DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
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WASHINGTON DC 20350-3000

MCO 11162.1
I&L (LFS)
11 Dec 2023

MARINE CORPS ORDER 11162.1

From: Commandant of the Marine Corps
To: Distribution List

Subj: FUELS AND FUELS INFRASTRUCTURE MANAGEMENT

Ref: See enclosure (1)

Encl: (1) References
(2) Fuels and Fuels Infrastructure Management

1. Situation. This Order prescribes policy, procedures, and responsibilities for managing fuels and fuels infrastructure in compliance with laws, regulations, and directives per the references. Fuels management addresses the receipt, storage, transfer and issuance of fuels, associated facilities management responsibilities, spills, pollution abatement, and training. This Order is in accordance with references (a) through (af).

2. Mission. To establish overarching internal controls, policy, and procedures for accurate accountability, auditability, and visibility of fuels and fuels infrastructure management per the references in enclosure (1).

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) The goal is to standardize fuels and fuels infrastructure management. This shall be accomplished through the implementation of improved policy, guidance, and integrated best business practices.

(b) The objective is to ensure that fuel is on hand to the warfighter when needed and provide optimal fuel support to installation activities while balancing available resources.

(2) Concept of Operations. This Order is directive in nature and encompasses Federal, Department of Defense (DoD), and Department of the Navy (DON) laws, regulations, and policies for the managing

fuels and fixed fuels infrastructure aboard Marine Corps installations. Fuels and fuels infrastructure management policies shall be brought into compliance with this Order.

b. Tasks

(1) Deputy Commandant, Installations and Logistics (DC I&L)

(a) Administer and maintain this Order consistent with current DoD and DON policy along with Federal, state, local, and host nation regulations.

(b) Establish policy oversight for fuels and fuels infrastructure management.

(c) Provide fuel and fixed fuel infrastructure support to Marine Forces Reserves (MARFORRES) via the Commander, Marine Corps Installations Command (COMMCICOM).

(d) Through COMMCICOM, monitor compliance with this Order and grant exceptions if required.

(2) Commander, Marine Corps Installations Command (COMMCICOM)

(a) Ensure compliance with the policies and procedures prescribed in this Order.

(b) Coordinates with the Defense Logistics Agency (DLA) Energy and Naval Petroleum Office (NPO).

(d) Supervise maintenance requirements for fuels related Facilities Sustainment and Restoration and Modernization (FSRM) and Militray Construction (MILCON) projects. Submit FSRM requirements via the chain of command to Marine Corps Installations Command (MCICOM).

(e) Monitor region, installation, Service Level Training Installations (SLTI), and Marine Corps Exchange fuel stations management processes using the Management Assessment Visit (MAV) Program.

(f) Provide fuel and fixed fuel infrastructure support to Commanding General, Marine Corps Training and Education Command (CG, TECOM).

(3) Commander, Marine Forces Reserves (COMMARFORRES). Ensure compliance with the policies and procedures prescribed in this Order.

(4) Commanding General, Training and Education Command (CG, TECOM).

(a) Ensure compliance with the policies and procedures prescribed in this Order.

(b) Coordinate SLTI fuel requirements and management responsibilities with MCICOM.

(c) Identify and coordinate with MCICOM maintenance requirements for fuels related FSRM and MILCON projects.

(5) Commanders, Marine Corps Installations Command (COMMCICOMs) Regions

(a) Ensure compliance with the policies and procedures prescribed in this Order.

(b) Identify maintenance requirements for fuels related FSRM and MILCON projects.

(c) Coordinate petroleum operating supply demands with the Marine Forces (MARFOR) wartime profiles.

(d) Hold Pre-positioned War Reserve Stock (PWRS) in Defense Fuel Support Points (DFSPs) to support war reserve requirements at the levels specified in the IMP.

4. Administration and Logistics

a. Records Management. In accordance with references (b) and (d), records created as a result of this directive shall be managed according to National Archives and Records Administration (NARA)-approved dispositions per SECNAV M-5210.1 to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Records disposition schedules are located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx. Refer to MCO 5210.11F for Marine Corps records management policy and procedures.

b. Privacy Act. In accordance with references (a) and (af), any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974, as amended (5 U.S.C. § 552a) and implemented per SECNAVINST 5211.5F.

c. DC I&L shall review this Order annually ensuring applicability, currency, and consistency with Federal, DoD, DON, and Marine Corps policy and statutory authority.

d. Recommended changes to this Order shall be submitted to DC I&L for consideration via the appropriate chain of command.

5. Command and Signal

a. Command. This Order is applicable to the Total Force.

b. Signal. This Order is effective the date signed.

E. D. BANTA
Deputy Commandant for
Installations and Logistics

Distribution: PCN 10255302500

References

(a) SECNAVINST 5211.5F
(b) SECNAV M-5210.1 w/CH-1
(c) SECNAV Notice 5210
(d) MCO 5210.11F
(e) MCO 5100.29C w/CH 1-2 Volumes 1-9
(f) MCO 5090.2
(g) MCO 4400.201 w/CH-2 Volumes 1-17
(h) MIL-STD-3004D w/Change 1, "DoD Standard Practice, Quality Assurance/Surveillance for Fuels, Lubricants and Related Products," Mar 2016
(i) Title 40, Code of Federal Regulations, "Protection of the Environment"
(j) DoD 5200.08-R W/CH 1, "Physical Security Program," May 2009
(k) MIL-HDBK-844B(AS) "Aircraft Refueling Handbook for Navy/Marine Corps Aircraft," Jan 2014
(l) Unified Facilities Criteria, "Petroleum Fuel Systems Maintenance", Nov 2017
(m) NAVAIR 00-80T-109
(n) MCO 11240.118A
(o) MCO 5530.14A
(p) DoD 4715.05-G, "Overseas Environmental Baseline Guidance Document", Aug 2018
(q) DLA Energy P-40, "Fuel Spill/Leak/Release Reporting," Aug 2015
(r) OPNAVINST 5090.1E
(s) DoDI 4140.25 W/CH 3, "DoD Management Policy for Energy Commodities and Related Services," Dec 2019
(t) DLA Energy P-9, "DoD Petroleum Laboratory Correlation Program," 22 Sep 2011
(u) DLA Energy P-5, "Vehicle Identification Link (VIL) Key Encoding, Accountability and Control," Apr 2014
(v) MCO 11000.5G
(w) DLA Energy P-15, "Defense Working Capital Fund Capitalization," Jan 2012
(x) DLA Energy P-16, "Defense Working Capital Fund Optimization Programming," Oct 2018
(y) DLA Energy P-17, "Exercise and Contingency Operations", Oct 2018
(z) CJCSM 3150.14B "Joint Reporting Structure – Logistics", Dec 13
(aa) DoDI 4715.08 w/change 2, "Remediation of Environmental Contamination Outside the United States," Aug 2018
(ab) NAVSUPINST 4200.98B
(ac) MCO 7300.21B
(ad) NAVSUPINST 4200.97A
(ae) NAVSUPINST 4200.101
(af) 5 U.S.C. § 552a

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Fuels and Fuels Infrastructure Management

Chapter 1

Introduction

1. Purpose. COMMCICOM is responsible for establishing and maintaining Marine Corps fuels and fuels infrastructure management. This Order provides fuels managers and operators with the necessary guidelines, general knowledge, and references to operate and maintain fuels infrastructure. It is intended to be a guide for trainees and new personnel that provides an overall understanding of fuels receipt, storage, issue, and maintenance procedures. This Order prescribes internal controls, procedures, policy, and responsibilities for the standardized management of fuels and fuels infrastructure to ensure accurate accountability, auditability, and visibility.

2. Scope. This Order prescribes fuels management policy, guidance, and direction. It is applicable to and has been structured to cover major facets of fuels and fuels infrastructure management. The contents are limited to technical and operational procedural information of a general nature. Appropriate references are noted and should be consulted for detailed information and guidance.

3. Applicability. This Order guides the execution of fuels and fuels infrastructure management standards and procedures. It applies to all organizations and personnel who are responsible for the receipt, storage, transfer, and issue of fuels and fuels infrastructure management.

4. References. Applicable policy, regulations, and directives are referenced to ensure standardization of fuels and fuels infrastructure management. Organizations and responsible individuals should have a working knowledge of the references outlined in Appendix B.

5. Definitions

a. Fuels are defined as petroleum and oil-based products for the purpose of this Order.

b. Fuels infrastructure are those non-wetted and wetted facilities that receive, store, and issue petroleum and oil-based products that sustain the Supporting Establishment (SE) or FMF mission.

c. Site Manager, Terminal Manager and Responsible Officer (RO) are relatively synonymous terms used throughout DoD, DON and the Marine Corps when referring to individuals in charge of fuels and fuels infrastructure. The term RO is used in this Order when denoting the fuels and a fuels infrastructure site manager.

6. Fraud. Suspected fraudulent acts must be reported to the appropriate personnel to ensure the Marine Corps is a good steward of government resources. Any suspected or detected incident of fraud shall be immediately reported to the RO or leadership. Reporting fraudulent acts, no matter who the offender, is the responsibility of all personnel regardless of their rank, grade level, position, or assigned mission responsibility.

7. Safety. Safety is the top priority for Marine Corps personnel. It is not the function of this Order to assess safety concerns, but safety deficiencies should not be ignored when discovered. Reference (e) provides additional information on the Marine Corps' safety program.

8. Hazardous Material. Fuel is classified as a hazardous material in accordance with reference (f). Volume 9 of reference (f) discusses minimizing hazardous material through sustainable procurement and pollution prevention. Requirements for hazardous material and hazardous substance spills are discussed in volume 7 of reference (f).

Chapter 2

Roles and Responsibilities

1. Purpose. This chapter prescribes roles for individuals and organizations to effectively manage fuels and fuels infrastructure. Fuel activities must safely and efficiently receive, store, and issue fuels product with appropriate controls ensuring adequate quality and inventory.

2. Roles and Responsibilities. Volume 1 of reference (g) describes the general roles and responsibilities of personnel who operate or maintain Marine Corps property. The specific roles and responsibilities for personnel who manage fuels and fuels infrastructure are provided below.

a. Commander, Marine Corps Installations Command (COMMCICOM)

(1) Administer and maintain this Order consistent with current DoD and DON policy along with Federal, state, local, and host nation regulations.

(2) Establish policy oversight for fuels infrastructure management.

(3) Monitor compliance with this Order and grant exceptions if required.

(4) Coordinate with the DLA Energy and NPO on behalf of the Marine Corps. This includes Inter Service Support Agreements with DLA Energy for reoccurring and non-reoccurring environmental compliance funding, FSRM and Reoccurring Maintenance Funding for wetted and non-wetted facilities.

(5) Supervise maintenance requirements for fuels related FSRM and MILCON projects.

(6) Notify the appropriate agencies of mishaps (environmental, operational, and safety) regarding capitalized and non-capitalized fuel infrastructure.

(7) Establish policy for inspection of fixed (i.e., those connected with piping, on permanent, or semi-permanent stand or underground) fuels infrastructure with a capacity greater than 55 gallons as inventory managed in USMC MAXIMO.

(8) Establish policy ensuring regulated tanks, including those with 55 gallons or less, under the installation’s Spill Prevention, Control, and Countermeasures (SPCC) Plan are included in USMC MAXIMO along with required key supporting documents (KSD).

b. Marine Corps Installations Command (MCICOM) Senior Fuels Officer

(1) Provide management oversight concerning all fuels and fuels infrastructure policy.

(2) Recommend amendments to existing policy as required.

(3) Communicate with MCICOM Environmental and Facilities Directorates on environmental, FSRM, and MILCON matters.

(4) Coordinate with the MCICOM Regional fuel officers, NPO, and DLA Energy for FSRM funding of capitalized fuel infrastructure.

(5) Responsible for overall program execution of FSRM projects and shall coordinate execution across the enterprise.

(6) Plan and conduct fuels and fuels infrastructure MAVs as scheduled, required, or directed.

(7) Notify the appropriate agencies of mishaps (environmental, operational and safety) regarding capitalized and non-capitalized fuel infrastructure.

(8) Manage annual reporting of petroleum storage capabilities (POLCAP) with the Regions for submission to the Joint Petroleum Office (JPO).

(9) Coordinate with the Regions to report bulk storage capabilities (REPOL) during contingency or wartime operations for submission to the JPO as required.

(10) Prioritize bulk petroleum infrastructure MILCON and FSRM projects.

(11) Manage the Marine Corps Fuels Card Program.

c. Commanders, Marine Corps Installations Command (MCICOM) Regions

(1) Provide management oversight concerning fuels policy, capitalized and non-capitalized bulk petroleum operations within the MCICOM Region including requirements determination, Quality Surveillance (QS), inventory accounting, and management of petroleum facilities.

(2) Assist the installations, regional petroleum engineers and public works officer in identifying FSRM projects for submission to MCICOM and DLA Energy.

(3) Develop, implement, and publish Standard Operating Procedures (SOP) that address regional, and installation internal

controls, processes, and procedures not specifically covered by this Order.

(4) Notify MCICOM's Senior Fuels Officer of mishaps (environmental, operational, and safety) regarding capitalized and non-capitalized fuel infrastructure.

(5) Manage annual reporting of bulk storage capabilities (POLCAP) with the installations for submission to MCICOM's Senior Fuels Officer.

(6) Coordinate with the installations to report bulk storage capabilities (REPOL) during contingency or wartime operations for submission to the MARFORs and copy MCICOM's Senior Fuels Officer.

d. Commanders, Installations

(1) Appoint fuel inventory managers and ROs in writing to include a DD 577 "Appointment/Termination Record-Authorized Signature".

(2) Nominate personnel via the chain of command to DLA Energy to act as the Contracting Officer's Representative (COR) for Government Owned/Contractor Operated (GOCO) and Contractor Owned/Contractor Operated (COCO) DFSPs.

(3) Facilities Maintenance Branch and Public Works Branch shall assist the COR in verifying real property accounting, engineering, and planning and programing functions performed in accordance with the contract requirements at GOCO sites.

(4) Provide engineering, design, FSRM, and minor construction technical review services and contracting, along with program management tracking data to DLA Energy to satisfy technical, program/project execution and program management services.

(5) Notify MCICOM's Senior Fuels Officer of mishaps (environmental, operational, and safety) regarding capitalized and non-capitalized fuel infrastructure.

(6) Develop, implement, and publish SOPs that address installation internal controls, processes, and procedures not specifically covered by this Order.

Chapter 3

Training

1. Purpose. This chapter prescribes responsibilities and policy ensuring compliance with environmental training, education requirements, and standards. Personnel, including contractors, responsible for handling petroleum, oils, and lubricants (POL) shall be trained and qualified to perform their assigned responsibilities. They shall be aware of the hazards in handling fuels and lubricants, as well as the applicable safety and operating procedures. Established guidelines shall include an individual training program and documented training. Draw on existing training materials, courses, and resources (e.g., MarineNet, NavyOnline, Naval Civil Engineer Corps Officers School, Army Logistics University, Air Force Institute of Technology Civil Engineer School, Interservice Environmental Education Review Board, classes, and other existing training resources) to the maximum extent practicable rather than developing new initiatives. Environmental, operational, and safety training are Headquarters, Marine Corps items of interest and are included in the MAV Checklist. Additional fuels training can be accessed at www.fuelstraining.com. Consult references (h), (i), (j), (k), (l), and (m) for additional training information.

2. Operational Training. Fuel handling personnel shall be trained through informal courses, formal courses, and series of apprenticeship programs for each major system to be operated. It is essential to the safety of fuel handling operations that personnel be properly trained. Only those personnel qualified shall be involved in refueling operations from source to nozzle.

a. Personnel Training

(1) Informal Training. Courses shall be developed using references (h), (k), and (m) to emphasize safety and procedural requirements and how they apply to the local facilities, equipment, and operations. Personnel shall be required to demonstrate their acquired knowledge.

(2) Apprenticeship Training. Utilize apprenticeship programs (On the Job Training) for each major system to be operated. The novice operator shall be instructed on the system's operation using the operating instruction manuals. Afterward, a certified, experienced operator shall demonstrate the system's operation to the novice. The student shall then operate the system under the supervision of an experienced operator who shall ultimately certify that the student has acquired the knowledge necessary to correctly and safely operate the system. The length of time each apprenticeship program takes shall depend on the complexity of the system being taught as well as the abilities of the student. All activities are required to maintain a formal training plan that outlines the apprenticeship program covering each major system. This outline

(e.g., SOP, training plan, class schedule, etc.) must contain details on instructional materials used (operating manuals and local operating instructions) as well as the minimum experience (time) requirements for obtaining certification in accordance with reference (aa).

b. Refueling Vehicle Operator Certification. Active-duty military and civil service drivers shall carry a current Optional Form 346 (OF-346) U.S. Government Motor Vehicle Operator's Identification Card and comply with the requirements delineated in NAVFAC P-300, "Management of Transportation Equipment". In addition, driver training and certification must comply with all applicable local, state, and Federal laws per reference (n). DoD contractor personnel assigned to operate either government owned or leased motor vehicles shall be certified by the contractor as being fully qualified to operate the vehicles. Drivers shall be licensed for the class vehicles they are operating and shall comply with the licensing requirements of the local activity.

c. Nozzle Operators' Training and Certification. Nozzle operators shall be thoroughly trained and certified in accordance with the applicable directives for the type, model, and series of aircraft being refueled.

d. Contractor employees performing fuel duties shall be company trained and certified. Certification shall include a written or oral examination as well as direct observation of the employee performing the certified duties. The RO and COR shall maintain training records and certifications. The RO and COR shall verify training and certification have been accomplished.

3. Environmental Training. Responsibilities for environmental training and education cross many functional and operational areas. Almost all environmental laws and their implementing regulations require training, either by mandate or implication. Federal agencies codify environmental training requirements in the Code of Federal Regulations (CFR). These requirements may be applicable to Marine Corps personnel in addition to related state environmental training requirements. Volume 5 of reference (f) offers additional information.

a. Environmental requirements impact nearly every occupational field, Military Occupational Specialty, and activity. Environmental training requirements are explicitly stated or strongly implied in many environmental statutes and regulations and training is required to provide individuals the knowledge and skills to perform jobs in an environmentally responsible manner. Environmental Management System (EMS) risk-based analysis further addresses significant environmental practices and identifies specific training requirements required to reduce overall risk to the environment. As a result, the broad scope of environmental training and education requirements and the numbers of Marine Corps personnel subject to them create significant challenges. These challenges are compounded by requirements to

support sustainability, professional development, public information, and environmental training tailored to local conditions.

b. Environmental Training and Education Policy Requirements. The RO and COR shall be provided relevant environmental and EMS information, education, and training to military and civilian personnel, the greater Marine Corps community, and appropriate segments of the public. All environmental training shall be documented and managed to ensure that it meets quality standards and complies with applicable environmental requirements to include EMS requirements stated in Volume 2 of reference (f).

4. Safety Training. The RO and COR shall coordinate with the installation safety managers for safety training. The fuels RO shall provide safety training for all personnel assigned to fuels infrastructure under their control. They shall ensure attendance at all safety and operational risk management training.

a. Supervisory personnel are required to receive specialized safety training from the installation safety manager. The supervisor safety training shall include an overview of the command safety program, mishap investigation and reporting, responsibility to train their subordinates, identify operations and personnel at risk to occupational health hazards identified by industrial hygiene and safety surveys, development, and implementation of Job Hazard Analyses (JHA), and all items specified by reference (e).

b. Marines, Sailors, and civilian personnel shall attend documented annual safety training appropriate for their job, including a review of all applicable JHA. ROs shall maintain documented training per reference (d).

5. Response Training and Exercises. RO's and COR's shall train fuel facility personnel in the operation and maintenance of equipment to prevent the discharge of oil, discharge procedure protocols, applicable pollution control laws, rules, regulations, general facility operations, and the contents of the SPCC plan. Include Installations' first responders and emergency response personnel in training and exercises. Their participation shall be documented and available for review during any assessment (e.g., MAV, Inspector General, etc.).

a. Facility Response Plan (FRP) Exercises. Volumes 7 and 18 of reference (f) provide additional information.

b. Personnel Training and Discharge Prevention Procedures. Designate a person(s) at each applicable facility who is accountable for discharge prevention and reporting. Schedule and conduct discharge prevention briefings for oil-handling personnel at least once a year to assure adequate understanding of the SPCC Plan for that facility. These briefings shall highlight and describe known

discharges, failures, malfunctioning components and recently developed precautionary measures.

Chapter 4

Security

1. Purpose. This chapter prescribes general procedures for security of Government Owned/Government Operated (GOGO) and GOCO fuel support points, pipeline pumping stations, and piers. Commanders shall designate and post these facilities as controlled areas. COCO sites located on installations shall conform to Marine Corps physical security requirements.

2. Security Education and Training. Security is not an inherent state of mind. Security responsibility must be stressed in a continuous, vigorous education program to every Marine and civilian employee. Chapter 2 of reference (o) lays out the full requirements for security education and training.

3. Physical Security Survey Program. The physical security survey program provides a systematic evaluation of the overall security of a given facility or activity and should not be regarded as an inspection or investigation. Surveys are intended to ensure compliance with directives, identify deficiencies, and provide corrective measures to the commander. This information is provided in order to present and preserve a sound security posture. Programs and systems examined shall be physical (lighting, barriers, and locks) and procedural (access control, lock and key control, and property accountability). The objective is to provide the commander a current depiction of the physical security posture of a selected facility or area. Refer to Chapter 3 of reference (o) for additional information and requirements.

4. Storage Areas. Bulk fuel storage locations are areas that store 1,000 or greater gallons of fuel. POL facilities are defined as issue points and storage areas maintaining unit level issues stocks. POL facilities include tactical and garrison motor pools that store and maintain stocks. RO's and COR's will establish access controls in writing for those personnel whose primary duties require access.

a. Fuel storage areas shall be fenced in accordance with paragraph 5006 of reference (o). Vehicle and personnel gates shall be kept to a minimum as required by operational requirements. Gates shall remain closed and locked when not in use. Utilization of an Automated Access Security System is encouraged. Main entry points and fence lines shall be posted in accordance with paragraph 3004 of reference (o). Privately owned vehicles are prohibited from entering bulk storage areas.

b. Provide security lighting for facilities during the hours of darkness as required by paragraph 3011 of reference (o).

c. Establish key control for facilities as indicated in paragraph 3005 of reference (o).

d. Pump houses, pumps, power/relay switches, boxes, etc., shall be locked and electrical power secured after normal business hours. Off-installation, remote and stand-alone pump houses shall be hardened against criminal or terrorist activity. Hardening includes rod and bar grills constructed over the windows, solid metal doors, and reinforced concrete walls.

e. Pipelines outside of the protected perimeter should be buried to lessen vulnerabilities when possible. Commands shall institute a vigorous inspection for those sites using pipeline detection and corrosion protection methods as applicable. Commanders are required to establish liaison with Federal, state, local, and host nation officials for support.

f. POL pumps and power relay/switches, boxes, etc., shall be locked and electrical power secured when not under the surveillance of personnel authorized to dispense fuel products. These measures are not required if pumps are activated by a security device (credit card reader, coded keys, etc.).

g. Packaged POL shall be stored in a secured structure.

5. Fuel Issue Points. Fuel issue points are those facilities on installations that are used strictly to refuel government vehicles. This includes single and multiple pump fuel islands and/or stations.

a. RO's and COR's will ensure adequate security lighting for fuel issue points and individual pump islands during the hours of darkness.

b. RO's and COR's will ensure power switches are secure to prevent tampering.

c. RO's and COR's established key control as indicated in paragraph 5006 of reference (o).

d. Pumps and power relay/switches, boxes, etc., shall be locked and electrical power secured when not under the surveillance of personnel authorized to dispense the products. These measures are not required if pumps are activated by a security device (credit card reader, coded keys, etc.).

6. Waterside Security. Waterside security presents a unique and challenging task to installation commanders. The requirements must be addressed in the installation security plan. There are mechanisms available to assist commanders in establishing control of installation waterside/waterfront perimeters which shall limit personnel, vehicle, and vessel access to areas under their control. Paragraph 7005 of reference (o) provides additional information and requirements.

Chapter 5

Environmental Compliance

1. Purpose. Federal, state, local, and foreign governments have enacted laws regulating fuels and fuels infrastructure and these laws vary from installation to installation. The Marine Corps requires installations, tenet commands, and the FMF to adhere to state and local laws. Installation personnel are required to be familiar with the references pertaining to this chapter. Ensure that necessary actions are taken to prevent, control, and abate environmental mishaps. Volume 18 of reference (f) contains additional guidance and information.

2. 40 Code of Federal Regulations (CFR), Protection of the Environment. Reference (i) establishes the EPA which maintains overall planning coordination and control of EPA programs (e.g., the Clean Water Act and the Clean Air Act). The EPA permits coordinated and effective governmental action to assure the protection of the environment by abating and controlling pollution on a systematic basis.

a. The Clean Air Act establishes guidelines for the storage of fuel and fuel products.

b. The Clean Water Act requires National Pollution Discharge Elimination System permits for direct discharges to surface waters and to sewage treatment facilities. The Act necessitates SPCC plans for facilities with a potential to spill fuel into navigable waters.

c. Guidelines for Aboveground Storage Tanks are contained in Part 112 Oil Pollution Prevention of reference (i). This part establishes procedures, methods, equipment, and other requirements to prevent discharge from non-transportation-related onshore and offshore facilities into the environment.

d. Part 280 Technical Standards and Corrective Action Requirements for Owners and Operators of Underground Storage Tanks (UST) of reference (i) provides regulations governing USTs and associated equipment. This part establishes procedures, methods, equipment, and other requirements to prevent below ground release into the environment.

3. Regulated Fuels. Environmentally regulated fuels include all POLs. They are employed to satisfy advanced emissions control systems used in administrative vehicles and equipment as required by law or by Marine Corps policy. Consult reference (f) for additional information.

Chapter 6

Emergency Planning, Response and Remediation

1. Purpose. This chapter establishes policy and responsibilities for compliance with statutory requirements for emergency planning and response. It outlines the Marine Corps organizational structure for response to its own spills as well as to non-Marine Corps spills that occur on and off an installation. Proper command and control of mission essential fuels equipment and personnel is needed to safely accomplish the mission. The installation fire department and emergency response center shall be included when developing spill response plans and rehearsals. Additionally, to establish country specific criteria for planning, preventing, controlling, and reporting POL spills at Outside the Continental United States installations per reference (p).

2. Applicability. This chapter pertains to non-capitalized and capitalized fuels and fuels infrastructure. It applies to Marine Corps active and reserve installations, commands, detachments, components, tenants, personnel, and activities in foreign countries. The MARFORRES environmental office is responsible for notifications and follow-on actions for their sites. MARFORRES shall follow local requirements for units located at Joint Bases or Host sites. International fuels pollution laws require that a release into the environment of the host country shall be reported immediately to the proper authorities in that nation. Volume 15 of reference (f), reference (p) and reference (aa) summarize the environmental requirements to activities overseas.

3. Spill Reporting. A reportable fuels event is any leaking, spilling, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment, inside or outside of containment including interstitial space of a tank or piping, or any waterway discharge that creates a sheen upon the water.

a. The RO, or COR in coordination with the installation environmental management division will notify MCICOM's Senior Fuels Officer and Environmental Office via the chain of command as well as state, local and other appropriate agencies of any environmental release of 25 gallons or more within 24 hours. Consult reference (q) for additional information and refer to Appendix C.

b. Spill reporting is accomplished through the Environmental Data Repository (EDR) module within the Environmental Management Portal (https://em.usmc.mil/). The EDR is used to report releases and to provide additional details as required.

c. Report incidents to the host installation environmental office for releases involving Marine Corps commands that are tenants of another service or agency or under the operational command of another

service (e.g., Commander, Naval Base Norfolk). All commands/units and tenants and non-Marine Corps tenants on Marine Corps property, even if under the operational command of another service, should report releases to the installation environmental office in accordance with local spill reporting procedures.

d. Initiate a Financial Liability Investigation of Property Loss (FLIPL) as required per Volume 17 of reference (p). The results of the FLIPL shall be provided to the MCICOM's Senior Fuels Officer and the Environmental Office via the chain of command.

4. Integrated Contingency Plan (ICP) Guidance. The National Response Team (NRT) is chaired by the Environmental Protection Agency (EPA) and includes representation from the Departments of Transportation, Interior, and Labor. The NRT developed the Integrated Contingency Plan (ICP) Guidance in conjunction with representatives from state and local agencies, -industry and environmental groups. Additional details along with the ICP format is in Volume 61, Federal Register, 5 Jun 1996 (61 FR 28642).

a. This one-plan guidance is intended for use by facilities to prepare emergency response plans for releases of oil and non-radiological hazardous substances. The intent of NRT is to provide a mechanism for consolidating multiple plans into one functional ICP or emergency response plan. The ICP is designed to improve planning coordination and response activities within the facility and with public and commercial responders. It shall minimize duplication, simplify plan development, and maintenance.

b. Integrated Contingency Plan (ICP) Elements. The elements are organized into three main sections: plan introduction, core plan, and response annexes.

(1) Plan Introduction Elements. The introduction provides facility response personnel, outside responders, and regulatory officials with basic information about the plan and the entity it covers. This section should present the information in a brief factual manner. It requires a purpose and scope statement, table of contents, the current revision date, general facility information, and key contact(s) for plan development and maintenance.

(2) Core Plan Elements. The core plan reflects the essential steps necessary to initiate, conduct, and terminate emergency response actions: recognition, notification, and initial response, including assessment, mobilization, and implementation. This section should be concise and easy to follow. It should fit in the glovebox of a response vehicle. The response action section must be convenient to use and understandable at the appropriate skill level. The core plan need not detail all procedures necessary under the response phases but should provide information that is time critical in the early reaction stages and a framework to guide responders through key steps necessary to mount an effective response. The NRT recommends the use of

checklists or flowcharts to capture these steps in a concise easy-to-understand manner.

(3) Response Annexes. The annexes provide supporting information for conducting an emergency response under the core plan as well as document compliance with regulatory requirements not addressed elsewhere in the ICP. Annexes are meant to augment core plan information not duplicate information already provided. This section of the ICP comprises eight annexes. They encompass facility and locality information, notification procedures, response management system, incident documentation, training and exercise drills, response critique, and plan review and modification process, prevention and regulatory compliance and cross-reference matrices.

c. The ICP Guidance format is based upon the Incident Command System. This allows the plan to dovetail with established response management practices. The ICP Guidance format also promotes a system of linkages to facilitate coordination with other facility plans as well as external plans, such as the Local Emergency Planning Committees Comprehensive Emergency Response Plan and the Oil Pollution Act Area Contingency Plan.

5. Spill Prevention, Control, and Countermeasure (SPCC) Plans. Commands, units, and activities who receives, stores, and discharges bulk fuel are required to develop and implement SPCC plans. These plans may be incorporated into the ICP. Refer to Volume 18 of reference (f) for additional details and further information on statutory regulations. It is mandatory for installation SPCC plans to be maintained on the MCICOM Fuel Infrastructure Management (FIM) SharePoint site.

a. Purpose. SPCC plans have two primary purposes. First, establish procedures to prevent an oil release into the environment of the United States and host nation. Second, document existing oil spill prevention structures, procedures, equipment, and to recommend additional containment structures if required.

b. Organizations Required to Prepare Plans.

(1) Volume 18 of reference (f) requires onshore non-transportation-related facilities that have discharged or, due to their location, might release fuels into the environment of the United States or host nation prepare an SPCC plan. A duplicate set of procedures shall be translated into host nation language and prominently displayed at fuels facilities.

(2) OPFOR units deploying portable, tactical refueling equipment, such as sixcon tanks and collapsible fabric tanks, shall prepare and implement SPCC plans. A new plan is not required each time the facility is moved to a new site. Equipment redeployed to a new site shall be located and installed using the spill prevention practices outlined in the SPCC plan. The SPCC plan applies only when

the transportable facility is in a fixed operating mode. Mobile facilities shall not operate during training exercises or deployments within the United States and host nation unless the SPCC plan has been implemented.

c. Plan Contents. SPCC Plans must include a description of containment facilities, facility drainage, bulk oil storage tanks, transfer operations, truck loading/unloading, warning system, oil spill reporting, oil spill cleanup, and pollution abatement. SPCC Plans must be reviewed and certified by a professional engineer every five years, or whenever there is a technical change to facilities or operations. SPCC Plans are maintained at the facility and must be readily available to inspectors and federal, state, and local regulators for on-site review during normal working hours. All fuels employees must have ready access to an electronic or hard copy SPCC Plan so that it can be referenced at any time. Fuels personnel must receive annual SPCC Plan training which will be documented and kept on file during the current calendar year.

d. Plan Amendments. The EPA Regional Administrator may require the Marine Corps to revise its SPCC plan if the facility, within any 12-month period, has spilled more than 1,000 gallons of oil in a single discharge, or leaked more than 42 gallons of oil in each of two discharges into the environment. The Marine Corps shall amend its SPCC plan whenever there is a change in facility design, construction, operation, or maintenance that materially affects the facility's potential for discharging oil. The amendments shall be fully implemented no later than six months after changes occur. The plan shall be reviewed and evaluated once every five years.

6. Facility Response Plan (FRP). The FRPs assures appropriate removal action can and shall be initiated in response to oil discharges. A copy of the FRP reference (r) offers additional information.

a. Part 112-EPA of reference (i) requires facilities to prepare contingency plans for "worst case" discharges and to demonstrate response capabilities through planning, equipment, training, and exercises. Facilities that store, transport, or handle oil and meet the threshold requirements in Part 112-EPA of reference (i) shall develop an FRP. The FRP will be reviewed or revised within 60 days of a facility change that affects a worst-case discharge response.

b. Plan Contents. FRP requirements vary depending on the type of facility. There are certain essential elements common to all FRPs. This includes individuals available 24-hours a day, concise response direction, drill and exercises, and provisions to update the FRP on a regular basis.

7. Environmental Remediation. Corrective actions may be necessary as a result of an environmental incident. Mishaps are unplanned events or a series of actions which interfere with or interrupt a process or

procedure and may result in environmental damages. The tank owner/operator is responsible for environmental remediation but shall coordinate remediation activities with the installation's environmental office. The installation environmental office shall monitor, support, or fully administer environmental remediation activities dependent on host/tenant agreements and the nature of the fuel spill. Initial spill response is part of the overall first responder costs and shall be covered according to the installation memorandum of agreement/ISSA with applicable base tenants. Additional clean up or long-term remediation shall be funded by the unit responsible for the mishap.

a. The Regions and Installations shall immediately notify the MCICOM's Senior Fuels Officer via the chain of command for mishaps regarding capitalized and non-capitalized fuel infrastructure. MCICOM is responsible for notifying the appropriate agencies for follow-on actions related to mishaps.

b. The Marine Corps is required to notify DLA Energy within 24-hours via the NPO when a mishap occurs at a capitalized fuel facility.

c. The Installations and Regions shall submit a remediation plan and cost estimates to the MCICOM Senior Fuels Officer via the chain of command within 24-hours. The NPO assists the Marine Corps to develop the remediation plan and funding requirements. The remediation plan and funding requirements is submitted to the NPO for review and approval. The NPO forwards the approved remediation plan and funding requirements to DLA Energy. DLA Energy reviews the plan and provides funding directly to the installation as required.

d. Installations shall submit remediation costs of spills from DLA Energy-owned fuel stocks to DLA Energy for reimbursement.

Chapter 7

Quality

1. Purpose. This chapter describes Quality Assurance (QA) processes and procedures. QA refers to all processes and procedures encompassing quality planning, development, QS, and quality control. Quality Assurance Representative (QAR) is a generic title encompassing all personnel preforming QA and QS functions. QA is a planned and systematic pattern of all actions necessary to ensure that adequate technical requirements are established, that product quantity accountability and services conform, and satisfactory performance is achieved. Quality includes planning during specification development and review; support to contracting and acquisition teams; oversight of product and service providers to assure compliance to contracts and agreements; control operations for products and services incoming or in the Government supply chain; and quantity measurement and control activities. Contract Quality Assurance (CQA) is a method the Marine Corps uses to determine if products or services that a supplier provided fulfilled its contractual obligations. CQA includes all actions required to ensure compliance to contractual or agreement terms and conditions.

2. Purchase Programs. These programs include Bulk Fuels, Post, Camps and Stations (PC&S), Into-Plane, Bunker Fuel, Facilities, and Laboratory Services. Additional information is contained in Volume 4 of reference(s).

a. Bulk Fuels Programs

(1) Free On Board Origin. DLA Energy performs CQA and acceptance at origin, ensures product meets contract quality requirements before passing the custody transfer point onto government-furnished transportation and completes quantity determination at origin, in accordance with the terms of the contract.

(2) Free On Board Destination. The Marine Corps performs CQA and acceptance at destination or as required by contract, ensures that the product meets specification requirements before receipt from contractor-provided transportation into government storage and performs quantity determination at destination, or as required by contract.

b. Post, Camps, and Station (PC&S) Program. The Marine Corps completes CQA at destination by reviewing the contractor's delivery documents to verify receipt of the correct product quality and quantity. CQA may include limited testing or more comprehensive testing at a laboratory at the receiving activity. DLA Energy shall include any actions in the CQA necessary to ensure that the product meets contract quality requirements before shipment if origin inspection is required within the contract terms (DD Form 250).

c. Into-Plane Program

(1) The receiving aircraft crew:

(a) Performs final CQA and acceptance by reviewing the contractor's delivery documents to verify receipt of the correct product.

(b) Notifies the DLA Energy regional office quality manager of any contract nonconformance.

(c) Uses the Into-plane Contract Information System, Quality Hold, or Fuel Shortage Information located on the DLA Energy Website (at https://cis.energy.dla.mil/energy_cis/) to determine the quality status of all into-plane facilities.

(d) Shall not use locations on quality hold.

(e) Assumes responsibility for the risk if accepting fuel at locations that are on quality hold.

(2) The DLA Energy QAR for defense energy commodities shall conduct on-site inspections at each location. The frequency shall be determined by guidance found in reference (h) but no longer than every 18 months.

(3) The QAR:

(a) Validates the contractor has taken and shipped the samples required per the contract.

(b) Notifies the DLA Energy regional office quality manager, DLA Energy and the contracting officer promptly regarding all nonconformance with contract terms.

(4) DLA Energy may request placing a contract location on quality hold:

(a) If any sample submitted by a contractor under the terms of the contract fails the required testing.

(b) Until investigation and retesting confirm that the product once again meets specification requirements.

(c) Due to other quality-related or safety-related contract nonconformances, until an investigation confirms correction of the problem.

(5) DLA Energy validates the problem and forwards a formal recommendation to the contracting officer.

(6) The contracting officer makes the final decision to place a location on quality hold.

(7) The contracting officer publishes a notice to aircrews identifying any location placed on quality hold.

d. Bunker Fuels Program. The receiving activity, vessel, or ship:

(1) Performs CQA and acceptance.

(2) Reviews the contractor's delivery documents to verify correct product delivery.

(3) Completes any tests as needed within its capability to ensure product quality.

(4) Performs quantity verification using an approved method appropriate for the mode of delivery unless otherwise stated in the contract.

e. Facilities Program

(1) Each DLA Energy regional office identifies requirements for commercial facilities to store and distribute Defense Working Capital Fund (DWCF) energy commodities based on Marine Corps and foreign government infrastructure availability.

(2) The QAR makes periodic site visits to each facility to ensure conformance with contract requirements.

3. Nonconforming Supplies. The QAR or the Marine Corps:

a. Promptly contacts DLA Energy upon discovery of nonconforming energy commodities before acceptance.

b. Rejects nonconforming supplies offered by the contractor unless there is a deviation waiver from the contracting officer.

c. Reports nonconforming supplies discovered after acceptance in accordance with the procedures outlined in Volume 4 of reference (s) and in reference (h).

4. Quality Surveillance (QS). QS establishes procedures to maintain the quality of DWCF energy commodities throughout the supply chain and to verify the quality delivered directly to customers from contract sources. It describes functions relative to the Bulk Fuels, Aerospace Energy, Into-plane, Bunkers, and PC&S purchase programs. It identifies specific procedures, publications, sampling and testing criteria, stock rotation guidelines and procedures for the resolution of quality deficiencies. The objective is to maintain product quality for energy commodities from the source of supply to the end user. The

QS program as detailed in Volume 4 of reference (s) describes the roles and responsibilities for the Marine Corps and DLA Energy for the various purchase programs.

5. Stock Rotation Program. The systematic issuing of DWCF products, using established inventory and quality criteria, to minimize the deterioration of products in the DoD storage and distribution system. Products are normally issued on a first-in and first-out basis, but mission and quality considerations have priority.

a. Bulk Petroleum Stocks

(1) DLA manages the bulk petroleum stock rotation program by:

(a) Approving consolidated regional stock rotation plans.

(b) Selecting the most economical and practical rotation solutions based on operational, technical, procurement, and budgetary factors.

(c) Designating the organization responsible to execute product movement in coordination with the appropriate DLA Energy regional office, Service Control Point (SCP) and JPO.

(d) Maintaining oversight of and make recommendations to quality manpower levels, locations, and rotations of DLA Energy regional office quality personnel.

(2) DFSPs rotate bulk petroleum stock on a first-in or first-out basis.

(3) DFSPs may determine rotation is necessary when products show signs of aging or deterioration, and facility operation or maintenance is required.

b. Long-term Bulk Petroleum Storage. DFSPs shall rotate long-term storage based on product quality unless circumstances dictate otherwise according to the long-term storage sampling and testing frequencies in reference (h).

c. Stock Rotation Plan

(1) DFSPs rotate long-term storage for budgetary and planning purposes based on probable shelf life of major bulk petroleum categories and the recommended maximum time limits for product rotation:

(a) Gasoline every year.

(b) Fuel oils every 2 years.

(c) Diesel fuel every 3 years.

(d) Military Specification (MILSPEC) aviation fuel and residuals every 5 years; F-24 every 2 years.

(2) DFSPs with long-term storage submit annual product rotation plans to the appropriate SCP or DLA Energy regional office for review and consolidation, using DD 2512, "Bulk Fuel Stock Rotation Plan," located on the DoD Forms Management Program Website at http://www.esd.whs.mil/Directives/forms/.

(3) The SCP or DLA Energy regional office:

(a) Approves stock rotation plans that provides the basis for near term budget and procurement planning, but do not constitute final authority to rotate stocks.

(b) Bases the final decision on quality, facility, and funding parameters that may accelerate or delay projected stock rotations.

(c) Uses special and separate fund authorizations based upon stock rotation plan approval and budgeting.

(4) Aerospace energy products stored at DFSPs do not require a formal stock rotation plan due to product stability, storage, and handling considerations. DFSPs shall attempt to rotate products on a first-in and first-out basis.

6. Laboratory Support. DLA Energy establishes, manages, and provides funding for the DoD Petroleum Laboratory Correlation Program and participating Military Services Laboratories that provide testing services on DWCF bulk petroleum products. DoD's objective ensures DWCF energy commodities are tested at critical points throughout the supply chain and meet the minimum quality requirements established in reference (h) when delivered to the customer. Reference (t) and volume 4 of reference (k) provides additional information on DLA Energy's laboratory support. DLA Energy:

a. Identifies and establishes laboratory contracts with worldwide commercial laboratory support to DLA Energy-owned and Marine Corps owned laboratories.

b. Performs CQA on the laboratory contracts by monitoring sample submissions and reviewing tests reports.

c. Conducts site visits to ensure that contract terms and conditions are being met.

d. Coordinates the Marine Corps' request for commercial lab services to obtain contract coverage for quality testing.

Chapter 8

Government Fuel Cards (GFCs) and Vehicle Identification Link (VIL) Keys

1. Purpose. This chapter assigns responsibilities and provides procedures to procure fuel using Government Fuel Cards (GFCs) (Fleet Voyager Card, Aviation Into-Plane Reimbursement (AIR) Card, Swipe Ship's Bunkers' Easy Acquisition (SEA) Card) and the Vehicle Identification Link (VIL) Key.

2. Fuel Cards

a. Fleet Voyager Card

(1) A charge card to provide a means to procure fuel, parts, maintenance, and roadside assistance worldwide at commercial service stations while conducting official government business. The card is limited to vehicles owned by the Marine Corps. Additional guidance is contained in reference (ab).

(2) Unit-funded Fleet Voyager cards shall not be used to purchase fuel for GSA-owned vehicles under a "wet-lease." These vehicles are identified by the license plate number starting with the letter "G" and are provided with a GSA Wright Express, Inc Card for fuel purchases.

b. Aviation Into-Plane Reimbursement (AIR) Card. Provides a means to procure aviation fuel, fuel-related supplies, and approved services worldwide at both DLA Energy contract locations and at DLA approved merchant locations. The AIR Card can be electronically swiped, mechanically imprinted, or hand-scribed onto a commercial delivery ticket or a DD Form 1898. The accountability standards for AIR cards are like Fleet Voyager Cards and additional guidance is contained in reference (ad).

c. Swipe Ship's Bunkers' Easy Acquisition (SEA) Card. Provides a charge card to purchase fuel up to the simplified acquisition and threshold in support of vessels that cannot meet the minimum quantity on DLA Energy bunker contracts. The card is intended for use at marinas where small boats can "gas and go". Additional guidance is contained in reference (ae).

3. Hierarchy. The GFC program consists of hierarchy levels (HL) to improve efficiency, oversight, and communication. The HL's do not apply to VIL keys.

HL	Process Owner
1	DLA-Energy
2	DON Consolidated Card Program Management Division (CCPMD)
3	HQMC, DC I&L
4	MARFORs, MCICOM, MCRC, MARCORSYSCOM, TECOM
5	MEFs, MCI Regions, MCRC Districts
6	MSCs (Div/Wing/MLG), MARCORLOGCOM, Installations
7	Commands with requisition authority (i.e., DoDAACs with "00" authority)

4. Roles and Responsibilities

a. Agency Program Coordinators (APC). Commanders shall appoint an Agency Program Coordinator (APC) and alternate APCs in writing using the DD Form 577 "Appointment/Termination Record-Authorized Signature" and appointment letter for each HL. The APC shall implement and comply with the policies and procedures in references (ab), (ad), and (ae). They are responsible for providing GFC oversight and operational control within their commands or activities. APCs shall coordinate with the card company or their senior APC to establish single purchase limits and monthly purchase limits for assigned cards aligning with organizational needs. An HL7 APC is not required but has the same responsibilities as the HL6 if appointed. APC duties pertaining to each HL are defined in references (ab), (ad), and (ae).

(1) The APC shall conduct compliance reviews per requirements outlined in references (ab), (ad), and (ae) for all subordinate APCs within their commands or activities. Compliance reviews shall be conducted on HL 3/4 bi-annually and HL5/6/7 annually. A memorandum for the record will be used to document all compliance reviews. The results shall be submitted to the commander along with applicable Corrective Action Plans (CAP). The results of compliance reviews and CAPs will be maintained for a period of ten years per reference (g)

(2) The APC shall monitor the rotation dates for subordinate APCs and card users. They shall initiate communications to collect the appropriate documentation for the replacement APCs and card users.

(3) Each APC shall perform the following responsibilities in addition to those required in references (ab), (ad), and (ae):

(a) Help Desk. Assist program participants on GFC issues.

(b) Remediation. Perform root cause remediation for accounting key performance indicators, delinquencies, or other account conditions within the APC's control.

(c) Complete mandatory training prior to appointment, complete refresher training every three years, and understand the applicable regulations, procedures, and consequences for inappropriate

actions. References ((ab), (ad), and (ae) contain links to access the training for each fuel card.

(d) Each APC will maintain copies of a DD Form 2875 "System Authorization Access Request (SAAR)" as needed for access to the vendor's online card/account management system., DD Form 577 for card program Approving Officials and subordinate APCs, and training certificates for each APCs one level down. These documents shall also be maintained by the APC HL 3 on the FIM SharePoint site under the Fuel Card Management Program Folder (https://mcicom.usmc.mil/sites/g4/SS/FIM/Marine%20Corps%20Fuel%20Card%20Management%20Program/Forms/AllItems.aspx).

(4) Activity/Unit Level Agency Program Coordinator (APC) Hierarchy Level APC HL 4/5.

(a) References (ab), (ad), and (ae) provides additional guidance.

(b) Conduct annual compliance reviews on subordinate APCs.

(c) Training certificates, DD Form 577s, appointment letters, and DD Form 2875s shall be maintained on the FIM SharePoint.

(5) Activity/Unit Level Agency Program Coordinator (APC) Hierarchy Level 6/7. The APC HL 6/7 shall:

(a) Assist in processing requests from the unit Accountable Officers (AOs) for new GFCs or GFC accounts. Request shall be endorsed by the command's supporting comptroller to ensure accuracy and completeness of accounting data cited for each GFC. The HL 6/7 APC shall ensure accounting codes are resident in the accounting system and that the HL 6/7 APC has visibility of cards issued to each AO within their span of control.

(b) Maintain the DD Form 2875, the DD Form 577, and all required training certificates for each AO's access to online systems. The HL 6/7 APC shall ensure inbound AO's have access to required online systems and outbound AO's access to online systems is terminated before the AO departs the unit.

(c) Maintain access to all online systems for all accounts within the APC's span of control, to perform random reviews of purchases.

b. Supply/Fiscal Officer. The supply/fiscal officer will be appointed in writing by the commander. The supply/fiscal officer will normally serve as the certifying officer and both responsibilities can be identified on one DD Form 577. Commands and activities using GFCs will appoint the approving official in writing via an appointment letter and a DD Form 577 upon completion of training requirements per reference (ab). The approving official will not be an active GFC user

ensuring appropriate separation of duties. The approving official will appoint a card custodian and sub-custodian via an appointment letter to issue cards as needed and maintain daily accountability. The approving official responsibilities are normally inherent to the supply officer. Additional responsibilities are contained in references (ab), (ad), and (ae).

c. Accountable Officer (AO)/Commanding Officer (CO). The AO/CO appoints the APC, supply officer, and fund holders via an appointment letter and a DD Form 577 per reference (e). AO/CO's have the discretion to appoint multiple fund holders/ROs to serve as the final approval authority for fuel purchases in addition to the supply officer.

d. Approving Official/Certifying Officer. Individuals performing these responsibilities receive and manage authorized funds on behalf of their organization as a resource to accomplish assigned missions. These individuals serve as the final authorizing official for the execution of government funds (i.e., requisitions). Requests for new GFCs shall be routed from the supply/fiscal officer to the HL 6/7 APC then to the comptroller for approval prior to submission to the vendor. The supply/fiscal officer normally serves as the approving official/certifying officer.

e. Card User. Card users shall be appointed in writing by approving official. The user shall receive training and sign a statement of understanding (SOU) prior to using the card for the first time. The SOU shall be maintained by the approving official for all card users.

5. Vehicle Identification Link (VIL) Key. VIL Keys are used to purchase Defense Working Capital Fund fuel products from a Defense Fuel Supply Point (DFSP) on behalf of their respective organization. Details regarding VIL Key responsibilities, procedures, VIL Key request format, and vehicle/equipment listing format are contained in reference (u).

6. Internal Controls. Commands and activities are responsible for implementing and maintaining internal controls and accountability requirements for managing VIL Keys and GFCs.

a. Commands and activities will appoint VIL Key and Fuel Card custodians and sub-custodians in writing who will be charged with the safeguarding and preventing the misuse of VIL Keys and Fuel Cards assigned to their units. This shall be done using a logbook or an electronic logbook to maintain accountability and security.

b. Supply Officers/Fiscal Officers at a minimum shall direct a bi-weekly documented reconciliation for accountability and control of VIL Keys, Fuel Cards, and logbooks with an MFR.

c. At a minimum, assets requiring fuel (e.g., vehicles and equipment) will be assigned an individual vehicle logbook that will contain the following information:

(1) Operators printed name and POC information.

(2) Date and time vehicle or equipment was checked out/in.

(3) Destination.

(4) Mileage.

(5) Operator's signature.

d. Individual Responsibilities. Personnel are responsible for the proper use of fuel cards or keys, to include the following:

(1) Using the fuel card or key for official government business only.

(2) Complying with applicable regulations, policies, procedures, and ethics rules. These documents are maintained on the FIM SharePoint site.

(3) Reporting misuse of the fuel card or VIL Key to the appropriate authority.

(4) Reporting loss and/or theft of a fuel card or VIL Key.

(5) Personnel entrusted with a VIL Key or fuel card shall be held to the highest ethical standards. Failure to comply with these guidelines, policies and procedures will result in permanent revocation of fuel card privileges and maybe subject to non-judicial punishment depending on the circumstance.

e. Issuance and Recovery. Custodians or sub-custodian will maintain a logbook for the issue and recovery of VIL Keys and fuel cards with the minimum information:

(1) Issued to printed rank, first and last name, phone number, section or commodity, signature.

(2) VIL Key or fuel card number.

(3) Date/time of issue/recovery.

(4) Estimated/Actual quantity (for fuel purchases)

(5) Unit Price.

(6) Estimated/Actual total price (for fuel purchase).

(7) The approver's signature (e.g., Supply Officer (SupO)/APO, fund holder).

(8) The Military Standard Requisitioning and Issue Procedures (MILSTRIP) document number of the fuel purchase.

(9) The Purchase Request Builder (PR Builder) document number or Global Combat Support System-Marine Corps (GCSS-MC) service request number (if applicable).

f. Trip Ticket. The NAVMC 10627 "Vehicle and Equipment Operational Record" or other organizational trip ticket is part of the dispatch internal controls and can serve as both the authorization and obligation key supporting document for fuel purchases. Use of the NAVMC 10627 shall not negate the requirement for a logbook entry when a VIL Key or a bulk fuel card is issued.

g. Energy Sales Slip. The DD 1898 "Energy Sales Slip" shall be provided upon issue of the VIL key. The approval authority (SupO/APO) or appointed DD 577 holder shall print and sign in the "Issued By (Signature)" box at the time of issue. The remainder of the DD 1898 shall be completed after purchases of fuel from the supporting Defense Fuel Support Point. The DD 1898 can serve as both the authorization and obligation KSD for fuel purchases; however, due to accountability requirements, use of the DD 1898 shall not negate the requirement for the logbook entry when a VIL key is issued.

h. Accountability. Fuel cards and VIL keys shall be controlled as if they were cash.

(1) When not issued to a user, fuel cards and VIL keys shall be stored in a secure location with access limited to approved personnel.

(2) Fuel cards and VIL keys shall not be issued more than 24 hours without prior written authorization with an MFR from the approving official (SupO/APO) and shall not be permanently issued under any circumstances.

i. Unique Identification Number. Each VIL key has a number created assigned at the fuel farm where created and each key should be tagged with a number associated with it for inventory/tracking. Commercial fuel cards are also created with a card number, which is visible on the card itself. A 4-digit personal identification number is required to use the fleet voyager card at the pump.

7. Purchase Requests

a. The DD form 1898 Energy Sales Slip may serve as both the authorization and obligation KSD for fuel purchases however, due to accountability requirements, use of the DD form 1898 does not negate the requirement for the logbook entry when a VIL key or GFC is issued.

Additionally, single issue fuel requirements (e.g., refueling equipment and vehicles) are not always known in advance; therefore, VIL key fuel requests for single issue, single requirements (i.e., one vehicle/equipment) are not required to be processed through an approved system (e.g., PR Builder) or GCSS-MC and shall follow the below process. At a minimum, requests for bulk fuel shall contain the following information:

(1) Name of the requestor

(2) Date of the request

(3) The key/card recipient

(4) Type of product (e.g., diesel, gasoline)

(5) Vehicle registration number(s) if applicable

(6) Estimated quantity in gallons

(7) Purpose of bulk fuel request (e.g., field exercise)

(8) Duration of issue

b. Bulk Issue/Receipt

(1) Bulk fuel is fuel purchased with the intent of secondary re-issues. Requests for bulk fuel are normally known in advance and shall be routed from the RO (or delegated individual) to the SupO/APO for approval prior to issuance of the bulk fuel VIL key and DD Form 1898. The routing and approval process will be captured in the approved system (e.g., PR-Builder or GCSS-MC). The approved request serves as authorization and supporting documentation for the purchase and shall be maintained with the DD Form 1898.

(2) The seller, command planner or RO/Terminal Manager (TM) on behalf of a seller will properly complete and submit a request for authorization to process ground re-issues (DLA Form 2027) in accordance with the form instructions. To process ground re-issue transactions a DLA-E Form 2027 must be submitted by the unit to the installations DFSP RO/TM to receive final approval from DLA Energy FENA's office.

c. Fuel Secondary Sales/Reissues. Secondary Sales and reissues will be processed per reference (g) and DD Form 1898 will be retained per volume 2 of reference (g).

d. Government Fuel Card (GFC) Non-Fuel Purchase Request. While this Order permits the use of the Fleet and AIR Card for the purchase of commercial parts and services for the maintenance and repair of DoD-owned and leased vehicles, each organization has discretion for its own standards and procedures in accordance with this policy. Card

users shall be cognizant of their organizations SOP which may contain additional restrictions/limitations. It is the responsibility of the card user to know which purchases and purchase thresholds are authorized for the Fleet and AIR Card issued to them. The GFC Non-Fuel purchase request minimum requirements are as follows:

(1) Materials: Itemized request processed prior to purchase includes:

(a) Description of item.

(b) Unit price.

(c) Unit of issue.

(d) Quantity.

(e) Total price.

(f) Requestor Printed Rank, First/Last Name, Signature.

(g) SupO/APO Printed Rank, First/Last Name, Signature.

(2) Services: Itemized request processed prior to service includes:

(a) Detail statement of services to be provided, including serial number/s and vehicle identification number/s of asset/s to be delivered to vendor for service.

(b) Estimated price.

(c) Period of performance/estimated completion date.

(d) Total estimated price.

(e) Requestor Printed Rank, First/Last Name, Signature.

(f) SupO/APO Printed Rank, First/Last Name, Signature.

(g) Request must include completed SF-91 if repairs from accident.

e. References (ab) and (ad) provides typical examples of commercial supplies, and purchase thresholds for services required for the operation, maintenance, or repair of vehicles or equipment that can be purchased with a Fleet or AIR Card. Fleet and AIR Card users shall follow local policy as it may be more restrictive. If unsure, Fleet and AIR Card users shall check with their APC.

f. Card users shall provide a commercial fuel receipt or non-fuel receipt to the approving official (SupO/APO) upon return of the Fleet

and AIR Card. The commercial fuel receipt supplements the logbook as the obligation source document. It is not a stand-alone source document as it does not contain all the key data elements from the logbook. Upon return of a non-fuel receipt for materials to the approving official, the receipt will be reconciled with the approved purchase request. The approving official will document the reconciliation occurred by annotating the receipt or attached approved PR, with the statement "GFC NON-fuel reconciliation performed against approved purchase request", and will print their rank, name, sign, and date of reconciliation. If the reconciliation identifies items purchased that were not on the purchase request, the approving official must adjudicate the unauthorized purchases. If the approving official validates and approves the items, an addendum purchase request must be added to the package to show approval of the additional items. If unauthorized items are not approved, the approving official will take any administrative or punitive action necessary to prevent recurrence and conduct appropriate disposition of unapproved items.

g. As part of a daily vehicle dispatch, if the NAVMC Form 10627 “Vehicle and Equipment Operational Record” or other local trip ticket contains key data elements, the NAVMC Form 10627 can serve as both the authorization and obligation KSD for fuel purchases; however, due to accountability requirements, use of the NAVMC Form 10627 shall not negate the requirement for the logbook entry when a VIL key is issued.

8. Financial Reconciliation

a. The MILSTRIP document number for the point-of-sale fuel purchases is not known until the charge processes via DLA-Energy and the obligation posts in the Defense Agencies Initiative (DAI). Normally, this occurs within one day of purchase. Accordingly, the following applies.

(1) The supply/fiscal officer shall validate and reconcile fuel purchases that post in DAI requiring cross-referencing the Julian date of the MILSTRIP document number and the number of gallons purchased against the logbook entry and/or the receipt for the date of purchase.

(2) Fuel purchases posted in DAI that cannot be reconciled with a logbook entry and/or receipt will be researched by the supply/fiscal officer in DLA’s Enterprise External Business Portal (EEBP). EEBP detailed purchasing reports provide additional information concerning any unreconciled fuel charges for use in mitigating future recurrence.

b. Upon reconciliation of fuel obligations posting in DAI, the MILSTRIP document number shall be annotated in the logbook and on the receipt for reconciled postings.

c. Fuel charges failing to post to DAI within three to five business days shall be researched to determine the cause. Ensure the credits and debits from fuel issue/reissue via DD Form 1898 are monitored and accounted for. Contact the DLA-Energy Help Desk when research efforts via the chain of command are unavailable.

d. Non-fuel purchases for GFC will not interface with DAI and must be paid via Wide Area Workflow – Miscellaneous Pay (WAWF-MP). This requires commitment via PR Builder and the obligation through acceptance of invoice in WAWF.

(1) At the end of the GFC billing cycle the approving official shall reconcile all non-fuel purchases posted against the GFC account with the approved request and receipt documentation for each line item appearing on the statement.

(2) Once reconciliation is complete, the approving official shall follow the miscellaneous payment procedures found in reference (ac) and process the invoice for payment in an approved system (e.g., WAWF).

(3) The SupO/APO shall conduct and document reconciliations of allotted funding with ROs and section/department heads that have been appointed as fund holders at least every two weeks (once per month for SE organizations).

e. Delinquencies and Violations

(1) Fuel card delinquencies and purchase violations are unacceptable, and every effort shall be made to mitigate these circumstances.

(2) Fuel card users shall be thoroughly knowledgeable of authorized purchases and purchase thresholds.

(3) AIR Cards users shall be knowledgeable of DLA approved merchant locations to refuel aircraft. Every effort shall be made to forecast aircraft refueling points at DLA approved merchant locations. However, it’s understood that this might not always be the case and there may be a point where aircraft will need to land and refuel at a non-approved DLA merchant location. In the event this occurs the card user shall notify next level HL APC of the purchase.

(4) Certifying officials shall be proactive and shall establish recurring internal SOP’s ensuring payments are posted no later than the due date.

(5) On a monthly basis the HL 3 APC shall review delinquency reports and notify the lower-level HL 4 APC. The card owning APC shall follow up until the delinquency has been resolved.

(6) On a monthly basis the HL 3 APC shall review violation reports and notify the lower-level HL 4 APC. Depending on the purchase violation the lower-level APC shall provide the HL 3 APC the circumstances behind the violation and the date the card user was counseled. In the event of misuse an inquiry shall be conducted concerning the violation.

Chapter 9

Management Assessment Visits

1. Purpose. This chapter prescribes the procedures and processes that MCICOM shall use conducting MAVs at capitalized and non-capitalized fuel sites, and Marine Corps Exchange fuel stations. The MAV provides a comprehensive analysis of functional areas across the spectrum of fuels and fuels infrastructure for the purpose of improving efficiency and effectiveness. It ensures fuel facilities are compliant with Federal, DoD, SECNAV, and Marine Corps policies and regulations. MAVs assess internal controls, readiness, quantity, quality, resource management, and assist as required.

2. Personnel. The MAV Team consists of MCICOM's Senior Fuels Officer, engineers, contract specialists, operation management specialists, environmental specialists, and inventory management specialists. MAVs shall include the respective MCICOM Regional Fuels Officer.

3. Marine Corps Installations Command (MCICOM). Each Marine Corps fuel site shall be assessed once every three years. The annual MAV schedule shall be developed by the MCICOM's Senior Fuels Officer with input from the Regional Fuels Officers and Marine Corps Community Services (MCCS) Director, then published via naval message by 1 September for the following fiscal year (FY). The schedule provides the details necessary for the inspected fuels site to prepare. MCICOM, Regional Commanders, Installation Commanders, and Regional MCCS Directors can direct a MAV when required. Commands not included in the schedule can request an analysis via the chain of command to MCICOM. The MAV assessment consists of the pre-assessment coordination, analysis, and post assessment coordination.

a. Pre-Assessment Coordination. A teleconference shall occur three months prior to the analysis. The assessed command shall submit a self-assessment to the MCICOM Fuels Officer two months prior to the MAV. The self-assessment shall be made available to the MAV Team 14 days prior to the assessment. The MCICOM Fuels Officer shall host a final teleconference to answer questions and finalize logistical requirements with the command one week prior to the MAV. An in-brief shall be provided day one of the assessment the command.

b. Assessment. It shall take three to five business days to complete the analysis. The assessed command shall ensure that all necessary personnel are available during the analysis. The MAV Team shall use the MAV Checklist when conducting the assessment. MAV Checklists can be requested by contacting MCICOM's Senior Fuels Officer.

c. Post Assessment. The assessed command shall receive an out brief describing the initial findings after the analysis. A draft report shall be provided to the command for review 20 days after

assessment conclusion. MCICOM shall release the assessment report in 30 days following the termination of the analysis. The assessed command shall have 30 days to provide an endorsed corrective action plan (CAP) via the chain of command to MCICOM. The command shall provide CAP updates every 90 days to MCICOM (LF) until all findings are remediated.

4. Regional Management Assessments. The Regions shall perform annual assessments on installations not subject to a MCICOM MAV during the current FY using reference (s). The results shall be maintained for ten years as required by references (b) and (c) provided to the MCICOM Fuels Officer and uploaded to the FIM SharePoint site.

5. Installation Self-Assessments. Installations shall perform annual self-assessments using the MAV Checklist. The assessment results shall be retained for ten years required by references (b) and (c) and uploaded to the FIM SharePoint site.

Chapter 10

Defense Logistics Agency (DLA) Military Construction (MILCON) and Facility Sustainment, Restoration, Modernization, and Maintenance Programs

1. Purpose. Facilities must have adequate capability to support designated and future fuels missions. Facility components and all associated equipment must be in good working condition in order to successfully meet their fuels missions. This chapter focuses on Marine Corps owned fuels infrastructure MILCON, FSRM and maintenance for GOGO and DLA GOCO sites. Reference (v) is the policy for MILCON and FSRM of non-capitalized fuels infrastructure. Following the completion of any major renovation, new construction or conversion project, installations must update the DON Real Property Inventory, appropriate Sustainment Management System, Shore Facilities Planning System, Installations Geospatial and Information Services System, and any other real property records or systems to accurately reflect the facility condition and completed work. DLA Energy capitalized FSRM shall be covered in Chapter 11.

2. Responsibility for Fuels Infrastructure Construction and Repair. Per reference (b) DLA Energy is responsible for funding the maintenance, repair, and construction of facilities at sites that receive, store, and distribute DLA-owned DWCF fuel. Sites that handle capitalized fuel are sometimes referred to as "capitalized sites." The Marine Corps is responsible for funding facility maintenance, repair, and construction if the site exclusively holds Service-owned fuel and is not DLA Energy capitalized, MUIC coded D33 fuel infrastructure. All DLA Energy capitalized, MUIC coded D33 fuel infrastructure on Marine Corps installations store capitalized fuel. A list of sites throughout the Marine Corps storing capitalized fuel can be accessed at the FIM SharePoint site (https://mcicom.usmc.mil/sites/g4/ss/fim/sitepages/home.aspx). Each site storing capitalized fuel has also been assigned a NPO regional representative and Naval Facilities Engineering Command (NAVFAC) petroleum engineer who can help navigate policy and guidance and can engage on specific technical issues as needed.

3. Military Construction (MILCON) Processes. A MILCON project is a single undertaking at an installation that includes all construction work necessary to produce a complete and usable facility or a complete and usable improvement to an existing facility at an approved cost per reference (v).

a. Current Mission Military Construction (MILCON). Projects designed to revitalize the existing facility plant by replacing or upgrading existing facilities and by alleviating long-standing deficiencies not generated by new missions.

b. Incidental Military Construction (MILCON) in Support of New Mission. Upgrades of a fuel facility which are part of a larger

conversion or other initiative that are funded and accomplished by the Service as part of the larger initiative.

c. Environmental Military Construction (MILCON). A project with one or more environmental improvement plans combined to satisfy compliance objectives. All facilities should be assumed to have had contaminant releases. DLA Energy should fund the identification, assessment, and remediation cost for releases that occurred after 1 October 1992. Additionally, DLA should fund site assessment during DLA funded fuels MILCON project verification phase. Costs for anticipated removal and disposal of contamination within the MILCON project footprint should be identified in the DD Form 1391, either as a project cost or as an appropriated funding O&M cost depending on the POL release date. Costs for removing and disposing of contamination within the project footprint should be paid by the MILCON project if contamination is unexpectedly encountered during project execution.

d. Minor Construction (MC). A project for a single undertaking (one facility) with an approved cost equal to, or less than, the amount of MC.

4. Military Construction (MILCON) Data Call Submission Process. DLA publishes an annual fuels MILCON program data call during the third quarter of the current Fiscal Year (FY) for projects nominated for execution five years from the current FY (i.e., projects nominated in FY19 for execution in FY24). DLA requires submission of the data at the end of the fourth quarter of the current FY. As necessary DLA also supports the services emergent MILCON requirements that can be submitted outside of the submission cycle.

a. MCICOM shall:

(1) Solicit the MCI regions and installations no later 1 October annually for fully developed projects to compete on the DLA MILCON Installation Planning and Review Board (IPRB) for fuel capability requirements for execution five years from the current FY.

(2) Receive fully developed MILCON project submissions no later than 1 July annually. Validate to ensure completeness of project submissions and prioritize fuels capability projects submitted by the MCICOM regions.

(3) Coordinate project submissions with the MARFORS via official means to determine operational plan (OPLAN) support and incorporate recommended prioritization as required.

(4) Host an annual telecon with MARFORS, Regions, and MCICOM GF to review final prioritization prior to submission DC I&L.

(5) Prepare project submissions for DC I&L

(6) Prioritize, endorse, and submit projects to DLA via the NPO.

b. MCICOM Regions shall:

(1) Review criteria for candidate projects per Appendix D.

(2) Consolidate, validate, prioritize, endorse, and submit fuels MILCON projects to MCICOM (attention: Senior Fuels Officer) by 1 July of the current FY.

(3) Participate in annual review and prioritization board hosted annually by MCICOM Fuel Officer.

c. Installations shall:

(1) Identify fuels MILCON projects for capitalized fuel facilities.

(2) For future capitalized fuel capability MILCON projects installations, may request project development funding from DLA for capitalized facilities and submit justification letters endorsed by the installation commander proposing/forecasting projects for execution five years from the current FY out to MCICOM via the Regional Commanding General prior to or no later than 1 July annually. The justification letter is used to request project development funding from DLA. Justification letters must include estimated project cost, scope of work, and operational impact if the project is not provided. A justification letter template is located on the FIM SharePoint site.

(3) Submit fully developed projects to MCICOM via the Regional Commanding General to compete on the DLA MILCON IPRB board for fuel capability requirements no later than 1 July annually.

(4) Candidate project packages shall include:

(a) DD Form 1391 "Military Construction Project." Do not include suggested project prioritization on the DD Form 1391.

(b) Develop and submit a DLA Funds request Form (Appendix C) to complete DD Form 1391 as required.

(c) Complete the DLA Program Budget Review Project Proposal Checklist (Appendix C).

(d) Appendix D depicts the MILCON data call submission process.

5. Facilities, Sustainment, Restoration, and Modernization (FSRM) Processes. FSRM funding is the most common funding source for maintenance, repair, and construction of fuels infrastructure. FSRM

money is allocated to each service or to DLA based on the authoritative real property database for each service. The authoritative database for the Marine Corps is the Internet Naval Facilities Assets Data Store (iNFADS). The Office of the Secretary of Defense (OSD) uses algorithms to determine how much FSRM funding each facility requires annually, and ensures the service or DLA receives that amount to maintain fuels infrastructure. There are different classifications of work and funding even though funding is provided. Depending on the specifics, multiple work classifications ("colors" of money) might be utilized on a single project, meaning multiple streams of funding become necessary. Each color of money has different funding thresholds as defined by the latest National Defense Authorization Act. Contact the MCICOM Senior Fuels Officer for more information on current thresholds and color of money classification rules.

a. Sustainment. This is maintenance and repair activities necessary to keep facilities in working condition over their expected service lives. It includes regularly scheduled inspections, Preventive Maintenance (PM) tasks, emergency response, and service calls for minor repairs. It also includes major repairs or replacement of facility components (usually accomplished by contract) that are expected to occur periodically throughout the lifecycle of facilities. This work includes such projects as regular roof replacement, wall surface refinishing, heating, and cooling systems repair and replacement, tile and carpet replacement, pipeline coating, tank coating, rusty valve replacement, cracked concrete repair, and similar types of work. The color of money used for sustainment is maintenance.

b. Restoration. The refurbishment of real property to a condition that it may be used for its designated purpose. This work includes such projects as repair or replacement to restore facilities damaged by inadequate sustainment, excessive age, natural disaster, fire, accident, or other causes. Restoration is action taken to allow a piece of real property to meet current standards for its intended use. The color of money used for restoration is repair.

c. Modernization. This is the alteration of facilities solely to implement new or higher standards, to accommodate new functions, or to replace building components that typically last more than 50 years. Restoration or modernization can be either minor construction or MILCON.

6. Capitalized Fuels Facilities Sustainment, Restoration, Modernization Submission Process. DLA Energy is responsible for establishing and executing the FSRM program for capitalized Marine Corps owned fuel infrastructure used to store and/or dispense DWCF petroleum products. Capitalized fixed fuel facilities are critical assets providing valuable direct support to base operations, local tenants, disaster relief efforts, training exercises, and operations abroad. As resources become constrained there must be a relentless

effort to use DLA FSRM funding programs that minimize unnecessary costs to the Marine Corps, ensuring continuous fuel infrastructure improvement and sustainment.

a. Installations possessing capitalized fuel infrastructure with a D33 MUIC are required to submit annual FSRM requirements for fuel facilities to MCICOM no later than 15 January each calendar year for the next FY allowing for requirements consolidation in preparation for submission to NPO during May. For any questions concerning possible FSRM requirements installation commanders should contact their respective MCI Regional Fuels Officer.

b. Installations will take into consider total life-cycle costs and requirements execution through the most economic means possible when identifying potential FSRM requirements for capitalized fuel facilities.

c. Installations will consider utilizing existing serviceable fuel facilities, current and future needs, avoiding new construction when suitable, and removing excess, surplus, or unserviceable fuel facilities from the inventory by transferring ownership or demolition when reviewing potential requirements.

d. Installations possessing fuel facilities coded D33 in real property reports shall utilize reference (v) to identify potential FSRM requirements.

e. MCICOM shall:

(1) Solicit the MCI regions and installations no later 1 October annually for FSRM requirements for the following FY.

(2) Validate project notification forms for supplementary project requirements submitted by the MCI Regions. These forms are available on the FIM SharePoint site.

(3) Coordinate project submissions with MARFORS, via official means, to determine OPLAN support and incorporate recommended prioritization as required.

(4) Consolidate and validate funds requests for non-wetted recurring maintenance projects submitted by the MCI Regions.

(5) Prioritize, endorse, and submit projects to DLA via the NPO.

(6) Host annual telecon with Regions and MCICOM GF to review final prioritization prior to submission to DLA.

f. MCI Regions shall:

(1) Prioritize and validate project notification forms for required FSRM requirements submitted by the installations.

(2) Consolidate, validate, prioritize, endorse, and submit funds requests for maintenance projects to MCICOM via the FIM SharePoint site by 15 January each year.

h. Installations shall:

(1) Submit project notification forms non-wetted D33 coded facilities for proposed FSRM supplementary or emergent projects no later than 15 January annually to MCICOM via the Regions. The project notification forms are located on the FIM SharePoint site.

(2) Prioritize submissions if the installation is proposing multiple project requirements utilizing an endorsement letter.

i. Appendix E depicts the FSRM submission process.

7. Environmental Facilities, Sustainment, Restoration, and Modernization (FSRM). Environmental funding is a subset of FSRM money. The funding of environmental requirements is handled differently than the traditional FSRM funding process because the regulations that govern environmental requirements are detailed and complicated. Funding for environmental projects is broken down into plans related with Marine Corps owned fuel and tasks associated with DLA owned fuel. The Marine Corps is required to fund environmental FSRM on its own fuels infrastructure. Refer to Chapter 12 of this Order for environmental funding associated with DLA owned fuel.

8. Maintenance. Operational maintenance of a fuel facility is the installation commander’s responsibility. The functions associated with operational maintenance include external cleaning, lubrication of mechanical parts (excluding oiling of motors), cleaning strainers, greasing valves, replacing gaskets, cleaning, and maintaining of equipment and supplies, and reporting deficiencies. These tasks are normally performed by a fuel department, section, or branch. Fuel facility maintenance is divided into Preventative Maintenance (PM) and Corrective Maintenance (CM). PM is maintenance that is regular, ongoing and has a periodic planned schedule to prevent deterioration of a facility. Examples of PM work are routine visual inspections of pipeline coating and spot coating actions that occur during the inspection. CM is small project work performed after a PM action has identified a facility deficiency, but for which the PM action does not include correction of the deficiency. An example of CM would be the application of a large section of coating or the complete recoating of a pipeline after regular spot coating during the PM was unable to prevent larger coating deterioration. PM and CM tasks are normally performed by fuels infrastructure personnel.

a. Preventive Maintenance System (PMS). PMS is a systematic approach to the planning, scheduling, and managing of resources

(labor, materials, and time) to perform those actions that contribute to the proper maintenance of fuel infrastructure and related equipment. PMS identifies uniform maintenance standards and prescribes procedures and management techniques to accomplish the maintenance. The RO is responsible for establishing a PMS that complies with reference (l). This comprehensive guide details the requirements for a PMS to include daily, weekly, monthly, quarterly, semi-annual, and annual checks and maintenance of various fuel systems. PMS must outline every task required on the fuel infrastructure in accordance with reference (l) and provides a way to document that those tasks were completed. The PMS must also include a Maintenance Requirement Card (MRC) or equivalent to provide operators with detailed procedures for performing the PMS task. The MCICOM Fuels Officer can provide MRC templates or examples.

b. Corrective Maintenance. Maintenance functions not covered by PMS and those that cannot be performed by the PMS crew are considered corrective maintenance. Corrective maintenance is primarily performed by the Facilities Maintenance Division or by outside entities funded specifically to perform corrective actions.

c. GOCO Maintenance. DLA Energy shall fund organizational preventive and corrective maintenance of GOCO fuel infrastructure. DLA PM shall be on a quarterly, semi-annual, and annual basis. Budget planning and programing, maintenance and repair, MC, MILCON, and environmental compliance is the responsibility of DLA Energy. The fuel contractor shall be responsible for the normal and continuous use, operation, maintenance, and real time reporting of discrepancies applicable to all petroleum systems, facilities, and equipment listed and provided in the contract. Discrepancies shall be submitted to the COR for reporting to DLA Energy.

d. COCO Maintenance. Fuels infrastructure owned and operated by a contractor providing storage and distribution services to the U.S. Government. These sites may or may not be located on a military installation. COCO facilities perform and fund their own maintenance costs and are not eligible for FSRM funding.

9. Maintenance Documentation. Properly scheduling and documenting the completion of maintenance actions is of the utmost importance. The fuel Site RO/COR must always retain maintenance documentation. Paper copies, electronic files, databases, or any combination is acceptable for maintenance documentation. Documentation must:

a. Be kept on file for ten years.

b. Include all PMS records whether the PM was conducted by in-house operations personnel, RM/MR contractors, or other maintenance personnel.

c. Include all CM performed regardless of the entity performing the CM.

d. Note any PM that was not performed, detailing the reasons why and corrective action.

e. Record each PM deficiency to a CM performed and document any CM that is pending due to issues such as funding, personnel, or contractor resource constraints.

Chapter 11

DLA Energy

1. Purpose. This chapter describes DLA Energy's supporting role in the management and funding of the Marine Corps' fuels and fuels infrastructure.

2. Roles and Responsibilities

a. DLA Energy coordinates with MCICOM via the NPO to develop Marine Corps FSRM forecasted requirements annually. Requirements shall be a three-year forecast starting with current FY +2 through +4. Regional fuels officers shall prioritize and validate requirements for the Regions. Requirements shall be validated and submitted to the DLA Navy/Marine Corps FSRM Requirements Board, with copies to the DLA Energy FSRM Division and MCICOM annually. After further review and validation by the board, the requirements shall be submitted to the NAVFAC Capital Improvements program manager (PM) for development of an acquisition strategy for Centrally Managed Programs (CMP) Inspection Projects and to MCICOM for PW requirements. The final requirements and supporting acquisition strategy shall be forwarded to the DLA Navy/Marine Corps FSRM Requirements Board for final approval annually and shall address any capacity issues and recommended deferrals of work to other Executive Agents for execution.

b. DLA Energy shall accept or reject Marine Corps site deficiencies entered in EBS, build, and assign project numbers and develop a DD Form 448 "Military Interdepartmental Purchase Request (MIPR)" that shall be forwarded to NAVFAC (for CMP inspection projects) and MCICOM, copy to NPO. DLA Energy FSRM PMs are assigned and responsible for specific Marine Corps sites and track status of each project developed from cradle to grave based on project and contract management data provided by NAVFAC and MCICOM PWs. Any data required from NAVFAC or MCICOM to maintain current Marine Corps project status shall be referred to the Navy FSRM Branch Chief at DLA Energy for coordination with NAVFAC and MCICOM.

c. Provide MCICOM with a signed DD Form 448 MIPR that identifies funding in alignment with a clearly defined project scope and location to execute the requirement. Requirements can include planning, design and construction services related to conducting fuel system engineering assessments, developing deficiencies, developing project planning documents and managing design and construction projects in support of the Navy/Marine Corps DLA FSRM program. For maintenance and repair projects the goal is to provide a DD Form 448 within 10 working days from receipt of a fully justified and documented funds request from MCICOM for minor Construction projects.

3. Capitalization. The process whereby the DLA division of the DWCF assumes management responsibility and ownership for inventories financed from other DoD appropriations or funds, without reimbursement

except as stipulated in DoD 7000.14-R, Financial Management Regulation, Volume 11B: Reimbursable Operations, Policy and Procedures – Defense Working Capital Funds. Fuel that is capitalized is owned by the DWCF while in storage tanks, servicing vehicles, and ships until the point of sale.

a. Capitalization Process. The capitalization process has four phases: Submission, Internal Evaluation, Validation, and Requirements. The process objective is to determine if a nominated site meets the capitalization requirements, to ensure the site can satisfy all the documentation and reporting requirements of a capitalized location, and upon a favorable decision to prepare the location for operational capability. Reference (w) provides additional guidance on the capitalization process.

b. Submission. All submissions for capitalization shall be forwarded to MCICOM Senior Fuels Officer via the chain of command. The MCICOM endorsed capitalization package is submitted to the NPO then to DLA Energy.

4. Decapitalization. MCICOM is the final approving authority for any Marine Corps site that requests decapitalization. The decapitalization process has four phases: Submission, Internal Evaluation, Validation, and Requirements. The process objective is to determine if a nominated site meets the decapitalization requirements, to ensure the site can satisfy all the documentation and reporting requirements of a decapitalized location, and upon a favorable decision to prepare the location for operational capability. Reference (w) provides additional guidance on the decapitalization process.

5. Optimization. The term optimization according to reference (x) refers to studies performed by DLA Energy that identify optimal storage, operational, and infrastructure solutions for capitalized service funded operations. Optimization is applicable to GOGO, GOCO and COCO fuel sites.

a. DLA Energy shall determine the adequacy of petroleum facilities, identify the petroleum infrastructure requirements, evaluate petroleum storage and distribution projects, establish memorandums of agreement with the Marine Corps, and determine the fuel operational consequences of force realignment and base closures.

b. DLA Energy executes end-to-end supply chain management and oversight for all DoD bulk petroleum products and systems while emphasizing improvements to efficiency and effectiveness.

c. NPO acts as a liaison between DLA Energy and the Marine Corps by providing technical expertise specific to operational procedures at each DFSP. NPO reviews the Marine Corps optimization study request package and provides endorsement. They provide a team member to

assist DLA Energy during the optimization process and follow-on acquisition.

d. The Marine Corps shall seek to minimize government owned fuel infrastructure on military installations using commercial capabilities and privatization, except those systems needed for unique security reasons or when commercial outsourcing is uneconomical. The Marine Corps shall furnish petroleum management personnel to provide initial optimization data collection worksheets to the DLA PM conducting the optimization analysis. The Marine Corps shall coordinate through NPO to ensure all DFSPs under their control are compliant with this policy.

6. Non-Capitalized Fuel Support. DLA Energy provides fuel support to all authorized customers even where capitalization is not warranted or requested. Non-capitalized facilities are not eligible for FSRM funding and shall use Marine Corps funds to maintain facilities, equipment, and petroleum inventories.

7. Facilities Sustainment, Restoration, and Modernization Funding: Capitalized Facilities. DLA Energy has FSRM funding responsibility for capitalized fuel facilities and partial funding of shared facilities (such as piers and rail sidings).

a. A project must directly support the bulk petroleum management mission to be eligible for DLA Energy funding. Only fixed, permanent facilities shall be eligible for FSRM funding.

b. One or more of these criteria listed below must be addressed in the project documentation.

(1) Facility must store or distribute DLA-owned product.

(2) Proposal is necessary to ensure environmental compliance with Federal, state, local, and foreign regulations.

(3) Plan is required to protect DLA-owned product from loss or contamination (e.g., fire protection systems, cleaning tanks, repair pipelines and tanks, etc.).

(4) Project of economic benefit to DLA (e.g., reduced tanker lay time).

(5) Project directed by DLA (e.g., tank conversion).

(6) Essential to meet minimum DLA Energy inventory level requirements.

c. FSRM projects must be submitted to DLA Energy via the chain of command to MCICOM Senior Fuels Officer. MCICOM Senior Fuels Officer will submit the approved project to DLA for approval and funding.

8. Inventory Management Plan (IMP). DLA Energy develops and coordinates the IMP with the Marine Corps, the other services, CCMRs, and DLA Energy regional and field offices for annual publication. The IMP is a classified plan that provides support to the budget allocation for stock-funded fuel and required Combatant Command (CCMD) support. DLA has the responsibility to compute inventory levels, publish and maintain a full coordinated IMP for energy product. The Marine Corps provides inputs for the IMP while collaborating with the CCMD on all changes to the PWRR. Volume 7 of reference (s) prescribes procedures and responsibilities to manage bulk petroleum peacetime operating stock and war reserve stock for MILSPEC fuels at the DFSP.

a. The IMP defines MILSPEC fuel management by product type on a terminal and regional basis. Resupply planning for MILSPEC fuels assures enough stock availability to satisfy operational requirements in the most cost-effective manner and to support all aspects of the National Military Strategy and Defense Planning Scenarios.

b. Operating Stock (OS). The fuel required to sustain daily operations and ensure fuel availability to the Military Services worldwide. OS was formerly known as peacetime operating stock. DLA in conjunction with the supported CCMD:

(1) Maintains OS necessary to sustain daily worldwide military force operations.

(2) Ensures bulk petroleum availability for sale.

(3) Uses the DFSP stock to satisfy OS levels before stocking any other requirements.

(4) Categorizes the available storage capacity as OS when available in-service storage capacity is less than calculated OS value.

(5) May authorize reduction or increase to OS levels stored at DFSPs for a specific time based on regional operations, requirements or economic factors whenever additional storage capability above the calculated OS level is available.

c. Pre-positioned War Reserve Stock (PWRS). Fuel held by a DFSP to support war reserve requirements. The Marine Corps shall position PWRS storage as near to the point of intended use as is economical or practical to minimize transportation requirements and potential hostile disruption of supply lines. The classification category of any PWRS data elements for discussion shall be viewed as unclassified information. The Marine Corps' general PWRS procedures:

(1) MARFORS submit requests for PWRR location and product combinations to CCMD annually or as directed for inclusion in the IMP.

(2) Stocks only the most demanding operation plan requirement subject to the availability of storage and funds.

(3) Views the classification category of any PWRR data elements for discussion as secret to sensitive compartmented information.

(4) Positions PWRS for other PWRR locations only at a DFSP with enough load out capability.

(5) Documents rationale for positioning PWRS that supports the intended use for PWRS, e.g., swing stocks and petroleum distribution plans.

(6) Positions PWRS subject to storage space and funds availability.

(7) Stores PWRS at a DFSP only after all OS requirements are satisfied.

(8) Stocks PWRS in addition to OS.

(9) Sizes, acquires, manages, and positions PWRS to achieve the greatest practical flexibility and responsiveness to a full spectrum of regional contingencies. It minimizes the Marine Corps' investment in unnecessary inventory, reduces reaction time and sustain forces.

(10) Bases PWRS on the most demanding OPLAN requirement for each location.

(11) Includes stocks to support deployment and combat operations.

(12) Sizes PWRS to meet requirements until resupply can be affected from a secure source.

(13) Uses PWRS as CCMD or joint task force theater reserve stocks during execution phases of any plan.

d. DLA, in conjunction with the supported CCMD JPO, maintains PWRS until the Secretary of Defense (SECDEF) rescinds the OPLAN or approves the CCMD's recommendation to change or omit all or some of the OPLAN requirement.

e. Domestic Pre-positioned War Reserve Stock (PWRS) Procedures. The Marine Corps:

(1) Stores quantities to directly support an OPLAN.

(2) Identifies bulk petroleum quantities to satisfy mobility requirements that are primarily for strategic lift, strategic air

operations and civil defense requirements when approved by the Assistant Secretary of Defense for Logistics and Materiel Readiness (ASD(L&MR)). Recognizes logistics requirements to support strategic operations, such as ship or vessel loadouts and aircraft in-flight refueling operations.

(3) The CCMD reviews all proposed alternate domestic storage locations when PWRS levels cannot be stored at the primary requirement location before approval.

f. Overseas Pre-positioned War Reserve Stock (PWRS) Procedures. The Marine Corps:

(1) Stores quantities to directly support an OPLAN or other approved planning guidance.

(2) Stocks quantities for some commercial grade products:

(a) Which are routinely used, such as products purchased through into-plane, bunkers, and ground programs.

(b) Consistent with the responsibility to size, acquire, and manage stocks.

(c) To achieve flexibility and responsiveness while minimizing DoD expenses.

g. Wartime and Contingency Operations

(1) A CCMD may request changes or deviation of PWRR procedures.

(2) The Joint Staff Logistics Directorate reviews and validates changes or deviations to PWRR and then submits to ASD(L&MR).

(3) The ASD(L&MR) reviews and approves changes or deviations at least biennially, but more frequently if necessary.

(4) The Joint Staff Logistics Directorate reviews and revalidates changes or deviations annually in support of the IMP development process.

(5) The CCMDs execute emergency action when required to protect life, property, or to ensure military success.

h. Pre-positioned War Reserve Requirement (PWRR). Fuel inventory level required in support of SECDEF planning guidance positioned before hostilities at or near the point of planned use. PWRR is designed to reduce reaction time and to ensure adequate support of military forces during the early stages of war until stocks can be replenished. The Marine Corps fulfills PWRR petroleum inventory

levels with assets in two categories: military stocks and host-nation support.

i. Inventory Policy. The IMP inventory policy covers inventory build-up and drawdown, maximum levels (MLs), control limit and ML inventory maintenance, and inviolate levels. Additional guidance and information on the IMP inventory policy is found in Volume 4 of reference (s).

9. Operations and Exercise Support. Volume 5 of reference (s) assigns responsibilities and provides the Marine Corp energy logistics support concepts, coordination, reporting procedures, and the integrated joint planning processes that DLA uses in support of operations, contingencies, and exercises. Reference(y) establishes responsibilities and processes necessary for the Marine Corps to requisition, order, and receive DLA Energy commodities to support exercises and contingency operations. This guidance applies to supplies exceeding those sourced in existing requirements and are beyond those sourced by capitalized fuel stocks held at the DFSP, Marine Corps owned, and stocks provided by a host nation under an existing agreement.

Chapter 12

Naval Petroleum Office (NPO)

1. Purpose. This chapter provides an overview of the NPO. The NPO is a field activity and support shore establishment of the Naval Supply Systems Command (NAVSUP).

2. Mission. The NPO acts as a technical and functional manager for all petroleum programs in the DON and to perform such other functions and tasks as may be assigned by higher authority. This mission is accomplished through close liaison with DLA Energy and Fleet and shore activities of the Navy and MCICOM.

3. Petroleum Systems Division. The Petroleum Systems Division encompasses all matters relating to petroleum systems Fuel Automated Systems, Automatic Tank Gauging, Automated Fuels Handling Equipment, etc., petroleum policy and the fiscal and administrative functions. Additionally, this division is responsible for assisting field activities in documenting fuel specification problems and recommending solutions.

4. Facilities Engineering Division. The Facilities Engineering Division functions as the technical support and engineering services provider for fuel related MILCON projects and Maintenance, Repair and Environmental projects at NAVSUP fuel activities and other Navy claimant activities (Navy, Marine Corps, and Air Stations). Personnel coordinate the submission of projects and provide daily guidance on programs related to the operation of Navy fuel terminals.

5. Fuel Management Division. The Fuel Management Division oversees all Navy/Marine Corps Defense Fuel Support Point fuel programs and provides contractual and technical assistance to all Navy and Marine Corps fuel activities. Additionally, they act as the interface for all fleet petroleum related issues.

6. Resource Management Division. The Resource Management Division oversees the fiscal resourcing and administration of NPO.

Chapter 13

Bulk Petroleum Reports

1. Purpose. This chapter provides a summary on the Joint Staff's Bulk Petroleum Reports. Reference (z) describes the reporting chain of command and data requirements.

2. Bulk Petroleum Contingency Report (REPOL). The REPOL is reactive. Current and strategic information on the bulk petroleum posture is required during increased tensions, contingency operations, or under wartime conditions. It provides Joint Staff, CCDRs, DLA-E, and Military Services information on bulk petroleum inventories, damage assessments, and other strategic information pertaining to the support posture at specific installations, locations, and/or forward operating bases. The REPOL is used by Joint Staff and CCDRs to make recommendations on petroleum resupply actions. The Joint Staff or the supported CCDR can initiate REPOL reporting. Reports and/or updates may be required daily, at a time coordinated between the Joint Staff and the supported CCDR.

a. Responsibilities.

(1) Joint Staff. Activates REPOL reporting as warranted, providing specific reporting guidance to the supported CCDR.

(2) Combatant Commanders (CCDRs). Coordinates REPOL reporting assignments within their area of responsibility. Ensures SCs meet REPOL reporting requirements as disseminated by the Joint Staff.

(3) Commander, Marine Corps Installations. Coordinates REPOL reporting requirements within the MCICOM Regions. As required, submits Marine Corps Installations East (MCIEAST) and West (MCIWEST) data to Marine Forces North (MARFORNORTH) and Marine Corps Installations Pacific (MCIPAC) information to Marine Forces Pacific (MARFORPAC).

(4) Marine Forces (MARFORs). Establishes specific reporting requirements for subordinate commands to meet prescribed guidance. Provides copies to ADC I&L (LF) for REPOLs submitted to their CCDR.

(5) Marine Forces Pacific (MARFORPAC). Submits REPOL reports while exercising tactical command of MCIPAC and/or MCIWEST when supporting Commander, United States Indo-Pacific Command's (USINDOPACOM) Unified Command Plan tasking or operational missions.

(6) Commands. Provide unit level data.

b. Reporting Instructions

(1) Specific reporting instructions shall be published in the Joint Staff or CCDR REPOL activation message and/or e-mail.

(2) CCDRs shall submit reports to Joint Staff using the following methods (listed in priority order): Web-based REPOL, secure e-mail, hard copy secure fax, secure voice. They shall establish local controls ensuring all reports are submitted within prescribed timeframes.

c. Data Elements. REPOL data elements are in Appendix C.

3. Bulk Petroleum Capabilities Report (POLCAP). The POLCAP is proactive. It provides the Joint Staff, Military Services, and DLA-E with a bulk petroleum capabilities assessment to support contingency requirements in a specific theater or sub-theater. The POLCAP is submitted annually, no later than 1 May each year. The Joint Staff may require updates to the latest annual POLCAP ensuring essential capability assessments are readily available to support actions during increased activity or tensions.

a. Responsibilities.

(1) Joint Staff. Releases the annual POLCAP reporting requirements to U.S. Africa Command, U.S. Central Command, U.S. European Command, U.S. Northern Command, USINDOPACOM, and U.S. Southern Command.

(2) Combatant Commanders CCDRs. Submit their POLCAP to the Joint Staff with information copies to the Services, DLA-E, and other JPOs.

(3) Commander, Marine Corps Installations Command (COMMMCICOM). Coordinates POLCAP reporting requirements within the MCICOM Regions. Submits MCIEAST and MCIWEST data to MARFORNORTH and MCIPAC information to MARFORPAC.

(4) Marine Forces (MARFORs). Submits POLCAP data to their respective CCDR.

b. Reporting Instructions. POLCAPs are classified according to content and are submitted by message, e-mail, or fax.

c. Data Elements. Required POLCAP information and data elements are in Appendix C.

APPENDIX A

Glossary of Acronyms and Abbreviations

ADC I&L (LF)	Assistant Deputy Commandant, Installations and Logistics (Facilities)
AIR	Aviation Into-Plane Reimbursement
AO	Accountable Officer
APSR	Accountable Property System of Record
APC	Agency Program Coordinator
ASD (L&MR)	Assistant Secretary of Defense, Logistics & Material Readiness
CAP	Corrective Action Plan
CCMD	Combatant Command
CCMDR	Combatant Commander
CFR	Code of Federal Regulations
CG, TECOM	Commanding General, Training and Education Command
CMP	Centrally Managed Programs
CM	Corrective Maintenance
CO	Commanding Officer
COCO	Contractor Owned/Contractor Operated
COMMARFORRES	Commander, Marine Forces Reserves
COMMCICOM	Commander, Marine Corps Installations Command
COR	Contracting Officer Representative
CQA	Contract Quality Assurance
DAI	Defense Agencies Initiative
DFSP	Defense Fuel Support Point
DLA	Defense Logistics Agency
DoD	Department of Defense
DON	Department of the Navy
DPAS	Defense Property Accountability System
DWCF	Defense Working Capital Fund
EBS	Enterprise Business System
EDR	Environmental Data Repository
EEBP	Enterprise External Business Portal
EMS	Environmental Management System
EPA	Environmental Protection Agency
FIM	Fuel Infrastructure Management
FY	Fiscal Year
FLIPL	Financial Liability Investigation of Property Loss
FMD	Facilities Maintenance Division
FMD	Fuels Manager Defense
FMF	Fleet Marine Force
FRP	Facility Response Plan
FSRM	Facilities Sustainment and Restoration and Modernization
GCSS-MC	Global Combat Support System – Marine Corps
GFC	Government Fuel Card
GOCO	Government Owned/Contractor Operated
GOGO	Government Owned/Government Operated

HL	Hierarchy Level
ICP	Integrated Contingency Plan
IPRB	Installation Planning and Review Board
IMP	Inventory Management Plan
iNFADS	Internet Naval Facilities Assets Data Store
JHA	Job Hazard Analysis
JPO	Joint Petroleum Office
KSD	Key Supporting Document
MARFOR	Marine Forces
MARFORPAC	Marine Forces Pacific
MARFORRES	Marine Forces Reserves
MAV	Management Assist Visit
MC	Minor Construction
MCCS	Marine Corps Community Services
MCICOM	Marine Corps Installations Command
MILCON	Military Construction
MILSPEC	Military Specification
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MIPR	Military Interdepartmental Purchase Request
ML	Maximum Level
MRC	Maintenance Requirement Card
NAVFAC	Naval Facilities Engineering Command
NAVSUP	Naval Supply Systems Command
NPO	Naval Petroleum Office
OPLAN	Operational Plan
PII	Personally Identifiable Information
PC&S	Post, Camps and Stations
PM	Program Manager
PM	Preventive Maintenance
PMS	Preventive Maintenance System
POL	Petroleum, Oils, and Lubricants
POLCAP	Bulk Storage Capabilities Report
PR Builder	Purchase Request Builder
PWRR	Petroleum War Reserve Requirement
PWRS	Pre-positioned War Reserve Stock
QA	Quality Assurance
QAR	Quality Assurance Representative
QS	Quality Surveillance
REPOL	Bulk Petroleum Contingency Report
RO	Responsible Officer
SCP	Service Control Point
SE	Supporting Establishment
SEA	Ship’s Bunkers’ Easy Acquisition
SECDEF	Secretary of Defense
SPCC	Spill Prevention, Control, and Countermeasures
SLTI	Service Level Training Installations
SupO	Supply Officer
TECOM	Training and Education Command
UST	Underground Storage Tanks

VIL	Vehicle Identification Link
WAWF	Wide Area Workflow

APPENDIX B

Reference Summary

Ref	Title	Summary
A	SECNAVINST 5211.5F, DON Privacy Program, May 2019	Ensures that all DON military members and civilian/contractor employees are made fully aware of their rights and responsibilities under the provisions of the Privacy Act (PA).
B	SECNAV M-5210.1, DON Records Management Program, Sep 2019	This manual provides guidelines and procedures for the proper administration of a records management program.
C	SECNAV Notice 5210, May 2018	National Archives and Records Administration instruction required for the disposal of DON records
D	MCO 5210.11F, Marine Corps Records Management Program, Apr 2015	This Order provides records management policy for commanders, Command Designated Records Managers (CDRM), administrative officers and clerks/specialists, Information Management Officers (IMO), and all active and reserve Marines, civilian Marines (union and non-union) and contractors working for the Marine Corps.
E	MCO 5100.29B, Marine Corps Safety Program, Jul 2011	Establishes the minimum requirements of the Marine Corps Safety Program.
F	MCO 5090.2, Environmental Compliance and Protection Manual, Jun 2018	Implements the substantive requirements of DoD environmental policy and outlines the requirements for compliance with federal environmental regulations. Establishes Marine Corps policy for funding, evaluating and continually improving environmental compliance and protection programs, with emphasis on pollution prevention and training and education.
G	MCO 4400.201, Management of Property in the Possession of the Marine Corps, Jun 2016	Prescribes strategic policy, procedures, and responsibilities for managing all categories of property under Marine Corps control in compliance with DoD directives. This Order is organized in various volumes that provide specific guidance by functional area.
H	MIL-STD-3004C, DoD Standard Practice, Quality Assurance/	Provides DoD Policy, general instruction, and minimum procedures to be used by the Military Services and the DLA in performing quality assurance/surveillance

Ref	Title	Summary
	Surveillance for Fuels, Lubricants and Related Products, August 2011	functions of fuels, lubricants, and related products worldwide at all locations.
I	40 Code of Federal Regulations, Protection of the Environment	Title 40 arranges mainly environmental regulations that were promulgated by the Environmental Protection Agency (EPA), based on the provisions of United States laws.
J	DoD 5200.08-R W/CH 1, Physical Security Program, May 2009	Implements DoD policies and minimum standards for the physical protection of DoD personnel, installations, operations, and related resources.
K	MIL-HDBK-844B(AS) Aircraft Refueling Handbook for Navy/Marine Corps Aircraft, Jan 2014	This handbook provides basic information on the properties and characteristics of aviation fuels along with general information on the standards, equipment and operating principles related to the handling of these fuels at Navy and Marine Corps activities
L	Unified Facilities Criteria, Petroleum Fuel Systems Maintenance, Nov 2017	The Unified Facilities Criteria (UFC) system is prescribed by MIL-STD 3007 and provides planning, design, construction, sustainment, restoration, and modernization criteria, and applies to the Military Departments, the Defense Agencies, and the DoD Field Activities in accordance with USD (AT&L) Memorandum dated 29 May 2002.
M	NAVAIR 00-80T-109, Aircraft Refueling NATOP's Manual, Jan 2018	This manual standardizes ground and flight fueling and refueling procedures but does not include tactical doctrine.
N	MCO 11240.118, 30 Apr 2014	This Order establishes the policy for the selection, training, testing, classification, and licensing of all operators required to operate tactical wheeled motor transport equipment.
O	MCO 5530.14A, Marine Corps Physical Security Program Manual, Jun 2009	This Order constitutes the Marine Corps Physical Security Program and prescribes policy, assigns responsibilities, and presents requirements.
P	DoD 4715-05-G, "Overseas Environmental Baseline Guidance Document", Aug 2018	Provides criteria, standards, and management practices for environmental compliance at DoD installations overseas.

Ref	Title	Summary
Q	DLA Energy P-40, Fuel Spill/ Leak/Release Reporting, Aug 2015	This procedural guidance document provides instructions and responsibilities relative to reporting and documentation requirements for any discharged, leaked, or spilled DWCF product.
R	OPNAVINST 5090-1D, Environmental Readiness Program, Jan 2014	This instruction discusses Federal environmental laws and regulations, executive orders, and DoD and DON environmental policies applicable to Navy installations, organizations, and platforms.
S	DoDM 4140.25 w/change 2, DoD Management Policy for Energy Commodities and Related Services, Aug 2018	Establishes policy, assigns responsibilities, and provides procedures for sizing, acquiring, and managing petroleum OS and PWRS. Establishes policy, assigns responsibilities, and provides guidance for the procurement of alternative fuels.
T	DLA Energy P-9, DoD Petroleum Laboratory Correlation Program, Sep 2011	This Standard provides DoD Policy, general instructions, and minimum procedures to be used by the Military Services and DLA in performing quality assurance/surveillance functions of Government-owned fuels, lubricants, and related products worldwide at all locations except product procurement facilities which are covered by requirements contained in the contract.
U	DLA Energy P-5, Vehicle Identification Link (VIL) Key Encoding, Accountability and Control, Apr 2014	Establish procedures for VIL key encoding and prescribes accountability and control measures.
V	MCO 11000.5G W/CH 1, Real Property Facilities Manual, Jun 2016	Provides guidance and instruction as related to facilities projects.
W	DLA Energy P-15, DWCF Capitalization, Jan 2012	This DLA Energy Interim Policy is applicable to DoD organizations that request capitalization of Military Service and other DoD owned petroleum products into the DWCF inventory.
X	DLA Energy P-16, Defense Working Capital Fund Optimization	This policy provides instructions and responsibilities relative to customers requesting Defense Working Capital Fund (DWCF) optimization assistance.

Ref	Title	Summary
	Programming, Oct 2018	
Y	DLA Energy P-17, "Exercise and Contingency Operations", Oct 2018	This publication supersedes DESC P-17, Exercise and Contingency Operations, July 19, 2012. This issuance establishes responsibilities and processes necessary for the U.S. Military to requisition, order, and receive DLA Energy commodities to support military exercises and contingency operations. This is a major rewrite and includes new information on fuel additization.
Z	CJCSM 3150.14B "Joint Reporting Structure – Logistics", Dec 13	Establishes the policy of the Chairman of the Joint Chiefs of Staff on uniform reporting requirements for logistics matters under the Joint Reporting Structure (JRS).
AA	DoDI 4715.08 w/change 2, Remediation of Environmental Contamination Outside the United States, Aug 2018	DoD policy that manages and applies installation assets to sustain the DoD national defense mission; uses environmental, safety, and occupational health management systems in mission planning and execution across all military operations and activities; and ensures all organizations plan, program, and budget to manage the environmental, safety, and occupational health risks that their activities generate.
AB	NAVSUPTINST 4200.98B, Department of the Navy Fleet Card Program Policy, Nov 2016	This instruction establishes DON policies and procedures for the operation and management of the DON Fleet Card Program.
AC	MCO 7300.21B, Financial Management Standard Operating Procedures, May 2015	Publishes policy which provides Comptrollers and Fund Managers with standard operating procedures (SOPs) pertaining to the preparation, recording, reconciling, reporting and maintenance of financial records through all stages of funds management.
AD	NAVSUPTINST 4200.97A, Navy Policies and Procedures for the Operation and Management of the Aviation Into-Plan	This instruction establishes DON policies and procedures for the operation and management of the DON AIR Card Program.

Ref	Title	Summary
	Reimbursement Card Program, Nov 2016	
AE	NAVSUPTINST 4200.101, Department of the Navy Policies and Procedures for the Operation and Management of the Swipe SEA Card Program, Nov 2016	This instruction establishes DON policies and procedures for the operation and management of the DON Swipe SEA Card Program.
AF	5 U.S.C. § 552a	This U.S.C. is the privacy act of 1974.

APPENDIX C

Reports

The reports listed below, and additional guidance can be accessed at Fuels Infrastructure Management site: https://mcicom.usmc.mil/sites/g4/SS/FIM/Forms/Forms/AllItems.aspx

Spill Reports. Additional guidance can be found at:

https://dla.deps.mil/dod/dla/dlaenergy/SitePages/Home.aspx

REPOL/POLCAP

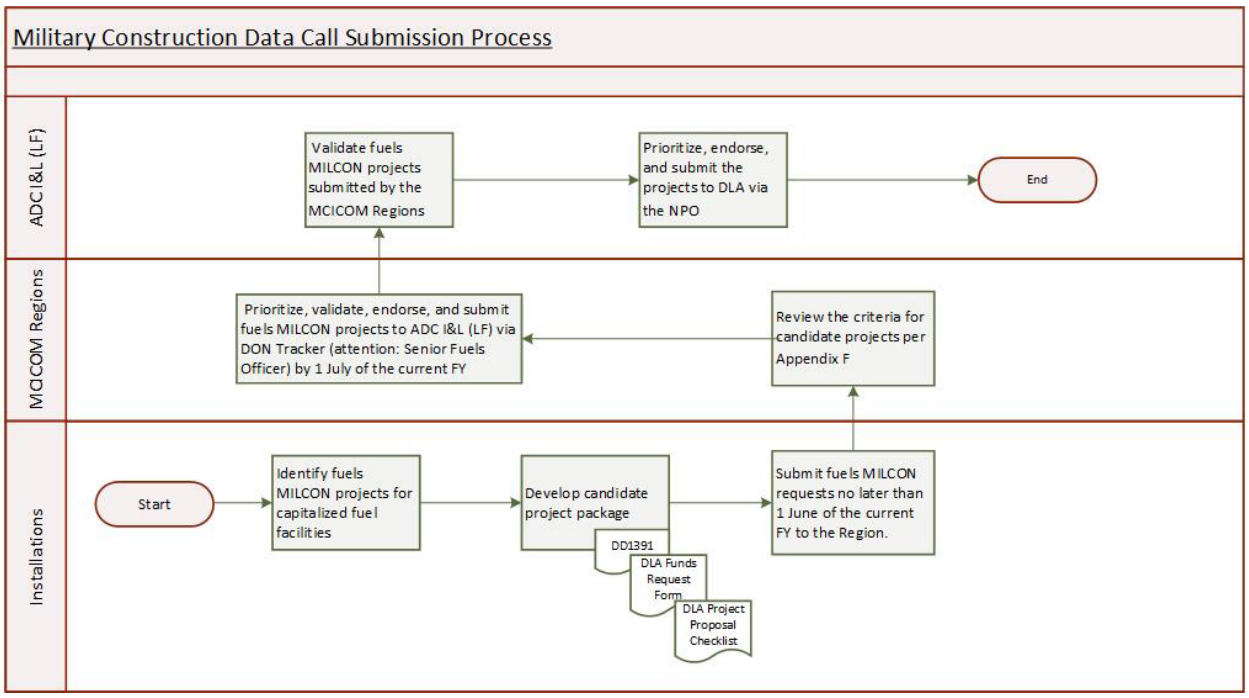
MILCON Project Prioritization Program Criteria

DLA-Energy Military Interdepartmental Purchase Request Fund Request

Defense Logistics Agency Program Budget Review Project Proposal Checklist

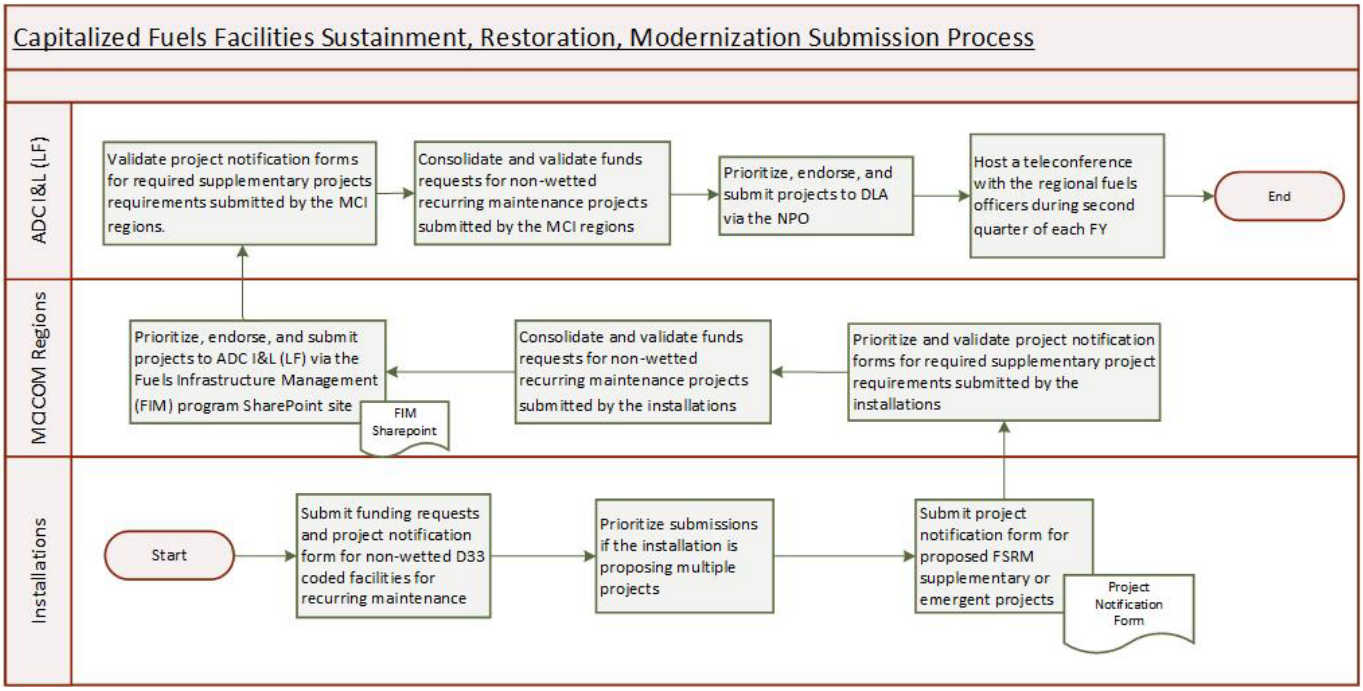
APPENDIX D

Military Construction (MILCON) Data Call Submission Process



APPENDIX E

Facilities Sustainment, Restoration, and Modernization (FSRM) Submission Process



APPENDIX F

Accountable Property Systems of Record

1. Accountable Property System of Record (APSR). This chapter covers APSRs utilized in the management of fuels and fuels infrastructure.

2. Fuels Manager Defense (FMD). DLA Energy utilizes FMD at capitalized sites to support retail DFSP operations, produce product receipt, track, and document inventory. FMD is used to dispatch and track refueling equipment and personnel for product delivery and receipt. FMD collects fuel quality data and collects and documents sales data.

3. Internet Navy Facilities Asset Data Store (iNFADS). Fuels infrastructure that is considered real property is accounted for in iNFADS in accordance with reference (v).

4. Defense Property Accountability System (DPAS). Fuels infrastructure not "attached" to real property shall be considered "stand-alone". Stand-alone fuels infrastructure is accounted for in DPAS and is considered Garrison Property (GP). These assets are subject to the accountability and inventory practices required of GP.

5. United States Marine Corps Max (USMCmax). USMCmax is the Marine Corps enterprise asset management system for facilities maintenance management. USMCmax is used to manage the inspection, Preventive Maintenance (PM), and environmental inspection of real property fuels infrastructure.

6. Enterprise Business System (EBS). EBS is DLA's enterprise approach. It allows DLA to focus on supply chain management. EBS is the database that DLA uses to track and fund FSRM projects. EBS includes the EEBP comprising of real property, energy resupply, and business objects reporting.