(s)
POSA – Peacetime Operating Stock Authorization(s)
PWRR – Petroleum War Reserve Requirement(s)
PWRS – Petroleum War Reserve Stock(s)
QA – Quality Assurance
QAR – Quality Assurance Representative(s)
QS – Quality Surveillance
REPOL – Petroleum Contingency Report
RIK – Replacement-in-Kind
RO – Responsible Officer
SAPO – Sub-Area Petroleum Office(s)
SL – Safety Level
SCP – Service Control Point(s)
SOCOSO – Special Operations Command South
USNAVSO – United States Navy South
USARSO – U.S. Army South
USSOUTHCOM – United States Southern Command
USCINCFCOM – United States Commander-in-Chief Joint Forces Command
USCINCPAC – United States Commander-in-Chief Pacific Command
USCINCSO – United States Commander-in-Chief Southern Command
USSOUTHAF – United States Southern Air Force
WISP – Worldwide Inventory Management Plan
WRM – War Reserve Material

TERMS

The following terms are pertinent to petroleum operations and the associated organizations described herein. All definitions are from DoD 4140.25 -M, Vol. I-IV, unless otherwise indicated.

Accountable Officer: A government employee (military or civilian) so appointed by authority to maintain item/financial records of government property; this person may or may not have possession of the property.

Alternative Fuel: Products used in place of gasoline and diesel such as compressed natural gas, liquefied natural gas, electricity, and alcohol. These products cannot be used in gasoline or diesel engines unless the engine is modified or replaced. The term is also used to refer to fuels that have been reformulated, blended with oxygen rich components or otherwise altered to comply with environmental regulations examples include reformulated gasoline, gasohol, oxygenated gasoline, and low sulfur diesel.

APPENDIX T (Continued)

Barrel (bbl): Equivalent to 42 U.S. gallons.

Bunker Fuel: Fuel burned in the boiler for vessel propulsion.

Defense Energy Support Center (DESC): An organizational component of the Defense Logistics Agency (DLA) that is the integrated manager/DoD central procurement agent for petroleum, natural gas, coal and associated services. Formerly referred to as Defense Fuel Supply Center (DFSC).

Defense Energy Support Center (DESC) –Region: A management component of the Defense Energy Support Center (DESC). Monitor DESC contracts on a regional and /or geographic basis. Provides customer support and control over fuel deliveries. Administers contract functions including property administration and quality surveillance, transportation support coordination, emergency planning, and reports inventory/supply transactions to Defense Fuels Automated Management System (DFAMS). Formerly referred to as Defense Energy Region (DER). Example: DESC-Americas

Defense Energy Support Center (DESC) –Field Office: A management component of the Region DESC; may perform the usual functions of a DESC. Formerly referred to as Defense Energy Office (DEO). Example: DESC-Houston, DESC-St. Louis

Defense Fuel Support Point(s) (DFSP): A petroleum storage facility (or terminal) that receives, stores, and issues DLA-owned product in support of military/Federal Agency requirements. Types of DFSPs are Government Owned-Government Operated (GOGO), Government Owned-Contractor Operated (GOCO), Contractor-Owned- Contractor-Operated (COCO), Foreign Government (FG), and NATO.

Defense Logistics Agency (DLA): An agency of the Department of Defense (DoD) under the direction of the Secretary of Defense and subject to DoD policies, directives, and instructions. DLA is assigned integrated materiel management responsibility for petroleum products. Includes ownership and accountability of war reserves and peacetime operating stock (POS) to the base level.

Emergency Fuel: A fuel used when the primary or alternative fuel is not available. The use of an emergency fuel may result in increased maintenance and/or reduced engine life.

Into-Plane: A supply technique whereby the U.S. Government contracts with a contractor to refuel military aircraft at commercial airports, with specified contract fuel. Commercial aircraft under a government charter may be refueled at into-plane locations. The use of government refueling trucks, equipment, bladders, etc. are not authorized unless so specified in the into-plane contract.

Inventory Management Plan (IMP): A DoD integrated plan of fuel inventory levels and storage requirements designed to utilize DoD resources more efficiently and provide financial management data.

APPENDIX T (Continued)

Joint Petroleum Office (JPO): A unified command staff function responsible for all aspects of petroleum logistics within the Commander-in-Chief's area of responsibility. Responsibilities include the management of petroleum products, including war reserves, peacetime operating stocks, distribution of products, quality control, facilities management, and the development of contingency plans.

Malpositioned War Reserves: War reserves that would normally be held in a terminal outside the geographic region of the CINC. Due to the time/distance factors, these stocks cannot be properly positioned in the theater before the regional war reserve safety level is penetrated.

MBBLS: "mike barrels" Equivalent to 1,000 barrels.

Peacetime Operating Stock (POS): Fuel inventory at DFSP to sustain peacetime operations in support of military demands. Includes unobtainables, safety levels (if appropriate), oiler loadout quantities, augmented levels and economic resupply quantity (ERQ).

Peacetime Operating Stock Authorizations (POSA): The total amount of POS authorized at a given DFSP.

Petroleum Terminal Message Report (RCS; DLA (W) 1884(DESC) MIN): This report provides quantitative data for DESC inventory management and stock control/distribution of fuel. The DFSP inventory data is used to answer inquiries at all levels of the Defense Department and Congress. Reporting of report would be done IAW DoD 4140.25-M Vol. V, Appendix A55/A56.

Petroleum Products: Petroleum products delivered in volumes greater than 55 US gallons (208 liters) such as tank trucks/cars, pipelines, coastal barges, and ocean tankers. Exception to this is the 500 gallon (1900 liters) collapsible drums.

Petroleum Storage Facility: Tank storing DLA owned petroleum products purchased under contracts. These facilities are described as active or inactive at petroleum terminals, tank farms, military bases, pipelines, and fixed tanks with a capacity of 500 barrels or more.

Petroleum War Reserve Requirement (PWRR): Fuel required in support of the SECDEF Defense Planning Guidance to be positioned prior to hostilities at or near the point of planned use. It is designed to reduce reaction time and to ensure adequate support of military forces during early stages of war until stocks can be replenished.

Petroleum War Reserve Stock (PWRS): The on-hand assets designated to satisfy PWRR. These should be dedicated, set aside, quantifiable stocks of militarily suitable products.

APPENDIX T (Continued)

Petroleum Contingency Report (REPOL): Provides joint staff, military services, and DLA/DESC worldwide summary data on damage and deficiencies of petroleum supplies storage, and distribution systems. REPOLs are used to develop strategies, determine courses of actions, etc., in support of supply operations. Reports will be submitted automatically upon declaration of DEFCON 1 and submitted every 48 hours; under peacetime conditions reports will be submitted annually or when considered appropriate by reporting commanders or when directed by the Joint Staff IAW CJCSM 3150.14.

Petroleum Capability Report (POLCAP): Provides the Joint Staff, Military Services, and DLA/DESC with current petroleum data to ensure that essential petroleum operations and readiness capability are maintained during periods of intensified activity or tension. Reports will be submitted annually NLT 1 May to the Joint Staff/J4 or during intensified activity or tension.

Posts, Camps, and Stations (PC&S): PC&S is the name of the purchase program used primarily to procure commercial ground products.

Primary Fuel: A fuel that permits full design engine performance.

Quality Assurance (QA): A contract administration function (including inspection) performed at the contractor's facility by the US Government Quality Assurance Representative or at destination by an authorized Government Representative to determine whether a contractor has fulfilled the contract obligation/requirements pertaining to quality and quantity of products and related services. (Note: QA ends and quality surveillance (QS) begins when the product is accepted by the Government; acceptance of product represents the transfer of ownership from the contractor to Government and can be done at origin or destination).

Quality Surveillance (QS): The aggregate of measures (blending, sampling, stock rotation, etc.) used to determine and maintain the quality of Government-owned petroleum products to the degree necessary to ensure that such products are suitable for their intended use.

Responsible Officer (RO): A government employee who is a U.S. citizen (military or civilian) appointed by proper authority to exercise care, custody, and safe keeping of government property. See also accountable officer.

Safety Level (SL): A fuel storage locations daily demand rate (average daily issues) multiplied by the number of days required inventory (5 days stateside and 15 days overseas). The amount is used in the Peacetime Operating Stock computation allowing for variability in resupply time and/or demand during the resupply cycle. Safety levels are maintained to prevent stock outages where no Petroleum War Reserve Stocks are held.

Service Control Point (SCP): A petroleum activity organized by each Military Department to perform the management function for products that are owned by the services and for procedural dealings as specified in this regulation.

APPENDIX T (Continued)

Slate: Term describing reports of planned requirements for tanker delivery. Slating represents current and future requirements at DFSP. All slating activities will calculate requirements for 4 months (current plus 3 months).

Stock Fund: A revolving fund established to finance costs of inventories of supplies. Stock funds are authorized by specific provision of law and are chartered by the Secretary of Defense to finance a continuing cycle of operations. Reimbursement and collections derived from the sale of inventory to customer activities are available for use by a stock fund without further action by Congress. Wholesale inventories are financed by the Defense Stock Fund (DSF) while retail level inventories are financed by the stock fund of the respective Military Service.

Worldwide Inventory and Storage Plan (WISP): DoD integrated plan of petroleum inventory and storage requirements designed to utilize DoD resources more efficiently, eliminate duplication of effort among DoD Components in obtaining additional storage facilities, and support inventory management decisions in contracting for additional storage facilities.