

**27 APRIL 1994**



**Supply**

**ORGANIZATIONAL FUEL TANKS**

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OPR: HQ USAF/LGSSF  
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Supersedes AFR 144-16, 24 May 1991.

Certified by: HQ USAF/LGSS  
(Col Kenneth B. Faulhaber)  
Pages: 16  
Distribution: F

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This instruction implements AFR 23-2, *Supplies and Materiel Management*. It provides guidelines and procedures for establishing and operating organizational fuel tanks and includes directions for preparing AF Forms 500, Daily and Weekly Fuel Report. This instruction applies to every base and tenant organization using and managing organizational fuel tanks. Submit request for waivers through command channels to HQ USAF/LGSSF. Major commands (MAJCOM) may issue supplements to prescribe command or base procedures.

**SUMMARY OF REVISIONS**

This is the initial publication of AFI 23-204, substantially revising AFR 144-16. This instruction identifies responsibilities and streamlines the procedures for managing organizational fuel tanks.

**1. Why We Manage Fuel Tanks.** The Air Force stores bulk petroleum products in organizational tanks when operational inconvenience, or impracticalities make it difficult to get fuel from centralized base fuels facilities. To prevent fraud, theft, and misappropriation, the organization commander manages, controls, and accounts for all fuel issued to and received in their organizational tanks.

**2. Types of Organizational Fuel Tanks.** Organizational fuel tanks are fixed (permanently installed) or portable and must meet established engineering criteria. Organizational tanks do not include fuel tanks integral to vehicles or equipment, any type of hand carried safety cans, 55-gallon drums, or missile propellant conditioning systems. There are three categories of organizational fuel tanks: support, issue, and portable. A support tank is connected by fixed piping to a consuming facility or installed piece of equipment. Examples of support tanks include "day tanks" for power plants and boilers, space heater tanks, aviation test cell tanks, and tanks for electrical generators. Do not issue fuel from support tanks to vehicles or other equipment. An issue tank is not permanently connected to any equipment or facility, and you may

use issue tanks to fuel vehicles such as mobile trailers, ground-support or heavy equipment, or portable containers. You may use a portable tank as either an issue or support tank. Any mobile or portable tank (for example, an A1B or vehicle-mounted POD tank, or a Mobile Engine Test Stand Tank, etc.) used for mobility maintenance, research and development, or similar purpose, is a portable tank.

### **3. Responsibilities:**

3.1. The Wing Commander ensures the overall integrity of the base organizational tank program and authorizes any exceptions to the requirement for the physical presence of the tank custodian at the organizational tank, for example, if an escort is present during deliveries. Does not allow exceptions to local procedures when insufficient safeguards exist to prevent pilferage, misappropriation, or over-fill of organizational tanks.

3.2. The Base Resource Protection Executive Committee (RPEC) determines the need for commercial fuel delivery vehicle escorts. Escorts deter theft of petroleum products (particularly automotive and heating fuels) and protect commanders from incidents of fraud.

3.3. The base commander or equivalent appoints delivery escorts when needed. To avoid conflicts of interest, base commanders do not assign base fuels personnel as escorts.

### **3.4. Organization Commanders:**

3.4.1. Ensure that an available trained tank custodian receives products.

3.4.2. Ensure tank custodians attend training as described in paragraph **13**. of this instruction before receiving their assignments.

3.4.3. Oversee the inspection, operator maintenance, and surveillance of organizational tanks. Notify appropriate agencies to report inadequate tank security, serviceability, or safety. Report discrepancies that jeopardize safety to base ground safety, Base Civil Engineer (BCE), and Base Fuels Management Office (BFMO). Prohibit fuel delivery to the tank until personnel correct safety discrepancies. Address such discrepancies by calling the BCE Service Desk or filling out an AF Form 332, **Base Civil Engineer Work Request**.

3.4.4. Appoint, by office memorandum, an individual to review AF Form 500 submissions. Ensure this individual checks the forms for accuracy, investigates irregularities, and tracks audit trail.

3.4.5. Continually evaluate requirements for organizational tanks and maintain only the minimum number essential for mission requirements.

3.4.6. Implements controls to prevent off-base receiving operations from practicing fraud, wasting resources, and abuse of their authority.

**3.5. BCEs.** Ensures new above-ground and below-ground tanks meet established engineering environmental criteria, according to 40 Code of Federal Regulation (CFR) 280 and AFI 32-7044, *Storage Tank Compliance*. Calibrate meters annually.

### **3.6. BFMOs:**

3.6.1. Make tank custodian training available in accordance with paragraph **13**. of this instruction.

3.6.2. Maintains a list, which may be electronic, of all supported organizational tanks. Use the following identifiers:

- Organization
- Tank location and type, for example, above-ground support or underground issue etc.
- Type of product stored.
- Tank capacity.

3.6.3. Advises base transportation of all existing organizational tanks dispensing mogas or diesel.

### **3.7. Organizational Tank Custodians:**

3.7.1. Oversee facility inspections, operational-maintenance, accountability, and quality control of the product.

3.7.2. Act as the central point of contact for matters pertinent to organizational tank operations.

3.7.3. Ensure organizational tanks comply with security, safety, accountability, and environmental protection requirements.

3.7.4. Receive bulk fuel deliveries.

3.7.5. Operate the dispensing nozzle when receiving product via open port, or operate the deadman control (if practical) when receiving product via single point.

3.7.6. Remove excess water from tanks. Contact the BCE for water removal when necessary.

### **3.8. Escorts:**

3.8.1. When the tank custodian is unavailable, escorts oversee fuel deliveries.

3.8.2. Operate the dispensing nozzle when receiving the product via open port, or, if practical, use the deadman control when receiving the product via single point.

3.9. The Base Environmental Manager provides technical guidelines to ensure tanks are in compliance with local, state, and Federal statutes.

## **4. How To Establish an Organizational Tank.** Organizations that want to establish tanks:

4.1. Coordinate request through the fire marshal, BCE, and base safety stating tank(s) conform to all engineering, fire protection, environmental, and safety requirements.

4.2. Include the capacity and location of the tank, the type of fuel required, the type of equipment or vehicles that the tanks service, and the reason why you cannot use the vehicle or ground support equipment service stations.

4.3. Submit coordinated requests to the BFMO.

4.4. Coordinate requests for construction of organizational tanks through the BFMO before construction begins.

## **5. Fuel Security:**

5.1. To protect fuel vulnerable to misappropriation, contamination, pilferage, and sabotage tank custodians follow the basic measures outlined in AFI 31-209, *Air Force Resource Protection Program*, and secure these unattended organizational tank components:

- Pump-dispensing nozzles and electrical power source for all issue tanks.

- Gauge hatches and other access points on all storage tanks.
- Bulk fuel off-loading systems.
- Low-point drains.

5.1.1. Tank custodians secure these points using number controlled padlocks, seals or plugging valves, or anti-siphoning devices. When using padlocks, make sure the hasp, chain, handle, or any other attachment provides protective strength equivalent to more complicated devices.

5.1.2. Tank custodians establish proper key control (you may use combination and magnetic locks).

5.2. To protect fuel in above-ground organizational tanks, particularly in uncontrolled areas, commanders check organizational tanks for access, dispensing points, and the overall security.

## **6. Product and Safety Markings:**

6.1. Tank custodians mark tanks using the following specifications:

- Indicate fuel types.
- Display "No Smoking" signs.
- Use highly visible colors and large lettering, in accordance with AFOSH 127-45.
- Make markings visible from a distance of 50 feet.
- Position markings for visibility from each approach.

6.2. Tank custodians determine the requirement for North Atlantic Treaty Organization (NATO) markings according to MIL-STD 161F, *Identification Methods for Bulk Petroleum Products Systems/ Including Hydrocarbon Missile Fuels*, depending on theater location and customers served.

6.3. Custodians may use the international "No Smoking" sign when marking diesel, mogas, and other products.

## **7. Calibrating Meters and Tanks:**

7.1. Personnel working with all organizational tanks:

7.1.1. Equip all issue tanks with a calibrated dispensing meter.

7.1.2. Calibrate all organizational tank meters annually, after repairs, and when they doubt meter accuracy.

7.1.3. Equip all organizational tanks, regardless of size, with certified calibration charts unless waived by the MAJCOM civil engineer. You may use computer-generated calibration charts.

7.2. Personnel working with calibrated tanks:

7.2.1. Record daily entries on AF Form 500. Tank custodians may use an automated program instead of the AF Form 500.

7.2.2. Take water readings with water finding paste. Remove detected water as soon as possible. (For water removal refer to: TO 42B-1-1, *Quality Control of Fuels & Lubricants*.)

7.3. Personnel working with uncalibrated tanks:

7.3.1. Fill tanks to the safe fill level each time you receive fuel. Only when you receive fuel and fill the tank to the known safe fill level can you get an accurate reading, which you will need to create an audit trail.

7.3.2. Establish a method for determining quantity for each tank and keep a record of it on file.

7.3.3. Follow the procedure in paragraph 9. of this instruction for verifying fuel inventory.

## 8. How To Handle Fuel Receipts:

8.1. Tank custodians or escorts:

8.1.1. Verify receipts from commercial suppliers or contractors.

8.1.2. Help base fuels personnel to position the unit, handle the dispensing nozzle and hose, sign the receipt, and give overall assistance during BFMO deliveries of Government-owned product.

8.1.3. Prepare tanks to receive fuel and monitor delivery. During metered fuel truck deliveries, confirm the quantity on the truck meter matches the quantity on the delivery ticket. On single-drop deliveries (see 8.4.1. of this instruction) ensure the carriers empty their tanks and deliver all fuel. You do not need to check Air Force-operated fuel vehicles. Gauge calibrated tanks before and after receipt. (**WARNING:** Wait for at least 30 minutes after receipt before you gauge to allow dissipation of static electricity.)

8.1.4. Pump fuel from commercial sources or the BFMO into support tanks.

8.2. The owning organization (BCE for all heating and power production support tanks):

8.2.1. Provides the BFMO with a list of all support tanks authorized to receive fuel. The list includes the facility number, name and telephone number of tank custodian and alternate, tank size in US gallons, and the grade of fuel.

8.2.2. Forwards changes to the BFMO as they occur. **NOTE:** Owing organizations that fail to provide updated letters of authorized support tanks may cause delays in fuel delivery.

8.3. Fuel delivered to support tanks used for heating purposes requires sampling and testing in accordance with AFI 32-1068, *Heating Systems and Unfired Pressure Vessels*. BCE heating shop personnel coordinate with the base fuels laboratory to ensure personnel draw samples at the proper intervals and submit them to the area laboratory for analysis according to TO 42B-1-1, *Quality Control of Fuels and Lubricants*.

8.4. BFMO personnel check on-base vendor or contractor receipts. Depending on the type of delivery contract, the delivery trucks might not require escort to the support tank.

8.4.1. For single-drop deliveries, the contractor delivers the entire load into a single organizational tank. During the delivery, a trained tank custodian or escort receives the fuel and signs the receipt and issuing documents (including the vendor's delivery ticket and AF Form 1994, **Fuels Issue/Defuel Document [DoD]**). The tank custodian directs the delivery truck to a location determined by the BFMO for final check out.

8.4.2. For multiple-drop deliveries, the contractor delivers products to more than one fuel storage tank. The tank custodian or escort oversees the off-loading of the fuel and fills out the receipt and other documents. Send the delivery truck to the location determined by the BFMO for final check out.

8.5. For off-base deliveries by vendors or contractors, the custodian oversees deliveries without BFMO personnel.

8.6. Tank custodians immediately notify the BFMO and organizational commander of irregularities or problems noted during fuel receipt.

## 9. When To Take Fuel Inventory:

9.1. Gauge calibrated tanks daily to determine the actual physical inventory.

9.2. Gauge all tanks prior to receiving the product to determine tank ullage.

9.3. For safety purposes, two people may be required to gauge above-ground tanks. (See AFI 23-201, *Fuels Management*.)

## 10. How To Record Fuel Issues:

10.1. To document vehicle issues from organizational issue tanks, tank custodians:

10.1.1. Record issues to all DoD vehicles on AF Form 1994.

10.1.1.1. Use transaction identification code (TRIC) "1RD" format (AFMAN 23-110, *USAF Supply Manual*) for all DoD vehicle issues from organizational tanks, regardless of the owning organization.

10.1.1.2. Process AF Form 1994 in TRIC "1RD" format to credit the issuing organization (even if it is the same as the receiving organization), and when needed, create data for the On-line Vehicle Integrated Management System (OLVIMS). **NOTE:** You may use an automated product (in the 1RD format) instead of AF Forms 1994.

10.1.1.3. Submit this form to the BFMO for daily processing. Use one form for each grade of fuel.

10.1.1.4. File the form when the BFMO returns it marked "processed".

10.1.2. Record issues to non-DoD vehicles on AF Form 1995, **Fuels Issue/Defuel Document (non-DoD)**, in the TRIC "1RF" format. In addition, process AF Form 1994 in TRIC "1DF" format to credit the fuel to the issuing organization (see AFMAN 23-110).

10.2. To document issues from organizational tanks to non-vehicular equipment, tank custodians:

10.2.1. Record issues on a general purpose data sheet, log book, or automated product with other issues on AF Form 500 if:

- The equipment belongs to the same organization that owns the fuel.
- The organization intends to use the same type issue or defuel (TID) code as for the original issue.

10.2.2. Process AF Form 1994 in the 1RD format if:

- The equipment belongs to the same organization that owns the fuel.
- The organization intends to use a different TID code from the original issue.

10.2.3. Process an AF Form 1994 in TRIC "1RD" format if the equipment belongs to a different organization than the one supplying the fuel.

10.3. The organization commander owning the tank:

- Oversees the preparation of AF Forms 1994 or 1995 by the tank custodian.
- Ensures the tank custodian sends the forms in a timely manner (not to exceed 5 duty days) to the BFMO.
- Allows the tank custodian to use magnetic media (floppy disk) to store and send the transactions to the BFMO.
- Ensures that, after computer processing, the tank custodian verifies the transactions with the D04, Daily Document Register.
- Ensures the tank custodian files either the verified D04 or copy 1 of AF Forms 1994 or 1995 in a document control file.

**11. AF Form 500, Daily and Weekly Fuels Report.** This form provides a format for summarizing fuel transactions and computing gains and losses.

11.1. See [Attachment 1](#) of this instruction for detailed instructions for completing AF Form 500.

11.2. Gains and losses of petroleum products due to handling and temperature variations normally occur in all aspects of petroleum supply operations. Organizational commanders:

11.2.1. Work with the base environmental office to establish tolerances that meet local factors.

11.2.2. Provide a method for determining handling and temperature variances and separating those variances from those of a determinable nature caused by pilferage, equipment malfunction, tank leaks, and accidents. (See AFMAN 23-110 and the local BFMO for guidelines in establishing acceptable gain and loss tolerances.)

11.3. At the discretion of the organization commander, tank custodians:

- Prepare AF Forms 500 for support tanks.
- Maintain this form according to AFMAN 37-139, *Records Disposition--Standards*. **NOTE:** An automated product may be used instead of the AF Form 500 if you include all required information and apply appropriate controls in accordance with AFI 37-160, volume 8, *Air Force Publications and Forms Management Programs Developing and Processing Forms*.

## **12. Environmental Guidelines:**

12.1. The tank custodian:

12.1.1. Works with the base environmental manager to ensure compliance with all local, state, and Federal environmental standards.

12.1.2. Determines leakage from underground storage tanks by checking weekly fuel reports.

12.1.3. Reports suspected leaks to the base environmental manager immediately. Monitors all underground storage tanks and associated piping for leaks regardless of calibration. Since leak detection methods for underground tanks vary with the type and age of the tank or pipeline, consult with the base environmental manager for the correct monitoring technique. **NOTE:** An underground storage tank is any tank that has at least 10 percent of its volume, including related piping, underground.

12.1.4. Ensures all single or manifolded tanks require impervious secondary diking.

12.1.5. Disposes of all waste water removed from tanks in accordance with applicable local, state, and Federal environmental guidelines.

12.2. The environmental manager notifies the appropriate regulatory authority and coordinates actions to confirm suspected leaks.

12.3. The using organization handles recoverable, reclaimable, and waste liquid petroleum products and takes full responsibility for disposing of these products in accordance with AFI 23-502, *Recoverable and Unusable Liquid Petroleum Products* and TO 42B-1-23, *Management of Recoverable & Waste Liquid Petroleum Products*.

### **13. Training Requirements:**

13.1. The BFMO:

13.1.1. Develops and maintains a program to train tank custodians when asked by using organization commanders. Offers tank custodian training quarterly when required.

13.1.2. Provides refresher training when asked by the using organization commander.

13.1.3. Keeps custodian training documentation.

- Determines the method of documentation (signature cards, logs, letters).
- Keeps an audit trail of trained custodians.

13.2. The training lesson plan augments the Air Force's sound and slide presentation. As a minimum, training must include:

13.2.1. Gauging procedures for both fuel and water. Trainers:

- Provide guidelines for removing water and investigating excessive gains or losses.
- Usually use the preferred hands-on training method.
- May use classroom training aids during inclement weather.

13.2.2. Daily facility inspection and maintenance requirements. Trainers:

- Familiarize trainees with facility identification markings, leak detection techniques, condition of hoses and nozzles, and proper procedures for documenting and reporting noted discrepancies.
- Teach product accountability and how to complete inventory and issue forms, including type issue and defuel codes (TID codes).
- Cover the custodian's responsibilities for receiving the product, overseeing delivery procedures, including required documentation and processing tasks.
- Cover safety precautions, proper storage of equipment, and management of reclaimed or recoverable product (see TO 42B-1-23).
- Teach duties associated with checking delivery vehicles before and after the fuel delivery.

13.2.3. Responsibilities and procedures under the Hazardous Materials Emergency Planning and Response Requirements according to AFI 32-7043. The Air Force recommends that after attending initial training with the BFMO, tank custodians attend the Hazardous Waste Operations and Emergency response-Level 1 class provided at base-level by the Disaster Preparedness Office. This



course teaches basic skills for safely and effectively managing the initial activities of an emergency involving the uncontrolled release of fuel.

13.3. The BFMO briefs fuel delivery vehicle escorts on their duties. Trainers:

- Tailor this briefing to the actual duties the escorts will perform.
- Provide the escort with a copy of the briefing.
- File an additional copy of the briefing with the signature of the escort in the BFMO. The briefing need not include all custodian responsibilities.

**14. Special Procedures for Detached Secure Complexes.** Organizational commanders develop procedures to oversee site personnel training for receiving fuels, maintaining facilities, recording issues, reporting irregularities, and following basic custodial and escort procedures.

**15. Contractor-Operated Locations.** The policies and procedures in this instruction apply primarily to Air Force operations, both military and civilian. They may also apply to contractor-operated locations when practical and economically justifiable. Contracting personnel must specify these policies in legal agreements with contractor to make them binding.

**16. Disposition of Documents and Records.** Prepare all receipts, issue, and inventory documents in accordance with this instruction, and maintain them according to AFMAN 37-139.

**17. Form Prescribed.** This instruction prescribes AF Form 500, **Daily and Weekly Fuels Report.**

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## Attachment 1

### INSTRUCTIONS FOR PREPARING AF FORM 500, DAILY AND WEEKLY FUEL REPORT

Section	Column/Line	Entry
<b>Heading</b>		<ul style="list-style-type: none"><li>- Enter the name of the organization controlling the tank, its facility number, and the period covered by the form.</li><li>- Enter the grade of fuel used.</li><li>- For the beginning physical inventory, refer to the last entry in the column H, section I, of the AF Form 500 for the previous period.</li></ul> <p><b>Daily Inventory.</b></p> <ul style="list-style-type: none"><li>- Gauge tanks before you start each duty day.</li><li>- Enter your readings as ending physical inventory for the previous day and beginning physical inventory for the current day.</li><li>- Enter your gauge readings for water and total water and fuel in columns B, C, E, and F.</li><li>- Enter the gallon conversions for these readings in columns D and G.</li><li>- Compute the net quantity of fuel by subtracting column D from column G.</li><li>- Enter the difference in column H..</li></ul>
<b>II</b>		<p><b>Receipts.</b></p>
A and B		<ul style="list-style-type: none"><li>- Enter the date of the receipt and contract number.</li></ul>
C, D, and E		<ul style="list-style-type: none"><li>- For gauged receipts, gauge the storage tank before receiving fuel and enter the reading and gallon conversion figures in columns C, D, and E.</li><li>- Or use delivery vehicle meter readings by entering the beginning meter reading in column E and leaving columns C and D blank.</li></ul>
F, G, and H		<ul style="list-style-type: none"><li>- For gauged receipts, gauge the storage tank after receiving fuel, and enter the reading and gallon conversion figures in columns F, G, and H.</li><li>- For metered receipts, enter the ending meter reading in column H and leave columns F and G blank.</li></ul>
I		Subtract column E from column H and enter the difference in column I.

Section	Column/Line	Entry
J		<ul style="list-style-type: none"> <li>- Determine the entry for column J by one of the following methods:               <ul style="list-style-type: none"> <li>-- On bases or installations with a BFMO, refer to instructions provided by the BFMO.</li> <li>-- At isolated locations where there is no BFMO:                   <ul style="list-style-type: none"> <li>--- Enter the quantity shown on the vendor's delivery document for complete truckload deliveries.</li> <li>--- Enter the same quantity as shown in column I if you determine receipts by truck meter or if you receive less than a complete truckload.</li> </ul> </li> </ul> </li> </ul>
K		<ul style="list-style-type: none"> <li>- If column I is greater than column J, enter the difference in column K with a plus (+) in front of it.</li> <li>- If column J is greater than column I, enter the difference in column K with a minus (-) in front of it.</li> <li>- Investigate excessive overages or shortages.</li> <li>- At the close of weekly operations, total the entries in columns I, J, and K, and enter the totals in the spaces provided.</li> </ul>
<b>III</b>	1 through 7	<p><b>Daily Meter Readings and Issues.</b>- Enter the date and beginning and ending meter readings for each meter in service each duty day. (The entry on line 2 should be the same quantity as that on line 1 for the previous day.)</p> <ul style="list-style-type: none"> <li>- Subtract the beginning meter reading from the ending meter reading for each meter in service, and enter the difference on line 3. Total the quantities issued through each meter as recorded on AF Forms 1994 and 1995, <b>Fuel Issue/Defuel Documents (DoD and Non-DoD)</b>, plus total issue quantities recorded on organization issue logs.</li> <li>- Enter the total quantity on line 4.</li> <li>- <b>NOTE:</b> At the close of weekly operations, enter the total of all metered issues on line 5.</li> <li>- Enter the total documented issue quantities on line 6.</li> <li>- If line 5 is greater than line 6, subtract line 6 from line 5 and enter the difference in line 7 with a minus (-) in front of it.</li> <li>- If line 6 is greater than line 5, subtract line 5 from line 6 and enter the result in line 7 with by a plus (+) in front of it</li> <li>- If line 7 is greater than the established standard deviation, recheck records, documents, and meter readings, and take corrective action.</li> </ul>
<b>IV</b>	<b>Weekly Summary</b>	<ul style="list-style-type: none"> <li>1 Enter the beginning physical inventory from the heading.</li> <li>2 Enter the total quantity received from column I, section II.</li> <li>3 Add lines 1 and 2 and enter the total on line 3.</li> </ul>

Section	Column/Line	Entry
4		Enter the total issues from line 4, section III.
5		Subtract line 4 from line 3 and enter the difference.
6		Enter the ending physical inventory from the last entry in column H, section I.
7		<ul style="list-style-type: none"> <li>- If line 6 is greater than line 5, enter the difference with a plus (+) in front of it.</li> <li>- If line 5 is greater than line 6, enter the difference with a minus (-) in front of it.</li> </ul>
8		<ul style="list-style-type: none"> <li>- If the weekly gain or loss is out of tolerance, conduct a thorough investigation.</li> <li>- Record your findings on the reverse side of AF Form 500.</li> <li>- Report suspected leakage to the BCE within 24 hours.</li> <li>- Report suspected theft to the appropriate investigative authority.</li> </ul>

**Signature/Approval.** The tank custodian signs the completed form and sends it to the commander's designated representative for review and approval.

## Attachment 2

### ORGANIZATIONAL FUEL TANK CHECKLIST

#### A2.1. General:

A2.1.1. Has the organization commander appointed a primary and alternate fuel tank custodian and notified the BFMO in writing?

A2.1.2. Have the primary and alternate tank custodians been trained by the BFMO?

A2.1.3. Are organization commanders providing personnel changes (such as PCS, discharge) to the BFMO, appointing new tank custodians, and requesting training?

A2.1.4. Has the wing commander or equivalent appointed personnel to escort fuel delivery vehicle?

A2.1.5. Has the BFMO briefed and trained the appointed escorts?

A2.1.6. Are BFMO personnel inspecting all incoming contractor petroleum vehicles according to instructions in AFMAN 23-110? Are BFMO personnel inspecting each of the vehicles before departure?

A2.1.7. If contractor vehicles are equipped with a totalizer meter, are BFMO personnel recording the beginning and ending meter readings in Block I of the AF Form 1994?

A2.1.8. Are BFMO personnel recording the date and time of inspection, and getting the inspector to sign the carrier's copy of the appropriate receipt and delivery documents and on the AF Form 1231?

A2.1.9. When contract carrier deliveries are made to locations remote from fuels management facilities (such as radar, communications, or missile sites), have they received training?

A2.1.10. Has the BCE approved the tank installation?

A2.1.11. Has the BCE certified all issue tanks and provided gauge charts?

A2.1.12. Has the organization installed meters on organizational tanks? Are they calibrated annually by BCE?

A2.1.13. Has the organization calibrated the meters after repairs or to check their accuracy?

A2.1.14. Has the BCE installed an approved static ground connection adjacent to all fuel tanks to enhance safety during receiving operations? Has BCE ohmic tested the grounds as instructed in AFM 85-16?

A2.1.15. Has the organization provided organizational issue tank facilities with sufficient fire extinguishers as determined by the base fire marshal?

A2.1.16. To discourage theft or contamination, do tank custodians secure tank fill and issue openings by:

- Locking caps and valves?
- Locking seal or plug valves?
- Anti-siphoning devices?

A2.1.17. Are tank custodians locking pump-dispensing nozzles or the electrical power source for all unattended issue tanks ?

- A2.1.18. Do tank custodians keep all portable issue tanks in a secure area when not in actual use?
- A2.1.19. Do tank custodians lock all low-point drains on all types of tanks in the "closed" position?
- A2.1.20. Has the owning organization (BCE for all heating and power production tanks) provided the BFMO with a list of all support tanks authorized to receive fuel according to AFI 23-204?
- A2.1.21. Does the organizational tank custodian know the procedures and responsibilities outlined in the local HAZMAT Plan?
- A2.1.22. Does the custodian oversee that waste water removed from tanks is disposed of according to local, state, and Federal environmental regulations?
- A2.1.23. Has the organization secured all applicable permits for installation and operation from the appropriate regulatory agencies?

**A2.2. Receiving:**

- A2.2.1. Are organizational tank custodians present during all contractor delivery and receiving operations?
- A2.2.2. Before receiving fuel, does the custodian prepare the tank and facilities?
- A2.2.3. Does the custodian gauge tanks to ensure that they can accommodate the receipt?
- A2.2.4. Does the tank custodian annotate the gauge readings before receiving fuel as instructed in section II of AF Form 500?
- A2.2.5. Are tanks gauged before and after unmetered multiple-drop deliveries or when verifying receipt quantities?
- A2.2.6. Does the tank custodian secure all tank connections and tank hatches to prevent theft?
- A2.2.7. Do tank custodians gauge for water in tanks before receiving fuel deliveries?

**A2.3. Escorts:**

- A2.3.1. Are escorts accompanying contractor carriers from delivery point to delivery point?
- A2.3.2. Do escorts prepare tanks for receiving fuel, oversee operation, verify and record quantities delivered, and sign delivery documents?
- A2.3.3. Do escorts report all irregularities to the responsible organizational commander and the BFMO?
- A2.3.4. Do escorts ensure commercial delivery tickets show the tank services, equipment or facility number, and delivery amount?
- A2.3.5. Do escorts send completed delivery documents and AF Forms 1994 to the BFMO for processing (within 5 duty days from date of transaction)?
- A2.3.6. Do escorts oversee the fuel receipts and sign delivery documents?

**A2.4. Issues:**

- A2.4.1. Do custodians document vehicle issues from organizational issue tanks by:

- A2.4.1.1. Filling out AF Forms 1994 for VIMS-reportable issues to Air Force registered vehicles?
- A2.4.1.2. Filling out AF Forms 1995 for an issue to vehicles from an agency other than DoD?
- A2.4.1.3. Summarizing AF Forms 1994 and 1995 daily on AF Form 500 or automated product?
- A2.4.2. Do custodians document nonvehicle or non-VIMS equipment issues from organizational issue tanks by:
  - A2.4.2.1. Preparing a general purpose data-sheet log (if the TID code remains the same as that on the original receipt).
  - A2.4.2.2. Preparing AF Form 1994 if equipment TID code different from that on the original receipt?
  - A2.4.2.3. Summarizing general-purpose sheet totals for entry on AF Form 500.
- A2.4.3. Do tank custodians perform a quality control check of AF Forms 1994 and 1995 prior to forwarding them to the BFMO for input to the Standard Base Supply System (SBSS)?
- A2.4.4. Do tank custodians conduct sample surveys to ensure the fuel amount written on a delivery document doesn't exceed the tank capacity?
- A2.4.5. Does the BFMO return copy No. 1 of AF Forms 1994 and 1995 to the custodian? Does the custodian file the returned form?

**A2.5. Reports.** Do organizational tank custodians:

- A2.5.1. Prepare and maintain AF Forms 500 or an automated equivalent?
- A2.5.2. Compute and analyze receipt overages or shortages in section II of AF Form 500?
- A2.5.3. Gauge tanks daily to determine the actual physical inventory and annotate the inventory in section I of AF Form 500?
- A2.5.4. Gauge calibrated support tanks monthly to check for unusual consumption or leakage?
- A2.5.5. Follow special quantity verification and reconciliation procedures for uncalibrated issue tanks?
- A2.5.6. Notify appropriate personnel to report inadequate tank security, serviceability, or safety procedures?
- A2.5.7. Prepare daily and weekly AF Forms 500 for all issue tanks?
- A2.5.8. Prepare section IV of AF Forms 500 weekly?
- A2.5.9. Annotate daily issues, meter readings, and receipt quantities on AF Forms 500 for issue tanks that don't require calibration gauge charts?
- A2.5.10. Keep water levels less than one-fourth inch in issue tank bottoms?
- A2.5.11. Record water readings on AF Forms 500?
- A2.5.12. Investigate and fully document cause of excessive fuel gains and losses?
- A2.5.13. Record investigation results on the reverse side of AF Forms 500?

- A2.5.14. Report suspected fuel tank leaks, faulty gauge charts, or suspected meter problems to BCE?
- A2.5.15. Report suspected theft to the investigative authority?
- A2.5.16. Sign completed AF Forms 500?
- A2.5.17. Forward weekly AF Forms 500 to their supervisor for review and approval?
- A2.5.18. Establish an effective audit trail for all products under the organization's control?

**A2.6. Inspections:**

- A2.6.1. Has the wing commander or equivalent designated in a base regulation (or supplement to this regulation) the authorized entry and exit gates for contractor petroleum-transport vehicles?
- A2.6.2. Is BFMO conducting random spot checks of contractor fuel-delivery vehicles making single and multiple fuel drops to Government tanks outside fuels management storage areas?
- A2.6.3. Are BFMO personnel making random spot checks verifying tank custodians are properly supervising and receiving for fuel deliveries according to AFI 23-205?
- A2.6.4. Are security police personnel conducting random spot checks of contractor petroleum-transport vehicles departing the installation?
- A2.6.5. Are tank custodians using an effective key control system?