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The OPR for this supplement is HQ AFRC/LGSWF (SMSgt Douglas L. Campbell). This supplement implements and extends the guidance of Air Force Instruction (AFI) 23-201, 1 August 1999. Civilians and reservists of this command will follow guidance of the basic instruction except as supplemented. The AFI is published word for word without editorial review. Air Force Reserve Command supplementary material is indicated by "(AFRC)" in boldface type. This supplement describes AFRC procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the Air Force basic.

SUMMARY OF REVISIONS

This revision reflects AFRC changes resulting from implementation of the FISC, the addition of sending a copy of off station trip reports to the numbered air force fuel representative, and a frequency change for reviewing training records for those in upgrade training. A (I) indicates new or revised material.

1.1.1. **RESERVISTS/CIVILIANS:** You are required to meet the intent of this publication; however, due to the size of AFRC locations, some positions listed in attachment 4 will remain unstaffed.

1.2. **RESERVISTS:** The Logistics Support Squadron (LSS) commander appoints (by memorandum) the most qualified NCO in the flight as the NCOIC. NCOICs of lead units and all SMSgts must attend the Petroleum Logistics Management Course (PLMC).

1.4.1. **RESERVISTS:** Submit an annual budget to the LSS/LSF commander not later than local budget call. Budget request should include, but not be limited to, the cost to participate in the biennial AFRC Supply/Fuels Readiness Competition (every odd year), the AFRC Supply/Fuels Conference (every even year), all formal AETC courses needed for UTC and upgrade requirements, and off-station annual tours.

1.5. **CIVILIANS:** As a minimum, train personnel to meet requirements of AFI 32-4002. Internally, establish a fuels operating instruction (FOI) or policy letter and a lesson plan to identify requirements for

responding to fuel spills. The FOI/policy letter and lesson plan must include notification requirements, emergency shutdown procedures, spill clean up procedures, and assistance to emergency responders, as a minimum. RESERVISTS: The NCOIC coordinates with the host flight to ensure all personnel receive required environmental training. Incorporate this into the annual training plan.

1.6. RESERVISTS: This paragraph does not apply.

1.7. RESERVISTS: This paragraph does not apply.

1.10.1. RESERVISTS: NCOIC interviews all newly assigned personnel as soon as possible, but not later than two unit training assemblies (UTA) after arrival. Document this initial evaluation on the AF Form 623a or suitable substitute and maintain in the individual's training record.

1.13. RESERVISTS: This paragraph does not apply.

1.15. RESERVISTS: This paragraph does not apply.

1.20. RESERVISTS: Compliance with host FOIs, policy letters, and checklists are mandatory. CIVILIANS: If policy letters are used in lieu of FOIs, review them annually.

1.21. RESERVISTS: Units are not required to maintain a TO library provided host library is readily available.

1.24. RESERVISTS: Add required records to the LSS file plan.

2.4.1.1. RESERVISTS: HQ AFRC/LGSWF performs a staff assistance visit (SAV)/UTA visit to each AFRC unit every 3 years, upon request, or when deemed necessary.

2.5. RESERVISTS: LSS/LSF commander ensures provisions of this paragraph are met where applicable.

3.2. RESERVISTS: LSS/LSF commander, in coordination with the fuels NCOIC, ensures applicable provisions of this paragraph are met at flights without an FMFC.

3.3.6. (Added) RESERVISTS: The safety NCO should possess AFSC 2F071.

3.3.7. (Added) RESERVISTS: The safety NCO will provide a safety briefing each UTA with topics that coincide with the annual training plan.

3.3.8. (Added) RESERVISTS: Hold at least one safety briefing each UTA for all fuels personnel. The briefing will take place at the beginning of each UTA and include, as a minimum, technical order safety supplements, notes, cautions, and warnings (example: if the annual training plan covers fixed facilities then a safety briefing from TO 37-1-1 is appropriate). Briefings should also include changes in fuels operations and any information received through the host or command channels that relates to accidents, mishaps, safety hazards, or environmental issues impacting fuels operations/personnel. Maintain a record of safety briefings for 12 months.

3.3.9. (Added) RESERVISTS: Ensure all lesson plans include safety practices.

5.2.3. RESERVISTS: As a minimum, NCOICs maintain AFI 23-201, AFRC Supplement; AFI 36-2201, Developing, Maintaining, and Conducting Training; AFPAM 23-221, Fuels Logistics Planning; and CJCSM 3150.14, Joint Reporting Structure Logistics.

5.4.2. RESERVISTS: The NCOIC should make every effort to ensure the entire UTC trains together on UTA weekends and during off-station deployments.

5.4.2.2.4. RESERVISTS: The gaining MAJCOM provides UTC JFDES for all AFRC lead UTCs.

5.5.1.1. RESERVISTS: NCOICs provide valid SORTS inputs to the sorts data monitor as required.

5.5.2.5. (Added) RESERVISTS: All units include REPOL reporting procedures in their annual training plan

5.5.3.1. RESERVISTS: Provide an after action-report to HQ AFRC/LGSWF and your NAF fuel representative for all off-station annual tours and mobility deployments. Submit report within two UTAs of return to home station. Report will include:

5.5.3.1.1. (Added) Availability, condition, and capability of equipment at deployed location.

5.5.3.1.2. (Added) Host personnel assistance in meeting mission/training objectives.

5.5.3.1.3. (Added) A recommendation on using location for future AFRC deployments (if applicable).

5.5.3.1.4. (Added) Performance of FMSE and adequacy of spare parts (if applicable).

5.5.3.1.5. (Added) Any problem areas and recommendations to improve mission support.

5.7.8. (Added) RESERVISTS: The NCOIC reviews OPLANS at least annually and ensures the flight is trained to support war tasking. NCOIC requests the local XP (Contingency Plans) obtain and provide the fuel support plan for the OPLAN tasked location (if site survey has been accomplished).

5.8. RESERVISTS: This paragraph does not apply.

5.9. RESERVISTS: This paragraph does not apply.

5.10. RESERVISTS: This paragraph does not apply.

5.12. RESERVISTS: Use host flight's radio net. CIVILIANS: A single net is desired, but not mandatory.

5.13. RESERVISTS: This paragraph does not apply.

5.14. RESERVISTS: This paragraph does not apply. CIVILIANS: Provide a printed copy with all supporting records to HQ AFRC/LGSWF every odd year in January or when mission changes dictate. 5.15. RESERVISTS: This paragraph does not apply.

5.16. RESERVISTS: This paragraph does not apply.

6.1. RESERVISTS: Units designate a fully qualified 7 skill-level operations supervisor responsible for ensuring fuels operations are conducted according to best management practices and the applicable requirements established in this AFI. Ensure all personnel are fully qualified on all core tasks in the CFETP equal to their skill level and the annual training plan focuses on core task training and fuels operations to maintain proficiency. CIVILIANS: The fuels manager ensures key functions and responsibilities appropriate to the mission are accomplished according to best management practices and the intent of this chapter.

6.6.11. RESERVISTS: Perform checkpoint operations according to this paragraph and applicable TO each day during UTAs regardless of flying schedule. Inspect, as a minimum, one of each type of assigned refueling equipment.

6.7.4. RESERVISTS: Perform inspections on fixed facilities according to this paragraph and TO 37-1-1 each day during UTAs regardless of the flying schedule. Inspect, as a minimum, one fixed fuel facility.

7.1. RESERVISTS: The NCOIC ensures sufficient numbers of personnel are trained according to this chapter to meet UTC requirements. For SEI 040, complete 39 full days of on-the-job-training (OJT)

while being monitored by a fully qualified accountant. The preferred method for this training is 39 concurrent Reserve Personnel Appropriations (RPA) Mandays; however, if necessary, 12 UTAs and an annual tour can meet this requirement. For SEI 039, complete 26 full days of OJT under the supervision of a fully qualified laboratory technician. The preferred method for this training is 26 concurrent RPA Mandays; however, if necessary, six UTAs and an annual tour can meet this requirement. CIVILIANS: The fuels manager ensures sufficient number of personnel have been trained according to procedures in this paragraph to meet mission requirements. As a minimum at least one SEI 040 and one SEI 039 must be assigned. Additionally, back-up personnel must be qualified to perform these duties in the absence of the primary person.

7.2.7. (Added) RESERVISTS: The NCOIC ensures personnel holding SEI 039 and 040 receive refresher training annually according to attachment 7. These requirements can be satisfied by an agreement with the host fuels flight to allow reservists to process transactions and perform samples during monthly UTAs or perform these tasks during the annual tour. The goal is to maintain proficiency on these SEI tasks.

7.3.1. RESERVISTS: NCOIC ensures adequate personnel are trained with use of the Fuels Automated System (FAS).

7.12. (AFRC) RESERVISTS: The NCOIC or an appointed 2F071 will perform these duties. Do not duplicate tasks already being performed by the LSS.

7.13.3. RESERVISTS: Use host flight's training program for assigned equipment and systems whenever possible.

7.13.4. RESERVISTS: Do not duplicate any tasks already being performed by the LSS.

7.13.5. RESERVISTS: This paragraph does not apply.

7.13.10. RESERVISTS: Review training records of trainees in upgrade training semi-annually. Annotate the review in the trainee's training record. Evaluate all training records annually. Prepare, assess, and route the evaluation according to paragraph 8.5 and 8.6.

7.13.15. RESERVISTS: The NCOIC should request the host provide a list of publication changes since last UTA. Brief all personnel on significant changes.

7.13.16. (Added) RESERVISTS: The fuels training supervisor should possess AFSC 2F071.

7.13.17. (Added) RESERVISTS: Develop an annual training plan for each calendar year (recommend developing the plan not later than November for the upcoming year). NCOIC ensures plan is designed to keep personnel current on skills required by UTCs and core tasks required for skill level. Use the CFETP as a template to ensure all core task areas are covered each year. NCOIC ensures appropriate coordination with host flight when plan requires host flight training support.

7.13.18. (Added) RESERVISTS: Coordinate off-station annual tours with deployed location immediately upon approval. Include training needs/objectives and information concerning special requirements that can be accomplished before deployment to reduce loss of training time (for example, flightline access, driving, etc).

7.15. RESERVISTS: This paragraph does not apply.

8.1. RESERVISTS: Lead units assign the UTC JFAXW 039 SEI MSgt as the compliance supervisor. All other units assign a highly qualified 7 skill-level supervisor as the compliance supervisor (this should normally be the second ranking person).

8.3.1.1. RESERVISTS: The compliance supervisor performs evaluations in each of the following areas once every 6 months (not to exceed 180 days): Management, training, and safety. Establish and follow an annual schedule to ensure full coverage (can be added to the annual training plan). Do not conduct more than one evaluation per UTA as these evaluations are in-depth and require research when performed properly. CIVILIANS: Conduct internal evaluation of each function every 6 months (not to exceed 180 days).

8.3.1.3. RESERVISTS: Perform at least two no-notice spot checks on two different fuels operations and preferably two different personnel each UTA. As a minimum, spot-check all personnel performing fuels tasks at least three times annually. CIVILIANS: Perform at least two no-notice spot checks on non-supervisory personnel performing fuels tasks each month or a maximum of five per week, whichever is less.

8.3.2. RESERVISTS: The NCOIC performs the semi-annual assessment of the compliance program. Include this evaluation in the annual schedule.

8.6.1.1. RESERVISTS: Provide a reference for each finding. As a minimum, route report through the NCOIC, FMT, and LSS commander.

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Commander