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Supply

MANAGEMENT OF GROUND FUELS

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This instruction implements requirements of AFI 23-201, *Fuels Management*; AFI 23-204, *Organizational Fuel Tanks*, and their application on Francis E. Warren Air Force Base (FEW). It establishes responsibilities and procedures for the management of all ground fuels throughout the 90th Space Wing complex. It applies to all personnel assigned to the 90th Space Wing (90 SW) and subordinate units, and personnel assigned to or supported by FEW, involved in managing ground fuels. It specifically outlines responsibilities of the individual organizations, guidance on fuel requisitioning and receipt procedures, and describes the Phoenix Management Inc Tank Custodian Training Program. This publication does not apply to the Air Force Reserve or Air National Guard units.

Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322 Vol. 4). Comply with AFI 33-332, *Privacy Act*, for documents containing Privacy Act Information. For Official Use Only information comply with DoDR 5400.7, *DOD Freedom of Information Act Program*, Air Force Supplement, Chap 4.

SUMMARY OF REVISIONS

Changed Transtecs Corporation to Phoenix Management Inc. (paragraph **1.1.**) Changed Transtecs Corporation to Phoenix Management Inc. (paragraph **1.1.4.**) Changed Transtecs Corporation to Phoenix Management Inc. (paragraph **1.2.3.**) Changed Transtecs Corporation to Phoenix Management Inc. (paragraph **1.2.4.**) Changed Transtecs Corporation to Phoenix Management Inc. (paragraph **1.3.2.**) Changed Transtecs Corporation to Phoenix Management Inc. (paragraph **1.4.1.**) Changed Transtecs Corporation to Phoenix Management Inc. (paragraph **1.4.2.**) Changed Transtecs Corporation to Phoenix Management Inc. (paragraph **1.5.6.**) Changed Transtecs Corporation to Phoenix Management Inc. (paragraph **1.6.1.**) Changed Transtecs Corporation to Phoenix Management Inc. (paragraph **1.6.2.**) Changed Transtecs Corporation to Phoenix Management Inc. (paragraph **1.6.3.**) Changed Transtecs Corporation to Phoenix Management Inc. (paragraph **2.1.1.**) Changed the tank custodian shall determine the amount of fuel delivered will not exceed 90% of the capacity of the tank. In the event of a spill, the tank custodian and truck driver

contain the spill and call 911 to report a spill to read, “The tank custodian shall determine the amount of fuel delivered will not exceed 90% of the capacity of the tank. In the event of a spill, the tank custodian and truck driver contain the spill and call 911 to report a spill and immediately call the environmental flight at ext 2213 (during duty hrs) or the spill beeper at 773-5168-4313” (paragraph 2.1.4.) Changed Any waste manifesting associated with debris disposal must be coordinated through 90 CES/CEV at building 934, and will follow their procedures to read “Any waste manifesting associated with debris disposal must be coordinated through 90 CES/CEV at ext 4441 per the SPCC Plans (Spill Prevention Control and Countermeasure)” (paragraph 2.1.4.). Changed Transtecs Corporation to Phoenix Management Inc. (paragraph 2.2.) Changed In the event of a spill, the tank custodian will use materials from the spill kit to contain the spill and call 911 to report a spill to make spill notification to read “In the event of a spill, the tank custodian will use materials from the spill kit to contain the spill and call 911 to report a spill and immediately call the environmental flight at ext 2213 (during duty hrs) or the spill beeper at 773-5168-4313. Any waste manifesting associated with debris disposal must be coordinated through 90 CES/CEV at ext 4441 per the SPCC Plans (Spill Prevention Control and Countermeasure)” (paragraph 2.2.3.) Changed Transtecs Corporation to Phoenix Management Inc. (paragraph 3.3.) Changed Transtecs Corporation to Phoenix Management Inc. (paragraph 3.4.) Changed Transtecs Corporation to Phoenix Management Inc. (paragraph 3.8.) Changed Transtecs Corporation to Phoenix Management Inc. (paragraph 4.) Changed Transtecs Corporation to Phoenix Management Inc. (paragraph 4.1.) Changed Transtecs Corporation to Phoenix Management Inc. (paragraph 4.2.) Changed 90 MXS to 90 MMXS (paragraph 1.4.). A bar (|) indicates revision from the previous edition.

1. Responsibilities.

1.1. Phoenix Management Inc. (Fuels) will:

- 1.1.1. Initiate requisition actions on fuel requests obtained from using organizations, monitor contractor due-ins, and process receipt invoices.
- 1.1.2. Coordinate all missile field fuel requests by date and time with DESC and the receiving organization.
- 1.1.3. Furnish customers with periodic consumption metrics per site upon request.
- 1.1.4. Support MAF/LF ground fuel emergency requests bypassing civilian contracts and providing support with Phoenix Management Inc. on-hand assets.
- 1.1.5. Download Vehicle Identification Readers (VIR) at each MAF between 0700 and 0800 daily (except weekends and holidays). Process information in the 1RD (Refuel/Defuel) format for reimbursement of funds to the issuing organization from the receiving organization.

1.2. Missile Maintenance Operations Center will:

- 1.2.1. Ensure all maintenance teams returning from the missile complex record LF diesel fuel readings on appropriate form.
- 1.2.2. Input LF diesel fuel readings into the Integrated Maintenance Management Program.
- 1.2.3. Immediately request a dispatch from Phoenix Management Inc. when an emergency low condition exists at an LF.

- 1.2.4. Determine the fuel level of any LF where the emergency power generator has been operating for more than 24 hours. Notify Phoenix Management Inc. at ext. 3828, if fuel is low.
- 1.3. Maintenance Operations Plans Section is the sole point of contact for all fuels status. Responsibilities include, but are not limited to:
 - 1.3.1. Having levels checked; ordering and checking deliveries, and ensuring fuel quantities do not exceed or go below the established levels.
 - 1.3.2. Provide Phoenix Management Inc. with a list of individuals designated as certifying officials. Update the list as changes occur.
 - 1.4. The 90th Missile Maintenance Squadron (90 MMXS) will:
 - 1.4.1. Maintain an adequate number of vehicle escort/tank custodians who have been trained by Phoenix Management Inc.
 - 1.4.2. Ensure escorts/custodians are appointed in writing and submitted to Phoenix Management Inc.
 - 1.4.3. Complete receipt procedures for commercial fuel deliveries as outlined in paragraph 3.
 - 1.5. Individual facility managers will:
 - 1.5.1. Gauge all issue tanks daily. Check for signs of water and fuel leaks at least weekly.
 - 1.5.2. Gauge support tanks weekly.
 - 1.5.3. Maintain AF Form 500, **Daily and Weekly Fuel Record** daily (automated product may be used) instead of AF Form 500, if all required information is included and appropriate controls are applied in accordance with AFI 33-360, Vol 2, *Forms Management Program*. Instructions for completing AF Form 500 are contained in AFI 23-204.
 - 1.5.4. Contact 90th Operations Support Squadron, MAF Supply (90 OSS/OSOE), the sole contact for fuel status at the MAF.
 - 1.5.5. Supervise all fuel deliveries according to paragraph 3.
 - 1.5.6. Place Vehicle Identification Readers (VIRs) on line so Phoenix Management Inc. can download information daily between 0700 and 0800, excluding weekends and holidays.
 - 1.5.7. Complete Manual fuel sheet, for all issues from MAF issue tanks any time the VIR is inoperative. Vehicle registration number and organization code are imperative for reimbursement of funds.
 - 1.6. 90 OSS/OSOE Supply will:
 - 1.6.1. E-mail or Fax fuel requirements (DSN) 481-4457, or commercial (307) 773-4457, to Phoenix Management Inc. Expected delivery date is 2 days for commercial and 3 days for local purchase sites.
 - 1.6.2. Provide Phoenix Management Inc. with receipt invoices and issue documents within 3 duty days of delivery. Issue documents must be legible and ready for computer processing (i.e., separated by grade of fuel and date, with customer copy removed).
 - 1.6.3. Ensure tank custodians are appointed in writing to Phoenix Management Inc.

2. On-Base Receipt Procedures. (Exception: trucks making deliveries to Base Exchange service station):

2.1. For contract organization tank commercial fuel truck receipt; the following procedures will be used.

2.1.1. FAX fuel requirements (DSN) 481-4457, or commercial, (307) 773-4457, to Phoenix Management Inc. Expected delivery date is 2 days for commercial and 3 days for local purchase sites.

2.1.2. Commercial fuel truck drivers must report to Bldg 1247 (Fuels Operations) prior to making base deliveries and upon completion of delivery.

2.1.3. Complete receipt procedures for commercial fuel deliveries as required by paragraph 3.

2.1.4. The tank custodian shall determine the amount of fuel delivered will not exceed 90% of the capacity of the tank. In the event of a spill, the tank custodian and truck driver contain the spill and call 911 to report a spill and immediately call the environmental flight at ext 2213 (during duty hrs) or the spill beeper at 773-5168-4313. Contractor is responsible for cleanup and disposal of any spills caused by him and his equipment. Any waste manifesting associated with debris disposal must be coordinated through 90 CES/CEV at ext 4441 per the SPCC Plans (Spill Prevention Control and Countermeasure).

2.2. For organization tanks filled by Phoenix Management Inc., the following procedures will be used.

2.2.1. Notify the Fuels Control Center at ext. 3828.

2.2.2. A tank custodian must be present at the time of delivery to sign the AF Form 1994. Tank custodian will be verified prior to delivery.

2.2.3. The tank custodian is responsible for filling the tank. The tank custodian shall determine the amount of fuel delivered will not exceed 90% of the capacity of the tank. In the event of a spill, the tank custodian will use materials from the spill kit to contain the spill and call 911 to report a spill and immediately call the environmental flight at ext 2213 (during duty hrs) or the spill beeper at 773-5168-4313. Any waste manifesting associated with debris disposal must be coordinated through 90 CES/CEV at ext 4441 per the SPCC Plans (Spill Prevention Control and Countermeasure). Phoenix Management Inc. personnel will operate the refueling unit.

3. Off-Base Deliveries Receipt Procedures:

3.1. A tank custodian or vehicle escort must be present at the time of delivery to sign the AF Form 1994.

3.2. Ensure delivery vehicle is at the correct destination and can accept the amount of fuel intended to be delivered without exceeding 90% of the tank capacity.

3.3. Check vendor's tank for water with water finding paste prior to receiving fuel shipments. If water is found; contact Phoenix Management Inc., ext. 3828.

3.4. Get visual sample to check for color and contamination. **NOTE:** The color for MOGAS unleaded regular (MUR) can vary from clear to straw-colored. Diesel is clear. Heating Fuel (DLW) is red. Fuel with evidence of any physical contaminates (water, solid materials, and so forth) should not be accepted. Contact Phoenix Management Inc., Ext. 3828, for quality control concerns and guidance.

- 3.5. Obtain the beginning meter reading from the delivery vehicle and annotate the delivery invoice. Supervise filling of all tanks.
- 3.6. Complete AF Form 1994, in accordance with the tank custodian training guide.
- 3.7. When delivery is completed, annotate the ending meter reading and compute total net gallons received. Sign the invoice, the AF Form 1994, and send the documents to the respective squadron superintendent or wing briefing/debriefing for LF deliveries.
- 3.8. Forward AF Form 1994 and delivery documents to Phoenix Management Inc. within 3 duty days of receipt.

4. Phoenix Management Inc Tank Custodian Training Program:

- 4.1. Organizations requesting training may contact Phoenix Management Inc., Ext. 3828.
- 4.2. Memorandums of appointment as escort/tank custodian signed by the squadron commander must be provided to Phoenix Management Inc. after attending the training class.

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