

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**DEPARTMENT OF THE AIR FORCE  
INSTRUCTION 23-201**



**23 AUGUST 2023**

***Materiel Management***

***FUELS MANAGEMENT***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This Department of the Air Force (DAF) Instruction (DAFI) implements Air Force Policy Directive (AFPD) 23-2, Management of Bulk Petroleum and Related Products. This directive sets forth guidance and procedures regarding aviation fuels, ground fuels, cryogenic fluids and missile propellants, pure gases, and chemicals for aerospace weapon systems, equipment energy commodities and related services. This publication applies to all civilian employees and uniformed members of the Regular Air Force, the Air Force Reserve, the Air National Guard, the United States Space Force, the Civil Air Patrol when conducting missions as the official Air Force Auxiliary, all DAF civilian employees, and those with a contractual obligation to abide by the terms of DAF issuances that receive, store, issue, perform quality control, and, or account for aviation fuels, ground fuels, cryogenic fluids, and missile propellants. Ensure all records generated as a result of processes prescribed in this publication adhere to AF Instruction (AFI) 33-322, Records Management and Information Governance Program, and are disposed in accordance with the AF Records Disposition Schedule, which is located in the AF Records Information Management System. Defense Logistics Agency-Energy (DLA-E) requires Defense Wide Working Capital Fund (DWWCF) records be maintained per DLA-E P-3, Document and Data Control and Retention. Refer recommended changes and questions about this publication to the Air Force Petroleum Office (AFPET) using the DAF847, Recommendation for Change of Publication. AFPET will review and forward DAF847 to AF/Logistics Readiness Division (AF/A4LR) for consideration. This publication may be supplemented at any level, but all (direct supplements) Major Command (MAJCOM), Field Command (FLDCOM), Field Operating Agency, and Direct Reporting Unit supplements must be routed to AFPET for review before submission to AF/A4LR for coordination prior to certification and approval. The authorities to

waive wing, unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, or T-3”) number following the compliance statement. See DAFI 90-160, Publications and Forms Management, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander (CC) for non-tiered compliance items. Submit fuels training waiver requests to the Fuels Functional Manager at Air Force Installation Mission Support Center (AFIMSC). Notify AF/A4LR of guidance conflicts between this instruction and any other Department of Defense (DoD), United States AF (USAF) guidance or Technical Orders (T.O.). Pending case resolution, DoD directives will take precedence. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the DAF. Compliance with the attachments in this publication is mandatory.

### ***SUMMARY OF CHANGES***

This publication has been significantly revised and updated to reflect changes in guidance and procedures dealing with Fuel Management and must be completely reviewed. This change has been updated to reflect this guidance is applicable to the entire DAF, including the Regular Air Force, the USSF, the Air Force Reserve, the Air National Guard, the Civil Air Patrol (when conducting missions as the official Air Force Auxiliary), all DAF civilian employees, and those with a contractual obligation to abide by the terms of DAF issuances. This change continues to clarify the Organizational Tank Program, Hydrant Utilization Strategy, Equipment Management, Fuels Logistics Planning and Fuels Quality Compliance Program. Additionally, all applicable references to Fuels Support Equipment (FSE) in this publication is replaced with Fuels Handling Equipment (FHE).

<b>Chapter 1—USAF, DIRECTORATE OF LOGISTICS, LOGISTICS READINESS</b>	
<b>DIVISION, FUELS MANAGEMENT BRANCH (AF/A4LR)</b>	<b>6</b>
1.1. HQ USAF/A4LR (AF/A4LR) General Responsibilities. ....	6
<b>Chapter 2—AIR FORCE PETROLEUM OFFICE (AFPET)</b>	<b>9</b>
2.1. General Responsibilities. ....	9
2.2. Operations Directorate. ....	11
2.3. Mission Support Directorate. ....	15
2.4. Product Support Directorate. ....	18
<b>Chapter 3—ORGANIZATIONS SUPPORTING FUELS MANAGEMENT FLIGHTS</b>	<b>20</b>
3.1. AF Installation and Mission Support Center (AFIMSC) General Responsibilities.	20
3.2. MAJCOM/FLDCOM/AFFOR General Responsibilities. ....	21
3.3. Air Mobility Command (AMC/A4RX) Specific Responsibilities. ....	24
3.4. AF Special Operations Command (AFSOC/A4RE) Specific Responsibilities. ....	24
3.5. Air Combat Command (ACC) Specific Responsibilities. ....	25
3.6. National Guard Bureau (NGB) Specific Responsibilities. ....	26

3.7.	AF Reserve Command (AFRC/A4RF) Specific Responsibilities. ....	26
3.8.	2F Schoolhouse Responsibilities. ....	26
<b>Chapter 4—LOGISTICS READINESS SQUADRON (LRS) AND OTHER AGENCIES</b>		<b>28</b>
4.1.	Logistics Readiness Squadron (LRS) Commander or equivalent(s) General Responsibilities. ....	28
4.2.	Defense Logistics Agency Energy. ....	29
4.3.	Base Civil Engineer (BCE) Responsibilities. ....	30
4.4.	Aircraft Maintenance Responsibilities. ....	32
4.5.	Wing Safety Office and Bioenvironmental Engineering (BE) Responsibilities. ....	32
<b>Chapter 5—REQUIREMENTS FOR THE FUELS MANAGEMENT TEAM (FMT)</b>		<b>33</b>
5.1.	FMT General Responsibilities. ....	33
5.2.	Handling Contaminated and Off-Specification Fuel and Cryogenic Products. ....	34
5.3.	Special Fuel Handling (SFH) Operations. ....	34
5.4.	Fuels Vehicles and Fuels Handling Equipment (FHE). ....	37
5.5.	Refueling Vehicles Authorizations. ....	37
5.6.	Using War Reserve Material (WRM) Expeditionary Fuels Handling Equipment (FHE) for Exercise Support. ....	38
5.7.	Fuels Flight Administration and Guidance. ....	38
5.8.	Preparing Required Reports. ....	40
5.9.	Managing Contracted Fuel Operations. ....	40
5.10.	Budget Forecasting Requirements. ....	41
5.11.	Fuels Personnel Safety. ....	41
5.12.	Controlling Static Electricity. ....	42
5.13.	Communication During Fuel Transfers. ....	42
5.14.	Two-Person Policy. ....	42
5.15.	Managing Personnel. ....	43
5.16.	Manpower Management Process. ....	44
<b>Chapter 6—FUELS MANAGEMENT TEAM (FMT) REQUIREMENTS FOR FUELS FACILITIES, TOOLS, AND EQUIPMENT ITEMS</b>		<b>46</b>
6.1.	Facility Management. ....	46
6.2.	Proper Use of Facilities and Equipment and Securing Assets. ....	46
6.3.	Fuels Laboratory Requirements. ....	46
6.4.	Fuel Spill Prevention and Containment. ....	47

6.5.	Hydrant Utilization Strategy (HUS). .....	47
6.6.	Cryogenic Facilities. ....	48
6.7.	Tool Management Program. ....	49
<b>Chapter 7—FUELS INFORMATION SERVICE CENTER (FISC) REQUIREMENTS</b>		<b>51</b>
7.1.	Fuels Information Service Center. ....	51
7.2.	Fuels Service Center (FSC) Responsibilities. ....	51
7.3.	Expediter Responsibilities. ....	55
7.4.	Fuels Support Responsibilities. ....	55
7.5.	Fuels Equipment Program Management Responsibilities. ....	56
7.6.	Fuels Training Responsibilities. ....	58
7.7.	Fuels Mobility Responsibilities. ....	59
<b>Chapter 8—FUELS QUALITY COMPLIANCE REQUIREMENTS</b>		<b>61</b>
8.1.	Fuels Quality Compliance Responsibilities. ....	61
8.2.	Fuels Environmental and Safety Responsibilities. ....	63
8.3.	Fuels Laboratory Responsibilities. ....	64
<b>Chapter 9—FUELS OPERATIONS REQUIREMENTS</b>		<b>66</b>
9.1.	Fuels Operations Responsibilities. ....	66
9.2.	Fuels Distribution Responsibilities. ....	67
9.3.	Mobile Distribution Responsibilities. ....	67
9.4.	Equipment Maintenance Responsibilities. ....	68
9.5.	Fuels Facilities Responsibilities. ....	69
9.6.	Hydrants Responsibilities. ....	70
9.7.	Military Service Station Responsibilities. ....	70
9.8.	Cryogenics Responsibilities. ....	70
9.9.	SFH-A Team Chief Program Responsibilities. ....	71
<b>Chapter 10—FUELS KNOWLEDGE OPERATIONS REQUIREMENTS</b>		<b>74</b>
10.1.	Knowledge Operations. ....	74
10.2.	Information Management. ....	74
10.3.	Base-Level Support Application (BLSA) Responsibilities. ....	75
10.4.	Innovation Management. ....	75
10.5.	Fuels MILCON and SRM. ....	76

<b>Chapter 11—WAR PLANNING</b>	<b>77</b>
11.1. AF/A4LR Fuels Functional Area Manager (FAM) Responsibilities.....	77
11.2. AFPET Current Operations Responsibilities.....	77
11.3. AFFOR Fuels Planners Responsibilities.....	78
11.4. Fuels Management Team (FMT) Responsibilities.....	80
<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>83</b>
<b>Attachment 2—FUELS MANAGEMENT FLIGHT (FMF) STRUCTURE</b>	<b>99</b>
<b>Attachment 3—FUELS VENUES AND DEVELOPMENTAL OPPORTUNITIES</b>	<b>102</b>
<b>Attachment 4—CLIPBOARD COLOR SCHEME</b>	<b>105</b>
<b>Attachment 5—FUELS INCIDENT REPORTING PROCEDURES</b>	<b>107</b>
<b>Attachment 6—FUELS CAREER FIELD CHARTERED WORKING GROUPS</b>	<b>110</b>
<b>Attachment 7—FUELS MANAGER® DEFENSE (FMD) CODES</b>	<b>111</b>
<b>Attachment 8—EXPEDITIONARY FUELS SUPPORT EQUIPMENT STORAGE REQUIREMENTS</b>	<b>113</b>
<b>Attachment 9—RADIO TRANSMISSION CODES</b>	<b>115</b>
<b>Attachment 10—APPROVED FUELS HANDLING EQUIPMENT (FHE) AND FUELS SUPPORT EQUIPMENT</b>	<b>116</b>
<b>Attachment 11—FUELS LABORATORY SAFETY INSTRUCTIONS</b>	<b>117</b>
<b>Attachment 12—AIRCRAFT PLANNING FACTORS</b>	<b>118</b>
<b>Attachment 13—ALTERNATE USE FORMS</b>	<b>121</b>
<b>Attachment 14—FARP TRYOUT memorandum</b>	<b>122</b>
<b>Attachment 15—SFH-A/F TEAM INITIAL ISSUE LIST</b>	<b>126</b>

## Chapter 1

### USAF, DIRECTORATE OF LOGISTICS, LOGISTICS READINESS DIVISION, FUELS MANAGEMENT BRANCH (AF/A4LR)

#### 1.1. HQ USAF/A4LR (AF/A4LR) General Responsibilities.

1.1.1. Establishes and updates AF policy to effectively manage class III and cryogenic resources to properly support weapon systems, facilities, and personnel.

1.1.2. Serves as approval authority to allow personnel without Air Force Specialty Code (AFSC) 2F0X1 to perform fuels servicing operations. Missile alert facility refueler (MAF-R) operations may be performed by personnel who have completed the 2F0X1 “Initial MAF-R training course” developed by the 2F schoolhouse and taught by 2F0X1 Senior Non-Commissioned Officer (SNCO)s or civilian equivalent and approved by the 2F Career Field Manager (CFM).

1.1.3. Addresses any concerns with the implementation of management concepts outlined in this instruction.

1.1.4. Provides staff experience, subject matter experts (SME) supervision to implement and grow management concepts outlined in this instruction.

1.1.5. Delegates the development of self-assessment communicators (SAC) items for compliance to AFPET. 2F CFM will validate prior to SAC being published. Develops and coordinates Special Interest Items for Inspector General (IG) teams and the Fuels Compliance Working Group based on trend analysis data or emerging threats to mission capability.

1.1.6. Coordinates, tasks, and shares knowledge with AFPET, AFFORs and fuels management flights (FMF) based on equity and SME knowledge required to obtain the best possible solution or resolution.

1.1.7. Develops budget estimates and accomplishes other financial management responsibilities.

1.1.8. Provides a standard FMF organizational structure with associated duty titles and office symbols per [Attachment 2](#).

1.1.9. Serves as Logistics Education Advancement Program (LEAP) mentor and is responsible for the growth and development in accordance with [Attachment 3](#).

1.1.10. Serves as Headquarters AF (HAF) FAM for fuels equipment and personnel unit type codes (UTC).

1.1.10.1. Works with MAJCOM FAM to publish JFA and JFD series UTC fuels posturing and sequencing guidance to support air and space expeditionary forces per DAFMAN 10-406, *Unit Type Code Management*.

1.1.10.2. Serves as HAF/FAM and approving authority for new or modified fuels UTCs per DAFMAN 10-406.

1.1.11. Advisory member for the Joint Staff Joint Petroleum Working Group.

1.1.12. Reviews innovation initiatives, site surveys, trip reports, and after-action reports (AAR) in the AFPET SharePoint® database prior to events such as the installation planning

review board (IPRB), Fuels Utilization and Training Workshop (UT&W), Fuels Warfighter Summit (FWS), and Fuels Working Group (FWG) to inform agenda topic and conversation item development.

1.1.13. Delegates training waivers for course prerequisites and skill level core tasks, which are submitted per DAFI 36-2670, *Total Force Development*, and the 2FOX1 Career Field Education Training Plan (CFETP), Part I to 2F MAJCOM Functional Manager (MFM) AFIMSC. For waivers requirements beyond those outlined with AFIMSC and Air Force Personnel Center (AFPC), the waiver authority will remain with the 2F CFM.

1.1.14. Prescribes the use and delegates the authority for Fuels Technical Letters (FTL) management to AFPET.

1.1.14.1. FTLs will provide interim operational guidance with consideration of monetary and manpower costs associated for implementation.

1.1.14.2. Other alternative remedy actions should be considered prior to implementation of FTLs, these include but are not limited to time compliance technical orders, service bulletins, safety alerts, memorandum of agreements or standard operating procedures better suited to rectify the issue before they go to the field level.

1.1.14.3. FTLs issued must affect more than one location, piece of equipment, batch or lot#.

1.1.14.4. FTLs must clarify existing procedural guidance in a technical order or process until solutions, procedures, or policy fixes the deficiency. FTLs can also serve as guidance when policy and/or guidance are absent.

1.1.14.5. All FTLs drafted by AFPET will be coordinated through the AF/A4LR and affected Command Functional Manager before issuance.

1.1.14.6. FTLs will be reviewed or updated as required but will not serve as policy for greater than 1 year unless renewed and agreed by all equities in which it applies or until the FTLs have been published into the appropriate policy in which it affects, whichever occurs first.

1.1.15. Provides Fuels portfolio (FHE/FSE) priorities required to inform 635th Supply Chain Operational Wing-WRM Program Integration Office (SCOW/WM), AFLCMC/WNZ (Support Equipment and Vehicles) program offices, and AFPET from strategic guidance to developing, validating, and prioritizing procurement documents (e.g., product/purchase descriptions, specifications, MIL-PRFs, commercial item descriptions) as determined by the Combatant command's requirements. **(T-1)**.

1.1.16. Fuels Career Field Workshops.

1.1.16.1. Chairs the Fuels Specialty Training Requirements Team (STRT)/ Utilization and Training Workshop (UT&W) forums.

1.1.16.2. STRT/UT&W voting members: 2F CFM, AETC Training Pipeline Manager, AFPET Fuels Manager, AFIMSC MFM and a representative from: Pacific Air Forces (PACAF), United States Air Forces in Europe – United States Air Forces Africa (USAFE-AFAFRICA), Air Force Global Strike Command (AFGSC), National Guard Bureau (NGB), AF Reserve Command (AFRC), Air Mobility Command (AMC), Air Force

Special Operations Command (AFSOC), Air Combat Command (ACC), Air Force Central Command (AFCENT), LEAP, and SME contributors as identified by the 2F CFM.

1.1.16.3. Chairs the FWS and FWG. Hosted by a rotational AF Forces (AFFOR) Fuels Functional Staff annually each year, or more frequently as determined by the 2F CFM, to review, validate, develop, teach, and train fuels management personnel involved in the calculation of operational level fuel plans, assess new equipment and Tactics, Techniques and Procedures for installation, expeditionary and tactical refueling operations. FWS and FWG bodies are stipulated in the current approved charter.



## Chapter 2

### AIR FORCE PETROLEUM OFFICE (AFPET)

#### 2.1. General Responsibilities.

2.1.1. Serves as the AF Fuels Service Control Point (SCP) and the Center of Excellence for all matters related to quality assurance (petroleum, cryogenics, propellants and gases), infrastructure, equipment, operational procedures, specialized and non-specialized fuel operations, war gaming and modeling, procurement contracts, fuel accountability, product engineering issues, alternative fuels, energy programs in accordance with AFPD 23-2, *Management of Bulk Petroleum and Related Products* and assists AFFOR staffs with planning requirement validation.

2.1.2. Responsible for providing technical and product quality guidance and fuels requirements; managing equipment authorization identification and prioritization plans; performs fueling equipment and vehicle authorization validation. **(T-1)**.

2.1.2.1. Develops guidance, procedures and provides technical support to fuels activities regarding fuels, lubricants, chemicals, propellants, and gases. **(T-1)**.

2.1.2.2. Manages 37 and 42B series T.O.s for fuels and cryogenics quality control guidance and operates worldwide Aerospace Fuels Laboratories. **(T-1)**.

2.1.3. Serves as fuels management functional lead to ACC, AETC, AFMC, and USSF locations who are not staffed with 2F SMEs for AFFOR responsibilities listed in [para 3.3](#) of this publication. **(T-1)**. This excludes training and FAM responsibilities that reside with AFIMSC.

2.1.4. Performs research for AF/A4LR and shares knowledge with supporting agencies and base level FMFs. **(T-1)**.

2.1.5. Coordinates interim operational guidance affecting fuels activities; (e.g., T.O.s, FTLs, Defense Logistics Agency (DLA) agreements, and policies) with AF/A4LR prior to releasing. **(T-1)**.

2.1.6. Approves deviations for the use of fuels assets other than their primary designed mission (e.g., R-11 for aviation fuel, C-300/301 for ground fuel, and R-13 for small aviation fuel requirements). **(T-1)**.

2.1.7. Assists in energy conservation and alternative fuel programs. **(T-0)**.

2.1.8. Advocates on behalf of DAF fuel's locations for all military construction (MILCON) and sustainment, restoration, and modernization (SRM) programs. The AF IPRB core members are: AFPET, Air Force Civil Engineering Center (AFCEC), AFFOR fuels planners, and MAJCOM/AFIMSC engineers. **(T-1)**.

2.1.9. Engages with DLA-E or USTRANSCOM on operational, product, or quality requirements affecting AF units.

2.1.10. Conducts logistics improvement studies to increase AF readiness and combat capability. **(T-1)**.

2.1.11. AFPET reviews currency and applicability of fuels self-assessment checklist, as guidance changes or as required per AFI 90-201, *The Air Force Inspection System*.

2.1.11.1. Evaluates and performs trend analysis and management internal control toolset (MICT) assessments on AF locations as needed. **(T-1)**.

2.1.11.2. Analyzes applicable support systems and metrics to provide informed guidance on Fuels Career Field compliance items. **(T-1)**.

2.1.12. Manages fuels SME augmentation program in coordination with AFIMSC. **(T-1)**.

2.1.13. Develops appropriate procedures and guidelines to effectively manage recoverable and waste fuel using 42B series T.O.s. **(T-1)**.

2.1.14. Maintains an AF fuels directory (Blue Book) and updates when requested. **(T-1)**.

2.1.15. Serves as coordinating agency for the American Petroleum Institute Award. **(T-1)**.

2.1.16. AFPET Fuels Manager General Responsibilities.

2.1.16.1. Serves as the senior enlisted advisor to the AFPET/CC. Fulfill Group Superintendent responsibilities as required/outlined in AFI 36-2109, *Chief Master Sergeant of the Air Force, Senior Enlisted Leadership Management and Air Force Enlisted Council*

2.1.16.2. Provides guidance to facilitate development, readiness, health, morale, welfare, and quality of life of all assigned personnel.

2.1.16.3. Synchronizes internal directorates to understand enterprise level challenges and initiatives impacting the fuels enterprise.

2.1.16.4. Promotes empowerment of ideas to spur critical thinking, open dialog, and to achieve internal and external organizational process improvements.

2.1.16.5. 2F synchronization liaison for AFPET, Assistant Secretary of the Air Force (SAF), Air Staff, AFFOR/MAJCOM/FLDCOM Staffs, FMTs, DLA-E, USTRANSCOM, Joint Staff, Sister Services, and the Reserve Components (AFRC/ANG) to disseminate communication, strategic objectives, and cross tells to improve the Bulk Class III community.

2.1.16.5.1. Establish and expand relationships to advance A4 priorities and connect teams to solve problems and align efforts across commands.

2.1.16.5.2. Synchronizes with Air Staff and AFIMSC to shape, improve, and implement fuels related governance/policy by attending Operational Planning Teams, Working Groups, FEDT boards, and other chartered activities.

2.1.17. AFPET Superintendent. Promotes and assists AFPET directorates on all matters related to fuels operations and requirements that impact AFFORs/MAJCOM/FLDCOMs, AF installations, and Fuels Management Teams across the enterprise. Is informed of all facets of AFPET interaction affecting global operations and staffs 2F enterprise decisions for execution to AF/A4LR.

2.1.17.1. Liaises with SAF/IEN, AF/A4LR, USTRANSCOM, DLA-E, AFLCMC, VSCOS, etc., to shape, improve, and implement fuels related governance/policy.

2.1.17.2. Provides AFFOR/MAJCOM/FLDCOM Staffs fuels SMEs from approved FEDT listing to improve global operations and align efforts across the commands.

2.1.17.3. Liaises and synchronizes with the Army Petroleum Center and Navy Petroleum Office to advance interoperability across the joint fuels community.

## **2.2. Operations Directorate.**

### **2.2.1. Current and Future Operations Division.**

2.2.1.1. Advises DLA-E and/or USTRANSCOM on all operational and product requirements affecting AF units and provides direct assistance during contingencies and/or exercises. **(T-1)**.

2.2.1.2. Coordinates and assists fuels activities with optimization studies. **(T-1)**.

2.2.1.3. Reviews all base fuels service contracts and coordinates with AF/A4LR as required. **(T-1)**.

2.2.1.4. Provides fuels contracting support. **(T-1)**.

2.2.1.4.1. Coordinates with DLA-E contracting office regarding contract issues and concerns raised by the contracting officer representatives (COR) or property administrators (PA). **(T-1)**.

2.2.1.4.2. Provides subject matter expertise for technical review during contract source selection. Assists AF activities with performance work statement (PWS) development, modification, and validation. **(T-1)**.

2.2.1.4.3. Coordinates PWS through contracting office. For AFRC host base contracts, coordinates PWS with AFRC contracting office to incorporate requirements into the contract. **(T-1)**.

2.2.1.5. Provides technical advice and logistical support to AF commands, Numbered AFs (NAF), AFFORs, Joint Task Forces, and other warfighting activities. Coordinates and approves fuel support requirements with DLA-E. **(T-1)**.

2.2.1.5.1. Serves as the liaison between operational units and Crisis Action Team(s) (CAT) during contingency, humanitarian assistance and disaster relief operations where no AFFOR fuels planners are available. Coordinate with the supported CAT logistics team to determine best concept of support for integration into CAT battle rhythm. **(T-1)**.

2.2.1.5.2. Serves as the single AF point of contact (POC) for fuels support requests and distributes information up and down the functional chain of command from the installation to AF/A4LR. **(T-1)**.

2.2.1.5.3. Provides support to DLA-E during contingencies, degraded service, and provide exercises assistance to the warfighter. **(T-1)**.

2.2.1.6. Serves as the Office of Primary Responsibility for Special Fuels Handling Operations (SFH) and Innovation collaboration focal point for the 2F Career field. **(T-1)**.

2.2.1.7. Reviews Joint Chiefs of Staff (JCS) Bulk Petroleum Contingency Report (REPOL) submissions and approves REPOL reports for operational locations that do not have AFFOR fuels planners serving in the REPOL MAJCOM/FLDCOM role. (T-1).

2.2.1.8. Manages, monitors, and maintains the Fuels Incident Reporter in accordance with [Attachment 5](#). (T-1).

2.2.1.8.1. Collects and analyzes fuel incident reports and environmental incidents. (T-1).

2.2.1.8.2. Coordinates with DLA-E for on-site visits and/or investigations related to incidents or fuel releases involving fuel facilities and/or when the incident results in adverse environmental consequences, media coverage, or when assistance is requested. (T-1).

2.2.1.8.3. Engages on un-resolved incident reports and validates incident resolution. (T-1).

2.2.1.8.4. Maintains the master incident database containing all AF fuel related reports. (T-1).

2.2.1.8.5. Publishes a monthly summary of incidents reported by FMFs. Incident summaries are posted no later than the fifth duty day of the month to the AFPET SharePoint® site <https://usaf.dps.mil/teams/AFPET-SharePoint/SitePages/frontpage.aspx>. (T-1).

2.2.1.8.6. Provides agenda and holds quarterly teleconference with AF/A4LR, AFFOR fuels planners, and operational locations to discuss topics affecting the fuels community. (T-1).

2.2.1.8.7. Performs trend analysis of incident reports and provides an annual (calendar year) summary of fuels related incidents to the Petroleum, Oil, and Lubricants (POL) career field, which includes recommended procedural action and/or revised technical data, as necessary. (T-1).

2.2.1.9. Performs site surveys associated with Site Activation Task Force (SATAF) actions or related to other peacetime mission changes. The supported program office will fund AFPET temporary duty costs. (T-1).

2.2.1.10. Engages directly with Regular AF and AFRC fuels management teams (FMT) on all issues to include documenting and tracking customer assistance requests affecting fuels operations. (T-1).

2.2.1.11. Coordinates with NGB Fuels Management (NGB/A4RMF) staff for all Air National Guard (ANG) fuels related issues.

2.2.1.12. Publishes weekly operational issues report to the AFPET SharePoint® site: <https://usaf.dps.mil/teams/AFPET-SharePoint/SitePages/frontpage.aspx>. (T-1).

2.2.1.13. Vehicle Validation:

2.2.1.13.1. Provides instructions to FMFs for validating fuels vehicle requirements. (T-1).

2.2.1.13.2. Performs peacetime refueler vehicle validations for each respective fuels activity by analyzing the unique mission requirements using the refueling vehicle validation program and associated data (e.g., refueler dispatch frequency and utilization, hydrant utilization, peacetime, and wartime busiest day fuel demand requirement). **(T-1)**.

2.2.1.13.3. Develops and publishes refueler validation schedule and guide to inform FMFs and MAJCOM/FLDCOM of timelines and process. **(T-1)**.

2.2.1.13.4. Routes the refueler vehicle validation results within AFPET and vested MAJCOM staffs to ensure all peacetime and wartime requirements are met prior to socializing with the bases fuels activity. **(T-1)**.

2.2.1.13.5. Coordinates results with each respective fuels activity's FMT, fleet manager, and logistics readiness squadron (LRS)/CC (or equivalent) to adjudicate concerns. **(T-1)**.

2.2.1.13.6. Once adjudicated, submits official refueler vehicle validation results to 441 VSCOS. **(T-1)**.

2.2.1.13.7. Considers refueling authorizations, vehicle in-commission rates, hydrant utilization strategy (HUS), joint-integrated assets, and applicable factors and/or variances that affect authorizations. **(T-1)**.

2.2.1.13.8. AFRC refueling vehicle authorizations and variances are required to be coordinated with AFRC Fuels Management Staff (AFRC/A4R). **(T-0)**.

2.2.1.13.9. NGB/A4RMF performs refueling vehicle authorizations and variances for the ANG and coordinates with AFPET on results. **(T-0)**.

2.2.1.13.10. Notifies 441 VSCOS of any mission changes to support daily or special mission requirements beyond current authorizations. **(T-1)**.

## **2.2.2. Technical Assistance Division Responsibilities.**

2.2.2.1. Provides quality and technical expertise for fuels vehicles, fuels support equipment, facilities, and cryogenics. This includes correcting product quality, handling procedures, fuel systems deficiencies and assistance to installations with issues involving fuel contamination, collection, and disposal. **(T-1)**.

2.2.2.2. Directs actions involving aviation, ground product contamination, commingling, electrical hazards, product conservation, and reclamation, or matters involving receipt, storage, and mobile and fixed dispensing system deficiencies. **(T-1)**.

2.2.2.3. Provides alternative, synthetic, and bio-fuels technical and logistical support. **(T-1)**.

2.2.2.4. Technical Assistance Division (PTOT) performs technical assistance visits upon request. **(T-1)**.

2.2.2.4.1. Responds immediately to requests from installation and will be on-site for technical evaluation within three working days or as soon as possible depending on the severity of the situation. **(T-1)**.

2.2.2.4.2. Technical Assistance Division Chief or designated representative provides a written or electronic verification to the requesting organization. **(T-1)**.

2.2.2.4.3. Trip reports will be completed and submitted to AFPET/PTOC and requesting activity leadership within 30 days after departure. Trip report will include summary of problem(s) found and corrective action(s) taken. **(T-1)**.

2.2.2.5. Provides fuel disposition instructions involving off-specification, contaminated, or products not meeting use limits. Disposition instructions will be provided to the FMF via written or electronic communication or the Air Force Test and Analysis Tool (AFTAT). **(T-1)**.

2.2.2.6. Coordinates FMF's DD3075, *DLA-E Disposition Request* submissions with the DLA-E Regional Quality Manager for fuel grade changes. FMF's will route DD3075 through AFPET/PTOT for coordination with DLA-E. **(T-0)**.

2.2.2.7. Arranges and approves contracted or DLA-E laboratory testing on an emergency basis, upon request. **(T-1)**.

### 2.2.3. **Equipment Management Division Responsibilities.**

2.2.3.1. Provides technical expertise for fuel's vehicles, support equipment, and cryogenics and leverages AFI 63-101/20-101, *Integrated Life Cycle Management*, to include equipment modification and serves as administrator for MAJCOM/FLDCOM/AFFORs to submit requirements to the AFLCMC/WNZ (Support Equipment and Vehicles) based on AF/A4LR priority submission in [paragraph 1.1.15](#).

2.2.3.2. Will validate equipment and vehicle requirements and authorizations. Coordinate with 441 VSCOS, AFMC, command equipment management offices (CEMO), AF Life Cycle Management Center (AFLCMC), item managers (IM), and equipment specialist (ES) on funding, procurement programs, and other required management actions. **(T-1)**.

2.2.3.3. Proposes and assists AFLCMC/WNZ with product descriptions, service bulletins, and T.O. changes. **(T-1)**.

2.2.3.4. Authorization Identification (ID) review.

2.2.3.4.1. Will participate in biannual review and provides changes, additions, and deletions to authorization identification codes Authorization ID 460, *Quality Control/Laboratories* and Authorization ID 488, *Fuel Storage and Gas Generating Equipment/Storage Tanks and Maintenance Support Equipment* **(T-1)**

2.2.3.4.2. Assists FMTs with validating FHE requirements for peacetime authorizations and with the requisition process. Coordinates equipment turn-in and disposition requests with IMs and provides instructions to base level equipment custodians. **(T-1)**

2.2.3.5. Evaluates using commercial-off-the-shelf equipment capabilities and coordinates requirements with AF/A4LR, 441 VSCOS, FMFs, and AFFORs. **(T-1)**.

2.2.3.6. Coordinates all operational equipment, refueling vehicles and FHE authorization requirements with FMFs. WRM assets will be coordinated with 635 SCOW/WM. **(T-1)**.

2.2.3.7. Staffs replacement requirements based on Defense Property Accountability System (DPAS) data for those items coming due or extending beyond their operational use life to AF/A4LR and the 635 SCOW/WM. Manages and coordinates with program integrated process teams (IPT) on replacement and funding of FHE and FSE assets. Then works with AF/A4LR, AFLCMC/WNZ, 440 SCOS, 441 VCOS, IMs to develop, track, and oversee fuels equipment and vehicle lifecycle replacement programs. **(T-1)**.

2.2.3.7.1. For AFRC equipment and vehicles, must coordinate with AFRC/A4R to advocate funding for items beyond their operational use life. **(T-1)**.

2.2.3.7.2. For ANG equipment and vehicles, must coordinate with NGB/A4RMF to advocate funding for items beyond their operational use life. **(T-1)**.

2.2.3.8. Monitors incidents and direct deficiency reports and engineering investigation submissions on appropriate incidents through the Joint Deficiency Reporting System (JDRS). Coordinates and recommends corrective action on the solution and closure of the DR/EI with AFLCMC/WNZ. Information is then disseminated via JDRS, TCTOs, and/or service bulletin. **(T-1)**.

2.2.3.9. Tracks FHE/FSE accountable property records using DPAS to ensure equipment life cycle management and replacement contract actions are in line with equipment disposition requirements. **(T-1)**.

2.2.3.10. Validates MAJCOM/FLDCOM DPAS requirements for Property Accountability (PA), Force System Management (FSM), and Maintenance and Utilization (M&U) modules to inform, by command, needs to effect POM cycle for the Fuel's portfolio and provides requirements to AF/A4LR **(T-1)**.

### **2.3. Mission Support Directorate.**

#### **2.3.1. Infrastructure Division.**

2.3.1.1. AF SCP for all fuels MILCON and SRM programs, centrally managed programs (CMP), recurring maintenance and minor repair (RM&MR), environmental programs, and alternative fuels programs.

2.3.1.2. Maintains submission schedule for AF projects to ensure submissions meet the DLA-E data call. **(T-1)**.

2.3.1.2.1. Engages with base-level and AF fuels engineers and programmers to accurately reflect validated project requirements and documentation. **(T-1)**.

2.3.1.2.2. Coordinates with MAJCOM/FLDCOM/AFIMSC Detachment Engineers and installations for MILCON data calls. **(T-1)**.

2.3.1.2.3. Collects and prioritizes DD1391, *Military Construction Project Data*, for DLA funded projects planned for submission to the IPRB. Outside continental United States AFFOR fuels planners will prioritize MILCON projects with their respective Combatant Command (CCMD) JPO. **(T-0)**. Ensures installation and/or MAJCOM/FLDCOM complete DD 1391 for MILCON consideration. **(T-0)**.

2.3.1.2.4. Performs engineering and logistics review for Base and/or AFFOR fuels planners when preparing DD1391s per DoD Manual (DoDM) 4140.25 Vol 8, *DoD*

*Management of Energy Commodities: Energy Commodity Infrastructure Operations.*  
**(T-0).**

2.3.1.3. AF Program Manager and technical/engineering authority for all DLA Energy funded SRM Programs for AF capitalized fuels infrastructure. The SRM program consists of the following pillars: CMPs, planning studies, RM&MR and emergent deficiencies (to include environmental remediation). Consults on non-DLA Energy funded SRM projects when requested. **(T-0).**

2.3.1.3.1. Approves, coordinates, and prioritizes all SRM requirements submitted while advocating for funding execution for fuels facilities. **(T-1).**

2.3.1.3.2. Performs, validates, and consolidates data calls and shares results with MAJCOM Engineers, AFFOR fuels planners, AFIMSC, and base activities as required. **(T-0).**

2.3.1.3.3. Reviews real property records and coordinates AFCEC/CIT and base real property offices to keep the real property database updated allowing DLA-E to properly fund SRM project requirements. **(T-0).**

2.3.1.3.4. Correlates real property data to fuels infrastructure facilities for DLA Energy funded SRM/MILCON project requirements. **(T-1).**

2.3.1.3.5. Assists Fuels Knowledge Operations (FKO) and Civil Engineering (CE) with the real property reconciliation process as required. **(T-1).**

2.3.1.4. Assists construction agency and base-level staffs in validating all newly capitalized fuels facilities (SRM and MILCON) DD1354s, *Transfer and Acceptance of DoD Real Property* are accurately reflecting complete and usable. **(T-0).** Engages with execution agents on proposed projects and receives updates as needed. **(T-1).**

2.3.1.5. Supports fuel facility and equipment modernization programs; reviews construction designs to ensure code/criteria compliance, standardization and modernization consistency. **(T-1).**

2.3.1.6. Coordinates alternative fuel use with AFPET/PTOT and provides technical support to ensure product and/or infrastructure compatibility. **(T-1).**

2.3.1.7. Provides assistance to bases for compliance with applicable local, state, federal, and/or foreign government environmental laws and regulations. **(T-0).**

2.3.1.8. Approves and coordinates with base site visit requests for various DLA Energy CMPs including spill response training and tank tightness testing. **(T-0).**

2.3.1.9. Notifies AFFOR fuels planners of infrastructure containing prepositioned war reserve stock (PWRS) affected by SRM or MILCON project planning or LIMFACs. **(T-1).**

2.3.1.10. Obtain fuels facilities schematics (electronic or hard copy) from Base Civil Engineer (BCE) as required. **(T-1).**

## **2.3.2. Accounting, Requirements, and Automation Division.**

2.3.2.1. Manages the AF fuels and Aerospace Energy requirements programs. **(T-1).**



- 2.3.2.2. Functions as AF lead for DLA-E Base Level Support Application (BLSA) and all automation and applications software suites supporting fuels operations. **(T-0)**.
- 2.3.2.3. Serves as AF SCP to DLA-E concerning all fuels automated systems. **(T-0)**.
- 2.3.2.4. Performs SCP review of the Inventory Management Plan (IMP) per DoDM 4140.25 Vol 6, *DoD Management of Energy Commodities: Defense Fuel Support Point (DFSP) Management*; ensures FMF are provided access to current copy of their IMP. **(T-0)**.
- 2.3.2.5. Consolidates AF aviation, ground fuel, liquid nitrogen, and aviator's breathing oxygen for inclusion in DLA-E Program Objective Memorandum (POM). **(T-1)**.
- 2.3.2.6. Validates, consolidates, and coordinates aviation into-plane contract requirements for DLA-E. **(T-0)**.
- 2.3.2.7. Validates and coordinates inventory levels with DLA-E annually and provides a copy to AFFOR Fuels Planners. **(T-0)**.
- 2.3.2.8. Monitors AF fuels transactions, Fuels Manager® Defense (FMD) accounting rejects and Enterprise Business System. **(T-1)**.
- 2.3.2.9. Processes emergency fuel spot-buys through DLA-E for mission sustainment during disruptions or lapses in contracted fuel supply or during contingency conditions. **(T-0)**.
- 2.3.2.10. Coordinates fuel grade changes between FMFs and DLA-E. **(T-0)**.
- 2.3.2.11. Provides oversight for DLA-E help desk trouble reporting and facilitates resolutions with applicable agencies. **(T-0)**.
- 2.3.2.12. Coordinates capitalization of fuel sites in accordance with DLA-E P-15, *Defense Working Capital Fund Capitalization*. Processes de-capitalization for locations no longer meeting requirements as outlined in DLA-E P-28, *Defense Fuel Support Point (DFSP) De-Capitalization, Temporary and Permanent Closure*. **(T-0)**.
- 2.3.2.13. Validates and coordinates inventory levels of operating stock with DLA-E annually. Operating stock for overseas locations must be coordinated through the appropriate MAJCOM/FLDCOM and CCMD JPO. **(T-0)**.
- 2.3.2.14. Represents AF at the annual DLA-E Node Arc conferences to validate AF bulk fuel requirements and receipt capabilities. **(T-1)**.
- 2.3.2.15. Consolidates and submits AF fuel and missile propellant requirements to assist with DLA-E's budget submissions. **(T-1)**.
- 2.3.2.16. Validates, consolidates, and coordinates quadrennial ground fuel requirements for installations, MAJCOM/FLDCOM, and DLA-E in contractor information system. **(T-1)**.
- 2.3.2.17. Coordinates draft DLA-E publications and policy revisions with AF/A4LR, AFFOR fuels planners, AFIMSC and support agencies. **(T-1)**.
- 2.3.2.18. Serves as AF lead for existing and emerging fuels automation. **(T-1)**.

- 2.3.2.18.1. Provides acquisition, disposition, and replacement instructions for fuels automated information technology (AIT) per [paragraph 10.3.5](#). (T-1).
- 2.3.2.18.2. Performs, validates, and consolidates automation data calls. (T-1).
- 2.3.2.18.3. Interfaces with DLA-E concerning management of AIT. (T-1).
- 2.3.2.18.4. Manages AF testing of new systems and interfaces with other AIT systems. (T-1).
  - 2.3.2.18.4.1. AIT includes but is not limited to types of systems outlined below:
    - 2.3.2.18.4.2. Automated tank gauging (ATG), mobile automated fuels service station, automated fuels service station, tactical automated service station, electronic point of sale device, electronic overfill prevention systems, electronic or automated pump and valve controls, hydrant system automation, fuel tank independent alarm systems and tank or truck overfill prevention systems.
- 2.3.2.18.5. Coordinates AIT testing requirements with test locations and provides test results to DLA-E with recommended improvements. (T-1).
- 2.3.2.18.6. Administers system change requests and AF recommended system upgrades for all fuels AIT systems (e.g., Windows upgrade, FMD update). (T-1).
- 2.3.2.19. Coordinates FMD communication issues with DLAs information operations Joint Staff Command, Control, Communications and Computers and Cyber (J6). (T-1).
- 2.3.2.20. Coordinates DLA-E inventory audits with base level FMT and provides technical assistance to correct findings. (T-1).

## **2.4. Product Support Directorate.**

### **2.4.1. Petroleum Standards Division.**

- 2.4.1.1. Promotes and coordinates new emerging, alternate, and alternative type fuels, by providing technical support on infrastructure and equipment compatibility to exploit the use of these products at locations where consumption is justified, ensuring use is in the best interest of the AF.
- 2.4.1.2. Performs product service engineering and scientific support for petroleum, chemicals, and cryogenics. (T-1).
- 2.4.1.3. Provides product and scientific support for POL, chemical, and cryogenic life cycle demands. (T-1).
- 2.4.1.4. Serves as preparing activity for Military Specifications and AF custodian for military standards. (T-1).
- 2.4.1.5. Responsible for the preparation, maintenance, and custodial review of military specifications for procuring fuels, aerospace propellants, lubricants, hydraulic fluids, gases, and chemicals. (T-1).
- 2.4.1.6. Partners with other government, industry, and allied nations on POL research and development, standardization, and interoperability issues. (T-0).

### **2.4.2. Laboratory Division.**

- 2.4.2.1. Operates and maintains a worldwide aerospace fuels laboratory network. **(T-1)**.
- 2.4.2.2. Provides quality surveillance testing for gases, fuels, packaged POL products, chemicals, and hypergolic products. **(T-1)**.
- 2.4.2.3. Recovers direct costs for laboratory support to commercial launch customers and for packaged POL and chemical shelf-life extension testing. **(T-1)**.
- 2.4.2.4. Performs packaged POL and chemical quality control and shelf-life extension testing in support of AF, DLA, and allied nation requirements. **(T-0)**.
- 2.4.2.5. Conducts gas, fuel, packaged POL, chemical, and hypergolic product laboratory testing in accordance with AF, industry, and international guidelines and requirements. **(T-0)**.
- 2.4.2.6. Supports Aircraft Incident/Mishap Safety Investigation Boards with laboratory testing as needed. **(T-0)**.
- 2.4.2.7. Evaluates and incorporates emerging laboratory testing technologies. **(T-1)**.
- 2.4.2.8. Serves as the program management office for AFTAT. **(T-1)**.
- 2.4.2.9. Provides laboratory analytical support for POL, chemical, and cryogenic lifecycle demands. **(T-1)**.
- 2.4.2.10. Performs investigative analysis to identify unknown liquid, solid, and cryogenic contaminants. **(T-1)**.
- 2.4.2.11. The Laboratory Division will ensure a deployable Fuels Area Laboratory UTC is develop and maintained. The deployable Area Laboratory will have the capability to support Fuels Flights Area Lab's sampling requirements while the units are at a deploy locations, theaters or Area of Operations (AORs).

## Chapter 3

### ORGANIZATIONS SUPPORTING FUELS MANAGEMENT FLIGHTS

#### 3.1. AF Installation and Mission Support Center (AFIMSC) General Responsibilities.

3.1.1. Serves as the single intermediate-level organization providing installation and mission support oversight and capabilities to MAJCOM/FLDCOMs, their subordinate organizations, and base installations. Executes all MAJCOM/FLDCOM training and FAM responsibilities.

3.1.2. MAJCOM Functional Manager responsibilities.

3.1.2.1. Management Engineering Program.

3.1.2.1.1. Manages 2F manpower determinate development process and allocations enterprise-wide through interaction with installation manpower office, MAJCOM A1 staff's engagements, Air Force Manpower Analysis Agency (AFMAA), and AFPC coordination.

3.1.2.1.2. Utilizes manpower study schedule to meet target deadlines.

3.1.2.1.3. Provides SME recommendation to the function review workshop.

3.1.2.1.4. Reviews all manpower study documentation such as work center description, measurement plans, and final report for accuracy to rectify disconnects and inaccuracies.

3.1.2.1.5. Scrutinizes factors and methodology used to verify measurement data accuracy.

3.1.2.1.6. Coordinates on all 2F manpower variances from each unit and MAJCOM A1 staff and to AF/A4LR.

3.1.2.1.7. Assists in developing work center process productivity enhancement.

3.1.2.1.8. Validates and executes all 2F position authorization change requests (ACR) in coordination with each respective MAJCOM A1.

3.1.2.1.9. Manages fuels SME list to support emerging AF requirements and provides to AFPET for augmentation programs.

3.1.2.1.10. Approves training allocation waivers and provides a copy to the 2F CFM.

3.1.2.2. 2F mission readiness training (MRT)

3.1.2.2.1. Plans, validates, and forecasts formal training requirements using course requirements outlined by Education and Training Course Announcements website, <https://usaf.dps.mil/teams/app10-etca/sitepages/home.aspx>.

3.1.2.2.2. Utilizes the **Training Request SharePoint Team** (TRST) channel.

3.1.2.2.3. Provides updates for education and training course announcements requirements for all 2F courses outlined in CFETP to training pipeline manager.

3.1.2.2.4. Programs for technical skill training and MRT to forecast and obtain required training quotas to support MAJCOM missions.

- 3.1.2.2.5. Justifies and requests funded training allocations through DLA-E for FMD and Joint Terminal Managers (TM), Responsible Officer (RO) and Joint Petroleum Enterprise courses, such as J-07, J-10, J-15, J-20.
- 3.1.3. Functional Area Manager (FAM) Responsibilities.
- 3.1.3.1. Performs FAM duties as identified in DAFMAN 10-406. The FAM is responsible for developing, managing, planning, and executing requirements to support contingencies, as necessary. **(T-1)**.
- 3.1.3.2. Functions as the manpower and equipment force packaging (MEFPAK) system responsible agency and pilot unit for all fuels conventional forces personnel UTCs. **(T-1)**.
- 3.1.3.3. Supports MAJCOM unit type code availability (UTA) development for fuels capabilities. **(T-1)**.
- 3.1.3.3.1. Reconciles fuels unit manpower document authorizations with postured UTCs. **(T-1)**.
- 3.1.3.3.2. Applies posturing strategy to future year UTA. **(T-1)**.
- 3.1.3.3.3. Provides posturing and coding requirements for fuels UTCs in coordination with AFFOR fuels planners. **(T-1)**.
- 3.1.3.4. Identifies recommendations to MAJCOM A3 staffs on agile combat support consolidated planning schedule. **(T-1)**.
- 3.1.3.5. Submits rotational and emergent tasking verification recommendation to MAJCOM A3 staff. **(T-1)**.
- 3.1.3.6. Analyzes fuels personnel readiness to adjudicate reclaims and Unit Identification Code changes. **(T-1)**.
- 3.1.3.7. Performs UTC development, management, and maintenance activities for personnel and equipment UTCs assigned to AFIMSC and 635 SCOW/WM as the MEFPAK system responsible agency. **(T-1)**.

### **3.2. MAJCOM/FLDCOM/AFFOR General Responsibilities.**

- 3.2.1. MAJCOM/FLDCOMs have the responsibility to organize, train, and equip assigned fuels forces, support forward area refueling point (FARP) programs, exercises, and provides oversight to units and assists AFIMSC fuels FAMs, as required.
- 3.2.1.1. Assists AF/A4LR with career field working groups, program reviews, UT&W, and career field re-engineering efforts. **(T-1)**.
- 3.2.1.2. Manages storage and inspection programs for theater WRM assets. **(T-1)**.
- 3.2.1.3. Fuels planners that have WRM FHE assigned are required no later than 1 October of each year to do the following:
- 3.2.1.3.1. Recommends storage bases or locations, set inside storage priorities, prescribe command reporting procedures, and administer a sustainable operational management program in coordination with their command war reserve materiel office (CWRMO) and 635 SCOW. **(T-1)**.

- 3.2.1.3.2. Articulates the war consumable distribution objective (WCDO) requirements to base fuels activities. **(T-1)**.
- 3.2.1.3.3. Provides WRM FHE requirement needs statement to the FWS to fill requirement gaps. **(T-1)**.
- 3.2.1.3.4. Ensures all fuels functions utilize Defense Readiness Reporting System (DRRS), Deliberate and Crisis Action Planning and Execution Segments (DCAPES), and DPAS for readiness reporting. **(T-1)**.
- 3.2.1.4. Performs identification sourcing of assigned forces in support of exercises, wartime, small scale contingencies, humanitarian operations, and natural and environmental disaster theater plans and coordinates with AFIMSC FAM on any shortfalls requiring outside theater augmentation. **(T-1)**.
  - 3.2.1.4.1. MAJCOM/FLDCOMs may contact AFPET for support or assistance if required. **(T-1)**.
- 3.2.1.5. Coordinates Military Personnel Appropriation (MPA) days with A1MT to provide skilled manpower to support missions when regular component resources are not available or sufficient. All personnel will use the Active Duty Operational Support Active Component (ADOS-AC) man-day program in accordance with AFI 36-2619 to access capabilities within the ARC to support RegAF missions, and Total Force Integration (TFI) tasked operational missions.
- 3.2.1.6. Validate requests from local host aviation resource management (HARM) office with MAJCOM A3T office to ensure operational flyer support. **(T-1)**.
- 3.2.1.7. MAJCOMs that conduct SFH-A operations will assign an SFH-A Program Manager to perform the duties as prescribed herein. **(T-1)**.
- 3.2.1.8. MAJCOMs with SFH-A Program manager support will assist FMFs in the proper management of all SFH equipment maintenance, wet wing defueling procedures and provide coordination with AFFORs/MAJCOMs when providing or requesting support.
- 3.2.1.9. MAJCOMs will provide guidance to unit SFH Team Chiefs (SFH-ATC) on proper storage, maintenance, and reconstitution of wet wing defueling equipment utilized and ensure they are only utilized by 2F SFH-A operators.
- 3.2.1.10. Coordinate with Office of Primary Responsibility for Specialized Fueling Handling Operations (SFH) and Innovation collaboration within AFPET.
- 3.2.2. Serves as fuels management functional lead to Commander of AF Forces (COMAFFOR) and the MAJCOM A4s for exercises, wartime, small scale contingencies, humanitarian operations, and natural and environmental disasters. **(T-1)**.
  - 3.2.2.1. Coordinates with the respective CCMD JPO, DLA-E, and other logistics support agencies when required to facilitate peacetime, wartime, or emergency response fuels support. **(T-1)**.
  - 3.2.2.2. Assists the AF 2F CFM with CFETP updates. **(T-1)**.

- 3.2.2.3. Coordinates with AFPET for technical assistance and provides concept of support for fuel inventory management, facilities, vehicles, and equipment data upon request to AFPET. **(T-1)**.
- 3.2.2.4. Performs site surveys related to FAM duties with augmentation as needed from qualified SNCOs within the same geographical region. **(T-1)**.
- 3.2.3. Reviews and validates POLCAPs and JCS REPOL web-based reports for fuel locations under span of control. **(T-1)**.
- 3.2.3.1. Provides communication outage plan for contingency reporting in coordination with geographic CCMD JPO. **(T-1)**.
- 3.2.3.2. Updates reoccurring JCS REPOL monthly no later than the 10th duty day of every month and provides feedback based on CCMD JPO and theater specific requirements to submitting organization as required.
- 3.2.4. Calculates support and sustainment requirements for personnel and equipment necessary to meet maximum one day requirements for the most demanding approved Operations Plan (OPLAN) for each base that they have base operating support integrator (BOS-I) responsibility for. **(T-1)**. Ensures that all requirements are captured such as manual enroute refueling stops, strategic airlift (military and civil reserve air fleet) refueling requirements, and other service component requirements.
- 3.2.5. Monitors AF component product levels per DoDM 4140.25 Vol 6. **(T-0)**.
- 3.2.6. Coordinates MILCON project submission and conveys priorities to applicable JPO with a courtesy copy send to AFPET for proposed DLA funded MILCON projects in preparation for the IPRB. **(T-1)**.
- 3.2.7. Develops wartime refueling vehicle requirements in coordination with AFPET. **(T-1)**.
- 3.2.8. Performs AFFOR fuels management related duties to support the operational planning and execution process for their CCMD per AFI 13-103, *Air Component Headquarters AFFOR STAFF Operations, Readiness and Structures*. **(T-1)**.
- 3.2.9. Performs FAM duties as identified in DAFMAN 10-406. The FAM is responsible for developing, managing, planning, and executing requirements to support contingencies as necessary in coordination with AFIMSC MFM. **(T-1)**.
- 3.2.10. Communicates LIMFACs, shortfalls, and capability gaps. Generates mitigation measures to reduce risk to achieve CCMD theater campaign planning and order responsibilities. **(T-1)**.
- 3.2.11. Provides an After-Action Report (AAR) from each command post exercise and field training exercise to AFPET/PTOC within 30 days of exercise conclusion. **(T-1)**.
- 3.2.12. Communicates command specific SATAF planning requirements to AFPET/PTOC. **(T-1)**.
- 3.2.13. Develops Appendix 1 to Annex D as required for each level 3 (Time Phased Force Deployment Data (TPFDD)) and level 4 plan. **(T-1)**.

3.2.14. Coordinates Joint Force Air Component Command (JFACC) Air Tasking Order (ATO) fuel requirements with other functional component commands to support inland petroleum distribution plan development. **(T-1)**.

3.2.15. Participates in Boards, Bureaus, Cells, Centers, and Work Groups (B2C2WG) requiring fuels expertise. **(T-1)**.

3.2.16. Tracks, monitors, adjudicates, and recommends additions or deletions of fuels Tier 1 or Tier 2 task critical assets per AFI 10-2402, *Critical Asset Risk Management Program*. **(T-1)**.

3.2.17. Provides annual prepositioned war reserve requirement (PWRR) and highlights maximum one day fuel demand for each supported plan to individual AF fuels DFSP. **(T-1)**.

3.2.17.1. Includes ground fuel, liquid oxygen, liquid nitrogen, additive requirements, and specialized fuels. **(T-1)**.

3.2.17.2. Determines total fuel requirement, total sorties, and bed down manpower which informs the calculation requirements for individual site creation and updates the Base Support Plan (BSP) part 1 and 2 or expeditionary site plan. **(T-1)**.

3.2.17.3. Ensures that UTC augmentation requirements for personnel, fuels support equipment, and vehicles are captured and communicated for each concept plan or OPLAN. **(T-1)**.

3.2.18. Coordinates with CWRMO to review and provide changes, additions, and deletions to the 635 SCOW/WM for D coded WRM assets.

### **3.3. Air Mobility Command (AMC/A4RX) Specific Responsibilities.**

3.3.1. Serves as the Fuels Career Field office of primary responsibility for strategic airlift ground refueling planning requirements for United States Transportation Command (USTRANSCOM). **(T-1)**.

3.3.2. Provides validation of the Joint Flow Analysis Support Tool (JFAST) strategic airlift summary for all TPFDD requirements in support of PWRR submissions by supported CCMD Air Component AFFORs. **(T-1)**.

3.3.3. Provides ABFDS support to United States Northern Command (USNORTHCOM) and United States Strategic Command (USSTRATCOM) as required. **(T-1)**.

### **3.4. AF Special Operations Command (AFSOC/A4RE) Specific Responsibilities.**

3.4.1. AF Special Operations Command (AFSOC) will retain lead responsibility for Forward Area Refueling Point (FARP) program management, equipment maintenance requirements and procedures, and must notify other commands and 2F Schoolhouse of any changes to this program. **(T-1)**.

3.4.1.1. Certifies FARP programs, coordinates requirements, fosters formalized training, and qualifies the initial cadre, including trainers of personnel prior to teams' initial commitment date. **(T-1)**.

3.4.1.2. As the lead MAJCOM for FARP Operations, AFSOC/A4RE will assist commands in the management of FARP, including establishing procedures, development of appropriate checklists, FARP site survey approval, and waivers. **(T-1)**.



3.4.1.3. Ensure command to command agreements are developed and updated annually to cover all FARP requirements. Include at a minimum: personnel requirements, equipment inspection and maintenance, fuel support, and training requirements that must be performed by a 2F. **(T-1)**.

3.4.1.4. Develop policy/update and monitor the training progress and assist with enhancement of equipment for 2F0X1 Hose Deployment Personnel (HDP). **(T-1)**.

3.4.1.5. Manage AFSC 2F0X1 HDP positions that support AFSOC and Air Mobility Command (AMC) Special Operations Low-Level (SOLL) II. **(T-1)**.

3.4.1.6. Augment inspection teams and provide technical evaluation of equipment, checklists, and training programs when requested. **(T-2)**.

3.4.1.7. Serve as approval authority for deployment of AFSOC owned fuels resources. **(T-1)**.

3.4.1.8. Assist in the development and technical evaluations of fuel servicing procedures and support equipment in coordination with 2F Schoolhouse and AF/A4LR. **(T-1)**.

3.4.1.9. Perform technical evaluation with AFPET SFH team for new SFH refueling equipment.

3.4.1.9.1. WWDs conducted by aircrew personnel without 2F0X1s will fund, maintain, procure, inspect while adhering to Fuels and DoDI policy guidance. **(T-0)**.

3.4.1.9.2. The aircraft maintenance unit and/or flying unit assumes the responsibility for fuel quality and ensures the fuel grade/type as listed in each respective MDS T.O. prior to being offloaded to another organization/flying unit for a WWD operations.

3.4.1.10. Will validate initial FARP Phase III certification process or when changes are made. **(T-1)**.

3.4.1.11. When new FARP Programs are established, AFSOC/A4RE FARP Program Manager will certify initial HDP cadre that will be performing AF FARP operations. **(T-1)**.

### **3.5. Air Combat Command (ACC) Specific Responsibilities.**

3.5.1. Organizes, trains, and equips assigned fuels forces, programs, exercises, and assist AFIMSC Fuels FAMs, as required. **(T-1)**.

3.5.1.1. FARP Programs are an ACC/A3J requirement. ACC/A3J will provide all funding necessary for operations in addition to future sustainment of the any approved program. **(T-1)**.

3.5.1.2. Inspects FARP programs in accordance with AF inspection system and local wing inspection teams. The ACC Inspector General (IG) teams will perform evaluation or unit effectiveness inspection (UEI), and as deemed necessary by AFSOC for safety of flight and personnel. **(T-1)**.

3.5.1.3. ACC/A4RF coordinates with ACC/A3OR to provide fuels personnel to support Red Flag, Green Flag, Checker Flag, exercises, and events, as required. **(T-1)**.

### 3.6. National Guard Bureau (NGB) Specific Responsibilities.

3.6.1. NGB retains MAJCOM responsibilities as prescribed by DoD Directive (DoDD) 5105.77, *National Guard Bureau*. **(T-0)**.

3.6.2. Liaises between AFPET and the ANG FMF on all issues affecting fuels operations and coordinated assistance as required. **(T-0)**.

3.6.3. Serves as the ANG 2F Career Field Manager for strategic level non-federalized (i.e., U.S. Title 10) NGB in accordance with DAFI 36-2670. **(T-0)**.

### 3.7. AF Reserve Command (AFRC/A4RF) Specific Responsibilities.

3.7.1. AFRC retains MAJCOM responsibilities as prescribed by DoDI 1225.06, *Equipping the Reserve Forces*. **(T-0)**.

3.7.2. Coordinates with AFPET on equipment issues to prevent inappropriate transfer or misuse of support equipment to include National Guard and AFRC equipment. **(T-1)**.

### 3.8. 2F Schoolhouse Responsibilities.

3.8.1. Develops all 2F training material, seeks opportunities to develop the fueling enterprise from military or civilian Class III entities, keeps curriculum relevant, performs course reviews, recommends when changes are necessary, provides training templates and adjudicates all incorporations from non-2F communities in coordination with 2F CFM, AFMISC, AFPET, MAJCOM, and/or AFFOR Staffs as applicable. **(T-1)**.

3.8.2. Provides SME assistance and attends required conferences, workgroups, and targeted ventures to better the 2F enterprise as outlined in this instruction. **(T-1)**.

3.8.3. Participates in all 2F equipment First Article Testing (FAT) and provides assessment of new equipment, to provide assessment of capability and submits recommended changes to AFPET, the owning MAJCOM and/or AFFOR staff before a new item is fielded. Coordinates adjustments required to train on these items to meet full implementation, use, and adoption of newly designed assets until new item is fielded. **(T-1)**.

3.8.4. Hosts Fuels UT&W, Specialty Training Requirements Team (STRT), course curriculum reviews, and activities as directed by 2F CFM or when required by other policy guidance. **(T-1)**.

3.8.5. Develops agenda topics, identify SMEs required to participate and evaluates target vectors to enhance 2F training competency behaviors for each enhancement venue and for course validations. **(T-1)**.

3.8.6. Sends all approved training programs or aids developed by the 2F Schoolhouse to be published on the AFPET SharePoint® site (<https://usaf.dps.mil/teams/AFPET-SharePoint/SitePages/frontpage.aspx>). **(T-1)**.

3.8.7. Develops MAF-R training, lesson plans, Air Force Job Quality Standard (AFJQS), and on-the-job training (OJT) plans for fueling assets not procured by 2F community and with coordination or at the direction of the 2F CFM. **(T-1)**

3.8.7.1. Reviews and updates MAF-R lesson plans every two years or as requested by AF/A4LR or AFGSC/A4RE. **(T-1)**.

3.8.7.2. Provides guidance and makes recommendations as requested on inspection and operational MAF-R checklist(s). **(T-1)**.

3.8.7.3. Develops and maintains Fuels Qualification Training Packages (QTP). **(T-1)**.

3.8.8. Screens 2F Instructor applicants for most qualified, return on investment, retainability, and career potential. Applicants will be vetted with the requirements listed below and this must be accomplished prior to selection/hire: **(T-1)**

3.8.8.1. FMT endorsement in LRS/CC letter of recommendation. **(T-3)**.

3.8.8.2. AFIMSC 2F MAJCOM Functional Manager applicant review. **(T-2)**.

3.8.8.3. 2F CFM endorsement if conflict, split decision, or waiver is required.

3.8.8.4. Must have completed: Logistics (1AMY) CCAF degree, awarded a two-year degree (within a logistics discipline) from an accredited institution, or within three classes of degree completion. **(T-1)**.

3.8.8.5. Received AC or LC ratings on last three years of duty performance.

3.8.9. Submits each graduate student AETC 156, *Student Training Report* to their gaining location's FKO or FMT org box for distribution and review of the immediate supervisor. **(T-1)**.

## Chapter 4

### LOGISTICS READINESS SQUADRON (LRS) AND OTHER AGENCIES

#### 4.1. Logistics Readiness Squadron (LRS) Commander or equivalent(s) General Responsibilities.

4.1.1. Ensures only CFETP qualified personnel with possessing the AFSC 2F0X1, US Civil Service, US contract employees, host national military and/or civilian, or sister service equivalent(s) are permitted to perform fuels or cryogenics operations. **(T-1)**. Non-fuels personnel may augment as a second person for safety oversight only after receiving fuels workplace specific briefing regarding their specific responsibilities.

4.1.2. Appoints a primary and alternate FMF RO per DoDM 4140.25 Vol 6, and DLA-E P-7, *Accountability and Custodial Responsibilities for Defense Wide Working Capital Fund (DWWCF) Inventory and Government Property*. **(T-0)**.

4.1.3. Budgets for training requirements outlined in the unit's designed operational capability (DOC) statement and those postured as rotationally available in UTA in DCAPEs. **(T-2)**.

4.1.4. Permits requests for official passports for fuels personnel per DoDM O-1000.21, *Passport and Passport Agent Services* and AFI 10-403, *Deployment Planning and Execution*. Coordinates with Force Support Squadron and expedites when mission demands necessitate. **(T-2)**.

4.1.4.1. Coordinates with MAJCOM/AFFOR fuels office to obtain secure fuel mission official passport requirements. **(T-1)**.

4.1.4.2. Ensures all JFABF, JFARP, and JFA2P UTC postured personnel maintain a current official passport for readiness capability. **(T-1)**.

4.1.5. Provides personal protective equipment (PPE) and safety equipment as required by BE's industrial hygiene survey and Job Safety Training Outline (JSTO) requirements. **(T-2)**.

4.1.6. Ensures fuels personnel are not assigned as fuel delivery escorts to areas outside the FMT's span of control. **(T-2)**.

4.1.7. Refer to [Attachment 15](#) to ensure FARP and SFH-A personnel are postured with required personal equipment, gear, and PPE for taskings. **(T-1)**.

4.1.7.1. Refers to AFSOC personal equipment memorandum published annually by AFSOC FARP Program Manager to ensure that the FARP personnel postured for tasking receive the required gear and PPE, for most up-to-date memorandum. **(T-1)**.

4.1.8. Under no circumstances will agencies outside wing level activities visit, request, or obtain information about an AF fuels operation without prior coordination and approval of AFPET. This ensures that AF fuels policies, procedures, and sensitive data are safeguarded to protect flights from unauthorized and/or uncoordinated contact or solicitation from outside agencies. **(T-2)**.

4.1.9. Authorizes mobile refueling unit filter elements on hand quantities for routine and emergency element replacements. **(T-2)**.

4.1.9.1. Coordination for the filter element minimum essential levels (MEL) must be accomplished with Vehicle Management (VM) fleet manager and FMT. **(T-2)**.

4.1.9.2. Inventory is dependent primarily on mission criticality, resupply reliability, fleet size, and historical usage demand. **(T-1)**.

4.1.10. Ensures base general and/or special purpose vehicles use the military service station as the primary method of refueling to the greatest extent possible. **(T-2)**.

4.1.11. Uses Authorization ID 016, *Special Purpose Clothing and Personal Equipment* and Authorization ID 450, *Aircrew Flight Equipment (AFE), and Survival, Evasion, Resistance, and Escape (SERE)* to ensure personnel are outfitted with the necessary personal equipment. Utilizes the Authorization ID 010, *United States Air Force Owned Vehicles* to ensure applicable “blue” fleet vehicles are available for use to perform fuels operations. **(T-1)**.

## **4.2. Defense Logistics Agency Energy.**

4.2.1. Serves as Worldwide Integrated Materiel Manager for bulk petroleum products per DoDM 4140.25 Vol 1, *DoD Management of Energy Commodities: Overview*, and is the Executive Agent (EA) for Bulk Petroleum per DoD Directive 5101.08E, *DoD Executive Agent (DoD EA) for Bulk Petroleum*. **(T-0)**.

4.2.2. Utilizes regional offices to monitor customer activity, capability, and operating practices for both continental United States and overseas locations. **(T-0)**.

4.2.3. Provides guidance regarding management of DWWCF through DoDM 4140.25 Vol 1 and DLA-E P-7. Assesses and approves waiver requests to requirements outlined in DoDM 4140.25 Vol 6 and DLA-E interim policy implementation and procedural guidance. **(T-0)**.

4.2.4. Works with CCMD JPO to execute IMM responsibilities. **(T-0)**.

4.2.5. Furnishes DD448, *Military Interdepartmental Purchase Request*, for environmental expenses and SRM per DoDM 4140.25 Vol 8. **(T-0)**.

4.2.6. Provides the following CMP for capitalized facilities: **(T-0)**.

4.2.6.1. Cathodic protection.

4.2.6.2. Demolition.

4.2.6.3. Dredging.

4.2.6.4. Hydrants (maintenance and tune-ups).

4.2.6.5. Marine loading arms.

4.2.6.6. Piers and marine structures. Pipeline integrity management program (American Petroleum Institute (API) Standard 570, *Piping Inspection Code: Inspection, Repair, Alteration, and Rerating of In- Service Piping Systems*).

4.2.6.7. Railroad track systems.

4.2.6.8. Aboveground Storage Tanks (AST) designed and constructed to API, STI, and UL standards.

4.2.6.9. Filtration Elements in accordance with DLA-E P-22, *Procedures for Requisition, Funding Requests, or Reimbursement of Filter/Coalescer Element*.

4.2.7. DLA-E establishes service procedures for processing special fuels and providing fuel additives. **(T-0)**.

#### **4.3. Base Civil Engineer (BCE) Responsibilities.**

4.3.1. Provides 24-hour maintenance support for fuels facilities and associated equipment. **(T-2)**.

4.3.1.1. Coordinates with FMT to establish a filter element MEL for fuels facilities. **(T-3)**.

4.3.1.2. Minimum criteria for number of elements are dependent primarily on mission criticality, resupply ability, quantity of filter vessels, and historical usage demand. **(T-3)**.

4.3.1.3. Utilize RM&MR when feasible to perform urgent or critical repairs.

4.3.1.4. Provide LRS designated fuels facility management representative access to submit fuel specific service orders (RM&MR) as an alternate to BCE.

4.3.2. Provides technical requirements and guidelines to ensure installation organizational tanks are compliant with applicable local, state, federal, foreign environmental laws, and regulations per the installation spill plan (as applicable) and 40 CFR 112.7, *General Requirements for Spill Prevention, Control and Countermeasures Plans*, (SPCC). Installation organizational tank program will comply with Air Force Manual (AFMAN) 32-1067, *Water and Fuel Systems* and AFMAN 32-7002, *Environmental Compliance and Pollution Prevention*. **(T-2)**.

4.3.3. Provides detailed base grid map upon request to FMT; maps must show the following detail: **(T-2)**.

4.3.3.1. Layout for all piping and facilities of liquid fuels systems.

4.3.3.2. Base disaster preparedness layout with associated cordon plotter.

4.3.3.3. Flightline layout as it applies hydrant systems and outlets.

4.3.4. Provides detailed schematics and coordinates with FMT for operating checklists on each fuel system. **(T-2)**.

4.3.5. Provides certified base pipeline inventories for each pipeline, and each fuel tank on installation and coordinates with FMT to meet requirements per UFC 3-460-01 and DLA-E P-1, *Recording and Processing Inventory Transactions*. **(T-1)**.

4.3.6. Paints, marks, and color codes permanently installed fuel facilities to comply with current MIL-STD-101, *Color Code for Pipelines and for Compressed Gas Cylinders*, current MIL-STD-161, *Identification Methods for Bulk Petroleum Products Systems Including Hydrocarbon Missile Fuels*, and DAFMAN 91-203, *Air Force Occupational Safety, Fire and Health Standards*. **(T-0)**.

4.3.7. Emergency Power.

4.3.7.1. Identifies, coordinates, and establishes emergency power requirements with FMT per UFC 3-540-07, *Operation and Maintenance (O&M): Generators*. **(T-0)**.

4.3.7.2. Only BCE personnel are authorized to verify proper generator connections. Use only qualified personnel to operate generators after connections are complete. **(T-2)**.

- 4.3.7.3. Provides emergency power supply for fuels infrastructure, generally in the form of emergency generators, per UFC 3-460-01, and AFMAN 32-1062, *Electrical Systems, Power Plants, and Generators*. **(T-2)**.
- 4.3.7.4. Provides the FMT with a base generator priority listing for servicing route and planning purposes. **(T-2)**
- 4.3.8. Initiates DD1391 submission for MILCON and SRM projects in coordination with FMT to capture and build requirements to ensure mission success. Forwards to AFIMSC fuels engineers, infrastructure managers, programmers, AFFOR fuels planners, and AFPET upon submission. **(T-1)**.
- 4.3.9. Contracts or provides weed control and grass cutting in fuels management areas, including containments, and cut and cover fuel storage tanks to prevent environmental contamination/fire hazards for petroleum systems. **(T-3)**.
- 4.3.10. Ensures secondary containment is impermeable to petroleum products at all loading and unloading facilities and for all above-ground tanks in accordance with UFC 3-460-01, UFC 3-460-03, *Operation and Maintenance: Maintenance of Petroleum Systems*, or Final Governing Standards (FGS). **(T-0)**.
- 4.3.11. Works with FMTs when establishing required services for fuels facilities:
- 4.3.11.1. Winterization program (snow removal). **(T-3)**.
  - 4.3.11.2. Water accumulation program to prevent water intrusion into fuel products. **(T-3)**.
  - 4.3.11.3. Covered roof and climate-controlled indoor facility to perform required FHE maintenance, primarily for cold weather locations or other inclement weather conditions that apply. **(T-2)**.
  - 4.3.11.4. Covered roof for Liquid Oxygen (LOX) and Liquid Nitrogen (LIN) storage tanks. **(T-2)**.
  - 4.3.11.5. Security fencing per DAFI 31-101, *Integrated Defense*. **(T-2)**.
  - 4.3.11.6. Leverages DLA-E Instructions and Policy to request funding or reimbursement for filter and coalescer elements, spill materials, and remediation processes. **(T-0)**.
- 4.3.12. Provides resources to inspect, clean, or deactivate tanks. For DLA-E capitalized fuels infrastructure, coordinates with AFPET to obtain services via the DLA-E funded SRM program. **(T-0)**.
- 4.3.13. BCE will coordinate with FMF on scheduled maintenance and tank cleaning in accordance with UFC 3-460-03. **(T-0)**.
- 4.3.14. Directs base agencies and aircraft maintenance units on how to collect and store recovered or waste fuel for reuse or disposal in accordance with federal, state, local laws, or base procedures. This includes local/host nation environmental procedures outlined in the FGS and the overseas environmental baseline guidance documents. **(T-0)**.
- 4.3.15. Coordinates for variances to laboratory facility criteria in accordance with UFC 4-310-03, *DoD Fuels Laboratory Standards*. **(T-0)**.

#### **4.4. Aircraft Maintenance Responsibilities.**

4.4.1. Coordinates refueling, ground products, and cryogenic support requirements with the Fuels Service Center (FSC). Provides exercise and deployment projections, sortie data, accurate quantity estimates, and verifies proper fuel grade at time of request. **(T-2)**.

4.4.1.1. Provides flying schedules and promptly notifies the FSC of any schedule changes.

4.4.1.2. Notifies FSC immediately if any product contamination is suspected.

4.4.1.3. Provides verification of the last fuel grade issued to the aircraft for defuel requests.

4.4.2. Assists in filling cryogenic servicing carts by performing safety person responsibilities outside of established servicing hours. **(T-3)**.

4.4.3. Coordinates with airfield management and FMT to establish aircraft fuel servicing priorities when not outlined in the BSP or ESP. **(T-2)**.

4.4.4. Establishes procedures to recover and dispose of waste petroleum products per T.O. 42B-1-23, *Management of Recoverable and Waste Liquid Petroleum Products*. **(T-1)**.

#### **4.5. Wing Safety Office and Bioenvironmental Engineering (BE) Responsibilities.**

4.5.1. Performs required surveys and inspections. Conducts safety inspections on the FMF once a year or when requested by FMT. **(T-3)**.

4.5.1.1. Provides risk assessment code input in coordination to with vital fueling systems and safety requirements when a potential deficiency impedes mission accomplishment. **(T-3)**.

4.5.1.2. Reviews and approves the selection and use of workplace specific PPE required. **(T-3)**.

4.5.2. Completes evaluations when workplace operations change and/or when new hazardous materials are introduced, processed or procedures are changed, or engineering controls are modified or added per DAFMAN 91-203. **(T-3)**.



## Chapter 5

### REQUIREMENTS FOR THE FUELS MANAGEMENT TEAM (FMT)

#### 5.1. FMT General Responsibilities.

5.1.1. The FMT demands are prominent and entails the requirement for a fuels management flight commander (FMFC) and a fuels manager or superintendent. This varies based on mission, deployed location and overall manning. Additionally, the FMT composition at contracted, AFRC, and NGB locations may vary or will be met by the contract service provider. **(T-1)**.

5.1.1.1. Specific Fuels duty titles: **(T-1)**.

5.1.1.1.1. Fuels Manager is reserved for Chief Master Sergeants (CMSgts) serving in their primary AF specialty code (PAFSC) 2F000 or those SNCOs serving in CCMD JPO SNCO positions or higher in accordance with **Attachment 2**. **(T-1)**.

5.1.1.1.2. Fuels Superintendent is for SMSgt or MSgts who possess the PAFSC 2F071 or 2F091 and has graduated the former (PLMC) course or the Planning Operations and Logistics Course (POL). **(T-1)**.

5.1.1.1.3. Fuels Flight Chief is reserved for SNCOs based on **Attachment 2**, or Noncommissioned Officers, who are enlisted leaders of an Expeditionary or small flights, in which both must possess the PAFSC, 2F071, or 2F091, and have graduated the former (PLMC) course or Planning, Operations, and Logistics 9-level course. **(T-1)**.

5.1.2. Provides optimal mission support, fosters innovation, and provides quality of life initiatives geared toward building a robust and resilient FMF.

5.1.3. Fuels activities are granted direct liaison authority to AFPET for management and execution functions. **(T-1)**.

5.1.3.1. ANG will work directly with NGB/A4RMF for day-to-day management and execution functions.

5.1.4. Follows requirements, procedures, and guidelines as outlined in FTLs, time compliance T.O.s, service bulletins, incident alerts, and other prescribing authoritative directives as required; incorporates applicable guidance into fuels standard operating procedures. **(T-1)**.

5.1.5. Initiates lessons learned reporting to facilitate policy, procedure, and strategy changes across the fuels enterprise. Submits observations, trip reports, and submit AAR in support of improving doctrine, organization, training, materiel, leadership and education, personnel, facilities, and policy (DOTMLPF-P). The following lessons learned reporting measures will be used to up-channel best practices, shortcomings, and proposed improvements as they relate to operations, temporary duties, and deployments, as well as HAF sponsored fuels conferences and working groups. **(T-2)**.

5.1.5.1. All documents will be sent to AFPET/PTOC for review, clarification, and filing. Email documents to [afpet.ptoc@dla.mil](mailto:afpet.ptoc@dla.mil). **(T-2)**.

5.1.6. Submits requests for AFPET/PTOT site visit through the squadron CC (or equivalent) to AFPET/PTOC via email at [afpet.ptoc@dla.mil](mailto:afpet.ptoc@dla.mil).

5.1.7. Submits all hypergolic requirements to AFPET Requirements via email at [afpet.ptor@dla.mil](mailto:afpet.ptor@dla.mil). (T-2).

5.1.8. Establishes an FMF organization email box and updates the AF Fuels Directory (Blue Book) no later than 31 December annually and/or within 30 days of FMT changeover. (T-2).

5.1.9. Establishes refueling equipment and fixed facility filter element, vehicle, equipment, facility, and personnel MELs. Coordinates with applicable entities to document agreeance with MEL letters. (T-2).

5.1.9.1. Refueling vehicle MEL will be set no less than 75% of total authorizations determined during most recent vehicle validation. This does not include WRM coded vehicles (Use Code "D" for equipment and Use Code "M" for vehicles). (T-1).

5.1.9.2. Annotates MEL filter separator element lot numbers in monthly JCS REPOL.

5.1.10. Directs private and commercial solicitations and requests for trial, testing, and use of new fuels, fuels technology, fuels equipment, and aftermarket fuel additives to AFPET. (T-3).

5.1.11. FMT projects MRT and non-MRT schedules based on current assignments and inbound gains with AFMISC per [paragraph 3.1.2.2](#).

5.1.12. Validates AFRC training requests from AFRC/A4R and provides management assistance during scheduled training events and/or annual tours. (T-3).

5.1.13. Will appoint a 2F SFH-A Team Chief (SFH-ATC) from team members that are nominated by the Operations Section Chief. At minimum, the nomination criteria considered should include, but is not limited to, Leadership, organization skills, competency level, mission experience, and ability to develop teams. (T-2).

## **5.2. Handling Contaminated and Off-Specification Fuel and Cryogenic Products.**

5.2.1. Informs Chain of Command and affected agencies following technical guidance outlined in applicable 42B series T.O. (T-2).

5.2.2. Provides initial notification to AFPET/PTOC & AFFOR/MAJCOM/FLDCOM fuels staff (within 4 hours of the incident) and submits a follow-up message within 24 hours of occurrence. (T-2).

5.2.3. Completes and forwards DD3075 to AFPET/PTOT for coordination with responsible DLA-E Region. (T-0).

## **5.3. Special Fuel Handling (SFH) Operations.**

5.3.1. All SFH operations must incorporate 2F0XX personnel to fulfill the DAF fuel servicing component function. (T-1).

5.3.1.1. Wet Wing Defueling (WWD): An operation for providing fuel from a tanker aircraft with one or more engines running into System Safety Engineering Analysis (SSEA) approved fuel handling equipment, not an aircraft.

5.3.1.2. Hot Refueling: The transfer of fuel from a non-aircraft source by fixed infrastructure or certified FHE to an aircraft having one or more engines running.

5.3.2. Specialized Fuel Handling-Air (SFH-A) Operations

5.3.2.1. All SFH-A operations must use 2F0XX personnel to fulfill the DAF fuel servicing component function. (T-1).

5.3.2.2. Aircraft to Aircraft (A2A) Fueling is the transfer of fuel from a tanker aircraft to a receiver aircraft with no engines running, this operation is not considered FARP.

5.3.2.3. Forward Area Refueling Point (FARP): This SFH-A capability is performed by AFSOC, AMC Special Operations Low-Level (SOLL) II, and ACC Personnel Recovery (PR) units and requires specialized equipment, training, and personnel referred to as FARP Hose Deployment Personnel (HDP). The primary purpose of this operation is transferring fuel from a tanker aircraft into a receiver aircraft, with engine(s) running on the tanker and/or receiver aircraft and is primarily utilized in an austere location. However, this operation can be conducted in other than austere environments if mission dictates. (T-1).

5.3.2.3.1. Sister service doctrine defines FARP as Forward Arming and Refueling Point. This publication does not address arming procedures or arming survey requirements, FARP is defined as Forward Area Refueling Point for DAFI 23-201 and AFECD identification purposes. (T-1).

5.3.2.3.2. Only 2F0X1 with a 035 SEI may serve as HDPs to conduct FARP operations. (T-1).

5.3.2.3.3. A list of approved tanker and receiver aircraft used in conducting FARP operations is available in T.O. 00-25-172. SFH-A operators will conduct a review of the SSEA prior to FARP aircraft employment. (T-1).

5.3.2.3.4. Units will contact AFSOC/A3TW and/or MAJCOM/A3 equivalent for completion and certification of FARP sites.

5.3.2.4. Agile Bulk Fuel Delivery System (ABFDS): Is the transfer of fuel from palletized bladders that are transported by cargo aircraft (C130, C17, C-5) into a storage conveyance, or into aircraft. If ABFDS is employed for a hot refuel operation, 150 feet will be the minimum safe permitted distance criteria. This operation requires specialized equipment, training, and personnel referred to as ABFDS Hose Deployment Personnel (HDP).

### 5.3.3. SFH-A Operators (FARP and ABFDS HDPs).

5.3.3.1. Training Requirements: FARP and ABFDS HDPs require specialized training to obtain the 035 or 369 SEI respectively. They must hold a 5-skill level or higher as a qualified fuels specialist in AFSC 2F0X1. Additional requirements are outlined below. (T-1).

5.3.3.2. All FARP HDP candidates will pass the standardized FARP tryout in less than 15 minutes. (T-1). Refer to [Attachment 14](#), *FARP Tryout*.

5.3.3.3. SFH-A Operators will hold the rank of TSgt and below. (T-1).

5.3.3.4. Be medically qualified according to AFMAN 11-403, Aerospace Physiological Training Program and DAFMAN 48-123, Medical Examinations and Standards and complete physiological training and documented on AF1274, Physiological Training and DD 2992 Medical Recommendation for Flying or Special Operational Duty. (T-1).

5.3.3.5. SFH-A Operators will be classified with an aviation service code of 9C. (T-1).

5.3.3.6. Will complete weapons training per AFI 36-2654, Combat Arms Program, performed locally as Arming Group B. (T-1).

5.3.3.7. Obtains life support equipment training for equipment issued (performed locally). (T-1).

5.3.3.8. Accomplishes aircraft ground egress training (performed locally). (T-1).

5.3.3.9. Accomplishes Night Vision Goggles (NVG) training (performed locally). (T-1).

5.3.3.10. Will complete Tactical Combat Casualty Care, Combat Lifesaver (Tier 2) training. (T-1).

5.3.3.11. Completes survival, evasion, resistance, and escape (SERE) training in accordance with AFI 16-1301, *Survival, Evasion, Resistance, and Escape (SERE) Program*. Deploying members with S-V88-AL, *Evasion and Conduct After Capture (ECAC)* requirement identified by ULN line remarks and/or reporting procedures can complete S-V97-A, *Advanced SERE Skills Training* to satisfy the ULN requirement. (T-1).

5.3.3.12. ABFDS and FARP Certification Training and the award of 369 SEI and/or 035 SEI. (T-1).

5.3.3.12.1. Phase I, Classroom Training, an instructor will review applicable technical data, procedures, and guidance with students to familiarize them with the FARP process and any special equipment required. (T-1). Instructors will stress the safety requirements, emergency procedures, and equipment inspections. (T-1). All personnel involved in FARP and ABFDS operations will complete this training as a minimum. (T-1).

5.3.3.12.2. Phase II, Hands-On Training. This phase applies the information learned in Phase I and progresses to the level of in-depth knowledge and proficiency in all facets of FARP and SFH-A operations, including proper operation, preventive maintenance, reconstitution, and emergency procedures. This training simulates FARP and ABFDS operations by performing all tasks without aircraft engine(s) running to include pressurizing fuel hoses and operation of SFH refueling equipment. Both day and night iterations are required. (T-1). Phase II training is required for all FARP and ABFDS HDPs. (T-1).

5.3.3.12.3. Phase III, Certification. This phase consists of an actual performance demonstration of FARP and/or ABFDS operation under the supervision of the certified 035 and/or 369 Fuels HDP trainer. (T-1). All personnel involved in these operations will accomplish a day and night iteration. (T-2). Fuels HDP Trainers may waive the day iteration based on student proficiency. If receiver aircraft abort after the site has been established, the trainer may certify crewmembers if all other duties are accomplished.

5.3.3.13. All training requirements will be updated and tracked on the respective AF Form 4132(A) Hose Deployment Personnel Training Record and will be kept in the HDPs individual flight evaluation folder or entered in the Aircrew Resource Management System (HARM/SARMS), as applicable. (T-1).

5.3.3.14. HDP currency will require a minimum of four missions per year, and additional requirements outlined in 2F CFETP. (T-1).

5.3.3.15. FARP and ABFDS personnel operating SFH refueling equipment during blacked-out conditions must be Night Vision Goggle (NVG) qualified. (T-1).

5.3.3.16. To standardize special equipment items, ensure team members are adequately prepared to meet mission requirements, and to eliminate frivolous spending, all FARP and ABFDS members must be issued the items in Attachment 15, Table 1 and Table 2 of the SFH-A Team Initial Issue list. The equipment items listed in **Table 1** are dependent on the number of authorized members on each team and are considered a one-time purchase. These items will be issued and reissued until the equipment is considered “unserviceable”. (T-1).

5.3.3.17. SFH-A teams will use only approved fuel servicing components specified in T.O. 00-25-172 and T.O. 37A9-7-2-1, 37A9-3-16-1, 37A12-15-1, and T.O. 37A-1-101 for FARP & ABFDS operations. (T-2). Tasked FARP units will deploy with all equipment listed in JFARP, JFA2P, JFABF Unit Type Codes (UTCs). (T-2). FARP Deviations require AFSOC/A4RE approval. Report damage or equipment malfunctions to AFSOC/A4RE for all FARP UTCs. (T-2).

5.3.3.18. The unit SFH-A Team will provide a spill containment kit capable of containing/absorbing 25 gallons of fuel. (T-3).

5.3.3.19. Units requiring FARP and SFH-A operations will be responsible for any cost incurred for cleanup and taxiway/runway repair directly related to fuel spills. (T-1).

5.3.3.20. SFH-A personnel will provide AARs and Lessons Learned to the FMF and AFSOC/A4RE per **paragraph 5.3.5.1** (T-1).

#### **5.4. Fuels Vehicles and Fuels Handling Equipment (FHE).**

5.4.1. Ensures color code clipboards are used per **Attachment 4** for locations storing or issuing more than one grade of aviation or ground fuel. For example, locations handling fuel such as Jet-A, MUR, and LS2 and DS2 are not required to color code their aviation fuel clipboards but are required to color code their ground products clipboards. (T-2).

5.4.2. Incorporate product verification procedures in locally developed checklists to mark, isolate, and control product. Verify all fillstands, vehicles, and FHE fill/discharge connections to prevent product commingling. (T-3).

#### **5.5. Refueling Vehicles Authorizations.**

5.5.1. Requests AFPET to conduct refueling vehicle validation when mission changes warrant. Mission changes can include factors affecting Per-Accomplishment-Times (PAT), the loss or gain of aircraft, reassignment of aircraft resulting from a SATAF, new or moved facilities and changes to BSP implementation.

5.5.1.1. According to the AFPET Vehicle Validation schedule or when requested, an FMT will provide the requested data to start or support their vehicle validation.

5.5.1.2. Peacetime vehicle requirements are based off FMD data. Wartime data for vehicle validation is obtained from the supported CCMD AFFOR fuels planner and is based off the most demanding OPLAN requirements. (T-2).

5.5.1.3. Use Vehicle Validation Guide from AFPET/PTOC for a better understanding of data requests, vehicle coding, and the overall process.

## **5.6. Using War Reserve Material (WRM) Expeditionary Fuels Handling Equipment (FHE) for Exercise Support.**

5.6.1. Before requesting the use of WRM expeditionary FHE to support exercise planning, submit written request to AFFOR fuels planner to determine if an alternative to WRM expeditionary FHE is available to support the requirement. FMT will coordinate all requirements through supported and supporting AFFOR fuels staffs and CWRMO if/when required. If no alternative is available, submit a WRM Indirect Mission Support Request (IMSR) for FHE release and route for approval through CWRMO. **(T-2)**.

5.6.2. When assessing to use FHE for other than OPLAN requirements, coordinate and validate equipment requirements with AFPET and follow AFI 25-101 for the use of WRM assets. **(T-2)**.

5.6.3. Uses the following considerations when submitting FHE use requests with justification:

5.6.3.1. Provides the scope of use for request.

5.6.3.2. Use JFA/JFD fuels UTCs to identify personnel and equipment. UTCs may be tailored to suit the using organization's requirements.

5.6.3.3. Provides the required delivery date and duration of use.

5.6.3.4. Designates point of contact, unit of assignment, and defense switch network (DSN) phone number of the person(s) responsible for receiving, maintaining, and returning the equipment.

5.6.3.5. Lists all fund sites for transportation, FHE reconstitution, and TDY of personnel per AFI 25-101 when requested.

5.6.3.6. Forwards any special transportation information, as required. Use AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*, reconstitution costs include the "up front" expense of associated WRM readiness spares package (RSP), fuel bladders, batteries, and any other items that will require maintenance, repair, or replacement.

## **5.7. Fuels Flight Administration and Guidance.**

5.7.1. Writes and updates fuels operating instructions (FOI) and locally developed checklists. Assigns unique identification numbers to FOIs and checklists. FMT must document a review each year. **(T-3)**.

5.7.2. The following serves as the *minimum* operational and procedural requirements for FOIs:

5.7.2.1. Review process used for FMD modules, (e.g., training, dispatch, equipment, and facility status) assessment of mission capability. **(T-0)**.

5.7.2.2. Asset dispersal procedures for operational, regional, humanitarian, and disaster contingencies. **(T-3)**.

5.7.2.3. Documents storage tank safe fill levels, High levels, High-High Levels and unobtainables by coordinating with liquid fuels maintenance (LFM). **(T-3)**.

5.7.2.4. Designs a quality control (QC) hold program outlining the requirements and procedures to effectively administer the program. **(T-3)**.

- 5.7.2.5. Outlines a formal rotational training plan per DAFI 36-2670. **(T-3)**.
  - 5.7.2.6. Incorporates procedures and validation frequency to verify product grade to prevent fuel commingling across infrastructure, vehicles, and equipment (i.e., new equipment/vehicle additions, overfill protection maintenance, semi-annual validation, asset product grade changes, etc.). **(T-2)**.
  - 5.7.2.7. Develops local procedures for recoverable and waste fuel management according to T.O. 42B-1-23. **(T-2)**.
  - 5.7.2.8. Establishes procedures to prevent unauthorized discharge of water containing residual petroleum products. **(T-3)**.
  - 5.7.2.9. Outlines how to maximize the use of fuels AIT equipment to gain efficiencies across FMF operations. **(T-2)**.
  - 5.7.2.10. Defines procedures used to meet corrosion control guidance per T.O. 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*, and local directives.
  - 5.7.2.11. Identifies and coordinates primary, alternate, contingency emergency plan (PACE PLAN) for classified reporting procedures with AFFOR. **(T-2)**.
  - 5.7.2.12. Specifies control measures to not permit smoking and spark producing items within fuels areas.
  - 5.7.2.13. Defines additional two-person policy requirements above those outlined in [paragraph 5.14](#).
  - 5.7.2.14. Develops policy restricting use of cellular and other handheld devices by operators while performing any fuel handling operation, especially when operating fuel servicing vehicles.
- 5.7.3. Publishes locally developed checklist (LCL) per T.O. 00-5-1, *AF Technical Order System*.
- 5.7.3.1. LCLs are considered authorized for use when approved by the FMT. Signature authority resides at the FMT level.
  - 5.7.3.2. Formats title page with a unique identification number comprised of “LCL” to identify locally developed checklists, originating organization, and designator (e.g., LCL-LGRF-001).
  - 5.7.3.3. Writes LCLs in a simple, concise, and comprehensive manner. Create bilingual checklists when necessary.
  - 5.7.3.4. Includes emergency action procedures at the beginning of the checklist, as a minimum, they must include the following:
    - 5.7.3.4.1. Actions or steps to shut-down operation.
    - 5.7.3.4.2. Actions or steps to prevent injury or environmental damage.
    - 5.7.3.4.3. FSC contact (refer to phone numbers).
    - 5.7.3.4.4. Fire dept. contact (refer to phone numbers).

5.7.4. Utilizes the 2F Schoolhouse for training aids, enterprise lesson plans and/or published QTPs.

5.7.5. At joint base locations, assesses sister service and/or contract support to determine most efficient and effective use of resources to perform the fuel missions. Engage with appropriate cross service agreement POCs as required or request contract modifications through the COR.

5.7.6. FMTs will provide written guidance to specify frequency and quantity for Fuels Quality Compliance no-notice inspections. **(T-1)**.

5.7.7. Ensures procedures are in place to provide pertinent information between shift controllers, FISC, fuels operations, FMT, and supporting agencies.

## **5.8. Preparing Required Reports.**

5.8.1. FMTs will have a DRRS account to report readiness. **(T-3)**.

5.8.1.1. Uses JCS web based REPOL to report bulk petroleum contingency status for all fuels activities per Chairman of the Joint Chiefs of Staff Manual (CJCSM) 3150.14B, *Joint Reporting Structure Logistics*. **(T-0)**.

5.8.1.2. JCS web based REPOL considerations:

5.8.1.2.1. Regular AF, DoD civilian and DoD contractor supported bases will submit no later than the first Friday of each month. ANG locations will submit quarterly during the first day of the drill weekend.

5.8.1.2.2. If JCS web based REPOL cannot be accomplished or is unavailable, FMTs are required to have a PACE plan for alternate reporting to CCMD/JPO using the following alternate mediums: secure email REPOL template, hard copy secure fax, secure voice and this will be outlined in the BSP.

5.8.2. Submits POL capability (POLCAP) report no later than 1 April annually to the respective command JPO. Flights should contact AFPET, AFFOR staff, AFRC or NGB fuels as required or needed when submitting. **(T-1)**.

5.8.3. Provides Fuels Quick Reference Guide (QRG) annually no later than 1 April and whenever changes occur for assigned aircraft, equipment, and capability factors.

5.8.4. Obtains access and uses Basing & Logistics Analytics Data Environment (BLADE) and Advanced Analytics (ADVANA) to validate the status of capacities, assets, and other logistics planning data. BLADE access can be found on the AF Portal and ADVANA via NIPR or SIPR methods.

## **5.9. Managing Contracted Fuel Operations.**

5.9.1. A Primary and Alternate will be appointed in accordance with federal acquisition regulation (FAR) in concurrence with squadron commander (or equivalent) to execute the duties and responsibilities detailed in AFI 63-138, *Acquisition of Services*. **(T-0)**. Locations where there is not sufficient staffing for an alternate COR an exemption to policy waiver may be submitted to AFPET. Specific duties may also be outlined in the COR appointment letter.

5.9.1.1. The COR's function is to monitor Contractor's day-to-day compliance with the Performance Work Statement and Quality Assurance Surveillance Plan.



5.9.1.2. The COR will submit required monthly inspections and approve financial reports/amendments within the Procurements Integrated Enterprise Environment (PIEE) system.

5.9.1.3. Contact AFPET Contracting ([AFPETContracting@dla.mil](mailto:AFPETContracting@dla.mil)) for initial orientation briefing prior to assuming COR and/or QAE duties.

5.9.2. COR and/or QAE will facilitate AF requirement determinations with AFPET and DLA-E or AFRC to:

5.9.2.1. Perform a technical review of contracts to ensure QASP provides quality fuel support for location.

5.9.2.2. Review the service provider's quality control plan and recommends PWS changes to the applicable contracting officer.

5.9.2.3. Enlists the assistance of BCE or equivalent facility maintenance service provider during COR and/or QAE compliance and surveillance of contract maintenance requirements.

5.9.3. COR and/or QAE will review or submit for PWS changes when the contract is under review or if modification is required. **(T-0)**. These considerations include:

5.9.3.1. Fuels management employee training and qualification standards must meet AFSC 2FOX1 and CFETP requirements for each duty position. **(T-2)**.

5.9.3.2. The requirement for an approved quality assurance surveillance plan (QASP). The purpose of a QASP is to provide a documented process for surveilling the contractor's actual performance and comparing that to the technical requirements of the contract.

## **5.10. Budget Forecasting Requirements.**

5.10.1. Identifies fiscal year flight, mobility, and WRM support funding requirements. The budget forecasting of WRM requirements must be projected through War Reserve Material Office (WRMO) to the CWRMO. Validates and tracks WRM requirements received by CWRMO. **(T-2)**.

5.10.2. Provides and Submits budget requests for resource management of Fuels flights to include enhancement venue TDYs, exercise support, training, materials, inclement weather gear and PPE to the LRS Resource Advisor (or equivalent). Refers to AS 016, and attachments contained herein for authorized gear and equipment. **(T-2)**.

5.10.3. Fundamental enhancement events identified in [Attachment 3](#), requirements are a minimum of one representative per flight is required to attend. **(T-1)**.

## **5.11. Fuels Personnel Safety.**

5.11.1. Complies with Occupational Safety and Health Administration (OSHA), AFI, and DoD instructions to protect the health of personnel exposed to fuel and other POL hazards. **(T-3)**.

5.11.2. Follows [Attachment 5](#), for incident reporting and ensures the following: **(T-1)**.

5.11.2.1. Safety Data Sheets (SDS) are available for all chemicals used by fuels personnel.

5.11.2.2. Safety observers working in the cryogenics area wear the same level of PPE worn by the fuel's specialist performing the task. Commercial drivers delivering shipments are required to don PPE per OSHA requirements. **(T-3)**.

5.11.2.3. Develops and implements cost-effective improvements and process reengineering initiatives to minimize and control environmental, safety and occupational health risks. **(T-3)**.

5.11.3. Applies risk management techniques per AFI 90-802, *Risk Management*, to identify and manage risks.

5.11.3.1. Does not allow untrained personnel to perform fuels or cryogenics operations without meeting certification requirements outlined in DAFI 36-2670 and CFETP 2F0X1. **(T-1)**.

5.11.3.2. Ensures fall protection measures are used per DAFMAN 91-203.

## **5.12. Controlling Static Electricity.**

5.12.1. Personnel must follow DAFMAN 91-203 regarding the hazards of static electricity.

5.12.2. Adhere to safety requirements outline in T.O. 00-25-172 and T.O. 42B-1-1, *Quality Control of Fuels* to prevent static build-up and accidental discharge.

## **5.13. Communication During Fuel Transfers.**

5.13.1. Must ensure two-way communication is available & maintained between pumping and receiving stations for all fuel product transfers. **(T-2)**.

5.13.2. Consider use of dedicated circuits (hot lines), extra telephone circuits, or outgoing call restrictions to ensure telephone contact in an emergency. In the event telephone capability is not available, a radio or cell phone may be used.

5.13.3. Provides a loud bell, ring tone, horn or other signaling device outside and in high noise areas; additionally, maintain radio contact, if possible.

## **5.14. Two-Person Policy.**

5.14.1. Ensures contractor employees, or other individuals acting as a second person during fuel or cryogenic operations know the associated hazards involved with the operation and the corrective actions they are required to take in an emergency. If augmented safety personnel are not available, the task will require a qualified 2F0X1 or be suspended pending availability of safety personnel.

5.14.2. Ensures two people are present when: **(T-1)**.

5.14.2.1. Servicing aircraft.

5.14.2.2. Expeditionary FHE operational testing and when in use

5.14.2.3. Issuing fuel to organizational tanks.

5.14.2.4. Issuing to ground equipment.

5.14.2.5. Entering confined spaces per DAFMAN 91-203.

5.14.2.6. Gauging and sampling above ground tanks and bladders. The only exception to this is aboveground low-profile tanks less than 4 feet in height, do not require second person) and does not apply to any bladders regardless of size.

5.14.2.7. Hydrant servicing using the Type III, IV, or V system requires one person at the pumphouse and one person at the refueling equipment. At locations where FMD hydrant equipment monitoring interface is available, hydrants may be unmanned per T.O. 37-1-1, *General Operation and Inspection of Installed Fuel Storage and Dispensing Systems*.

5.14.2.8. When manually gauging a floating roof tank from the roof, or when anyone descends to the roof, one person remains on the platform at the top of the tank. In gauging all other types of above ground tanks, one person remains on the ground. Personnel must use a self-contained breathing apparatus when descending onto floating roof tanks with geodesic domes.

5.14.2.9. Receiving, issuing, or transferring cryogenic fluids.

5.14.2.10. Transferring or filling high-pressure gases including cylinders.

5.14.2.11. Off-loading rail cars. Requires two 2FOX1 personnel.

5.14.2.12. Off-loading tank trucks.

5.14.2.13. Filling trucks or performing return to bulk operations under the following conditions:

5.14.2.13.1. Fillstands not equipped with deadman control system or Scully® overflow prevention system is inoperable or not available. Requires two 2FOX1 personnel.

5.14.2.13.2. Fuel storage tank has an inoperable automatic high-level shut-off valve, or the trucks deadman control system is inoperable. Requires two 2FOX1 personnel.

5.14.2.14. Transferring and receiving fuel requires one person at the transfer point and one person at the receiving point. Requires two 2FOX1 personnel.

5.14.2.15. Collecting fuel samples.

5.14.2.15.1. Collecting fuel samples from fixed fuel systems, pipelines and any other pressurized fixed source requires one person to take the sample and the second person is the safety observer.

5.14.2.15.2. Collecting fuel samples from pressurized refueling vehicles and equipment. A safety observer is needed; however, need not be in the immediate area, but in eye or voice contact for immediate response to an emergency.

5.14.2.16. Testing fuels in the laboratory, whereby one of the individuals is a fully qualified lab technician. Requires two 2FOX1 personnel.

## **5.15. Managing Personnel.**

5.15.1. FMT and Section Chiefs are required to interview newly assigned personnel to include a review of current and needed qualifications, past assignments and experience, and future training required using the 2FOX1 CFETP as a guide prior to assignment or section moves.

5.15.2. Reports any training deficiency and/or discrepancies to the unit training manager (UTM).

5.15.3. Ensures only personnel with AFSC 2F0X1, US Civil Service, US contract employees, Host National military and/or civilian, or sister service equivalent(s) are permitted to perform fuels or cryogenics operations. Non-fuels personnel may augment as the second person for safety oversight only after receiving fuels workplace specific briefing regarding their responsibilities. **(T-1)**.

5.15.4. Ensures all prerequisites are met prior to attending fuels courses as listed in 2F CFETP.

5.15.5. Staffs the FSC with a minimum of two personnel with SEI 040. Contracted, ANG, and AFRC fuels operations may staff the FSC with one person with SEI 040. **(T-0)**.

5.15.6. Contracted and civilian operated FSCs are required to be staffed by at least one graduate of the DLA-E Base Level Defense Fuels Management Course.

5.15.7. Ensures fuels functions are manned with the right grade, SEI and skill commensurate with each AFMD earned position for the following: **(T-1)**.

5.15.7.1. FMTs must equate to [para 5.1.1](#).

5.15.7.2. Fuels Quality Compliance dedicated to performing quality compliance functions. Fuels Quality Compliance personnel will reside within the FMF for direct personnel performance assessment of core functions outlined in CFETP, conduct competency behavior assessments, observe daily mission generation procedures and to abide by funded manpower positions. **(T-1)**.

5.15.7.3. FESO must have one person dedicated to performing environmental and safety compliance functions. **(T-1)**.

5.15.7.4. Will establish this office as a manning Minimum Essential Level (MEL) according to [Table A2.1. Note 1](#). **(T-1)**.

5.15.7.5. Fuels laboratory with a minimum of one person awarded the SEI 039. **(T-1)**.

5.15.7.6. Cryogenics must have a minimum of one person awarded with SEI 036. **(T-1)**.

5.15.7.7. SFH-A/FARP must have SEI 369 & 035 respectively.

5.15.7.8. Contract and civilian operated fuels laboratories require at least one graduate of the AF Fuels Quality Control Course.

## **5.16. Manpower Management Process.**

5.16.1. Manpower Engineering Program provides analytical assistance for FMs and/or superintendents to improve productivity and determine standardized manpower requirements.

5.16.2. Understands and abides by Air Force Manpower Determinant (AFMD) 42FX, *Fuels Management*.

5.16.3. Evaluates the number of personnel assigned to the FMF and reconciles the grade distribution with the manpower table outlined in AFMD 42FX.

5.16.4. Takes action to identify personnel overages, shortages, or grade imbalances.

5.16.5. Advocates for manpower to accomplish the mission, as necessary.

5.16.6. Coordinates with the local manpower office and/or CSS to correct errors.

5.16.7. Notify AFPET/PTOC and AFIMSC/MFM of significant mission changes or SATAFs affecting manpower, equipment, and infrastructure requirements.

## Chapter 6

### FUELS MANAGEMENT TEAM (FMT) REQUIREMENTS FOR FUELS FACILITIES, TOOLS, AND EQUIPMENT ITEMS

#### 6.1. Facility Management.

- 6.1.1. Refers to DAFMAN 32-1084, *Standard Facility Requirements* and UFC 3-460-01, *Design: Petroleum Fuel Facilities* to determine requirements needed to develop and construct new or existing fuel facilities.
- 6.1.2. Submits work requests for BCE to provide facilities per DAFMAN 32-1084.
- 6.1.3. Reviews submission of SRM projects and tracks DD 1391 submission status.
- 6.1.4. Provides alternate to BCE to submit RM&MR work request on behalf of BCE.

#### 6.2. Proper Use of Facilities and Equipment and Securing Assets.

- 6.2.1. Will not use hydrants systems, tanks or refueling vehicles to collect or store waste or unreclaimable fuels. **(T-0)**.
- 6.2.2. Ensures proper security and storage of flight assets and secures entry gates to areas within the FMF's span of control per DAFI 31-101. **(T- 3)**.
- 6.2.3. Locks and secures all fuels and cryogenic equipment and facility access/dispensing points not located within a secure area with the exception of automated dispensing pumps. **(T- 3)**.
- 6.2.4. Establishes key control procedures.
  - 6.2.4.1. The number and types of locks used requires the approval of the Resource Protection Committee.
  - 6.2.4.2. Magnetic locks are preferred for areas where climatic conditions are severe.

#### 6.3. Fuels Laboratory Requirements.

- 6.3.1. Maintains base fuels laboratory function to perform sampling requirements specified by 42-Series T.O.s for all products handled and ensures the quality, cleanliness, and proper operation of fuel-handling systems, vehicles, and equipment.
- 6.3.2. Furnishes fuels laboratory with authorized equipment prescribed in AS 460.
  - 6.3.2.1. Uses UFC 4-310-03, DAFMAN 32-1084, and DAFMAN 91-203 to identify fuels laboratory criteria.
  - 6.3.2.2. Posts lab safety instruction in accordance with [Attachment 11](#).
- 6.3.3. Leverages cross utilization support with the host FMF or through Total Force Integration for co-located units where the lab capability does not exist under each activities' function to assure laboratory technician training, proficiency is obtained and maintained.

#### 6.4. Fuel Spill Prevention and Containment.

6.4.1. Ensures all FMF fuel tanks are maintained and meet the requirements outlined in UFC 3-460-03 and T.O. 37-1-1. Coordinates with BCE to establish and document safe fill levels, high levels and high-high levels for all storage tanks.

6.4.2. Programs inventory alarms in FuelsManager® Operate to alert users and record alarm activity. **(T-0)**.

6.4.2.1. Sets the FMD high level alarm to each tank's established safe fill level.

6.4.2.2. Sets the FMD high-high level Alarm between the system's audible alarm and the mechanical high level control valve shutoff.

6.4.3. Ensures fuels personnel understand responsibilities as outlined in the base SPCC plan (or equivalent) per AFMAN 32-7002, and the base's hazardous material emergency planning and response plan (hazardous materials plan), which addresses federal, state, and local spill prevention and response requirements.

6.4.3.1. Obtains a copy of the SPCC from BCE anytime it is updated or revised.

6.4.3.2. Ensures each fuels facility has the applicable section of the SPCC printed and readily available for use in the event of an emergency.

6.4.4. Notifies the BCE environmental manager of any changes in fuels operations that may require an amendment to the hazardous material plan.

6.4.5. Ensures spill prevention and clean-up material are readily available as identified by the SPCC.

6.4.6. Ensures any chemicals or additives injected into DLA-E fuel is approved and documented per T.O. 42B-1-1.

6.4.7. Ensures operator training is provided on installed leak detection systems.

6.4.8. Manages water from petroleum operations.

6.4.8.1. Coordinates with BCE to establish procedures for the proper operation, inspection, and maintenance of oil/water separators.

6.4.8.2. Coordinates with the base environmental manager to sample and properly dispose of tank dike drainage, tank water bottoms, and water containing residual petroleum per approved base policy.

#### 6.5. Hydrant Utilization Strategy (HUS).

6.5.1. Fuels Operations coordinated through FMT will establish a HUS documented on a memorandum for record to ensure the **maximum** use of hydrant systems and most efficient use of available fuel servicing assets and personnel. The HUS is crafted by the FMT to best suit the installation's mission attributes. This can include defuel operations. **(T-0)**.

6.5.1.1. The goal of the HUS is the targeted percentage of aircraft servicing operations for the optimal use of hydrant fueling systems.

6.5.1.2. FMT will coordinate the HUS with the operations group (OG), maintenance group (MXG), flying functions with hydrant operation equities, and transient alert (or installation equivalents) every 3 years or as dictated by mission changes.

6.5.1.3. The HUS document will include the following:

6.5.1.3.1. Mission of the installation, the number of available aircraft parking locations with hydrant outlets, aircraft fuel servicing requirements, and available hydrant servicing equipment.

6.5.1.3.2. Separate objectives for independent systems to capture any unique requirements when multiple hydrant systems are utilized. All objectives will be documented on one signed HUS.

6.5.1.3.3. Minimum fuel quantity for aircraft servicing operations that is included in objective calculation or specifically exclude fuel servicing operations that must occur on ramps with no hydrant capability (such as hazardous cargo loading areas).

6.5.1.3.4. Systems designed for fighter aircraft will be included and be calculated in the overall strategy.

6.5.1.3.5. A method to track the HUS objective. Additionally, the HUS must clearly state the procedures to correct deficiencies when underutilization of these systems is detected.

6.5.1.4. Installation CC (or equivalent) will approve the final HUS. **(T-2)**.

6.5.1.5. Forwards a signed copy of the HUS to AFPET/PTOC for record, [afpet.ptoc@dla.mil](mailto:afpet.ptoc@dla.mil).

6.5.2. Hydrant Utilization Rate (HUR).

6.5.2.1. FMTs will use the following calculation to determine the local Hydrant Utilization Rate (HUR).

6.5.2.1.1. Hydrant Utilization Rates are calculated as a percentage by dividing (A) the total gallons serviced to aircraft via hydrant fueling systems for the period being calculated by (B) total gallons serviced to aircraft at eligible hydrant locations meeting minimum fuel load quantities (as established by HUS) for the period being calculated:  $(X = (A/B) * 100)$ .

6.5.2.1.2. Example: In the month of July 20 C-17 refueling operations meeting HUS established eligibility criteria were issued 200,000 gallons (representing B). Of the 20 operations 18 C-17s were serviced via hydrants. These 18 aircraft were issued 180,000 gallons (representing A). The calculation and result in this example is: (90% HUR =  $(180,000/200,000) * 100$ ).

6.5.3. FMF will use FMD 20-Codes which affect the HUS (e.g., 20-L, 20-Q, 20-R, 20-T).

## 6.6. Cryogenic Facilities.

6.6.1. Provides the following to ensure a safe, functional, and secure cryogenic facilities:

6.6.1.1. Electrical power for maintenance equipment must be 3 phase, 220/480 volts, 50/60 cycle.

6.6.1.2. Indoor and outdoor lighting for storing, receiving, and servicing areas.

6.6.1.3. Solid concrete foundations for storage, receiving and servicing cart parking areas. LOX compatible sealant must be used in concrete foundation joints to prevent product run



off, the accumulation of dirt and other hazards. This requirement also applies to cart storage areas.

6.6.1.4. Area and accessibility must be capable of supporting commercial cryogenics delivery vehicles and maintenance vehicles.

6.6.1.4.1. A clear exit readily available and maintained during cryogenic product movement.

6.6.1.4.2. Utilize a spotter to ensure safety when backing any vehicle in the cryogenics area. **(T-2)**.

6.6.1.5. A telephone connected to a visual indicator or an audible tone with the ability of being heard above the noise of the cryogenic operation. In the event telephone capability is not available, a radio or cell phone may be used.

6.6.1.6. Grounding points for all storage tanks and servicing units.

6.6.1.7. Permanent overhead structure for cryogenic storage facilities(s) to protect cryogenic storage tanks, ensure cryogenic conservation, and maintenance support equipment from the elements. Leased temporary cryotainers will not drive new construction of overhead structures.

6.6.1.8. Facilities(s) with roll up style doors must ensure doors remain fully open during receipt, servicing, transferring of cryogenic products or when using maintenance support equipment.

6.6.1.9. Snow must be removed prior to performing receipt, servicing, and transfer operations.

6.6.1.10. Use cryogenic inspection guide when inspecting LOX and/or LIN facilities.

## **6.7. Tool Management Program.**

6.7.1. Establishes a Tool Management Program and designates primary and alternate tool kit (TK) custodians in writing. **(T-3)**.

6.7.2. Implements procedures outlining the control, security, and accountability of all tools and limits the number of personnel authorized to procure tools.

6.7.2.1. Standardizes and assigns a unique identification number to each TK and expediter tool kit (ETK). **(T-3)**.

6.7.2.2. Includes actions for lost or missing tools using applicable guidance provided in DAFI 21-101, *Aircraft and Equipment Maintenance Management*.

6.7.2.3. Outlines tool disposition instructions, the exchange of tools under warranty and when replacing tools and/or other items contained in the TK and/or ETK. **(T-3)**.

6.7.2.4. Establishes procedures for transfer of TKs and/or ETKs when custodians change. Custodians involved in the transfer are to accomplish a joint inventory and document accordingly.

6.7.3. Develops a master inventory list, identifying all tools for each TK and/or ETK.

6.7.3.1. Identifies tools on the master inventory list by name, location (marked container), and quantity of items.

6.7.3.2. List the total number of small tools, (e.g., drill bits, Allen wrenches) including their marked container, on the master inventory list.

6.7.4. Ensures only tools controlled through TK and/or ETK are authorized for use on the flightline.

6.7.5. Establishes inventory and inspection procedures to document TK and/or ETK use in a locally determined manner.

6.7.6. TK custodians are responsible for managing an effective tool management program to include the following: **(T-3)**.

6.7.6.1. Completes and documents a full inventory of all tool kits quarterly.

6.7.6.2. Assigns a location for tools, equipment, or consumables contained in a TK and/or ETK. Identifies their location using inlay cutouts, shadowed layouts, labels, or silhouettes.

6.7.6.2.1. Ensures no more than one item per cutout, shadow, or silhouette except for tool sets (e.g., Allen wrench set).

6.7.6.2.2. Consumables placed in TKs and/or ETKs will be identified on the master inventory list as consumables (e.g., safety wire, bonding plug).

6.7.6.2.3. Marks tools, non-Custodian Inventory Report equipment and TKs and/or ETKs by means of etching, stamping, labeling or affixing a tag.

6.7.6.2.3.1. Fiberglass handled hammers are etched per T.O. 32-1-101, *Use and Care of Hand Tools and Measuring Tools*.

6.7.6.2.3.2. Labels storage locations, cabinets, and drawers to identify contents.

6.7.6.2.3.3. Small tools or items that cannot be marked with an identification number are to be maintained in a container. Mark container with the TK and/or ETK unique identification number and the number of tools enclosed. The container is counted as one of those items.

6.7.6.3. Ensures tools and TKs utilized for cryogenic maintenance are specified for LOX use only in addition to marked identification number.

6.7.6.4. Establishes safeguards to keep LOX tools hydrocarbon free.

## Chapter 7

### FUELS INFORMATION SERVICE CENTER (FISC) REQUIREMENTS

#### 7.1. Fuels Information Service Center.

7.1.1. Manages flight resources, mobility support, equipment, training, and product accounting programs.

7.1.2. Oversees the FSC and Support Elements.

7.1.2.1. Reviews applicable inspection reports and validates corrective actions.

7.1.2.2. Champions training enhancements and streamlines flight support required.

7.1.3. Reviews flying schedules and coordinates with Fuels Operations to meet mission requirements.

7.1.4. Familiarizes fuels controllers with DWWCF principles and procedures set forth in DoDM 4140.25 Vol 12, *DoD Management of Energy Commodities: Defense Fuel Support Point (DFSP) Inventory Ordering, Receipts and Shipments*.

7.1.5. Submits request for operating a fuels radio net, preferably a separate radio net for fuels management. **(T-3)**.

7.1.6. Ensures 24 hours a day/7 days a week accessibility and availability of a classified computer system. **(T-3)**.

7.1.7. Outlines the FSC relocation process to ensure uninterrupted fuel support is maintained.

7.1.8. Use a detailed base “liquid fuel system” map schematic from BCE and color codes active facilities by product per the clipboard color scheme described in [Attachment 4](#). Identify all FMF facilities by name on the schematic (e.g., laboratory, cryogenics, and hydrants). **(T-1)**.

#### 7.2. Fuels Service Center (FSC) Responsibilities.

7.2.1. Coordinates fuels operations and maintains all product accounts according to this DAFI and DLA-E Policies to ensure audit readiness.

7.2.2. Accounts for all products stored, issued, and received per DLA-E Policies.

7.2.3. Uses FMD to collect, store, monitor, and process:

7.2.3.1. All product accounting transactions.

7.2.3.2. Product inventory management.

7.2.3.3. Will document task activity times of all servicing operations. **(T-2)**.

7.2.3.3.1. Required for all product servicings, (e.g., aviation, ground fuels, cryogenics).

7.2.3.3.2. At a minimum, the following must be captured in FMD: time of request, arrival time (10-97), start of operation (10-24), stop time (10-25), end of operation (10-98).

7.2.3.3.3. Cryogenic servicings will be separated by cart and not be multi-dispatched (20-F).

- 7.2.3.3.4. Fast log function will only be used for hot pits, server outages or when radio transmissions are prohibited. Fast log justification will be documented using FMD 20-Codes found in **Table A7.1** (T-2)
- 7.2.3.3.5. Vehicle and FHE status.
- 7.2.3.3.6. Flightline activity using FMD 20-Codes found in **Table A7.1**.
- 7.2.3.3.7. Issue point codes of fuel vehicles and equipment based on mode of operation (hydrant use and/or mobile refueler) using the FMD Issue Point Codes and definitions located in **Table A7.2**.
- 7.2.3.4. Reconciles transactions daily and submit data per DLA-E Policy.
  - 7.2.3.4.1. Rejects must be cleared within 2 business days. If a reject cannot be cleared, contact the DLA-E help desk for assistance.
  - 7.2.3.4.2. For aerial refueling mission locations, validate and process DD 791, *DoD In-Flight Issue Log*, transactions in accordance with AFI 11-253, *Managing Purchases of Aviation Fuel and Ground Services*. Coordinate rejected transactions with wing refueling document control officers. **(T-3)**.
- 7.2.3.5. Maintains a list of FMF emergency power generator locations, trained operators, and POCs.
- 7.2.3.6. Monitors and provides current inventory status of all products and pertinent information in regard to receipts, storage, issue transactions, and MEL/IMP/War Reserve Materiel. Reports minimum inventory penetrations in accordance with DoDM 4140.25 Vol 6 and forwards an information copy to parent MAJCOM/FLDCOM fuels office and AFPET Requirements. **(T-0)**.
- 7.2.3.7. Performs back-up of the BLSA system(s) per DLA-E Policy.
- 7.2.3.8. Reclaimed aviation fuel, non-fly aviation fuel, and ground fuel will be credited back to the generating activity and returned as the original grade to bulk fuels storage, at the DoD standard price, to the aircraft or organization from which the fuel was collected. **(T-0)**.
- 7.2.3.9. For cash sale information and guidance, must use procedures in DLA-E P-31, *Cash Sales Procedures for Defense Working Capital Fund Owned Fuel*. **(T-0)**. For additional information and processing procedures when cash sales transactions are authorized and required, contact AFPET Requirements.
- 7.2.3.10. Uses controller's log to capture any significant information that affects the FMFs ability to generate sorties, fuels capabilities, emergent situations, or other as defined by FMTs. FMT may identify other specific items that must be captured.
- 7.2.4. Coordinates with customers, host, tenant and other using organizations of fueling products sold annually to forecast FY product requirements. **(T-3)**.
  - 7.2.4.1. Uses External Enterprise Business Portal (EEBP) for capitalized products to provide demand planning collaboration data to DLA-E monthly.
  - 7.2.4.2. Coordinates using organizations non-capitalized product requirements with Aerospace Energy as required.

- 7.2.5. Monitors aircraft sortie generation status, rates, and installation FHP goals.
- 7.2.6. Serves as the single point of contact for the FMF. FMT must designate a point of contact to facilitate reporting, notification, and response during other than normal duty hours. **(T-3)**.
- 7.2.7. Informs FMF sections FMT, LFM and/or VM whenever in-commission rates fall below MEL.
- 7.2.8. Assists FKO with document control per DLA-E Policy if/when required.
- 7.2.9. Radios are the primary means of communication between FSC and personnel performing fuel operations. The FSC will maintain positive control over all fuels facilities, product accountability and FHE operations. **(T-1)**.
- 7.2.10. Ensures the following are available, on-hand and maintained:
- 7.2.10.1. Ability to have direct communication with Maintenance Operations Center (MOC) and Airfield Management (Tower). **(T-2)**.
  - 7.2.10.2. Ability to receive aircraft crash net and emergency notifications. **(T-3)**.
  - 7.2.10.3. A liquid fuel system map with flight line layout of all piping, facilities, and servicing locations. **(T-3)**.
  - 7.2.10.4. A Base Disaster preparedness layout with associated cordon plotter. **(T-3)**.
  - 7.2.10.5. Alert recall roster with key flight personnel listing. **(T-3)**.
  - 7.2.10.6. Maintains a forecast roster of primary and alternate team members on standby provided by SFH-ATC.
  - 7.2.10.7. Disaster and emergency checklists and operating instructions. **(T-3)**.
  - 7.2.10.8. Alternate parking plan to relocate vehicles and/or expeditionary FHE. **(T-3)**.
- 7.2.11. Provides fuel inventory and equipment status to the Installation Control Center when requested. **(T-3)**.
- 7.2.12. Documents all delivery refusals in writing within 24 hours per DLA-E Policy, *Receipt and Shipment of Energy Products*, and provides information copy to AFPET, DLA-E, and/or DLA-E Regional Offices. **(T-0)**.
- 7.2.13. Requisitions cryogenic products according to DLA-E P-11, *Energy Aerospace*.
- 7.2.14. Clipboards are comprised of the following:
- 7.2.14.1. Must be marked with vehicle and/or expeditionary FHE registration number and color coded per **Attachment 4**, and **paragraph 5.4.2**. **(T-1)**.
  - 7.2.14.2. AFTO Form 422, *Differential Pressure Log*.
  - 7.2.14.3. DD 1898, *Energy Sale Slip*.
  - 7.2.14.4. AF4427, *Operator's Inspection Guide and Trouble Report (Fuels Support Equipment)* and waiver card.
  - 7.2.14.5. Locally generated dispatch form, if used.
- 7.2.15. Provides FHE operator(s) with the following when dispatched: **(T-0)**.

- 7.2.15.1. Clipboard matching FMD dispatch.
  - 7.2.15.2. Servicing location.
  - 7.2.15.3. Aircraft type and tail number, vehicle/equipment type, or facility number.
  - 7.2.15.4. Applicable checklist.
  - 7.2.15.5. Estimated fuel quantity, reason, and if contamination is suspected (for defuels only).
- 7.2.16. Verifies fuel grade required, organizational tank, billing data and tank custodian prior to fuel delivery.
- 7.2.17. Weather notification responsibilities consist of the following:
- 7.2.17.1. Notify all applicable fuels personnel and terminate those operations outlined in DAFMAN 91-203 to include: commercial cryogenics receipts, cryogenic issues performed outdoors, and bare base cryogenic operations.
  - 7.2.17.2. Record all pertinent information associated with weather conditions in FMD control Log.
- 7.2.18. Key control prevention measures. **(T-3)**.
- 7.2.18.1. Maintains spare keys for fuels equipment, facilities, and access points in the FSC. Negotiates an agreement for control of vehicle spare keys with the VM fleet management to either possess keys or VM to provide emergency response for lost or damaged keys.
  - 7.2.18.2. Conducts a semi-annual key inspection in February & August each year to validate inventory and correct deficiencies for all spare keys retained for fuels operations and facilities. Route completed inspection report through the FMT for review, corrective actions, and signature.
  - 7.2.18.3. Requests and replace keys or locks when required.
  - 7.2.18.4. Fuel servicing vehicle keys must remain in the vehicle's ignition.
  - 7.2.18.5. Ensure keys issued for operational use over extended periods of time are signed out using the AF1297, *Temporary Issue Receipt*.
  - 7.2.18.6. Ensure offloading header keys are coded or separated to maintain positive control of separate product grades and sign these keys out after verification individually to prevent any commingling of fuel.
- 7.2.19. Units with Vehicle identification link (VIL) management.
- 7.2.19.1. Encodes VIL keys for vehicles with the appropriate fuel grade when available on base or within the local area as prescribed by AFI 24-302, *Vehicle Management*.
  - 7.2.19.2. Requires organizations whose mission requires them to frequently travel off base to have their VIL key encoded with sufficient grade codes to prevent mission impact. Justify, coordinate, and approve requests for multiple grade codes programmed on VIL keys on the VIL key request form.
  - 7.2.19.3. Coordinates with fleet management and analysis to reconcile the installation vehicle listing quarterly. **(T-3)**.

7.2.19.3.1. Reconciles the installation vehicle listing with DoD Fuel Master® Advanced Enhanced and correct all assigned vehicle organization code errors or vehicles identified as transferring off-base or to another unit.

7.2.19.3.2. Provides the unit vehicle control official (VCO) and or resource advisor with the effected VIL key encode letters for correction or disposition.

7.2.19.4. Reconciles VIL key encode letters annually per DLA-E Policy, *Vehicle Identification Link (VIL) Key Encoding, Accountability, and Control*. (T-0).

7.2.20. Units with Electronic Point of Sale (EPoS) Management.

7.2.20.1. Will follow DLA-Energy P-29, *EPoS Customer QR Codes* and DLA-Energy P-30, *DFSP EPoS Facility Responsibilities* guidance. (T-0).

7.2.20.2. Keeps the Fuels RO informed of specific duties, requirements, and overall EPoS management status.

### 7.3. Expediter Responsibilities.

7.3.1. Maintains communication with FSC and coordinates hydrant, storage, and fuels servicing operations as needed. An expediter will be available to respond to aircraft fuel servicing operations when being conducted, as well as unique fuel servicing requirements determined by the FMT.

7.3.2. Monitors fuel servicing operations, corrects deficiencies, terminates unsafe operations, and resolves or reports discrepancies.

7.3.3. Maintains a spill response kit in the expediter vehicle for containment and clean- up of small leaks or spills.

7.3.4. Follows foreign object damage (FOD) prevention measures outlined in DAFI 21-101.

7.3.5. Ensures an expediter tool kit (ETK) is available to facilitate on-the-spot repairs. Consider the mission, flightline layout and RFM location when determining ETK tools.

### 7.4. Fuels Support Responsibilities.

7.4.1. Coordinates supply and equipment transactions with LRS equipment accountability element (EAE) in accordance with AFI 23-101, *Matériel Management Policy*.

7.4.2. Identifies FY supply and equipment budget requirements and submits them to FMT for the squadron resource advisor to adjudicate.

7.4.2.1. Provides budget estimates for FMF needed parts, tools, and equipment.

7.4.2.2. Programs for annual laboratory supplies to ensure product quality requirements.

7.4.2.3. Forecasts replenishment and resupply of PPE for all FMF.

7.4.2.4. Identifies advanced, specialized fuels training to meet the minimum requirements prescribed by the CFETP and this AFI, which do not receive AETC funding.

7.4.2.5. Forecasts spares and routine maintenance requirements authorized and approved as outlined in AFI 25-101 and up channels to WRMO for CWRMO resolution of discrepancies or deficits.

7.4.3. Coordinates with AFPET to remedy excess or unserviceable equipment items and identifies the appropriate condition code prior to requesting disposition instructions from the Item Manager. AFPET determines, in coordination with AFFOR fuels staff, inter-command or intra-command transfers for assets identified as serviceable. Considers which items should be coded 6R or 6S advice code items while awaiting replacement.

7.4.4. Reads to understands the unit DOC statement, METLs, UTC (posturing, coding procedures, and status of all flight UTCs) as presented in DCAPEs that informs DRRS reporting.

7.4.5. Coordinates with installation deployment officer and unit deployment manager's (UDM).

7.4.6. Identifies personnel qualified as trainers meeting the requirements of DAFI 36-2670.

7.4.7. Ensures flight personnel are awarded the appropriate SEI upon completion of education and training and recommends candidates for the award per the Air Force Enlisted Classification Directory (AFECD) using the AF Form 2096 application.

7.4.8. Manages the government purchase card (GPC) program per DAFI 64-117, *Government Purchase Card Program*.

## **7.5. Fuels Equipment Program Management Responsibilities.**

7.5.1. A fuels equipment program will be developed, manned and fully trained for FMF equipment management functions. **(T-1)**.

7.5.2. Performs equipment custodian responsibilities and ensures a minimum of two personnel have access to the DPAS PA, FSM and M&U modules. Note: Locations with less than ten assigned personnel must have at least one person with access to DPAS. **(T-2)**.

7.5.2.1. For DPAS access, users must submit following forms to [437SCOS.GWS.Systems-DPAS@us.af.mil](mailto:437SCOS.GWS.Systems-DPAS@us.af.mil).

7.5.2.1.1. DD2875 User Agreement.

7.5.2.1.2. Role Request Form (including PAS code).

7.5.2.1.3. Current Information Assurance certificate.

7.5.2.1.4. DPAS Training Module Certificates (DPAS-1010; DPAS-1020; DPAS-1130; DPAS-1140; DPAS-3130).

7.5.2.2. Identifies and validates new or current requirements for equipment items using DPAS <https://dpas.dape.dla.mil/>.

7.5.2.3. Monitors custodian inventory report authorizations and accountability of assets assigned as identified by Authorization ID 460 and Authorization ID 488.

7.5.2.4. Initiates new equipment requisitions with the LRS EAE section. Provide appropriate priority category (critical, important, routine, defer) in accordance with AFMAN 23-122, *Materiel Management Procedures*. Requirements automatically default to routine unless otherwise specified. If criticality upgrade is necessary, coordinate with EAE. **(T-2)**.



- 7.5.2.5. Requests equipment turn-in and/or disposition approvals from AFPET prior to initiating action with Customer Support/Materiel Management activity. Approval requests will include an AFTO375, *Selected Support Equipment Repair Cost Estimate*, supporting documentation (AFTO95, *Significant Historical Data*) and any applicable pictures to aid the item manager in determining necessary action. AFPET will provide information to support the FMF initiating an AF2005, *Issue/Turn-in Request* with EAE.
- 7.5.2.6. Initiates AF601, *Authorization Change Request* with EAE to adjust equipment authorizations when amount on custodian inventory report is inadequate, excessive, or unsuitable for prescribed functions.
- 7.5.2.7. Ensures cryogenic cylinders additional to the cryogenic sampler end item are tracked as special purpose recoverable authorized maintenance (SPRAM) assets in accordance with AFI 23-101. Contact EAE to establish a SPRAM account.
- 7.5.3. Ensures storage, inspection, and operator maintenance is performed on FHE per applicable equipment T.O. for day-to-day use and refer to **Attachment 8** when maintaining FHE in short-term or long-term storage.
- 7.5.4. Identifies FY support funding requirements to the FMT so it can be included in the LRS/WRM annual budget.
- 7.5.5. Assists FKO to maintain an operational T.O. library in accordance with T.O. 00-5-1 for all assigned FSE and FHE.
- 7.5.6. Prepares and processes equipment, with associated RSPs and fuel kits for each UTC when tasked.
- 7.5.7. Coordinates with transportation, supply, and personnel functions to meet MAJCOM deployment time frames. Transfers accountability of customer inventory report items to a deployed supply account if deployment time period exceeds initial requirements. **(T-3)**.
- 7.5.8. Maintains records of all FSE and FHE transactions (e.g., movement, maintenance, inspection, salvage, and transfer of equipment).
- 7.5.9. Coordinates with UDM to ensure documentation is maintained to meet deployment requirements.
- 7.5.9.1. Evaluates and reports the overall equipment program status to FMT monthly.
- 7.5.9.2. Provides recommended UTC updates to readiness program manager and/or UDM.
- 7.5.9.3. Supports fuels mobility office to ensure members are fully qualified to meet SEI refresher training and mission capability (MISCAP) requirements prior to deployment.
- 7.5.9.4. Uses AFFORGEN Connect on <https://tmis.us.af.mil/tmis> to gain foundational level information for training, policies, and other AFFORGEN knowledge bases.
- 7.5.10. Provides fuels equipment funding requirements to the fuels support NCOIC.
- 7.5.11. Prepares and processes equipment tasked for deployment.

## 7.6. Fuels Training Responsibilities.

7.6.1. The fuels training supervisor resides in fuels flight due to the need to specifically focus on fuels management training, UGT requirements, and reoccurring FHE behavioral acumen. **(T-1)**.

7.6.2. Coordinates with the UTM for upgrade training programs per DAFI 36-2670.

7.6.3. Maintains fuels operator qualifications associated with fuels and cryogenic operations in FMD and leverages CFETP behavioral competencies. **(T-1)**.

7.6.4. Provides annual budget considerations to fuels support NCOIC for training requirements (e.g., training mock-ups, commercial and unit funded classes and information technology items).

7.6.5. Familiarizes fuels personnel on controlled or restricted area procedures per DAFI 31-101.

7.6.6. Provides fuels personnel with industrial security training upon arrival and annually thereafter DoDM 5220.22V2\_AFMAN16-1406V2, *National Industrial Security Program: Industrial Security Procedures for Government Activities*.

7.6.7. Develops master training plan as determined by the FMT for all assigned equipment and systems used by the FMF per DAFI 36-2670. The master training plan employs a strategy for ensuring the completion of all work center job requirements by using a master task listing and provides milestones for all tasks, on-the-job training (OJT) completion, and prioritizes deployment/unit type code, home station training tasks, upgrade, and qualification tasks. **(T-1)**.

7.6.7.1. Assists work center supervisors to develop master task listings consisting of a comprehensive list (100%) of all tasks performed within a work center, consistent as outlined in the CFETP and locally developed AF797, *Job Qualification Standard Continuation/Command JQS*, lesson plans and QTP implementation. **(T-3)**.

7.6.7.2. Seeks out additional literature and directives pertinent to the OJT program and publication familiarization program, to include commercial training sources.

7.6.8. Prepares and submits MRT and non-MRT training requests to AFIMSC MFM annually. Screens personnel for FMT approval that have at least two years retainability to attend SFH-A course and advance training requirements for these skill sets.

7.6.9. Synchronizes fuels vehicle operator training with fuels distribution and (VCO) schedules.

7.6.10. Coordinates vehicle QTP changes per AFI 24-301, *Ground Transportation* with 2F Schoolhouse & AFIMSC MFM.

7.6.11. Coordinates generator training with BCE and FMF facility managers to ensure fuels personnel are ready to operate fuels facility emergency power generators in accordance with AFMAN 32-1062 and documents accordingly.

7.6.12. Inspects and documents all training records per DAFI 36-2670 and coordinates with work center supervisors for corrective actions. **(T-3)**.

7.6.13. Implements the approved rotational training program utilizing CFETP against the master training plan.

7.6.14. A formal rotational training program is not required at locations with fewer than 20 military personnel and those with less than 15-month tour lengths. **(T-2)**.

7.6.15. Training and certification of TQT will be accomplished per AFI 10-2501, *Emergency Management Program* and DAFI 36-2670 as identified in CFETP.

7.6.15.1. Task standardization is key to TQT, ensuring readiness while in a chemical, biological, radiological, and nuclear environment.

7.6.15.2. Documents completed TQT training on MTP according to CFETP. **(T-1)**.

7.6.16. Assists supervisors to initiate AF2096, *Classification/On-The-Job-Training Action* for skill-level upgrade and SEI award. Fuels training supervisor will manage and track document until the member's records reflect correctly.

7.6.17. Coordinates hot refuel training with Aircraft Maintenance Unit or equivalent. **(T-1)**.

7.6.17.1. Maintains roster of hot refuel qualifications to meet DAFI 21-101 FMF personnel requirements.

7.6.17.2. Hot refuel qualifications are to be classified in the following categories and are not limited to specific mission design series (MDS) or location: **(T-1)**.

7.6.17.2.1. Fixed Wing Fighter Aircraft.

7.6.17.2.2. Rotary Aircraft.

7.6.17.2.3. MAF/Bomber Aircraft.

7.6.18. Will manage a forklift training program for 2Fs. All 2F members must be forklift qualified to support Multi-Capable Airmen (MCA) paradigm in contested environments. At a minimum, members will be qualified on 4K, 6K, and 10K AT using QTP24-3-E814. **(T-1)**.

## **7.7. Fuels Mobility Responsibilities.**

7.7.1. The Fuels Mobility Supervisor is the Fuels Flight POC for the readiness of personnel and equipment.

7.7.2. Conducts periodic exercises of mobility capabilities. These "in-house" exercises can be with personnel, equipment or both and will be evaluated by the Quality Compliance office (e.g., Base Support Plan, Installation Deployment Plan, REPOL, Defense Support of Civil Authorities, Non-Combatant Evacuation Operations).

7.7.3. Prepares Fuels personnel for all deployment tasking requirements and family member support requirements.

7.7.4. Coordinates with the Logistics Planners on planning documents concerning fuels management to include but not limited to: BSP part I and II, TPFDD Monitoring, Logistics Module (LOGMOD) Logistics Detail (LOGDET)/Manpower Force Requirement (MANFOR) updates, Designed Operational Capability statement.

7.7.5. Provides a monthly status update report to the FMT. At a minimum, this report will include all JFA/JFD UTC current status in order to inform squadron DCAPES reporting. Additionally, Fuels Mobility will aid FMT to inform the squadron DRRS reporting cycle.

7.7.6. Assesses and monitors personnel requiring special qualifications training in coordination with UDM and UTM to meet JFA UTC MISCAP or pre-deployment requirements.

7.7.7. Coordinates with the Fuels Equipment Management Supervisor on assigned JFD UTCs to ensure all MISCAP/LOGDET requirements.

7.7.8. Performs increment monitor role for all Fuels Flight assets.

7.7.9. In conjunction with the Fuels Training supervisor, ensures the appropriate SEI is awarded in accordance with DAFI 36-2670. SEIs will be contributing factors when posturing Fuels Flight members into UTCs with MISCAP requirements.

7.7.10. Maintains current listing of all flight personnel that hold SEIs, have completed flight physicals, physiological training and any other unique training requirements for all UTC requirements outlined in the AF Enlisted Classification Directory and UTC Mission Capability.

7.7.11. Schedules personnel selected by FMT, with at least two years' retainability to attend SFH-A course training as outlined in CFETP. **(T-2)**.

7.7.12. Schedules flight physicals and physiological training at least 45 days before due date.

7.7.13. Maintains copies of AF1274, *Physiological Training*, and DD2992 records for ABFDS qualified personnel.

7.7.14. Provides annual budget considerations to Fuels Support NCOIC for mobility requirements.

## Chapter 8

### FUELS QUALITY COMPLIANCE REQUIREMENTS

#### 8.1. Fuels Quality Compliance Responsibilities.

8.1.1. Will reside within Flights to directly oversee the FMF Compliance functions, and supervise the Fuels Environmental and Safety, and Laboratory functions. **(T-1)**.

8.1.2. Ensures AFTAT accounts have been established and remain active for all Laboratory and Fuels Environmental and Safety personnel. **(T-1)**.

8.1.3. Reviews AFTAT laboratory reports and informs FMF offices when there are trends, deficiencies, or suspect samples for situational awareness. **(T-1)**.

8.1.3.1. Removes access to AFTAT when personnel no longer perform functions. Personnel with access to AFTAT will ensure accounts remain active by logging in to the system within 30 days after last log in. **(T-1)**.

8.1.4. Validates all MICT inputs prior to squadron submission with recommendations to FMT. **(T-1)**.

8.1.5. Assesses the FMT in areas such as management effectiveness, accounting, administration processes, operator performance, safety, proper care and use of facilities and equipment, training, and procedures to maintain and enhance fuels mission capabilities at least once per quarter. **(T-1)**.

8.1.5.1. Reviews rotation plan for MEL filter separator elements once a quarter with applicable agencies to ensure they do not expire before use. **(T-2)**.

8.1.6. Evaluates each functional element responsible to a Section Chief and FKO, except its own function, at least once every six months. FMTs may direct inspections of Section Chief and FMT responsibilities as appropriate. **(T-1)**.

8.1.6.1. Revisits after 30 but within 45 days to check each discrepancy found during the semiannual assessment as a corrective measure to resolve root cause. **(T-1)**.

8.1.6.2. Advises the section supervisor, 14 days in advance, of the areas to be evaluated, special items, and discrepancies from the last assessment. **(T-1)**.

8.1.6.3. The FMT designates an evaluator to perform a semiannual assessment of the fuels quality compliance section. **(T-1)**.

8.1.6.4. Evaluators have 3 duty days of inspection time per FMF element. Assessments will be a comprehensive evaluation of training and mission generation capability and will be completed within five duty days, including the in-brief, evaluation, and summation of findings. **(T-1)**.

8.1.6.5. Assessments will be scheduled in advance with FMT, section chiefs, and the section supervisors, so it does not interfere with mission generation. **(T-1)**.

8.1.6.6. Performs no-notice inspections across all shifts and operations to maintain fuels mission capabilities. The focus for these inspections will align with competency objectives in CFETP and tasks, knowledge, and technical references. **(T-1)**.

8.1.6.7. FMTs may change frequency of inspections to be more often based local factors or the need for additional management of that element. **(T-2)**.

8.1.6.8. Conduct test procedures to assess the readiness of the FMF, at a minimum, the following will be conducted and inspected once per quarter (or more frequently at FMT's discretion) to prepare for unanticipated circumstances: **(T-1)**.

8.1.6.8.1. Power and Comm-out scenarios, to include loss of generator capability. **(T-1)**.

8.1.6.8.2. Recall procedures. [Example: 70% of section is non-mission capable and requires other members to be recalled]. **(T-1)**.

8.1.6.8.3. Severe mission generation impacts. [Examples: simulated Taxiway Bravo is no longer accessible and requires an alternate route or the primary Entry Control Point is closed] **(T-1)**.

8.1.6.8.4. Severe fuels capability degradation. [Examples: 75% loss of hydrant or storage capacities or scheduled resupply is delayed by 60 days] **(T-1)**.

8.1.6.8.5. All exercises should be well coordinated and communicated with base agencies to not interfere with other mission sets or cause problems and in some cases a tabletop may be a more suitable means of execution depending on goals set to achieve to adjudicate readiness. **(T-1)**.

8.1.6.8.6. Test dispersal procedures. [Examples: building relocations and/or asset dispersion] **(T-1)**.

#### 8.1.7. Inspection Documentation:

8.1.7.1. Use AF2419, *Routing and Review of Quality Control Reports* and AF2420, *Quality Control Inspection Summary* or electronic equivalent to document inspections. **(T-1)**. The Logistics Evaluation Assurance Program and Inspector General Enterprise Management System (IGEMS) will not be used to document or record inspections. **(T-1)**.

8.1.7.2. Assessment Criteria. Rate all inspections as either "Satisfactory" or "Unsatisfactory". Other rating system may be used at the discretion of the FMT. **(T-1)**.

8.1.7.3. If a no-notice inspection is rated unsatisfactory identify the failure and circumstances involved. Route through the responsible supervisor and section chief within three calendar days. **(T-1)**.

8.1.7.4. If one of the following conditions during any inspection is observed, stop the operation immediately and notify the immediate supervisor and the FMT:

8.1.7.4.1. An unsafe or hazardous facility, vehicle, and equipment that has not been identified, withdrawn from use, or properly danger and/or caution tagged. **(T-1)**.

8.1.7.4.2. A safety violation that could reasonably be expected to result in injury to personnel or damage to aircraft, equipment, or facilities. **(T-1)**.

8.1.7.5. Provides the assessments and inspections to FMT monthly. **(T-1)**.

8.1.7.6. Documents recurring discrepancies and route to the FMT for correction. **(T-1)**.

#### 8.1.8. Preparing and routing the report:

8.1.8.1. Prepares and routes applicable findings on AF2419 and/or AF2420, or electronic equivalent using chain of command to the LRS/CC. **(T-2)**.

8.1.8.1.1. For all unsatisfactory assessment findings, develops a closed loop process that addresses the following: identifies root cause, circumstances of the assessment, the direct failure found, proposed corrective action to eliminate root cause, validation of corrective actions and proposed closure date.

8.1.8.1.2. Carry forward open items to the next report.

8.1.8.1.3. LRS/CC may delegate acknowledgement of semi-annual inspection completion. **(T-2)**.

8.1.8.2. Assists FKO with assessment and inspection document control in accordance with flight file plan. **(T-1)**.

## **8.2. Fuels Environmental and Safety Responsibilities.**

8.2.1. Manages environmental and safety programs.

8.2.2. Provides daily safety and weekly environmental briefing topics and attends daily operational safety briefings on a random basis to check for effectiveness. Will incorporate this instruction, T.O. 42B series, T.O. 37 series, environmental guidance and AFPET generated Back-to-Basics (B2B), incident summaries, and safety flashes which are maintained on AFPETs SharePoint® site at <https://usaf.dps.mil/teams/AFPET-SharePoint/Back%20To%20Basics/>. **(T-3)**.

8.2.3. Reports flight mishaps and incidents within 24 hours. Conduct incident reporting in accordance with **Attachment 5**. **(T-2)**.

8.2.4. Creates and updates JSTO per AFI 91-202, *The US Air Force Mishap Prevention Program*. Contacts wing safety office and BE for assistance as needed for assistance to conduct a hazard analysis when workplace operations change and/or when new hazardous materials are introduced, processes or procedures are changed, or engineering controls are modified or added per DAFMAN 91-203. **(T-3)**.

8.2.5. Prepares for environmental, safety, and occupational health compliance assessment and management program (ESOHCAMP) inspections per AFMAN 32-7002 and AFI 90-201. **(T-2)**.

8.2.6. Develops work area specific hazard communication (HAZCOM) program per AFI 90-821, *Hazard Communication (HAZCOM) Program*. **(T-1)**.

8.2.7. Establishes hazardous energy control also known as lock-out tag-out (LOTO) program management per DAFMAN 91-203 and in coordination with the wing occupational safety office, if needed. **(T-1)**.

8.2.7.1. Ensures LOTO devices comply with DAFMAN 91-203 are maintained separate from the fuels QC hold program locks and clearly labeled and identifiable (e.g., POL/LO-1, POL/LO-2). **(T-1)**.

8.2.8. Briefs all fuels personnel at least quarterly on safety matters. This briefing includes hazards, safety precautions, first-aid measures and off-duty seasonal hazards and precautions. **(T-3)**.

8.2.8.1. Briefing should also include flight high trend items, and other things such as safe handling of fuel-soaked clothes, prenatal precautions (if applicable), ways, means, and methods to improve safety in operations and mission support. **(T-3)**.

8.2.8.2. Recommends best practice or benchmarked process to the FMT for inclusion for flight enhancement. **(T-3)**.

8.2.9. Assures compliance with federal, state, and local environmental laws and regulations, and AF Policy Directives (AFPD) and AFIs. At overseas locations, assure compliance with FGS or the overseas environmental baseline guidance document in the absence of the FGS. **(T-0)**.

8.2.10. Ensures adequate spill prevention and clean-up materiel are readily available. **(T-3)**.

8.2.11. Consults the installation occupational safety office and BE for required PPE per DAFMAN 91-203.

8.2.11.1. Identifies fall protection equipment requirements safety guidance and task performance (confined spaces, aboveground storage tank gauging). **(T-3)**.

8.2.12. Identifies operations requirements for equipment to enter toxic environments (e.g., permit required confined spaces). Contacts base BCE environmental office for disposal instructions of off-specification product or fuel/water mixtures. **(T-3)**.

8.2.13. Randomly performs evaluations of individuals for alertness and situational awareness while performing fuel and/or cryogenic handling operations.

### **8.3. Fuels Laboratory Responsibilities.**

8.3.1. Ensures provisions outlined in DAFMAN 91-203 regarding laboratory safety and internal and external safety inspections are accomplished and documented. **(T-1)**.

8.3.2. Schedules and administers the fuels QC program per 42B series T.O.s. **(T-1)**.

8.3.3. Observes, and performs trend analysis of the condition and performance of installed filter and coalescer elements.

8.3.4. Ensures FMD is up to date and reflects current and accurate samples and due dates for fuel facilities, fuels equipment and cryogenic sample results. **(T-1)**.

8.3.4.1. Only FMT designated personnel should input sample data into FMD Quality Control Module. **(T-1)**.

8.3.4.2. FMT designees will utilize FMD to record additional fuel samples from vehicles, FHE and facilities as required for trend analysis and additional quality surveillance. **(T-1)**.

8.3.5. Uses AFTO150, *Base Fuels Sampling and Testing Record* if FMD Quality Control Module fails. Update all records into FMD when issue is resolved. **(T-2)**.

8.3.6. Administers the QC hold program in accordance with local FOI and accounts for assets used to identify and isolate fuels and cryogenics storage and dispensing equipment. **(T-2)**.

8.3.6.1. Ensures isolation devices (locks) are maintained separate from the LOTO devices and be readily identifiable (e.g., LGRF-1, LGRF-2). **(T-2)**.

8.3.6.2. Assigns caution tag(s) per the FOI. **(T-2)**.



- 8.3.6.3. Notifies FSC when placing or removing an AF980, *Caution Tag*. **(T-2)**.
- 8.3.6.4. Records caution tag actions in FMD. **(T-2)**.
- 8.3.6.5. Places an AF980 and lock on assets that are overdue for laboratory sampling. **(T-2)**.
- 8.3.6.6. Removes overdue asset from service and secures the corresponding clipboard in the QC hold box. **(T-2)**.
- 8.3.6.7. Ensures only the laboratory personnel maintain keys and locks used for the fuels QC hold program. **(T-3)**.
- 8.3.7. Ensures AFTAT accounts have been established for all laboratory personnel. Removes access to AFTAT when personnel no longer perform laboratory functions. **(T-2)**.
  - 8.3.7.1. Ensures all required product samples are processed in AFTAT and submitted to an Aerospace Fuels Laboratory. **(T-2)**.
  - 8.3.7.2. Includes FMT's email addresses in AFTAT report automated distribution. **(T-2)**.
  - 8.3.7.3. Reviews AFTAT analysis reports to identify negative trend patterns and recommend changes to the FMT to improve product quality. **(T-2)**.
- 8.3.8. Establishes sampling requirements schedule and Laboratory program per 42B series T.O.s. **(T-1)**.
- 8.3.9. Notifies FSC immediately of any suspected contaminated or off-specification products. Immediately implement QC hold per local FOI. **(T-2)**.
- 8.3.10. Provides FSC with a laboratory standby roster. **(T-3)**.
- 8.3.11. Maintains aircraft crash kit per T.O. 42B-1-1. Inspects and inventories crash kit quarterly for serviceability and documents inspections in FMD. Use tamper-proof seal(s) to prevent equipment removal., inspect quarterly to ensure seal integrity. Re-inspect kit and inventory if there is any evidence of seal tampering. Inspect and inventory crash kit annually for equipment serviceability. Document all inspections in FMD. **(T-2)**.

## Chapter 9

### FUELS OPERATIONS REQUIREMENTS

#### 9.1. Fuels Operations Responsibilities.

9.1.1. Manages product servicing resources, flight line support, equipment maintenance, product movement, and storage of bulk petroleum, cryogenic, and hypergolic products as applicable. **(T-2)**.

9.1.1.1. Reviews applicable inspection reports and validates corrective actions.

9.1.1.2. Develops methods to enhance operational support and streamline equipment management. **(T-2)**.

9.1.1.3. Validates scheduling to ensure individuals are not performing beyond 12 hours of continuous work. **(T-2)**.

9.1.2. Reviews aircraft flying schedules for fuels support requirements and tailors work shifts accordingly. **(T-2)**.

9.1.3. Submits requests for facility and equipment changes in coordination with FKO and fuels equipment supervisor to support mission. **(T-2)**.

9.1.4. Manages assigned vehicles in accordance with AFI 24-302. **(T-2)**.

9.1.5. Establishes product rotation procedures for hydrant and fuel storage facilities per DoDM 4140.25 Vol 4, *DoD Management of Energy Commodities: Quality and Technical Management*. **(T-0)**.

9.1.6. Uses all serviceable tanks, transfer pipelines, pumps, meters, filter separators, and fillstands on a rotational, routine basis to prevent deterioration of pumps, seals, and gaskets. **(T-2)**.

9.1.7. Validates alternate resupply capability:

9.1.7.1. Tests resupply capability (not resupply capacity) annually or when system modifications alter capability. **(T-2)**.

9.1.7.1.1. Performs test to validate DLA-E support, maintain training proficiency, and exercise receipt system capabilities. FMT will ensure military member training proficiency to operate bulk storage fuel resupply systems in event civilian and/or host nation support personnel are unable to perform contractual obligations. **(T-2)**.

9.1.7.1.2. Initiates feasibility analysis with AFPET/PTOR to determine most efficient means of resupply. This ensures funding and construction are not committed to provide a resupply capability where commercial markets are able to fulfill requirements. **(T-2)**.

9.1.7.2. Bases whose resupply capability is solely accomplished by a single available conveyance, do not require exercising alternate receipt capability. Additionally, bases that receive via railcar and use the same off-loading headers during alternate mode of receipt do not require retesting of their receipt capability.

9.1.8. Establishes a cryogenic conservation plan. Must coordinate plan with using organizations and ensure the conservation plan provides the following at a minimum: **(T-3)**.

9.1.8.1. Limits fill periods to minimum number to support mission requirements. **(T-3)**.

9.1.8.2. Designates cryogenic servicing times. **(T-3)**.

9.1.8.3. Identifies minimum cart limit to maximize conservation efforts. Encourage using organizations to keep active carts to a minimum, and maintain other carts in a purged, standby status. **(T-3)**.

9.1.8.4. Coordinates with using organization(s) to determine number of active carts needed to support using organization while maintaining inactive carts in purge and stand-by status. **(T-3)**.

9.1.9. Monitors FARP/SFH-A personnel and equipment to ensure all training is accomplished, qualifications are maintained, and readiness status meets mission requirements. **(T-2)**.

9.1.10. Nominates members from FARP/SFH-A qualified operators pool for FMT to fulfill the SFH-ATC responsibilities. **(T-2)**.

## **9.2. Fuels Distribution Responsibilities.**

9.2.1. Supervises the mobile distribution and fuels equipment maintenance elements.

9.2.2. Assists fuels operations with requirements listed in [paragraph 9.1](#), and ensures actions directed by the FSC are accomplished in a safe and efficient manner.

9.2.3. Coordinates with VM to de-conflict scheduled maintenance and deficiency repairs.

9.2.4. Reviews flying schedules to ensure resources are available to meet mission requirements.

9.2.5. Monitors personnel performing fuel servicing operations, equipment maintenance functions, and flightline operations.

9.2.6. Performs FMF primary VCO duties in accordance with AFI 24-302 and local VCO guidance. Alternate VCO will be determined by FMT.

## **9.3. Mobile Distribution Responsibilities.**

9.3.1. Maintains close liaison with the FSC to report progress of operations and coordinates changes in scheduled work plans.

9.3.2. Ensures personnel are trained as outlined in FMF's master training plan.

9.3.3. Trains personnel on radio operation, discipline, and use of radio transmission codes listed in [Attachment 9](#).

9.3.4. Familiarizes servicing vehicle operators with flightline safety, aircraft parking ramps, runway crossings, aircraft taxiways, and control tower signals. Conducts familiarization on infrequently used routes or infrequently performed operations.

9.3.5. Initiates disqualification action when an individual's attitude, mental, or physical state are potentially unsafe for operating vehicles.

9.3.6. Ensures Airfield Driving Program Manager (ADPM) training for the FMF primary and alternate managers have been completed per DAFI 13-213, *Airfield Driving*.

9.3.7. Conducts pre-operation inspection (pre-trip inspection) for vehicles as required using applicable inspection form. **(T-1)**.

9.3.8. Operationally checks vehicles and/or FHE and reviews inspection forms prior to returning assets to service. Once vehicle is received from maintenance, particular attention should be given to making sure sump drains are closed and filter separator air eliminators are properly installed.

9.3.9. Uses applicable forms as prescribed in [Attachment 10](#), to annotate discrepancies.

#### **9.4. Equipment Maintenance Responsibilities.**

9.4.1. Documents, and maintains vehicles, FHE and FSE per T.O. 36-1-191 and applicable T.O.s.

9.4.2. Develops work center operator maintenance listing and trains personnel to perform maintenance.

9.4.3. Coordinates with Fuels Equipment Program Management for status updates impacting overall equipment management and DPAS inputs.

9.4.4. Provides or requests for a covered shelter for equipment maintenance operations. Consider co-location of equipment maintenance and refueling maintenance as an option at locations where facilities and space are limited.

9.4.4.1. Removes unsafe or inoperable vehicle and/or expeditionary FHE from service and turn in to appropriate maintenance activity for corrective action.

9.4.5. Initiates vehicle modification or expeditionary FHE requests and routes through FMT, VM and AFPET for approval. Approved modifications are maintained in the vehicle's historical record in accordance with AFI 24-302. Major modification requests are approved by AFCLMC/WNZ vehicle IPT for vehicles and fuels IPT for expeditionary FHE. Modifications should not be made until approved at this level.

9.4.6. Coordinates with VM to ensure all required vehicles and/or expeditionary FHE are turned in on time for scheduled and unscheduled maintenance inspections.

9.4.7. Updates vehicle and/or expeditionary FHE status in FMD.

9.4.8. Ensures equipment maintenance is equipped with the following:

9.4.8.1. PPE as outlined in [paragraph 5.15](#).

9.4.8.2. Spill cleanup material and environmental safeguards (e.g., buckets, spill pans).

9.4.9. Ensures a test, measurement and diagnostic equipment account is established and monitored per T.O. 33K-1-100-1, *Calibration Procedure for Maintenance Data Collection Codes and Calibration Measurement Summaries*.

9.4.10. Cryogenics equipment maintenance guidelines:

9.4.10.1. Maintains all AFTO95, for generation and support equipment.

9.4.10.2. Designates in writing personnel authorized to clear "Red X" conditions. The FMT is the approval authority for authorized personnel.

9.4.10.3. Adheres to test, measurement, and diagnostic equipment schedule and follows T.O. 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*.

9.4.10.4. Monitors required forms to include AFTO244, *Industrial/Support Equipment Record*, ensure T.O. compliance, and take necessary corrective action.

9.4.10.5. Accomplishes required, scheduled, and periodic maintenance.

9.4.10.6. Completes scheduled inspections, lubrications, and routine adjustments of equipment.

9.4.10.7. Performs maintenance of equipment to include repair or replacement of major assemblies and components.

9.4.11. Obtains authority for depot maintenance:

9.4.11.1. Considers contract maintenance when equipment maintenance requirements exceed the base capability. Contact AFPET to determine course of action if contract maintenance is unavailable. **(T-2)**.

9.4.11.2. As a last resort, request a depot maintenance assistance site visit through AFPET per T.O. 00-25-107, *Maintenance Assistance*. **(T-1)**.

9.4.12. Only fuels certified personnel are authorized to:

9.4.12.1. Modify equipment when permitted by time compliance T.O.s or item managers. **(T-1)**.

9.4.12.2. Perform required and periodic maintenance, corrosion control, and submit work requests for painting when needed. **(T-1)**.

9.4.12.3. Submit requests to modify storage containers to AFPET prior to submitting request through the EAE. AFPET will coordinate with MAJCOM/CEMO and item manager for approval. **(T-1)**.

9.4.12.4. Maintain vacuum on all storage tanks per T.O. 37C2-8-1-116WC-1, *Work Cards Periodic Inspection Non-Powered Aerospace Ground Equipment, Liquid Oxygen, Liquid Nitrogen, Liquid Argon, Liquid Air Storage and Transfer Tanks, (FSC 3655) 50, 400, 2000, 3000, 5000, 6000 Gallon*. **(T-1)**.

9.4.12.5. Complete all periodic inspections per T.O. 37C2-8-1-116WC-1 to ensure loss rates are minimized. **(T-1)**.

9.4.12.5.1. Document vacuum meter readings and date on AFTO95.

9.4.12.5.2. Request for repair and/or replacement of tanks that develop a history of poor vacuum performance.

9.4.12.6. Report tanks that cannot efficiently (excessive product loss) store product to AFPET who in-turn will coordinate with the item manager.

## **9.5. Fuels Facilities Responsibilities.**

9.5.1. Supervises cryogenic, hydrants, bulk storage, and military service station operations under the FMF's span of control. At locations with AF or DLA-E contracted functions, the COR provides the necessary contract oversight.

9.5.2. Coordinates receipt, storage, transfer, and inventory of all products used and supported.

9.5.3. Coordinates with Fuels Laboratory of receipts to ensure all required samples are taken.

9.5.4. Oversees inspection and maintenance of all hydrant and bulk storage facilities, and associated equipment.

9.5.5. Uses AFTO39, *Fuel System Inspection and Discrepancy Report* per T.O. 37-1-1 to record deficiencies. Must review AFTO39 monthly (every 31 days) prior to routing to FMT. **(T-3)**.

9.5.6. Ensures tank trucks and/or cars are inspected for evidence of theft, tampering, sabotage, leaks, or other obvious safety or quality discrepancies per DoDM 4140.25 Vol 12, DLA-E policies and/or LCL(s) before off-loading. FMT is responsible for determination of shipment refusal. **(T-0)**.

9.5.7. Maintains base service station(s) and bulk storage to provide automotive gasoline, diesel fuel, and approved alternative fuels for all authorized vehicles and equipment.

9.5.7.1. Equips service station(s) with a phone for customer use and for emergency reporting.

9.5.7.2. Ensures spill kit and absorbent materials are available and ready for use.

9.5.8. Updates facility and equipment status in FMD.

9.5.9. Monitors product inventories per DoDM 4140.25 Vol 6. **(T-0)**.

## **9.6. Hydrants Responsibilities.**

9.6.1. Promotes an effective/efficient use of hydrant systems and ensures operator maintenance is accomplished.

9.6.2. Establishes a hydrant system flushing program per T.O. 37-1-1.

9.6.3. Updates hydrant status in FMD.

9.6.4. Coordinates all fuel transfer operations with the FSC.

9.6.5. Adheres to approved LCLs and T.O. 37-1-1 for fuel movement actions.

9.6.6. Ensures communication is maintained during fuel movement per [paragraph 5.14.2.6](#) of this instruction.

9.6.7. Monitors progress during fuel transfer and/or receipt operations using FMD when installed.

## **9.7. Military Service Station Responsibilities.**

9.7.1. Ensures AFTO39 is used to record deficiencies per T.O. 37-1-1.

9.7.2. General purpose vehicles are to be refueled at the base service station, local vendor, or organizational issue tank. Mobile fuel servicing vehicles dispatched for general purpose vehicle refueling must be approved by the FMT.

9.7.3. Special purpose vehicles and material handling equipment that cannot easily access or travel to the base service station due to body design or propulsion method may be refueled by a mobile fuel servicing vehicle when coordinated and approved by the FMT. **(T-3)**.

## **9.8. Cryogenics Responsibilities.**

9.8.1. Servicing cart operation and inspection guidance:

9.8.1.1. Servicing carts are maintained by using organization to include purging and pulling vacuum.

9.8.1.2. Verifies AFTO244 to ensure carts meet safe operating conditions. Do not fill carts that do not meet safe operating conditions. (T-1).

9.8.1.3. Inspects AFTO134, *Aviator Breathing Oxygen Servicing Trailer Log*, on LOX carts prior to servicing. Do not service if the form is not properly annotated. Refer to T.O. 42B6-1-1, *Quality Control of Aviator's Breathing Oxygen/Aviators Gaseous Breathing Oxygen* for specific responsibilities on documentation of the AFTO134, quality control requirements and restrictions on filling LOX carts. (T-1).

9.8.2. Cryogenic conservation measures include:

9.8.2.1. Adheres to items identified in cryogenics conservation plan per [paragraph 9.1.8](#).

9.8.2.2. Keeps active storage tanks as full as economically possible.

9.8.2.3. Performs and documents trend analysis on product loss to better inform cryogenics conservation plan and identify equipment.

9.8.3. Follows sampling and testing program as prescribed by the 42B-series T.O.s.

9.8.4. Coordinates with lab personnel to ensure scheduled tests are taken and ensure results are entered in FMD.

## **9.9. SFH-A Team Chief Program Responsibilities.**

9.9.1. SFH-ATC Duties.

9.9.1.1. Properly maintain refueling equipment for SFH-A operations to ensure its reliability. The SFH-ATC will be responsible for maintaining, inspecting, and storing this equipment. (T-1).

9.9.1.2. Fuels SFH-ATC will report FARP personnel and equipment status to AFSOC/A4RE Fuels, as outlined below. Report shortfalls to higher headquarters by AAR with recommended corrective actions to AFSOC/A4RE. (T-1).

9.9.1.3. Report FARP equipment status: type, quantity, number on hand, and number on order. FARP units will submit this report to AFSOC/A4RE Fuels by the first Thursday of each month. (T-1).

9.9.1.4. HDP requirement is 1 2FOX1 for each refueling point. AF Form 4132, Hose Deployment Personnel Training Report. Use this form to track personnel FARP training. (T-1). FMTs will submit a monthly report (A4 Report) to AFSOC/A4RE identifying training status of FARP personnel and equipment status. (T-1). SFH-ATC will maintain the original/signature copy of AF Form 4132 or AF Form 4132A for each of their FARP or SFH-A team members, respectively, and update as required. (T-1).

9.9.1.5. SFH-ATC's ensure HDPs receive training in conjunction with aircrew training. (T-2).

9.9.1.6. The SFH-ATC is responsible for periodic inspection/maintenance of the FARP and SFH-A equipment and ensuring the hydrostatic testing of the servicing hoses. (T-1).

9.9.1.7. Briefs MFP-11 FARP personnel on all policies issued by AFSOC/A4RE. (T-2).

- 9.9.1.8. Provides FMT with personnel, equipment, & UTC status updates. (T-3).
- 9.9.1.9. Provides the FSC with a forecast roster of primary and alternate team members on standby.
- 9.9.1.10. Coordinates with the flying squadron's planners and/or schedulers to ensure personnel availability for training and mission requirements. (T-3).
- 9.9.1.11. Submits the MFP-11 FARP budget to AFSOC/A4RE by 1 June each year. (T-2).
- 9.9.1.12. Ensures FARP operators are available to conduct aircrew training.
- 9.9.1.13. Provides a trip report to reporting AFSOC/A4RE after each MFP-11 FARP TDY or deployment within 10 duty days upon return to base where mission originated. (T-2).
- 9.9.1.14. Ensures each FARP program maintains the required amount of equipment to perform DOC tasked UTC requirements, reports up chain of command when capability exceeds capacity and equipment must be always available for mission support. (T-1).
- 9.9.1.15. Tracks FHE used to conduct SFH operations. All non-AFSOC FARP equipment will be maintained in DPAS.
- 9.9.1.16. AF Form 4134, *Forward Area Refueling Point (FARP) Budget Requirement*. AFSOC units must adhere to wing and group due dates for Major Force Program-11 (MFP-11) funding. Complete a summarized report of budget requirements, equipment maintenance, TDY, personnel equipment, and other miscellaneous items. AFSOC units will submit this report annually to wing or group Resources Advisers and courtesy copy AFSOC/A4RE. (T-2).
- 9.9.1.17. AF Form 4134A, *Special Fuels Handling-Air (SFH-A) Budget Requirements*, is for SFH-A locations to complete a summarized report of budget requirements, equipment maintenance, TDY, personnel equipment, and other miscellaneous items.
- 9.9.1.18. AMC units will submit this report directly to AFSOC/A4RE annually by 1 Jun.
- 9.9.1.19. ACC units will submit this report annually to group/wing resource advisors and courtesy copy ACC/A3JO. Complete the AF Form 4134(A) as outline in this publication. (T-2).
- 9.9.1.20. Submit copy of AAR to AFPET/PTOC to support improving DOTMLPF-P post SFH-A operations within 15 days. (T-2).
- 9.9.1.21. Request and coordinate Fiscal Year (FY) operational support flight man-year requirements for SFH-A operations. (T-1).
- 9.9.1.22. Route requests through LRS/CC (or equivalent) to the mission support group commander (MSG/CC) (or equivalent) for endorsement. (T-2).
- 9.9.1.23. Submit man-year forecast per AFMAN 11-402, Aviation and Parachutist Service to local HARM office as required for SFH-A. (T-2).
- 9.9.1.24. Requests and submits for Aeronautical Orders to the home station HARM/SARM office for SFH-A operators once tasked. (T-2).
- 9.9.1.25. Trains and qualifies personnel to meet mission readiness requirements. (T-1).
- 9.9.1.26. Will maintain equipment applicable technical guidance. (T-2).



- 9.9.1.27. Will assist in development and technical evaluations of fuel servicing procedures and FHE in coordination with AFPET. (T-1).
- 9.9.2. FARP HDPs will assist in the FARP site survey process outline in AFI 11-235. (T-1).
- 9.9.2.1. Units requesting a FARP survey will perform the initial coordination with AFSOC/A3 and the airfield manager before the site survey team departs to accomplish the certification. (T-2).
- 9.9.2.2. SFH-A hot fueling operations must be conducted on a certified surveyed site. (T-1).
- 9.9.3. Monitors FARP/ABFDS personnel and equipment to ensure all training is accomplished, qualifications are maintained, and readiness status meets mission requirements.
- 9.9.4. Briefs MP-11 FARP personnel on all policies issued by AFSOC/A4RE.
- 9.9.5. Provides FMT with weekly status updates.
- 9.9.6. Provides the FSC with a recall roster of primary and alternate team members on standby.
- 9.9.7. Coordinates with the flying squadron's planners and/or schedulers to ensure personnel availability for training and mission requirements.
- 9.9.8. Submits the MP-11 FARP budget to AFSOC/A4RE by 1 June each year.
- 9.9.9. Ensures FARP operations are conducted as outlined in AFI 11-235.
- 9.9.10. Provides a trip report to reporting AFSOC/A4RE after each MP-11 FARP TDY or deployment within 10 duty days upon return to base where mission originated.
- 9.9.11. Ensures each FARP program maintains the required amount of equipment to perform DOC tasked UTC requirements: equipment must be always available.
- 9.9.12. Tracks FHE maintenance and reports discrepancies.
- 9.9.13. Ensures all operators remain current by performing at least one FARP mission every twelve months, from fixed wing aircraft to rotary wing or fixed wing aircraft with engines running, under blacked out conditions using night vision goggles.

## Chapter 10

### FUELS KNOWLEDGE OPERATIONS REQUIREMENTS

#### 10.1. Knowledge Operations.

10.1.1. FKO reports to the FMT. (T-3). This element is responsible for the flight administrative functions and the management of the T.O. library, Enhanced Technical Information Management System (ETIMS), Air Force Records Information Management System (AFRIMS), FTL receiving and distribution, and AIT systems.

10.1.2. Ensures records are properly scheduled using the AF Records Disposition System, DLA Directive 5025.3Q, *DLA Records Retention Schedule*, and DLA-E P-3. (T-0).

10.1.3. Ensures assigned AIT equipment properly functions and provides accurate data to the FSC. (T-0).

10.1.4. Use of fuels AIT equipment is mandatory to enhance operational safety, accounting accuracy and timeliness while enabling centralized command and control. (T-0).

10.1.5. Maintains an alert recall roster per local integrated defense plan and ensures it always remains current. Ensures the recall roster is distributed monthly to all flight members. (T-3).

10.1.6. Manages the Unit Manpower Document (UMD and Unit Personnel Management Roster (UPMR).

10.1.6.1. Monitors increases and decreases in the unit's authorized strength to ensure the number of people is sufficient to do the job.

10.1.6.2. Reviews the UMPR to ensure it reflects the people assigned against the number of positions authorized on the UMD. Provides oversight of the individuals serving outside the flight and advises the CC in cases of mission impact.

#### 10.2. Information Management.

10.2.1. Maintains all publications, directives, LCLs, and creates T.O. Distribution Account for needed major publications, T.O.s and Authorization IDs related to the fuels career field. Ensure sufficient capability exists to support on-the-job training and deployments.

10.2.2. Establishes T.O. distribution account access with the base T.O. Distribution Office per T.O. 00-5-1. For smaller flights such as ANG units, establish a sub-account from an existing Squadron T.O. account. ETIMS will be used per T.O. 00-5-1, and T.O. 00-5-3, *AF Technical Order Life Cycle Management*.

10.2.2.1. Manages FMF publication familiarization program and advises users of publication changes or updates.

10.2.2.2. Provides flight personnel (military, civilian, and contracted) access to T.O.s.

10.2.2.3. Maintains LCLs and coordinates with FMT to review and recertify every year.

10.2.2.4. LCLs will be loaded in ETIMS as "private T.O.s" using ETIMS software user's manual. The use of electronic versions of T.O.s is acceptable. If used, they must be kept up to date.

10.2.3. Prepares and files all formal correspondence and ensures proper distribution of correspondence, reports, publications, and forms.

10.2.4. Manages flight documents and records per AFI 33-322, *Records Management and Information Governance Program*.

10.2.4.1. Documents review of flight's file plan for accuracy and completeness annually. Record custodian coordinates changes with chief of the office of record and responsible functional area records manager.

10.2.4.2. Maintains all FMF generated waivers until superseded, expired or no longer needed.

10.2.5. Assists users to remedy identified errors, contradictions, procedures requiring clarification, and material deficiencies when found using procedures in T.O. 00-5-1. Submit AFTO22, *Technical Manual (TM) Change Recommendation and Reply*, or DAF847, as needed.

10.2.5.1. AFTO22 submittals pertaining to the 42B series, T.O. 37A-1-101, *USAF Fuel, Water, and Lubricant Dispensing Equipment* and T.O. 37-1-1 are initiated at flight level, then forward to AFPET/PDOC, for coordination to appropriate AFPET division.

### **10.3. Base-Level Support Application (BLSA) Responsibilities.**

10.3.1. Develops backup procedures and maintains backup media per DoDM 4140.25 Vol 2, *Records Retention and Forms Management* and DLA-E P-3. **(T-0)**.

10.3.2. Maintains DLA-E provided Uninterruptible Power Source for the FMD server(s).

10.3.3. Performs FMD custodial responsibilities outlined in DLA-E P-26, *Defense Logistics Agency (DLA) Energy Automated Information Systems (AIS)*.

10.3.4. Manages and maintains DLA-E file plans, and FMD accounts.

10.3.5. Coordinates with Communications Squadron to assist in analyzing program and network responsiveness. Coordinates actions with DLA-E help desk (Commercial 800-446-4950, DSN 697-6733/34/35/36/37/38, or [dlaenergyhelpdesk@dla.mil](mailto:dlaenergyhelpdesk@dla.mil)) for DLA-E systems.

10.3.6. Coordinates with AFPET Automation ([afpet.ptor@dla.mil](mailto:afpet.ptor@dla.mil)) for procurement, replacement, or upgrade of AIT.

10.3.7. Performs and documents an inventory of all assigned AIT property once every year.

10.3.8. Accomplishes and documents a joint inventory with incoming and outgoing custodian and certifies accurate and complete inventory records prior to relinquishing custodial responsibilities.

### **10.4. Innovation Management.**

10.4.1. Develops procedures to capture innovation initiatives. Innovation initiatives can include but are not limited to:

10.4.1.1. New automation technologies.

10.4.1.2. New operational equipment.

10.4.1.3. Deviations to existing procedures to gain resource efficiencies, save time or manpower.

10.4.1.4. Squadron Innovation Funded projects affecting fuels operations.

10.4.2. During project development, FMTs will inform 2F CFM and AFPET Fuels Manager via e-correspondence for situational awareness and to deconflict innovation initiatives across enterprise. **(T-1)**.

#### **10.5. Fuels MILCON and SRM.**

10.5.1. Serves as MILCON/SRM project monitor. Provides centralized management and oversight of fuels projects.

10.5.2. Contacts AFPET/PTMI for current status of deficiencies and fuels projects.

10.5.3. Reviews the DD1391 for MILCON projects. Includes complete justification in accordance with DoDM 4140.25 Vol 8. **(T-0)**.

10.5.4. Reviews SRM projects prior to BCE submission and forwarding to MAJCOM/AFIMSC Fuels Engineers, programmers, AFFOR fuels offices and AFPET staffs. Justification will include mission impact, scope, and regulatory requirements.

10.5.5. Coordinates with BCE annually to reconcile all fuels infrastructure real property records within the BCE's accountable property system of record. Facilitates corrective actions to ensure complete and usable capitalized fuel systems are correctly identified.

10.5.6. Validates DD1354s for new SRM and MILCON projects to accurately reflect real property category code (CATCODE).

## Chapter 11

### WAR PLANNING

#### 11.1. AF/A4LR Fuels Functional Area Manager (FAM) Responsibilities.

11.1.1. Establishes, reviews and coordinates aircraft specific gallon per sortie planning factors in coordination with AF/A3, AF/A9, AFPET/PTOC and other agencies who leverage USAF fuel planning factors for requirements generation and analysis.

11.1.2. Establishes guidance to assist AFFOR fuels planners and fuels management personnel execute the fuels and cryogenics planning cycle which consists of a pre-planning phase, a site survey phase, actual plan execution and after-action planning to capture lessons learned.

11.1.2.1. The preplanning phase determines what the requirements are, and the initial support proposal is drafted. This phase is normally accomplished by the AFFOR fuels planners in coordination with the supported MAJCOM A3 and is based off the type of aircraft employed, the aircraft configuration, and operational tempo which is also known as sortie rate.

11.1.2.2. The site survey phase is coordinated by the AFFOR fuels planners and may be executed by the AFFOR staff or the individual unit who has the lead role in the exercise or contingency. This phase is used to build the baseline support concept of operations and requires a thorough understanding of what resources are available, what resources are required and what augmentation can be leveraged. This phase will not be successful if the preplanning phase requirements are not fully developed and validated. Site survey checklist can be found on the AFPET SharePoint® site (<https://usaf.dps.mil/teams/AFPET-SharePoint/SitePages/frontpage.aspx>).

11.1.2.3. The actual plan execution is the most stressful part of the planning cycle and requires constant contact and communication between the lead AFFOR Fuel Planner and the deploying unit. Establish a primary, alternate, contingency, and emergency (PACE) communication plan prior to ensure mitigation measures can be established during execution.

11.1.2.4. The After-action phase captures the lesson's learned to inform the career field and leadership.

11.1.3. Coordinates with Joint Staff, AF Warfighting Integration Concept, AF/A9, and SAF/IEN for modeling and simulation efforts related to future year's defense program initiatives to ensure the 2F career field capabilities can support the evolutionary concepts.

11.1.4. Serves on the Air Staff Directorate of Logistics Battle Staff as required and participates in B2C2WGs to inform decisions for the Deputy Chief of Staff for Logistics Engineering and Force Protection.

#### 11.2. AFPET Current Operations Responsibilities.

11.2.1. Provides AFFOR support as requested.

11.2.2. Provides continuity for AF support requests validated through CCMD JPO to DLA-E Region to DLA-E Headquarters.

11.2.3. Participates in B2C2WGs as required to support AF continuity of operations.

11.2.4. Maintains visibility of Phase 0 support requirement deficiencies identified and highlighted by AFFOR fuels planners and reported by FMTs.

### **11.3. AFFOR Fuels Planners Responsibilities.**

11.3.1. Serves as the regional fuels planners for Phase 0 exercises and Joint Operational Planning Processes to plan the plan, posture the plan and if necessary, execute the plan across the full range of military operations.

11.3.1.1. Augmentation for AFFOR fuels staff will be sourced from within respective Command and coordinates with AFIMSC FAM on any shortfalls requiring outside theater augmentation.

11.3.2. Calculates petroleum and cryogenic annual pre-positioned war reserve requirements for each signed and approved Level 3 concept plans with TPFDD or Level 4 OPLAN.

11.3.2.1. AMC AFFOR fuels planners will provide the strategic airlift fuel requirement analysis of each calculated TPFDD to the supported AFFOR fuels planner for validation using USTRANSCOM JFAST strategic aircraft summary file. In contingency, AMC fuel planners will coordinate mission requirements BOS-I support with the supported AFFOR fuels planner.

11.3.2.2. AFGSC AFFOR fuels planners will provide bomber requirements validation to supported AFFOR fuels planners to ensure joint air operations plan demands are captured in conjunction with the AFGSC air operations center (AOC) requirements. In contingency, AFGSC fuels planners will coordinate mission requirements BOS-I support with the supported AFFOR fuels planner.

11.3.2.3. AF Special Operations Command (AFSOC) AFFOR fuels planners provide special operations fuel and cryogenic demands to supported AFFOR fuels planners to ensure requirements submitted as part of joint air operations plan are consistent with supported CCMD submissions. In contingency, AFSOC fuels planners will coordinate mission requirements BOS-I support with the supported AFFOR fuels planner.

11.3.3. Provides petroleum and cryogenic demand planning requirements and associated PWRS allocation or wartime consumable distribution order to supporting locations in conjunction with publication of DLA-Energy's IMP. **(T-0)**.

11.3.3.1. Calculates PWRR based off the daily demand rate for all supported petroleum consumption demands by fuel grade and then aggregated based off the Office of the Secretary of Defense Acquisition and Sustainment published days of supply (DOS) guidance for the geographic region where the issuing DFSP is located. **(T-0)**.

11.3.3.1.1. Supports the CCMD JPO guidance and procedures for bulk petroleum requirements processing and validation for exercises and contingencies. **(T-0)**.

11.3.3.1.2. Calculates the PWRR from point of embarkation to point of debarkation of the TPFDD as well as the sortie production and installation demands. **(T-0)**.

11.3.3.1.3. Identifies the PWRS storage location recommendation to the JPO for locations where the amount of stock is not sufficient to cover the PWRR. **(T-0)**.

- 11.3.3.1.4. Coordinates USAF fuel requirements with other service component planners who have BOS-I support responsibilities and ensure that the correct grade of fuel and associated DOS is factored based off the supply chain at the operational location. **(T-0)**. As an example, do not calculate DOS for JP-8 at a location that only stocks JP-5. The requirement will not be stored as JP-8 since the only supply chain available is JP-5.
- 11.3.3.2. DLA-E's IMP published 1 October of each year and updated quarterly identifies the planned PWRR submitted to the Joint Staff JPO as well as the PWRS allocation. **(T-0)**.
- 11.3.4. Develops and provides a detailed concept of petroleum and cryogenic support briefing to AF fuels FAM and AFPET Operations which will cover the following: requirements for bulk aviation fuel, ground fuel and cryogenics, planning assumptions, aircraft beddown, in-place forces, equipment and personnel augmentation, fuel and cryogenics quality control plan, primary and alternate fuel resupply, emergency aerial delivery plan, cryogenic support plan, special fuel requirements, and identified limiting factors or shortfalls.
- 11.3.5. Leverages FAM standardized fuel consumption factors by MDS published in this AFI as **Attachment 12** and reviewed annually by Fuels HAF FAM.
- 11.3.6. Utilizes approved authoritative aircraft sortie rate, sortie duration and sortie maintenance factors when calculating fuel requirement for planning.
- 11.3.6.1. When published authoritative planning factors are not available, fuels planners will coordinate with AFFOR A5 lead planner and supported AOC strategy division to determine MDS sortie rate and gallon per sortie factors for fuel planning.
- 11.3.7. Documents and provides a memorandum for record of the authoritative planning factors utilized and geographic variance factors to HAF FAM and AFPET Requirement to ensure auditability of fuel posture requirements and as part of the IMP validation process. **(T-1)**.
- 11.3.8. Provides installation FMT with annual updates no later than 1 Oct for jet fuel, ground fuel, special fuel, bulk additives, and cryogenic requirements as well as TPFDD forces and equipment required to support planning concept of support to inform review and revision of BSP Part 1 and Part 2. **(T-1)**.
- 11.3.9. Leverages AF approved Petroleum, Oils and Lubricants Capabilities and Analytics Tool (POLCAT) or other approved HAF Fuels FAM Planning tools to calculate fuels and cryogenic demands as well as FHE, refueler and personnel augmentation.
- 11.3.9.1. Utilizes the following source documents for pre-planning which are as follows: installation POLCAP report, installation quick reference guide, plan beddown requirement by location, sources of supply, DLA-E Node Arc, installation fuel storage tank worksheet, IMP, and aircraft planning factors.
- 11.3.9.2. Utilizes the following source documents for executing the plan which are as follows: REPOL, ATO, fuel resupply schedule, TPFDD and stockage objective plan.

#### 11.4. Fuels Management Team (FMT) Responsibilities.

11.4.1. Develops BSP or ESP as required for the following categories: operational, contingency and exercises per DAFI 10-401; AFI 10-402, *Mobilization Planning*; AFI 10-403; and AFI 10-404, *Base Support and Expeditionary (BaS&E) Site Planning* as guidance. **(T-2)**.

11.4.1.1. Coordinates updates to BSP/ESP Chapter 19 with installation logistics plans section when mission or system modifications that effect requirements in accordance with PWRR submission and IMP publication. **(T-2)**.

11.4.1.2. Ensures updates include other functional areas that FMT support such as civil engineering for emergency generator refueling requirements, medical personnel for liquid oxygen and other agencies that rely on FMT commodity management support. **(T-2)**.

11.4.1.3. Communicates changes of concepts of petroleum or cryogenic support to the AFFOR fuels planners where additional equipment or personnel augmentation is required. This communication is critical as changes to Joint Operation Planning and Execution System (JOPES) will be required to ensure sourcing solutions are identified. **(T-2)**.

11.4.1.4. Identifies and reports shortfalls and limiting factors prohibiting support of planned requirements to AFFOR with courtesy copy to HAF FAM and AFPET Operations. **(T-2)**.

11.4.1.4.1. The forms listed in **Attachment 13** are to be used during applicable test procedures to display the understanding of alternative means of mission accomplishment i.e., Basic Expeditionary Airbase Resources operations, comm-out, power-out, relocation, mobile FSC, etc. **(T-2)**.

11.4.1.4.2. Forms will be printed and maintained in applicable “bug-out” containers for rapid accessibility during exercises and real-world needs. **(T-2)**.

11.4.2. Stores all assigned expeditionary and tactical fuels support equipment indoors to max extent possible. When allocating storage, priority is given to assets with OPLAN requirements. When indoor storage space is not adequate, use covered outside storage. Utilize T.O. 37A-1-101 for specific guidance for all openings in valves, hoses, nozzles, and other associated equipment.

11.4.3. Prepares and inspects FHE for shipment.

11.4.3.1. Prepares equipment per AFMAN 24-604, *Preparing Hazardous Materials for Military Air Shipments*. **(T-2)**.

11.4.3.2. Includes inspection and maintenance records for equipment. **(T-2)**.

11.4.4. Contacts AFFOR fuels planners and AFPET Operations as needed for additional assistance.

11.4.5. Maintains applicable forms for each piece of expeditionary and/or tactical FHE until final disposition.

11.4.6. Stores, inspects, and maintains non-ABFDS bladders per T.O. 37A12-15-1, *Operation, Service and Repair Instructions-Collapsible Coated Fabric Fuel Tanks*.



11.4.6.1. Stencil bladder serial number and manufacture date on the exterior of crate used to store bladder. ABFDS bladder serial numbers and manufacture date documentation is required on the AFTO95.

11.4.6.2. Ensures storage activity requests replacement bladders for procurement, in coordination with AFFOR fuels planners, when bladders are initially wetted with fuel. **(T-2)**.

11.4.7. Performs recurring inspection and maintenance for all assigned expeditionary and/or tactical FHE. Uses end item technical data and T.O. 37A-1-101 for operation, servicing, and periodic maintenance of all air transportable fuel systems. **(T-2)**.

11.4.8. Airfield petroleum and cryogenic site survey.

11.4.8.1. Obtains as much information as possible on the fuel support capability at deployed operational locations. **(T-2)**.

11.4.8.2. Contacts the AFFOR fuels planner or AFPET/PTOC to obtain historical Site Survey information as well as the current Petroleum and Cryogenic Site Survey Checklist to initiate required survey or complete site survey update. **(T-2)**.

11.4.8.3. Provides copy of completed site survey to AFFOR fuels planners with a courtesy copy to AFPET/PTOC who will maintain on AFPET/PTOC SharePoint® site for use in future planning and analysis. **(T-2)**.

11.4.9. Expeditionary and/or tactical FHE set-up.

11.4.9.1. Contacts AFFOR fuels planners to validate plans for setting up FHE particularly at locations other than main operating bases while considering the following:

11.4.9.1.1. The airfield layout and type of aircraft supported, the resupply source, aircraft taxi and/or tow capability, layout of roads and water channels, other facility limitations such as stand-off distance, ammo storage, hot refueling or other SF considerations. **(T-2)**.

11.4.9.1.2. Site plan the cryogenics servicing area and ground refueling point for vehicles to minimize travel time and distance to the flightline while maintaining access for tank truck deliveries and ensure that plan complies with distance criteria outlined in DESR 6055.09\_AFMAN 91-201, *Explosives Safety Standards*. **(T-2)**.

11.4.10. Maintains assigned cryogenic war reserve tanks.

11.4.10.1. Verifies storage tanks held in war reserve status are completely serviceable. **(T-2)**.

11.4.10.2. Stocks an overboard vent system (OVS) for each mobility and WRM cryogenic tank listed in UTA per T.O. 37C2-8-1-127, *Liquid Oxygen/Nitrogen Overboard Vent System*. **(T-2)**.

11.4.10.3. Stores the OVS in a locked box or footlocker and documents inventories based on the tank conditional status requirement per [Attachment 8](#). **(T-2)**.

11.4.10.4. Documents inventory and condition of OVS in FMD and leverage this conditional status for readiness reporting. **(T-2)**.

- 11.4.11. Prepares air transportable cryogenic storage tanks for shipment.
  - 11.4.11.1. Ensures an approved static ground reel is affixed on each cryogenic tank. **(T-2)**.
  - 11.4.11.2. Consults T.O. 37C2-8-1-127 for OVS air shipment instructions. **(T-2)**.
- 11.4.12. Ensures cryogenic storage containers are adequately painted and marked.
  - 11.4.12.1. Paints, marks, and maintains corrosion control on contains per T.O. 35-1-3, *Corrosion, Prevention, Painting and Marking of USAF Support Equipment (SE)*. **(T-2)**.
  - 11.4.12.2. Requisitions decals per applicable standards. Locate decal part numbers in the applicable cryogenic storage container dash 4 T.O. illustrated parts breakdown. **(T-2)**.
- 11.4.13. Coordinates cryogenic storage tank support plan changes to War Consumable Distribution Objective level requirements with the AFFOR fuels planners. **(T-2)**.
- 11.4.14. Reviews DOC statement per AFI 10-201 to ensure ability to support requirements and documents review in an official memorandum. **(T-2)**.
- 11.4.15. Refers to DAFMAN 10-406, DAFI 10-401, AFI 10-402, and AFI 10-403 on how UTCs are used for planning and AFI 10-201 for assessing support capabilities.

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DCS/Logistics, Installations & Mission Support

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

40 CFR § 112.7, *General Requirements for Spill Prevention, Control and Countermeasures Plans*

AFI 10-201, *Force Readiness Reporting*, 22 December 2020

AFI 10-402, *Mobilization Planning*, 8 March 2018

AFI 10-403, *Deployment Planning and Execution*, 17 April 2020

AFI 10-404, *Base Support and Expeditionary (BaS&E) Site Planning*, 24 July 2019

AFI 10-2402, *Critical Asset Risk Management Program*, 29 August 2017

AFI 10-2501, *Emergency Management Program*, 10 March 2020

AFI 11-235, *Specialized Fueling Operations*, 31 May 2019

AFI 11-253, *Managing Purchases of Aviation Fuel and Ground Services*, 17 May 2021

AFI 13-103, *Air Component Headquarters AFFOR Staff Operations, Readiness and Structures*, 19 November 2020

AFI 16-1301, *Survival, Evasion, Resistance, and Escape (SERE) Program*, 3 August 2017

AFI 24-301, *Ground Transportation*, 22 October 2019

AFI 24-302, *Vehicle Management*, 21 February 2020

AFI 25-101, *War Reserve Materiel (WRM)*, 27 August 2019

AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*, 18 October 2013

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

AFI 36-2654, *Combat Arms Program*, 16 April 2020

AFI 63-138, *Acquisition of Services*, 30 September 2019

AFI 65-503, *U.S. Air Force Cost and Planning Factors*, 13 July 2018

AFI 90-201, *The AF Inspection System*, 20 November 2018

AFI 90-802, *Risk Management*, 1 April 2019

AFI 90-821, *Hazard Communication (HAZCOM) Program*, 13 May 2019

AFI 91-202, *The US Air Force Mishap Prevention Program*, 12 March 2020 AFMAN 11-402, *Aviation and Parachutist Service*, 24 January 2019

AFMAN 11-403, *Aerospace Physiological Training Program*, 13 August 2020

AFMAN 23-122, *Materiel Management Procedures*, 27 October 2020

AFMAN 24-604, *Preparing Hazardous Materials for Military Air Shipments*, 9 October 2020

AFMAN 32-1062, *Electrical Systems, Power Plants, and Generators*, 20 October 2020

AFMAN 32-7002, *Environmental Compliance and Pollution Prevention*, 4 February 2020

AFPD 23-2, *Management of Bulk Petroleum and Related Products*, 9 September 2019

QTP 24-3-PTLHK, *Pintle Hook Vehicle Training Package*, 11 January 2019

API Standard 570, *Piping Inspection Code: Inspection, Repair, Alteration, and Rerating of In-Service Piping Systems*

Authorization ID 010, *United States Air Force Owned Vehicles*

Authorization ID 016, *Special Purpose Clothing and Personal Equipment*

Authorization ID 450, *Aircrew Flight Equipment (AFE) and survival, evasion, resistance, and escape (SERE)*

Authorization ID 460, *Quality Control/Laboratories*

Authorization ID 488, *Fuel Storage and Gas Generating Equipment/Storage Tanks and Maintenance Support Equipment*

CJCSM 3150.14B, *Joint Reporting Structure Logistics*, 20 December 2013

DAFI 10-401, *Operations Planning and Execution*, 13 January 2021

DAFMAN 10-406, *Unit Type Code Management*, 6 October 2021

DAFMAN 32-1067, *Water and Fuel Systems*, 19 August 2022

DAFI 13-213, *Airfield Driving*, 4 February 2020

DAFI 21-101, *Aircraft and Equipment Maintenance Management*, 16 January 2020

DAFI 23-101, *Materiel Management*, 2 August 2022

DAFI 31-101, *Integrated Defense*, 25 March 2020

DAFI 36-2670, *Total Force Development*, 10 November 2022

DAFI 64-117, *Government Purchase Card Program*, 19 May 2022

DAFI 90-160, *Publications and Forms Management*, 14 April 2022

DAFMAN 32-1084, *Standard Facility Requirements*, 15 January 2020

DAFMAN 48-123, *Medical Examinations and Standards*, 8 December 2020

DAFMAN 91-203, *AF Occupational Safety, Fire and Health Standards*, 8 September 2020

DESR 6055.09\_AFMAN 91-201, *Explosives Safety Standards*, 28 May 2020

DLA Directive 5025.3Q, *DLA Records Retention Schedule*, 16 May 2017

DLA-E P-1, *Recording and Processing Inventory Transactions*, 4 April 2019

DLA-E P-2, *Receipt and Shipment of Energy Products*, 5 March 2018

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### ***Prescribed Forms***

AF4132A, *Special Fuels Handling-Air (SFH-A) Hose Deployment Personnel (HDP) Training Report*

AF4134A, *Special Fuels Handling-Air (SFH-A) Budget Requirements*

***Adopted Forms***

*AF500, Daily and Weekly Fuel Record*

*AF601, Authorization Change Request*

*AF797, Job Qualification Standard Continuation/Command JQS*

*AF980, Caution Tag*

*AF1274, Physiological Training AF1297, Temporary Issue Receipt*

*AF2005, Issue/Turn-in Request*

*AF2096, Classification/On-The-Job-Training Action*

*AF2419, Routing and Review of Quality Control Reports*

*AF2420, Quality Control Inspection Summary*

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*AFTO22, Technical Manual (TM) Change Recommendation and Reply*

*AFTO39, Fuel System Inspection and Discrepancy Report*

*AFTO95, Significant Historical Data*

*AFTO134, Aviator Breathing Oxygen Servicing Trailer Log*

*AFTO150, Base Fuels Sampling and Testing Record*

*AFTO244, Industrial/Support Equipment Record*

*AFTO375, Selected Support Equipment Repair Cost Estimate*

*AFTO422, Differential Pressure Log*

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*DD791, DoD In-Flight Issue Log*

*DD1354, Transfer and Acceptance of DoD Real Property*

*DD1391, FY Military Construction Project Data*

*DD1898, Energy Sale Slip*

*DD2875, System Authorization Access Request*

*DD2992, Medical Recommendation for Flying or Special Operational Duty*

*DD3075, DLA-E Disposition Request*

***Abbreviations and Acronyms***

**ABFDS**—Aerial Bulk Fuel Delivery System

**ACC**—Air Combat Command

**ACR**—Authorization Change Request

**ADPM**—Airfield Driving Program Manager  
**AEF**—Air & Space Expeditionary Force  
**AETC**—Air Education Training Command  
**AF**—Air Force  
**AFCEC**—Air Force Civil Engineering Center  
**AFCENT**—Air Force Central Command  
**AFECD**—Air Force Enlisted Classification Directory  
**AFFOR**—Air Force Forces  
**AFGSC**—Air Force Global Strike Command  
**AFIMSC**—Air Force Installation Mission Support Center  
**AFLCMC**—Air Force Life Cycle Management Center  
**AFMAN**—Air Force Manual  
**AFMD**—Air Force Manpower Determinant  
**AFPET**—Air Force Petroleum Office  
**AFPC**—Air Force Personnel Center  
**AFPD**—Air Force Policy Directive  
**AFMAA**—Air Force Manpower Analysis Agency  
**AFRC**—Air Force Reserve Command  
**AFRIMS**—Air Force Records Information Management System  
**AFSC**—Air Force Specialty Code  
**AFTAT**—Air Force Test and Analysis Tool  
**AIT**—Automated Information Technology  
**AMC**—Air Mobility Command  
**ANG**—Air National Guard  
**AOC**—Air Operations Center  
**AOR**—Area of Responsibility  
**API**—American Petroleum Institute  
**AAR**—After-Action Report  
**AFTO**—AF T.O.  
**ASC**—Aircraft Servicing Capability  
**ASTM**—American Society for Testing Materials  
**ATG**—Automated Tank Gauging



**ATO**—Air Tasking Order

**AVGAS**—Aviation Gasoline

**B2C2WG**—Boards, Bureaus, Cells, Centers, and Work Groups

**BCE**—Base Civil Engineer

**BE**—Bioenvironmental Engineering

**BLSA**—Base-Level Support Application

**BOS-I**—Base Operating Support Integrator

**BSP**—Base Support Plan

**CAT**—Crisis Action Team

**CATCODE**—Category Code

**CC**—Commander

**CCMD**—Combatant Command

**CEMO**—Command Equipment Management Office

**CFETP**—Career Field Education and Training Plan

**CFM**—Career Field Manager

**CI/LI**—Corrosion Inhibitor/Lubricity Improver

**CJCSM**—Chairman of the Joint Chiefs of Staff Manual

**CMP**—Centrally Managed Program

**COMAFFOR**—Commander of AF Forces

**COR**—Contracting Officer Representative

**CWRMO**—Command War Reserve Materiel Office

**DAFI**—Department of the AF Instruction

**DCAPES**—Deliberate and Crisis Action Planning and Execution Segments

**DESR**—Division of Environmental Safety Research

**DFSP**—Defense Fuel Support Point

**DLA**—Defense Logistics Agency

**DLA-E**—Defense Logistics Agency Energy

**DoD**—DoD

**DoDD**—DoD Directive

**DoDI**—DoD Instruction

**DoDM**—DoD Manual

**DOTMLPF-P**—Doctrine, Organization, Training, Materiel, Leadership and Education, Personnel, Facilities and Policy

**DPAS**—Defense Property Accountability System  
**DRRS**—Defense Readiness Reporting System  
**DWWCF**—Defense Wide Working Capital Fund  
**EA**—Executive Agent  
**EAE**—Equipment Accountability Element  
**ECAC**—Evasion and Conduct After Capture  
**ETIMS**—Enhanced Technical Information Management System  
**ETK**—Expediter Tool Kit  
**FAM**—Functional Area Manager  
**FARP**—Forward Area Refueling Point  
**FGS**—Final Governing Standards  
**FISC**—Fuels Information Service Center  
**FKO**—Fuels Knowledge Operations  
**FLDCOM**—Field Command  
**FM**—Fuels Manager  
**FMD**—Fuels Manager® Defense  
**FMF**—Fuels Management Flight  
**FMT**—Fuels Management Team  
**FOD**—Foreign Object Damage  
**FOI**—Fuels Operating Instruction  
**FORCE**—Fuels Operational Readiness Capability Equipment  
**FOUO**—For Official Use Only  
**FSC**—Fuels Service Center  
**FSE**—Fuels Support Equipment  
**FSII**—Fuel System Icing Inhibitor  
**FTL**—Fuels Technical Letter  
**FTWG**—Fuels Training Working Group  
**FWG**—Fuels Working Group  
**FWS**—Fuels Warfighter Summit  
**FY**—Fiscal Year  
**GPC**—Government Purchase Card  
**HAF**—Headquarters Air Force

**HARM**—Host Aviation Resource Management  
**HAZCOM**—Hazard Communication  
**HUR**—Hydrant Utilization Rate  
**HUS**—Hydrant Utilization Strategy  
**IG**—Inspector General  
**IGEMS**—Inspector General Enterprise Management System  
**IMP**—Inventory Management Plan  
**IMSR**—Indirect Mission Support Request  
**IPRB**—Installation Planning Review Board  
**IPT**—Integrated Process Teams  
**JCS**—Joint Chiefs of Staff  
**JDRS**—Joint Deficiency Reporting System  
**JFAST**—Joint Flow Analysis Support Tool  
**JOPEs**—Joint Operation Planning and Execution System  
**JPO**—Joint Petroleum Office  
**JPWG**—Joint Petroleum Working Group  
**JQS**—Job Qualification Standard  
**LCL**—Locally Developed Checklists  
**LEAP**—Logistics Education Advancement Program  
**LFM**—Liquid Fuels Maintenance  
**LIN**—Liquid Nitrogen  
**LOGDET**—Logistics Detail  
**LOGMOD**—Logistics Module  
**LOTO**—Lockout/Tagout  
**LOX**—Liquid Oxygen  
**LRS**—Logistics Readiness Squadron  
**LRS/CC**—Logistics Readiness Squadron Commander  
**MAF-R**—Missile Alert Facility Refueler  
**MANFOR**—Manpower Force Requirement  
**MAJCOM**—Major Command  
**MCA**—Multi-Capable Airmen  
**MDS**—Mission Design Series

**MEFPAK**—Manpower and Equipment Force Package  
**MEL**—Minimum Essential Levels  
**MFM**—MAJCOM Functional Manager  
**MICT**—Management Internal Control Toolset  
**MILCON**—Military Construction  
**MISCAP**—Mission Capability  
**MOGAS**—Motor Gasoline  
**MRT**—Mission Readiness Training  
**MSG**—Mission Support Group  
**MXG**—Maintenance Group  
**NAF**—Numbered Air Force  
**NATO**—North Atlantic Treaty Organization  
**NGB**—National Guard Bureau  
**NIPR**—Non-secure Internet Protocol Router  
**OG**—Operations Group  
**OJT**—On-the-Job Training  
**OPLAN**—Operations Plan  
**OS**—Operating Stock  
**OSHA**—Occupational Safety and Health Administration  
**OVS**—Overboard Vent System  
**PA**—Property Administrator  
**PACAF**—Pacific AFs  
**PAFSC**—Primary AF Specialty Code  
**PLMC**—Petroleum Logistics Management Course  
**POC**—Point of Contact  
**POL**—Petroleum, Oil, & Lubricants  
**POLCAP**—Petroleum, Oil, & Lubricants Capability  
**POLCAT**—Petroleum, Oil, & Lubricants and Analytics Tool  
**POM**—Program Objective Memorandum  
**PPE**—Personal Protective Equipment  
**PWRS**—Prepositioned War Reserve Stock  
**PWRR**—Prepositioned War Reserve Requirement

**PWS**—Performance Work Statement  
**QAE**—Quality Assurance Evaluator  
**QASP**—Quality Assurance Surveillance Plan  
**QC**—Quality Control  
**QTP**—Qualification Training Package  
**REPOL**—Bulk Petroleum Contingency Report  
**RM&MR**—Recurring Maintenance & Minor Repair  
**RO**—Responsible Officer  
**RSP**—Readiness Spare Packages  
**SAC**—Self-Assessment Communicators  
**SAF/IEEN**—Secretary of the AF Operational Energy Office  
**SATAF**—Site Activation Task Force  
**SCP**—Service Control Point  
**SDA**—Static Dissipater Additive  
**SDS**—Safety Data Sheets  
**SEI**—Special Experience Identifier  
**SFO**—Specialized Fueling Operations  
**SFH-A**—Specialized Fuel Handling-Air  
**SME**—Subject Matter Expert  
**SNCO**—Senior Non-Commissioned Officer  
**SORTS**—Status of Resources and Training System  
**SPCC**—Spill Prevention Control and Countermeasures  
**SPRAM**—Special Purpose Recoverables Authorized Maintenance  
**SPT**—Special Tactics  
**SRM**—Sustainment, Restoration, and Modernization  
**STAR**—Storage Tank Accounting and Reporting  
**STRT**—Specialty Training Requirements Team  
**TASS**—Tactical Automated Service Station  
**TDY**—Temporary Duty  
**TK**—Tool Kit  
**TM**—Terminal Managers  
**T.O.s**—Technical Orders

**TPFDD**—Time Phased Force Deployment Data  
**TQT**—Task Qualification Training  
**UDM**—Unit Deployment Manager  
**UFC**—Unified Facility Criteria  
**UMD**—Unit Manpower Document  
**USAF**—United States Air Force  
**USAFE-AFAFRICA**—United States AFs in Europe – United States AFs Africa  
**USTRANSCOM**—United States Transportation Command  
**UTA**—Unit Type Code Availability  
**UTC**—Unit Type Code  
**UTM**—Unit Training Manager  
**UT&W**—Utilization & Training Workshop  
**VIL**—Vehicle Identification Link  
**VM**—Vehicle Management  
**VSCOS**—Vehicle Support Chain Operation Squadron  
**WCDO**—War Consumable Distribution Objective  
**WRM**—War Reserve Materiel  
**WRMO**—War Reserve Materiel Office  
**635 SCOW/WM**—635th Supply Chain Operations Wing, WRM Program Integration Office  
**ACC/A3JO**—Air Combat Command, Aviation Branch  
**ACC/A3OR**—Air Combat Command, Operations, Readiness Branch  
**ACC/A4RF**—Air Combat Command, Directorate of Logistics, Engineering, & Force Protection, Logistics Readiness Division, Force Integration Readiness Branch  
**AFLCMC/WNZ**—Air Force Life Cycle Management Center, Support Equipment and Vehicles  
**AFPET/CC**—Air Force Petroleum Office, Commander  
**AFPET/PTMI**—Air Force Petroleum Office, Mission Support Directorate, Infrastructure  
**AFPET/PTOC**—Air Force Petroleum Office, Operations Directorate, Current Operations  
**AFPET/PTOT**—Air Force Petroleum Office, Operations Directorate, Technical Division  
**AFRC/A4R**—Air Force Reserve Command, Logistics Readiness Division  
**AFSOC/A3TW**—Air Force Special Operations Command, Operations, Weapons and Tactics  
**AFSOC/A4RE**—Air Force Special Operations Command, Logistics, Engineering, and Force Protection, Logistics Readiness Division

**AF/A4LR**—USAF, Directorate of Logistics, Logistics Readiness Division, Fuels Management Branch

**LRS/CC**—Logistics Readiness Squadron, Commander

**MSG/CC**—Mission Support Group, Commander

**NGB/A4RMF**—National Guard Bureau,

**SAF/IEEN**—Assistant Secretary of the Air Force for Installations, Environment, and Energy's, Deputy Assistant Secretary of the Air Force for Operational Energy

### *Terms*

**Aerospace Fuels Laboratory**—A laboratory that provides testing services to bases on samples of petroleum and related products. Conducts specification tests to determine the quality of petroleum products under procurement and in the AF supply system.

**AFPET Technical Division**—Assigned to the Operations Support Directorate of AFPET and is the SCP for AF fuel quality issues. The Technical Division has worldwide responsibility to identify, investigate, and correct problems involving aviation, ground fuel contamination, fuel electrostatic hazards, conservation and reclamation of petroleum products, fuel, cryogenic receipt, storage, and mobile or fixed dispensing system deficiencies.

**Automated Information Technology (AIT)**—Suite of tools for facilitating total asset visibility source data capture and transfer. Automated identification technology includes a variety of devices, such as bar codes, magnetic strips, optical memory cards, and radio frequency tags for marking or “tagging” individual items, multi-packs, equipment, air pallets, or containers, along with the hardware and software required to create the devices, read the information on them, and integrate that information with other logistic information.

**Bulk Petroleum Products**—Petroleum products delivered in volumes greater than 208 liters (55 US gallons) such as tank trucks/cars, pipelines, coastal barges, and ocean tankers. This term can apply to several DLA-E purchase programs including the bulk fuels program for military specification jet and marine fuels, the posts, camps, and stations commercial gasoline and diesels, and the bunkers fuel program. Product is stored in tankage having a fill capacity greater than 208 liters (55 US gallons).

**DLA-E Base Level Support Application (BLSA)**—Vertically integrated automated information system consisting of base-level components and “Enterprise” level systems providing visibility of bulk fuel assets and transactions to Services, CCMD, vendors, and DLA-E.

**Confined Space**—A space large enough and configured so a worker can bodily enter and perform assigned work; has limited or restricted means for entry or exit (for example: tanks, vessels, silos, storage bins, hoppers, vaults, manholes and pits); and is not designed for continuous human occupancy.

**Cryogenics**—Science of refrigeration, with reference to methods for producing very low temperature products.

**Defense Logistics Agency Energy (DLA-E)**—Organizational component of the Defense Logistics Agency (DLA). DLA-E is the integrated materiel manager and the DoD central

procurement agent for bulk petroleum, natural gas, coal and associated services. DLA-E owns and manages the bulk petroleum products in the DoD to the point-of-sale (end user).

**DLA-E Region**—Management component of the DLA-E with a geographic area of responsibility to monitor DLA-E contracts for adequate customer support, control fuel deliveries, perform contract administration functions such as property administration and quality surveillance, provide and coordinate transportation support and emergency planning and report inventory and/or supply transactions.

**Defense Wide Working Capital Fund (DWWCF)**—DoD revolving fund that finances the buying and selling of goods and services. It also provides cost visibility and accountability to facilitate business operations. DLA inventories are sold to end user organizational accounts (military units and federal agencies) that reimburse the DLA Division – DWWCF for costs incurred.

**Designed Operational Capability (DOC) Statement**—Summary of a unit's mission and resources for which it has been organized, designed, and equipped.

**Expediter Tool Kit (ETK)**—Small issued tool kit that contains the inventory of items and is capable of being used on a check out/check in method. All tools are accountable and will be documented when used. Because of the nature of this kit the contents or type of container is exempt from shadowing or silhouetting, given an accurate and current inventory is maintained.

**Forward Area Refueling Point (FARP)**—Fuels operations used to hot refuel aircraft in areas where fuel is otherwise not available. Fuel is transferred from a source aircraft's (C-130, C-17, or C-5) internal tanks to receiver aircraft while both aircraft's engines are running. Missions typically accomplished at remote locations under blackout conditions.

**Fuels Handling Equipment (FHE)**—Fuels equipment and vehicles that are used to directly perform Fuels handling operations. i.e., service fuel w/R-11, R-12, LCRV pantographs, hose carts, etc. Other FHE equipment items required to establish forward operational bases and forward operating sites. i.e., R-11, FARP Sled packages, ABFDS, PMU-27, FORCE etc. (See [Attachment 10](#))

**Fuels Operational Readiness Capability Equipment (FORCE)**—Capability to receive, store, transfer, and issue petroleum products or support aircraft generation where fixed systems do not exist or require augmentation. FORCE is characterized by transportability and is primarily employed for wartime missions. However, it can be used to support peacetime and/or humanitarian operations as required. Primary equipment items are R-18, R-19, R-20, and R-21.

**Fuel Sample**—A small part of a quantity of product representative of the entire quantity, used for inspection or to determine the quality of the product.

**Fuels Support Equipment (FSE)**—Any other equipment items used by the FMF that is used to support the mission and valid authorization exists for use in DPAS. i.e., laboratory equipment, multi-meters, snow blowers, Hydrostatic testers, Air Compressor, Vacuum Trucks/tanks, Gorman Rupp pumps/Double Diaphragm pumps, lawnmowers, etc.

**Ground Products**—Refined petroleum products normally intended for use in administrative, combat, and tactical vehicles, material handling equipment, special purpose vehicles, and stationary power and heating equipment.



**Hydrant System**—Aircraft fuel servicing facility that can provide fuel through one or more outlets into an aircraft. The hydrant system generally consists of operating storage tanks (older hydrant systems normally have many 50,000-gallon tanks while newer systems normally have two 10,000-barrel tanks), pumps, filter-separators, pipelines, and dispensing.

**Inventory Management Plan (IMP)**—Defines military specification fuel management by product type on a terminal and regional basis. The completed plan provides a basis to support the budget allocation for appropriated, stock funded fuel, and CCMD requirement support plan.

**Military Construction (MILCON)**—Any construction, alteration, development, conversion or extension of any kind carried out with respect to a military installation.

**Multi-Capable Airmen**—Are select Airmen, trained in advanced expeditionary skills and are capable of accomplishing limited and specific tasks outside of their core Air Force Specialty. MCA represent a mindset and cultural shift away from traditional, large force packages of highly specialized teams towards smaller footprint, multidisciplinary teams able to provide combat support with the skills and resources at hand.

**Node Arc**—DLA-E-generated report that shows current contracted sources of fuel and the distribution routes to its end-use location.

**Off-Specification Fuel**—Product that does not meet applicable specification requirements.

**On-Specification Fuel**—Product that meets the applicable specification requirements. T.O. 42B-1-23, Table 3-1., *Management of Recoverable and Waste Liquid Petroleum Products*, sets the criteria for suitable quality.

**Operating Stock (OS)**—Fuel required to sustain daily operations and ensure fuel availability to support US military forces world-wide. Operating stock was formerly known as peacetime operating stock.

**Prepositioned War Reserve Stocks (PWRS)**—Assets that are designated to satisfy the prepositioned war reserve materiel requirement.

**Quality Assurance Evaluator (QAE)**—Individual who represents the contracting officer in performing contractor evaluation functions.

**Reclaimable Fuel**—Fuel that does not meet its original specification, but which through processing can be recovered to its original grade or a lower grade without reprocessing.

**Responsible Officer (RO)**—Individual appointed by the squadron commander. This person must be proficient in Fuels Management and is responsible for the care and safeguarding of the petroleum stocks. This person also ensures all accountable records are maintained and required reports are generated.

**Sustainment, Restoration and Modernization (SRM)**—SRM is made up of four pillars: CMPs, Planning Studies, Recurring Maintenance and Emergent Deficiencies. The process begins with the identification of what needs to be fixed and through one of the four pillars a project is developed for approval, funding, and execution.

**Special Fuel Handling (SFH) Operations**—Employment of approved specialized refueling equipment to perform refueling operations designed to produce sortie generation with limited time. These operations and equipment are not CCMD specific, nor centric, but these capabilities will reside in all.

**Unit Manpower Document (UMD)**—Document which lists manpower authorizations. It reflects how many people are authorized to accomplish the mission. MAJCOMs use this document to show allocated resources, and as the baseline for portraying the impact of application of new or reapplication of existing manpower standards. The UMD contains: 1. The position number. 2. AFSC. 3. Functional account code (work center). 4. Authorized grade. 5. Number of authorizations. 6. A summary of authorizations for officers, enlisted, and civilians assigned to each unit by work centers.

**Unit Type Code (UTC)**—Specific capability of personnel and/or equipment to be deployed in support of various operations.

**War Consumable Distribution Objective (WCDO)**—Document prepared by MAJCOMs to identify authorized quantities of war consumables to support AF wartime missions.

Attachment 2

FUELS MANAGEMENT FLIGHT (FMF) STRUCTURE

A2.1. FMT will staff the below functions utilizing flight personnel based on individual experience, leadership potential, and workload. Functions may be consolidated to gain efficiencies as well as to adequately distribute workload; however, the requirements outlined in this instruction will continue to be met. (T-1).

A2.1.1. Locations with less than eight personnel assigned to the FMF can serve in more than one function. (T-2)

A2.2. Flights will only use the approved office symbols and duty titles that are listed in Table A2.1., Table A2.2, and Table A2.3. Flights will not use duty titles referencing skill levels (e.g., Fuels Journeyman, Craftsman.) or other self-created titles unless approved by 2F CFM. (T-1).

A2.3. The ANG workforce utilizes duty titles during UTA only, with the ability to assign personnel multiple roles in accordance with Table A2.1., Table A2.2, and Table A2.3. (T-2).

A2.4. Government Owned Contract Operated Fuels Operations are encouraged to meet this structure to the greatest extent possible but are authorized to deviate from this structure as manning permits or until contract modifications can be made to ensure full capability of a Fuels flight. QAEs will update the Statement of Work (SOW) to ensure all required FMF offices are established. QAEs are not positioned to establish policy over contracts, but rather ensure contractors comply with SOW and Performance Work Statements (PWS). (T-0).

Figure A2.1. Functions.

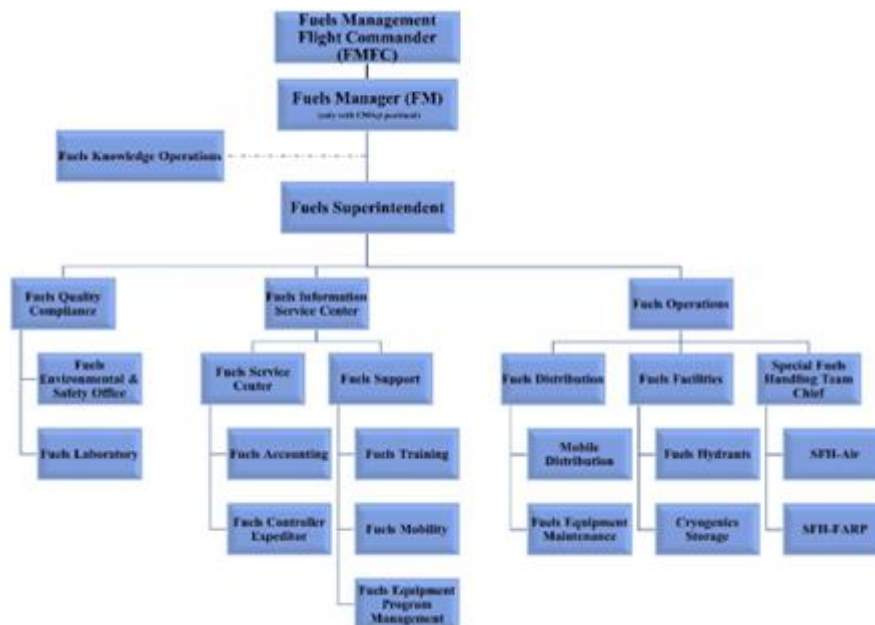


Table A2.1. Standard Office Symbols.

Office Symbol	Office Title	Duty Title
LGRF	Fuels Management	Fuels Flight Commander

LGRF	Fuels Management	Fuels Manager (CMSgts only)
LGRF <sup>1</sup>	Fuels Management	Fuels Superintendent (SMSgt and MSgt Only)
LGRF	Fuels Management	Fuels Flight Chief (SNCO or enlisted leader*)
LGRFK <sup>1</sup>	Fuels Knowledge Ops	NCOIC, Fuels Knowledge Ops
LGRFC <sup>1</sup>	Fuels Quality Compliance	Section Chief, Fuels Quality Compliance or Fuels Quality Compliance Inspector
LGRFCE <sup>1</sup>	Fuels Environmental & Safety	NCOIC, Fuels Environmental & Safety
LGRFCL <sup>1</sup>	Fuels Laboratory	NCOIC, Fuels Laboratory or Fuels Laboratory (Supervisor/Technician)
LGRFO <sup>1</sup>	Fuels Operations	Section Chief, Fuels Operations
LGRFOD <sup>1</sup>	Fuels Distribution	NCOIC, Fuels Distribution (Supervisor, Operator, Technician)
LGRFOM	Fuels Mobile Distribution	Fuels Mobile Distribution Supervisor
LGRFOX <sup>1</sup>	Fuels Equipment Maintenance	Fuels Equipment Maintenance (Supervisor, Technician)
LGRFOF <sup>1</sup>	Fuels Facilities	NCOIC, Fuels Facilities or Fuels Facilities (Supervisor, Operator, Technician)
LGRFOS	Fuels Hydrants	NCOIC, Fuels Hydrants or Hydrants (Supervisor, Operator, Technician)
LGRFOC	Cryogenic Storage	NCOIC, Cryogenic Storage or Cryogenic Storage (Supervisor, Technician)
LGRFS <sup>1</sup>	Special Fuels Handling	Special Fuels Handling Team Chief
LGRFSA <sup>1</sup>	Special Fuels Handling-Air	Special Fuels Handling-Air
LGRFSF	Special Fuels Handling-Forward Area Refueling Point	FARP Team Chief or FARP (Supervisor, Operator)
LGRFI <sup>1</sup>	Fuels Information Service Center (FISC)	Section Chief, Fuels Information Service Center
LGRFIF <sup>1</sup>	Fuels Service Center (FSC)	NCOIC, Fuels Service Center or Fuels Service Center (Supervisor/Controller/Accountant)
LGRFIC <sup>1</sup>	Fuels Controller Expediter	Fuels Supervisor, Controller Expediter
LGRFIS <sup>1</sup>	Fuels Support	NCOIC, Fuels Support
LGRFIT <sup>1</sup>	Fuels Training	Fuels Training (Supervisor/Technician)
LGRFIM	Fuels Mobility	Fuels Mobility (Supervisor/Technician)
LGRFIE <sup>1</sup>	Fuels Equipment Program Management	Fuels Equipment (Supervisor/Technician)
<p><b>Note</b> <sup>1</sup>: FMF will establish this office as a manning Minimum Essential Level (MEL). <b>(T-1)</b>.  * Reference paragraph 5.1.1.1.3.</p>		

**Table A2.2. Higher Headquarters Duty Titles.**

<b>Duty Title</b>
2F CFM
Fuels, Deputy Career Field Manager
Air Staff LEAP SNCO
DLA-E LEAP SNCO
Joint Staff LEAP SNCO
CMD/NGB 2F Functional Manager
CMD/NGB 2F Supt
CMD/NGB 2F Plans Manager
CMD 2F WRM Manager
CMD 2F WRM NCO
CCMD JPO Fuels Manager
2F MFM
2F FAM
2F Assignment Manager
Fuels Force Generation Scheduling Manager
ACC Global Force Manager
AFPET Fuels Manager
AFPET Superintendent
AFPET Operations Manager
AFPET Equipment Manager
AFPET Requirements/Automation Manager
AFPET Infrastructure Manager
AFPET Contracting Manager

**Table A2.3. Other Fuels Duty Titles, as applicable by position and/or location.**

<b>Duty Title</b>
CMD Senior Fuels IG
CMD Fuels IG
Fuels Acquisitions Manager/Supervisor/Technician
Fuels Air Advisor/Lead/Ops
NCOIC, Aerospace Fuels Lab
Fuels COR/QAE/QAR
NCOIC, Range Fuels
2F Curriculum Manager
Fuels Basic/Advanced/Master Instructor
Fuels Instructor Supervisor
#AF Fuels Manager
#AF 2F Ops Manager
#AF WRM Contingency Manager
2F WRM Program Manager
2F WRM NCOIC/Supervisor/Technician

### Attachment 3

## FUELS VENUES AND DEVELOPMENTAL OPPORTUNITIES

### A3.1. 2F Career Field Fundamental Enhancement Venues.

A3.1.1. NPMA PETRO Seminar. NPMA PETRO hosts AF fueling experts and DLA-E partners coupled with a diverse group of commercial fuel industry manufacturers, distributors, retailers, training programs and publishing companies that use this annual venue to show and demonstrate new fueling technologies. The accompanying EXPO represents and demonstrates new and emerging technologies, tools and equipment products from the global fueling market. This is held annually in the National Capital Region

A3.1.1.1. Required attendees AF/A4LR, AFPET, AFIMSC, PACAF, USAFE - AFAFRICA, AFGSC, AMC, AFCENT, NGB, AFSOC, LEAP, 2F Schoolhouse, FMF Representation and SMEs identified by 2F CFM.

A3.1.1.2. Recommend attendees 635th Supply Chain Operations Wing, WRM Program Integration Office, ACC War Reserve Materiel and ACC Global Force Management, ACC/AMIC, AF fuels UTC pilot units, 21R Logistics Readiness Officers assigned to Fuels operations, AF Life Cycle Management Center Support Equipment and Vehicle Division (AFLCMC/WNZ).

A3.1.2. DLA-E World-Wide Energy Seminar. This event is designed for fuels managers, subject matter experts, DLA-E procurement specialists, analysts, liquid fuels maintenance foreman, civil engineers and others who work with fueling activities. Attendees receive fuels-specific training geared toward their specific needs, connect with peers in the fueling community and discuss daily challenges and solutions and get hands-on with the latest fueling, quality and maintenance technologies for the industry. This is held annually in the National Capital Region.

A3.1.2.1. Required attendees AF/A4LR, AFPET, AFIMSC, PACAF, USAFE-AFAFRICA, AFGSC, AMC, AFCENT, NGB, AFSOC, LEAP 2F Schoolhouse, FMF Representation and SMEs identified by 2F CFM.

A3.1.2.2. Recommend attendees 635th Supply Chain Operations Wing, WRM Program Integration Office, ACC War Reserve Materiel and ACC Global Force Management, ACC/AMIC, AF fuels UTC pilot units, 21R Logistics Readiness Officers assigned to Fuels operations, AF Life Cycle Management Center Support Equipment and Vehicle Division (AFLCMC/WNZ).

### A3.2. Logistics Education Advancement Program (LEAP).

A3.2.1. This career broadening education program designed to provide vectored SNCOs with both versatile on-the-job experience, advanced fuels logistics training and comprehensive skill attainment in a POL related field and other related logistics areas. The objective is the deliberate development of LEAP SNCOs to gain a broader experience background in all facets of POL and logistics management. Personnel vectored to AV-A (AFPET) are eligible to be further vectored to AV-AA (LEAP). SNCOs currently in the program and those who have been out of the program for three years or less are prohibited from voluntary cross training and are exempt from involuntary cross training programs.

### A3.2.2. LEAP positions:

#### A3.2.2.1. Four positions assigned to the Pentagon, Washington D.C.

A3.2.2.1.1. One SMSgt position serve on the Air Staff Directorate of Logistics, Engineering and Force Protection with the 2F CFM.

A3.2.2.1.2. One MSgt position serves in the Joint Staff, J-4 Logistics Directorate as the Joint Petroleum Manager. The Joint Staff LEAP SNCO must be eligible to initiate Top Secret security clearance upon notification of selection for assignment to the Joint Staff.

A3.2.2.1.3. One MSgt or SMSgt position serves on the Air Staff Directorate of Logistics, Engineering and Force Protection to fulfil an entire 18-month POM cycle on the Logistics Panel.

A3.2.2.1.4. One MSgt positions assigned to DLA-E, Fort Belvoir, VA. Both positions will move throughout the DLA-E Operations Center and thereafter each business commodity across DLA-E.

#### A3.2.2.2. LEAP SNCOs will take an active role in all working groups, boards, POL events and panels held respective to each assigned position and must complete the following at a minimum:

A3.2.2.2.1. Attain six higher learning developmental courses outlined in the 2F0X1 CFETP.

A3.2.2.2.2. Complete four value added TDYs.

A3.2.2.2.3. Complete a 2F enterprise process improvement project or solve a complex problem affecting the 2F Career Field.

#### A3.2.2.3. The 2F CFM chairs a LEAP selection panel during the Fuels Enlisted Developmental Team (FEDT) Boards.

A3.2.2.3.1. The FEDT will identify LEAP candidates from assigned MSgts or MSgt selects assigned to AFPET with a primary and alternate LEAP position for future vacancies.

A3.2.2.3.2. LEAP candidates must have a minimum of 12 months AFPET or NGB/A4 experience prior to assuming any LEAP position.

A3.2.2.3.3. The AFPET, Fuels Manager will inform the AFPET Commander of LEAP primary and alternate FEDT selections to ensure adequate turnover prior to LEAP.

#### A3.2.2.4. Candidates must meet the following mandatory prerequisites:

A3.2.2.4.1. Hold the grade of E7 or selection for promotion to E7.

A3.2.2.4.2. Have zero quality force indicators for minimum of 2 years prior to AFPET assignment.

A3.2.2.4.3. Awarded Logistics (1AMY) degree from the Community College of the AF.

A3.2.2.4.4. Possess a 2F071 AFSC.

A3.2.2.4.5. Have at least a “Secret” security clearance.

A3.2.2.5. LEAP candidates will complete a 24-month educational and experiential tour of duty scoped to the specific assignment selection that will enhance their operational and strategic thought process, enhance POL field craft experience, and include Joint, SAF, AF and DoD policy education.

### **A3.3. Joint Petroleum Managers.**

A3.3.1. The component commands determine bulk petroleum requirements for submission to the CCDR’s joint petroleum office (JPO). The JPO consolidates and validates the bulk petroleum requirements for planning and support purposes and provides them to DLA Energy for sourcing, analysis, and development of a support plan.

A3.3.2. JPO positions:

A3.3.2.1. One MSgt assigned to JS/J4 Joint Staff, Pentagon, VA.

A3.3.2.2. One MSgt assigned to INDOPACOM at JB Pearl Harbor-Hickam, HI.

A3.3.2.3. One MSgt assigned to AFRICOM at Stuttgart, Germany.

A3.3.2.4. One SMSgt assigned to TRANSCOM at Scott AFB, IL.


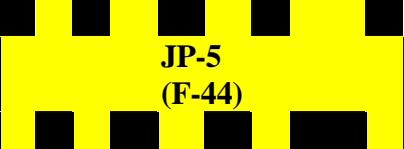


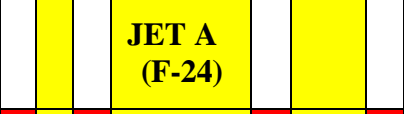
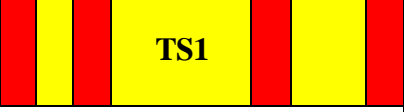
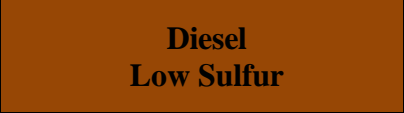
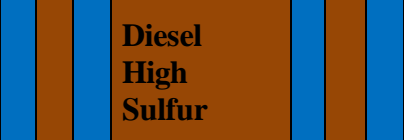


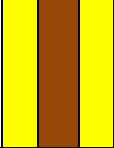
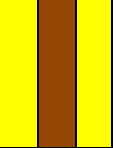
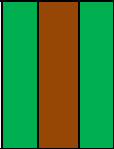
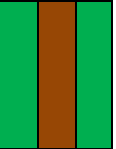
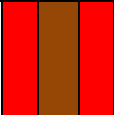
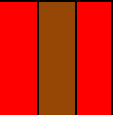

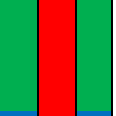
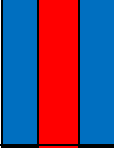
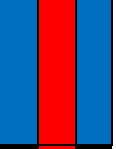
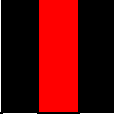

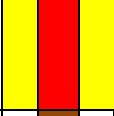
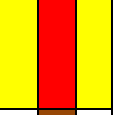
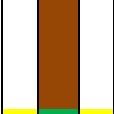
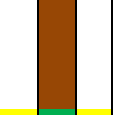
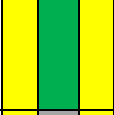
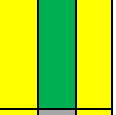
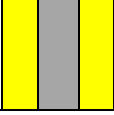
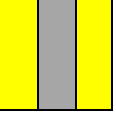
Attachment 4

CLIPBOARD COLOR SCHEME

**A4.1.** Unless otherwise listed, products not identified with a NATO symbol do not have a current NATO designation and do not require NATO markings. **(T-0).**

**Table A4.1. Products.**

<b>PRODUCT (NATO SYMBOL)</b>	<b>BACKGROUND COLOR</b>	<b>STRIPES</b>	<b>EXAMPLE</b>
<b>AVIATION</b>			
AVGAS (F-18)	Blue	N/A	
JP-5 (F-44)	Yellow	Black Dashes	
JP-8 (F-34)	Yellow	Blue	
JPTS	Yellow	Black	
JET A (F-24) (additive package)	Yellow	White	
TS1	Yellow	Red	
<b>Note:</b> Additive package includes Corrosion Inhibitor/Lubricity Improver (CI/LI), Fuel System Icing Inhibitor (FSII), and Static Dissipater Additive (SDA).			
<b>PRODUCT (NATO SYMBOL)</b>	<b>BACKGROUND COLOR</b>	<b>STRIPES</b>	<b>EXAMPLE</b>
<b>DIESEL</b>			
Diesel, Low Sulfur	Brown	N/A	
Diesel, High Sulfur	Brown	Blue	

Diesel, Ultra-Low Sulfur (F-54)	Brown	Yellow		<b>Diesel Ultra Low Sulfur (F-54)</b>	
Diesel, Biodiesel Blend (Referred to as B20)	Brown	Green		<b>BDI B20</b>	
Kerosene (F-58) F-58 only applies to Grade 1-K)	Brown	Red		<b>Kerosene (F-58)</b>	
<b>AUTOMOTIVE GASOLINE</b>					
Unleaded (F-67) (F-67 only applies to Premium Grade)	Red	Green		<b>Unleaded (F-67)</b>	
Ethanol Fuel Blends (Referred to as E85)	Red	Blue		<b>E85</b>	
Gasohol (Contains 10% Ethanol)	Red	Black		<b>Gasohol</b>	
<b>PROPELLANTS</b>					
UDMH (P-922) Unsymmetrical Dimethyl hydrazine	Red	Yellow		<b>UDMH (P-922)</b>	
Nitrogen Tetroxide	Brown	White		<b>Nitrogen Tetroxide</b>	
Liquid Oxygen	Green	Yellow		<b>LOX</b>	
Liquid Nitrogen	Gray	Yellow		<b>LIN</b>	

**Attachment 5****FUELS INCIDENT REPORTING PROCEDURES**

**A5.1.** The Fuels Incident Reporter provides timely notification, tracking and resolution of events as they occur within the fuels community and lends to pinpoint systemic problems with equipment, vehicles, facilities and/or training and guidance.

**A5.2.** Incident reports are for trend analysis and informational purposes only and not to be used for disciplinary actions, or as a substitute for JCS REPOL readiness reporting.

**A5.3.** Reports generated in the Fuels Incident Reporter may be used for local environmental reporting.

**A5.4.** Reports must include the most current and accurate data available at the time of reporting to help target possible incident trigger points. Do not enter or store Personally Identifiable Information (PII) in the Fuels Incident Reporter and the use of individual names is strictly prohibited.

A5.4.1. Use “Pending Investigation” only when an initial investigation provides no definitive answer as to why the incident has occurred. Update the report with the final investigation causes.

A5.4.2. Use “Estimated Gallons Recovered” to specify the gallon amount of on-specification fuel returned to operating storage. Specify the reason for Fuel that cannot be reclaimed.

A5.4.3. Photos may be sent to the Incident Reporter email box at: [afpet.incidentreporter@dla.mil](mailto:afpet.incidentreporter@dla.mil).

**A5.5.** FMT will designate alternate personnel to report incidents and must approve all submissions. To report incidents, personnel are required to first submit the DD Form 2875, System Authorization Access Request, to AFPET by emailing [afpet.incidentreporter@dla.mil](mailto:afpet.incidentreporter@dla.mil). AFPET approves valid requests for user IDs but may deny requests if the requester is not a member of the FMF or belongs to an organization with multiple users. With approved access, the user will have to follow the first-time users guide located on the AFPET SharePoint®.

**A5.6.** A minimum of three personnel must have access to the Fuels Incident Reporter.

**A5.7.** Contact AFPET for reporting or user assistance by emailing [afpet.incidentreporter@dla.mil](mailto:afpet.incidentreporter@dla.mil).

**A5.8.** Include as many detailed facts as possible within the report (e.g., training, registration numbers, experience of personnel involved, was proper equipment used, newly developed procedure, checklist associated, and does this issue require a Product Quality Deficiency Report or EI submission).

A5.8.1. Incidents warranting a PQDR or EI must be submitted by FMT to the Joint Deficiency Reporting System (JDRS) at [https://jdrs.mil/DR\\_Initiate.cfm?service=AF](https://jdrs.mil/DR_Initiate.cfm?service=AF). Mobile Refueling vehicles will be submitted by Vehicle Maintenance in coordination with the FMT.

A5.8.2. Initiate an EI deficiency listing a primary or secondary cause as “Defect in Equipment”.

**A5.9.** Incident reports must be forwarded to the AFFOR Fuels Planners and/or Joint Petroleum Office/Sub-area Petroleum Office, as required.

**A5.10.** FMT incident reporting requirements are as follows:

A5.10.1. Notify the Chain of Command.

A5.10.2. Submit a Fuels Incident Report.

A5.10.3. Forward completed reports involving capitalized product to the DLA-E Operations Center, as well as the respective DLA-E Regional office per DLA-E P-40. Fuel releases that are 25 gallons or more must be reported to DLA-E regardless of the amount recovered.

A5.10.4. DLA-E Regional offices:

A5.10.4.1. Americas - [DESC-AM.spillreports@dla.mil](mailto:DESC-AM.spillreports@dla.mil)

A5.10.4.2. Pacific - [DESC-PAC.spillreports@dla.mil](mailto:DESC-PAC.spillreports@dla.mil)

A5.10.4.3. Europe - [DESC-EU.spillreports@dla.mil](mailto:DESC-EU.spillreports@dla.mil)

A5.10.4.4. Middle East - [DESC-ME.spillreports@dla.mil](mailto:DESC-ME.spillreports@dla.mil)

**A5.11.** Incidents involving vehicles, facilities, fuel contamination and/or Commingling events require the following information as a minimum:

A5.11.1. Vehicle accidents:

A5.11.1.1. What is the experience of the operator? A5.11.1.2. How many hours was member on shift?

A5.11.1.3. Did environmental factors (weather, darkness) contribute to the cause?

A5.11.1.4. Describe what caused the vehicle accident and sequence of events?

A5.11.1.5. Did the vehicle recently return from maintenance?

A5.11.1.6. Is this a highly traveled area or are there any previous accidents at this location?

A5.11.1.7. Did RFM recently release the system from maintenance?

A5.11.2. Facility damage:

A5.11.2.1. Was the system signed off for the day?

A5.11.2.2. How was it damaged?

A5.11.2.3. Did LFM recently release the system from maintenance?

A5.11.2.4. What are the cost estimates?

A5.11.2.5. Was the LOTO program correctly applied?

A5.11.3. Fuel contamination and/or commingling incidents:

A5.11.3.1. Were local procedures followed?

A5.11.3.2. How much fuel was involved?

A5.11.3.3. Was the Aerospace Fuels Laboratory notified?

A5.11.3.4. What are the base sample results?

A5.11.3.5. Was the Fuels QC Hold Program correctly applied?

A5.11.3.6. Were positive servicing controls established and in place to prevent Commingling?

**A5.12.** Fuel spills are classified based on their size and continuing duration and are defined as follows: Class I spills involve an area less than two feet in any plane dimension (direction). Class II spills involve an area not over 10 feet in any plane dimension (direction), or not over 50 square feet and not of a continuing nature. Class III spills involve an area over 10 feet in any plane dimension (direction) or over 50 square feet in total area or of a continuing nature. Once fuel spill classification has been determined, the FMT then categorizes mishaps as either: Category I (Minor), Category II (Moderate) or Category III (Severe).

A5.12.1. Category I:

A5.12.1.1. Class I fuel spills.

A5.12.1.2. Repair, value of lost or unrecoverable fuel and/or cleanup cost less than \$100.

A5.12.1.3. Any individual seen by Medical Treatment Facility (MTF) and released back to duty with no restrictions.

A5.12.2. Category II:

A5.12.2.1. Class II fuel spill.

A5.12.2.2. Repair, value of lost or unrecoverable fuel and/or cleanup cost valued at \$101 to \$1,000.

A5.12.2.3. Any individual seen and/or treated by a MTF and restricted to light duty.

A5.12.3. Category III:

A5.12.3.1. Class III fuel spills or any class of fuel spill that reached ground water and/or navigable water ways.

A5.12.3.2. Any individual seen and/or treated by MTF and lost duty days.

A5.12.3.3. Any mishap requiring environmental remediation.

A5.12.3.4. Any mishap resulting in Aircraft being grounded.

A5.12.3.5. Any mishap resulting in a fire and/or explosion. Cleanup costs of fuel spills should be minimal to an FMF; however, include costs of spill pads purchased by DLA-E or local CE environmental flight associated with cleanup cost.

## Attachment 6

## FUELS CAREER FIELD CHARTERED WORKING GROUPS

Table A6.1. Fuels Career Field Chartered Working Groups.

Workshop Title	Frequency	Chair/Co-Chair	Target Vector
Fuels Utilization & Training Workshop (UT&W) (Ref paragraph 1.2.1. for full list of members)	Bi-Annually and as required	CFM <sup>2</sup> // AFPET // AFIMSC MFM // AETC <sup>2,4</sup>	Analyze and determine career field training requirements.
FWS (FWS) <sup>3</sup>	Semi-annually and as required	CFM <sup>2</sup> // AFPET/FM <sup>2</sup>	Establish Fuels strategy and oversees all aspects of the 2F portfolio, subsequently informed by all chartered working groups to support the logistics enterprise corporate structure.
Fuels Working Group (FWG) <sup>3</sup>	As directed by the FWS	CFM <sup>2</sup> // AFPET/Operations <sup>2</sup>	Collects capability requirements, action items and conducts analytical data and technical data to provide to FWS for action.
Fuels Enlisted Development Team (FEDT) <sup>3</sup>	Annually for SMSgt and MSgt boards	CFM <sup>1</sup> // AFPET/FM <sup>2</sup>	Guides, Mentors, develops SNCOs and Provides oversight of enlisted development to achieve both functional and AF corporate leadership goals.
Fuels Compliance Working Group (FCWG)	Quarterly and as required	AFPET <sup>1</sup> // AF/A4LR <sup>2</sup> // MAJCOM IG <sup>4</sup> // FMT Quality Compliance	Eyes and ears of the 2F community to inform equities of negative trends and pursues best practices for global adoption.
DAF Pre-IPRB	Annually	AFPET <sup>1</sup> //AFFOR/MAJCOM/FLDCO M(s) <sup>4</sup>	Adjudication of AFFOR MILCON interests.
<b>Note:</b> <sup>1</sup> Chair <sup>2</sup> Co-Chair <sup>3</sup> Refer to charter complete list of membership <sup>4</sup> Contributing member			

## Attachment 7

## FUELS MANAGER® DEFENSE (FMD) CODES

## A7.1. 20-Codes.

A7.1.1. 20-Codes will be added as presented in **Table A7.1** with a hyphen and capital lettering then comment, (e.g., "20-M 200 gals"). If multiple 20-codes are utilized separate with a semicolon.

A7.1.2. Use 20-Codes to aid in controlling flightline operations and to quickly document events and/or actions.

A7.1.3. Additional information concerning each specific event can be added at FMT discretion to further capture details or unique situations.

A7.1.4. FMT may add additional codes to facilitate local requirements.

A7.1.5. 20-Codes are used as a data marker to capture standard, like items of interest across the AF. Codes can be used as standalone or include clarifying information. Not all codes apply to all locations.

Table A7.1. Memo Block 20-Codes.

CODES	MEANING	EXAMPLES
20-A	Errors	Operator, wrong unit, 2 units sent
20-B	Refueler 10-5 (standing by)	Acft 10 minutes out/quick turn
20-C	Cancellations	Cancelled by MOC (name of individual)
20-D	Delays in response	Not enough resources for fuel requests
20-E	Custodian verified (tank/grade/location)	Name of custodian; TK 9, DL2, Bldg. 85
20-F	Refueling unit multi-dispatched	3 x F-16s
20-G	Acft multi-trucked	1 of 4
20-H	Hot pits (open/closed)	Open (name/location)
20-I	IFE/GE/Weather hold	IFE (landing gear, 15-mins out)
20-J	Diverted to higher priority acft	NAOC arrival
20-K	Multi-source refuel	Pantograph, R-11
20-L	Hydrant pit not utilized	Acft on pit lid, hydrant available but not used
20-M	Top off	1K (gallon amount)
20-N	RTB	TK 14 (location)
20-O	All refueling/defueling assets utilized	C-17 defuel in progress, no units available
20-P	All personnel utilized	6 acft diverted, standby personnel called in
20-Q	Vehicles/equipment below MEL	4 refuelers out for maintenance, ETIC
20-R	Facilities below MEL	No power available, ETIC
20-S	Hydrant system check	Systems in automatic mode and unmanned
20-T	Late aircraft take-off	Acft missed fly time
20-U	Cart fill outside servicing hours	Emergency cart fill
20-V	One time defuel	Vehicle configured for refuel used to defuel

20-W	Water release log	Start/stop time (release contained water)
20-X	Recovered Product	Sample passed or QAR approved, JP-8,100 Gals from Unit/Bowser/Tank XX returned to Unit/Tank XX
20-Y	Below Personnel MEL	State why or cause that led to this effect

### A7.2. Issue Point Codes.

A7.2.1. Issue point codes are essential to properly categorize peak workload during the cryogenic, vehicle and equipment validation process.

A7.2.2. Ensure issue point code corresponds to correct mode of delivery during a given fuels operation.

**Table A7.2. Fuels Vehicle and Equipment Issue Point Codes.**

<b>CODES</b>	<b>MEANING</b>	<b>EXAMPLES</b>
CY	Cryogenic	Liquid Oxygen issue point
RU	R-11	Without the use of hydrants/HSM
RH	R-12	Hydrant use
PT	Pantograph	Hydrant use
HC	Hosecart	Hydrant use
RL	LCRV	Without the use of hydrants
HL	LCRV-H	Hydrant use
R2	R-20	FORCE Aircraft servicing platform
HY	Hydrant Servicing Module (HSM)	Hydrant use



## Attachment 8

### EXPEDITIONARY FUELS SUPPORT EQUIPMENT STORAGE REQUIREMENTS

**A8.1.** Expeditionary Fuels Handling Equipment (FHE) will be maintained in either short-term or long-term storage in order to meet deployment readiness timelines and to minimize operational costs associated with storing equipment.

**A8.2.** The number of each type of expeditionary FHE UTC maintained in short-term or long-term storage will be determined by storing AFFOR fuels planners.

**A8.3.** Inspection documentation: Refer to **Attachment 10** for applicable forms that will accompany each piece of equipment. Document acceptance and interval inspections in DPAS if applicable.

**A8.4.** Inspection intervals for assets in short and/or long-term storage.

A8.4.1. FHE storage locations may be directed by the supported AFFOR Fuel Planner to deviate from short and/or long-term storage requirements. **(T-2)**.

A8.4.2. FHE UTCs in long-term storage requires an operational inspection and function check once every 24 months per applicable T.O.s for the specific equipment. **(T-2)**.

A8.4.3. FHE RSPs will be inspected and inventoried at the prescribed intervals outlined in AFI 25-101.

**A8.5.** Operational Inspection and Function Check Requirements.

A8.5.1. Expeditionary FHE operational inspection and function checks should be accomplished on equipment as a complete UTC to ensure the system's operability and proper readiness reporting. **(T-3)**. Consumable items such as hose and gaskets will be annotated and replaced.

A8.5.2. Filter separator elements are not required to be installed to complete an operational inspection and function check.

A8.5.2.1. Recirculate fuel and operate pumping systems in all modes to verify functionality. High flashpoint fuels (JP-8, JP-5, Jet A, Jet A1, and JPTS) are to be used for operational inspection and function checks for systems designed for aviation fuel. Water will not be used.

A8.5.2.2. Attach an AF Form 980 to the control panel or other conspicuous location (e.g., receipt line R-18, separator door R-19, control panel R-20) annotated with fuel type used and date prior to shipment of end items with filtration.

A8.5.2.3. Prepare equipment for storage by draining all fuel from hoses, manifold, and system piping and ensure engine fuel tank is no more than one quarter.

A8.5.2.4. Disconnect and remove batteries from FHE. Store batteries as outlined in T.O. 36-1-191.

**A8.6.** Tactical Automated Service Station (TASS) units will undergo an operational inspection and function check in the generator mode. It is not required to functional check the TASS with motor gasoline (MOGAS)/diesel.



## Attachment 9

## RADIO TRANSMISSION CODES

**A9.1.** Use the modified 10-series radio transmission code list to maintain radio discipline. FMT may add other call signs to meet any local requirements.

**Table A9.1. Radio Transmission Codes.**

CODE	MEANING
10-1	Radio receiving poorly
10-2	Radio receiving well
10-3	Radio check
10-4	Acknowledged, will comply
10-5	Standby
10-6	Say again, poor reception
10-7	Location out-of-service
10-8	Location in-service
10-9	What is your location
10-10	Return to FSC
10-11	Departing parking area
10-12	How many gallons are out of unit
10-13	Proceed to fillstand
10-14	Arriving at fillstand
10-15	Departing fillstand with full unit
10-16	Request another unit at location
10-17	Request supervisor at location
10-18	Request fire truck at location
10-19	Fuel spill, request assistance at location
10-20	Entering parking area
10-21	Unit requires maintenance, discrepancy
10-22	Ready to receive, valves open
10-23	Ready to start transfer, valves open
10-24	Start servicing
10-25	End servicing
10-26	Pumps stopped/off
10-27	Transfer complete, valves closed
10-28	Servicing canceled
10-29	Call FSC via telephone
10-31	Distinguished visitor in area
10-36	What is the correct time
10-87	Fire, Accident, Mishap request immediate assistance
10-97	Arrived at scene/location
10-98	Finished with last assignment

## Attachment 10

**APPROVED FUELS HANDLING EQUIPMENT (FHE) AND FUELS SUPPORT EQUIPMENT**

**Table A10.1. Approved Fuels Handling Equipment (FHE).**

<b>FHE</b>
ABFDS
Additive Injector(s)
Bladder(s)
Blivet
C30X/R-13
FARP Kit
LCRV
Mobile Pantograph/Hose Carts
PMU-27
R-11/Hymore/HSM
R-12
R-18
R-19
R-20
R-21 Equipment/Tricons
Tactical Automated Service Station (TASS)

**Table A10.2. Approved Fuels Support Equipment (FSE).**

<b>FSE Examples</b>
Analytical Balance
B2 Test Kit
Bowser(s)
Cryotainer(s)
Flash Tester
Hydrostatic Tester
Jack Stand
Lawnmower
Multi-meter
Pneumatic Jack
Purge Unit
RSP Kits
Snow Blower
Vacuum Pump

**Attachment 11****FUELS LABORATORY SAFETY INSTRUCTIONS**

**A11.1.** Safety Instructions will be posted in all installation fuels laboratories.

**A11.2.** Hazards.

A11.2.1. Body contact with fuel can cause skin or eye irritation.

A11.2.2. Swallowing fuels may cause poisoning.

A11.2.3. Inhaling vapors may cause dizziness. Danger: In confined spaces of pits, fuel vapors may overcome a worker and cause death due to asphyxiation.

A11.2.4. Aviation Gasoline (AVGAS) hydrocarbon fuels with tetraethyl lead are highly toxic to the central nervous system. Tetraethyl lead can be: Inhaled or ingested; directly through contact with petroleum product or indirect contact with tank scale or tank rust.

**A11.3.** First Aid.

A11.3.1. Remove fuel-contaminated clothing and wash affected skin areas with soap and water.

A11.3.2. If fuels are swallowed, DO NOT induce vomiting. Get medical attention immediately.

A11.3.3. If fuel is splashed into the eyes, immediately flush the eyes with large amounts of water continuously for at least 15 minutes. Get medical attention immediately.

**A11.4.** Safety Precautions.

A11.4.1. Know the general characteristics of fuels.

A11.4.2. Verify that eyewashes, emergency showers, personal protective and fire protection equipment are available and in working order prior to operations involving fuel.

A11.4.3. All electrical equipment used in fuel operations must be properly grounded unless designed for ungrounded operation.

A11.4.4. Avoid spills. Vapors from fuel can form an explosive environment.

A11.4.5. Always wash hands thoroughly with soap and water after working with fuels.

A11.4.6. Immediately clean up fuel spills.

## Attachment 12

## AIRCRAFT PLANNING FACTORS

## A12.1. Aircraft Planning Factors.

A12.1.1. Utilize [Table A12.1](#) for contingency or exercise planning only. Fuel quantities are based off an 80% maximum capacity for bombers and airlift aircraft and 85% for fighter aircraft. Actual consumption varies due to mission profile. Helicopter length is the length of the fuselage, while the span is the main rotor diameter. All fuel quantities are in US gallons. Normal load indicates the normal aircraft capacity used in contingency standard combat load configuration. Reference numbers are to notes at the end of this section.

A12.1.2. Official aircraft consumption factors are prescribed in AFI 65-503, *U.S. Air Force Cost and Planning Factors*, [Table A12.1](#), Aviation Fuels Consumption Factors (updated annually).

A12.1.3. The numbers from [Table A12.1](#) are general planning factors for use. Contact applicable AFFOR fuels planner for AOR specific petroleum and cryogenic planning factors.

Table A12.1. Aviation Fuels Consumption Factors.

MDS	NAME	NORMAL	SPAN	LENGTH
		LOAD (gals)	FT-IN	FT-IN
A-10	Thunderbolt	1395	57-6	53-4
A330		19857	197-10	193-0
A350		35200	212-5	242-1
A380		67680	262-0	239-0
AC-130H	Spooky	7200	132-7	97-9
AC-130J	Ghostrider	7350	133-0	98-0
AH-1	Cobra	259	44-0	44-6
AH-64	Apache	375	48-0	48-2
AV-8A	Harrier	760	25-3	45-6
B-1B	Lancer	31674	136-9	147-0
B-2	Spirit	19940	172-0	69-0
B-52H	Stratofortress	37277	185-0	160-0
B-707-300C		19108	145-9	152-11
B-727		6144	108-0	153-2
B-747-100F		40800	195-8	231-4
B-747-200		41444	195-8	231-4
B-747-400F		43188	231-4	231-4
B-757-200F		9021	124-8	155-0
B-767		19184	156-0	201-0
B-777		38319	212-7	242-4
B-787		26710	170-6	186-0
C-12	Super King	431	54-6	43-9
C-130H	Hercules	7164	132-7	97-9
C-130J	Hercules	7500	132-7	112-9

C-131	Samaritan	1384	105-4	79-2
C-17	Globemaster	28436	170-0	175.2-0
C-20A	Gulfstream	1360	777-10	83-1
C-21	Learjet 35	745	39-6	48-8
C-23	Sherpa	400	74-8	58-1
C-5	Galaxy	40912	222-9	247-10
C-9	Nightingale	4394	93-5	119-4
CH-21	Shawnee	240	44-0	52-7
CH-34	Choctaw	210	56-0	46-9
CH-37	Mojave	318	72-0	64-11
CH-53	Stallion	502	27-7	73-4
CH-54	Skyhook	1080	72-0	88-0
CT-39	Sabreliner	488	44-5	43-9
DC-10-20CF		21200	165-4	182-0
DC-10-30CF		24620	165-4	182-0
DC-8-50/61		18714	148-5	187-5
DC-8-62/63		19420	148-5	187-5
DC-9-301		2943	93-5	125-7
E-2	Hawkeye	1427	80-7	57-7
E-3B/G	Sentry	19084	145-9	152-11
E-4	NAOC	40597	195-8	231-4
E-8	JSTAR	18507	145-9	152-11
EA-18G	Growler	1600	45-0	60-0
EA-6B	Prowler	3798	53-0	59-0
EC-130H	Compass Call	7402	132-7	97-9
EC-130J	Commando Solo	7500	133-0	98-0
F-15C	Eagle	3500	42-10	63-9
F-15E	Strike Eagle	4510	42-8	63-8
F-16C/D	Falcon	1522	32-10	49-6
F-18	Hornet	1597	37-6	56-0
F-22	Raptor	2284	44-6	62-1
F-35	Lightning II	2347	35-0	51-0
H-47	Chinook	630	5-Dec	51-0
HC-130J	Combat King II	7326	132-7	97-9
HH-2	Seasprite	219	44-0	38-4
HH-21	Workhorse	240	44-0	52-7
HH-3	Pelican	548	57-3	61-0
HH-3E	Jolly Green	548	57-3	62-0
HH-53	Super Jolly	244	72-3	67-2
HH-60G	Pavehawk	702	53-8	50-1
HH-60W	Jolly Green II	644	53-8	50-1
KC-10	Extender	42500	165-4	181-7
KC-135	Stratotanker	24960	130-10	136-3
KC-46	Pegasus	25349	156-1	159-2
L-1011	Tri-Star	18400	155-4	177-8

MC-130J	Commando II	7250	132-7	97-9
MQ-1	Predator	75	48-7	27
MQ-9	Reaper	470	66-0	36
O-1	Bird Dog	31	36-0	25-10
OH-13	Sioux	34	35-2	30-5
OH-23D	Raven	37	35-5	28-5
OH-6A	Cayuse	47	26-4	23-6
OV-1	Mohawk	238	42-0	41-1
OV-10	Bronco	200	40-0	41-7
P-2	Neptune	2408	97-9	95-11
P-3	Orion	7360	99-8	116-10
P-8	Poseidon	11195	123-0	126-0
RC-135V/W	Rivet Joint	17777	130-10	136-3
RQ-170	Sentinel	300	66	14-7
RQ-4B	Global Hawk	2194	131-0	47-6
S-3A	Viking	1546	68-8	53-4
SH-3A	Sea King	548	62-0	54-9
T-33	Shooting Star	760	38-11	39-9
T-37	Tweet	544	33-3	29-3
T-38	Talon	466	25-3	46-4
U-11	Aztec	144	37-3	31-3
U-1A	Otter	171	58-0	41-10
U-2	Dragon Lady	2500	103-0	63-0
U-21	Ute	745	45-11	39-10
U-3A	Cessna 310	130	36-11	36-0
U-6A	Beaver	95	48-0	30-5
U-8	Seminole	230	45-3	31-6
UH-1	Iroquois	176	48-0	39-8
UH-10	Chicasaw	140	53-0	42-3
UH-60A	Blackhawk	290	53-8	50-1
US-3A	Viking	1538	68-8	53-4
WC-135R	Constant Phoenix	17777	130-10	136-3



**Attachment 13**  
**ALTERNATE USE FORMS**

**Table A13.1. Alternate Use Forms for Digital outage and Exercises (Printed).**

<b>Form</b>	<b>Form Title</b>	<b>Correlation</b>
AF824	DAILY FUELS REQUEST AND SERVICING LOG	Dispatch
AF839	FLIGHTLINE DAILY FUELS SERVICE LOG	Dispatch
AF1234	FUELING UNIT INVENTORY	Accounting/Dispatch
AF1235	PHYSICAL INVENTORY	Accounting
AF1237	INVENTORY	Accounting
AFTO134	AVIATOR BREATHING OXYGEN SERVICING TRAILER LOG	Dispatch/QC Module
AFTO150	BASE FUELS SAMPLING AND TESTING RECORD	QC Module
AFTO475	FUELS AND LUBRICANTS SAMPLE	AFTAT
DD2512	BULK FUEL STOCK ROTATION PLAN	EEBP
DD2915	PROPELLANT SERVICING UNIT RECORD	Dispatch
DD2917	PHYSICAL INVENTORY (FUELS/MISSILE PROPELLANT)	Accounting
DD2921	PHYSICAL INVENTORY PETROLEUM PRODUCTS	Accounting
DD2924	MONTHLY INVENTORY TRANSACTIONS REPORT (MISSILES PROPELLANT)	EBS Accounting
DD2925	MISSILE FUELS/PROPELLANTS INVENTORY SUMMERY SHEET	Accounting

## Attachment 14

## FARP TRYOUT MEMORANDUM

8 December 2022

MEMORANDUM FOR FARP TEAM CHIEFS

FROM: HQ AFSOC/A4REF

SUBJECT: Forward Area Refueling Point (FARP) Tryout

1. PURPOSE. To standardize FARP tryouts, to maintain an acceptable physical and mental standard that will be equal for all FARP teams.
2. The equipment that will be required for the FARP tryout can be found below.
  - a. 5x 100-ft. 3-in or 2-in FARP hoses (3x 100-ft sections for set-up, 2x 100-ft sections for tear-down.) - NSN: 4720-01-256-6496
  - b. 1x FARP Sled, (Locally Manufactured) (See AFPET SharePoint for specifications)
  - c. 1x FARP Defuel Pump - NSN: 4320-01-643-4512
  - d. 1x SPR Nozzle - NSN: 4930-01-544-1945
  - e. 1x FARP Squeegee, (Locally Manufactured) (See AFPET SharePoint for specifications)
  - f. 1x 5-Gallon Water Jug (full of water) – NSN: 7240-00-089-3827
  - g. 1x #20 Fire Extinguisher – NSN: 4210-00-889-2492
  - h. 1 set of IBA (vest, helmet, & gloves) – Can acquire locally from LRS

3. Conduct the FARP tryout on a paved surface, all FARP tryout participants will accomplish the tasks listed below, in order, and without deviation for FARP team consideration.

- a. Tryout participant will wear the following IPE: protective gloves, helmet, and vest.
- b. The time will start when the participant lifts the Defuel Pump off the sled.
- c. Member will move the defuel pump 10 feet out the front of the sled, turn around, walk to the right-hand side of the sled, and place it on the ground. (*Simulates placing defuel pump next to the aircraft SPR*).
- d. The participant will grab the Single Point Nozzle connected to the 300-ft. hose from the sled and begin to run the hose out the full 300-ft. If the member cannot pull the hose the full 300-ft, they are authorized one return trip to the sled to grab the slack before returning to the nozzle to complete the 300-ft. pull.
- e. Once the hose is fully extended, the member will return to the sled and grab the fire extinguisher, squeegee, and 5-gallon water jug. The participant will carry all items to the 200-ft coupler; place the squeegee under the coupler (*maintains positive control of the squeegee*) and the water jug on the ground and proceed to carry the fire extinguisher to the 300-ft. point to conduct the next portion of the tryout.
- f. Once at the 300-ft point with the fire extinguisher, the member will conduct a 50-ft. S-Fold on the hose and take a knee for 5-seconds (*simulates the FARP Site being open*). Once 5-seconds has passed, the FARP member conducting the tryout will authorize the tryout participant to continue the tryout.
- g. The participant will extend the hose back to 300-ft point and place the nozzle on the ground. (*Simulates pulling the hose back out to start the tear down process*)
- h. They will then run begin to roll the first of 2x 100-ft sections of pre-positioned hose. (*For the interests of efficiency, as opposed to tearing down the entire FARP site, these two 100 ft hoses will simulate the tear-down procedures.*)
- i. Once the hose is rolled entirely, they will lift the hose and carry it back to the FARP basket.
- j. Steps (h & i) will be re-accomplished with the second hose located at the 300-ft. point. (*Steps h through j simulate tearing down the FARP site*)
- k. Once both 100-ft sections of hose are rolled entirely and placed in the FARP basket, the tryout is complete, and the time is stopped. The member conducting the tryout will deduct a 5-second run-off from step (f) for the final time.
- l. The FARP operation set-up standard is 15 minutes from start to finish, all tryouts that exceed 15 minutes will be terminated immediately and scored as a failure.

4. All participants that complete the FARP tryout will undergo an interview process with the FARP and Fuels Management Teams (FMTs). Participants should understand the requirements, training, and expectations associated with being on the FARP team.

5. Once selected by their FMT, the FARP tryout will be good for 120-days and the member must complete phase I, II, and III FARP training before the tryout expires. If the member cannot

complete the required FARP training within 120-days, they will be required to re-accomplish the tryout.

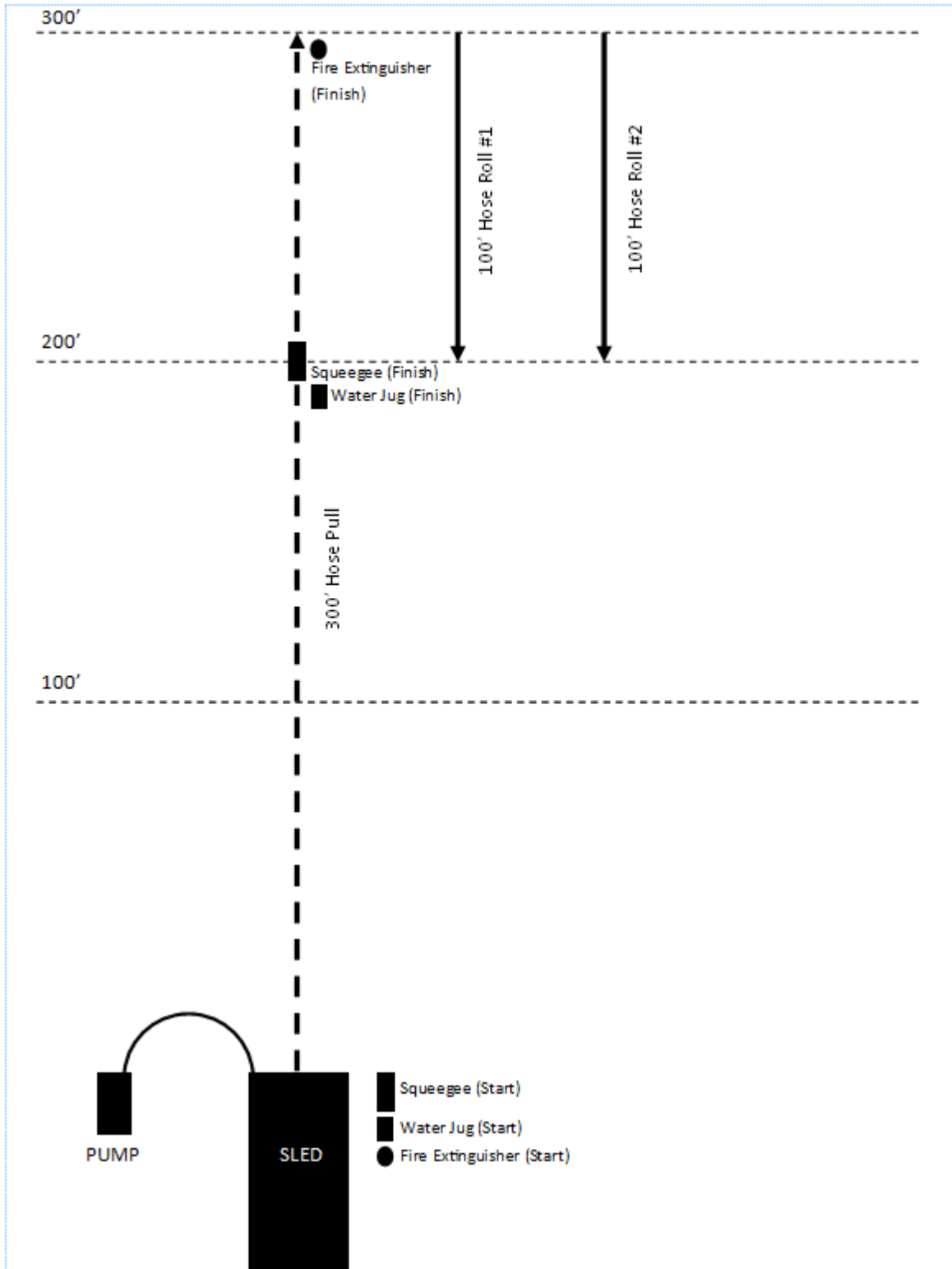
6. If you have any questions or concerns, please contact AFSOC/A4RE at DSN: 579-2497.

FIRST M. LAST, MSGT, USAF  
HQ AFSOC FARP Program Manager

FIRST M. LAST, CMSGT, USAF  
HQ AFSOC Fuels Functional Manager

Figure 1: FARP Tryout Diagram

Figure 1: FARP Tryout Diagram



## Attachment 15

## SFH-A/F TEAM INITIAL ISSUE LIST

Table A15.1. SFH-A/F TEAM INITIAL ISSUE LIST.

Item	Quantity
Ops Core Tactical Ballistic Helmet	1
Rhino Ground NVG Mount	1
Peltor Tactical Comm Headset	1
Condor Plate Carrier Vest	1
Safariland 9MM Holster	1
Individual First Aid Kit	1
M-4 Sling	1

Table A15.2. SFH-A/F TEAM INITIAL ISSUE LIST (con't).

Item	Quantity	Item	Quantity
AF & Name Tapes	4 ea.	Waffle Shirt	1
Flying Unit Patches	4	Tee Shirt (pack of 3)	2
IR Flags	4	Socks	5
IR FARP Designator (If Applicable)	4	Deployment Bag	1
C/W Fleece	1	3 Day Bag	1
Softshell Jacket	1	Sleeping Bag (Portable)	1
Softshell Pants	1	Hammock	1
Combat Pants	4	Ballistic Glasses	1
Combat Shirt	4	Tactical Gloves	4
Field Pant	4	Riggers Belt	1
Field Shirt	2	Balaclava	1
Tactical Boots	2	Retention Lanyard	1
Cold Weather Flight Approve Boots	2	Ballistic Goggles	1
Watch Cap (Coyote)	1	Knee Pads	2
Sleep Shirt (Thermals)	2	Folding Knife w/ Serrated edge	1
Sleep Pants (Thermals)	2	Mollie enable Hydration System	1
Water Bottle	1	Flashlight w/ IR setting	1
Multi Tool w/ wire cutters	1	D-Rings (350 lbs weight rated)	5
GPS Watch	1	EWICS	